

Village of Riverwoods
Board of Trustees Meeting
April 16, 2024
Approved

Present:

Kris Ford, Mayor
Michael Clayton
Liliya Dikin
Andrew Eastmond
Henry Hollander
Jeff Smith

Absent:

Rick Jamerson

Also Present:

Bruce Dayno, Police Chief
Stephen Witt, Director of Community Services
Tony Vasquez, Finance Director
Tom Krueger, Fire Chief
Vivian Hofeld, Deputy Village Clerk
Carissa Smith, Village Engineer

The meeting was called to order at 7:30 pm

Thank You

On behalf of the Board and the Village, Mayor Ford thanked Gryphn Hong for his service in live streaming the Board meetings to the Village.

Document Approval

Trustee Dikin moved to approve the minutes of the April 2, 2024 Board of Trustees meeting. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved to approve the minutes of the May 2, 2023 Executive Session. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved to approve the minutes of the March 20, 2024 Executive Session. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

Finance Director's Report

Trustee Clayton moved to approve the bills. Trustee Hollander the motion. Trustee Hollander asked about the Strenger grinder pump bill. Director Vasquez explained there was a backlog of invoices that

needed to be processed. The process is the invoices go from Stranger to GHA then to the Village. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Smith (5)

NAYS: None (0)

First Quarter Finance Report

Director Vasquez presented highlights from the unaudited first quarter financials for 2024. The audited 2023 numbers should be received shortly. A copy of his report is attached to the minutes.

Trustee Eastmond asked what is driving the higher expenditures in the Building Department. Director Vasquez explained this time last year, we had a part-time Director of Community Services. We now have a full-time director. Trustee Hollander questioned whether the Water Fund should be self-supporting. Director Vasquez explained the Water Fund is operated in a manner to be self-sufficient. Trustee Clayton noted at the last finance workshop, the projection showed the Water Fund could have difficulty maintaining the reserve and meeting expenses due to a higher number of capital projects without an adjustment to rates.

Director of Community Services Report

Director Witt noted the Village's Road program does include Village roads. SSAs are encouraged to participate as they and the Village benefit from economy of scale.

Director Witt reported on the progress in replying to the Verisk project. Requests included providing credentials of individuals in certain Village positions, and information from ICC. Other projects were: reviewing the building permit fee schedule, work on the electric aggregation program, interviewing a company for building maintenance work for Village Hall and the Police Department, and preparations for the April 18 adjudication hearing.

Trustee Clayton noted there is a high degree of interest in including a green initiative for the electric aggregation program.

Village Attorney's Report

Mr. Huvard reported the Plan Commission has been working on a Planned Unit Development Ordinance.

Village Engineer's Report

Ms. Smith reported the Watershed Development Ordinance (WDO) documentation has been submitted and is up for approval later this month. The pre-construction meeting was held on for the road program which is expected to start next week.

Zoning Board of Appeals Report

ZBA Chairperson Sherry Graditor reported the ZBA met on April 11th to discuss a variance on signage at 1195 Milwaukee. The petitioner will come back to the May 9th meeting with a revised request.

Police Report

Chief Dayno reported the police activity is attached to the end of the minutes. He noted the Department received a \$10,000 grant toward the purchase of body cameras. Another grant just opened up that should cover the rest of the cost for the cameras and film storage this year.

On April 4th, a criminal damage to property arrest was made. A person went to a door and struck the car with their hand, causing a dent. The person was found in McHenry and was charged with a misdemeanor. On April 14th, a person was arrested for assault and criminal damage to property at Thornton's. Compliance checks were conducted on April 14th and one restaurant sold alcohol to the underaged agent. The server was cited and the case was turned over to the Liquor Commission.

Fire Protection District Report

Chief Krueger reported on April 4th, they were called for a potential kitchen fire in Inverrary. The call was upgraded as two people were trapped. The townhome was on fire and the husband was holding the door open. Chief Krueger noted the doors should always be kept closed because oxygen feeds fires. The wife was trapped in the house, but the firefighters were able to rescue her.

Information Items from the President

1. Communication with Consultants

Mayor Ford mentioned that requests for information should be channeled to Staff in the first instance, which often will make it unnecessary to involve our consultants.

2. Status of proposed purchase of the Federal Life property

Mr. Huvard reported the project has a lot of "moving parts", including the necessary coordination with Lake County. Issues include the approval and funding for redesigning the compensatory storage, and coordinating to receive Lake County's offer for easement compensation. Director Witt and Mr. Huvard will be meeting with Lake County next week.

Trustees were interested in any changes to the expected purchase price, and timelines for various actions and funding,

New Business

There was no New Business.

Old Business

There was no Old Business.

Visitors wishing to address the Board

Russ Romanelli believes the fire station discussion for the Federal Life property came up very quickly and questioned why we need a new firehouse. He also asked what would happen to the old firehouse building. Mr. Romanelli noted the firehouse is currently centrally located in the Village and asked why it would move and the how it would impact taxes.

Chief Krueger explained they currently have three fire stations in the district. Based on call volume, they should be a two-fire station district. The fire district has different boundaries than the Village. Chief Krueger noted the main station, built in 2018, is in dire need of repair and the three fire stations are not properly located. In 2023 there was a study to consider the possibility of consolidating two of the stations and improving response times. The study suggested a move closer to Milwaukee Avenue. Chief Krueger noted when Federal Life approached the Village, they found it was the best opportunity to move the station to a location on the Milwaukee Road corridor.

Mr. Huvard explained that Federal Life only recently requested a meeting with the Village to discuss a second attempt by a developer to build townhouse units. At that meeting, Federal Life indicated they would be open to an offer from the Village for a public use.

Cheryl Rue-Borden asked if anywhere else would be covered in Riverwoods if the station was moved. Chief Krueger explained the fire district has a different boundary than the Village. The new building would be Lincolnshire-Riverwoods district while the current station is actually in the Deerfield – Bannockburn District. Chief Krueger noted the Deerfield-Bannockburn fire protection district and Northbrook fire department help each other out. Overall, moving the building would help the district coverage as a whole.

Trustee Hollander noted the fire protection district is not governed by the Riverwoods Board and the Village does not have control over them. They are a completely separate entity from the Village and have their own board and levy their own taxes.

Adjournment

There being no further business to discuss, Trustee Clayton moved to adjourn the meeting. Trustee Dikin seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 8:33 pm

The next regular meeting of the Board of Trustees will take place on May 7, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:
Jeri Cotton

Attachments:
Police Report
Finance Director's Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

4/16/2024

Activity Through April 10th of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
46 (7503) (Mortorist Assist)	31	24
50 PD (7572) (Crash Property Damage)	23	17
50 PI (7571) (Crash Personal Injury)	7	8
50 Priv Prop (7573) (Crash Private Property)	-	3
911 Hang up (7911)	6	1
Ambulance (7021)	108	97
Animal Problem (7245)	17	11
AOA (7001)	41	50
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	-	1
Battery (0400)	1	1
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	70	86
Burglary - Residential (0625)	-	3
Burglary (0600)	-	1
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	1
Construction Comp (7078)	-	1
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	1
Crim Damage to Prop (1310)	2	2
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	2	1
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	-	1
Deceptive Practice (1110)	2	-
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	2	10
DUI (2410)	10	13
Fingerprinting (7039)	4	6
Fire Alarm (0733)	11	11
Fire Call (7024)	18	15
Fireworks Complaints (3001)	-	-
Forgery (1120)	-	-
Found Animal (7246)	3	-
Found Prop. (7156)	3	1
Harassment by Telephone (2825)	1	-
Hold Up Alarm (7083)	7	9
Identity Theft (7198)	6	1
Lock out - Vehicle (7051)	6	2
Lost / Mislaidd Prop (7144)	2	2
Missing Person (7178)	-	1
Noise Comp (7078)	3	5
Notification (7049)	4	7
Other Comp (7079)	14	17
Other Investigation (7199)	9	7

Incident Type	2024 YTD	This Time 2023 YTD
Other Trouble (7139)	1	1
Parking Complaint (7522)	2	1
Premise Exam (7041)	530	551
Public Service (7040)	17	14
Roadway Debris (7250)	10	11
Solicitor (7063)	-	3
Suicide (7211)	-	-
Suspicious Auto (7123)	10	19
Suspicious Person (7123)	9	8
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0910)	-	1
Theft Over \$500 (0815)	2	2
Theft Under \$500 (0825)	1	-
Traffic Complaint (7521)	13	12
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	4	4
Well Being Check (7045)	21	13
Total:	1034	1058
Crime Prevention Notices	185	181
Case Reports	53	53
Traffic Stops	650	463
Number of Citations issued	238	184
Number of Persons Issued Citations	180	118

20 houses are currently on the Vacation Watch list and are checked regularly.

- Presented tonight are the unaudited financials for the 1st quarter of 2024
- We just had our auditors on site for field work last week, and will have the audited 2023 numbers presented when the audit is complete in the early summer.

General Fund

- Starting with the revenues, the main outlier here is the Police Department. However, a significant portion of the Police revenue budget comes from property taxes, which are distributions that pick up pace in late spring into summer. The 4% number you see here is similar to what we experienced last year at this time as well.
- Administration and Building Department revenues are trending near the 25% mark. We should see more activity for building revenue as we get to the warmer months, although we are trending ahead of where we were in Building Department revenue at this point last year.
- Expenses in the General Fund are overall near 20% for being a quarter of the way through the year.
- The General Fund deficit at the end of the 1st quarter is \$131,227 which is 75% of our expected deficit for the year. However, since the property tax revenue doesn't start coming in until after the 1st quarter, I don't believe this is a concern for our annual projections at this point in the year. Last year at this time, our General Fund deficit was at 120% of our expected deficit for the year, but still ended up as an operating surplus by year end.

MFT Fund

- MFT revenues are trending right on target at 25% through the first quarter. You may recall my note from the last quarterly report, where I said we were removing the Rebuild Illinois program from expected revenue, as the final payments related to that program came in 2022. Our revenue forecasts are now much closer.
- Expenditures are well below budget at 12.25%. Thankfully, with fewer snow events than normal in the early months of the year, we had few invoices for snow removal.

Water Fund

- Revenues are just under 19% of the annual budget amount. The warmer months bring more water usage, so that number should look closer to target at the next quarter. We are still trending ahead of where we were last year at this time, and a factor in that is the correction I brought to the Board's attention last fall, where we discovered that the commercial water rate needed to be corrected.
- Expenditures are low at this point in the year. However, much of the budget for water expenses is related to maintenance work and capital projects that will happen later in the year.

Sewer Fund

- Revenues are at 32% of the budgeted amount for the year.
- Expenditures are low at this point in the year, much like the Water fund. Much of the work related to the sewer fund will happen later in the year, including capital projects.

Capital Fund

- Revenue for the Capital fund is based on a transfer from the General Fund as well as grant revenue, neither of which have happened at this point in the year
- Expenditures are at 10.5% for the annual budgeted amount. It should be noted that we budgeted a high expenditure scenario for our capital fund, so all projects may not ultimately be approved to happen in 2024.