

Village of Riverwoods  
Board of Trustees  
July 16, 2013  
Approved

In Attendance:

John Norris, Mayor  
Michael Baumann  
Cheryl Chamberlain  
Kristine Ford  
Michael Haber  
Rick Jamerson

Absent was:

Kevin O'Donnell

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Susie Crohn, Acting Village Clerk  
Bruce Dayno, Police Chief  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Hal Roseth, Village Treasurer

Call to Order: 8:00 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the July 2, 2013 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

Treasurer's Report

Village Treasurer Hal Roseth provided the treasurer's report. He noted that the total fund balances are \$14,789,000. Recently, he met with North Side Community Bank, who is offering their CDARS program again. Mr. Roseth recapped where the outside monies are invested. He sent a note to the Ameriprise representative explaining that the Village would probably be redeeming all of the Village's funds held there. The investments at Ameriprise, other than one item, are up in value from the original cost basis and the Village is receiving a yield of about 3.5%. At Wells Fargo, the Village is yielding 3% on the police fund investments, but the investments have gone down in value resulting in a net yield of 2.5%. The JP Morgan account is yielding 2%, with very little gain or loss on the net investment.

### Engineer's Report

Mr. Glenn noted that the Village hall parking lot storm sewers have been cleaned out. The Village has around 600 feet of pipe in the ground for the Thornmeadow water main project. He also stated that the culvert replacements on Hoffman and Jasmine should be done in early August.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the July 2, 2013 Board of Trustees meeting. There were seven accidents, 20 alarms, five complaints about animals, ten fire department assists, one other agency assist, three burglaries to motor vehicles, three domestic disputes, one DUI, one finger printing, one found property, one harassment, one intoxicated subject, two lockouts, four motorist assists, four noise complaints, two parking complaints, one solicitor complaint, eight suspicious circumstances, one theft from auto, seven crime prevention notices and seven case reports. There were 87 traffic stops with 71 citations issued to 52 people.

There are currently three houses on the House Watch list that are checked regularly.

Chief Dayno met with FEMA about the reimbursement for the April flood. He will complete some additional required paperwork. Chief Dayno has been in contact with the Village of Deerfield regarding the dispatch center. The Deerfield Police Chief is currently reviewing the contract drawn up by their attorney.

### Village Attorney Report

Mr. Huvard noted there are some August court dates for the homes in receivership. There was an emergency motion due to a foot and a half of water in the basement of one of the homes. Mr. Huvard believes this program is working well for the Village. Mr. Huvard met with residents on South Robinwood who are interested in forming an SSA for road maintenance.

### Comments from the President

- Update on Water Damage to Board Room

Mayor Norris noted the board room has more water damage than originally thought. The Village will get a proposal from an architect regarding raising the floor in the board room above the water level so the water damage does not happen again. He also asked the architect to put together a list of other things, after reviewing both the Village Hall and the former police building, as to what is needed to meet the safety code.

Trustee Chamberlain questioned how the architect was selected. Mayor Norris explained that this architect has worked with the Village before and has had experience with this type of building. He also stated that he felt that the Board room needs to be addressed fairly quickly. Mr. Huvad explained that he has had experience with the architect that is providing the proposal. He gave the Board some background on the architect. This is the architect who drew up plans for the proposed community center and the nature shelter. Mayor Norris stated he is sure that the architect is qualified and that the only question is whether the Board wants to get a look at other architects. Mr. Huvad said that, after receiving the proposal, if the Board feels the proposal is too expensive or requires too much work, the Board could then ask for additional proposals.

Mayor Norris spoke with Village Forester Chuck Stewart who indicated the shelter should arrive shortly. He believes the Village can schedule an opening ceremony for September.

Mayor Norris indicated the DBR Chamber of Commerce will hold their annual golf outing in August.

#### Visitors Wishing to Address the Board

John Vitogianis of 2360 Duffy Lane, which is on the corner of Windlake and Duffy, addressed the board. Mr. Vitogianis was told by his neighbor that there was a vote to redo their road and that it passed. Mr. Huvad explained that the residents of Windlake asked the Village to propose a special service area. He then explained the SSA process. Mr. Vitogianis explained that one homeowner whose property gets inundated with water, believes that the water flow will be redirected to the lake. Mr. Huvad noted he did not have that conversation with anyone and that the bulk of the anticipated scope of work in the proposal had to do with reconstructing the road. Mr. Glenn stated that no one had mentioned any significant drainage problems to him. Mayor Norris offered to have Mr. Vitogianis come in and meet with him so that the Mayor could explain the SSA process.

Jonathan Schlesinger, 2475 Forest Glen Trail, is planning a large scale river cleanup between Ryerson and Cahokia Flatwoods. He thanked the Village for offering preliminary support. He is interested in using the parking lot and the overflow grassy area across on the east side of Portwine.

#### New Business

- Discussion of Reimbursement of Trustees General Expenses

Mayor Norris believes the memorandum is very clear. He proposes putting together a general monthly reimbursement that would not need to be itemized. Trustee Chamberlain and Mayor Norris will work on a list of items.

- Discussion of a Policy Allowing Electronic Attendance at Meetings

Trustee Ford brought up this agenda item. The Village would still need to have a quorum with the electronic attendee not being counted toward the quorum. The electronic attendee would need to be ill or out on Village business. The Village would also need to investigate the logistics. Trustee Baumann asked whether the Village will have electronic meeting capabilities. He questioned whether audio would be sufficient or if they would need video capabilities as well. Mayor Norris believes that audio would be sufficient to meet the OMA requirements. Trustee Haber noted that whenever there has been an issue before the Board that is of particular concern to one of the Trustees who could not be present, the agenda item was deferred to a future meeting where that Trustee could be present. Mayor Norris noted that if there is a controversial issue, the Board usually waits until there is full Trustee attendance.

### Approval of Bills

Trustee Jamerson moved for approval of the bills. Trustee Baumann seconded the motion. Mayor Norris noted that the format is a little different because it is coming out of the new software. It is not alphabetical, but there are now reference numbers associated with each item for ease of discussion. Trustee Chamberlain questioned a few general bills. There were several bills from Tallgrass. She wanted to ensure that the bills coming in are the same that the Board anticipated. Mr. Stewart gave the Board estimates and she would like to match the bills with the estimates. Susie Crohn will provide Trustee Chamberlain with a report detailing all of the checks paid to date to Tallgrass.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson (5)

NAYS: None (0)

### Old Business

- Ordinance 13-07-14 amending the Village Code concerning the possession and use of unlawful weapons – Second Reading

Trustee Jamerson moved for Second Reading and adoption of the Ordinance. Trustee Chamberlain seconded the motion.

Mayor Norris noted there are no changes to the proposed Ordinance since the last meeting.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson (5)

NAYS: None (0)

### Adjournment

Board of Trustees Meeting

July 16, 2013

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There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:03 PM.

The next regular meeting of the Board of Trustees is scheduled for August 6, 2013 at 8:00 PM.

Respectfully submitted,  
Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
July 2, 2013  
Approved

In Attendance:

John Norris, Mayor  
Michael Baumann  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Kevin O'Donnell

Absent Was:

Kristine Ford

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Irene Gagerman, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 8:00 PM

Approval of Minutes

Trustee Haber moved to approve the minutes from the June 18, 2013 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

Director of Community Services Report

Mr. Durning explained there is a gas line being replaced by North Shore Gas along Saunders Road. They've completed part of the Duffy Road replacement and the restoration of the road will begin on Duffy later this week. He also reported that the old, above ground gas valves will be replaced with underground valve vaults.

Engineer's Report

Mr. Glenn stated the Village is on target to commence construction on Thornmeadow and it should be completed by the middle of September.

Police Report

Chief Dayno provided the Board with the Police Department activity since the June 18, 2013 Board of Trustees meeting. There was one 911 hang up, three accidents, 18 alarms, 12 complaints about animals, 14 fire department assists, four other agency assists, two domestic disputes, two driving complaints, one finger printing, one harassment, six identity thefts, three lock outs, one motorist assists, one noise complaint, one open burning, one solicitor complaint, 17 suspicious circumstances, one crime prevention notice and 13 case reports. There were 112 traffic stops with 79 citations issued to 62 people.

There are currently 8 houses on the House Watch list that are checked regularly.

Chief Dayno noted there was a suspicious circumstance involving evidence of a skimming device having been attached to an ATM machine at Northside Bank. The department is investigating it. Chief Dayno will meet with FEMA on July 11, 2013 and will find out how much money the Village will be reimbursed for the April flooding.

#### Fire Department Report

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the month of June. There were 35 calls including 22 EMS calls, seven fire calls and six other calls. There were 204 calls year to date.

#### Comments from the President

- Storm Water in BOT Meeting Room

Mayor Norris noted that the storm water issue in the board room has caused some mold inside the drywall. The Village is trying to verify whether the catch basin is the primary problem. Mr. Glenn is making arrangements to have the storm sewers cleaned out. The Village will determine whether it is the only problem or if the Village needs to look into other issues.

- 2012 Audit Filed

Mayor Norris noted the audit report is on file and that there are no significant problems. He reported that the auditors are happy about the software changes which will improve the Village's internal controls regarding reimbursements.

- 4<sup>th</sup> of July Parade

Mayor Norris underestimated what was involved with the parade and will be better prepared for next year.

- Harassment Seminar

Board of Trustees meeting

July 2, 2013

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Mayor Norris arranged for a harassment seminar for board members to take place prior to a Board of Trustees meeting. It will take place before the August 6, 2013 Board of Trustees meeting at 6:30 PM.

#### New Business

- Ordinance 13-07-12 proposing the establishment of Village of Riverwoods Special Service Area number 26 for road improvements benefitting certain properties on Edgewood Lane, Edgewood Court, Kenilwood Lane, Kenilwood Court, Woodland Lane, Knollwood Way, Woodland Court East and Woodland Court West and providing for a Public Hearing and other procedures

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously.

Trustee Haber moved for Second Reading and adoption of the Ordinance. Trustee Chamberlain seconded the motion.

Mr. Huvard explained that the Kenilwood Association maintains a majority of the streets while the Woodland Association maintains a smaller portion of the streets. There is a portion of the road that is jointly maintained. There are 67 homes in the Kenilwood Association and 58 homes in the Woodland Association. The shared segment has been maintained based on the ratio that each Association bears to the total of 125 homes. Mr. Huvard distributed a map for proposed SSA 26. At the intersection of Woodland and Crestwood, there are two properties that form a bridge between the front part and the back part of the area. Those two properties are members of the Woodland Association, so they do not want to be part of the SSA. Mr. Huvard indicated there would not be contiguity without these two properties. He asked the homeowners at the two properties to be part of the SSA for the sake of contiguity and he would then find a mechanism so that they did not have to pay for improvements because they are already paying their own Association. Mr. Huvard explained that after further discussion with all the parties, he believes it would be appropriate to assign the properties a benefit factor of zero, as the homeowners are already paying their own Association. Trustee Haber questioned whether either property would disassociate from their Association. Mr. Huvard explained neither homeowner wanted to make a change. Mr. Huvard noted a couple driveway culverts may be replaced as part of the scope of the SSA, as they are causing flooding issues.

Trustee Baumann questioned why the SSA cost is so much higher than Vernon Woods. Mr. Glenn explained that there is \$50,000 in drainage costs, 12% in soft costs of design and construction engineering, additional pavement being laid and possibly higher costs of labor due to the fact that the Village has to pay the prevailing wage.

Mr. Huvard indicated that there cannot be a hearing until the first meeting in September and the SSA cannot be established until the second meeting in September. Mr. Huvard suggested getting the design engineering completed prior to that meeting, so the construction could begin right after the SSA is established. The Trustees questioned how the Village could recoup these costs



if the SSA is not established. Doug Banks believes there are at least 45 property owners that are tentatively in favor of the SSA. He noted some homeowners may change their minds, but believes the SSA will be passed. Mr. Huvad explained that the Association had funds and would be responsible for paying for the expenses if the SSA did not get established. Mr. Banks noted the Association would have to give him permission to spend the funds. Mr. Glenn noted that the design costs would probably run approximately \$30,000.00. Mr. Huvad suggested the Board request a partial deposit for the Gewalt Hamilton expense to protect the Village. Trustee Chamberlain wanted to ensure the Village is tracking both legal and engineering costs attributable to this SSA so they can see exactly how much this is costing the Village and what additional fees for SSA's generally, if any, should be assessed going forward.

Trustee Haber amended his motion to include the changes indicated on the handout. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

- Ordinance 13-07-13 proposing the establishment of Village of Riverwoods Special Service Area number 27 for road improvements benefitting certain properties on Windlake Terrace and providing for a Public Hearing and other procedures

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously.

Trustee Jamerson moved for Second Reading and adoption of the Ordinance. Trustee Chamberlain seconded the motion.

Mr. Huvad noted there are only seven lots in the contiguous area. It is a flat-rate SSA. They do not want a maintenance levy in the SSA.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

- Ordinance amending the Village Code concerning the possession and use of unlawful weapons

Trustee Jamerson moved for First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously

Mayor Norris explained that because of the concealed carry law, the Village needed to look at their own Ordinance and it was discovered that there were a number of inconsistencies. Mr. Huvad tried to tie it together, keeping the same idea as before which was primarily for non-discharge of weapons within the Village other than certain limitations for minor things such as

BB guns that could be maintained on a homeowner's property. Mayor Norris indicated there were also safety provisions added. Mr. Huvard used the State's definitions in the Ordinance. The Village has, in the past, tried to enact local ordinances even where a state statute existed, when there was an advantage to the Village, instead of having to file a State charge. He tried to do that in rewriting this ordinance. Chief Dayno indicated they removed some of the firearm language that was included in the previous ordinance, as any firearm offences would be charged under the state statute.

Trustee O'Donnell questioned the various weapons that were mentioned in the Ordinance. Mr. Huvard explained that some of the language in the new Ordinance came from the Illinois Criminal Code. Trustee O'Donnell asked for clarification on what made a knife 'automatic'. He stated that he was trying to understand what was legal and what was not. Chief Dayno explained that the State considers switchblades and stilettos as illegal and that the Village just used the same definitions. Trustee O'Donnell said that he was trying to understand what the difference is between what is covered by the State ordinance versus what is covered by the Village ordinance. Chief Dayno explained that the Village just tried to mirror what the State did. Chief Dayno also stated that they did not bother addressing firearms because the Village was not going to go local on firearms.

Ron Baransky questioned what would determine whether an offender is charged with a State or local violation. Chief Dayno stated that the officer has discretion in determining that.

The motion passed unanimously.

- Discussion of sewer agreement with Lake County

Mayor Norris noted that he believes, after wading through the new contract with the County, that it would be more beneficial to bill the additional fees through the new software rather than asking the County to do it. The Village has an existing contract with the County that would not be renegotiated if the additional fees were merely billed through the Village and the County was not asked to do anything different under the existing contract. Mr. Huvard stated that the County is saying that this agreement is a new template that they want to use. They want to set up a couple of committees that would tell the member communities how much money should be put aside to guard against inflow infiltration and if the community did not put aside enough, they could be fined. Mayor Norris would not want to give up control to the County. Trustee Haber questioned whether the Board should look into a different mechanism, other than the County, for infrastructure control. Mayor Norris noted the Village still has 15 years on the contract with renewals. Mr. Glenn believes the Village benefits through their relationship with Lake County. Mayor Norris noted that due to the County's proposed changes, the Village should explore their options. Trustee Chamberlain expressed concern about proper communication with the residents. She stated that the Board should make sure that the residents understand that this is not a new surcharge, but is now on the Village's bill rather than the County's. Mr. Huvard stated this would be a good opportunity to communicate to the residents about the reserve policy adopted by the Board. Trustee Jamerson noted one issue is that not every resident has city water, and, therefore these residents do not receive a water bill. Therefore, a second database will have

to be maintained, for residents that do not receive water from the Village and will now get billed only for sewer.

Sherry Graditor explained that Village residents have various types of sewers and some residents do not have any sewer service. She questioned whether all the users would be billed the same. Mayor Norris indicated all users would be billed the same, and those without sewer service would be exempt.

#### Visitors Wishing to Address the Board

Joan Becker, 2750 Edgewood Lane, thanked the Board for their assistance with the SSA but she does not believe this is the best thing for the neighborhood. She believes they will only get the best road they can sell to their disgruntled minority. Ms. Becker explained this is a different community and people are not helping out as much. She does not think the SSA is the best thing for the Village, because of the costs. Ms. Becker believes the Village should take this on as an opt-in. She thinks this will bring down the standard of excellence in the Village because the roads would not be up to the Village's standard of quality that has already been established. She would like to see road standards that would have to be met for the Village to potentially take over the private roads sometime in the future. Ms. Becker believes people moving into Riverwoods are looking for a charming place to live with the latest amenities.

#### Old Business

- Resolution 13-07-03 adopting charitable donation policy

Trustee Haber moved to adopt the Resolution on the charitable donation policy. Trustee O'Donnell seconded the motion.

Trustee Chamberlain noted a few people asked whether the finance committee would continue to update the Board, as they do not have a budget at this point. Trustee Chamberlain explained they would. Mr. Baransky asked about the policy. Mayor Norris stated that it sets out a number of qualifications that people have to have. Trustee Chamberlain explained that the policy is a method to develop criteria that provides standardization of requests. Trustee O'Donnell added that the policy adds to the transparency in government.

Trustee Chamberlain noted the Resolution will be on the Village website, in the Village Voice and copies will also be available at Village Hall.

The motion passed unanimously.

#### Standing Committee Reports

- Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell congratulated Mayor Norris on being elected to the executive committee of the SWALCO Board.

- Police/Building/Zoning – Trustee Jamerson submitted the building report. In June, there were 26 permits with a construction value of \$622,020, generating fees of \$8,257. Year to date, there were 79 permits with a construction value of \$2,787,678, generating fees of \$48,509. In June 2012, there were 16 permits with a construction value of \$216,130, generating fees of \$2,350. 2012 year to date, there were 69 permits with a construction value of \$2,785,665, generating fees of \$25,984.
- Information Services/Parks/NSSRA – Trustee Ford asked Mayor Norris to report on the NSSRA meeting regarding the use of Village facilities. He explained that NSSRA requested the use of the woodlands around Village Hall and the new restoration area.

Mayor Norris indicated Trustee Ford asked about the Village's policy on electronic participation in meetings. Mayor Norris said he would look into that.

- Woodlands/Finance – Trustee Chamberlain is working with Mr. Stewart on the alternative sign. She stated that she is not being completely informed about the progress on the restoration project and requested a report be submitted. Mayor Norris will speak with Mr. Stewart about keeping everyone informed. Trustee Chamberlain noted that the other reason she would like to be kept informed was that, as the work progresses, she anticipates getting more calls and questions from the residents. For this reason, she would also like the sign to be installed soon so that residents would understand what that area is. She will send the Board suggestions for a project name for the sign, because some residents didn't like the word 'learning' in the name.
- Drainage/Stormwater/Environment – Trustee Baumann indicated Mr. Glenn provided a map that assesses the condition of the culverts in the Village. The map will help to identify areas of clusters with poorly maintained culverts. Trustee Baumann would like to develop a pilot program to help residents clean up and maintain their culverts. Trustee Jamerson stated that the map is a little outdated, and that some of the problem culverts have been replaced.

Mike Corn asked why the Village would not take the active role, coordinate the entire Village and pay for what needs to be done, so when residents clean their culverts it would not negatively affect downstream residents. Trustee Baumann indicated that the Village engineer recommended starting the culverts at lower elevations and working towards higher ground to avoid such problems. Trustee Baumann noted the program would try to get as many residents on board to get the best deal for both financial reasons and the health and safety of residents. Mayor Norris noted that the Village is looking at this issue, but that this project is currently not in the budget. Trustee Jamerson and Trustee Chamberlain both brought up other issues that could make a Village-wide culvert project difficult.

Adjournment

Board of Trustees meeting

July 2, 2013

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There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:32.

The next regular meeting of the Board of Trustees is scheduled for July 16, 2013 at 8:00 PM.

Respectfully submitted,  
Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
June 18, 2013  
**Approved**

In Attendance:

John Norris, Mayor  
Michael Baumann  
Cheryl Chamberlain  
Kristine Ford  
Michael Haber  
Rick Jamerson  
Kevin O'Donnell

Also Present:

Irene Gagerman, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 8:02 PM

Trustee Chamberlain moved to recess the Board of Trustees meeting for a Public Hearing on the proposed formation of SSA 25. Trustee Jamerson seconded the motion. The motion passed unanimously.

The Board of Trustees meeting reconvened at 8:08 PM.

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the June 4, 2013 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

Engineer's Report

Construction will begin on the Thornmeadow water main project on July 8, 2013. Construction is set to be completed on September 16, 2013. Mr. Glenn also stated that the Thorngate Creek culvert is done, but that the culverts under Jasmine and Hoffman lanes are targeted for the end of July.

### Director of Community Services Report

Mr. Durning stated occupancy permits have been issued for the properties at 620 Sherry Lane and 9 Cherrywood. A demolition permit was issued for the property at 2059 Cherrywood. The property located at 3060 Orange Brace is being remodeled. Mr. Durning received a call asking whether goats are allowed in the Village. He told the caller they were not allowed.

A new Sushi restaurant will be opening in the Shoppes of Riverwoods. Mayor Norris noted the restaurant owners will be asking for outdoor seating and a liquor license.

Mr. Durning brought the board up to date on the home in Meadowlake that had remodeled the kitchen, a number of years ago, without a permit. He explained that the work was not done to code and the end result was a disaster, but that now most of it has been corrected.

Mr. Durning and Trustee Jamerson inspected the property at 3135 Scotch Lane. Much of the house was not habitable and many of the rooms were not completed. There are a lot of issues with the property. Trustee Jamerson noted that wires were hanging out, that smoke detectors and carbon monoxide detectors were missing or didn't work. He believes the course of action would be to send them a letter stating that numerous safety issues need to be corrected. Once the issues are corrected, then the Village can tackle the fact that a lot of work was done without a permit. Mr. Durning added there are balconies without railings, which initially got the Village's attention. The portion of the house that was renovated without a permit is habitable, but the rest of the house is not. Mayor Norris suggested requesting the homeowner demonstrate they have made the necessary corrections so the habitable portion of the property is brought up to a safe level and block off the portion of the home that is uninhabitable. Mr. Huvad suggested that he be debriefed with all the facts so that a strategy could be devised. Mayor Norris expressed that it may be difficult to lock out the residents. He wanted the board apprised of this complicated situation.

Trustee Jamerson asked about the ComEd annual franchise report. There are graphs and tables with abbreviations that are not defined. There are customer service reports and system improvement reports that are shown as completed, but do not look like the improvements were installed. Trustee Chamberlain asked what the purpose was of the report. Mr. Huvad noted the ICC mandates the report. Mayor Norris questioned whether the ComEd liaison should come to the next Board of Trustees meeting. Trustee Jamerson suggested he talk to the liaison first. Trustee Haber recalls the Village's agreement is that ComEd installs a certain number of feet of underground cables each year, but does not know if it has been completed. Trustee Jamerson will ask the liaison that question.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the April 16, 2013 Board of Trustees meeting. There was one 911 hang up, nine accidents, nine alarms, five

complaints about animals, 14 fire department assists, three other agency assists, two domestic disputes, one dispute, one driving complaint, two DUIs, six lock outs, 11 motorist assists, three noise complaints, four solicitor complaints, nine suspicious circumstances, two crime prevention notices and eight case reports. There were 101 traffic stops with 85 citations issued to 67 people.

There are currently 2 houses on the House Watch list that are checked regularly.

Chief Dayno attended the Lake County emergency management partners update meeting reference getting reimbursement for some of the Village's expenses due to the April flooding. It sounds like the Village will get some reimbursement. There were representatives from Lake County, the State and Federal emergency management. They are preparing the grant and will have a kick-off meeting soon. Right now, the Village expenditures are more than \$9,000 and Chief Dayno is hoping to get 75% of that back.

Chief Dayno explained Deerfield is preparing a telecommunication services contract. Once Mr. Huvard and Mayor Norris are satisfied with the contract, he will bring it before the Board. Chief Dayno contacted the Westin Hotel about locating an antenna on their roof. They are receptive to it. The Village's installer would have to get a building permit from the Village of Wheeling. Mr. Huvard is working on getting a 10 year license from the Westin.

#### Village Attorney's Report

Mr. Huvard noted a resident conveyed a property to his neighbor, and now the conveyed property is non-conforming as to area. The Village code actually states that before properties are exchanged, residents should get approval from the Village to avoid this type of problem. Trustee Haber suggested revisiting the transfer notice requirement on deeds transferring property in the Village prior to recordation, even if there is no transfer tax. Before the deed could be recorded, the the Village would see it and affix a transfer approval stamp. Mr. Huvard said that was a good idea, but that, due to a ruling by the Attorney General, that the purpose had to be to raise revenue which would require a referendum.

Mr. Huvard is trying to form an SSA for Kenilwood residents. There has been a lot of discussion.

A receiver was appointed for the property at 1382 Kennilwood. The Village is looking to get a receiver appointed at another property as well.

The Village met with representatives from Wintrust Bank to continue discussions about financing the SSA.

#### Comments from the President

- Audit Report

The meeting with the auditors is rescheduled for Friday. Trustee Haber suggested a nominal revenue requirement to comply with the Attorney General's opinion.



- Village Voice Update

Mayor Norris met with Jackie Borchew and they are looking to punch up the Village Voice. In addition, they are trying to get more community involvement. He will talk to the Board about the various changes before they are made. Ms. Borchew is also looking at various publishing methods and electronic distribution methods to save the mailing and printing expense.

Trustee Chamberlain requested that the outdated signs be removed.

Trustee Baumann noted the website also needs to be updated.

- Revision of Village Fire Arms Ordinance

Mayor Norris noted there is no revision currently. However, the Board needs to look at the issue of the firearm's ordinance after the concealed carry act is signed by the Governor. Mayor Norris said that Trustee Haber noted that there are a few inconsistencies and disconnects in the existing Village Ordinance. Besides working on correcting the current Ordinance, the Village will be looking into adding a section on safe storage of firearms as an additional requirement.

- July 4<sup>th</sup> Parade

Mayor Norris indicated the Village is entitled to have an entry in the Deerfield July 4<sup>th</sup> parade. There is a meeting on July 2 and he is looking for volunteers.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board on non-agenda items.

#### New Business

- Presentation by Terraco

Scott Handle, president, Dan Wander, senior Vice President of Terraco, Inc., Kevin Lewis, project engineer and Matt Darron, Principal with Frontline Real Estate Partners were present. Mr. Wander explained that Terraco purchased the property at Deerfield and Milwaukee three years ago. He explained that the reason Terraco asked to address the board was to reintroduce the project to the new board. He recounted that they had met with the Village three years ago and that the Village stated that they would like a grocery store at that site. Unfortunately, all of the grocery stores he approached stated that the property is not large enough. In addition, the area does not have the necessary population density to support a large store. Mr. Wander noted they also looked at full service sit down restaurants but were unsuccessful. They had people who were ready and willing to make a deal at the site for a daycare center, preschool or medical center, but that did not meet with the Village's expectations, so they dropped that idea. The current profile is four users in three distinct buildings. There will be a Shell gas station on the corner and McDonalds will relocate from across the street. Buona Beef will be on the east side of the property. Mr. Wander met with the Mayor and several Trustees a few weeks ago at which time

he outlined that the development be put into the TIF which the city approved last year. They will need to ask for a subsidy to make the project work and will ask to negotiate a redevelopment with the Village. Before Terraco begins doing more formal planning and engineering, they would like to hear the Village's thoughts about Terraco's plan and the request for a subsidy. He explained that the need for the subsidy was due to extensive offsite improvements and a new intersection to align their property with the adjoining properties. They will have to add a dedicated right hand turn. Another challenge is that 1/3 of the site is in a flood plain. Mr. Wander indicated they need multiple users for the site to make the economics work. Their costs will be approximately \$1 – 1.5 million. Mr. Wander is looking for a subsidy of \$100,000 annually. He stated that the economic benefit to the Village in new sales tax would be \$250,000. Without the TIF, their return would be 7% which would make it a no-go. With the TIF, their return would be 10% which would work for them. The community would benefit and the neighboring site would become more valuable. The development would be sustainable over the long-term.

Trustee Haber asked why Terraco purchased the site based on all the problems and the need for Village assistance. Mr. Handle believed the corner was attractive enough. He believed that the Village would want to see the property developed and that the Village would cooperate by either doing some of the work or with a TIF. Mr. Handle thought people would be beating down their door to occupy the property, but expectations in terms of tenancy were inflated beyond reality. Mr. Handle noted they are spending a lot of money that will benefit the parcel to the south. He asked if there was a recapture agreement whereby Terraco could designate that the Village would recapture some of the monies spent by Terrace. Mr. Huvard noted that the portion of the property to the south, which is in the boundary of the Village, is also in the TIF district. Mr. Huvard said if that parcel is ever developed, the Village could negotiate a lot of terms and could retain as much increment as they could negotiate.

Trustee Baumann noted the representatives from Terraco mentioned this is a sustainable project, but identified population density issues which the Village cannot improve. He questioned what makes the proposed businesses different. Mr. Wander explained that, for a gas station, the benefit of the site is that the property is in Lake County, not in Cook County, and between 60,000 and 70,000 vehicles pass the intersection daily which is 50% more than a very busy intersection. McDonalds believes they would do better in an end cap drive thru and being on a hard corner. All three businesses would take advantage of the traffic density and not need the patronage of Village residents.

Trustee O'Donnell asked if the estimates presented in the financial analysis were reliable. Mr. Wander explained that based on the confidential sales numbers he has seen, that the estimates were realistic. Trustee O'Donnell asked if the gas station would want a limited liquor license. Mr. Wander explained they are looking only at beer and wine with no individual serving sales. Trustee O'Donnell asked what would happen if the Village was unwilling to issue a liquor license. Mr. Wander explained the project would be killed.

Trustee Ford asked if Terraco was talking to more than one gas station. Mr. Wander said that they were talking to Circle K and True North, based in Cleveland who is also a Shell operator .

Trustee Ford then explained that a BP station was interested but that there were some issues with the entrance and exit and that the trucks could not come down Deerfield Road. She asked if this would be a problem for the two current gas stations. Terraco said that both gas stations had an internal review of the site plan and this was being addressed.

Mr. Huvard stated that the Village did not want the trucks coming down Deerfield road.

Mr. Huvard asked Terraco to clarify the discussions he had with them concerning the width of the buffer area back from Deerfield road. Mr. Huvard had explained to Terraco that the Village wanted to ensure that there would be abundant natural landscaping on the property that would reflect Riverwood's identity. He noted that in previous negotiations with a potential tenant, the Village had a landscape easement that would give the Village the right to come onto those buffer areas and maintain them if they weren't being maintained. Mr. Handle explained they would add prairie grasses and wildflowers to the property. They will come back with a comprehensive landscape plan that they believe will exceed the Village's standards.

Trustee Haber expressed concern because he believes the then Board of Trustees dropped the ball on the Shoppes of Riverwoods project. Mr. Haber said they have another shopping center in the Village that they are not proud of. Mr. Haber stated that the Board's track record is not very good and that causes him to be very gun shy. So, Terraco needs to really impress him that this project will change the character of that entryway to the Village. Mr. Handle replied that if the project goes forward, the Board will have ironclad agreements with Terraco that will make sure that the agreement is executed exactly as stated.

Trustee Baumann asked if a traffic impact study has been commissioned. Mr. Wander spoke with IDOT, LCDOT and has a traffic engineer onboard. The proposed uses would not generate new traffic. Mr. Wander noted they would do extensive traffic studies as the project progresses. Mr. Lewis indicated the proposed plan includes roadway improvements.

Trustee Ford believes the Trustees should consider the hours of operation along with the lighting and architecture issues. She questioned what restrictions, if any, would be placed on the retail spaces. Mr. Handle explained that they love architecture and landscaping and that the proposed project will exceed the norm. In terms of lighting, they are using razor thin lighting that they are using at other sites. It is effective without being obtrusive. Trustee Ford suggested moving the 'Welcome to Riverwoods' sign Terraco has on their drawing. Trustee Jamerson noted that the stated tenants do not reflect the Village. He believes this is going to be a hard sell especially because it is the gateway to the Village. Mr. Handle explained that they tried to get other tenants that would be desirable to the Village.

Trustee Chamberlain spoke with quite a few residents who dislike the proposal and would rather have the property stay vacant. They feel there would be three businesses in Riverwoods that Riverwoods would prefer not to have. Trustee Chamberlain expressed she had environmental concerns given that two drive-throughs and a gas station would increase carbon emissions. Trustee Chamberlain also thinks it is going to be a tough sell. Mr. Handle explained the amount of emissions generated by the three tenants is minimal compared with the emissions from the

existing traffic. He also stated that the landscaping they plan to put in would balance out the carbon emissions.

Mr. Handle explained that owning the property in perpetuity is not an attractive option to Terraco. Trustee Chamberlain indicated the Village and its residents do not want a vacant corner. She understands Terraco has tried to find other, prospective tenants that would be more pleasing to the Village. She just emphasized that these particular businesses are going to be tough to sell.

Sherry Graditor, 880 Hoffman Lane, noted the three proposed uses are not her favorite uses for the property. She would not want to sell wine and beer along with gasoline. As the development progresses, it would have to be done to Village specifications. Ms. Graditor is concerned about the amount of light emitted by a gas station as well as truck noise. She believes Terraco needs to prove this is the best use of the land.

Mike Corn, 3075 Blackthorn Road, asked what the benefits will be to the residents.

Mr. Handle explained the residents would benefit from the taxes generated by the businesses.

Trustee Haber stated that Terraco should not walk away totally discouraged. He understands that that corner will be developed at some point in time because Terraco will not allow the Village to not let Terraco to develop it. So, he would much rather work with a developer that is sensitive to the concerns of the board. If Terraco turns out to be that sensitive developer, Trustee Haber said he would work with Terraco to try to create a plan that would work for both the Village and Terraco. Trustee Ford would rather the Board have some control over the development and work with a hospitable partner.

- Policy determination concerning vehicle formerly used by Mayor

Mayor Norris researched the vehicle and believes the current value is about \$10,000. The usage cost is approximately \$.37 cents per mile. He asked what the Trustees want to do with the vehicle. Trustee Jamerson suggested using the vehicle for Village activities. He believes it would show professionalism if used by the Director of Community Services when he does his inspections versus using his own personal vehicle. It would also be a practical vehicle for winter weather as well as navigating flooded streets. Mayor Norris said a log would be kept to track the use. Trustee Haber suggested painting it as a community service vehicle. Chief Dayno got a ballpark quote of a few hundred dollars to paint the name on it.

Resolution 13-06-02 appointing Trustee O'Donnell as alternative SWALCO representative

Trustee Haber moved to appoint Trustee O'Donnell as the alternate SWALCO representative. Trustee Jamerson seconded the motion. The motion passed unanimously.

### Approval of Bills

Mayor Norris noted there were some software issues this week that prevented printing out totals. Trustee Ford totaled the bills and they total \$257,946.95.

Trustee Jamerson moved approval of the bills, subject to Trustee Chamberlain checking on items. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

#### Old Business

- Ordinance 13-06-11 establishing the prevailing rate of wages in the Village of Riverwoods

Trustee Haber moved for Second Reading and adoption. Trustee Jamerson seconded the motion. Trustee Jamerson explained this is for work done in the Village using State funds. Mr. Huvard clarified the prevailing rate is for any public work done in the Village. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

- Consulting contract with landfill engineer

Trustee Haber moved to grant approval for Mr. Huvard and Mayor Norris to enter into a contract with a landfill engineer in an amount not to exceed \$10,000 subject to their approval. Trustee Jamerson seconded the motion.

Mr. Huvard explained his firm would enter into the agreement with CDM Smith, Inc. Mayor Norris explained that Mr. Glenn interviewed landfill engineers and made recommendations. Mr. Huvard noted there is a short list of firms with the proper expertise. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

- Charitable donation policy

Trustee Chamberlain explained that generally when she analyzes issues, she normally goes from general to specific. But in this case, she feels the opposite is true. She believes the Trustees should look at the form first. The form includes all of the criteria on the second page. In reviewing the form, the board will get a sense of the types of requests that may come through. The Trustees looked at the form and made various changes.

At the bottom of the form, the Village is requesting a current financial statement. Sometimes people do not have financial statements. Trustee Jamerson explained they could either attach something or not. Trustee Ford believes requesting a financial statement adds legitimacy.

Mayor Norris indicated the Board could ask for an annual report. Trustee O'Donnell suggested asking for audited documents. He also suggested asking if the organization has either a political or religious affiliation. If so, it should be explained. Mayor Norris suggested a signature verifying that the information provided is accurate. Trustee Baumann suggested asking if there is a conflict of interest. In other words, if a member of the board or an employee of the Village is also a member of the organization.

Trustee Chamberlain will rework the form and request for information. She asked whether the Board wanted to set a total donation amount per year or per organization. She also asked if the Board wanted to set a timeframe for donations. Trustee O'Donnell believes the Board should consider donations on a case-by-case basis. Trustee Haber is not against setting a total cap amount. Mayor Norris believes the Board should set a total cap amount then consider amounts on a per case basis. Trustee Baumann noted the Board would need to keep a running total.

Trustee Ford believes going to the finance committee first serves as a protection for the Board. She believes the Board needs to be flexible on timing, but, (was 'and') needs to set time limits. The prescreening, formal application process and putting a process in place would be good.

#### Adjournment

There being no further business or discussion, Trustee Baumann moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:33 PM.

The next regular meeting of the Board of Trustees is scheduled for July 2, 2013 at 8:00 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
June 4, 2013  
Approved

In Attendance:

John Norris, Mayor  
Michael Baumann  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Kevin O'Donnell

Absent was:

Kristine Ford

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Irene Gagerman, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer (arrived 8:55 pm)  
Bruce Huvad, Village Attorney

Call to Order: 8:00 PM

Approval of Minutes

Trustee Jamerson moved approval of the minutes from the May 21, 2013 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

Director of Community Services Report

Director of Community Services, Rob Durning, reported the entrance sign on Riverwoods Road has been repaired. He stated the 2012 performance evaluations of ComEd will be available for the next meeting.

Trustee Chamberlain asked about the home on Deerfield Road that was operating a tea business. Mr. Durning explained the resident said she was not operating a business in the Village. He also stated the he has kept his eye open on the home looking for parties or large gatherings and has not seen anything to indicate that a business was operating out of the home.

Trustee Haber noticed that on the south side of Deerfield Road just past the well structure there were a pile of boulders on the side of the road. He stated that they have been there for months and look unsightly. Trustee Jamerson believes that Pat Glenn said that they were left there on

purpose. Trustee Norris commented that Pat Glenn would be coming to the meeting later and the question could be brought up then.

#### Engineer's Report

Village engineer Patrick Glenn reported the preconstruction meeting for the Thornmeadow water main project was held. All the contracts and insurance is in place. The target date to start the project is July 8, 2013. They anticipate completion in September.

Mr. Glenn spoke with Lake County about the culvert work on Deerfield Road. They anticipate completing the culverts at the end of July.

Mayor Norris asked about the large boulders west of Thornmeadow. Mr. Glenn explained the boulders are there because of the gutter outlet. Trustee Haber believes it is unsightly. There are weeds growing up amidst the rocks. Mr. Glenn will look into cleaning it up.

#### Village Attorney's Report

Mr. Huvard stated staff had a meeting with representatives of Federal Life who asked what the Village would consider appropriate uses on their site. Mayor Norris stated they have the ability to double their present capacity. He noted that as long as they stay within the zoning requirements the board would not have any objections, but the Village would not be interested in changing the zoning.

Mr. Huvard stated there will be a hearing on the possible formation of an SSA for East Course. Notice has been published and will be mailed out tomorrow. Staff will have a follow up meeting with Wintrust about funding. Representatives from Terraco will be at the June 18, 2013 Board of Trustees meeting to discuss their marketing efforts.

The Village was successful in getting a receiver appointed for the property at 1982 Kenilwood. The receiver found water in the basement and is looking to get an emergency motion to abate mold.

He has been meeting with the Kenilwood road association and is hoping to get an ordinance on the agenda for the next meeting to propose forming an SSA.

The Village received the 2012 draft audit report and made some observations for analysis. The plan is to finalize the audit by June 30, 2013, which would be in compliance with State law. Mr. Huvard summarized the report by stating that the financial condition has improved over the prior year. However, the sewer fund has gone backward and will need more revenue in the fund. Mayor Norris stated the Village received a proposed updated agreement for the changes in the sewer rebate. He hopes the information will be before the Board at the next meeting. The Village needs to determine what to do with the sewer fund to make it self-sustaining.

#### Police Report



Chief Dayno provided the Board with the Police Department activity since the May 21, 2013 Board of Trustees meeting. There was one 911 hang up, three accidents, 14 alarms, four complaints about animals, 13 fire department assists, two other agency assists, two well-being checks, one dispute, three driving complaints, two finger printing, one fraudulent activity, one harassment, four lockouts, three motorist assists, one solicitor complaint, one suicidal subject, 12 suspicious circumstances, one crime prevention notice and nine case reports. There were 69 traffic stops with 23 citations issued to 18 people.

There are currently 3 houses on the House Watch list that are checked regularly.

Chief Dayno stated there were a few arrests. Three 18-year-olds were arrested for stealing a street sign. They were charged with local ordinance violations. Officers made a drug paraphernalia arrest during a traffic violation and an unlawful use of a weapon arrest during another traffic violation.

Chief Dayno stated the Lincolnshire police department is closing their communication dispatch services and will contract with Vernon Hills. He spoke with the Deerfield and Vernon Hills police departments about the possibility of contracting for communications dispatch services. There are pros and cons with both contracts. Chief Dayno noted that Deerfield would be less expensive the first year. Vernon Hills would be cheaper each year thereafter. It would take five years before the Village would realize the savings if they went with Vernon Hills. Chief Dayno recommended negotiating a contract with Deerfield to provide telecommunication services and entering into a contract for joining the East Shore Radio Network which will be required if we contract with Deerfield. He asked for direction from the Board.

Trustee Jamerson has had a number of discussions with Chief Dayno and believes that going with Deerfield is the right choice. Vernon Hills has a computer-aided dispatch fee that increases every year and that Deerfield does not charge. Trustee Baumann asked about the need for an antenna. Chief Dayno explained coverage becomes weak around Milwaukee Road, and recommended adding an antenna near the Westin in Wheeling. Chief Dayno explained there is an ordinance in Wheeling stating only Wheeling police and fire departments can add an antenna at the Westin. He explained they could put an antenna on the water tower near the Westin if the ordinance cannot be changed, but that it would be more expensive to do so. Trustee O'Donnell asked about the length of term of the agreement. Mr. Huvad explained that the agreement is annual and would be renewed each year. Chief Dayno provided estimates of costs for the next five years. Trustee Haber asked what it would cost to have our own dispatch or decide to team up with Bannockburn. Mr. Huvad explained that the Village would have to have a telecommunicator, who was also a PSAP, as well as a dispatcher. Mr. Huvad was asked what a PSAP was. He explained that the telecommunicator takes the call and the dispatcher then tells the police where to go. The Village cannot be a telecommunication point because that was set by statute and is no longer possible. Chief Dayno noted that even if the Village could do it, there would be a lot of start-up costs and it is expensive to maintain.

Mr. Huvad explained they would come back to the Board with an agreement.

### Fire Department Report

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the May 2013. There were 39 calls including 21 EMS calls, five fire calls, five auto accidents and eight other calls. There were 169 calls year to date. Battalion Chief Christenson noted there was a 23% increase in May. He also distributed an emergency preparedness guide that will be available to residents.

### Comments from the President

- Update on Software

Mayor Norris indicated good progress has been made with the accounting software. Village Clerk Gagerman explained Susie Crohn is inputting payments made by the Village. She had a session with Banyon on the water billing and the first billing will be done this week. Galaxy is coming in tomorrow to set up a new database.

- Update on Budget

Due to the software update, staff has not made a lot of progress on the budget. Trustee Chamberlain, Mr. Huvad and Mayor Norris have been working on the budget and will ask the Trustees for their input. Trustee Chamberlain will give each Trustee their section of the budget and ask for comments.

- Personnel Manual & Sexual Harassment Seminars

Mayor Norris explained they are reviewing the personnel manual for changes that may be required. Chief Dayno and Mayor Norris have been exploring sexual harassment training seminars. Staff will attend the seminars during the week. He asked the Board for their preference. Chief Dayno and Mayor Norris are working on a Board review or retreat to discuss FOIA and other items.

- Fourth of July Parade

The Village provided a donation to Deerfield Family Days, which allows the Village to have a float in the Deerfield Fourth of July parade. Mayor Norris will come up with suggestions for the next meeting.

### New Business

- Approval of release of Construction Bonds

Trustee Jamerson moved approval for the release of construction bonds. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

- NSSRA

Craig Culp, Executive Director with NSSRA, explained North Shore Special Recreation Association (NSSRA) is a park district for people with disabilities. They were formed in 1970 and Riverwoods is one of their 13 partner communities. Mr. Culp presented a video highlighting the accomplishments of NSSRA. He thanked the Village for their continued support. The NSSRA administrative offices are currently located in Northbrook, but NSSRA programming is offered throughout the 13 partner communities. The programs are open to all ages and abilities.

Mr. Culp reviewed the capital and facility acquisition plan. NSSRA worked very hard to develop the plan that focuses on building, vehicles and technology. The foundation has made a commitment to pay for their vehicles over the next ten years. Their technology cost is about \$13,000 annually. Mr. Culp explained their strategic goal is to acquire a new, permanent home with a partner agency. They are looking for a safer location but do not have a location at this point. Mr. Culp explained they hope to acquire a building by 2018, if possible. The plan is not etched in stone, but is a good estimate with financially sound estimates.

Mr. Culp explained NSSRA helps residents of the north shore, including Riverwoods. They average over 40 registrations per year in Riverwoods. 15 Riverwoods residents work for NSSRA. Their current facility does not have private meeting spaces, storage or adequate office space. Six full time staff members share three offices. Mr. Culp explained the current building is 8370 square feet and does not have any programming or training space available. The proposed space will be 15,000 square feet and will provide adequate space for the employees and storage space. They plan to fund the new space with 20 percent outside sources and 80% from the member agencies. Their foundation will do a capital campaign as well. The total cost assumption is \$3.8 million with \$2.3 million being financed over 21 years at 3.5 percent. Riverwoods contribution would be \$60,000 over 25 years. Mr. Culp thanked the Village for their ongoing support.

- Ordinance establishing the Prevailing Rate of Wages in the Village – First Reading  
Trustee Haber moved for First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously.

Mayor Norris explained the Village does not have a choice. The Village must pay prevailing wage rates for any projects with State funding.

- Landfill Engineer Contract

Mayor Norris noted that there is no contract as yet for the landfill on the 37 acres. He explained the Village does not have any expertise on landfills. He has gotten the names from Swalco of two potential engineers who do these type of audits. The Village has received a proposal from one of them and it will be discussed in the future. Mayor Norris believes the landfill engineer will help the Village make progress.

- Discussion of Charitable Donation Policy

Trustee Chamberlain prepared and sent a memo so that a discussion could ensue. She believes the first question is to determine whether the Village wants to make contributions or donations.

The Trustees indicated they were interested. The next question she asked was if donations should be made only if there is an anticipated budget surplus. Trustee Chamberlain looked at other communities policies. In general, most communities have qualifications, restrictions, forms to be completed and specific exclusions. Trustee Chamberlain asked the Trustees if they had particular concerns about the memo she circulated. Trustee Haber suggested that Trustees comment outside of this meeting. Trustee Jamerson suggested taking the information and answering the questions and then sending them back to Trustee Chamberlain to put the data together. Trustee Chamberlain asked the Trustees for their opinion on each of the criteria and items they feel strongly about within the next week.

- HVAC Maintenance Contract for Police Station

Mayor Norris noted the prior vendor does not exist so the Police Department needs a new HVAC maintenance contract. Toptec provided a quote of \$1060.00. Trustee Jamerson moved to accept the contract. Trustee Chamberlain seconded the motion.

Trustee O'Donnell asked about the cost of the previous contract. Mayor Norris believes it was in the \$900 range. Trustee Chamberlain asked whether the Board should get other bids. Mayor Norris stated that given the condition that the Village was left in by the previous contractor, he would like something in place now. Trustee Jamerson asked that if this is part of the police department budget, why the board has to vote on it. Mr. Huvad noted Chief Dayno could sign the agreement if it's within his budget, and then the bill will come before the Board. Trustee Haber stated that he felt the board was getting bogged down in minutiae by having to look at minor expenses such as this expense. Mayor Norris stated that he wanted to err on the side of safety and would take these comments as direction from the board and, in the future, will report to the board after the fact as to what was done.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

### Old Business

- Ordinance 13-06-09 proposing Enlargement of SSA #24 – Second Reading

Trustee Jamerson moved approval of the Ordinance. Trustee Chamberlain seconded the motion.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

- Ordinance 13-06-10 regulating the Keeping of Bees – Second Reading

Trustee Jamerson moved approval of the Ordinance. Trustee Chamberlain seconded the motion.

Trustee Chamberlain asked if the ordinance, as written, would prevent any Village residents from keeping bees. Trustee Jamerson noted there should be someplace on each resident's lot where they could keep bees. Therefore, it would not prevent any resident from keeping bees.

Trustee Chamberlain also asked if there are residents already keeping bees and are registered with the State, and would then notify us according to our ordinance, would they be considered consistent with our ordinance even though their registration is not at the same time as we might have otherwise liked. Mr. Huvad replied that, administratively, the Village would take that position.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, Jamerson, O'Donnell (5)

NAYS: None (0)

#### Standing Committee Reports

- Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell explained there was a meeting with Lincolnshire discussing the possible naming of the safety path on Riverwoods Road. The proposed name is Riverwoods Road Trail. Mr. Glenn explained that the County is updating their bike path map and would like the communities to be on board with the names they are calling the paths. The County has a desire to have way finding signs that we can install and maintain if the board so chooses. There was some discussion of doing a bike path on the west side of the DesPlaines River in 2015. Mr. Glenn confirmed that the County is undertaking Phase 1 which would extend from the DesPlaines River trail west On Deerfield Road to Milwaukee in 2015. Mr. Glenn stated that the larger path from Thornmeadow to Saunders is taking longer due to significant right-of-way requirements to build that segment. Mayor Norris stated that it looks like an understanding has been reached with the owner just north of the Cubby Bear who had previously refused to give an easement to allow the County to connect them to connect the trail up the river.

- Police/Building/Zoning – Trustee Jamerson presented the building report for the month of May 2013.

- Woodlands/Finance – Trustee Chamberlain is still following up with Village Forester Chuck Stewart on the sign quote.

- Drainage/Stormwater/Environment – Trustee Baumann explained there have been a few resident calls about drainage problems on their property. The common thread is culverts or drainage ditches on private property. He will work on preparing an educational flyer to raise awareness and let residents know what their obligations are. The flyer may include the

Board of Trustees Meeting

June 4, 2013

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opportunity to have interested residents provide the Village with their names so that the Village can pool them together for contracting out the jetting of the culverts .

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:56 pm

The next regular meeting of the Board of Trustees is scheduled for June 18, 2013 at 8:00 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
May 21, 2013  
**APPROVED**

In Attendance:

John Norris, Mayor  
Michael Baumann  
Cheryl Chamberlain  
Kristine Ford  
Michael Haber  
Rick Jamerson  
Kevin O'Donnell

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Irene Gagerman, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney

Call to Order: 8:00 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the May 7, 2013 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

Plan Commission Report

Ch. Niedelman stated the Plan Commission held a hearing to discuss changing the ban on beekeeping in the Village. Mr. Huvad drafted an ordinance. The president of the Illinois beekeepers association was present at the last meeting. The proposed ordinance is comprehensive and addresses issues of both beekeepers and residents. Ch. Niedelman explained the Plan Commission's primary issue was safety. The conclusion was that keeping bees would be a positive thing for the Village.

Trustee Baumann asked about fly away fences. He looked at the definition and asked if the ordinance should make a distinction between fly away fences and other types of fences. Mayor Norris explained that the ordinance would be discussed later in the agenda, but the trustees could ask questions of the Ch. Niedelman. Trustee Chamberlain asked about setbacks and amount of space around the hives. Ch. Niedelman explained the restrictions were based on keeping consistent within the Village's other setbacks. Mr. Huvad explained that the Plan Commission

recommended hives not be located within the required side or front yard setbacks or within 10 feet the rear yard with the exception of properties whose side or rear yards faced a forest preserve. Mr. Huvard also stated that if a side yard setback is less than 25 feet, a fly away fence provision would come into play. Trustee Chamberlain questioned why the Plan Commission is requesting restrictions on the number of hives based on the size of the property. Ch. Niedelman noted that they needed to setup some limitation and that most hobbyist beekeepers average four hives. Mr. Huvard explained that there is no minimum acreage to have hives, but instead, a limitation was set on the number of hives. For properties of 2 acres or less, two hives would be allowed; for properties of more than two (2) acres, four hives would be allowed. Trustee Haber suggested that it would be more equitable to use a proration method to allow additional hives for additional acreage. Trustee Chamberlain asked if the number of hives and space required around the hives was based on science or perception. A motion was made and seconded for a first reading. A voice vote was unanimously in favor.

#### Director of Community Services Report

Mr. Durning stated there has been progress in new home construction for homes on Sherry and Cherrywood. The homes are close to occupancy. The home on Strenger was knocked down. The foundation should be poured tomorrow. 720 Juneberry has been vacant for years and should be demolished and rebuilt shortly. Mr. Durning received a call from the Mosquito Abatement District. They should be spraying this week, weather permitting.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the May 7, 2013 Board of Trustees meeting. There were one 911 hang ups, 16 accidents, 16 alarms, seven complaints about animals, seven fire department assists, six other agency assists, one well being check, one dispute, six driving complaints, three DUIs, three finger printing, one fraudulent activity, three lockouts, six motorist assists, two solicitor complaints, ten suspicious circumstances, one crime prevention notice and 17 case reports. There were 97 traffic stops with 79 citations issued to 60 people. There were two possession of alcohol by a minor arrests and one zero tolerance.

There are currently 2 houses on the House Watch list that are checked regularly.

Chief Dayno noted the zero tolerance was for an administrative zero tolerance for a driver under 21 with alcohol in their blood. The liquor compliance checks were held May 11, 2013. None of the establishments sold to the underage agent.

Chief Dayno noted that the air conditioner in the police station was leaking due to an improper filter. The freon was also calculated incorrectly. Topotec fixed the air conditioner and will provide an estimate for annual maintenance service.

#### Village Attorney's Report



Mr. Huvard explained the Village entered into a settlement agreement for the property on 1075 Whigam. The bank has an incentive to comply and will reimburse the Village for fees. There will be a hearing for the property at 9 Julie in June.

The Village closed on the bond sales for SSA 24. The easement agreements are very close to being completed. Mr. Glenn will set up pre-construction meeting shortly.

Mr. Huvard published the notice for a public hearing on June 18, 2013 for SSA 25 (East Course Drive). There was a meeting last Thursday with members of the Kenilwood Members Association who are in favor of the project. There are 67 houses in the association. He expects to have a proposed ordinance next week for a new Special Service Area. He may request that the board waive the first reading of the ordinance due to time constraints.

#### Comments from the President

- Discussion of policy regarding possible Village funding of SSAs

Mayor Norris noted some of the SSA projects are too small to interest lending institutions. It was discussed that the Village may be willing to finance the project out of their own funds. Mayor Norris believes the Board should revisit this more seriously. He asked Trustee Chamberlain to work with him on forming a policy if the Board feels it may be something to consider in the future. Trustee Chamberlain explained that before the Village would consider this option, the possible SSA should have to demonstrate their efforts to come up with ways to pay for the project. Mr. Huvard believes this would be a smart way to do some of the smaller projects.

Trustee Baumann believes there are road associations who are too small to be self-sustainable. He questioned how the rates would be determined if the Village would decided to do the financing. He agrees with Trustee Chamberlain that the Village be the lender of last resort. Mr. Huvard explained the overall issue is that the Village should set a specific amount of money the Village would want to utilize for this issue. He noted the money would be tied up for 10 years. Trustee Haber asked how many potential road associations would need Village financing. Mr. Huvard thinks there are 35 associations, but a number of them are large and would not need Village financing. Trustee O'Donnell believes there would be a benefit to the residents in terms of quality of life and property values if the Village were to provide the financing.

Trustee Chamberlain noted the experience among the various road associations is different. Some are organized but some are not. That may be a factor to consider. Trustee Haber believes part of the discussion should be whether the Village may want to annex the roads at some time. If there is much of a problem with private roads, it is something the Village may want to consider. Trustee Jamerson believes many of the private roads are not constructed to Village standards. The Village would not want to take on those roads. Mayor Norris noted that could be part of the discussion as well. The Board also needs more discussion to determine the next step.

Doug Bank, 1385 Kenilwood, explained other communities require a road to be brought up to a certain standard to be considered for a jurisdictional transfer. He suggested the Board come up

with guidelines for road associations that may want to become an SSA. Trustee Chamberlain explained that SSAs are a relatively new process that started out rather experimental. The Board finds different things with each new situation and may not yet have sufficient information.

- Terraco Property

Mayor Norris provided the board with a memorandum and a drawing of the concept plan. The Mayor, Village staff, Trustee Chamberlain and Trustee Jamerson had a discussion with the property owners. The owners are proposing a service station on the corner with two additional buildings including a McDonald's with a drive thru and an 18 vehicle queue on site so that traffic would be contained on the property. They are negotiating for a Bueno Beef for the second building. Unfortunately, Starbucks is not interested in that location. The meeting was very preliminary. He suggested they put together a presentation for the Village Board. Trustee O'Donnell asked if they are still interested in a liquor license for beer and wine. Mr. Huvard explained they asked them not to serve single-serve liquor. Ms. Graditor suggested only allowing them to sell room-temperature alcohol. Mr. Huvard explained they have to go to the Board because of the possible use of a TIF. If the Board is interested, the owners will go through the normal zoning process. He asked the board if there were other issues they wanted to know about.

Trustee Baumann stated that the property was located at a busy intersection and asked that the petitioner do traffic impact studies. Mayor Norris noted that both the Village and the County would require traffic studies if the project goes forward. Mr. Huvard stated that the owners have tried to get a grocery store or other use for the property, with no luck. They feel that the market is pushing this use for the site. Trustee Haber believes the market may be pushing these uses for this site, but the Village is not.

Mr. Corn believes that the Brentwood North nursing home should be kept informed of the proposed project. Mayor Norris noted there would be two buildings between the gas station and the nursing home. Ms. Graditor expressed concern about the number of supply trucks and the routes the supply trucks would take. One proposal stated gasoline trucks would come at least twice a day. She is not excited about the development and the traffic and smells it will generate. Ms. Graditor believes there should be a designated route for the trucks and knowledge of the supply schedule.

Mr. Zgonena asked about the 37 acres. Mayor Norris explained that they keep piling dirt on top of it and the Village can't get the County to do anything about it. Mayor Norris noted that the land is not on Village property, and, therefore, the Village has no jurisdiction over the property. Mr. Glenn explained that the owners said it is a voluntary effort to rehabilitate the cap by adding dirt.

Mayor Norris recognized the plant sale, clean-up day and bbq from last Saturday. They had a spectacular electronics turn-in. Mayor Norris noted a good time was had by all.

The Village is making progress on the new software installation. Village Clerk Gagerman gave an update on the progress to date. The goal is to create the June water billing in the new

software. Training will be scheduled soon to explain how to input accounting data in order to have a full year's record in the G/L.

#### Visitors Wishing to Address the Board

Mr. Corn asked about the Village's position on the aesthetics on houses in the Village. He asked if there are any ordinances. Mr. Corn noted his neighbor had a new roof installed that shines like silver. He does not think it is aesthetically pleasing. Mayor Norris explained the Village does not regulate aesthetics. Mr. Siegel noted the Village had an ordinance previously, but it was thrown out in court. Mayor Norris noted it is a First Amendment issue.

Ron Baransky, Chianti Trail, asked the Village to consider signage in front of Village Hall. Mr. Baransky believes the Village should have a nicer sign for activities.

#### New Business

- Ordinance proposing the enlargement of the Village of Riverwoods Special Service Area #24

Mr. Huvad explained there is a provision in the SSA law that SSAs of a certain size could be enlarged. By adding this one property to the area of SSA 24, the easement issue would be solved and it would help the other residents by adding another property to pay off the bond. The water main runs past the property. Trustee Haber noted that the most important factor is that the resident wants to be part of the SSA.

Trustee Chamberlain moved for a first reading of the ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously.

- Ordinance to amend the prohibition against the keeping of bees

Trustee Jamerson moved for a first reading of the ordinance. Trustee O'Donnell seconded the motion. The motion passed unanimously.

Trustee Jamerson asked whether a Nature Conservancy would qualify for the setback exception. Trustee Haber noted that the entire boundary or a certain percentage of the rear or side yard would need to be adjoining the forest preserve to qualify for the forest preserve exception.

Trustee Chamberlain asked to define what constitutes an effective barrier. Mr. Belli, the president of the Illinois State Beekeepers Association, noted beehives have only one entrance. The entrance needs to face the south to generate activity during the course of the day. If an entrance faced a property line and was within a certain limit, he would recommend a barrier which could be a shrub or a barrier other than a fence. He would not fence or put a barrier around an entire hive, because Illinois State law requires beehives to be inspected. Hives are registered with the State and the inspector needs access to the hives. Trustee Chamberlain asked if the fly away fence is only needed on the entrance side of a hive. Mr. Belli replied affirmatively. When asked about the height and width, Mr. Belli suggested extending the barrier about 3' out on both sides of the hives at a height of about 5' or 6'.

Trustee Ford asked if the Village Ordinance requires hive registration. Mayor Norris noted the State requires registration. Trustee Haber suggested that the resident provide a copy of the state registration to the Village so that the Village has a record of hive owners.

Trustee Ford asked about enforcement. She noted that ordinance states that a health officer would be designated and that the expense would be charged to the hive owner. She questioned how that would work. Mr. Huvard explained that the enforcement portion of the ordinance is more aspirational rather than concrete. He stated that other Villages designate the County officer as their health officer. Part of the testimony at the Plan Commission was about taking care of hives. Mr. Belli explained that if a hive is not properly maintained, the bees will leave. If a neighbor sees a lot of bees on their property or in a bird bath or pool, the hive is probably not properly maintained. The neighbors will know and will call the Village.

Trustee Ford asked about mosquito spraying, as it would be toxic for bees. If someone is unaware when spraying will take place, could the Village be liable for damage. Ch. Niedelman noted that the spraying is done by the Mosquito Abatement District. In addition, a resident can call and find out when the spraying is due to be done. Lastly, the spraying is done at night when the bees are back in the hive.

Trustee Chamberlain asked about bee allergy concerns. Mr. Belli explained people are allergic to bee stings, but he does not believe it is as prevalent as people may think. Honey bees are vegetarians, and, therefore, seek out flowers. Honey bees are not bred to be aggressive. Honeybees can sting someone, but it is not a common occurrence.

Trustee Baumann noted there is a lot of education that needs to happen. If the ordinance is enacted, he requested the Village provide links to educational sites. Mr. Belli thought that would be a positive way to educate residents. Trustee Jamerson suggested also writing an article in the Village Voice. Mr. Belli would be happy to help and would welcome adding links to the Village website.

- Proposal to bundle road SSAs with the goal to improve financing opportunities and reduce construction costs

Trustee Baumann explained this proposal was precipitated by several conversations with residents. Some of the road associations are faced with significant charges to fix the roads. Trustee Baumann suggested bundling road SSAs together to improve financing opportunities and take advantage of economies of scale and make it more attractive to a lending institution. The SSAs would not be merged, but the financing and construction timing would be handled together. Trustee Baumann suggested the Village try to identify road associations with roads that may need repair and provide them with information. Mr. Huvard explained the SSA statute requires the amount financed, the interest rate and the payment amount to be listed for each SSA. However, he stated that the idea of closing a number of financing agreements at the same time may work. Practically, however, it would be difficult because each association goes at its own pace. Each association has different needs. Some want substantial street rehabilitation while

others want to scale back. Each SSA is customized so it may be very difficult to achieve the necessary timing. Trustee Haber noted that if the Board wanted to promote private road SSA's, they could probably come up with a general schedule for the road associations. He noted the Village could set a timeline outlining tasks to be accomplished and the date by which they must be accomplished. However, Trustee Haber questioned whether the Board really wants to be proactive. Historically, the Village has not been proactive. In the past, if they tried to promote something, there has been a huge backlash from residents who weren't in favor. Mr. Huvad stated that if the Village decides to go forward with this, the most efficient way would be to form all of the SSA's, and then go out and get a G.O. bond issue which would allow the Village to get the best rate and avoid the separate bank issues. The Village would get paid from all of the SSA levies. Mayor Norris believes there would need to be a lot of consideration. A lot of questions need to be posed and answered before the Village goes too far with this proposal.

Trustee Ford asked if there has been a meeting of all road association presidents. Mayor Norris does not believe so. Trustee Chamberlain noted the Village does not have a complete, accurate list. Mayor Norris noted many of the association presidents do not provide their names or contact information.

Trustee Chamberlain likes the idea of providing an information packet. Before talking about doing things proactively, she would like to get a handle on the cost of legal, engineering, preparation and administrative fees. Mayor Norris will work with road committee chairman, Trustee O'Donnell, about putting ideas together.

Trustee Ford believes getting the road association leadership together makes sense. Mayor Norris believes the Board could put together a document proactively to determine which associations may have interest. Mr. Huvad explained residents require a lot of information before approving an SSA, namely the condition of the road and an estimate of the cost. Mayor Norris believes the Village should determine who to speak with first and getting a list of the road association contacts is important.

Joan Becker, 2750 Edgewood Lane, does not believe user pay applies to our roads. Everyone uses the Village roads and the condition of the Village infrastructure affects everyone. People need to inform the Village of the type of work they want performed. She asked the Board to consider setting a date to encourage saving money through economies of scale. Ms. Becker believes the Village should have a good infrastructure and it would benefit all residents.

Mayor Norris believes the next action is to look at financing and develop a plan.

#### Approval of Bills

Trustee Chamberlain moved for approval of the bills subject to Trustee Ford's review. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

### Old Business

- Draft Village budget

Mayor Norris noted they are still in the draft stage of the budget. They are trying to match expenditures and are close to getting the general fund to balance. The Village needs a little more time due to the software changes. Trustee Chamberlain noted the new software will allow additional accounts which will allow for more detail. Ms. Gagerman noted the software will also generate reports not currently available. Trustee Chamberlain noted the draft budget is currently a worksheet. She noted some items may need to be re-categorized, renamed and broken down further. Trustee Ford believes the Board needs the report to be more aggregated so they can make decisions while the committee chair should get the details. Mayor Norris noted there should be a basic executive summary.

- Charitable contribution policy

Mayor Norris provided the Trustees with policies from other communities. He stated that some municipalities actually prohibit charitable contributions. He questioned whether the Village should continue to make charitable donations. Mayor Norris asked the Trustees whether they should establish a policy. The Trustees believe a policy should be established. Trustee Chamberlain requested suggestions from the Trustees so she could assemble their thoughts and come up with a draft.

- Sign at Woodland Restoration Project

Trustee Chamberlain received a quote and a picture from Fast Signs for signage at the Woodland Restoration project. She noted Chuck Stewart was also getting a quote. The sign would say Riverwoods Woodland Preserve and Learning Center and the cost would be \$2,113.00. It would be 18”h x 96”w. Trustee O’Donnell asked how the proposed sign works with the sign on the corner of Saunders and Riverwoods Roads. Trustee Chamberlain noted it would be compatible. However, she would like to redo the corner sign as it is not very readable. Trustee O’Donnell questioned whether the Village should address that sign at this time as well. He does not believe the proposed sign looks like the other Village signs. Trustee Chamberlain explained the proposed sign is very readable. Mayor Norris noted the Village entry signs were more expensive. Mr. Baransky asked if the sign includes installation and/or delivery. Trustee Chamberlain explained it would include installation. She would prefer to get an at least one more design and quote. Chief Dayno noted the proposed composite material is the same as the police department signage. Trustee Baumann noted that since the Village does not have a brand identity, he would be fine with the sign as it is clear and readable.

### Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:30 PM.

The next regular meeting of the Board of Trustees is scheduled for June 4, 2013 at 8:00 PM.

Board of Trustees Meeting  
May 21, 2013  
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Respectfully submitted,

Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
May 7, 2013  
Approved

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
John Norris  
William Svatik

Absent was:

Rich Koomjian

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Hal Roseth, Village Treasurer  
Jack Siegel, Village Attorney

Call to Order: 8:00 PM

**Approval of Minutes**

Trustee Chamberlain moved to approve the minutes from the April 16, 2013 Board of Trustees meeting. Trustee Norris seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously, as amended, with Trustee Jamerson abstaining.

Trustee Haber moved to approve the minutes from the February 21, 2012 Executive Session meeting. Trustee Jamerson seconded the motion. The motion passed unanimously.

Trustee Haber moved to approve the minutes from the July 17, 2012 Executive Session meeting. Trustee Norris seconded the motion. The motion passed unanimously.

Trustee Haber moved to approve the minutes from the December 18, 2012 Executive Session meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously.

**Swearing in of newly elected officials and appointment and confirmation of new Trustees**

- Swearing in of Mayor Norris



Village Clerk Ford swore in John Norris as Mayor of the Village of Riverwoods.

Mayor Emeritas Kaplan proudly welcomed John Norris to the office of Mayor. He thanked everyone for their support over the years.

- Appointment and confirmation of Trustee Ford

Mayor Norris nominated Kris Ford as Trustee. Trustee Haber moved to accept and confirm the appointment. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Svatik (4)

NAYS: None (0)

- Swearing in of Trustee Ford

Village Clerk Ford swore in Kris Ford as Trustee of the Village of Riverwoods.

- Swearing in of Village Clerk Gagerman

Mayor Norris swore in Irene Gagerman as the new Village Clerk of the Village of Riverwoods.

- Swearing in of Trustees Baumann, O'Donnell and Chamberlain

Village Clerk Gagerman swore in Cheryl Chamberlain and newly-elected Trustees Michael Baumann and Kevin O'Donnell to the office of Trustee of the Village of Riverwoods.

### **Recess**

Mayor Norris called a brief recess at 8:17 pm.

### **Roll Call**

In Attendance:

John Norris, Mayor

Michael Baumann

Cheryl Chamberlain

Kristine Ford

Michael Haber

Rick Jamerson

Kevin O'Donnell

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department

Irene Gagerman, Village Clerk

Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney  
Chuck Stewart, Village Forrester

The meeting was reconvened at 8:37 pm.

### **Engineer's Report**

Village Engineer Patrick Glenn indicated that the Village is in the process of getting the final easements for SSA 24 and construction should begin by the end of the month.

The restoration project construction has begun and is moving along.

### **Urban Forest Management**

Mr. Stewart stated the Village participated in a grant for the education portion of the restoration project and requested a deadline extension. He reported that the extension was granted until October 1, 2013. He is comfortable with the new timeframe.

Trustee Chamberlain asked about the educational signage for the restoration project. Mr. Stewart indicated the signs can be double-sided, so they can have 16 sign faces instead of eight. Trustee Chamberlain requested renderings of the signs as well.

### **Plan Commission Report**

Mr. Huvad noted there will be a Public Hearing on May 16, 2013 regarding bee keeping. Trustee Jamerson indicated there may be representatives from the Illinois Bee Keeping Association and/or the Lake County Bee Keeping Association.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the April 16, 2013 Board of Trustees meeting. There were two 911 hang ups, one abandoned auto, four accidents, 20 alarms, five complaints about animals, eight fire department assists, five other agency assists, one well-being check, six disputes, one driving complaint, three DUIs, one finger printing, one fraudulent activity, one harassment, one ILEAS call out, four lockouts, 17 motorist assists, one noise disturbance, one open burning, one possession of cannabis arrest, 11 suspicious circumstances, one theft, five crime prevention notices and eight case reports. There were 179 traffic stops with 140 citations issued to 114 people.

There are currently 2 houses on the House Watch list that are checked regularly.

Chief Dayno stated many of the motorist's assists were due to the flooding. On April 17, 2013, the water level began to rise and started getting close to homes. The Village created an emergency operations center at Village Hall and a mobile command center. There was an emergency sand bagging operation at the former police station. Chief Dayno continuously put out community alerts. The Village landscaping crew helped fill sandbags. There were several well-being checks and the fire department assisted as well. Fortunately, the Village did not have to evacuate anyone. Chief Dayno completed paperwork to get reimbursement from FEMA for the expenses.

Mayor Norris thanked the police department staff, Village engineer and resident volunteers for their extra efforts.

Trustee Haber asked if the department needs additional equipment for similar future events. Chief Dayno noted that they did not have enough barricades and discussed getting additional ones. He does not believe the Village has an adequate place to keep sand. Mr. Glenn noted that there are devices to hold sandbags while they are being filled which would have made the job of filling them easier. Trustee Haber asked for a proposal of suggested additional equipment that may be needed for the future.

### **Fire Department Report**

Battalion Chief Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the month of April. There were 24 calls including 10 EMS calls, five fire calls, one auto accident and eight other calls. There were 130 calls year to date. There was no significant call increase due to the flooding.

### **Comments from the President**

- New Committee Assignments – Mayor Norris distributed a list of primary and secondary assignments for the Trustees. The sitting Trustees have the first selections and then additional assignments were made. Mayor Norris expects to have the assignments in place for one year before they are reviewed again.

### **New Business**

- Request for funds from DBR Chamber of Commerce

Mayor Norris explained the Village traditionally provides an annual contribution to the DBR Chamber of Commerce. Mr. Svatik indicated the Chamber contribution has not changed for several years. They request \$3500 from both Bannockburn and Riverwoods. They request about \$28,000 from Deerfield. The Chamber provides relocation requests for new residents, information requests, retired executive club to assist employees, job fairs, numerous community events, college scholarship funds and hosts a huge BMW Golf Classic in Lake Forest.

Trustee Haber moved to donate \$3500 to the DBR Chamber of Commerce. Trustee Jamerson seconded the motion.

Trustee Baumann noted Trustee Chamberlain asked the Board to develop guidelines for solicitations for donations in February. He asked if there has been any progress. Mayor Norris noted there has been some general discussion. Trustee Chamberlain explained the Board has started to put together a skeleton budget to determine where money has gone. Trustee Baumann asked how much the Village has donated this year.

Trustee Haber noted that the Village has donated less than \$100,000. Trustee Chamberlain thought it was about \$30,000.00. Mayor Norris noted the Chamber of Commerce is not the same type of donation as other categories. Mayor Norris hopes to get a draft budget within the next month. That will reflect what the Village has spent over the last year. The Trustees will then have a discussion regarding establishing a criteria. He will work with Trustee Chamberlain to put together a starter list building on the list supplied to the board by Susi Crohn.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

- Resolution appointing William Svatik as alternate representative to DBR Chamber of Commerce

Trustee Jamerson moved to accept the Resolution. Trustee Chamberlain seconded the motion. The motion passed unanimously.

- Ordinance 13-05-08 providing for the issue of \$587,500 Special Service Area 24 Special Tax Bonds, Series 2013 of the Village of Riverwoods, Lake County, Illinois and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

Mr. Huvad explained the Ordinance would authorize the levy of taxes for 10 years. The interest rate is 2.22%. It works out to about \$70,000 in annual debt service within the SSA. The bond is unrated. If passed, it will be filed with the Lake County Clerk. Funds will be disbursed on Friday. The first taxes will be in 2014.

Trustee Chamberlain moved to waive first reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously.

Trustee Chamberlain moved for Second Reading and Adoption of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)

NAYS: None (0)

Trustee Jamerson asked why the payment seems to escalate. Mr. Huvard explained it is based on an amortization schedule.

- Request to invest Village funds in banks that provide Special Service Area financing

Mr. Huvard explained the banks that provide SSA financing want to have a deposit relationship with the Village. Wintrust indicated they would be interested in working with the Village on SSAs. Mr. Huvard suggested the Village open an account at Wintrust to show interest. Mr. Huvard noted Chase is not interested in working with the Village on future SSAs. He indicated Wintrust has 15 charters, so the Village could deposit \$250k in each of the charters and thus be under the FDIC limit. Huvard noted the Wintrust interest rate would have been 2.8%. He questioned whether the Board would be interested in moving some investment funds to Wintrust if they would be interested in committing to funding future SSAs. He noted there are other banks in the Village the board can talk to.

Trustee Ford believes aggregating the financial relationships makes sense to take advantage of size. She believes rates are great, but the Village needs to explore Wintrust's financial stability. She thinks the Village should create a bidding or survey process as well. Mayor Norris noted the Village has conservative investment standards to maintain. Trustee Jamerson would be in favor of exploring the options. Trustee Haber commented that there should be no right of set off against the Village's account in the event of a default on the bonds. Trustee O'Donnell also believes the Village should explore the various options that meet the Village's standards. Trustee Chamberlain would like to know if they have any time requirements.

- Nomination of Laurie Breitkopf to Plan Commission

Mayor Norris nominated Laurie Breitkopf to the Plan Commission. Trustee Haber moved to accept the nomination. Trustee Jamerson seconded the motion. The motion passed unanimously.

### **Visitors Wishing to Address the Board**

There were no visitors wishing to address the Board.

### **Standing Committee Reports**

- Police/Building/Zoning – Trustee Jamerson presented the Building Report for the month of April 2013. There were seven permits pulled in April for a total construction value of \$52,000 generating fees of \$1005. In April 2012, there were 15 permits pulled with a total construction value of \$1,046,490 generating fees of \$6811.

Mr. Durning reported there is a court order regarding the play house. He may need to issue another citation, because the property owner has not complied with the citation and did not show at up court.

Board of Trustees Meeting

May 7, 2013

Page 7 of 7

Trustee Jamerson provided an article from the Northbrook Tower regarding electric aggregation in Northbrook which showed that our rate is lower than Northbrook's.

**Adjournment**

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:35 PM.

The next regular meeting of the Board of Trustees is scheduled for May 21, 2013 at 8:00 PM.

Respectfully submitted,

Irene Gagerman,

Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
April 16, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Michael Haber  
Rich Koomjian  
John Norris  
William Svatik

Absent was:

Rick Jamerson

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney  
Chuck Stewart, Village Forester

Call to Order: 8:00 PM

**Moment of Silence**

Those present observed a moment of silence to show support for those affected by the bombings in Boston.

**Approval of Minutes**

Trustee Norris moved to approve the minutes from the April 2, 2013 Board of Trustees meeting. Trustee Svatik seconded the motion. There were minor changes made by Trustee Svatik. The motion passed unanimously as amended.

**Urban Forest Management**

Mr. Stewart thanked Mayor Kaplan, Trustee Svatik, Trustee Koomjian and Village Clerk Mike Ford for their assistance and good work over the years.

**Director of Community Services Report**

Mr. Durning spoke with the owner of the Mobil station about the lighting situation. The station owner stated the wattage has been reduced by 50% and the fixtures are now shielded to minimize the carryover light. He will drive by the Mobil station this evening to see if it is acceptable. Mr. Svatik asked if anyone from Thorngate attended the public hearing held by Deerfield on the use of the building south of the station. Mr. Norris said that the president of the Thorngate Assoc. and Mr. Finch, a resident of Thorngate, attended. He also stated that the Deerfield plan commission seems to be in favor of the plan. He has spoken with the mayor & Village Manager of Deerfield who indicated they were willing to work with the residents of Thorngate to insure that the proposed use would not be a nuisance to nearby residents. Mr. Norris was asked to explain what the public hearing was about. He explained that the wife of the Mobil station's owner is a dietician and wants to open a health food restaurant on the property which they purchased just to the south of the station. They plan to have seating for 60, half of which would be outside, weather permitting. She plans to operate it from 7 a.m. to 10 p.m. and would offer both carryout and eat in.

### **Engineer's Report**

Mr. Glenn presented the latest rain prediction from Lake County Management. He noted it is not very reliable and will have a conversation with neighboring communities to form a plan of attack. He will sit in on a conference call tomorrow with SMC and emergency management and will talk with Chief Dayno to see if they should plan for sandbagging. Mr. Glenn indicated he spoke with the construction contractor on the Deerfield Road culvert replacement project who said they will take all the necessary precautions to protect the homes on the upstream side of the culvert if we get high water on Thornmeadow Creek.

### **Plan Commission Report**

Ch. David Niedelman reported the Plan Commission met on beekeeping. They had a helpful guest speaker from the Heller Nature Center in Highland Park that was exceptionally knowledgeable. The Commission concentrated on safety and discussed what should be included in a potential ordinance to ensure that the neighbors felt safe. Ch. Niedelman asked the Board if there is an interest from the Board to make beekeeping lawful rather than unlawful. He noted there are at least two residents that have expressed interest in beekeeping, one of whom gave him the name of the head of the Illinois State Beekeeping Assoc. which he passed on to Mr. Huvad. Mr. Huvad noted that the plan commission was unanimously in favor of moving forward on an ordinance allowing beekeeping. Mr. Niedelman agreed, but needs to find out if the board is interested in making a change to the existing ordinance before they continue this process. Trustee Svatik asked if the Plan Commission intends to limit beekeeping to larger properties, specifically those with a minimum of 60,000 square feet. He felt that there were certain areas of Riverwoods, namely Country Club Estates and Thorngate, where properties were either on a golf course or closer to each other, could be a problem with beehives in close proximity. Ch. Niedelman said that before he learned more about bees, he and the others on the plan commission, thought the same thing. However, after speaking with Paul, the resident who wants to keep beehives, he has learned that people in Chicago keep them in apartments or just outside the apartment door, within 10 feet of the neighbor next door. He indicated honey bees are docile and should not be



confused with yellow jackets or wasps. Ch. Neidelman said that they would ask for an opinion from the director of the Illinois State Beekeeping Association as to establishing rules regarding property size or distances between the beehives and adjacent property lines. Trustee Svatik believes the Plan Commission should consider the perception of the neighbors near residents who would own beehives. Trustee Chamberlain noted there are a lot of misconceptions about honey bees. People do confuse them with yellow jackets and wasps. She suggested inviting the guest who spoke at the plan commission meeting or another guest to speak to a Board meeting. She believes that they are safer than people think. And given the decline of the bee population, it would be an environmentally sound practice. She also stated that there are things that can be done to make it safe. Mr. Huvad explained the Commission is looking for direction on whether they should develop an ordinance for consideration. Trustee Koomjian asked if the Commission discussed the possibility of Village liability. Ch. Neidelman explained that he did and referred it over to Mr. Huvad who did some research and found that beekeeping is licensed through the State so the Village has no liability. Ch. Neidelman stated that a lot of their discussion revolved around children and their safety. The Board indicated that it was interested in considering a bee-keeping ordinance. The next Plan Commission meeting will be on May 16, 2013.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the April 2, 2013 Board of Trustees meeting. There were one 911 hang ups, one abandoned vehicle, four accidents, 12 alarms, four complaints about animals, nine fire department assists, eight other agency assists, one well being check, two driving complaints, one DUI, two finger printing, one fraudulent activity, one harassment, four lockouts, two motorist assists, four parking enforcements, one suicidal subject, nine suspicious circumstances, two crime prevention notices and seven case reports. There were 102 traffic stops with 79 citations issued to 70 people.

There are currently 8 houses on the House Watch list that are checked regularly.

Chief Dayno stated the department assisted the Deerfield police department on a manhunt for the T-Mobile armed robbers. All three suspects were caught. Chief Dayno stated the department held alcohol compliance checks at two locations and neither business sold alcohol to their agent.

Trustee Norris noted the Village has been discussing and considering the Deerfield High School resource officer and whether or not we should contribute towards the cost. The Deerfield police department will supply the police officer and will pay 25% of the cost. The high school will contribute 75% of the cost. Deerfield High School asked Riverwoods and Bannockburn to contribute toward the cost of the officer as well. Trustee Norris recommends the Board not approve the expenditure because the officer will be spending 25% of their time working for the Deerfield police department which is the same as the percentage they would be paying. Mayor Kaplan suggested adding this to the agenda for the next meeting to get a formal vote. Trustee Norris indicated the Village of Bannockburn is not inclined to contribute. He believes Riverwoods residents are already paying for their share through their taxes. Trustee Chamberlain asked what the resource officer's purpose is. Trustee Norris explained that the resource officer would provide an interface with police officers in a positive setting rather than a

negative one such as being stopped for a traffic violation or other being arrested for underage drinking. Chief Dayno also stated that the officer assists in classes and participates in the education and counseling of students. According to Chief Dayno, the cost to Riverwoods would be approximately \$4,980.00 per year. Trustee Haber indicated that not all of Riverwoods is within the Deerfield High School district.

Trustee Norris was approached by Chuck Smith's family to present a framed needlepoint of the Village Hall to Mayor Kaplan and the Village.

### **Village Attorney's Report**

Mr. Siegel thanked Mayor Kaplan, Trustee Svatik and Trustee Koomjian for all the work they have done for the Village. He hopes the residents appreciate their contributions to the Village and gave his best wishes for their continued success.

Mr. Huvad noted there is a lot of interest in street SSAs.

### **Visitors Wishing to Address the Board**

Trustee Svatik stated the Chamber of Commerce asked him to survey the Village Board regarding the proposed minimum wage increase. He noted this would go to the US Chamber of Commerce. The Trustees were generally not in favor of the increase.

Trustee Chamberlain indicated MC Squared wanted to alert the residents to a scam. Some residents in other areas received calls from someone stating they represent ComEd and that they should come back to ComEd as they have lowered their rates by 20 percent. Trustee Chamberlain said this is not true and that our rates are lower than ComEd's. Trustee Chamberlain said that residents should not give out any information. Trustee Chamberlain also said that residents should be urged to get a return phone number and then to contact the police department. She also suggested sending a Village-wide call to residents urging them not to provide any information.

### **New Business**

- Arbor Day Proclamation

Trustee Haber moved to accept the Proclamation. Trustee Koomjian seconded the motion. The motion passed unanimously.

### **Approval of Bills**

Trustee Norris moved to approve the bills. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Koomjian, Norris, Svatik (5)

NAYS: None (0)

**Old Business**

- Ordinance13-04-07 proposing the establishment of Village of Riverwoods Special Service Area no. 25 for road improvements benefitting certain properties on East Course Drive and Blackheath Lane and providing a Public Hearing and other procedures

Trustee Chamberlain moved for a Second Reading and adoption. Trustee Haber seconded the motion.

Mr. Huvard discussed two minor changes to the Ordinance. There were a couple of references in the Ordinance to tax bonds. One of the banks asked if the Village would consider notes because of the different regulatory requirements. He would like to add the phrase 'or notes' in the three instances where the wording 'tax bonds' appears. The second change has to do with the requirement to send a notice of what happens once the bond is retired. Bond counsel advised Mr. Huvard to clarify that the streets would continue to be privately owned and that the Village would not maintain the roads.

The motion passed, as amended, by the following vote:

AYES: Chamberlain, Haber, Koomjian, Norris, Svatik (5)

NAYS: None (0)

- Award of SSA24 Water Main Contract

Mr. Huvard explained the recommendation is to award the contract to R.A. Mancini in the amount of \$508,883.

Trustee Chamberlain moved to award the contract. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Koomjian, Norris, Svatik (5)

NAYS: None (0)

- Theater in the Woods request for funds

Donna Lubow, 5 Baneberry Lane, appeared before the Board to discuss Theater in the Woods' request for funds. She described how she is proud of what the theater has accomplished over the past 14 years. They have increased their audience size and found that at least 20 percent of their audience resides in the 60015 zip code. At the last meeting, Theater in the Woods was asked to submit a business plan. They will make a concerted effort to raise funds and increase their volunteer base. They look forward to continued support from the Board.

Ms. Lubow made three requests: 1. Storage facility on Village Hall property 2. Funding of \$14,000 this year and 3. The former police station turned into a multi-use performing space. She said that the amount of funding they are seeking from the Village would decrease if they are allowed to use the Village property for their performances and if they can store their theater props on Village property. Ms. Lubow explained they would actively seek donations and advertising. She passed out a packet that included a donation form and ad forms for anyone wishing to place an ad in their program book. They hope to use the former police station approximately six months out of the year. Eventually, they hope to have retractable seating for 50-75 people. They will increase their ticket pricing as well as offer subscriptions. Ms. Lubow showed a few examples of how to use the space. The main stage would be a thrust stage. The savings would be about \$2300 per show. The storage unit would also save about \$5000 - \$6000 annually. Ms. Lubow believes people will attend and/or volunteer if it is local.

Trustee Koomjian asked about the cost to modify the former police station. Ms. Lubow does not believe it would be excessive. Kathy Howski thought the Village hired an architect previously. Mr. Huvad explained that the drawing they were given was a concept drawing. Trustee Haber asked about the cost of the stage, lighting and chairs. Ms. Lubow hoped to use the Village Hall chairs. She noted they could rent lighting and a sound system initially, but hope to purchase it. Ms. Howski explained each show requires different lighting. They currently pay about \$1100 for lighting rental. Ms. Lubow indicated they already have the materials for the stage. She explained they understand this will not be able to be constructed until next year.

Trustee Haber asked for their fallback position. Ms. Lubow answered that they don't have a fallback position. She explained that this is something they have wanted for the past 14 years. If they had to continue renting, the fees have been increasing every year. It is also difficult to negotiate with the Estonian House. Ms. Lubow noted they would continue to need some funding even after cutting costs. Another option would be to scale back on the shows. Mayor Kaplan explained this would give Riverwoods their community theater and put a vacant building to use. Trustee Koomjian is receptive to cooperating with Theater in the Woods. He hopes the Village can find a way to help, but expressed concern because the Board was against making any commitment concerning the old police station. He said that the board was not sure what to do with the building and had previously voted down a proposal to pay an architect \$7,500.00 to come up with a concept. Mayor Kaplan stated that that proposal was for a community center and not the theater. Mr. Koomjian then suggested the Board have more time to assess what Ms. Lubow is proposing and maybe provide some interim support while considering what to do with the former police station. Ms. Lubow asked how much the Village would like to contribute. Mayor Kaplan suggested Ms. Lubow come back with an amount to determine how much they would need to convert the former police station into a theater space. Trustee Chamberlain understands Theater in the Woods would like to use the former police station, but the Board has not had a conversation to determine the best use of the building. In addition, she suggested allowing temporary storage space. She appreciates the information but would like to see plans for revenue and fundraising to determine whether they are sustainable. She asked Theater in the Woods to try their revenue and fundraising ideas to see whether this is a sustainable plan. Ms. Lubow explained the storage would reduce the Village's contribution by \$6000. Trustee

Chamberlain explained the Board needs to know that the community is invested enough in the programs. Ms. Howski explained they were initially getting contributions from local businesses.

Mayor Kaplan explained this needs to be a community theater. Trustee Haber noted this would be a Riverwoods sponsored Theater in the Woods. He asked if the Village of Riverwoods wants to provide a 100% sponsorship of a theater for the Village. He said that that is the question on the table for the board to consider. He stated that without the Village's funding, the theater would not exist. Mr. Huvad observed that the thing that draws the most attention in the Village is the Halloween celebration. It is a unique community event. He suggested that Theater in the Woods try to create that type of excitement.

Trustee Haber expressed concern that the Board had a similar conversation last year asking Theater in the Woods to try to become more self-sustaining. They did not make any effort to get additional funding. Two months ago, they came back and were told there were some problems with their funding and were told they needed to go back to the drawing board and to think about it and then come back and hopefully, the board could still help them. Instead, they came back today and they still need \$14,000 and would like us to build a theater for them. In a year from now, we have no idea where they will be. Trustee Haber is extremely concerned about the process. Trustee Koomjian is not in a position to support this type of plan. He believes the issue is whether the Board should give them another year and determine what to do with the former police station. Trustee Norris noted the Board wants to help them because they are a valuable, worthwhile organization. He agrees that the Village is contributing 100 percent. He believes Theater in the Woods should come to the Village with costs to convert the building. He questioned how to help them come forward without just handing out money. Ms. Howski noted there are a number of community theaters that are sponsored by park districts. Riverwoods does not have a park district. Those theaters are not asked to come up with their own funding. They try to expand their audience base. Riverwoods residents do not want another taxing authority. That is one reason Riverwoods does not have a park district. Mayor Kaplan noted that unless they take the wall out at the existing building, it would not be large enough for storage. Trustee Koomjian believes the Board needs to determine what to do with the building next door. The Board is reluctant to be the sole contributor to the organization.

Trustee Koomjian suggested funding Theater in the Woods for the upcoming year. Trustee Chamberlain believes the Board needs to be clear of their expectations for next year. She questioned whether their fundraising and advertising efforts will really work. It is difficult for her to know if there is enough support to merit the cost. Trustee Koomjian believes the Board needs to determine what to do with the building next door. The Board is reluctant to be the sole contributor to the organization. Trustee Norris believes the proposal would be for the current season, but nothing next year unless they demonstrate a plan on how to become more self-supporting. Ms. Lubow explained they did a business plan. In order to save money, they could negotiate with one of the churches to get the space for a reduced cost. She asked if the Board would object to have the theater outside of Riverwoods. Trustee Svatik questioned how intensely they have negotiated to come up with a long-term program at a reduced rate at the Estonian House. Trustee Chamberlain believes the cost savings are wonderful, but thinks it is extremely important to work on alternate funding sources. Ms. Lubow asked if the Board wants

a theater in Riverwoods. Trustee Haber questioned whether residents want to spend at least \$14,000 for Theater in the Woods. Trustee Norris explained the Board could help them develop a plan. Trustee Koomjian noted Gale Gand came before the Board and wanted to conduct cooking classes for kids. He thinks it would be a good thing to offer in addition to theater activities for kids. Trustee Svatik expressed concern because of the additional insurance cost for children's programming.

Trustee Koomjian moved to contribute \$14,000 conditioned upon Theatre in the Woods continuing to revise and improve its strategic business plan and seeking funds from sources other than the Village. Trustee Norris seconded the motion.

Trustee Haber stated his belief that if the Board gives them \$14,000, it will be a disincentive to fundraising. He thinks the Village should offer a matching fundraising proposal. Trustee Haber believes Theater in the Woods needs to raise money. If they do not raise funds, they will not do it a year from now and will need another \$14,000 again next year. The Board needs to make the hard decision this year and Theater in the Woods needs to prove they can do the rest.

Trustee Haber suggested giving Theatre in the Woods \$8,000, and up to \$3,000 in matching funds. Trustee Chamberlain believes the Board should offer \$2000 on a matching basis, because that would demonstrate that people care enough about the project. Ms. Howski asked if they could get a corporate sponsor to demonstrate there is interest in Riverwoods. Trustee Chamberlain moved to amend the motion to provide a \$10,000 donation for 2013 and to contribute up to an additional \$2,000 on a dollar for dollar matching basis to match contributions received from other sources within the next 12 months. Trustee Norris seconded the motion. Trustee Norris also urged Theater in the woods to keep in contact with the Board during the year.

The motion passed by the following vote:

AYES: Chamberlain, Koomjian, Norris, Svatik (4)

NAYS: Haber (1)

### **Adjournment**

There being no further business or discussion, Trustee Koomjian moved to adjourn the meeting. Trustee Norris seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:40.

The next regular meeting of the Board of Trustees is scheduled for May 7, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
April 2, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney

Call to Order: 8:00 PM

**Approval of Minutes**

Trustee Jamerson moved to approve the minutes from the March 19, 2013 Board of Trustees meeting. Trustee Koomjian seconded the motion. There were minor changes made by Trustees, after which the motion as amended passed on a voice vote.

**Village Attorney's Report**

Mr. Huvad indicated the lenders for the properties in receivership are trying to negotiate a settlement with the Village, but there are no proposals to consider at this time.

**Plan Commission Report**

The Plan Commission will meet on Thursday about beekeeping. Mr. Huvad noted Evanston passed an Ordinance on beekeeping over the past year. The issues seem to be the size of the lot, a fence tall enough to prevent a beeline onto neighboring properties and the availability of water on the property. Trustee Jamerson reported a representative from Heller Nature Center would be attending the Plan Commission meeting.

**Police Report**

Chief Dayno provided the Board with the Police Department activity since the March 19, 2013 Board of Trustees meeting. There were four accidents, seven alarms, six complaints about animals, eight fire department assists, two other agency assists, three disputes, two domestic disputes, four driving complaints, one finger printing, two lockouts, three motorist assists, one parking complaint, four suspicious circumstances, two unwanted subjects, eight crime prevention notices and three case reports. There were 68 traffic stops with 55 citations issued to 47 people.

There are currently 15 houses on the House Watch list that are checked regularly.

### **Fire Department Report**

Battalion Chief Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the March. There were 26 calls including 13 EMS calls, seven fire calls, two auto accidents and four other calls. There were 102 calls year to date.

On Easter, the fire department helped remove a tree on Orange Brace.

### **New Business**

- Accessory building regulations within the Village

Mr. Huvad questioned whether the Plan Commission should look at accessory building regulations. Trustee Chamberlain asked about the meaning of compatible use. Mr. Huvad explained it should be compatible with a residential use. Mr. Huvad noted the issue that came before the Board was not compatibility; rather, the accessory structure was objectionable to the neighboring property. Trustee Chamberlain looked at the properties in question and believes it is a unique situation due to the flag shaped property. She does not believe updating the regulations would help this situation. Trustee Svatik knows of a similar situation and feels the property owner owns the property. He does not know whether the Board and Plan Commission should review the regulations. Trustee Chamberlain noted this is similar to the light issue, because of the location of the structures are so close together. Trustee Haber noted this is an issue inherent in flag lots.

Martin Borg, 1841 Robinwood, noted both of his neighboring properties have structures. He believes it is appropriate to question whether or not the structure is a tree house. Additionally, it is directly next to his property and violates the privacy of his home. Mayor Kaplan noted the structure is in the wrong location. Mr. Borg explained the structure could be built on the other side of the lot, so it does not impose on his property.

Mr. Durning reported a ticket was issued because only the top story of the structure was removed. It is still in violation of the setback regulations. There is a May 1, 2013 court date. Trustee Haber suggested flagging where the structure could be built in the future. Trustee Chamberlain noted that in this case, the accessory structure would be closer to the neighboring property than the main home even if it is rebuilt to comply with the setbacks. Mayor Kaplan



noted that once the structure is removed, the homeowner will have to come to the Village to get a permit to build a new structure. Trustee Haber explained the Board may allow Mr. Borg to add additional buffering or a higher fence to assist with screening the structure. Mr. Borg then asked if the neighbor could add landscaping, because the neighbor has made changes that have caused Mr. Borg's property to retain water. Mr. Glenn will look at the water situation.

Trustee Norris questioned the height allowed in the existing Ordinance. He believes 18' may be too high for this type of structure. Trustee Jamerson cautioned changing the height, because the Ordinance is currently written for all accessory structures, not just tree house structures. Trustee Chamberlain noted the Village makes exceptions for equine structures. Trustee Jamerson noted that if the Trustees direct this to the Plan Commission, they should be clear they only want the Plan Commission to consider tree houses and elevated tree houses. No further action was proposed by the Trustees.

- Ordinance proposing the establishment of Village of Riverwoods Special Service Area No. 25 for road improvements benefiting certain properties on East Course Drive and Blackheath Lane and providing for a public hearing and other procedures.

Trustee Jamerson moved for a First Reading of the Ordinance. Trustee Norris seconded the motion. The motion passed on a voice vote.

Mr. Huvad explained the Ordinance would authorize the Village to borrow up to \$275,000 for the purpose of rehabilitating East Course Drive and Blackheath Lane. The residents would like to fix the road and accumulate \$5,000 per year to help with significant repairs. There are 34 single family homes and each property owner would pay the same amount. The matter will be brought back to the Board for a public hearing and consideration of final approval.

- Approval of police department purchase of Panasonic Toughbook 31 Mobile Data Computer and accessories from CDS Technologies using drug seizure funds in the amount of \$5,779.95

Trustee Haber moved to authorize the purchase of a Panasonic Toughbook 31 Mobile Data Computer and accessories from CDS Technologies using drug seizure funds in the amount of \$5779.95. Trustee Jamerson seconded the motion. Trustee Norris noted this is financed through funds outside the Village budget. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

- SSA 24 water main bid results

Mr. Glenn indicated the bidding environment for water main work is fierce. The bids came in much lower than expected. Mr. Glenn considers the contractor with the low bid as being capable of doing the work, and will present the bid to the Board at the next meeting. He is still working on getting easements.

- Approval of Proclamation to support Breathe Deep North Shore Day on April 28, 2013

Trustee Haber moved to approve the Proclamation. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

### **Visitors Wishing to Address the Board**

There were no visitors wishing to address the Board.

### **Old Business**

There was no Old Business.

### **Standing Committee Reports**

- Police/Solid Waste  
Trustee Norris reported the Village's recycling rebate for the quarter will be down. The market has gone down since last year. He spoke with Lakeshore, and noted that the company will be starting a campaign to swap out the smaller recycling bins with the larger recycling bins.
- Building/Zoning  
Trustee Jamerson presented highlights from the building report. In March there were four permits issued with a construction value of \$8,600 generating fees of \$1,428. In March 2012 there were nine permits with a construction value of \$648,000 generating fees of \$2,622. Year to date, there have been 19 permits with a total construction value of \$378,213 generating fees of \$5,033. Last year at this time there were 22 permits with a total construction value of \$1,063,645 which generated fees of \$8,032.
- Finance/Soil & Water Conservation  
Trustee Svatik reported there is an audit review meeting and a chamber of commerce meeting.
- Roads/Bike Path/Parks Forestry/NSSRA  
Trustee Chamberlain met with people from the RPC to discuss the woodland restoration project. They discussed signage and a name. The signage would be similar to what is at the forest preserve, with a wood base, brown background and white lettering. Mayor Kaplan suggested Trustee Chamberlain get a price.

Trustee Jamerson noted there are bins for shoe and eyeglass recycling at Village Hall.

Board of Trustees Meeting

April 2, 2013

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**Adjournment**

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:05.

The next regular meeting of the Board of Trustees is scheduled for April 16, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
March 19, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire-Riverwoods Fire Prevention District  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney  
Chuck Stewart, Village Forrester

Call to Order: 8:00 PM

**Approval of Minutes**

Trustee Norris moved to approve the minutes from the March 12, 2013 Public Hearing meeting. Trustee Koomjian seconded the motion. The motion passed unanimously with Trustee Chamberlain abstaining.

Trustee Jamerson moved to approve the minutes from the March 12, 2013 Board of Trustees meeting. Trustee Koomjian seconded the motion. There were minor changes made by Trustee Norris. The motion passed unanimously as amended with Trustee Chamberlain abstaining.

**Engineer's Report**

Village Engineer Patrick Glenn stated the 24 bids were received for the Thornmeadow SSA project. He will make a recommendation to the Board at the April 2, 2013 Board of Trustees meeting.

**Director of Community Services Report**

Director of Community Services Robert Durning indicated the receiver for 9 Julie Lane has complied with the court order regarding mold remediation.

### **Plan Commission Report**

The Plan Commission will discuss beekeeping in the Village at their April 4, 2013 meeting. They will review sample Ordinances from other municipalities.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the February 12, 2013 Board of Trustees meeting. There were four accidents, seven alarms, six complaints about animals, eight fire department assists, two other agency assists, three disputes, two domestic disputes, four driving complaints, one fingerprinting, two lockouts, three motorist assists, one parking complaint, four suspicious circumstances, two unwanted subjects, eight crime prevention notices and three case reports. There were 60 traffic stops with 47 citations issued to 42 people.

There are currently 15 houses on the House Watch list that are checked regularly.

Chief Dayno reported that Officer Maciareillo thanked the Board for their generosity for St. Baldrick's foundation.

### **Village Attorney's Report**

Mr. Huvad reported the Village will be in court for a summary judgment to have the rest of the work performed at 9 Julie Lane. He indicated the judge gave the bank two weeks before considering an order of demolition for the Whigam property. Mr. Huvad explained the Village is looking for a receiver to be appointed for the property at 1382 Kenilwood.

Mr. Huvad noted Chase Bank got back to the Village regarding SSA 24. They will price the bonds and the interest rate should be 2.5 – 3%. Mr. Huvad stated that is an outstanding rate for a non-rated bond.

Residents from East Course have been in touch with Mr. Huvad. They are at the beginning of the process and need to determine what the SSA will accomplish aside from fixing the road. Residents from Kenilwood have been in touch with the Village as well.

Mr. Glenn and Mr. Huvad have been working on getting easements for SSA #24. In one case, the best way to enter the subdivision is over a property that is not in the SSA because the property already has access to water. The homeowner asked Mr. Glenn if they could pay the connection fee over 10 years, as if they were in the SSA, if they provided the easement. Mr. Huvad thinks an easement agreement would save the Village money.

Mr. Glenn would propose adding some provisions to the standard easement agreement. Mayor Kaplan believes the homeowner should pay the same interest rate as the SSA is paying. Trustee Jamerson expressed concern about setting a precedent in the Village. He also questioned the financial benefit to the Village. Mr. Glenn explained the Village would benefit because of the prudent design of the project. He believes the issue of setting a precedent is less important than

keeping the water and sewer mains separated. Trustee Chamberlain is okay with establishing the precedent if it includes the idea of the Village's benefit being greater than what the Village is giving up. Mayor Kaplan asked about the financial benefit to the Village. Trustee Haber believes the Village would need to come up with a rationale showing this is a greater good for the Village. Otherwise, this option would be opened to others in the Village. Trustee Norris believes this is a unique situation. The Village is not being a bank for them; rather, it is part of our agreement in obtaining the easement. The Village can make it a single decision rather than a precedent. He believes the question is determining whether the rest of the Village is benefiting by doing it.

Mr. Huvard explained they have worked through various iterations of the budget and are close to a format that can be reviewed. Trustee Norris noted they are trying to make it a cohesive presentation that is useful to the Board.

### **Comments from the President**

- Jimmy's Charhouse request for 5 video gaming terminals

The Village received a letter from Jimmy's Charhouse asking to put in five video gaming terminals. The Village previously passed an Ordinance against video gaming terminals. Mayor Kaplan does not see a reason to overturn the Ordinance. The Trustees agreed. Trustee Haber noted the establishment in Wheeling that was granted gaming terminals has closed.

### **Visitors Wishing to Address the Board**

Keith Van Horne, 680 Thornmeadow Road, discussed outdoor lighting. His neighbor across the street has 30 lights shining into his house. Although in Mr. Van Horne's opinion the neighbor is not in violation of a Village Ordinance, the lights are on all night long. He expressed concern because it violates the atmosphere of living in Riverwoods. Mr. Van Horne asked the Trustees to drive down his street to see the lighting. He asked for the Village's help so it does not happen to other property owners. Trustee Haber asked if Mr. Van Horne approached the neighbor. Mr. Van Horne stated Mr. Durning spoke with the neighbor asking if he would voluntarily reduce the lighting. Mayor Kaplan and Trustee Jamerson viewed the property. Trustee Jamerson agrees there is a lot of light shining and the Trustees are looking at the Ordinance to see if the lights can be shielded. Mr. Van Horne noted the security lights, though annoying, are okay. When all of the lights are illuminated, however, it looks like a prison. Trustee Jamerson noted the neighbor stated the lights are turned off at 9:30 when he goes to sleep. Trustee Norris stated there was some discussion, because a number of the fixtures are non-conforming. They are, however, grandfathered. The Ordinance has provisions about the degree of light causing distraction. An argument could be made that the neighbor should do something to shield the lights from coming into the Van Horne home. Mr. Huvard stated the non-quantitative measure of lights is that if the fixture is a source of discomfort, the fixture needs to be brought into code compliance. Trustee Norris stated we will look at the Ordinance to see what we can do to assist. Mr. Huvard explained the comfort glare could be reduced. The intent of the Ordinance is to keep outdoor lighting confined in a downward direction and not spilling onto other properties. Trustee Norris noted the Village wants to let residents do what they want on their own property as long as it

does not have an adverse effect on neighboring properties. We are trying to come up with a solution for both parties.

Rob Bartha, 720 Thornmeadow Lane, has street lights every 30 feet on his property. He does not have his lights on unless he is expecting company. He thinks the Village should look into whether industrial lights can be installed on a residential property. The neighbor has a fence, a brick wall, an electrified fence and security lighting as well as general lighting. It looks like a prison yard. He thinks the Ordinance should be revised to determine how many outside lights should be allowed. Trustee Norris noted the Board is sympathetic to the situation. Mr. Bartha noted the lights are illuminated all night long. He would not object if the lighting were illuminated for a few hours only, until 9:00.

Martin Borg, 1849 Robinwood Lane, has a neighbor who built an accessory building that looks like a guard house for a prison. It is supported by cement posts between two trees. The accessory building is built in an area that is not allowed to be built on. Mayor Kaplan noted the resident was told to take down the structure. He asked for additional time to take it down. Mr. Borg believes the accessory building code is too lenient because the neighbor could build it in a different location on his lot and it would still be visible from his windows. The structure is over 15' high. Mr. Durning noted this is a playhouse for children. Trustee Haber explained the Village is reluctant to get involved with aesthetics. The issue does not appear to be what he has built, but rather where it was built. Trustee Haber indicated the neighbor has the right to build a structure, so long as it is in compliance with Code. Mr. Borg believes there should be an appearance review process because the neighbor can get a permit to put the structure in a different location on his property. Mr. Durning indicated the deadline is Friday for the structure to be removed. Trustee Koomjian noted that if a resident comes to the Village requesting a permit for a conforming structure, it would be granted. Mr. Huvad believes this is a question of having an accessory structure perched on stilts. Trustee Norris mentioned the structure is not in a tree, although it is called a treehouse. Mr. Huvad explained the Board could ask the Plan Commission to look into defining accessory structures. Trustee Huvad noted the Board could impose a moratorium on accessory structures. Mr. Borg requested the Village look into a moratorium. He does not believe when the Ordinance was passed, this type of building was envisioned. This will be put on the agenda at the next Board of Trustees meeting.

### **New Business**

- Theatre in the Woods request for funding

Donna Lubow, 5 Baneberry, explained Theater in the Woods requested storage space to be built. Right now, they are paying \$6,000 per year at US Storage. They believe it would be possible to build a unit less expensive, if they could find space in the Village. They would also like to be considered for part of the space at the former police building. They would like a black box theater that would be 64'x124'. The ceiling height would be 20' to allow for a light grid. They would need to construct a stage and have room for seating for 100.

Theater in the Woods would also like to request \$14,000 for funding, which is the same request as last year. If the Village can supply some storage, the requested amount would be reduced by \$6000. Mayor Kaplan explained the Board could spend \$4,900 on containers and reduce the request by \$6000 annually. Trustee Haber questioned the storage container visibility. He does not think the containers would be a good idea. Trustee Koomjian noted this would not be allowed on private property, so the Village should think about setting a precedent.

Ms. Lubow asked if they could consider a more aesthetically appealing container. Mayor Kaplan asked how big the containers need to be. Trustee Koomjian noted that last year the Board asked how many patrons are from the Village. Ms. Lubow stated they cannot track where their guests reside. Trustee Koomjian explained a number of organizations come before the Board asking for funding. The Board is considering where the money needs to go. Last year, \$14,000 seemed like a lot of money, especially when Theater in the Woods is only generating \$18,000 in ticket receipts. He would not want Theater in the Woods to come back next year asking for the same amount. Trustee Koomjian thinks the Village would be better off storing the materials and giving them \$8000. He expressed concern for ongoing support at this level.

Trustee Jamerson asked why Theater in the Woods is not looking to get subscribers. Ms. Lubow explained they are only three people. Without support from the Village, they would not survive. Trustee Haber believes the organization needs to be incentivized. He suggested assisting Theater in the Woods on a matching basis where the Village would match other donations. He suggested they speak with other Villages as well. Ms. Lubow explained most community theaters are funded by park districts. Trustee Haber explained the Village previously had a hotel tax which was used to support the arts. Now that Riverwoods is a home rule community, they do not have the same restriction and it is more difficult to justify giving a business that type of funding. Ms. Lubow explained Theater in the Woods is not a business; rather, they are a not-for-profit organization. Trustee Chamberlain explained the Village asks the same type of questions to all organizations that come for donations. They are asking what service is being provided for Riverwoods residents and want to ensure the business is viable. There are a lot of times where you have to let something go if you cannot find a means of support. There are things that Theater in the Woods need to try. The Village has to justify the use of tax dollars to its residents. Ms. Lubow explained that is why they want to use the former police building and asked the Village for storage. Mayor Kaplan explained the purpose of the theater is to have a community theater in the Village of Riverwoods. It is a Village-supported theater. Trustee Norris explained the Village started funding Theater in the Woods with the hotel tax that could not be spent otherwise. The idea of matching helps identify the degree of support that is in the community. Trustee Haber noted the Village could give them a smaller stipend and agree to match the donations up to \$14,000. If they were able to generate \$4500, the Village would match the same and they would get their total funding of \$14,000. Trustee Chamberlain believes the Village should allow the temporary storage. Trustee Haber believes it would be difficult to tell them it is time to go.

Al Solomon, explained the reason for putting the storage units on the west side of the building is that they would not be very visible during the summer. He worked with Theater in the Woods during the first few years. People did not come because of mosquitoes. They are trying to have



something indoors. If the former police building were used, it would better identify Theater in the Woods with the Village. The center wall would need to be removed, to allow for enough seating and it would be a cost effective solution. Trustee Jamerson expressed concerned about not having other donations outside the Village's donation. There needs to be a combination of funding sources. He explained the costs will always increase.

Trustee Haber moved to authorize a donation to Theater in the Woods of \$5,000 and match donations up to \$4500, which would give them a total of \$14,000. Trustee Koomjian seconded the motion

Ms. Lubow believes it will be difficult to raise \$4,500. Trustee Haber withdrew his motion.

Trustee Chamberlain suggested Theater in the Woods come back with a business plan. She is concerned residents will not want the Village to continue funding Theater in the Woods. Trustee Chamberlain understands the value of the theater, but the theater needs to have a business model. Ms. Lubow questioned how many residents have voiced an opinion about funding Theater in the Woods. Trustee Chamberlain explained that many residents have complained about the number of donations given by the Board. They only want their tax money to go toward direct municipal services. Trustee Haber indicated the Village will support Theater in the Woods, but not 100%. Ms. Lubow stated they need to determine what they need in order to keep going.

Trustee Koomjian moved to make garage space available for Theater in the Woods for a period not to exceed 12 months, to ease the transition. Mayor Kaplan explained that building is already being used for the Village plant sale and other uses. If Theater in the Woods uses the garage, it would no longer be available for other uses. Trustee Koomjian withdrew his motion. Trustee Svatik questioned the practicality of the plant sale using the garage, when they only use it for a few days.

Mayor Kaplan suggested Theater in the Woods come to the April 16, 2013 Board of Trustees meeting with a business plan.

- New computer software for the Village

Irene Gagerman, 3000 Orange Brace Road, stated the existing software will not be supported after June 30, 2013. The Village needs to get new software. She identified the Village's needs and wants and conducted a search for software packages. Ms. Gagerman found ten software packages and found four integrated solutions that were relatively inexpensive. She got pricing from all four companies and did webinars to narrow it down to two software packages. She checked references and recommends the Banyon Software because they have the ability to attach an itemized list to a building permit as well as a built-in report writer. The Banyon Software also had a complaint log for the building permit module. The cost of the software is \$9,870. Training and implementation is \$1,200. Total initial cost is \$11,070. The cost for updates and support is \$1,830. Ms. Gagerman suggested placing the order and implementing the software in April, so the new system and current system could run parallel for a couple months. She

believes the software is user-friendly. Ms. Gagerman will volunteer to train as a backup and helper.

Trustee Haber moved to authorize the purchase of new computer software from Banyon Software in an amount not to exceed \$13,000. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

### **Approval of Bills**

Trustee Jamerson moved to approve the bills. Trustee Koomjian seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

### **Old Business**

- Donation to Center for Enriched Living

Maureen Doyle, Grant Coordinator for Center for Enriched Living, explained their operating budget just over \$2 million. They have social enrichment and skill development activities for people with developmental disabilities including three residents from Riverwoods. Ms. Doyle explained 25% of their budget expenses go to youth programs and 28% of their budget expenses go to day programs. Their organization differs from NSSRA because of funding. Center for Enriched Living is private and smaller. They serve 500 people with developmental disabilities. NSSRA is a special recreation association. Their focus is social development. Center for Enriched Living's closest program to NSSRA is their day programs. Their program is vocational focused while NSSRA is recreation focused. Another difference is program focus. Center for Enriched Living programs are member centered. Their population comes in once a month to vote on programs. 75% of the programs are member centered. They have an extensive scholarship program. In fiscal year 2012, they provided \$50,000 in financial aid.

Trustee Chamberlain, who is the Village's NSSRA representative, expressed concern because Center for Enriched Living has a program that competes with the NSSRA. Riverwoods residents get priority registration with NSSRA programs, because of the park district affiliation. With Center for Enriched Living, however, Riverwoods residents do not get priority. Ms. Doyle explained that they try to accommodate all interested patrons. Trustee Chamberlain expressed concern because the Village would be giving money but Village residents would not get priority. Ms. Doyle explained they do not have geographic boundaries. Mr. Huvard noted that if the Village asks Center for Enriched Living to make a distinction based on being a Riverwoods resident, what would be the principal basis on the distinction if there were other donors as well. Ms. Doyle explained this issue has not come up in the past. Trustee Chamberlain noted a Riverwoods resident was turned away from a program because it was full.

Trustee Koomjian asked about staff salaries. Ms. Doyle explained they have 21 full-time employees and 21 part-time employees. The salaries are modest with the highest salary being \$100,000.

Trustee Haber moved to donate \$5500 to Center for Enriched Living. Trustee Norris seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

- 2<sup>nd</sup> Reading and Approval of Appropriation Ordinance

Trustee Jamerson moved for Second Reading and adoption of the Appropriations Ordinance. Trustee Koomjian seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

Ordinance 13-03-06

- Discussion of Capital Plan for NSSRA

Trustee Chamberlain noted the NSSRA has outgrown their building and would like to move. The Village asked the NSSRA for numbers and NSSRA developed a capital plan. NSSRA is now asking their member agencies if the plan seems acceptable.

Riverwoods, in addition to the member agency contribution, will be asked to pay between \$2256 and \$4087 per year, for the capital plan. The total is \$60,318 over 25 years. Trustee Haber questioned how many residents use NSSRA services. Trustee Chamberlain believes 10 residents utilize the services. She noted NSSRA wanted to know if this seemed like a plan that the Village would back. Mayor Kaplan noted the opinion may change with the new Board and suggested Trustee Chamberlain bring this up in May. Trustee Svatik noted that Riverwoods has more limited growth than many other communities. As other communities expand, it would give them a larger share. He asked if the NSSRA is flexible. Trustee Chamberlain explained there is a lot of talk about everyone doing their share based on population and EAV.

- Woodland Restoration site bid recommendation

Mr. Glenn noted the initial estimated construction budget for the woodland restoration was \$133,000. The low bid came in at \$181,000. Some of the estimates were speculative. Mr. Glenn contacted Team Reil of Union, who submitted the low bid. They made some suggestions to lower the cost of the project, including substituting a prefabricated shelter, eliminating the concrete floor and using the same aggregate surface in the shelter as in the path, relocating the drinking fountain to the northwest corner of the site near the existing water main, eliminating the electric service and substituting a solar light fixture for security lighting. The proposed changes do not materially diminish or change the nature of the project. Based on the aforementioned

changes, Team Reil, Inc. submitted a revised bid totaling \$127,200.20. Mr. Glenn recommended the Board authorize the execution of the contract with Team Reil, Inc.

Mayor Kaplan asked about the annual maintenance. Mr. Stewart explained the proposed changes would not affect the maintenance budget. In addition, the education component of the project would not change. Trustee Norris spoke with Lake Shore and they would donate one trash receptacle. He asked about the projected costs. Mr. Stewart explained there would be little maintenance for the shelter and the path. They will excavate the path around the shelter and would re-spread that material on the berm. Based on the per-unit cost, the stump removal and small tree removal costs would be about \$2,940. Administrative and soft costs would bring the total project to \$155,000.

Trustee Haber noted the new gazebo would have an integrated conduit system, but without an electrical system, it would go to waste. He would like the electric added back into the proposal. He suggested running electrical service when the paths are trenched. Trustee Jamerson suggested running the electrical service in a straight line. Mr. Glenn noted the cost for power is \$6000. Trustee Haber suggested generating sponsorships. He suggested selling brick pavers as a fundraising opportunity. Mayor Kaplan questioned how many people would use the facility. Mr. Stewart explained the philosophy was to develop an educational opportunity. Mayor Kaplan noted the Village has a restoration project at Village Hall, but no one looks at it. Mr. Stewart believes a bicycle path will be built and school kids could walk there.

Trustee Haber questioned whether the costs would be significantly greater to defer the gazebo and just put in the paths. Mr. Glenn explained the mobilization costs would be 10%. Trustee Haber noted that in theory, the Village could gauge the activity on the site and then determine whether a gazebo would help. Mr. Stewart explained the Village received a grant for the education component. He noted that one reason for the structure is to have a centralized place for the educational components. Mr. Stewart indicated the goals of the educational component could still be accomplished. Mr. Glenn believes the shelter is a big part of the interest of the project. Trustee Chamberlain believes it is important to have an educational piece for the residents. The Village can play a part in making this an attraction. Trustee Norris noted that in the last community survey, a woodland education program has the highest interest.

Trustee Koomjian thinks the corner of Saunders and Deerfield Roads is prominent. This would be an opportunity to have an attractive conservation area. He is in favor of the project, even though the Village does not know how much it will be utilized.

Trustee Norris moved to award the contract for installation of a gazebo, electricity to the gazebo and soft costs in an amount not to exceed \$161,000 including awarding the contract for \$127,200 plus \$6,000 for electricity to Team Reil, Inc. Trustee Chamberlain seconded the motion. Trustee Chamberlain would like knowledge of additional maintenance fees. Trustee Norris would like a mailing about sponsorship opportunities. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

Board of Trustees Meeting

March 19, 2013

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Sherry Graduator thanked the Board for their work on this project. She would like it to be a place where Village residents can gather and learn something.

**Adjournment**

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:50 PM.

The next regular meeting of the Board of Trustees is scheduled for April 2, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
March 12, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Absent was:

Cheryl Chamberlain

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 8:18 PM

**Approval of Minutes**

Trustee Jamerson moved to approve the minutes from the February 19, 2013 Board of Trustees meeting. Trustee Koomjian seconded the motion. Various corrections were made by the Trustees, after which the motion to approve the minutes, as corrected, passed on a voice vote, Trustee Haber abstaining.

**Engineer's Report**

Mr. Glenn noted the SSA 24 Thornmeadow water main project is out for bid. He would bring a recommendation to the April 2, 2013 Board of Trustees meeting. Mr. Glenn is still coordinating easements.

Mr. Glenn will be meeting with Jack Schwall next week regarding the well monitoring equipment batteries shorting out. He believes it could be a moisture issue.

**Village Attorney's Report**

Mr. Huvad stated a bank went to a foreclosure sale on the Whigam Lane property. Neither the attorneys nor the receiver were notified. The receiver filed an emergency motion to vacate the

sale. The emergency motion will be up before the judge on Friday. Mr. Huvad believes this could be an attempt by the bank to avoid paying the receiver's and Village's fees.

### **Plan Commission Report**

The Plan Commission will have a meeting on April 4, 2013 to discuss beekeeping and Ordinances from other towns to regulate beekeeping.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the February 19, 2013 Board of Trustees meeting. There were one 911 hang ups, 21 accidents, 18 alarms, seven complaints about animals, 15 fire department assists, two other agency assists, three disputes, two domestic disputes, two driving complaints, two DUIs, one fraudulent activity, five lockouts, 18 motorist assists, three parking complaints, one suicidal subject, 14 suspicious circumstances, ten crime prevention notices and 16 case reports. There were 132 traffic stops with 86 citations issued to 75 people.

There are currently 16 houses on the House Watch list that are checked regularly.

Chief Dayno stated there was a suicidal subject who walked away from their house. The subject was located and transported to a facility.

The department auctioned the old Ford Crown Victoria squad car. The Village's portion of the proceeds was \$5546.

### **Fire Department Report**

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the month of February.

Battalion Chief Christenson submitted articles for the Village Voice on fire hydrants, addressing and Lifeline packets.

### **New Business**

- Appropriations Ordinance

Trustee Norris moved for First Reading of the Ordinance. Trustee Svatik seconded the motion. The motion passed unanimously.

- Request for \$5,000 donation from Orphans of the Storm

Jackie Borchew stated the Board was very generous last year and donated \$5000 to Orphans of the Storm. All of the money went to benefit the animals. She informed the Board that in 2012, their dog adoption rate was 97%. She asked the Board for the same donation this year. Ms. Borchew reported their annual dinner will be on April 22, 2013. The theme is Teamwork and the speaker will be Hub Arkush.

Trustee Jamerson moved to donate \$5000 to Orphans of the Storm. Trustee Koomjian seconded the motion. The motion passed by the following vote:

AYES: Haber, Jamerson, Koomjian, Norris, Svatik (5)

NAYS: None (0)

- Request for \$10,000 donation from Center for Enriched Living

Mayor Kaplan reported that Trustee Chamberlain requested this item be held to the next Board of Trustees meeting. There will be a representative from Center for Enriched Living at the next Board of Trustees meeting.

- Request for \$1,000 donation from Deerfield Family Days

Trustee Svatik moved to donate \$1000 to Deerfield Family Days. Trustee Jamerson seconded the motion. Trustee Norris indicated the Village could have a float in the parade if they desired. The motion passed by the following vote:

AYES: Haber, Jamerson, Koomjian, Norris, Svatik (5)

NAYS: None (0)

- Discussion of Capital Plan for NSSRA

Mayor Kaplan stated this item would be discussed at the next Board of Trustees meeting so Trustee Chamberlain could be present.

### **Visitors Wishing to Address the Board**

There were no visitors wishing to address the Board on non-agenda items.

### **Old Business**

- Plant Committee 2013 Budget for \$5,000

Trustee Jamerson noted the Board was looking for additional information. Mayor Kaplan indicated Trustee Chamberlain received the additional information and did not have an issue with it.



Trustee Jamerson moved to approve the 2013 budget for the Plant Committee in the amount of \$5000. Trustee Koomjian seconded the motion. The motion passed unanimously.

- Discussion of Orphans of the Storm request for deep well

Mr. Glenn stated Village Code does not favor deep wells. He spoke with Jack Schwall to go over parts of the report that do not make sense. Mr. Glenn noted the expense for a deep well does not make sense, based on the amount of water they are using. Right now, it is an informal application. He will alert the Board if there is need for further discussion. The matter was then taken off the agenda.

- 2<sup>nd</sup> Reading and approval of Fee Schedule Ordinance

Mayor Kaplan noted the annual fee for a deep well was inadvertently deleted from the last fee schedule and was not collected. The Village will start sending out bills this year. Trustee Haber suggested sending out a letter stating the Village has elected to waive their right to collect on prior years as long as payment is received within ten days.

Mr. Glenn noted that the sanitary sewer user charges are billed bimonthly, but are monthly fees.

Trustee Norris moved for Second Reading and adoption of the fee schedule, with the aforementioned correction. Trustee Jamerson seconded the motion. Trustee Koomjian questioned the removal of historic preservation. Mr. Huvad was unaware of any structures in the Village that have been classified as historic. Trustee Svatik questioned the fee for diseased or dying trees. Mr. Huvad explained the fee is refundable if the tree is dead, hazardous or unprotected. The motion passed by the following vote:

AYES: Haber, Jamerson, Koomjian, Norris, Svatik (5)

NAYS: None (0)

Ordinance 13-03-05

- Woodland Restoration Site Bid Recommendation

Mayor Kaplan stated this would be held to the next Board of Trustees meeting.

#### Standing Committee Reports

- Police/Solid Waste – Trustee Norris stated Deerfield High School has requested a school resource officer from Deerfield. The cost of the officer's salary and benefits is \$150,000. Deerfield has offered to put up 25% of the cost. Deerfield would like to get money from Riverwoods and Bannockburn as well. Trustee Norris explained they are asking for about \$20,000, which is too high considering the number of students that live in Riverwoods. The officer would have a presence, foster a more positive relationship between the police and students and be available to talk to students. He hopes to come back with a more realistic amount.

Trustee Norris is speaking with Lakeshore regarding the collection facilities for waste and recycling with the woodland restoration project. He is also trying to get residents to increase the size of their recycling bins and decrease the size of their trash bins.

Trustee Norris attended the Deerfield Plan Commission meeting regarding the health food restaurant in the house adjacent to the Mobil station. It could be open from 7 – 10 pm and have seating for 60 people plus carryout. Vehicles would enter and exit onto Saunders Road. Trustee Norris requested the owners come speak with Riverwoods as well. Residents from Thorngate would be concerned about headlights. Trustee Norris noted a restaurant is a permitted use in Deerfield.

Trustees Norris and Jamerson have worked with Clerk-elect Irene Gagerman with respect to integrated municipal software for the entire Village. It will be a significant improvement. Trustee Norris is trying to get it in place before June so it can run parallel with the current system.

- Building/Zoning – Trustee Jamerson presented the building department report. In February 2013, the Village issued four building permits for a total construction value of \$44,575, generating fees of \$775. The Village performed eight inspections and issued three stop work orders/code compliance actions. In February 2012, the Village issued six building permits for a total construction value of \$202,615, generating fees of \$2985.

Year to date, the Village issued 14 permits with a total construction value of \$192,213, generating fees of \$2555. 2012 year to date, the Village issued six permits with a total construction value of \$318,295, generating fees of \$4660.

Trustee Jamerson reported that MC Squared estimates the average resident will save \$567 on their electric bill. The total savings for the Village is \$612,000 in 10 months.

- Finance/Soil & Water Conservation – Trustee Svatik will attend the Traffic Management Association meeting on March 15, 2013. This is their annual construction program plan meeting.

Trustee Svatik wrote step-by-step procedures on how to do the Appropriations Ordinance, the tax levy and the steps for the budget review.

### **Adjournment**

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:53 PM.

Board of Trustees Meeting

March 12, 2013

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The next regular meeting of the Board of Trustees is scheduled for March 19, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
2013 Appropriations Ordinance  
Public Hearing  
March 12, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Absent was:

Cheryl Chamberlain

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 8:00 PM

Motion made and seconded to open the Public Hearing. The motion passed on a voice vote.

Mr. Huvad explained the Public Hearing is for the 2013 Appropriations Ordinance for the fiscal year 2013 from January 1, 2013 to December 31, 2013. Under the State statute, the Village is required to publish notice, which was done. The purpose of the Hearing is to let the public know what the Village's plans are and to listen to their comments. Mr. Huvad reminded everyone that the Appropriations Ordinance sets forth the maximum amounts the Village can spend on various categories, but does not obligate the Board to spend the money. The Ordinance sets out the framework for the maximum amount the Village can spend, but the actual expenditures are approved through bills and payroll on a monthly basis. The total appropriations are recapped by fund including the general fund, the MFT fund, the police pension fund, etc. The Board is required to pass the Appropriations Ordinance before March 31, 2013.

Trustee Jamerson questioned what would happen if there were a catastrophic failure in the sewer that exceeded the appropriated amount. Trustee Svatik explained there are some contingency and emergency funds that could be utilized.

Trustee Koomjian does not believe the revenue statement from the SSA 10 is identical to the amount of revenue collected. The Village did not levy anything, but is showing \$15,000 income.

Public Hearing  
2013 Appropriations Ordinance  
March 12, 2013  
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Mr. Huvad explained the Village did not levy because it is a Bond Ordinance. The income is the amount of revenue the Board expects to receive this year.

Trustee Koomjian noted there were some large expenses from the IMRF in 2012, but it is small for 2013. Mr. Huvad explained the IMRF is allocated in multiple funds. Trustee Koomjian noted that in the auditor's report, there is one, large amount in the general fund. He questioned whether the amount is the same as the separated amounts from the Appropriations Ordinance. Trustee Haber noted the amounts are not the same for the IMRF and believes the amount needs to be adjusted. Mr. Huvad will look into it.

Trustee Svatik moved to close the Public Hearing. Trustee Jamerson seconded the motion. The motion passed on a voice vote. The Public Hearing was adjourned at 8:17 PM.

Respectfully submitted,

Mike Ford, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
February 19, 2013  
**Approved**

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Absent was:

Michael Haber

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Hal Roseth, Village Treasurer  
Jack Siegel, Village Attorney

Call to Order: 8:00 PM

**Approval of Minutes**

Trustee Jamerson moved to approve the minutes from the February 5, 2013 Board of Trustees meeting. Trustee Koomjian seconded the motion. Various corrections were made by the Trustees, after which the motion to approve the minutes, as corrected, passed on a voice vote.

**Treasurer's Report**

Village Treasurer Hal Roseth provided a prospective between last year and this year. Overall Village funds are up by \$1.2 million, not including the SSA funds. The Village has \$6.3 million in investments at Chase. The 'safe' money is at .21 - .26%. The Village has \$571,000 at Ameriprise. The experimental investment is up \$715 and comes due in August. The Village has \$1.5 million invested with JP Morgan which is yielding 3 – 4.4%. The Village invests \$500,000 with Wells Fargo and is averaging 2.8 – 3.1%. That money is constantly turned. Mr. Roseth and Mr. Huvad met with Wintrust Bank on Friday. Wintrust is interested in working with the Village on the pending SSA's provided the Village transfers a significant sum to Wintrust. Mr. Roseth will send them a copy of the Village's investment policy and have a conversation. Wintrust wants to be in the community and offer some interesting programs.

Trustee Norris questioned why the fund totals show a difference. Mr. Roseth believes the difference is because of the SSAs and the escrow funds.

### **Engineer's Report**

Village Engineer Patrick Glenn stated the plans for the Thornmeadow water main project have been completed. He is prepared to put the project out to bid even though they are still working to get some easements and getting additional residents to participate in the project. Mr. Glenn will bring a recommendation for award to the first meeting in April.

Last week, Mr. Glenn opened bids for the restoration project. The construction estimate was \$132,000. The low bid came in at \$181,000. The real difference between the estimate and the cost was the shelter and the path construction. Village Forester Chuck Stewart had already received bids for shelter material. The cost to construct the shelter was higher than anticipated. The next step is to meet with the low bidder to understand why the project is more expensive than budgeted. He will report back after that meeting. Mr. Glenn may recommend rejecting the bids and restructuring the request.

### **Community Services Report**

Director of Community Services, Rob Durning, stated that the cell tower antennas have been upgraded and should result in better service for T-Mobile customers.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the February 5, 2013 Board of Trustees meeting. There were six 911 hang-ups, 15 accidents, 12 alarms, four complaints about animals, nine fire department assists, two other agency assists, one criminal damage to property, one dispute, three driving complaints, two DUIs, one fraudulent activity, one identity theft, one ILEAS call out, three lockouts, seven motorist assists, three parking complaints, 14 suspicious circumstances, one telephone threat, one theft, one unwanted subject, five crime prevention notices and six case reports. There were 63 traffic stops with 41 citations issued to 35 people.

There are currently 20 houses on the House Watch list that are checked regularly.

Chief Dayno noted there was one ILEAS call out to help Vernon Hills with a barricaded subject. There were 14 suspicious circumstances. Most of those were in response to the telephone alert due to heavy burglary activity in surrounding towns. He was glad to see people are calling the department when they see vehicles that do not seem to belong at a neighboring residence.

Chief Dayno noted Lincolnshire was considering terminating their dispatch center and utilizing the dispatch at Vernon Hills. Lincolnshire decided to use Vernon Hills and will be transitioning over the next nine months. Vernon Hills offered a similar deal to what we had in Lincolnshire,

but the department is also being courted by Deerfield and Highland Park. Chief Dayno will bring a recommendation to the Board.

### **Well Report**

Mr. Durning stated Swanson has gone with a different format that includes prior year data. The well monitoring levels have increased from one year ago, except Orange Brace. Trustee Jamerson does not believe the numbers for the Orange Brace well are correct, because they were exactly the same for four months. Trustee Koomjian noted that the Village is losing a lot of history. Mr. Durning will contact Swanson. Mayor Kaplan requested a report at the next meeting.

### **Fire Department Report**

Duane Christenson from the Lincolnshire-Riverwoods Fire Department reminded residents to have their addresses visible from the street. He also asked residents to help keep the fire hydrants free of snow.

Trustee Svatik stated Sherry Graditor sent a recommendation for training or a refresher course on use of defibrillators. Mayor Kaplan indicated the department was very aggressive on the Lifeline program and asked Battalion Chief Christenson to write an article for the Village Voice.

Battalion Chief Christenson stated the Lifeline program provides a red sticker for medical history information to be put on the refrigerator and a notification sticker for near the door, to alert paramedics of health issues. It makes the process much easier. Mayor Kaplan noted the fire department previously came to resident's homes to take the medical history. Battalion Chief Christenson stated they would provide this service if a resident requests it.

Trustee Chamberlain questioned where the fire department looks for addresses. Battalion Chief Christenson suggested having the address both on the mailbox and on the house. Trustee Jamerson questioned whether the Village has an Ordinance that requires addresses to be a specific size.

Trustee Svatik questioned whether all the fire hydrants in Riverwoods are equipped with 6' high sticks/flags. Battalion Chief Christenson stated the hydrants are maintained by Swanson the Village should contact Swanson. Mr. Glenn noted some of the hydrants will require cleaning as well.

Sherry Graditor noted the fire departments in other communities provide stickers to save pets. Battalion Chief Christenson noted they no longer support that program due to changes. It seems to have started again recently. Battalion Chief Christenson noted they would do a search for homeowners and pets if the homeowner does not appear to be home.

### **Village Attorney Report**



Village Attorney Bruce Huvad stated the Appropriations Ordinance will be discussed at the next meeting. He also met with the Mulch Center and they want to introduce a modified use to one of their buildings that would include a classroom setting. The Mulch Center also desires to accept leaf and/or landscape waste on a limited basis. The Village asked for a way to ensure that The Mulch Center would comply with laws and regulations.

### **Visitors Wishing to Address the Board**

Jarrob Daab with College Bound Opportunities is a local, not-for-profit organization. They are requesting funding for their programs. In 2010, the Village donated \$5000 and in 2011 the Village donated \$7500. The money goes to support the 30 students in the class of 2017, one of which is a Riverwoods resident. College Bound Opportunities serves Highland Park High School, Lake Forest High School and Deerfield High School and provides resources for low income, high achieving students. College is beyond reach for the families. 86% of the students are first generation. College Bound Opportunities matches students with mentors, helps with college and financial aid applications, provides ACT preparation classes, provides up to \$4000 per year during college, and a laptop computer for college. College Bound Opportunities mentors also help ensure a specific college is a good fit for a student. Mr. Dolin stated they added a new program called Beyond College, to help the college graduates with their success after college. 96% of College Bound Opportunities students graduate college.

Trustee Chamberlain questioned whether the students all receive the same services. Mr. Dolin explained they all receive the same resources. Trustee Chamberlain questioned the program personnel versus administrative personnel budgets. Mr. Dolin stated they have three employees, two full-time and one part-time administrative employee. Part of the funding is going to programming and part of the money is going to salaries. Trustee Svatik questioned where the organization is located. Mr. Dolin explained they have a mailing address in Riverwoods and recently opened a physical office in Highland Park.

Trustee Chamberlain moved to approve a donation of \$7,500. Trustee Koomjian seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Norris, Svatik (5)

NAYS: None (0)

### **New Business**

- Approval of Plant Committee 2013 budget for \$5000

Trustee Svatik moved to approve the 2013 budget for the Plant Committee in the amount of \$5000. Trustee Jamerson seconded the motion. Mayor Kaplan stated the Plant Committee budget has been the same for the past three or four years. Trustee Chamberlain requested a breakdown of the costs. She questioned whether there is coordination with the Woodland Restoration Project to ensure there is no duplication or if there is duplication, there is a reason for the duplication. Trustee Chamberlain would also like to take advantage of economy of scale.

Trustee Jamerson withdrew the second of the motion until after representatives from the Plant Committee answer the Trustee's questions.

- Discussion of Orphans of the Storm request for deep well

Mr. Glenn stated representatives from Orphans of the Storm have submitted an informal request for consideration for a permit for a deep well on their property. He wants to get together with someone very familiar with their operations due to the installation costs, permit fees, maintenance and amount of water they use on their property. Mr. Glenn wants to ensure what they are proposing makes sense for them.

Trustee Svatik ensured that if the Board approved a deep well, their existing well would no longer be in use. Mr. Glenn believes their existing wells are inefficient for their needs. He would like to determine whether connecting to Lake Michigan water would better meet their needs. This will be continued to the next meeting.

- Proposed resolution approving Illinois Elevator Safety Program agreement with the Illinois State Fire Marshall

Trustee Jamerson moved to approve the Resolution. Trustee Koomjian seconded the motion. Mr. Huvad stated in order for the Village to administer elevator inspections locally, the State Fire Marshall requires an agreement. The Village does not administer the inspections themselves. Mr. Durning stated the State Fire Marshall wants to ensure each municipality has qualified people to inspect elevators. Trustee Chamberlain questioned whether Trustee Haber has looked at the agreement. Mr. Huvad explained the Village needs to pass the resolution or the State will revoke the Village's right to handle inspections. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Norris, Svatik (5)

NAYS: None (0)

Resolution 13-02-01

- Ordinance adopting the fee schedule for fiscal year 2013

Trustee Chamberlain moved for First Reading of the Ordinance. Trustee Koomjian seconded the motion. The motion passed unanimously.

Mr. Huvad noted there were a number of revisions from the Trustees. He handed out a redline version of the proposed fee schedule. Trustee Jamerson requested the Trustees review the proposed schedule and submit their change requests. Trustee Chamberlain asked if the tree removal fees were considered a deterrent. Sherry Graditor explained the tree removal fees were based on the tree diameter and caliber at breast height. The fees were designed to help fund other programs. Trustee Chamberlain questioned whether the amounts are both serving as a deterrent and for funding. Mr. Huvad explained residents are required to replace the trees. Trustee Norris explained that if the tree caliber was smaller than that of the tree removed, the resident must pay the fee.

### **Approval of Bills**

Trustee Norris moved to approve the bills. Trustee Svatik seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Norris, Svatik (5)  
NAYS: None (0)

### **Old Business**

- Approval of Miller Cooper Audit Services for 2012 for \$21,700

Mr. Huvad indicated that there was a change in the language in the agreement between previous years and now. He requested the original language restored, so the agreement read the fees are not to exceed \$21,700.

Trustee Norris moved to approve the bill for Miller Cooper Audit Services for 2012 in the amount of \$21,700. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Norris, Svatik (5)  
NAYS: None (0)

Trustee Jamerson found an Ordinance stating the Village of Riverwoods prohibits beekeeping. He would like to ask the Board to suggest the Plan Commission review and possibly update the Ordinance. Trustee Svatik explained there was a long discussion with some valid points against beekeeping. Trustee Chamberlain explained the environmental considerations have changed and there is a concern that the loss of bee populations could be detrimental to the environment.

### **Adjournment**

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:25 PM.

The next regular meeting of the Board of Trustees is scheduled for March 5, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
February 5, 2013

In Attendance:

William Kaplan, Mayor  
Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire- Riverwoods Fire Prevention District  
Michael Ford, Village Clerk  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Jack Siegel, Village Attorney

Call to Order: 8:00 PM

**Approval of Minutes**

Trustee Koomjian made a motion to approve the minutes from the January 15, 2013 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended.

**Director of Community Services Report**

Mr. Durning stated the owner of the Mobil gas station approached the Village and plans to install new LED lights in the canopy above the lights. Residents have complained about the brightness of the existing lights. The LED lighting will have less glare.

**Engineer's Report**

Mr. Glenn noted the well monitor equipment is up and running. The restoration project construction documents are up for bid. There is a lot of interest and bids will be opened on February 11, 2013.

**Village Attorney's Report**

Mr. Huvad stated they have done a first draft for a revision to the agreement with Lake County Public Works and will send it out shortly.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the January 15, 2013 Board of Trustees meeting. There were two 911 hang ups, four abandoned automobiles, 26 accidents, 19 alarms, four complaints about animals, one assault, 16 fire department assists, one other agency assist, one burglary, three well-being checks, three driving complaints, two DUIs, nine lockouts, 14 motorist assists, 13 suspicious circumstances, one unwanted subject, six crime prevention notices and 12 case reports. There were 96 traffic stops with 83 citations issued to 55 people.

There are currently 14 houses on the House Watch list that are checked regularly.

Chief Dayno stated there was one residential burglary in Thorngate. There have been a number of burglaries in other, nearby communities.

The department conducted compliance checks for tobacco and neither of the establishments that sell tobacco were cited.

### **Fire Department Report**

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFDP District including mutual aid to the DBFD District for the month of January. There were 31 calls including 18 EMS calls, five fire calls, seven auto accidents and one other call. There were 36 calls year to date.

Battalion Chief Christenson stated there was a carbon monoxide leak that was detected by ADT. The monitoring service called both the department and woke the resident and the department found there was an elevated level of carbon monoxide. The department will get a \$5000 donation because of the call.

### **New Business**

- Approval of Miller Cooper Audit Services for 2012 for \$21,700.

Mayor Kaplan suggested holding this item until the next Board of Trustees meeting.

- Request for donation for Deerfield High School after party.

Mayor Kaplan stated the Village donated \$1000 for the Deerfield High School after party last year. Trustee Haber made a motion to approve the donation of \$1000 for the Deerfield High School after party. Trustee Koomjian seconded the motion.

Trustee Chamberlain suggested the Village is essentially giving money away. She questioned what the parameters of donations would be. Trustee Chamberlain would like the Village to have a conversation about setting parameters with possible requirements and/or caps. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)  
NAYS: None (0)

- Request for donation for College Bound Opportunity.

Mayor Kaplan stated the Village did not donate to this cause in 2011. Trustee Chamberlain noted they sent in a request, but it did not make the agenda. Trustee Norris received a phone message, in Mayor Kaplan's absence, asking about the status of the donation request. He believes this is a good cause, but questioned the number of charitable donations. Trustee Chamberlain noted there is a Riverwoods recipient this year from this organization. Trustee Haber suggested the organization makes a presentation to the Board before voting on this. Representatives from College Bound Opportunity will be invited to make a presentation at a future Board of Trustees meeting.

- Approval of new squad car purchase from Highland Park Ford for \$25,355.

Mayor Kaplan noted the Village budgeted for this purchase in 2013. Trustee Haber made a motion to authorize the purchase of a new squad car from Highland Park Ford in an amount not to exceed \$25,355. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)  
NAYS: None (0)

- Approval of a proposed ordinance authorizing the sale of surplus property owned by the Village of Riverwoods.

Trustee Chamberlain made a motion to waive the First Reading of the Ordinance. Trustee Haber seconded the motion. The motion passed unanimously.

Trustee Koomjian made a motion for Second Reading and adoption of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)  
NAYS: None (0)

Ordinance No. 13-02-01

- Request for donation from Al Maciareillo for St. Baldricks

Mayor Kaplan noted the Village donated \$1,500 last year. Trustee Chamberlain said that she would support the donation this year, but would like to include this donation in a discussion setting parameters for donations. Trustee Svatik made a motion to donate \$1500 to St. Baldricks Foundation. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)  
NAYS: None (0)

#### Visitors Wishing to Address the Board

Dan Wander, one of the principals of Terraco Real Estate, appreciates the Village's assistance in getting a new development off the ground on Deerfield and Milwaukee. Mark Stinson from Circle K is also present and stated they would like to build a gas station on a portion of the property. Mr. Stinson stated they own and operate 80 stores in Illinois. They have done some preliminary studies and found that the proposed location would be good for a gas station. Mr. Stinson understands the Village will be looking for upgraded architecture at that location, but would want to ensure their business model would work. He explained their business model includes a liquor license. Mayor Kaplan stated the Village typically does not grant liquor licenses to gas station. Trustee Chamberlain believes the residents would not be in favor of the liquor license and may not like the idea of another gas station. She noted the location is at the entrance of the Village and there would be a Riverwoods sign nearby. Trustee Haber ensured the model includes a gas station and convenience store that would sell liquor, not a liquor store. He would want to ensure the quality was there. Trustee Jamerson questioned whether Circle K would operate the convenience store as well. Mr. Stinson stated they would own and operate the store. Mr. Wander noted they are looking at a fuel station to anchor the corner and two other pads with restaurant and retail in two separate buildings.

Mayor Kaplan asked how much tax revenue would come to the Village without liquor. Mr. Stinson would get an amount to the Village. Trustee Koomjian noted the revenue could be approximately \$12,000 to \$15,000 per month.

Trustee Norris expressed concern about a gas station and alcohol. Trustee Jamerson asked if a car wash would be included in the plans. Mr. Stinson explained they are not planning a car wash for this location at this time.

Mike Karpeles, 1606 East Course Drive, Riverwoods has been part of a committee acting as a working committee to try to form an SSA to repave East Course and Black Heath. They have obtained four bids to do the paving for the two streets. One bid was not prevailing wage at \$125,000. One bid was \$160,000. One bid was \$238,000 and one bid was \$278,000. They received an estimate from Mr. Glenn for \$300,000 and \$325,000, which included Village administration of the project. Mr. Karpeles stated the SSA would be looking for financing between \$200,000 and \$300,000. They would like to keep \$5000 per year for maintenance and \$3000 per year for snow plowing. Mr. Karpeles noted they have 36 lots including two that are owned by the park district. He is looking for 10 year financing.

Mr. Karpeles believes they have three potential options. First is a private bank, second is Village financing and the third is that the Village would issue a bond through a bank. Mr. Karpeles would prefer private bank financing. Mr. Huvard noted they have to honor the prevailing wage. Mr. Karpeles stated they would appreciate the Board's assistance in helping them bring the project to fruition. They have informally polled their residents, who are almost unanimously behind the SSA. He would like information about how this could be financed, the rate and the terms. They would like to get the roads paved this year.

Mr. Huvard noted the private choice is very difficult. Chase did not want to give a loan to an association, even with the Village assurances. Chase would finance a Village SSA bond project as a courtesy. The other choices would be for the Village to do this project similar to Hiawatha Woods and issue an SSA bond. The concern is that the Village costs would be higher than what the residents could get. Mr. Huvard has not discussed the costs with Chase at this point. Mr. Huvard noted the Village previously discussed only financing SSAs when other viable options were exhausted. Trustee Chamberlain added that the Board discussed that we should set parameters but has not yet had the discussion about what those might include. Mr. Karpeles would be interested in getting the financing numbers. Trustee Norris noted the Village may finance an SSA only if there were no other options. Trustee Svatik noted the Board also previously discussed a cap on the amount of \$100,000 for Village financing.

Mr. Huvard noted the SSA law changed effective January 1, 2013 and the length of time from start to finish has increased to at least 180 days.

#### Old Business

- Proposed Ordinance 13-02-02 adopting and approving a Tax Increment Redevelopment Plan and Project in the Village of Riverwoods, Illinois – Second Reading

Mr. Huvard stated this Ordinance would approve the redevelopment plan. Trustee Svatik made a motion for Second Reading and adoption of the Ordinance. Trustee Norris seconded the motion.

Trustee Jamerson noted the Village could approve or not approve the development plan using TIF dollars. Trustee Jamerson questioned whether a previous application approved for a gas station on the TIF site by the Village would set a precedent for future applicants to gain approval for a similar use. Trustee Norris noted that a gas station is a special use. Each use or owner would have to get special use approval. Mr. Siegel explained the purpose of the TIF is to provide financing. A TIF is not a land-use decision. Trustee Chamberlain stated some developers or businesses may not be interested in using the land without a TIF. She asked if having a TIF available might give the Village greater flexibility determining what might be developed at that corner and Mr. Huvard stated he believes it would.

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

Ordinance No. 13-02-02



- Proposed Ordinance 13-02-03 designating the Milwaukee/Deerfield Redevelopment Project Area in the Village of Riverwoods pursuant to the Tax Increment Allocation Redevelopment Act – Second Reading

Mr. Huvad stated this Ordinance would set the project area. He noted the date on page two of the Ordinance needs to be changed to 2013.

Trustee Haber made a motion for Second Reading and adoption of the Ordinance. Trustee Koomjian seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

Ordinance No. 13-02-03

- Proposed ordinance 13-02-04 adopting Tax Increment Allocation Financing respecting the Milwaukee/Deerfield Redevelopment Project Area in the Village of Riverwoods, Illinois – Second Reading

Trustee Jamerson made a motion for Second Reading and adoption. Trustee Norris seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

Ordinance No. 13-02-04

#### Standing Committee Reports

- Police/Solid Waste – Trustee Norris stated the 25 cent increase in the operation and maintenance fee was defeated by one vote. There was no increase and SWALCO will need to reconsider their budget. They are looking for ways to reintroduce the increase.

Trustee Norris reported there was an issue with Waste Management collecting the trash at the Mobil station at 5:30 am. Chief Dayno informed the driver that they have to comply with the Ordinance.

Trustee Jamerson asked whether Lake Shore was supposed to pick up Christmas trees and recycle it. He did not see any Christmas Trees at the curb. Trustee Jamerson believes residents were not informed.

- Building/Zoning – Trustee Jamerson is still working on finalizing the fee schedule. He would like to introduce it at the next Board of Trustees meeting.

Trustee Jamerson presented the building department report. In January 2013, the Village issued ten building permits for a total construction value of \$239,912, generating fees of

\$2830. The Village performed 15 inspections. In January 2012, the Village issued six building permits for a total construction value of \$158,030, generating fees of \$1425.

- Finance/Soil & Water Conservation – Trustee Svatik noted Mr. Huvad and Ms. Crohn received copies of the 2013 Appropriations Ordinance. The Illinois Municipal League did not publish estimates, so he spoke with Executive Director Larry Fram who estimated a 6 – 6.5% for increases of state generated funds.
- Roads/Bike Path/Parks Forestry/NSSRA – Trustee Chamberlain stated that Mr. Stewart is looking into a name for the Woodland restoration project. He is working with RPC to potentially get contributions to defray the cost. He is thinking of listing the contributors or benefactors on the back of one of the educational panels. If someone wants to donate a lot of money, they may display a recognition plaque. Mr. Stewart is open to any suggestions for the signage.

Trustee Chamberlain reported the NSSRA special meeting regarding the building was delayed and will take place this month.

#### Adjournment

There being no further business or discussion, Trustee Koomjian made a motion to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:15 PM.

The next regular meeting of the Board of Trustees is scheduled for February 19, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk

Rob Durning, Deputy Village Clerk

Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees  
January 15, 2013  
**Approved**

In Attendance:

Cheryl Chamberlain  
Michael Haber  
Rick Jamerson  
Rich Koomjian  
John Norris  
William Svatik

Absent was:

William Kaplan, Mayor

Also Present:

Duane Christenson, Battalion Chief, Lincolnshire – Riverwoods Fire Department  
Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Michael Ford, Village Clerk  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Hal Roseth, Village Treasurer  
Jack Siegel, Village Attorney  
Chuck Stewart, Village Forrester

Call to Order: 8:00 PM

Trustee Svatik moved to appoint Trustee Norris as President Pro Tem of the meeting. Trustee Haber seconded the motion. The motion passed unanimously.

**Approval of Minutes**

Trustee Jamerson moved to approve the minutes from the January 2, 2013 Board of Trustees meeting. Trustee Chamberlain seconded the motion. Various corrections were made by the Trustees, after which the motion to approve the minutes, as corrected, passed on a voice vote, President Pro Tem Norris and Trustee Haber abstaining.

**Engineer's Report**

Mr. Glenn stated the Village has not yet resolved the issues with the well monitoring equipment, therefore well measurements were not done last month. He is still working with the vendor to resolve the problem. Mr. Glenn expected to have the Thornmeadow water main project up for bid this week, but he wants more communication with residents that are not interested in connecting as well as those that do not support the project. Mr. Glenn also wants to obtain some

easements to enable the project. He also hopes to assist homeowners by offering those that intend to connect the opportunity to talk to and perhaps hire a plumber who is familiar with the technical details of the project. If the homeowner hires the plumber it will be at the owner's cost.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the January 2, 2013 Board of Trustees meeting. There were one 911 hang up, 15 accidents, 15 alarms, three complaints about animals, 15 fire department assists, six other agency assists, one domestic dispute, five driving complaints, three DUIs, one fraudulent activity, one identity theft, two lockouts, three motorist assists, one solicitor complaint, six suspicious circumstances, 12 crime prevention notices and six case reports. There were 77 traffic stops with 82 citations issued to 55 people.

There are currently 15 houses on the House Watch list that are checked regularly.

Chief Dayno stated this morning around 7:45 there was a rollover accident on Milwaukee and Deerfield roads. Traffic was at a standstill. The injuries were minor.

### **Fire Department Report**

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented the call volume for the LRFPD District including mutual aid to the DBFD District for the month of December 2012. There were 26 calls including 18 EMS calls, one fire call, three auto accidents and four other calls. There were 450 calls year to date.

### **Village Attorney's Report**

Mr. Huvad noted that in both receivership cases, the Village is contesting motions filed by banks that do not want to spend money on the properties.

Mr. Huvad is working on an intergovernmental agreement with Lake County Public Works with respect to sewer user fees. Mr. Glenn explained that the director of Lake County Public Works would like to slightly rework the agreement with the Village. The Village currently receives a portion of the user fees back. They are working on a better formula for remittance of the fees, based on the retail rate. Currently, the Village receives a percentage of the difference between the wholesale and retail rates.

### **Visitors Wishing to Address the Board**

Jim Barkemeyer, Village President of Bannockburn, presented a trophy for the People's Choice award at the Battle of Bannockburn BBQ Challenge. Mr. Glenn stated Bruce Slessinger was the head chef for the challenge. The next Battle of Bannockburn BBQ Challenge is set to take place on Saturday August 17, 2013.

### **New Business**

- Proposed ordinance adopting and approving a Tax Increment Redevelopment Plan (TIF) and Project in the Village of Riverwoods, Illinois – First Reading

Trustee Jamerson moved for First Reading. Trustee Chamberlain seconded the motion. The motion passed on a voice vote.

- Proposed ordinance designating the Milwaukee/Deerfield Redevelopment Project Area in the Village of Riverwoods, Illinois pursuant to the Tax Increment Allocation Redevelopment Act – First Reading

Trustee Svatik moved for First Reading. Trustee Jamerson seconded the motion. The motion passed a voice vote.

- Proposed ordinance adopting Tax Increment Allocation Financing respecting the Milwaukee/Deerfield redevelopment Project Area in the Village of Riverwoods, Illinois – First Reading

Trustee Jamerson moved for First Reading. Trustee Koomjian seconded the motion. The motion passed a voice vote.

Mr. Huvad reported that the former Riverwood Inn property on Deerfield and Milwaukee qualifies as a TIF district. He believes the TIF could stimulate development by reimbursing the costs from future development increments.

Mayor Pro Tem Norris stated these first readings are to inform the residents and allow the Trustees enough time to understand the proposed ordinances. Trustee Chamberlain urged the Board to develop a clear vision for the property. She initially envisioned a retail or office development, but has come to realize that the property could be developed as a gas station. Trustee Chamberlain thought about what the Village will be giving up with the TIF and that the Village may not gain something. She questioned whether it is important to control what goes on the property by purchasing the property or funding a portion of the project rather than supporting a TIF.

Mr. Huvad emphasized that by approving the TIF, the Board is not approving any development. The developer would have to go through the regular process, including the Plan Commission. He explained most uses would be Special Uses. Mr. Huvad noted the Village does not have to approve a redevelopment plan if they do not feel it is right for the Village. If the Board passes a TIF, they would have more leverage as well.

Trustee Chamberlain asked about the requirements for Special Uses. Mr. Siegel explained a TIF would not approve anything. A developer would have to come to the Board and ask for assistance. The Ordinance would just state that this area is subject to redevelopment with

possible aid based on incremental revenue. The Village is bound by the Zoning Ordinance and Comprehensive Plan.

Trustee Haber noted the second step would be the same whether or not a TIF district is established. Trustee Jamerson explained the developer would have to go through the same hurdles with or without the TIF. They would have to make the same improvements that are required by Lake County regardless of whether or not there is a TIF. Mr. Huvad explained the redevelopment agreement is a legislative agreement of the Board. Trustee Koomjian asked if the Board could accept one business and not another. Mr. Siegel explained that the Board has the authority to accept or reject assisting a business with TIF funds. If they choose to assist a business, it would have to meet the TIF requirements.

Trustee Koomjian believes the TIF makes good sense. Mr. Siegel noted that in Evanston and Arlington Heights, the TIFs made it possible to work with the developers and assist them in financing the projects. Mayor Pro Tem Norris noted the purpose of a TIF is to make the land more feasible for development. Trustee Chamberlain noted this corner is very important because it is an entrance to the Village. She would be more comfortable with the TIF knowing that the Board can reject a development proposal.

Trustee Koomjian noted the Village has been approached by a gas station that is interested in the property. Perhaps, the Village should determine what is practical in the area and be proactive rather than reactive.

- Discussion of fee schedule

Trustee Jamerson believes there are a number of issues on how the fee schedule is written. He noted that the fee for a review of a building permit application was \$100 for proposed work less than \$15,000. Trustee Jamerson made some minor changes throughout the fee schedule. Trustee Chamberlain asked if the Village checked to see if this proposed fee schedule is in line with the fee schedules from other municipalities. Trustee Jamerson looked at the fee schedule from the Village of Northbrook and this fee schedule is in line with that schedule. Trustee Jamerson added a few fees and deposits, including temporary certificates of occupancy, to encourage property owners to expedite the completion of improvements. He asked the Trustees to review the schedule and be prepared for a vote at the next Board of Trustees meeting.

### **Approval of Bills**

Trustee Chamberlain moved to approve the bills. Trustee Jamerson seconded the motion. Trustee Jamerson questioned a bill for the proposed community center. Mr. Huvad explained the architect did some work on the proposed community center and Mayor Kaplan felt it was appropriate to pay a portion of the bill.

Trustee Svatik noted there was a check made out to Timmie Hill for the January 2, 2013 meeting that he did not attend. Village Clerk Ford explained the check was cancelled and that he would confirm the cancellation with Mrs. Crohn.

The motion passed by the following vote, subject to clarification on the cancelled check:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

### **Old Business**

- Woodland restoration project plan and budget

Mr. Glenn explained there have been a number of presentations and discussions about the woodland restoration project. At a prior meeting, the Trustees asked for a more formal budget and schedule for the project. The cost would be \$159,485.70 including a contingency. The information is not much different than the last schematic plan. On the northeast portion of the property, there is a screening alternatives demonstration which shows how other plantings can be used to screen a property. The path was slightly adjusted. The open air shelter will be 36' in diameter, which appears to be the right size for the types of uses. Included in the budget is utility work for a drinking fountain, electricity for the structure and the path construction. Mr. Glenn noted that the Board is not being asked at this time to approve the \$160,000 expenditure; rather the project is at the end of the design development portion and would need to move forward with construction and bid documents and put it out to bid. Mr. Huvad questioned how much more design would be needed before going out to bid. Mr. Glenn stated there would be a few thousand dollars more.

Mr. Glenn noted the Village forester secured some grant money, which runs through June 2013. There is not a lot of time to complete the project within the requirements of the grant. Mr. Glenn put together a preliminary schedule with a bid opening on 2/11/13. The site restoration is set to be completed by the June deadline.

Trustee Svatik questioned whether June 30, 2013 is a start date or an end date. Mr. Glenn stated it is the end date. Mr. Glenn noted the estimate does not include possible contributions from business partners. He suggested approving the Village's contribution, which may be lower if corporate sponsors contribute to the project.

Mr. Stewart discussed the site plan. Mr. Baranski asked if there would be a trail leading to the police station. Mr. Stewart explained people could use the facilities at the gas station or walk on their own to the police station. Trustee Koomjian noted the prices are coming in piecemeal. He would like to know the cost of the overall project. Mr. Stewart explained the maintenance of the open air shelter would include re-staining the wood to seal it up. They may also have some litter pick up needed as well.

Bob Hammer with Baransky Hammer Architects explained the shelter would be made from laminated lumber with prefinished steel connectors. The roof would be a prefinished standing seam roof metal which has a 50 year warranty. The information boards would be double sided corrugated plastic in a t-shaped stainless steel frame. He suggested possibly putting a sponsor name on the outside. There will be an octagon table in the middle of the structure. The pad will

stick out about 30 from the end of the path. Mr. Baranski asked about the cost of the structure. Mayor Pro Tem Norris noted the canopy would be approximately \$67,000. Mr. Baranski questioned what the savings would be for a 30' structure instead of a 36" structure. Mr. Stewart explained this structure has a 4x12 pitched roof. The cost of the steel roof is \$2,250. He noted the overall cost includes shipping.

Stuart Wein, 1068 Oakhurst Lane, expressed concern about the screening. He questioned the location of the path, because it comes close to his street. Trustee Chamberlain noted they are trying to make the path more accessible. Otherwise, people would make their own paths.

Mr. Wein questioned the lack of parking. Trustee Chamberlain stated they do not anticipate an issue because this is meant to be a walking destination. There are parking spaces at the police department. Mayor Pro Tem Norris does not believe there will be an issue. He also expressed concern about screening, noting Oakhurst residents would like as much privacy as possible.

Mr. Stewart explained there is a safe distance between the street and pedestrian traffic. He noted there would be lighting in the shelter that could be set to go off at 10:00.

Trustee Jamerson moved to direct the Village staff and consultants to complete the plans and budget for the Woodlands Restoration Project at the corner of Deerfield and Saunders Roads and the open air shelter that is to be built there, and to put the project out to bid.

Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Haber, Jamerson, Koomjian, Norris, Svatik (6)

NAYS: None (0)

### **Adjournment**

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:05 pm.

The next regular meeting of the Board of Trustees is scheduled for February 5, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk

Transcribed by Jeri Cotton



Village of Riverwoods  
Board of Trustees  
January 2, 2013  
**Approved**

In Attendance:

Cheryl Chamberlain  
Rick Jamerson  
Rich Koomjian  
William Svatik

Absent were:

William Kaplan, Mayor  
Michael Haber  
John Norris

Also Present:

Bruce Dayno, Police Chief  
Robert Durning, Director of Community Services  
Michael Ford, Village Clerk  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 8:00 PM

Trustee Jamerson moved to appoint Trustee Svatik as Mayor Pro Tem for the meeting. Trustee Chamberlain seconded the motion. The motion passed on a voice vote.

**Promotion Ceremony**

Chief Dayno stated Corporal Ron Shor was promoted to Sergeant, effective January 1, 2013. Sergeant Shor started with Riverwoods in 2001 as a part-time officer. Once there was an opening for a full-time officer, he promptly applied. He was promoted to corporal and has done a great job as a corporal and filled in while the commander was out on injury leave. Village Clerk Ford swore in Sergeant Shor. Sergeant Shor thanked the Board and Chief Dayno for the promotion. He sincerely appreciates it and will continue to work hard for the Village.

**Approval of Minutes**

Trustee Chamberlain moved to approve the minutes from the December 18, 2012 Board of Trustees meeting. Trustee Koomjian seconded the motion. Various corrections were made by the Trustees, after which the motion to approve the minutes, as corrected, passed on a voice vote.

### **Village Attorney's Report**

Mr. Huvard stated the Village is being served with motions from the banks on the properties in receivership. There are hearings for both properties early in February. Mr. Huvard believes these are delaying tactics by the bank.

Mr. Huvard mentioned he would bring the TIF Ordinances to the Board at the next meeting. The Ordinances have to be passed within 90 days of the hearings.

### **Police Report**

Chief Dayno provided the Board with the Police Department activity since the December 18, 2012 Board of Trustees meeting. There were one 911 hang up, six accidents, 18 alarms, five complaints about animals, 15 fire department assists, six other agency assists, one death investigation, three driving complaints, four DUIs, three finger printing, one identity theft, two lock outs, four motorist assists, one noise complaint, five suspicious circumstances, five crime prevention notices and nine case reports. There were 41 traffic stops with 36 citations issued to 30 people.

There are currently 26 houses on the House Watch list that are checked regularly.

Chief Dayno stated the death in Riverwoods that was investigated was from natural causes; there was nothing suspicious about it. There was no significant activity on New Year's Eve.

### **Comments from the President**

- President Pro Tem Svatik stated this starts his 24<sup>th</sup> year as a Trustee and his 28<sup>th</sup> year of service to the Village. This is his 547<sup>th</sup> meeting in the Village. It has been a labor of love.

### **New Business**

- Approval of proposed agreement negotiated between the Village and the Fraternal Order of Police Labor Council, 2013 to 2016.

Mr. Huvard stated the negotiations with the Fraternal Order of Police went well. There were two sessions and there were very few issues. He highlighted the significant changes between this contract and the last contract. Special Council Ted Clark was satisfied with the contract. From the Village's perspective, the issues they compromised are items that have already been granted in other agencies. Mr. Huvard noted this is a four-year contract. The contract was ratified quickly by the union members.

Trustee Jamerson asked about the maximum amount of sick days that can be accumulated. Chief Dayno stated that remains unchanged from the current contract. Mr. Jamerson questioned the

number of sick days on the prepared summary being 960 days. Chief Dayno explained the contract states 960 hours, not days.

Chief Dayno then explained the department's same day off key policy. He noted two officers cannot be on vacation at the same time. Chief Dayno explained that each officer works 12 hour shifts. If two officers that do not work the same shift want the same day off, he would allow it.

Trustee Chamberlain asked about the step system. Chief Dayno explained that an entry level police officer starts at the low end of the pay schedule. Each year, on an officer's anniversary, they move up a step until they reach the maximum step, which is step seven.

Trustee Koomjian asked about the spousal insurance issue that previously caused problems. Mr. Huvard explained that the spousal insurance policy has been tightened up.

Trustee Jamerson moved to accept the agreement with the FOP labor council. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Svatik (4)

NAYS: None (0)

- Approval of Personnel Committee Report for 2013 compensation for non union personnel.

Trustee Jamerson moved to approve the recommendations from the Village Personnel Committee regarding compensation for non-union personnel. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Jamerson, Koomjian, Svatik (4)

NAYS: None (0)

### **Visitors Wishing to Address the Board**

There were no visitors wishing to address the Board.

### **Old Business**

There was no Old Business.

### **Standing Committee Reports**

- Building/Zoning – Trustee Jamerson presented highlights from the building report for the month of December, 2012. In December 2012, there were four permits issued with a total construction value of \$22,738 generating fees of \$600. In December 2011, there were ten permits issued with a total construction value of \$101,384 generating fees of \$1225. In 2012, there were 136 permits issued with a total construction value of

\$4,394,618 generating fees of \$41,654. In 2011, there were 132 permits issued with a total construction value of \$2,532,315 generating fees of \$40,033.

- Finance/Soil & Water Conservation – Trustee Svatic will be being working on the Appropriations Ordinance for 2013, which is due at the end of March. He will attend the Chamber of Commerce meeting on Friday.
- Roads/Bike Path/Parks Forestry/NSSRA – Trustee Chamberlain will be meeting with the RPC to discuss the new forestry program. She wanted to ensure there is a good plan. The NSSRA will hold some special meetings to approve a facility plan. Initially, they will ask permission from the member agencies to sell the building. The facility committee has done a good job investigating options and coming up with a plan that is workable and affordable for member agencies. They are concentrating on selling the existing facility first. The ideal plan would be to work in conjunction with one of the member agencies to be part of a building they are constructing. Trustee Jamerson noted that at one point they plan on selling the building and then leasing it back.

### **Adjournment**

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Koomjian seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:40

The next regular meeting of the Board of Trustees is scheduled for January 15, 2013 at 8:00 PM.

Respectfully submitted,

Mike Ford, Village Clerk  
Transcribed by Jeri Cotton