

Village of Riverwoods  
Board of Trustees Meeting  
December 16, 2014

**APPROVED**

In Attendance:

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

Absent was:

Michael Haber

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: 7:30 PM

Engineer's Report

Village Engineer Patrick Glenn had some preliminary talks with the engineering and public works staff from the Village of Buffalo Grove regarding the potential of interconnecting the two Village systems to give a more robust backup on the west side of the river.

Director of Community Services Report

Director of Community Services Rob Durning had a stop work order issued for a re-roof in West Course due to a lack of permit. The Village doubled the permit fees, which have now been paid. He also indicated that the new West Course street signs should be available tomorrow. A new house will be built on Hiawatha.

The Village received two business license applications. One is for Royal Asian Spa and the second is a new Korean restaurant that will replace the previous Pine Garden restaurant. An inspection of each facility will take place soon. Trustee Chamberlain suggested that Mr. Durning inform the Village Clerk when the inspection takes place so that a record can be maintained. All of the remaining commercial tenants who need to apply for a business license as outlined in the new Ordinance have been informed that they need to fill out an application and pay the fee.

Mayor Norris indicated someone was removing trees without a permit last Sunday. He noted it was also being done outside the approved work hours. Mr. Durning stated that the trees were dead. Trustee Jamerson stated that there is no permit fee for removing a dead tree, and, therefore there is no effective penalty for removing them without a permit. Mayor Norris stated that according to the Ordinance, a tree removed without a permit is presumed to have been a healthy tree and, therefore, mitigation fees would apply. Trustee Chamberlain will verify this with the Forrester.

### Plan Commission Report

Plan Commission Chairman David Niedelman reported that the Plan Commission held a Public Hearing regarding Ravinia Green. There were about 15 residents present. None of the residents were against the proposed Text Amendment; rather, they were concerned about the hours of operation. The Plan Commission also discussed the covenant proposed by the buyers. The Commission addressed the major issues and is awaiting responses from the Board and ClubCorp.

The Plan Commission will hold a Public Hearing in January to consider the request for a Text Amendment made by the Center for Enriched Living.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the December 2, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that Officer Maciareillo will participate in the Cops and Kids program on December 18, 2014. The program is one where officers accompanying children to buy Christmas gifts with gift certificates donated by Walmart.

There were two burglaries to motor vehicles in November. Three suspects have been identified. Two of them are currently in DuPage County jail. Chief Dayno expects to have arrest warrants for all three of them this week.

### Village Attorney's Report

Village attorney Bruce Huvad indicated that the Village prosecutor is prosecuting a violation of the local animal control Ordinance due to a dog biting incident. The dogs have been impounded during the suit. The defendant's attorney presented an argument to the court that the local Ordinance should not be enforceable because it conflicts with the State animal control act. The State act defines the difference between a dangerous dog and a vicious dog. It requires that each County have a procedure where an administrator determines whether a dog is dangerous or vicious. The Village Ordinance was worded such that it is unlawful to keep in the Village a fierce, dangerous or vicious dog. Riverwoods is a home rule community but cannot contradict what the State law says. The judge could not rule in the Village's favor, because the Village does not distinguish between dangerous and vicious. The State law requires this distinction. There is still a charge pending for failure to have the dogs inoculated against rabies. There will

also be a fact finding determination by the Lake County Health Department to determine whether the dogs are dangerous or vicious. If the Health Department finds that the dogs are dangerous, they would have to be neutered and there are other possible restrictions or penalties. They would not require the dogs to be removed from the Village or be euthanized. If the Village updates their Ordinance to follow the animal control act to the letter, they would then have the ability to have a local administrative hearing. However, Mr. Huvad explained that though the Village could be more restrictive, they still could not contradict State law.

#### Informational Items & Comments from the President

- Referral to Plan Commission re: Text Amendment and Amendment to the Special Use Ordinance for Center for Enriched Living

Mayor Norris indicated this was already discussed.

- Aggregation Update

Trustee Chamberlain explained that ComEd has imposed some additional fees. For the continuation of the current electric aggregation contract period, the additional fees may amount to approximately \$8 per month per household. The Village's rate, even with the additional cost, is still about \$0.02 below ComEd's rates. Up to this point of the contract period, the residents have saved more than \$1 million. The contract is up in August 2015 and she and Trustee Jamerson will start working on it right after the 1<sup>st</sup> of the year.

Trustee Jamerson explained that the contract with MC<sup>2</sup> allows them to pass along extraordinary costs to residents. He stated that the Village could have MC<sup>2</sup> increase the rate on the bill, but he would prefer that the rate stay the same and, instead, show the increase as a separate line item. A letter from MC<sup>2</sup>, approved by the Village, will be sent to the residents explaining the new line item.

- SWALCO Announcement

Effective December 18, 2014, SWALCO will not be able to collect electronics for recycling. The value of recycled electronics has gone down. In addition, the State Statute which bans electronics from landfills has been changed. Mayor Norris will put this information in the Village Voice. He indicated that, at this point, this has not affected the Village's curbside pickup.

- Explorer Letter

The Lincolnshire Explorer Post sent a letter thanking the Village for their support.

- Deerfield Water Rate Increase

The Village received notification that the Deerfield water rate would be increasing. Mr. Glenn explained that the Village is being charged \$3.08 by Northbrook and that the Deerfield rate will be \$5.11.

#### Visitors Wishing to Address the Board

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

### Approval of Bills

Trustee Jamerson moved to approve the bills. Trustee Chamberlain seconded the motion. There were a few items held from approval. The motion passed by the following vote:

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

NAYS: None (0)

### New Business

- Ordinance amending the Riverwoods Village Code concerning Country Club Use in the R-4 Golf Course and Country Club Residential District – First Reading

Mr. Huvad explained that the Text Amendment carefully defines what a country club is. The Plan Commission worked on a number of issues such as how to handle future construction and maximum occupancy. The issues that still need to be resolved are the hours of operation and outdoor activities. The existing language states that the club is closed from midnight to 6 a.m. with exceptions for the weekends and pre-holiday days and allows for liquor to be served whenever the club is open. He stated that the petitioner would like to erect tents in order to have outdoor events. The Village's concern was how to make sure that the level of noise and activities outdoors is not intrusive or bothersome to the adjoining residential areas.

Ch. Niedelman noted noise was the residents' biggest issue. The Plan Commission's recommendation for the hours of operation were: Outdoors – until 10:00 p.m. on weekdays and until midnight on weekends and holiday eves; Indoors – until midnight on weekdays and until 2:00 am on weekends and holiday eves.

Larry Freedman, the attorney representing ClubCorp, stated that his client would like to be able to hold outdoor events until 11:00 pm on weeknights and until midnight on weekends and pre-holiday days. He clarified that outdoor events meant ones that would have amplified music, a glow ball or large groups of guests and not a few members sitting on the deck having a glass of wine or smoking a cigar. His client would also like to keep the club open indoors until 2:00 am every night of the week. They are also asking for a broader cap on the number of people allowed on the property. They would also like to expand the current liquor license to allow beverage carts on the golf course and in the tent.

Trustee Jamerson's concern was that departing guests would make noise outside, especially if they had had some alcoholic drinks that evening. Trustee Jamerson asked what hours the current liquor license covers. Mr. Huvad replied that the liquor license follows the operating hours. Alcohol is currently being allowed in the clubhouse and at the pool, but cannot be sold when there are more than 400 people on the property. Trustee Jamerson requested the right to have an annual building inspection of the facilities.

Trustee Ford inquired as to whether ClubCorp would ask for a gaming license. Mr. Freedman replied that that was not the model ClubCorp employed at their facilities. His client would like to

expand the membership and hold many more events, such as weddings and Bar Mitzvahs. They believe some charity events could take place during the week. Mr. Freedman explained ClubCorp would not rent out the space; rather, their personnel would be present at all events.

Ch. Niedelman and Commissioner Graditor both confirmed Trustee Baumann's assumption that the residents wanted to ensure the property would remain a golf course and that there was a benefit, both financial and aesthetic, to living adjacent to a golf course.

Trustee O'Donnell asked what would happen to the covenant if ClubCorp sells or goes out of business. Mr. Huvard explained that the covenant would be recorded and would go with the land. It would be binding with any owner of the property for the next 30 years.

Trustee O'Donnell questioned whether the operating hours recommended by the Plan Commission would be a burden for the petitioner. Mr. Freedman replied that ClubCorp believes it would be a burden. Mr. Freedman explained that the petitioner believes the covenant is very restrictive as they cannot change their business use for 30 years. Therefore, they need some latitude to make this venture work. The petitioner feels they need the ability to be open until 2:00 am, although they may never use it. They also want to see the final action on the liquor license and the covenant. Mayor Norris questioned what would be a deal-breaking hardship. Mr. Freedman will find out from the petitioner.

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

- Ordinance adopting a Written Investment Policy for the Village of Riverwoods

Mr. Huvard explained that the current investment policy was adopted in 2001 and was revised in 2005. Trustee Ford looked at it and found some things that were out of date or did not make sense. The Village's investment advisors found the proposed changes acceptable. Mr. Huvard noted that the Village has limitations and can only invest in certain type of investments based on State law. The advisors found there were some investment opportunities outside the existing policy that are allowed by the State. Mr. Huvard explained that the new policy allows the Village to invest in certain corporate securities. Trustee Ford explained that the Village is tightening up on reporting and evaluation standards. She noted that the advisors will have benchmarks and will have to report quarterly and annually using a very specific reporting structure. They also added fiduciary language with respect to delegating authority. She asked that the Board members thoroughly read the new policy to understand what authority the Treasurer has versus what the Board can do. Trustee Chamberlain questioned what would happen if the obligations were not met by the Treasurer. Mr. Huvard explained most of the duties delegated to the Treasurer come from State law. It is a violation of the Illinois Municipal Code for a Treasurer not to do those things. The policy just reminds the Board of the Treasurer's duties and tasks.

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

- Resolution 14-12-40 authorizing Inter-fund Transfers from the General Fund to the Police Fund and Sewer Fund, and reducing the Fund Balance in the General Fund classified as “Committed”

Mayor Norris noted that the Village traditionally budgets to have a transfer out of the General Fund to the Police Fund. The Village also now has a Sewer fee. He suggested transferring \$200,000 from the General Fund to the Sewer Fund. The Ordinance also provides for authorizing monthly transfers which would eliminate transferring a much larger amount at the end of the year, thereby reflecting a more accurate budgeting picture from month to month.

Trustee Jamerson moved to approve the Resolution authorizing fund transfers. Trustee O’Donnell suggested holding the vote to the next meeting, because of the lateness of receiving the Board packet. Mayor Norris noted that some of the material for this Resolution was not available until today. Trustee Jamerson noted that the Board has been long been aware that the Village would need to transfer money from the General Fund to cover the police expenses. Mr. Huvard noted that the transfer to the Police Fund should be approved tonight in order to zero out the negative balance in the Police Fund before year end.

Trustee Jamerson amended his motion to approve the Resolution authorizing a transfer of funds not to exceed \$750,000 from the General Fund to the Police Fund and continue consideration of the other fund transfers to the January 6, 2015 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Jamerson, O’Donnell (5)

NAYS: None (0)

- Ordinance concerning Business Licenses and Registration Requirements for Permitted Home Occupations

Mr. Huvard explained this is a request to require home based businesses that allow the public on premise to be licensed. The license application permit would require a floor plan showing emergency exits and lighting, vehicular circulation, a parking plan and identification of names and identifying details of animals that require inoculation against rabies. The proposed Ordinance suggests fines and inspections that other businesses are also subject to. They also suggest not granting a license if an animal is deemed dangerous or vicious.

Trustee Chamberlain believes the Village has an interest in ensuring safety. However, she questioned the definition of public home occupation, as it is not very clear. Mr. Huvard will work on clarifying the definition. Trustee Jamerson suggested also looking at the list of permitted home business uses. He also thinks requesting a homeowner to add exit signs and emergency lighting as excessive. Trustee Ford was concerned that the Ordinance was targeting dog owners. Trustee O’Donnell suggested, if the Village’s concern was potentially dangerous pets, having a pet license process instead of tying it in with home business licenses. Trustee Baumann asked about enforceability. He suggested writing an article about the Village’s intentions for the Village Voice to see if they would receive input from residents who are operating home businesses. Based on the Trustees’ comments, Mr. Huvard stated that he’d take

another stab at the Ordinance. Mayor Norris agreed and stated that the Board was not ready for a First Reading.

### Old Business

- Personnel Salaries

Mayor Norris indicated the committee met, but they want the full Board available before discussing.

- Request for Proposals – Annual Audit

Mayor Norris noted that at the last Board meeting, the Trustees discussed that they want to look at structuring RFPs on a regular basis. Mr. Huvad prepared an RFP for the annual audit. He questioned the timing, but found that it was not an issue since work they hadn't really started working on the audit. However, he believes this will be a challenging year due to the renovation and may not be the best year to change auditors.

Trustee Ford thinks the Board should put off an RFP for this year's audit. Trustee O'Donnell thinks the Village has nothing to lose by going out with an RFP. Trustee Jamerson and Trustee Baumann agreed with Trustee O'Donnell. However, Trustee Baumann stated that he would like more time to review the RFP. Mayor Norris suggested that the Trustees send any comments to him and that if the Board decides to go forward with it, they will then send out the RFP.

Trustee Ford asked about the strategic planning sessions that they discussed at the last meeting. Mayor Norris spoke with several people but does not have information at this point.

### 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 10:22 pm.

The next regular meeting of the Board of Trustees is scheduled for January 6, 2015 at 7:30 PM.

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

Attachments:  
Police Report



## Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 12/02/14 12:00 AM  
 To Date: 12/15/14 11:59 PM

Incident Type	Numbe of Incidents
0810 Theft Over \$500	1
1120 Forgery	1
1310 Criminal Damage to Property	1
2410 DUI	2
7001 Assist Other Agency	6
7021 Ambulance Call	10
7024 Fire Call	2
7033 Fire Alarm	1
7039 Fingerprinting	1
7040 Public Service	1
7041 Premise Exam	16
7045 Well Being Check	1
7078 Construction Complaint	1
7079 Other Complaints	5
7082 Burglar Alarm	10
7083 Hold Up Alarm	1
7121 Suspicious Auto	3
7123 Suspicious Person	5
7130 Domestic Trouble	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	2
7503 Motorist Assist	2
7521 Traffic Complaint	1
7522 Parking Complaint	1
7572 Traffic Accident PD	1
7573 Traffic Accident PP	1
<b>Total:</b>	<b>79</b>
Crime Prevention Notices	3
Case Reports	6
Traffic Stops	69
Persons Issued Citations	42
Citations Issued	48

12 housea are currently on the House Watch list and are checked regularly. (See Premise Exam)

Village of Riverwoods  
Board of Trustees Meeting  
December 2, 2014

**APPROVED**

In Attendance:

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

Also Present:

Tom Krueger, Battalion Chief Deerfield Bannockburn Fire Protection District  
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: 7:30 PM

Approval of Minutes

Trustee Haber moved to approve the minutes from the November 18, 2014 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

Mr. Durning reported that the Village received a few permit applications from Commonwealth Edison to replace nearly 1.5 miles of underground cable. There was an inquiry about the teardown of a home on Orange Brace after the new home is built. The Village received a report on the diversion of waste at 9 Julie Lane showing 92% of the waste was diverted from landfills.

Village Attorney

Mr. Huvad reported that the Village will be in court seeking administrative warrants on two vacant houses. Staff has not been able to enter the houses, but has reason to believe there are issues. Mr. Huvad reported that the Village had attempted to get a response from the owners to no avail. He will now ask the court to allow the Village to enter the homes to inspect them for code violations.

Mr. Huvad explained that the Village will be in court this week on some motions and hearings concerning the dog case. There is a trial scheduled for December 10, 2014. The Village is looking to have the dogs removed as menaces.

#### Plan Commission Report

Mr. Huvad indicated that the Plan Commission will meet on December 11, 2014. They will consider a proposed Text Amendment requested by ClubCor concerning the Ravinia Green Golf Club. Mayor Norris indicated that the Village has received a number of inquiries from neighboring residents who are generally in favor of the proposal as long as there is a binding promise to keep it a golf course for the next 30 years.

#### Treasurer's Report

Trustee Ford met with Mr. Roseth and Mr. Huvad to discuss the meeting with the advisors and agreed to some modest changes to the statement of investment policy for Wells Fargo. They are also looking into moving one of their two accounts from Wells Fargo to Chase. They hope to have the modified investment policy to the Board for the next meeting.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the November 18, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported Chief Tom Krueger was just appointed as the chief of the Lincolnshire-Riverwoods Fire Protection District. He noted that the Lincolnshire Explorer Post helped out at the Caucus meeting last night.

Sgt. Jamie Watson, Lincolnshire Police Department, thanked the Village for the donation to the Explorer Post.

#### Fire Protection District Report

Battalion Chief Tom Krueger introduced himself to the Trustees. He has been with the District for 15 years. The Fire Protection District report for November is attached to the end of the minutes.

#### Informational Items & Comments from the President

- Standing Reports Discussion  
Trustee O'Donnell suggested engaging in more formalized strategic planning sessions to address issues such as potential purchase or sale of property, investment strategy, financial planning and rehabbing Village Hall as well as other important issues. Trustee O'Donnell would also like the Board to implement a vendor management process. Lastly, he believes having formalized budgets, and reviewing them frequently as a standing

agenda item, would be a good practice. Trustee Baumann believes part of the formalization could be identifying specific times to review various Village issues. Mayor Norris believes working on a schedule is a good idea and asked the Trustees for input. He agrees with Trustee O'Donnell's suggestion of formalizing a vendor management process. Trustee Ford believes the Board should start with a workshop planning session. Trustee O'Donnell believes it may be helpful for the Board to have a facilitator guide the dialogue. The Trustees agreed that a facilitator would help the Board stay on track. Trustee Chamberlain requested five year forecasts from the Trustees in their assignment areas to help in long term planning.

- RFPs and RFI (Request for Information) for Village Services  
Trustee O'Donnell questioned the criteria and timing for RFPs and RFIs. Mayor Norris suggested determining the norm, knowing the Board can make changes as needed.

Trustee Ford questioned whether the Board should put out an RFP for the Village auditor. The Trustees would like to go ahead with an RFP for the auditors. Mr. Huvad will prepare a document for the next Board of Trustees meeting.

#### Visitors Wishing to Address the Board

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

#### New Business

- Tax Levy Ordinance 14-12-27  
Mr. Huvad noted that this is the Tax Levy for the fiscal year 2014. He explained that the line items came from the Appropriations Ordinance passed earlier in the year. There is no levy for the General Fund, Sewer Fund, MFT Fund or Water Fund. The proposed Police Levy of \$490,000 is \$10,000 higher than last year. The SSA amounts were the actual amounts requested by the various SSAs.

Mr. Huvad explained that the Village has not substantially increased the Police Levy for a number of years based on the hope that when the Village went to Home Rule, they anticipated capturing non-property tax revenue that would be used to mitigate the need to increase the Police Levy. However, the Police Levy is not covering their annual costs. He noted that the Board may have to consider changing the policy decision about what the Police Levy should be.

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

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)

- Status of 2014 Budget and Prospective 2015 Budget  
Mayor Norris indicated that based on the projections, the Village should be \$200,000 to the good. He has not received anything from the Municipal League yet, so he and Trustee Chamberlain don't know what the revenues will be for next year. He hopes to have those numbers by the next Board meeting. He encouraged the Trustees to look at the report format and let him know if there are other things they want to see. Trustee Chamberlain noted there are some areas where they do not have a budget amount for 2015 because they are still looking into discrepancies between the budgeted and actual numbers for 2014.
- Personnel Salaries  
The committee was supposed to meet yesterday but the meeting had to be rescheduled.

#### Old Business

- Discussion of possible Acquisition of the Terraco Property and Other Property  
Trustee Chamberlain stated that at the last Board meeting Mayor Norris commented that Terraco may be interested in developing a gas station and asked the Village if they want to purchase the rest of the property. She stated that, at some point, the Board should discuss that and all other options. Mayor Norris noted it was not a formal proposal.

Trustee Haber noted that the schedule of comparable costs for the Village Hall renovation may not be completely accurate. The comparisons show \$1.4 million for the Village Hall renovation project, but they are now considering \$3 million. Mayor Norris indicated that the numbers have not been updated since the original preliminary projections. Since then, they have moved forward with the design process and have firmer numbers. Trustee O'Donnell expressed concern that the proposed costs have more than doubled. Mayor Norris explained that the \$1.4 million did not include the landscaping, furnishings or electronics. Nor did they include the purchase of the adjacent property. Mr. Huvad explained building a new building rather than rehabbing the existing building would cost substantially more. The site development costs alone of the Terraco property would be \$1.5 million, which does not include the land and construction costs. Trustee Haber believes there would be a tangible benefit to the community if the Village purchased the property. Trustee Jamerson stated that it would cost less to purchase the Terraco property and to do the renovation at the existing site than to buy the Terraco property and build a new Village Hall.

Trustee Chamberlain believes some residents want the property to remain open while other residents see a gas station as a compromise. Trustee O'Donnell believes that the community is against a gas station. He questioned why the Trustees are revisiting this conversation. Mr. Huvad noted that if the Board does not want a gas station as a Special

Use, they should ask the Plan Commission to revise the Comprehensive Plan. Trustee Haber questioned whether a change in the zoning could be considered a taking. Trustee Chamberlain suggested that the Village come up with what they want to see on the property and take charge of the plan.

Mr. Huvad believes that the Trustees need to determine what they want to do about this site in a time frame that isn't so late that the developer spends more money on another plan that they would be reluctant to abandon which could be a problem for the Village. There is presently a window where the Village has the opportunity to purchase the property. He believes that whatever the Board decides, sooner would be better than later.

- Authorizing Construction Drawings for Village Hall Renovation

Mayor Norris indicated that at the last Board meeting, the Trustees had questions about the geothermal systems and metal roofs. He asked Mr. Hammer to address both issues.

Mr. Hammer indicated that the geothermal system is very energy efficient and is a good long-term solution. Once a geothermal system is installed, the energy use and cost does not change. The variable refrigerant fan coil system will allow individual control. The system would require a 10 x 12' mechanical room. The geothermal system would not require outdoor systems and the duct work would be reduced by half. Mr. Hammer noted that the carbon footprint would also be substantially reduced and there would be no emissions on the site.

Trustee Baumann questioned what determines the well system life span. Mr. Hammer explained that the life span would be determined by the soil. Trustee Jamerson asked why horizontal piping could not be added under the parking lot. Mr. Hammer will look into it. Trustee Jamerson asked if fan coil units could generate noise problems. Mr. Hammer noted he has not found noise to be an issue. Trustee Ford asked about maintenance. Mr. Hammer indicated that the fans and pumps would need to be maintained, but the maintenance cost would be lower.

Mr. Hammer stated that metal roofs cost more money than shingle roofs but have a much longer warranty. Environmentally, the metal roof is made from recycled materials and can be recycled. Trustee Haber asked about noise. Mr. Hammer explained a hard rain will cause noise. Trustee Ford asked about hail damage. Mr. Hammer stated that hail would damage a shingle roof before a metal roof.

Trustee Baumann noted that the projected cost will be approximately \$3.5 million. He questioned how the Village would pay for it. Mayor Norris explained that the Village could use cash on hand. In addition, Chase had spoken to the Village about a 10 year, low interest bond. Trustee Baumann noted if the money came out of the General Fund, the Village would not be able to rebuild the reserve. He questioned if the Village would need those funds for another reason. Mayor Norris noted that the numbers from Chase are very low and would be investigated.

Trustee Ford asked Trustee Jamerson his opinion of the geothermal system. Trustee Jamerson believes the geothermal option is more environmentally friendly and having individual thermostats would be beneficial. He believes it is a good demonstration project but didn't know how much interest it would get from the residents. He indicated that the maintenance costs will be reduced. He would be in favor of having a geothermal system for the Village Hall.

Trustee Chamberlain moved to authorize the construction drawings with the geothermal heating method. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Jamerson, (4)

NAYS: Haber, O'Donnell (2)

### Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell thinks Deerfield Road turned out well.

Police/Building/Zoning – Trustee Jamerson sent everyone two Building Reports for the month of November. The second report includes additional revenues for re-inspections, stop work orders, fines and additional permit fees. The Building Reports are attached to the end of the meeting minutes.

NSSRA/Treasurer Liaison/Parks – Trustee Ford reported that she and Village Clerk Gagerman are in the final stages of putting together a process to determine the NSSRA contribution. NSSRA ended the year in a strong financial position.

Woodlands/Finance – Trustee Chamberlain indicated that the second hazardous tree letter will go out shortly. She stated that the Village is checking to ensure that the hazardous trees are being removed.

Drainage/IT/Environment/Storm Water – Trustee Baumann indicated that the Village email system will be migrated to gmail starting January 9, 2015. There will be live and recorded webinars for training as well as You Tube instructional videos. Existing contacts will be transferred to the new system.

### Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Ford seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:50 pm.

The next regular meeting of the Board of Trustees is scheduled for December 16, 2014 at 7:30 PM.

Board of Trustees Meeting

December 2, 2014

Page 7 of 10

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

Attachments:

Police Report

Fire Protection District Report

Building Report



## Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 11/18/14 12:00 AM  
 To Date: 12/01/14 11:59 PM

Incident Type	Numbe of Incidents
7001 Assist Other Agency	8
7021 Ambulance Call	11
7024 Fire Call	3
7033 Fire Alarm	2
7040 Public Service	1
7041 Premise Exam	39
7045 Well Being Check	1
7049 Notifications	1
7051 Vehicle Lock Out	3
7079 Other Complaints	5
7082 Burglar Alarm	13
7083 Hold Up Alarm	1
7121 Suspicious Auto	2
7123 Suspicious Person	6
7134 Failure to Pay	1
7156 Found Property	1
7198 Identity Theft	2
7245 Animal Problem	1
7250 Roadway Debris	1
7503 Motorist Assist	5
7521 Traffic Complaint	3
7522 Parking Complaint	1
7571 Traffic Accident PI	1
7572 Traffic Accident PD	3
7573 Traffic Accident PP	1
7911 911 Hang Up	1
<b>Total:</b>	<b>117</b>
Crime Prevention Notices	13
Case Reports	6
Traffic Stops	37
Persons Issued Citations	23
Citations Issued	19

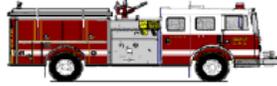
7 housea are currently on the House Watch list and are checked regularly. (See Premise Exam)

# **LINCOLNSHIRE - RIVERWOODS**

## **FIRE PROTECTION DISTRICT**

*PROFESSIONALISM THROUGH DEDICATION*

115 SCHELTER RD. LINCOLNSHIRE, IL 60069 (847) 634-2512 - FAX (847) 634-2572



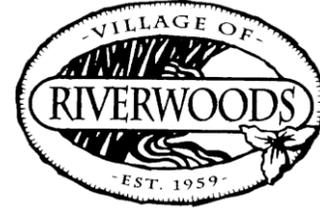
Riverwoods Village Board Meeting –November 18, 2014

Call Volume within the Village of Riverwoods through October, 2014

October 2014

	LRFPD	Mutual Aid to DBFD	Total	Year to Date
EMS	16	2	18	181
FIRE	5	0	5	72
Auto Accidents	4	0	4	26
Other	6	0	6	62
<b>Total</b>	<b>31</b>	<b>2</b>	<b>33</b>	<b>341</b>

Battalion Chief Duane Christensen  
Lincolnshire – Riverwoods Fire Protection District  
115 Schelter Road, Lincolnshire Illinois 60069  
(847) 634 – 2512 Fax (847) 634-2572  
dchristensen@lrfpd.org



# Internal Memo

**To:** Mayor John Norris, & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** December 1, 2014  
**Re:** Building Department Report for November, 2014

**BUILDING DEPARTMENT MONTHLY REPORT**  
 November, 2014  
**Permits Issued**

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 1420 Shawnee Trail	Reroof	\$98,950.00	\$100.00
2. 1080 Hiawatha Lane	Fence	\$18,950.00	\$117.00
3. 505 Juneberry Road	Shed Improv.	\$ 1,000.00	\$100.00
4. 3100 Orange Brace Road	Reroof	\$ 9,330.00	\$100.00
5. 2170 Woodland Lane North	Fence	\$ 2,800.00	\$100.00
6. 3 Kingswood Court	Reroof	\$10,317.00	\$100.00
7. 2175 Deerfield Road	Reroof	\$ 9,000.00	\$100.00
8. 1000 Hiawatha Lane	Nat Gas Gen	\$ 6,900.00	\$150.00
9. 775 Thornmeadow Road	Fence	\$ 4,219.00	\$110.00
10. 2645 Crestwood Lane	Reroof	\$ 12,000.00	\$100.00
11. 782 Links Court	Sewer Repair	\$ 6,000.00	\$100.0
<b>Total 11</b>			<b>\$ 178,816.00</b>
		<b>\$1,777.00</b>	

**Permit Totals and Annual Comparisons**

	<u>2013 Year to Date</u>	<u>2014 Year to Date</u>	<u>November 2013</u>	<u>November 2014</u>
<b>Permits Issued:</b>	183	215	10	11
<b>Construction Value:</b>	\$ 6,332,033.00	\$ 11,423,546.00	\$ 320,500.00	\$ 178,816.00
<b>Fees:</b>	\$ 81,598.00	\$ 79,475.00	\$ 3,824.00	\$ 1,777.00

**Other Activity**

**Number of Inspections:** 25  
**Number of Stop Work Orders/ Code Compliance Actions:** 2

## **Additional Fees/Fines Collected after Permit was issued**

<b>Date</b>	<b>Permit #</b>	<b>Address</b>	<b>Reason</b>	<b>Fee/Fine</b>
10/1/2014	8931	3060 Orange Brace	Failed Village Inspection	75
10/6/2014	9028	2825 Arrowwood	Permit Extension Fee	308
10/8/2014	8970	6 Timberline	Extension Fee	206
10/8/2013	8990	2095 Cherrywood	Additional Water Fees	500
10/10/2014	8990	2095 Cherrywood	Failed Village Inspection	75
10/29/2014	9355	615 Sherry	Stop Work Order	100
11/13/2014	9319	440 Thornmeadow	Failed Plumbing Inspection	75
11/28/2014	9094	1727 Saunders	Failed Inspection. Work was not Approved. Permit revised	800
				<b>2139</b>

Village of Riverwoods  
Board of Trustees Meeting  
November 18, 2014

**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  
Hal Roseth, Village Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the November 4, 2014 Public Hearing to consider the establishment of SSA #30 (Burr Oak.) Trustee Chamberlain seconded the motion. The motion passed unanimously as submitted.

Trustee Jamerson moved to approve the minutes from the November 4, 2014 Public Hearing to consider amending the maximum tax levy rate for SSA #19 (Hiawatha Woods). Trustee Chamberlain seconded the motion. The motion passed unanimously as submitted.

Trustee Haber moved to approve the minutes from the November 4, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Village Clerk. The motion passed unanimously as amended.

Treasurer's Report

Village Treasurer Hal Roseth noted that the financial report now includes a year to year comparison. He noted that a small portion of the investments at Wells Fargo are held as cash with the balance in bonds. The JP Morgan Chase funds are totally invested and are yielding between 1.5% and 2%.

Mr. Roseth explained that the funds at Wells Fargo are not collateralized the same way as JP Morgan Chase. There is no built-in, automatic review to ensure the threshold of \$250,000 in any one CD investment has not been crossed. Trustee Ford explained that the concern with Wells Fargo is that the risk management is manual. She will meet with Mr. Huvad and Mr. Roseth tomorrow to review the relationship with Wells Fargo and discuss their options.

Trustee O'Donnell inquired as to the status of the proposed Village budget. Mayor Norris stated that Trustee Chamberlain has most of the numbers needed and that they plan to meet in December to finalize the budget.

Trustee Ford asked if the Board still wanted to look at possibly changing auditors. Mr. Huvad stated that he had a draft of a RFP on his desk. Mayor Norris will put it on the agenda in December.

#### Engineer's Report

Mr. Glenn stated that the paving of Calvin, Farner and Strenger roads has been postponed due to the plummeting temperatures. The contract prices will be honored in the spring.

- Curran Contracting Co. Pay Request #3

Mr. Glenn noted that Curran Contracting requested payment of the last portion of their bill in the amount of \$35,286.97. The Village is still holding 10% to ensure the plantings come back in the spring. Trustee Haber moved to pay the Curran Contracting bill. 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)

#### Director of Community Services Report

Mr. Durning noted a couple larger project permits have been requested: one for 885 Hiawatha and the other for 2114 Robinwood.

#### Plan Commission Report

Mr. Huvad indicated that the Plan Commission will meet on December 11, 2014. ClubCorp, the contract purchaser of Ravinia Green Country Club, is seeking a text amendment to eliminate any numerical value of maximum capacity of the club. Mayor Norris noted that they are also seeking approval of additional outdoor events, which could impact the neighbors. He explained that ClubCorp would agree not to subdivide the property for 35 years, if they received approval.

Trustee Jamerson asked about the notification requirements. Mr. Huvad indicated that the Village will notify all property owners within 250 feet of the property. Trustee Jamerson asked that the Village provide written notice to all residents who may be impacted by issues discussed

in Plan Commission hearings. Mayor Norris asked Mr. Huvard to prepare a change to the existing Ordinance to be brought before the Board.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the November 4, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated that there were two burglaries to unlocked motor vehicles on the same night. Electronic items were removed from the vehicles.

### Informational Items & Comments from the President

- MLS listings for Riverwoods, Deerfield and Bannockburn by zip code  
Mayor Norris asked Mr. Small to explain this issue. Rick Small, whose house is on the market, noted that when searching the Internet by school district, Riverwoods does not pop up as being part of the Deerfield School District. He feels that negatively affects the sales process of homes in Riverwoods. Mr. Small noted several realtors have contacted the MLS Board asking that this be rectified. The mayor of Bannockburn has agreed to send a letter to the MLS Board. Mayor Norris was also asked to send a letter. After some discussion, the consensus of the Board was that Mayor Norris should also send a letter. Trustee Baumann believes the letter should ask the MLS Board to accurately reflect the school district for each listing.

- Mayors' Caucus annual gala  
Mayor Norris noted that the gala is Friday, November 21, 2014. He will send the invitation to the Trustees.

- Lake County Board approved the 2014 Solid Waste Management Plan Update at its October 14, 2014 meeting  
Mayor Norris explained that the plan does not have a direct impact on the Village. He stated that the Village is at a 40% diversion rate which is lower than its target goal of 60%.

- Recycling up to 407 tons through the first three quarters  
Mayor Norris congratulated residents for increasing their recycling. He encouraged residents to continue recycling.

### Visitors Wishing to Address the Board

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

### Approval of Bills

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

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

NAYS: None (0)

#### New Business

- Discussion of possible acquisition of the Terraco property and the relocation of the Riverwoods Village Hall to the Terraco property

Trustee Haber explained that over the last month or two, it became obvious that the residents were concerned about the traffic on the parcel. He feels that whenever the property comes up for commercial development, the traffic issues will continue to come up. Trustee Haber suggested discussing other options, one of which is having the Village buy the property for possible use as the site for Village Hall.

Mayor Norris stated that he had received a call from Dan Wander asking if the Village would consider allowing a gas station on the corner of the property and purchasing the rest of the property. Mayor Norris does not believe that it is an appropriate location for the Village Hall. He would like to consider a Referendum for open space. Trustee O'Donnell believes the Village should be very careful in wording a Referendum. He advises that the question be worded so that people clearly understand what they are being asked. He also stated that it was very important that the Board take a neutral position on the Referendum. Trustee Chamberlain added that sufficiently educating the residents will also be important. Mr. Huvad explained it would be an advisory Referendum and there could be a number of options as to how to word it.

Trustee Ford believes there are a number of strategic questions that should be answered, as well as looking at the Village's finances, before the Board considers purchasing the property. She suggested there may be alternate ways to fund the purchase, such as foundations and trusts. Trustee Chamberlain believes the Board needs to do some forecasting to determine the budget and expenses. She believes that the Village needs an overall plan stating where we are headed and how that matches with the money we have. Trustee Baumann believes residents would accept increased traffic if the development would benefit the residents. Trustee Haber indicated the economics of the development would also dictate the use. He questioned whether the Village should control the property, specifically by buying it, knowing there will be a cost to owning the property.

Mayor Norris suggested that future planning needs to be addressed, not just about this property but general acquisition policy as well as existing properties that the Village owns. Mr. Huvad suggested having an initial budget overview to determine what the Village can afford. Mayor Norris summarized that no decision was going to be made at this meeting and that the Trustees want additional information regarding Village funds.

- Authorizing construction drawings for Village Hall renovation

Mr. Huvad explained that the design development drawings have been completed and the preliminary budget has been developed. The Board needs to analyze the budget proposals to

determine whether construction drawings should be created. Bob Hammer discussed the budget, which came in at approximately \$2.43 million for the Village Hall renovation. He explained that as the drawings are developed and the project goes out to bid, the costs will vary somewhat. He also explained that if the Village wants to look at reducing costs, they can remove or downgrade some of the design options. Mr. Hammer then discussed the green infrastructure options recommended by Jim Patchett. Trustee Chamberlain stated that cost savings as well as a demonstration of sustainable building were both important to her in making a decision about green options.

Trustee Jamerson indicated that the budget numbers are in line with what he expected. Mayor Norris noted that the incidental costs, parking lot, site work and furniture would increase the budget amount to approximately \$3.1 million. Trustee Chamberlain asked at what point certain decisions have to be made. Mr. Hammer indicated they can make some adjustments, but would be worried about making major changes. Trustee O'Donnell encouraged the Trustees to economize to reduce the overall expenditure while taking advantage of some sustainable features. He raised some concern about the overall design of the building.

Trustee Jamerson moved to authorize the construction drawings. Trustee Ford seconded the motion. Trustee Jamerson moved to continue his motion to the December 2, 2014 Board of Trustee Meeting. Trustee Ford seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Jamerson (4)

NAYS: Haber, O'Donnell (2)

- Gewalt Hamilton rate change request

Mr. Glenn noted that the Village receives a significant discount on their normal rates. Trustee Haber moved to approve the Gewalt Hamilton 4.7% increase. Trustee Jamerson seconded the motion. Trustee O'Donnell indicated that the increase last year was more than 7% and that the proposed rate increase is substantially higher than the current CPI. Trustee O'Donnell questioned when the last time was that the Village went out for an RFP for engineering services. Mr. Glenn responded that, to his knowledge, the Village has never gone out for another bid. Trustee Jamerson noted Gewalt Hamilton's standard rates are in line with other firms. Trustee Haber noted that the Village is receiving a significant discount off of the standard rate. He also stated that the Village receives an incremental benefit due to the longevity of the relationship between the Village and Gewalt Hamilton. The motion passed by the following vote:

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

NAYS: O'Donnell (1)

- Ordinance 14-11-23 amending the maximum annual tax rate permitted in Hiawatha Woods SSA #19

Trustee Bauman moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Mr. Huvard indicated that the Village received petitions that satisfied the requirements.

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

Trustee Chamberlain questioned whether an administrative fee was discussed with this SSA. Mr. Huvard indicated that he told them that the Trustees have not determined an amount, but they are aware there could be an administrative fee.

The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 14-11-24 establishing Village of Riverwoods SSA #30 for road improvements benefitting certain properties on Burr Oak Trail

Mr. Huvard indicated that the Village received petitions from all 8 of the residents.

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

Mr. Huvard indicated the Village received petitions from 100% of the properties.

Trustee Haber 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)

- Ordinance 14-11-25 amending provisions of the Riverwoods Village Code to establish an emergency services disaster agency and adopting the Riverwoods emergency operations plan

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Trustee Haber commended Chief Dayno on a well put together plan.

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

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

NAYS: None (0)

- Ordinance 14-11-26 amending the Riverwoods Zoning Ordinance concerning fees for Special Service Areas

Trustee Chamberlain moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Haber moved for Second Reading and adoption of the Ordinance. 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)

Trustee Ford had a discussion with the Chair of her SSA and believes the wording is not clear on what the Village can do. She thinks there needs to be a limitation or proration as there was no additional charge indicated when her SSA was initially formed. Trustee Ford believes the Village should communicate with the SSAs regarding these fees.

Mr. Huvard explained that the Board had discussed an administrative fee and agreed to limit it to 1% of the amount of taxes collected in a year. It was written into the first few SSAs, but was not included in all. Other SSAs do not have anything written about a specific administrative fee, but according to State law, the Village can recoup their costs. Mr. Huvard explained that the costs for the last several SSA's were recovered because they were budgeted in the funds that were borrowed for the project. The issue comes up with recurring SSAs with road maintenance, where time is spent by Village consultants discussing the scope of work needed.

Trustee Ford stated that she was not opposed to the Village recouping costs, but only suggested there should be some prior communication stating what the Village can do and the fees that will be charged for services.

Trustee Chamberlain agreed that the Village should communicate with the SSAs. She explained that including an administrative fee to recoup some of the legal, engineering and staff costs was discussed at the time of the first road SSA. The trustees agreed that after the first several SSAs, the Village would look at actual costs to help determine what fees should be. She stated that she would not have voted in favor of road SSAs without that agreement.

After some discussion, the consensus of the Board was that SSAs should be notified that legal, engineering and administrative fees will be charged, that the Board needs to discuss and come up with the amount of the various fees and that those fees should be added to the Village's fee schedule.

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

NAYS: Ford (1)

- Approval of Insurance

Mr. Small reported that the Village is in the process of renewing their insurance policy. He provided the Trustees with an analysis. He explained that the premium is flat compared to last year. The increases were primarily due to increases in payroll. The claims have not gotten worse. Rather, there is an older claim that is still part of the calculation. Mr. Small recommends staying with the Illinois Municipal League.

Trustee Haber moved to authorize insurance coverage for 2015 as presented. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

#### Adjournment

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:45 pm.

The next regular meeting of the Board of Trustees is scheduled for December 2, 2014 at 7:30 PM.

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

Attachments:  
Police Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 11/4/14 12:00 AM  
 To Date: 11/17/14 11:59 PM

Incident Type	Number of Incidents
0760 Burglary From Motor Vehicle	2
0810 Theft Over \$500	1
1360 Criminal Trespass-Vehicle	1
2410 DUI	3
7001 Assist Other Agency	13
7021 Ambulance Call	2
7024 Fire Call	3
7033 Fire Alarm	1
7039 Fingerprinting	2
7041 Premise Exam	29
7049 Notifications	1
7051 Vehicle Lock Out	4
7079 Other Complaints	7
7082 Burglar Alarm	16
7121 Suspicious Auto	1
7123 Suspicious Person	1
7245 Animal Problem	5
7503 Motorist Assist	2
7522 Parking Complaint	1
7572 Traffic Accident PD	8
7573 Traffic Accident PP	1
7911 911 Hang Up	2
7912 Cellular 911 Call	1
<b>Total:</b>	<b>107</b>
Crime Prevention Notices	3
Case Reports	11
Traffic Stops	54
Persons Issued Citations	35
Citations Issued	51

9 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

Village of Riverwoods  
Board of Trustees Meeting  
November 4, 2014

**APPROVED**

In Attendance:

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

Absent was:

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: 7:40 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the October 21, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by Mr. Huvad. The motion passed unanimously as amended.

Director of Community Services

Mr. Durning noted that the home at 9 Julie Lane has been demolished. There was a new construction permit issued for a home to be built at 2280 Riverwoods Road.

Engineer's Report

Mr. Glenn reported the contracts are in place for the Calvin, Farner and Strenger paving projects. The contractors will be available starting mid-week next week, depending on the weather. Mr. Glenn spoke with Lake County Department of Transportation who informed him that the paving on Deerfield Road should be completely finished within the next two to three weeks.

Village Attorney Report

Mr. Huvard noted that the he would probably have draft Ordinances for one new SSA and an amendment to another at the next meeting.

#### Treasurer's Report

Trustee Ford met with the advisors and will bring the revised investment policy to the Board for approval.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the October 21, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted there were 125 calls for service including one disorderly conduct arrest. He also stated that there was one hold up alarm, but it was a false alarm.

Chief Dayno forgot to mention at the last Board meeting that they had conducted some rapid deployment training at Discover. He has two officers who are trainers and who trained the rest of the department.

#### Fire Protection District Report

Duane Christenson from the Lincolnshire-Riverwoods Fire Department announced they would be appointing a new fire chief.

#### Visitors Wishing to Address the Board

Michael More indicated that the Village ran a very successful event where residents could bring small dead trees and branches to the curbside to be chipped and removed. Mayor Norris explained it was very expensive but that the Board will look into it for the future.

#### Informational Items & Comments from the President

- Lake County Forest Preserves Deer Management Program  
Mayor Norris explained that the Lake County Forest Preserve District sent the Village a letter stating they would be engaging in a deer management program from December 1, 2014 – March 31, 2015 on Forest Preserve property in areas near and adjoining the Village. If a resident has questions or objections to the program, please call the Lake County Forest Preserve District.

#### New Business

- Explorer Scouts

Chief Dayno invited Sergeant Jamie Watson from the Lincolnshire Police Department and the Explorer Post 2403. Chief Dayno explained that the Explorer Scouts have assisted the Village with compliance checks and several other programs.

Sergeant Watson oversees the Explorer Post program for youths between the ages of 14 and 21 who aspire to become police officers. They train the explorers on real-life situations in the field. The program promotes strong character development by instilling self-esteem, discipline, camaraderie and leadership qualities. The program started in 1991 and is still going very strong.

Sergeant Watson explained that the explorers perform community service by assisting at numerous community events. They assist with crime prevention programs and raise funds for the Special Olympics. They have assisted the Village of Riverwoods at many traffic crashes including crashes requiring roads to be closed for extended periods of time. The Explorer Post is a self-supported unit and they maintain their own constitution, budget, bank account, uniforms, radios, equipment, vehicles, bicycle unit, policies and award programs. He noted that 98 Explorers have been hired by 53 local agencies. The program creates a wonderful networking opportunity for the Explorers.

Mayor Norris noted the Village has donated to the Explorer Post in the past. Trustee Haber moved to donate \$1,000 to the Explorer Post. 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)

- Donation Request for a Mobile Pantry in Highwood

Trustee Chamberlain stated that the committee met and, although they agreed it was a very good cause, they expressed concerns that the beneficiaries of the pantry would not likely be Riverwoods residents. They also felt that the municipality did not have the authority to guarantee the volunteers needed to man the pantry. She stated that Riverwoods residents would fall into the West Deerfield Township or Vernon Township pantry which Riverwoods residents contributed to via their property taxes. Trustee Chamberlain indicated that, therefore, the committee did not feel it was appropriate to use Riverwoods tax money for this.

Trustee Ford explained people do not know who would take advantage of the food bank or any of the mobile pantries held in Lake County. She noted that the Village gave a donation to the food bank last year. She explained that if enough residents are not able to volunteer, there are other volunteers that are available.

Trustee Chamberlain noted that when the Village donated to the Northern Illinois Food Bank last year, she understood it went into their general fund. Trustee Chamberlain would not mind giving a donation to the Northern Illinois Food Bank instead of sponsoring a truck.

Trustee Haber moved to donate \$1,000 to the Northern Illinois Food Bank. 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

- Consideration of Request from Terraco for a Redevelopment Agreement with the Village of Riverwoods for reimbursement of Eligible Costs under the TIF Act and continued discussion of Terraco request for Special Use and Proposed Text Amendments

Scott Gendell and Dan Wander from Terraco, Kevin Lewis, engineer, Mike Laube, TIF consultant, Matt Darin from Terraco and Bill Woodward, traffic consultant with KLOA were present. Jim Olguin, zoning attorney for McDonalds, Elizabeth Stack, area real estate manager with McDonalds, Sue Connelly, operator of existing McDonalds and Dan Olson with Watermark Engineering were also present.

Mr. Olguin believes this particular McDonalds is the best use for this site. He understands that one of the major concerns regarding this project is increased traffic. He explained that typically a use either pulls from existing traffic or creates additional traffic because it is a destination. McDonalds restaurants typically pull from existing traffic rather than create new traffic. Mr. Olguin explained that the destination traffic would not increase, as the use already exists on the other side of the street. Therefore, having McDonalds at this site will have the least impact on traffic.

Mr. Olguin then addressed the second concern that residents and Board members had expressed which were the hours of operation. McDonalds, as a general policy, always requests the ability to go 24 hours. Mr. Olguin explained that going 24 hours would be based on demand and that the location would not start out as a 24 hour operation. Should the Board decide not to grant a 24 hour operation, they would request the ability to come back to the Board if and when the demand increases.

The third concern, maintenance and appearance, he felt could easily be addressed by examining the existing McDonalds. He then introduced the owner, Sue Connelly.

Ms. Connelly stated that she is a local community member and has six restaurants in the area. She started with McDonalds in 1976. Ms. Connelly has always tried to be a good municipal partner. She noted her current Riverwoods location, which she has been at for 20 years, is not a destination McDonalds. Her slowest business days are on the weekends and in the evenings. She believes the new site would be similar.

Mr. Wander discussed the traffic generation from the Terraco property and the traffic generation at the proposed Buffalo Grove development. The Terraco development would generate 2,454 new two-way trips while the proposed Buffalo Grove development would

generate 15,706 new daily two-way trips. Trustee O'Donnell questioned how many existing vehicles would stop at the development. Mr. Woodward explained there would be approximately 2,100 existing pass-by trips. Trustee O'Donnell noted, based on the projected numbers, there could be 9,000 new vehicles going through the intersection if both developments were developed.

Trustee Chamberlain asked about McDonalds green initiative. Mr. Olson explained they would have LED lighting inside and outside. All of the rooftop units would be high efficiency. They would have low emission fryers, reflective roofing materials and high efficiency water fixtures throughout the store. McDonald's also recycles, uses environmentally packaged cleaning products and cooking oil recycling. Trustee Jamerson asked how many of these are now required by code as opposed to voluntary initiatives, but Mr. Olson did not know.

13 residents spoke against the proposal. Several indicated that they would prefer a different development at the entrance of the Village. A few residents expressed concern about the request for 24 hour operations. Most of the residents expressed concern about the increased traffic.

More than 100 residents signed a petition against the development. Most of those residents did not feel the development suited the character of the community. These residents were also concerned about traffic getting worse and causing more accidents. Several residents expressed concern about the proposed gas station selling liquor. They questioned how the Board could consider it when they said no to the Mobile station. Residents also believe the proposed uses would have a negative impact on the value of their homes.

A few residents volunteered to be on a committee to discuss alternative plans such as a community center or an art center. They believe this is an opportunity to build community. The TIF funds could be used toward enhancing the Village.

Mr. Gendell then stated that he would like to go back to McDonalds and True North with some of the concerns expressed at this meeting, namely the hours of operation and the liquor license requested by the gas station. Mr. Huvard explained that the Board is required to consider the Plan Commission's report within 60 days of receiving the report which is dated September, 10. He explained that, procedurally, the Board can accept or reject the Plan Commission's report. Mr. Huvard asked the Board if the issues of concern were important to the Board in order to make a decision. If they were, then the Board could delay, otherwise, the Board could move forward this evening. Trustee Chamberlain stated that the issues would not be important in discussing the TIF request, but would be in discussing the text amendments and request for special uses.

Mr. Huvard explained for the public that there was a request for TIF assistance. The developer, from the outset, made it known that the assistance was important to them. He noted that the developer indicated that if they do not get the TIF funds as requested, they stated that the proposal would not be feasible. Because of this, Mr. Huvard's

recommendation to the Board was that they address the TIF request before the zoning request. The request is for \$1.5 million funded with a pay as you go note with TIF funds and 40% of sales tax received from the development over up to 20 years.

Trustee Chamberlain does not think the benefits to the Village warrant this expense. Trustee Chamberlain moved to reject Terraco's request for TIF assistance, namely that substantially all real estate tax increment and 40% of sales taxes generated by the development, as needed for up to 20 years, would be used to pay Terraco for \$1.5 million of TIF-eligible costs. Trustee Jamerson seconded the motion.

Trustee Haber thinks it has been shown that the will of the community is such that there is not a feeling that this project will materially benefit the community. And as a Trustee elected by the residents, that speaks volumes to him. However, he feels that the Village needs to be cognizant of the fact that the history is such, that in the past, the Village has not taken the opportunity to control properties along its boundary and that's why the Village finds itself in the position with regards to the Buffalo Grove property on the west side of Milwaukee. The Village had the opportunity to control it but opted not to. He wonders how the residents would feel if the Village spent \$3 million to buy this property. He wants the residents to consider the fact that economics and realities drive developments. He believes that Terraco made a lot of concessions to make it a nice development, but the rule of the community is against it. Therefore, he supports the motion.

Trustee Ford agrees with Trustee Haber. She also thinks the Board needs to look at the Village finances. She feels that the question of open space and how to defend our borders has been brought to the table and to look at what kind of economic conditions would benefit us or if we are willing, as a community, to take on those kinds of economics to support open space. She also supports the motion.

Trustee O'Donnell thanked the Plan Commission for fulfilling their responsibility on this difficult petition. He expressed regret about the criticism that they received from some. He stated he was open-minded about what was discussed this evening and did not rush to a decision without having all of the facts from the developers and other interested parties. The developer has done a great job in addressing the Village's concerns. However, it did not change the nature of the land, the nature of the situation, the existing infrastructure or the potential growth in that area. His other comment was about the realities of that intersection. He feels it is important for everyone to understand that one or more of those corners will be developed, very possibly with a gas station on one of them, and will impact Riverwoods. He also wanted to thank all of the residents who communicated with him for their thoughtful comments. He supports the motion.

Trustee Jamerson stated that all of his thoughts were expressed by the other Trustees. He stated that his seconding of the motion obviously supports the motion.

Trustee Baumann does not see this as a door closing, but rather an opportunity. He believes the Village should look strategically at the entire B-1 district. He feels the

Village also needs to look at the properties adjoining the B-1 district as well as trying to attract appropriate development. He doesn't look at this as a vote against development. The consensus this evening was that something will be built here. If the community is behind it, the Board can work with the developers to come together and build something so that the developer can make money but that the community can be proud of and patronize. He supports the motion.

Mayor Norris complimented everyone at the meeting on their behavior. He apologized to anyone he may have been short with or curt to. He also complimented the Plan Commission. Their task is different than that of the Boards. They are more restricted as to what they can say 'Yes' or 'No' to. The Board has more authority to do that.

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

NAYS: None (0)

Mr. Gendell requested that the motion to consider the development be taken off the table. In closing, he stated that this process was very expensive and that there needs to be a better way to go through it without spending \$300,000 just to get rejected. He noted that he has debt on this property and that that is a real concern. He would be happy to sell the property to the Village at his original cost. If it will take years to develop this property, it is fair to both the Village and to Terraco to have the Village purchase the land.

- Tree Removal of Dangerous Trees / Use of Tree

Trustee Chamberlain explained she could not find another Village that pays for the removal of hazardous trees on private property. In Highland Park, they initiated a program in the '70's where residents could pay \$50 for elm tree removal. The program was becoming very costly, so they reevaluated and now pay 20% of the removal cost for low income residents. They are not currently looking to expand this to Ash trees. Most economic assistance programs are through the townships. She looked at what was available and most of the assistance is for low income or senior residents.

Trustee Chamberlain likes the bid packet put together by Mr. Stewart. She questioned whether the Village should go beyond that. Trustee Haber explained that low income assistance should be limited to essentials, except perhaps to consider assistance for low income residents. He does not think the Village should provide assistance to cut down dead trees. The Village needs to enforce the rules rather than provide an incentive for following the rules. Trustee Ford suggested publicizing the packet from Mr. Stewart. Trustee Baumann agrees that the existing ordinances should be enforced. The Board could make a special dispensation if there is an extreme need. Trustee Chamberlain will put something in the Village Voice and on the Village website.

- Contract on Irrigation at the Police Station

This will be considered at a future meeting.

### Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson provided the building report for October. The report is attached to the end of the minutes. If there are additional fees for re-inspection, they do not show up on the report. The fees collected are for initial permit and inspection fees.

NSSRA/Treasurer Liaison/Parks – Trustee Ford is working on getting the assessed valuations for calculating the member agency contribution for NSSRA.

Woodlands/Budget and Operations – Trustee Chamberlain was invited to the Northeast Illinois invasive plant partnership. There will be a workshop on new and common invasive plants on Friday, 01/23/15, from 9 to noon.

Drainage/IT/Environment/Storm Water – Trustee Baumann explained that the Mayor has approved the purchase order. There will be three phases. The first phase is moving the email from Highland Solutions to gmail.

### 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 10:46 PM.

The next regular meeting of the Board of Trustees is scheduled for November 18, 2014 at 7:30 PM.

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

Attachments:  
Police Report  
Building Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 10/20/14 12:00 AM  
To Date: 11/04/14 11:59 PM

Incident Type	Number of Incidents
2410 DUI	1
7001 Assist Other Agency	2
7021 Ambulance Call	11
7024 Fire Call	2
7033 Fire Alarm	2
7040 Public Service	1
7041 Premise Exam	34
7042 Child Seat Install/Inspect	1
7044 Home Watch	1
7049 Notifications	2
7051 Vehicle Lock Out	2
7062 Noise Complaints	1
7079 Other Complaints	3
7082 Burglar Alarm	25
7083 Hold Up Alarm	1
7121 Suspicious Auto	1
7123 Suspicious Person	1
7148 Insurance Report	1
7199 Other Investigation	5
7245 Animal Problem	8
7250 Roadway Debris	2
7503 Motorist Assist	1
7521 Traffic Complaint	4
7522 Parking Complaint	2
7571 Traffic Accident PI	1
7572 Traffic Accident PD	5
7573 Traffic Accident PP	1
7911 911 Hang Up	4
<b>Total:</b>	<b>125</b>
Crime Prevention Notices	7
Case Reports	6
Traffic Stops	60
Persons Issued Citations	45
Citations Issued	56

12 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

1 Disorderly Conduct Arrest

2/11



## Internal Memo

**To:** Mayor John Norris & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** November 3, 2014  
**Re:** Building Department Report for October, 2014

---

### BUILDING DEPARTMENT MONTHLY REPORT

October, 2014

#### Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2280 Riverwoods Rd	New Single Family	1,200,000.00	8,510.00
2. 1360 Blackheath Ln	1 <sup>st</sup> & 2 <sup>nd</sup> Story Addition	100,000.00	955.00
3. 3060 Orange Brace Rd	Deck/Fence	4,600.00	280.00
4. 1565 Shawnee Trail	Renovation 2 <sup>nd</sup> Story Addition	160,000.00	2,695.00
5. 925 Saunders Road	Reroof	10,585.00	100.00
6. 2905 Duffy Ln	Brick Patio	29,000.00	150.00
7. 2950 Orange Brace Rd.	Patio/Grading-Fill/Fireplace	40,000.00	150.00
8. 2833 Hoffman Ln	Garage Sale	NA	5.00
9. 2340 Woodland Ln N	Reroof	93,000.00	100.00
10. 238 Saunders Rd	R & R Parking Lot	43,000.00	280.00
11. 1603 Clendenin Ln	Reroof	9,760.00	100.00
-----			
12. 9 Julie Ln	Demolition	65,300.00	150.00
13. 895 Hoffman Ln	Garage Sale	NA	5.00
14. 1314 Woodland Ct. W	Garage Sale	NA	5.00
15. 1905 Rose Terrace	R&R Sidewalks/Garage Floor	2,440.00	150.00
16. 1677 Clendenin Ln	Reroof	14,525.00	100.00
17. 615 Sherry Lane	Grading/Insulation	1,000.00	275.00
18. 2350 Riverwoods Rd	Reroof	12,450.00	100.00
19. 1775 East Course Drive	Reroof	11,000.00	100.00
<b>Total 19</b>		<b>1,796,960.00</b>	<b>14,210.00</b>

Permit Totals and Annual Comparisons

	<u>2013 Year to Date</u>	<u>2014 Year to Date</u>	<u>October 2013</u>	<u>October 2014</u>
Permits Issued:	173	204	23	19
Construction				
Value:	6,010,533	11,244,730	820,625	1,796,960
Fees:	77,774	78,298	10,521	14,210

Other Activity

Number of Inspections: 42

Number of Stop Work Orders/ Code Compliance Actions: 2

Village of Riverwoods  
Board of Trustees Meeting  
October 21, 2014  
APPROVED

In Attendance:

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

Absent was:

Also Present:

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

Call to Order: 7:30 PM

Moment of Silence

Those in attendance observed a moment of silence in memory of Jack Siegel who was the Village Attorney since 1985.

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the October 7, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's Report

Trustee Ford has worked on and sent out a revised report of the statement of accounts of the Village. She asked the Trustees to look at it and hopes that the Board feels it adds clarity to the reporting. Trustee Ford indicated they have separated the Village funds from the non-Village funds, such as SSA's. There is \$4 million unencumbered cash in the general fund. Trustee Ford will add a year to year comparison to the report.

Engineer's Report

Village engineer Patrick Glenn has received the last of the insurance documents for the Portwine Road re-striping project.

#### Director of Community Services Report

Director of Community Services Rob Durning reported that a demolition permit was issued for 9 Julie Lane, a home that has been in receivership. The work should start this week.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the October 7, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated that they conducted tobacco compliance checks at Riverwoods Food and Liquor and the Mobile station at on October 14, 2014. Neither establishment sold to the underage agent.

#### Informational Items & Comments from the President

- The Halloween Party is this Saturday. They are still looking for volunteers. Mayor Norris encouraged everyone to attend this fun event.
- Village Hall project update – Mayor Norris received recommendations from the green consultant. He forwarded the information to the architect to determine the cost effectiveness.
- Ravinia Green Country Club – Mayor Norris noted that last week, the club membership voted to sell the club to a management company who agreed to continue running it as a country club. There are no plans to develop it as residential housing.

#### Visitors Wishing to Address the Board

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

#### Approval of Bills

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

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

NAYS: None (0)

#### New Business

- 2014 Road Maintenance Program Quote Summary and Recommendation

Mr. Glenn noted that the MFT road project includes resurfacing Calvin, Farner and Strenger. His estimate was \$197,000. The bids came in with a low of \$172,900 to a high of \$212,000. Mr. Glenn recommends that the Board accept the low bid.

Trustee Haber moved to award the 2014 MFT Road Maintenance project to Chicagoland Paving in an amount not to exceed \$172,900. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Consideration of Terraco request for a Redevelopment Agreement with the Village for reimbursement of eligible costs under the TIF Act/ Continued Discussion of Terraco request for Special Use and Proposed Text Amendments

Dan Wander from Terraco, Kevin Lewis, engineer, Mike Laube, TIF consultant, Matt Darin from Terraco and Geoff Dickinson, Senior Project Manager with SB Friedman were present.

Mr. Wander summarized his work with the Village since they purchased the property in August 2010. He stated that the property has some significant challenges in development. Terraco had tried to get feedback on what the Village is looking for at this site and had serious discussions with several grocery stores. The consensus was that the site did not work for a grocery store due to population density and site size. They then approached a number of other potential users, including restaurants, furniture stores, drugstores, clothing stores and other retailers, but there was no interest from these users. They had received a positive response from a day care facility, but the Village was not supportive of this use at that time. Mr. Huvard explained that the proposed day care user was projecting a student population of 200 in a 15,000 square foot building. The Village was concerned as they did not feel the drop off and pick up during rush hour could be safely facilitated. That is why the Village did not want a day care facility on the site.

Mr. Wander explained that their site is very small and needs significant improvements both onsite and offsite. The proposed improvements include right-in, right-out on both Milwaukee and Deerfield Roads, widening Deerfield Road and adding an intersection on the east end of the property. He stated that these improvements will mitigate the existing impacts of the intersection. The proposed onsite improvements include flood plain and storm water management and compensatory storage.

Mr. Wander stated that their request is for \$1.5 million in funding including TIF funds and 40% of the sales tax generated by the development. Their GAP analysis would be - 1.26% with no assistance, 3.33% with the TIF assistance and 11.11% with the TIF and sales tax assistance.

Mr. Wander stated that the annual benefit to the Village for the next 20 years would be \$160,059. The undiscounted amount over 20 years would be \$3,201,191. Upon

expiration of the TIF/tax sharing, the annual sales tax would be \$195,062 plus the TIF increment of \$60,695. The proposed gas station is a significant sales tax generator for this location. Their projection is \$12 million sales annually including both food and convenience store sales. Mr. Wander noted that if the additional tenant is a sales tax generator, the benefit to the Village would be higher.

Mr. Huvad introduced Village consultant Geoff Dickinson with SB Friedman, a TIF consulting firm. Mr. Huvad gave a brief history and explanation of how the TIF district was formed, what a TIF district is, the state laws that govern TIFs and costs that can be reimbursed from TIF funds. He explained that the Village had originally hired SB Friedman to perform an eligibility study to determine whether the property could qualify as a TIF district. He then explained that once Terraco presented a plan and requested TIF funds, the Village again hired SB Friedman to be their consultant and to advise the Village Board on the projections that the developer has presented.

Mr. Dickinson explained that Terraco is requesting two sources of funds: TIF and sales tax revenue sharing. He confirmed Mr. Huvad's explanation of TIF fund uses. He then stated that sales tax revenue sharing has fewer restrictions. He reviewed the economics of the proposal and validated their construction budget and proposed revenues. Mr. Dickinson believes the revenues and expenses for the pro forma were roughly reasonable. He also looked at all of the numbers to ensure the Village would not be over subsidizing the developer, thereby enriching the developer. Mr. Dickinson noted that his rate of return was slightly different than what the developer.

Trustee Chamberlain noted that the new sales projections for the gas station were much higher than the original projections and asked Mr. Dickinson his opinion on that. Mr. Dickinson explained he is less comfortable with the new projections having not seen numbers this high for this type of use. Trustee Baumann asked if liquor sales were included in the numbers. Mr. Laube explained that the gas station sales projection is \$1,500 per foot and of that \$300 is attributable to the convenience store operation. He stated that they did not have a breakdown of how much of the \$300 were liquor sales. Mayor Norris asked if the sales numbers were based on a 24/7 operation and, if so, how would the numbers be affected if the operation was not 24/7. Mr. Wander replied that both the gas station and the McDonald's numbers were based on 24/7 operations. He then stated that the gas station would be more affected than the McDonald's if that were not the case. Trustee Jamerson asked about the \$300/sq. ft. sales projection for the east building. Mr. Laube explained that was a good average for a typical retailer or low end fast food restaurant.

Trustee O'Donnell asked Mr. Dickinson his professional opinion what a target initial rate of return for this type of project should be. Mr. Dickinson explained that because the developers already own the land and would like to develop it, an IRR in the mid to upper teens would probably be acceptable. Trustee O'Donnell asked for the petitioner's minimum acceptable return. Mr. Wander replied that the 16.55% on SB Friedman's GAP analysis is the lowest acceptable return.

Trustee Ford asked if Terraco were to sell the McDonald's property earlier than the 10 year projection, would they continue to get a portion of the sales tax. Mr. Huvad explained that there would be a note that would be payable from the TIF and sales tax funds and that the conditions of the note would have to be worked out.

Trustee Jamerson asked if the third building would be built at the same time as the other two buildings. Mr. Wander explained that he would not build the 6000 foot east building until they had a tenant. Trustee Jamerson noted that, according to the numbers presented by Terraco, the annual TIF funds will be less than the requested sales tax meaning that a greater portion of the note will be paid with sales tax revenues. Mr. Huvad explained it would depend on how the note is structured. He said that using sales tax revenue will accelerate the period of time over which the note is paid off. Mr. Laube explained they are requesting a pay as you go TIF and sales tax structure program that, based on their sales projections, will come to \$1.5 million over 20 years. If there is a balance on the note after the 20 year period, the Village would not be obligated to pay that balance.

Trustee Chamberlain asked why the sales projections increased so drastically. Mr. Wander explained the change is in the gas station numbers. He explained that their initial projections were more conservative. Terraco took another look at the numbers, and talked to the Shell owners who stated that they would do much better at this location. Mr. Wander reminded the Board that Terraco had originally talked to Circle K who owns the Shell station at Aptakisic. Circle K's projections were in line with the higher sales projections.

12 residents spoke against the project. They expressed concern about: the additional traffic created by this development and the potential development on the opposite corner in Buffalo Grove, having a fast food restaurant and a gas/convenient store at the entrance to the Village, compromising the beauty of Riverwoods, a potential decrease in property values, not keeping within the style of Riverwoods, having businesses that do not benefit the residents, increased DUIs and traffic accidents and the small financial benefit to the Village. Residents also requested information be published in the Village Voice so more residents become aware of the proposal.

- Tree Removal of dangerous trees/Use of Tree Fund

Trustee Chamberlain just received information this afternoon and suggested holding discussion to the next meeting.

- Contract on Irrigation at the Police Station

Mayor Norris indicated the Village has not received additional bids.

### 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 10:03 PM.

The next regular meeting of the Board of Trustees is scheduled for November 4, 2014 at 7:30 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Attachments:  
Police Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 10/07/14 12:00 AM  
To Date: 10/20/14 11:59 PM

Incident Type	Numbe of Incidents
0820 Theft Under \$500	1
2410 DUI	1
7001 Assist Other Agency	7
7021 Ambulance Call	6
7024 Fire Call	3
7033 Fire Alarm	1
7040 Public Service	2
7041 Premise Exam	13
7051 Vehicle Lock Out	3
7063 Solicitor Complaints	1
7079 Other Complaints	5
7082 Burglar Alarm	9
7121 Suspicious Auto	2
7123 Suspicious Person	3
7156 Found Property	1
7199 Other Investigation	1
7245 Animal Problem	2
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	5
7521 Traffic Complaint	5
7522 Parking Complaint	2
7571 Traffic Accident PI	1
7572 Traffic Accident PD	14
7911 911 Hang Up	1
<b>Total:</b>	<b>91</b>
<b>Crime Prevention Notices</b>	<b>1</b>
<b>Case Reports</b>	<b>5</b>
<b>Traffic Stops</b>	<b>42</b>
<b>Persons Issued Citations</b>	<b>27</b>
<b>Citations Issued</b>	<b>48</b>

9 housea are currently on the House Watch list and are checked regularly. (See Premise Exam)

Tobacco Checks conducted 2 establishments Oct. 14. Niether sold to agent.

Village of Riverwoods  
Board of Trustees Meeting  
October 7, 2014  
**APPROVED**

In Attendance:

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

Absent was:

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  
Chuck Stewart, Village Forrester

Call to Order: 7:36 PM

Change in Agenda

Mayor Norris stated that Terraco advised him, shortly before the meeting, that they would not do their financial presentation this evening due to the fact that the McDonald's owners could not make the meeting. Mayor Norris apologized to the residents for this last minute change.

Approval of Minutes

Trustee Baumann moved to approve the minutes from the September 16, 2014 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

Mr. Glenn indicated that they are getting the contracts and insurance approvals for the Portwine Road striping. He will bring a recommendation for the paving contract to the next meeting.

Village Attorney Report

Mr. Huvard indicated that the Village would publish notices next week for SSA hearings on November 4, 2014.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the September 16, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was one burglary on Forest Glen where someone broke a basement window. It was apparent someone tried to make entry.

The dogs that bit a resident are still impounded.

### Fire Protection District 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 September. The report is attached to the end of the minutes.

Chief Christenson reported the number of calls is in line with the same period last year.

### Informational Items & Comments from the President

- Halloween Party  
Mayor Norris indicated that the Halloween Party will be held on October 25, 2014. He is still looking for volunteers and encouraged residents to attend.
- Design review meeting on Village Hall – Jim Patchett email of September 16, 2014  
There are a number of possibilities to discuss.

### Visitors Wishing to Address the Board

Eight residents spoke about the proposal for the corner of Deerfield Road and Milwaukee Avenue. The consensus was that they would be disappointed if the entryway to the Village was a gas station with a convenience store and a McDonald's restaurant. They do not believe the tax benefit to the Village would be worth allowing these types of uses at that corner. The Meadowlake homeowner's association board had submitted a petition against the proposal.

Mayor Norris stated that the Board is listening to everything before making a decision. He understands many residents are against the proposed development.

### New Business

- Boy Scouts and Bat Houses

Trustee Chamberlain was approached by a prospective Eagle Scout about a possible bat house project. Tristan Faro, 645 Juneberry, is a junior at Deerfield High School and is working toward becoming an Eagle Scout. He proposes building bat houses to be installed on Village property, at no cost to the Village. He would work with the Village Forester on the actual locations. He would also donate eight bat houses to the Village.

Trustee Haber moved to support the project as presented and provide a stipend for materials. Trustee Chamberlain seconded the motion without a stipend because materials are being donated by Home Depot. The motion passed unanimously on a voice vote.

- Ash Tree Removal of Dangerous Trees/Use of Tree Fund to Help Pay for Removal  
Mr. Art Bess explained that a number of trees affected by the Emerald Ash Borer are close to public and private roadways and have created dangerous situations. He suggested shifting the matching funds of 50% of the cost, up to \$1000, from the removal of buckthorn to the removal of the ash trees that have been marked by the Village Forester.

Trustee Chamberlain stated that the Village does not have a tree fund. She explained that the current cost-share programs are provided as incentives for things residents are not required to do while hazardous tree removal is required. Trustee Jamerson indicated that based on the numbers of potential ash trees in the Village that might be affected, which were provided by the Forester, the cost could be almost \$1 million over three years. Trustee Chamberlain would prefer to focus the Village's assistance on those with a hardship. The Trustees briefly discussed the difficulties in determining hardship cases. Trustee Chamberlain suggested looking into how other municipalities measure hardship. Mayor Norris suggested Trustee Chamberlain come up with a proposal.

- Contract on Irrigation at the Police Station and Woodland Preserve Fountain Project  
Mr. Stewart put together a maintenance plan for a three-year contract. He received a proposal from the current company and suggested negotiating the contract with them for another three years. Trustee Chamberlain noted that the new contract prices are 40% higher. The trustees suggested putting the contract out to bid or calling a few other companies to check prices.
- Village IT Project: Proposal for moving most IT services to Cloud-based Servers  
Trustee Baumann presented a proposal to transfer the IT data to a cloud-based server. His recommendation is to authorize a request for an appropriation rather than an exact amount. The costs proposed are based on a worst-case scenario and would also include training. Based on the estimated savings, the Village would recoup the cost of the transition in one year.

Trustee Chamberlain asked about the appropriation for the IT professional. If the Village goes forward with the project, she questioned the IT expertise required by the staff. Trustee Baumann noted that the transition would include training. He would also recommend developing detailed instructions for every function such as updating the webpage, creating a webpage for a Board meeting, uploading Board videos, etc. The cost for the IT professional would be approximately \$10,000 based on an hourly rate.

Trustee Jamerson moved to authorize up to \$40,000 to transition to a cloud-based system. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 14-10-21 approving an Intergovernmental Agreement with the Lake County Storm Water Management Commission for a stream flow gauge on the Des Plaines River

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

Trustee Haber 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)

### Old Business

- Ordinance 14-10-22 approving the First Amendment to Lease and License Agreement with New Cingular Wireless PCS, LLC – Second Reading

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

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

NAYS: None (0)

- Continued discussion of Terraco request for Special Use and proposed Text Amendment  
The petitioner requested that this discussion be postponed until the next Board of Trustees meeting.

### Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Bath – Trustee O'Donnell noted that the County is patching Deerfield Parkway west of the Village.

Police/Building/Zoning – Trustee Jamerson provided the building report for September. The Village will look at electric aggregation shortly, as the contract will expire in August of 2015. The Village residents have saved more than \$1 million on energy services.

Woodlands/Budget and Operations – Trustee Chamberlain stated that she has budget input from most of the trustees. Mayor Norris and Trustee Chamberlain attended the DBR Chamber Golf

Outing and Trustee Chamberlain won the putting contest and gave the \$100 Bobby's prize to the Village.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:29 PM.

The next regular meeting of the Board of Trustees is scheduled for October 21, 2014 at 7:30 PM.

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

Attachments:  
Police Report  
Fire Protection District Report  
Building Report



## Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 09/16/14 12:00 AM  
To Date: 10/06/14 11:59 PM

Incident Type	Number of Incidents
0820 Theft Under \$500	1
1150 Credit Card Fraud	1
0600 Burglary	1
7001 Assist Other Agency	11
7004 Check/Secure Park	1
7021 Ambulance Call	12
7024 Fire Call	2
7033 Fire Alarm	3
7040 Public Service	4
7041 Premise Exam	38
7045 Well Being Check	1

7051 Vehicle Lock Out	2
7062 Noise Complaints	4
7078 Construction Complaint	1
7079 Other Complaints	10
7082 Burglar Alarm	20
7083 Hold Up Alarm	2
7121 Suspicious Auto	3
7123 Suspicious Person	3
7130 Domestic Trouble	3
7199 Other Investigation	2
7245 Animal Problem	7
7503 Motorist Assist	3
7521 Traffic Complaint	7
7571 Traffic Accident PI	1
7572 Traffic Accident PD	10
7573 Traffic Accident PP	1
7911 911 Hang Up	6
<b>Total:</b>	<b>160</b>
Crime Prevention Notices	11
Case Reports	10
Traffic Stops	110
Persons Issued Citations	73
Citations Issued	85

5 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)  
1 burglary on Forest Glenn on September 18

# **LINCOLNSHIRE - RIVERWOODS**

## **FIRE PROTECTION DISTRICT**

*PROFESSIONALISM THROUGH DEDICATION*

**115 SCHELTER RD. LINCOLNSHIRE, IL 60069 (847) 634-2512 - FAX (847) 634-2572**



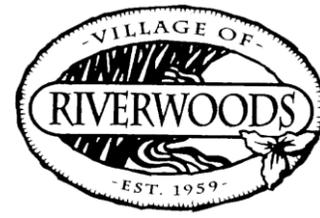
Riverwoods Village Board Meeting –October 7, 2014

Call Volume within the Village of Riverwoods through September, 2014

September 2014

	LRFPD	Mutual Aid to DBFD	Total	Year to Date
EMS	17	5	22	163
FIRE	6	1	7	67
Auto Accidents	0	1	1	22
Other	7	1	8	56
<b>Total</b>	<b>30</b>	<b>8</b>	<b>38</b>	<b>308</b>

Battalion Chief Duane Christensen  
Lincolnshire – Riverwoods Fire Protection District  
115 Schelter Road, Lincolnshire Illinois 60069  
(847) 634 – 2512 Fax (847) 634-2572  
dchristensen@lrfpd.org



# Internal Memo

**To:** Mayor John Norris & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** **October 1, 2014**  
**Re:** Building Department Monthly Report

## BUILDING DEPARTMENT MONTHLY REPORT September, 2014 Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2095 Arrowwood Trail	Demo Garage/New Garage Interior remodel	250,000	1,875
2. 2500 Lake Cook road	Commercial Build out	3,025,000	20,200
3. 2314 Eagles Glen Lane	Master Bath Remodel	11,100	350
4. 1040 Portwine Road	Interior Remodel	21,500	320
5. 2800 Hoffman Lane	Reroof	8,000	100
6. 2610 Crestwood Lane	Garage Sale	NA	5
7. 2670 Forest Glen Trail	Garage Floor & Driveway	14,060	200
8. 3100 Duffy Lane	Pavers Driveway	4,000	100
9. 2265 Saunders Road	Fence	4,300	100
10. 2840 Duffy Lane	Reroof	4,200	100
11. 925 Hiawatha Lane	Sanitary Sewer Repair	15,200	100
12. 1530 Indian Trail Dr.	Interior Remodel	90,000	975
13. 2521 Palmer Court	Patio	3,550	150
14. 3 Vernon Trail	Reroof	24,000	100
15. 4 Vernon Trail	Reroof	18,000	100
16. 2440 Forest Glen	Roof, Garage, Porch	150,000	1,025
17. 440 Thornmeadow	Interior Remodel	40,000	525
18. 1383 Kenilwood Ct	Driveway, Front Stairs, Shed	10,000	300
19. 2900 Riverwoods Ct	Reroof	14,600	100
20. 2977 Deerfield Road	New Garage	20,000	375
21. 1035 Portwine	Reroof	42,436	100
22. 2400 Brea Burn Ct	Misc. Electric	30,095	300
23. 1040 Portwine Road	Reroof	40,000	100
24. 407 Muirfield Lane	R & R Driveway	3,139	100

25.	1810 Saunders Road	Garage Sale	NA	5
26.	1860 Strenger Lane	Garage Sale	NA	5
27.	1935 Calvin Ct	Garage Sale	NA	5
28.	2800 Hoffman Lane	Sanitary Sewer Repair	5,000	100
29.	545 Juneberry Road	Reroof, Siding	13,200	100
30.	2730 Edgewood Lane	Sewer Repair	1,800	100
<b>Total</b>			<b>3,863,180</b>	<b>28,015</b>

**Permit Totals and Annual Comparisons**

	<u>2013 YTD</u>	<u>2014 YTD</u>	<u>September 2013</u>	<u>September 2014</u>
<b>Permits Issued:</b>	150	184	25	30
<b>Construction Value:</b>	5,189,908	9,447,770	195,742	3,863,180
<b>Fees:</b>	67,253	63,963	4,210	28,015

**Other Activity**

**Number of Inspections: 33**

**Number of Stop Work Orders/ Code Compliance Actions: 3**

Village of Riverwoods  
Board of Trustees Meeting  
September 16, 2014  
**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  
Hal Roseth, Village Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the September, 2, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously with Trustee Haber abstaining.

Treasurer's Report

There has not been much change since last month. The rates have not changed much, but he was able to take advantage of some good security purchases with the \$500,000 of funds that were moved out of the savings account and into the investment account. The purchase includes a federal home loan mortgage bond that will yield 1.4% if held to maturity. The investment policy revisions have been submitted to Chase and when the Village gets their feedback, they will send it to Wells Fargo before presenting the revised policy to the Board.

Engineer's Report

Village Engineer Patrick Glenn indicated that the sewer repairs are continuing without surprises. The pavement contract for Strenger, Calvin and Farner has been submitted to IDOT for their review.

Director of Community Services Report

Director of Community Services, Rob Durning, reported that the Tamid Medical Center at 1105 Milwaukee has put in the handicapped parking spaces. They are now in compliance.

Trustee Chamberlain inquired as to whether the painting had been completed at Colonial Courts. Mr. Durning replied that it hadn't and that he would follow up on it.

### Plan Commission Report

Mr. Huvard indicated that the Plan Commission met on September 4, 2014 and made a recommendation on the Ordinance for Recreational Vehicles and finalized their report on the Terraco matter.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the September 2, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated that there was a dog attack on Arrowwood. The victim was leaving a home and two dogs got out of the house and he was bitten several times. The department impounded both dogs and issued notices to appear for keeping dangerous animals. There is a temporary order in place to keep the dogs impounded until the matter is resolved. Lake County Animal Control is in the process of having them declared as dangerous in which case they will not be allowed back in the Village as per Village Ordinance.

### Fire Protection District Report

Battalion Chief Duane Christensen provided the Board with the Fire Protection District report for the month of August. The report is attached to the end of the minutes.

### Informational Items & Comments from the President

- Contact with owners of 340 Portwine  
Mayor Norris has been in contact with the owners of 340 Portwine. They are supportive of the idea of turning the 320 Portwine into parking and open space. They requested the Village not put up a solid fence, but to screen with vegetation instead which the Mayor said the Village was amenable to.
- Sewer Fee in Village Voice  
Mayor Norris noted there will be an article in the Village Voice stating the Village will institute an \$18 monthly fee for sewer starting January 1, 2015. The County is not rebating enough money to the Village for the repairs that will be needed in the future and the current Village sewer fund is dissipating.
- Halloween Party  
Mayor Norris asked for volunteers to assist with the annual Halloween Party that will be held on Saturday, October 25th.
- Village Hall Renovation Plans are D&D stage  
Mayor Norris indicated that the plans are at a stage where the Village can go out for more accurate quotes. The Mayor met with consultants provided by RPC regarding green infrastructure to discuss how to be environmentally sound, but also fiscally responsible.

- Budget to Date  
Mayor Norris noted Trustee Chamberlain has provided copies of the budget report through the month of August to the Trustees so that they can work on their portion of the budget for next year. He indicated the Village is 18% ahead on revenues and 18.5% below what the Village expected in expenditures.

#### Visitors Wishing to Address the Board

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

#### Approval of Bills

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

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

NAYS: None (0)

#### New Business

- Discussion of Terraco Request for Special Use and Proposed Text Amendments

Mr. Huvard reported that the Plan Commission finalized their report. Mr. Huvard explained that the process for getting a Special Use approved includes a hearing before the Plan Commission. The hearings were held in May, July and August. The Plan Commission did not recommend one of the Text Amendments. They did recommend the second Text Amendment on a 4-1 vote. They also recommended the granting of a Special Use. The Board can accept the recommendations, make changes to the recommendations or reject the recommendations. Mayor Norris then stated that no decision would be made at this meeting. He stated that Terraco would be allowed to make their entire presentation before any questions would be allowed from the residents.

Scott Gendell, principal and managing partner for Terraco introduced Dan Wander from Terraco, Frank Ross and Paul Williams of True North, Jeff Miller and Sue Connolly, franchisee's of McDonalds, Kevin Lewis, engineer, Elizabeth Stack from McDonalds corporate, Mark Nosky, architect with Stuart Nosky Architects, and Bill Woodward, traffic consultant.

Mr. Gendell provided a brief history on the Terraco in regards to the property on the corner of Milwaukee and Deerfield Roads. They purchased the property four years ago and have worked with staff, the Plan Commission and the Board for two years to come up with plans they thought were viable.

He stated that two of the challenges in finding tenants were the small population density to the east and the size of the property. Over the four year period, Terraco tried to market the property to approximately 1000 various tenants. Mr. Gendell explained they want to improve the intersection and make it aesthetically pleasing, so it fits in with the feel of Riverwoods. Mr. Gendell came up with the River's Edge theme as this corner is the edge of the Village and the edge of the Des Plaines River. He

stated that their proposed project would not solve every issue that has come up but that it would provide an aesthetically pleasing development.

Mr. Nosky showed the drawings of the proposed buildings. He stated that the façade will be comprised of masonry and cultured stone, and have a strong cornice and canopy, creating a more contemporary appearance. There will be common materials throughout the project, but the buildings will have their own character. There will be parking along the front and side of the building.

Mr. Ross explained their normal prototype includes a lot of EIFS (Exterior Insulation and Finish Systems), often called synthetic stucco. They felt that masonry and stone had more character and would better fit Riverwoods as would the extensive green space they included in their plans.

Mr. Lewis discussed the site plan as it relates to traffic, grading and the existing site conditions. He explained how they would handle the regulatory flood plain, storm water detention, logical access into and out of the site from Milwaukee and Deerfield Roads as well as traffic movement throughout the site. Mr. Lewis had met with representatives from the Lake County Department of Transportation who indicated they have a plan to extend the bike path beyond Milwaukee Avenue. He incorporated the design for the bike path within the development plan so it would be interconnected.

Mr. Williams discussed the proposed landscape plan which includes mostly native plantings, a natural looking retaining wall, a pond and bio-swales that will all contribute to a naturalistic softening of the property.

Mr. Woodward discussed the traffic impact study for the development. He explained that the site will have three access points including a full access from Deerfield Road and restricted, right in, right out access ways on Deerfield and Milwaukee. The road improvements Terraco will add are a new eastbound left turn lane into the Federal Life property, a right turn lane onto eastbound Deerfield Road from Milwaukee Avenue and a widening of Deerfield Road to provide a westbound turn lane into the development. Mr. Woodward stated that the two proposed uses, the Shell gas station and McDonald's, rely heavily on pass-by traffic, and, therefore, the development will not add a lot of new traffic to the roads.

Trustee Jamerson asked if there was a traffic study that included the existing McDonald's traffic. Mr. Woodward indicated they did not do a specific traffic study with the existing McDonald's. Ms. Stack explained that they anticipated an increase in traffic during the breakfast period.

Trustee Chamberlain indicated that the Village's consultants made specific requests, some of which were not addressed. She noted that the proposed landscape plan does not have specific plantings and there is no maintenance plan. Mr. Williams indicated they would provide any details needed. Mr. Gendell explained they will work within the Village Ordinances on a maintenance plan. Their standard practice is to maintain the landscape in a first class fashion and replace dead plantings as necessary.

Trustee Baumann asked about the impact on traffic southbound on Milwaukee and turning east on Deerfield. Mr. Woodward explained that the left turn lane provides 600 feet of storage and backs up daily. When asked about the anticipated increase in traffic, Mr. Woodward stated that the proposed plan would add 22 additional vehicles during the morning peak hour and 24 additional vehicles during the evening peak hour which is a minimal increase. Mr. Woodward indicated that Terraco's assertion that there was minimal impact to the traffic resulting from the proposed development is a subjective

opinion rather than a quantitative measure. Trustee Baumann summarized that according to the traffic study data, the development would increase the queue length by 20% over the projected queue length without the development. . Trustee O'Donnell questioned how many turning arrows would a vehicle need to wait through during the peak periods. Mr. Woodward explained that the addition of this traffic may require vehicles to wait two additional cycles.

Trustee Ford asked if the westbound traffic would back up Deerfield Road. Mr. Woodward explained they are providing a dedicated turn lane for vehicles turning left from Deerfield Road onto the site.

Mr. Gendell stated that there is not a single plan that would not increase traffic at this intersection. The traffic generated by this project is relatively small compared to traffic generated by other uses.

Mr. Glenn indicated he had reviewed the plan and concurred that Terraco was using generally accepted methods and analysis in their traffic study. Mr. Glenn explained that the Deerfield Road issues will not improve until after the regional improvements are implemented. From a storm water perspective, the County Ordinances force the proposed improvements and he agrees with Terraco's calculations in that regard. The east 100 feet of the property is owned by the Village. Terraco is proposing an underground storm water detention under that section and he is not comfortable having that on Village property. However, the applicant seemed amenable to establishing a SSA to collect funds for maintenance which would also create an annual reminder for the Board to visit the possible need for funds. Mr. Glenn also stated his suggestion for the shifting the eastern building and its parking spaces in order to remove what he felt was a safety issue in the current plan.

The majority of residents expressed concern about the development, because it could have a negative impact on traffic and may not meet the needs of Riverwoods residents. The residents expressed concern as the proposed uses are not upscale and should not be the gateway to the Village. Residents also expressed concern about having the McDonald's drive-thru open 24 hours. One resident suggested that the Village send out a survey about what residents would like to see at the intersection. Another resident expressed concern about cyclist safety, as the bike path would be extended through the development. Residents were also concerned about the noise and the impact it would have on the value of their homes.

One resident heard the same concerns about a new McDonald's coming to Winnetka when he lived in that Village. He stated that none of the negatives seemed to materialize. He believes that McDonald's is a good corporate citizen. Another resident noted although a gas station and a McDonald's may not be the ideal uses for this corner, it is better than having an empty lot in the Village.

Mayor Norris then called for a brief recess and thanked everyone for their participation and comments.

- Ordinance 14-09-19 Consenting to the Village of Volo and the Village of Bannockburn as additional members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with no Late Fee

Trustee O'Donnell moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

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

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

NAYS: None (0)

- Approval of Contract with Precision Pavement Markings, Inc. of Elgin, Illinois for Portwine Road Pavement Markings

Mr. Glenn explained that this is to restripe Portwine. He solicited quotes as the project is less than \$20,000. The lowest quote was for \$16,600. Mr. Glenn noted \$20,000 has been appropriated through the MFT.

Trustee Chamberlain moved to execute the contract in an amount not to exceed \$16,600. 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)

- Ordinance 14-09-20 establishing Village of Riverwoods Special Service Area 29 for Road Improvements Benefitting Certain Properties on Ringland Road

Mr. Huvad explained that 5 of the 6 property owners submitted petitions requesting that the SSA be established. The Ordinance would establish what was already proposed.

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

Trustee Jamerson moved for Second Reading and adoption. 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)

Trustee Chamberlain reminded the Board that they wanted to charge an administrative fee for these SSA's. She asked if the Village is doing this, and, if not, requested that they start doing it. Mr. Huvad suggested discussing this at a staff meeting.

- Ordinance Amending the Riverwoods Zoning Ordinance concerning the Outdoor Parking of Recreational Vehicles

Trustee Jamerson moved for First Reading of the Ordinance. Trustee Chamberlain seconded the motion. Mr. Huvad explained that this is the section of the Village Code on parking of recreational vehicles. He marked the proposal against the existing text and tried to incorporate residents' comments. He ended up with a series of proposals that he felt most of the residents would approve.

Trustee Baumann asked how the core problem about the distinction between a pad and accessory parking was solved. Mr. Huvad explained that this was solved by allowing a pad to be 10' feet away instead of 5' and requiring screening. When applying for a permit, the resident must submit a screening plan. Trustee Baumann asked how this would be enforced. Mr. Huvad explained any pads within 10' of a lot line would have to be shown on the plat and screening must be indicated. Trustee Baumann

questioned what would happen if the property changed hands. Mr. Huvad noted the screening would already be in place.

Trustee Chamberlain questioned why there is an exception for recreational vehicles. Mr. Huvad explained that a lot of people already had them. Residents brought in photos of their pads and the screening they had in place. Trustee Jamerson questioned why the existing pads are not made non-conforming and have new pads be 20 feet from the property line just as driveways are required to be. Mr. Huvad explained that, typically, the pad is usually off the driveway which would mean that the setback for the pad is more than 20 feet. For the next meeting, he will gather more of the photos taken and show them to the Board.

The motion passed unanimously on a voice vote.

#### Old Business

- Ordinance Approving the First Amendment to the Lease and License Agreement with New Cingular Wireless PCS, LLC – Second Reading

Mr. Huvad suggested putting this on the next meeting agenda, because AT&T has not gotten back to him.

#### 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 10:49 PM.

The next regular meeting of the Board of Trustees is scheduled for October 7, 2014 at 7:30 PM.

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

Attachments:  
Police Report



# Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 09/02/14 12:00 AM  
To Date: 09/15/14 11:59 PM

Incident Type	Number of Incidents
2410 DUI	3
7001 Assist Other Agency	4
7021 Ambulance Call	10
7024 Fire Call	6
7033 Fire Alarm	2
7040 Public Service	5
7041 Premise Exam	23
7045 Well Being Check	1
7049 Notifications	3
7051 Vehicle Lock Out	1
7062 Noise Complaints	1
7079 Other Complaints	1
7082 Burglar Alarm	18
7121 Suspicious Auto	5
7123 Suspicious Person	2
7144 Lost/Mislaid Property	1
7198 Identity Theft	1
7199 Other Investigation	2
7245 Animal Problem	4
7250 Roadway Debris	3
7500 Village Ordinance Violation	1
7503 Motorist Assist	7
7521 Traffic Complaint	2
7522 Parking Complaint	2
7572 Traffic Accident PD	10
7911 911 Hang Up	1
<b>Total:</b>	<b>119</b>
Crime Prevention Notices	4
Case Reports	9
Traffic Stops	63
Persons Issued Citations	40
Citations Issued	56

1 house is currently on the House Watch list and is checked regularly. (See Premise Exam)

After a dog attack, a Notice to Appear was issued on 2 counts each for Keeping a Dangerous Animal and No Current Rabies Inoculation.

---

# **LINCOLNSHIRE - RIVERWOODS**

## **FIRE PROTECTION DISTRICT**

*PROFESSIONALISM THROUGH DEDICATION*

**115 SCHELTER RD. LINCOLNSHIRE, IL 60069 (847) 634-2512 - FAX (847)  
634-2572**



---

Riverwoods Village Board Meeting –September 16<sup>th</sup>, 2014

Call Volume within the Village of Riverwoods through August, 2014

August 2014

	LRFPD	Mutual Aid to DBFD	Total	Year to Date
EMS	12	3	15	141
FIRE	6	2	8	60
Auto Accidents	0	1	1	21
Other	8	0	8	48
<b>Total</b>	<b>26</b>	<b>6</b>	<b>32</b>	<b>270</b>

Village of Riverwoods  
Board of Trustees Meeting  
September 2, 2014

**APPROVED**

In Attendance:

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

Absent was:

Michael Haber

Also Present:

Duane Christenson, Battalion Chief  
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: 7:30 PM

Approval of Minutes

Trustee O'Donnell moved to approve the minutes from the August 19, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously.

Director of Community Services

Director of Community Services, Rob Durning, indicated that the home at 3135 Scotch Lane has an inspection scheduled for tomorrow. The property has been in court due to unauthorized occupancy.

Engineer's Report

Village Engineer Patrick indicated the storm sewer repair work has been completed. They are currently working on the sanitary sewer point repairs.

Plan Commission Report

Plan Commission Chairman David Niedelman indicated that the Plan Commission's official report has not yet been reviewed by the commissioners, and, therefore, has not been approved

and sent to the Board. However, he wanted to informally explain the process and the voting, as he will not be able to attend the next Board of Trustees meeting.

Ch. Niedelman explained there were two parts to the Terraco petition; the Terraco proposal itself which passed with conditions and the Text Amendment to subdivide the property which was denied. One of the larger conditions is that the petitioner needs to provide a landscape maintenance program.

There was a lot of discussion about water detention. The petitioner wanted to initially use the Village outlot. Mr. Glenn did not feel the Village should allow anyone to utilize Village property and then have to deal with the maintenance. The Commission suggested that the Board could create a Special Service Area that would bring an annual tickler before the Board to determine whether money needs to be collected for maintenance. Trustee Baumann questioned who would decide how much money needs to be collected. Mr. Huvad explained that the levy would be set by the Village. Ch. Niedelman indicated that the Commission did not anticipate the need for a levy for a number of years, but that Commission wanted to find a mechanism that would work and also act as a reminder.

Ch. Niedelman explained there was a very extensive discussion on traffic, a lot of which was driven by concern for the residents of Meadow Lake. He indicated a number of Meadow Lake residents expressed concern about the development making the traffic worse. Both Terraco's and Mr. Glenn's traffic studies showed that the proposed project would have no impact on Meadow Lake traffic. Mayor Norris asked that both studies be included in the Commission's report.

Lastly, Ch. Niedelman explained that the proposed Text Amendment to subdivide the property/building was denied because, in the opinion of the commissioners, the request was purely a process to financially benefit the petitioner. The petitioner declined the condominium option, a mechanism already in place that would achieve their intended goal, as being too much work.

Mayor Norris noted that this is strictly a zoning petition and is completely separate from possible TIF funding.

#### Treasurer's Report

Trustee Ford reported that the statement of investment policy has been revised. Mr. Roseth needs to weigh in on it and then it will be sent to the Village advisors for their review and comments. The final document will then be brought to the Board for their approval.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the August 19, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted there is a new activity called Community Service activity where the department's certified crime prevention officer will come to a home or business and conduct a security survey of the property.

On August 29, 2014, the department obtained a warrant and made an arrest of a subject who violated an order of protection four times. On August 31, 2014, the department responded to a report of a suspicious person who had offered two teenagers a ride and also asked the teenagers where the local school bus stop was. The department sent out an alert to neighboring towns and received a response from a nearby town that had a similar incident. Chief Dayno sent out a residential alert on this.

#### Informational Items & Comments from the President

- **Orphans of the Storm**  
Mayor Norris noted that Orphans of the Storm has put in a request for a new well. Mr. Glenn explained that they requested a well between 200 and 400 feet deep, which is not considered a deep well. Mayor Norris does not see an issue with the request. Mr. Glenn indicated that the County requested a letter from the Village stating it is allowable.
- **Motor Fuel Tax**  
Mayor Norris just received a letter from the State that they are providing additional funding for the MFT program.
- **SB3407**  
Mayor Norris stated that the Governor vetoed the portion of this bill that could have restricted what the Village can charge for water and sewer tap-ons.
- **320 Portwine**  
Mayor Norris stated that the Village has signed the contract for the property immediately north of the Village Hall. The Village forester and Mr. Glenn have both looked at the property and agree that it will accommodate a parking lot without impacting trees.

They went through the property and it is adequate for the temporary Village Hall. If needed, the Board will be able to utilize a conference room at Wolters Kluwer for meetings. The construction time will be shortened because the existing Village Hall will be completely vacant during construction which is tentatively scheduled to start in April. The design drawings will be sent out for projected costs as soon as they are completed.

#### New Business

Ordinance 14-07-17 proposing the establishment of Village of Riverwoods Special Service Area number 30 for road improvements benefitting properties on Burr Oak Trail and providing for a Public Hearing and other procedures

Mr. Huvard stated that the Special Service Area includes eight properties. The possible maximum annual levy would be \$15,000 per year with an escalation of the greater of 5% per year of the percentage increase in the CPI. Mr. Huvard does not believe the residents have an immediate project in mind.

Tom Magill, 1 Burr Oak Trail, explained that the residents have met for the past 15 months to address the issue of funding the future road rehabilitation. The funding for road repairs is currently voluntary. The SSA would allow funds to be assessed and collected on a mandatory basis. Mr. Magill believes there would be unanimous support among the eight families.

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Trustee Baumann 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, Jamerson, O'Donnell (5)

NAYS: None (0)

#### Ordinance 14-09-18 proposing an amendment to SSA 19

Mr. Huvard explained that the SSA process is a two-step process. Likewise, the amendment process is two-steps as well. The Board passed the Ordinance proposing to amend the original Ordinance, step 1, but the hearing, step 2, was not scheduled in August. This is to reset the public hearing to November 4, 2014.

Trustee Chamberlain moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

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, Jamerson, O'Donnell (5)

NAYS: None (0)

#### MFT Resolution 14-09-05 – Portwine Road Restriping

Mr. Glenn explained that the fall program will include restriping Portwine Road and resurfacing Calvin Court, Farner Court and Strenger Lane. He split these two projects for two reasons: 1) IDOT's MFT rules allow municipalities to do certain basic maintenance without going through the entire pre-approval process; 2) He would like to fast track the striping to get it done before winter due to temperature requirements for thermal plastic pavement marking. The estimated striping work is about \$14,000. Mr. Glenn is requesting \$20,000 as an appropriation.

Trustee Baumann moved to approve the Resolution for Portwine Road restriping in an amount not to exceed \$20,000. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

MFT Resolution 14-09-06 – 2014 Street Maintenance

Mr. Glenn explained that this is the resolution for the road construction for the resurfacing of Calvin Court, Farner Court and Strenger Lane. He is requesting an appropriation of \$200,000.

Trustee Chamberlain moved to approve the Resolution for the 2014 MFT street maintenance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Resolution declaring an intent to make funds available for certain landscaping costs for residents impacted by construction of the Deerfield Road bike path

Mr. Glenn explained that, as previously discussed at Board meetings, because the Village is not spending money on the construction and phase two design for the Deerfield Road bike path, funds may be freed up to help residents with the landscaping that will be impacted by the project. The County will start negotiating right-of-way with the property owners and asked Mr. Glenn what the Village might do. Mr. Glenn believes this is not an obligation on behalf of the Village beyond what the Board has already considered doing. Rather, it makes known the Village's intent to assist the residents. Mr. Glenn believes this can be handled as an extension of the current forestry program where it would be a reimbursement/cost share program with the residents. The details will need to be worked out, but it will probably be easier to assess the actual impact on residents' properties once the project moves forward.

Mayor Norris noted it would be in the interest of all residents to have landscaping along Deerfield Road rather than fences. Trustee Baumann questioned whether \$250,000 would be enough for the program. Trustee Ford expressed concern that the Village has a lot of financial obligations coming up and this would add another. Trustee Chamberlain agreed and would like the Board to discuss the overall financial picture because of those upcoming obligations. Mayor Norris suggested budgeting and building a fund for this project as the project probably won't start for at least two years.

Trustee Baumann moved to approve the Resolution as presented. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

## Old Business

### Ordinance approving the First Amendment to the Lease and License Agreement with New Cingular Wireless PCS,LLC

Mayor Norris indicated that the Village has not received the requested information so this will be held over to the next Board of Trustees meeting.

## Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Bath – Trustee O’Donnell explained that the Deerfield Road repaving is on schedule to begin this month.

Police/Building/Zoning – Trustee Jamerson presented the building report for the month of August. The report is attached at the end of the meeting minutes.

NSSRA/Information Services/Parks – Trustee Ford reported that there was a finance committee meeting of the NSSRA. They will be presenting a deficit budget to their Board. They are able to do a deficit budget because they have done well over the past few years and can keep the member agency increases to 1.5%.

Woodlands/Finance – Trustee Chamberlain met with the Village Forester. The hazardous tree survey is complete and letters will be going out to residents that have pink ink dots on their trees. They discussed, that in the future, it may be better to have the letters go out before the survey begins. In addition, the possibility of having the forester put door hangers, containing information, on a residents’ door if a hazardous tree is found on their property. The letters will include information about the meaning of the dots and the reason for the survey.

Trustee Chamberlain walked through the Woodland Preserve with Mr. Stewart to determine what additional maintenance contracts are needed and the cost. As soon as the financials are complete through August 31, 2014, she will send them to the Board and will then meet with each Trustee to discuss their portion of the budget for next year.

Trustee Chamberlain is working with an Eagle Scout candidate who is interested in building a bat house for the Woodland Preserve and for the Village hall property.

Drainage/Environment/Stormwater – Trustee Baumann hopes to bring a proposal to the next meeting recommending a course of action, the cost of the transition as well as the cost savings. Basically, the plan calls for consolidating a number of IT activities that are currently being serviced by several different providers. A possible goal is also to retire the Village server and store everything on the Cloud. For now, the police department’s server, which was just replaced, will remain as it is.

## 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 9:12 PM.

The next regular meeting of the Board of Trustees is scheduled for September 16, 2014 at 7:30 PM.

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

Attachments:  
Police Report  
Building Report



## Riverwoods Police Incident Analysis Report Summary by Incident Type

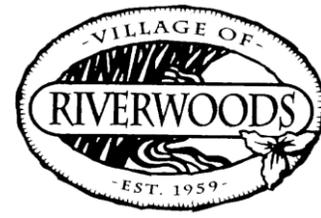


From Date: 08/19/14 12:00 AM  
To Date: 09/01/14 11:59 PM

Incident Type	Numbe of Incidents
0820 Theft Under \$500	1
7001 Assist Other Agency	3
7013 CSA	2
7021 Ambulance Call	6
7024 Fire Call	3
7033 Fire Alarm	2
7041 Premise Exam	17
7042 Child Seat Install/Inspect	1
7051 Vehicle Lock Out	3
7062 Noise Complaints	1
7079 Other Complaints	10
7082 Burglar Alarm	18
7121 Suspicious Auto	6
7178 Missing Person	1
7199 Other Investigation	1
7245 Animal Problem	1
7503 Motorist Assist	3
7521 Traffic Complaint	3
7572 Traffic Accident PD	4
7911 911 Hang Up	2
<b>Total:</b>	<b>88</b>
Crime Prevention Notices	5
Case Reports	5
Traffic Stops	62
Persons Issued Citations	22
Citations Issued	39

1 house is currently on the House Watch list and is checked regularly. (See Premise Exam)

1 arrest for four counts of Violation of Order of Protection



# Internal Memo

**To:** Mayor John Norris & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** September 2, 2014  
**Re:** Building Department Monthly Report

---

**BUILDING DEPARTMENT MONTHLY REPORT**  
**September 2014**  
**Permits Issued**

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 3580 Deerfield Road	Sun Room Addition	41,100	425
2. 2375 Dawson Court	Electrical, miscellaneous	3,920	75
3. 1885 Strenger Lane	R & R Driveway	4,900	100
4. 2085 Robinwood Lane	Reroof	4063	100
5. 1921 Thornwood Lane	Reroof	10,769	100
6. 440 Muirfield Lane	Brick Patio	6,000	150
7. 1343 Woodland Lane	Bathroom Remodel	40,000	350
8. 1105 Milwaukee Ave.	R & R Parking	46,975	168
9. 413 Castle Pines Lane	Paver Patio	12,000	150
10. 2760 Riverwoods Road	R & R Driveway	6,800	100
11. 1922 Thornwood Lane	Reroof	52,335	100
12. 1093 Oakhurst Lane	Reroof	22,030	100
13. 3031 Farner Court	Reroof	35,822	100
14. 2552 Brae Burn Dr	Reroof	10,000	100
15. 2945 Farner Court	R & R Driveway	4,500	100
16. 1660 Robinwood Lane	Reroof	19,118	100
17. 2440 Forest Glen Trail	Shed	2,000	100
18. 592 Eagle Court	R & R Driveway	2,000	100
19. 1765 Robinwood Lane	Reroof	9,128	100
20. 393 Shadow Creek Lane	R & R Driveway	2,300	100
21. 1835 Strenger Lane	Sewer Repair	4,200	100
22. 1 Timberwood Lane	Fence	3,000	136
23. 2382 Sawgrass Court	Reroof	4,500	100
24. 1555 Indian Trail Drive	R & R Driveway	2,430	100

25.	3001 Farner Court	Garage Sale	NA	5
26.	1225 Studio Lane	Reroof	38,140	100
27.	1940 Clendenin Lane	Reroof	39,066	100
28.	1475 East Course Drive	Garage Sale	NA	100
<b>Total</b>			<b>427,096</b>	<b>3,364</b>

**Permit Totals and Annual Comparisons**

	<u>2013 Year to Date</u>	<u>2014 Year to Date</u>	<u>July 2013</u>	<u>July 2014</u>
<b>Permits Issued:</b>	123	149	21	28
<b>Construction Value:</b>	4,844,166	3,169,405	1,643,880	427,096
<b>Fees:</b>	61,568	28,683	9,868	3,364

**Other Activity**

**Number of Inspections:** 24

**Number of Stop Work Orders/ Code Compliance Actions:** 2

Village of Riverwoods  
Board of Trustees Meeting  
August 19, 2014

**APPROVED**

In Attendance:

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

Absent was:

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the August 5, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended with Trustee Jamerson abstaining.

Trustee Jamerson moved to approve the minutes from the August 5, 2014 Executive Session. Trustee Chamberlain seconded the motion. The motion passed unanimously as amended with Trustee Jamerson abstaining.

Treasurer's Report

Village Treasurer Hal Roseth indicated that there is a \$295,000 increase in Village funds. He is working with Susie Crohn to redo the report and better detail the assets. Mr. Roseth spoke to North Side Community Bank who is introducing their CDARS program which provides FDIC coverage for your entire investment by spreading the amount invested in CD's among multiple members in the CDARS network. Unfortunately, the current rate is only 0.12%. They are also sponsoring an ICS program that is another multi-million dollar FDIC insured program in money markets. The Village can go into the program six times per month. He does not have a proposal to use this vehicle at this time, as their current rate is also 0.12%. Trustee Ford is having a

contact she knows review the current investment policies the Village has to assure that the investments are as insured and as collateralized as can be. Mr. Huvard, Trustee Ford and Mr. Roseth have all looked at the new investment policy, which is close to being completed. They will meet with Chase and Wells Fargo to go over the policies and their fees. Trustee Chamberlain suggested providing additional historical data in the reformatted report. Mr. Roseth will provide monthly and annual comparisons.

#### Engineer's Report

Village Engineer Patrick Glenn noted both sewer projects will start this week. He is working on the SSA road work punch lists. Mr. Glenn will bring an MFT resolution for the fall program to the next meeting. He indicated the paint markings on Deerfield Road are for the County's resurfacing project that will begin next month.

#### Director of Community Services Report

Director of Community Services, Rob Durning, reported he will be issuing a permit for handicapped parking for the Medical Center at 1105 Milwaukee Avenue which currently has none.

He received a call about a day care center, possibly with a playground, at Saunder's Court corporate offices. Mr. Huvard will look into the zoning ordinance and the use restrictions of the condominium association to see if there is anything prohibiting that type of facility.

There are two houses in the early stage of plan review. One is near Orphans of the Storm on Riverwoods Road. The existing home will be torn down when the new home is built. The other house is on Hiawatha. Mr. Durning received an inquiry about three lots on Ravinia Green that may be sold off as single family homes.

#### Plan Commission Report

Mr. Huvard indicated that the Plan Commission met and voted to recommend approval of a Special Use for the Terraco project. He hopes to have a report ready to discuss at the next Board of Trustees meeting.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the August 5, 2014 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated there was one arrest for a domestic battery between two family members at a residence in the Village.

### Village Attorney's Report

Mr. Huvard noted that the bank for 9 Julie Lane filed a motion to have itself appointed as the mortgagee in possession. Based on a number of their statements in conversation with Mr. Huvard, it appears they have not seen the property. Having not gotten a response from the bank's attorney to the Village's inquiries by the stated deadline, the Village has prepared an objection to their motion.

The Village was ready to file an administrative warrant on 2421 Forest Glen. Mr. Durning reported that a number of repairs have been done to it, but neither the owner nor the lender has responded to the Village's notice. The complaint will be edited to remove the items that have been repaired.

Mr. Huvard noted that the residents on Burr Oak would like to form a Special Service Area. There are eight homes. The hearing would be in November. They are looking to build up funds to take care of future road repairs and possibly for snow removal.

Mr. Huvard indicated that Trustee Ford has made a number of suggestions regarding the current investment policy. He should have a draft to give to Trustee Ford this week.

### Informational Items & Comments from the President

- Sewer Fee Update and Transfer of Funds  
Mayor Norris explained that the Village still does not have the resident database updated. At this point, he proposes waiting until January 1, 2015. He asked Representative Ann Maine if the County would add the Village's fee onto the bill they send out. She will present it to the committee but doesn't think it will be accepted. In response to Trustee Baumann's inquiry as to what the delay was in getting the resident database updated, Village Clerk Gagerman indicated that the staff needed to be trained and are now inputting the changes. She believes that it could be completed by the end of the week. Trustee Chamberlain suggested notifying residents, as soon as possible, that the Board has already voted to increase the fees. Mayor Norris indicated that the letter has already been drafted and will be sent out prior to the 1<sup>st</sup> of January.
- Use of Village Property at Portwine and Chianti  
Mayor Norris explained that the Trustees discussed the possibility of selling the property across the street. The report from the RPC's sponsored study of the property did not specify the location of the valuable species that were found. The RPC is considering splitting the cost with the Village of another detailed study which would identify and mark the location of the valuable plants. In addition, the high quality wetlands need to be delineated in order to be able to subdivide the parcels for sale. Mayor Norris believes there will be at least two valuable lots on the 7-1/2 acre property. Trustee Baumann suggested having the Village engineer map out the wetlands prior to the independent study, to minimize the area to be studied. Trustee Jamerson asked if the Village would have the ability to restrict the areas that could be developed. Mr. Huvard replied that

there are already restrictions as relates to the wetlands and additional restrictions could be added to the sales contract.

- **Bannockburn BBQ Challenge**  
Mayor Norris indicated that the Bannockburn BBQ Challenge was a success. He thanked Chief Dayno and his wife as well as David Niedelman for their assistance. Lake Bluff won the competition.
- **Highland Park/Deerfield Water Problems**  
Mayor Norris explained that the Village does not have any problems. The Village gets its water from Northbrook. They asked if the Village could supply water to Deerfield if necessary. Mr. Glenn stated that that would be possible.
- **Recommendations concerning additional consultants for Native Planting and Landscape Design**  
Mayor Norris spoke with Trustee Chamberlain and Mr. Stewart about hiring additional consultants as Urban Forest Management does not handle shrubs and ground layer plants, or landscape design. Village personnel would work directly with the other consultant, thereby not incurring an additional management fee from the Forester. Trustee Chamberlain added there would be a very clear division of what would be handled by Mr. Stewart and what would be handled by the new consultant.
- Mayor Norris spoke with Lake Shore regarding the burnt out light bulbs that have been accumulating at the Village. Lake Shore will have UPS pick up the bulbs, since this service is provided for in the contract.
- Mayor Norris met with Buffalo Grove to discuss the development at Deerfield and Milwaukee. They are not ready to move forward at this time. They wanted to know if the Village was interested in entering into a development agreement. Mayor Norris noted that the Mulch Center is talking to Buffalo Grove about possible annexation.

#### Visitors Wishing to Address the Board

Don Wilson, currently a Gurnee Trustee, introduced himself to the Board. He is running for State Senate for the 30<sup>th</sup> District. He stated that he has a lot of municipal experience which would help him at the State level.

Leslie Munger, a candidate for State Representative in the 59<sup>th</sup> District, introduced herself to the Board. She is a Lincolnshire resident. Ms. Munger has a business background and used to run the \$800 million US hair care business for Helene Curtis. She has been an active volunteer in the community and in the schools. She was Citizen of the Year in Lincolnshire and cares a lot about the community and the State. She wants to make a difference in the fiscal management of the State.

Joan Becker, 2750 Edgewood Lane, addressed the hazardous tree removal process. Ms. Becker witnessed 2 incidents of residents in her neighborhood taking down large diameter trees which

caused her concern. She stated that the Village should send out letters informing residents of the process, before beginning to mark trees. Mayor Norris agreed that the letter due to be sent out by the Forester should be sent out closer to the time the trees are being marked. Ms. Becker also suggested possibly furnishing a suggested vendor so that the residents could take advantage of economies of scale. Trustee Chamberlain indicated has done that in that the Village has contracted with Davey Trees who will charge the Village's lower rate to residents for tree removal. Mr. Huvard noted that the lower rate will only apply if the trees can be accessed from the street. Ms. Becker said she spoke to Todd, the forester, who explained that they were only marking trees that were dangerous and close to the street. Trustee Chamberlain will speak with Mr. Stewart about the process. Trustee Chamberlain suggested residents contact her or Mr. Stewart about issues they see with forestry.

### Approval of Bills

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

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

NAYS: None (0)

### New Business

- Ordinance approving the First Amendment to Lease and License Agreement with New Cingular Wireless PCS, LLC  
Mr. Huvard explained that he was looking, at most, for a first reading as the tenant did not get back to him regarding the changes to the agreement. Trustee Haber questioned where the diesel fuel would be located. Mr. Huvard replied that it was at the base of the structure. Trustee Jamerson explained that Northbrook does not allow base tanks as they are concerned about spillage. However, he explained that the other option is a buried tank, which is worse, or a natural gas tank which is less efficient and more costly. Mr. Glenn noted diesel is the fuel of choice as it is self contained. Mayor Norris suggested having a First Reading and then having Mr. Huvard contact the company to get clarification on the issues raised by the Board. Trustee O'Donnell would like to include what the frequency of inspections would be to guarantee the safety of the unit to the agreement.

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

- Ordinance 14-08-16 to enter into a contract to purchase 320 Portwine Road  
Mr. Huvard explained that this is a standard contract other than the provision allowing the seller to close any time before December 31, 2014. The other difference is that the seller wants to keep some of the interior doors, the appliances and some of the fancy light fixtures. If the Village wants to utilize the building as temporary office space, they may have to replace a few items that will be removed. The Trustees suggested viewing the inside of the house.

Trustee Haber noted that during the Executive Session at the last Board meeting, the Trustees discussed selling the property across the street if they decided to buy the adjacent property. His understanding from that discussion was that the acquisition of the new property was conditioned upon the sale of the other property. He would not want to vote on the purchase of the adjacent property until the decision on the property across the street is finalized. Mayor Norris noted that, with the exception of Trustee Chamberlain, he felt that the rest of the Trustees, other than Trustee Jamerson who was absent, agreed that the property across the street should be sold if the adjacent property was purchased. Mayor Norris explained that the Board could not vote tonight to sell the property because it was not on the agenda. However, the Board could vote to resolve to sell the property. Mayor Norris noted that the Village has done nothing with the property across the street. He would like the Village to make a commitment to do something, whether it is selling the property, making it a park or keeping it as green space. There was some discussion by the Trustees about the intended use of the properties when they were purchased.

Mike Clayton, 3030 Blackthorn, questioned why it is good financial policy to sell fixed assets to fund other assets at a time when investments are paying minimal interest. He asked why it is sound financial policy to sell off real estate at a non-peak time. He views real estate as a good investment. Trustee Haber answered that the Board agreed to buy real estate that the Village doesn't necessarily need right now, only if they sold real estate that they don't need. Trustee Haber also explained that the Board had no compelling reason to buy the adjacent property, so long as they understood that it would be cost neutral for the Village. Trustee Chamberlain believes there is a compelling reason to purchase the new parcel, because of things that piece of property can do for the Village that it can't get elsewhere. Trustee Ford believes this would be a restructuring of the assets rather than an investment. She also stated that the cost neutral is important due to several large expenditures coming up.

Mr. Corn asked why the Village does not want to keep both parcels. Trustee O'Donnell stated that he does not believe real estate is part of the Village's investment policy. He believes that the property next door is a good utilization of the Village's assets. He agrees with Trustee Ford regarding her concern with the upcoming expenditures. He believes that the Board needs to be conservative with the assets of the Village and to be good stewards not only of the cash but also the land and the unique nature of the Village.

Mrs. Graditor wondered why the Village is looking to sell a piece of land at a substantial loss. She believes that the real estate market is on the rise. She also suggested that the Village not sell the portions of the property that are the wetlands in order to maintain control of those areas. Mayor Norris responded that should the Board decide that the real estate market is on the rise, the Board would wait and hold onto the property until the most opportune time to sell it.

Mayor Norris believes that the consensus of the Board is that the adjacent property is more important to the Village than the property across the street. He asked the Board for a resolution as to their intent regarding the property across the street.

- Resolution 14-08-04 – Intent to sell Portwine-Chianti Property

Trustee Haber moved to resolve that the Board take appropriate steps to further investigate the species that exist in the Village owned property immediate east of Portwine Road with a view of protecting the species to the extent possible and consistent with the sale of all or part of the property. Trustee Ford seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Haber, O'Donnell (4)

NAY: Chamberlain, Jamerson.

- Ordinance 14-08-16 authorizing the purchase of Certain Property

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

Trustee Haber moved to adopt the Ordinance. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

### 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 9:30 PM.

The next regular meeting of the Board of Trustees is scheduled for September 2, 2014 at 7:30 PM.

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

Attachments:  
Police Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 08/05/14 12:00 AM  
To Date: 08/18/14 11:59 PM

Incident Type	Numbe of Incidents
0810 Theft Over \$500	1
1700 Offenses Involving a Child	1
7001 Assist Other Agency	7
7021 Ambulance Call	5
7024 Fire Call	3
7033 Fire Alarm	3
7040 Public Service	6
7041 Premise Exam	29
7061 Vehicle Lock Out	4
7063 Solicitor Complaints	6
7079 Other Complaints	16
7082 Burglar Alarm	16
7121 Suspicious Auto	1
7123 Suspicious Person	3
7144 Lost/Misaid Property	1
7188 Nuisance Phone Calls	1
7199 Other Investigation	1
7245 Animal Problem	4
7500 Village Ordinance Violation	1
7503 Motorist Assist	7
7505 Traffic Stop	2
7521 Traffic Complaint	4
7522 Parking Complaint	2
7572 Traffic Accident PD	2
7511 911 Hang Up	3
<b>Total:</b>	<b>129</b>
Crime Prevention Notices	8
Case Reports	6
Traffic Stops	51
Persons Issued Citations	21
Citations Issued	27

6 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

Village of Riverwoods  
Board of Trustees Meeting  
August 5, 2014  
**APPROVED**

In Attendance:

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

Absent was:

Rick Jamerson

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: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the April 7, 2014 Village Hall Project Workshop meeting. Trustee Baumann seconded the motion. The motion passed unanimously as submitted.

Trustee Chamberlain moved to approve the minutes from the July 15, 2014 Public Hearing. Trustee Baumann seconded the motion. The motion passed unanimously as submitted.

Trustee Chamberlain moved to approve the minutes from the July 15, 2014 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously as submitted.

Director of Community Services Report

Director of Community Services Rob Durning received a plan from Lake County Public Works to beautify the corner of Lake Cook and Portwine where the lift station is located.

Trustee Baumann questioned whether the Village received all of the septic inspection reports. Mr. Durning reported that the Village received all but one which was inspected and passed according to the property owner.

Mr. Durning indicated that the owner of 3135 Scotch Lane has finally taken out a permit for the required repairs that were noted on the inspection report.

#### Engineer's Report

Village engineer Pat Glenn noted that the paving and landscaping have been completed in the Special Service Area projects. He is pleased to announce that both sewer repair projects should be completed soon. Mr. Glenn will put together his fall roadwork report.

#### Village Attorney's Report

Village attorney Bruce Huvad reported that the Village is doing title searches on three properties. The next step will be to try to get an administrative search warrant on those properties. Once they get inside, based on the condition of the exterior of these homes, they expect to find a number of violations and will then pursue receivership.

Mr. Huvad will get a proposed investment policy to Trustee Ford next week.

#### Plan Commission Report

Mr. Huvad indicated that the Plan Commission will meet on Thursday, August 7, 2014. Trustee Chamberlain requested that the meeting be video taped.

#### Treasurer's Report

Mayor Norris reported that the Village revenue is 23% ahead of budgeted revenue and 21% ahead of last year's revenues due to sales and income tax payments. The total expenditures are at or slightly below budget for the first six months of the year.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the July 15, 2014 Board of Trustees meeting. The report is attached at the end of the minutes.

Chief Dayno noted that there was a residential burglary of a vacant house that is under construction. The department took two reports of credit cards stolen from golf carts at the Deerfield Golf Course. They made an arrest on one of the incidents, charging the suspect with Identity Theft and Unlawful Use of Credit Card. The other case was turned over to Northbrook PD because the card was used in Northbrook, which is in Cook County. Cook County made the second arrest. Golf clubs were also stolen from the golf course.

#### Fire Protection District Report

Duane Christenson from the Lincolnshire-Riverwoods Fire Department presented highlights from the call volume for the LRFDP District including mutual aid to the DBFD District for the month of July, 2014. The report is attached at the end of the minutes.

Call volume is down for the month of July for the same period last year.

#### Informational Items & Comments from the President

- DBR  
Mayor Norris noted that the Chamber of Commerce golf outing is coming up. As per the budget for this year, the Mayor will purchase four tickets and sponsor a hole unless any Trustees have an objection. He encouraged interested Trustees to attend.
- Communities of Distinction  
Mayor Norris asked the Trustees if they would be interested in having the Village participate. The Trustees were not interested.
- Bannockburn BBQ  
The Bannockburn BBQ is this Saturday at Bannockburn Green. The Mayor stated that volunteers to assist him would be appreciated.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

#### New Business

- Possible purchase of 320 Portwine Road  
Mayor Norris distributed a survey of the property. He asked the Trustees if they had any interest in looking at the property immediately north and adjacent to Village Hall. Mayor Norris spoke with the owner who said they would be signing a listing agreement at \$420,000. He asked the Board, subject to the right terms and price, if they were interested in possibly purchasing the property.

The consensus of the Board was to pursue the possibility

#### Old Business

There was no Old Business.

#### Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson sent the Trustees a copy of the building report for July 2014. A copy of the report is attached at the end of the minutes.

Woodlands/Finance – Trustee Chamberlain reported that Mayor Norris has obtained an RFP form that will be used for the hiring of new auditors. She reviewed the draft and Mr. Huvard will

also review it. She has an upcoming meeting with the Village Foresters. Trustee Chamberlain is putting together a brochure for residents to educate them how to care for their properties.

Drainage/Environment/Stormwater – Trustee Baumann has some draft revisions for the Village website. He is also putting together an RFP to possibly replace our current service provider for our e-mail and our server maintenance.

### Executive Session

Trustee Chamberlain moved to go into Executive Session for purposes of discussing possible purchase or use of real property for the use of the Village subject to 5ILCS 120/2 Subsection (5). Trustee Ford seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The meeting adjourned to Executive Session at 8:09 PM.

The meeting reconvened at 8:42 PM

#### In Attendance:

John Norris, Mayor

Michael Baumann

Cheryl Chamberlain

Kristine Ford

Michael Haber

Kevin O'Donnell

#### Absent was:

Rick Jamerson

#### Also Present:

Irene Gagerman, Village Clerk

Bruce Dayno, Police Chief

Patrick Glenn, Village Engineer

Bruce Huvad, Village Attorney

Trustee Haber moved to authorize Mayor Norris and Mr. Huvad to enter into negotiations to purchase the property located at 320 Portwine. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

### Adjournment

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:43 PM

The next regular meeting of the Board of Trustees is scheduled for August 19, 2014 at 7:30 PM.

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

Attachments:  
Police Report  
Fire Protection District Report  
Building Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 07/14/14 12:00 AM  
To Date: 08/04/14 11:59 PM

Incident Type	Number of Incidents
0486 Domestic Battery	1
0625 Residential Burglary	1
0810 Theft Over \$500	1
0820 Theft Under \$500	2
1110 Deceptive Practices	1
1150 Credit Card Fraud	1
2825 Harassment by Telephone	2
7001 Assist Other Agency	8
7021 Ambulance Call	9
7024 Fire Call	3
7039 Fingerprinting	1
7041 Premise Exam	24
7045 Well Being Check	5
7051 Vehicle Lock Out	4
7062 Noise Complaints	2
7063 Solicitor Complaints	4
7078 Construction Complaint	1
7079 Other Complaints	7
7082 Burglar Alarm	32
7083 Hold Up Alarm	1
7121 Suspicious Auto	1
7123 Suspicious Person	6
7144 Lost/Misaid Property	1
7178 Missing Person	1
7198 Identity Theft	1
7199 Other Investigation	2
7231 Death Investigation	1
7245 Animal Problem	12
7250 Roadway Debris	2
7503 Motorist Assist	8
7521 Traffic Complaint	2
7522 Parking Complaint	2
7539 Traffic Investigation	2
7571 Traffic Accident PI	1
7572 Traffic Accident PD	11
7573 Traffic Accident PP	2
7911 911 Hang Up	2
<b>Total:</b>	<b>167</b>
Crime Prevention Notices	4
Case Reports	18
Traffic Stops	115
Persons Issued Citations	83
Citations Issued	105

8 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

# LINCOLNSHIRE - RIVERWOODS

## FIRE PROTECTION DISTRICT

---

PROFESSIONALISM THROUGH DEDICATION

115 SCHELTER RD. LINCOLNSHIRE, IL 60069 (847) 634-2512 - FAX  
(847) 634-2572



---

Riverwoods Village Board Meeting –August 5<sup>th</sup>, 2014

Call Volume within the Village of Riverwoods through July, 2014

### July 2014

	LRFPD	Mutual Aid to DBFD	Total	Year to Date
EMS	14	6	20	126
FIRE	4	0	4	52
Auto Accidents	1	0	1	20
Other	2	0	2	40
<b>Total</b>	<b>21</b>	<b>6</b>	<b>27</b>	<b>238</b>

Battalion Chief Duane Christensen  
Lincolnshire – Riverwoods Fire Protection District  
115 Schelter Road, Lincolnshire Illinois 60069  
(847) 634 – 2512 Fax (847) 634-2572  
dchristensen@lrfpd.org



# Internal Memo

**To:** Mayor John Norris & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** August 4, 2014  
**Re:** Building Department Monthly Report

---

**BUILDING DEPARTMENT MONTHLY REPORT**  
**July 2014**  
**Permits Issued**

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2500 Lake Cook Road	Commercial Build out	2,050,000	6,055
2. 18 Big Oak Lane	R & R Driveway	8,900	100
3. 2700 Lake Cook Road	Lighted Sign	5,700	150
4. 3140 Duffy Lane	Reroof	3,500	100
5. 3035 Farner Court	Rerroof	4,600	100
6. 6 Fox Trail Court	Walkway	3,600	150
7. 1120 Oakhearst Lane	Reroof	31,051	100
8. 2800 Riverwoods Rd.	Driveway & Patio	8,500	250
9. Julie Lane	Fence	7,258	108
10. 3195 Deerfield Road	Garage Sale	NA	5
11. 592 Eagle Court	Driveway & Walkway	2,130	150
12. 1417 Shawnee Trail	Driveway & Patio	11,250	250
13. 1000 Whigam Road	Garage Sale	NA	5
14. 635 Sherry Lane	Reroof	38,100	100
15. 2765 Forest Glen Trail	Reroof	15,985	100
16. 408 Palmer Court	Interior Remodel	28,135	275
17. 8 Vernon Trail	Interior Remodel	92,500	400
18. 1490 Indian Trail Dr.	Reroof	15,000	100
19. 720 Thornmeadow	Garage Sale	NA	5
20. 726 Thorngate Lane	Garage Sale	NA	5
21. 2615 Crestwood Lane	Reroof	17,150	100
22. 751 Congressional Lane	Reroof	18,000	100
23. 2580 Crestwood Lane	Garage Sale	NA	5
24. 3030 Blackthorn	Reroof	51,800	100

25.	725 Juneberry	Reroof	16,180	100
26.	2454 Seminole Court	Generator	7,500	150
27.	761 Links Court	Reroof	18,450	100
28.	1407 Saunders	Patio	6,800	150
29.	440 Thornmeadow	Garage Sale	NA	5
30.	3135 Scotch Lane	Interior Remodel	4,000	100
31.	1915 Maple Place	Generator	9,000	150
32.	1 Vernon Trail	Reroof	4,286	100
<b>Total</b>			<b>2,479,375</b>	<b>9,668</b>

#### Permit Totals and Annual Comparisons

	<u>2013 YTD</u>	<u>2014 YTD</u>	<u>July 2013</u>	<u>July 2014</u>
<b>Permits Issued:</b>	104	125	20	32
<b>Construction Value:</b>	3,350,286	5,147,309	512,408	2,479,375
<b>Fees:</b>	53,175	32,384	4,566	9,688

#### Other Activity

**Number of Inspections:** 43

**Number of Stop Work Orders/ Code Compliance Actions:** 3

Village of Riverwoods  
Board of Trustees Meeting  
July 15, 2014  
**APPROVED**

In Attendance:

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

Absent was:

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  
Hal Roseth, Village Treasurer  
Chuck Stewart, Village Forrester

Call to Order: 7:35 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the July 1, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously with Trustee Ford abstaining.

Trustee Jamerson moved to approve the minutes from the June 17, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There was a minor change made by Mayor Norris. The motion passed unanimously as amended.

Treasurer's Report

Village treasurer Hal Roseth indicated that the June accounts are not all reconciled due to Susie Crohn having difficulty with the new software, specifically with the payroll journal entries. He suggested that maybe Ms. Crohn obtain additional training from the software company. Mr. Roseth indicated that the Village has \$16,250,000 which is higher than the May balance. The yields have not changed much. He has received some additional benchmark information on various account yields from the investment advisors. Mr. Roseth wants to transfer \$500,000 out

of the checking account. This will be done as soon as he has done more research into the recommended corporate securities and makes a decision on what to invest it in. He believes the Village yield will increase by .75 basis points after the purchase of the new individual securities. The Trustees asked if the Village could consider bond funds rather than individual securities. Mr. Roseth will look into it.

### Engineer's Report

Village engineer Patrick Glenn indicated that the Kenilwood and Windlake road paving should be completed by the end of the week. The landscaping will be completed the following week. The pothole repairs will begin next week on Thursday. The storm and sanitary sewer repairs are still working their way through insurance documentations. Mr. Glenn noted that the County would not fix potholes on Deerfield Road until the fall when they plan to resurface the road.

### Director of Community Services Report

Director of Community Services Rob Durning noted that the Village received additional test results for septic properties. He is still waiting for three reports. He will stay on top of it until all of them are in.

The Village will go to court in August on a property on Timberwood that has multiple code violations. Permanent occupancy was issued to 720 Juneberry. A home on Thornmeadow also has numerous code violations. It is basically being used as a warehouse. Mr. Durning approached the landlord and the tenant will be evicted by the end of the month.

Mosquito spraying has been happening weekly. The Village posts signs to that effect on the road.

### Plan Commission

Chairman David Niedelman indicated that the RV pad Public Hearing has been continued to the August meeting. The Commission had an in depth discussion on the Terraco property. They have presented everything except tax revenue. At the next meeting, the Commission will discuss the compensatory water issue, the tax revenue and the text amendment that will subdivide the property by the actual buildings and will possibly vote on the proposal.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the July 1, 2014 Board of Trustees meeting. The report is attached to these minutes.

Chief Dayno stated there were several burglaries including a vehicular burglary, 2 garage burglaries and burglary of a home under construction. The department is actively working with other police departments that have had similar incidents. There was also a residential burglary during the day while the owners were working in their yard. Patrols have been increased in those areas. Chief Dayno put out a residential alert. He stated that the best way to catch burglaries while they are happening is by vigilant neighbors calling the department.

### Fire Protection District 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. The report is attached to these minutes.

Chief Christenson indicated the department is on pace with last year. He discussed the LifeLine program and noted it is available to residents.

### Village Attorney's Report

Mr. Huvard noted that there are enforcement actions against vacant homes and residents having work done without permits. The owner of 3135 Scotch Lane finally appeared in court. The Judge ordered that the owner come in for a permit which has not yet happened. The next court date is July 31, 2014.

The receiver for 9 Julie Lane filed a report. The bank had previously stated that they were interested in repairing the home, but has not yet contacted the Village.

There are three additional properties Mr. Durning wants to inspect because he feels they may be vacant which would bring the total of possible vacant homes to four. Mr. Huvard explained that the basic strategy they are developing is that if Mr. Durning can determine, from the outside, that the house is in real bad shape, the Village will apply for receivership. However, if it is not obvious from the outside, the Village sends out a notice to the owner stating that the Village believes the house is vacant and requests that the owner come to the Village within 15 days to explain how they are going to secure the house. If the owner does not comply, the next step is to apply for an administrative warrant to inspect the house.

Trustee Haber asked if 1080 Hiawatha was one of the four homes. It was not, but will now be added to the list.

### Informational Items & Comments from the President

- 2013 Audit  
Mayor Norris provided the Trustees with copies of the audit. In general, things continue to be good. There are no serious problems. The main issue is inadequate controls that are common to small Villages. The report includes the 10-year history of operation cash flows. There was a discussion about changing auditors. The consensus was to put out an RFP to possibly consider new auditors.
- 4<sup>th</sup> of July Parade  
Mayor Norris indicated that the response to the Village wrestling champions was very nice. Orphans of the Storm also had a nice presence in the parade. He is already working on a better presentation for next year.

- Mayor Norris explained that Senate Bill 3507 is on the Governor's desk. The bill would restrict both the sewer and water tap-on charge to no more than 2 month's water or sewer bill. There is no preemption for Home Rule which would exclude Riverwoods. However, he would rather that that language be removed from the Bill. Mr. Huvad believes Special Service Areas may be exempt from this Bill.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

#### Approval of Bills

Trustee Haber moved to approve the bills. Trustee Jamerson seconded the motion. Mayor Norris indicated there are a number of corrections that need to be made in terms of general account classification. A few bills were pulled from consideration. The motion passed by the following vote:

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

NAYS: None (0)

#### New Business

- There was no New Business.

#### Old Business

- Ordinance 14-07-15 amending the Village Code concerning policies for part-time police officers

Trustee Haber moved to adopt the Ordinance. Trustee Jamerson seconded the motion.

Mayor Norris noted that the Board discussed this at the last meeting. The amendment would allow the Police Chief to ask the Mayor to authorize additional work hours for part-time officers that would exceed the 1,000 hour limit in order to meet staffing requirements. The motion passed by the following vote:

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

NAYS: None (0)

Mayor Norris welcomed former Mayor Bill Kaplan and Sherry Kaplan from Arizona.

#### 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 8:25 PM.

The next regular meeting of the Board of Trustees is scheduled for August 5, 2014 at 7:30 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Attachments:  
Police Report  
Fire Protection District Report



## Riverwoods Police Incident Analysis Report



### Summary by Incident Type

From Date: 07/01/14 12:00 AM  
To Date: 07/14/14 11:59 PM

Incident Type	Numbe of Incidents
0625 Residential Burglary	4
0760 Burglary From Motor Vehicle	1
1310 Criminal Damage to Property	2
3001 Fireworks Complaint	2
7001 Assist Other Agency	11
7004 Check/Secure Park	1
7021 Ambulance Call	8
7024 Fire Call	1
7033 Fire Alarm	2
7040 Public Service	4
7041 Premise Exam	16
7045 Well Being Check	1
7051 Vehicle Lock Out	2
7062 Noise Complaints	1
7063 Solicitor Complaints	2
7079 Other Complaints	4
7082 Burglar Alarm	9
7083 Hold Up Alarm	1
7121 Suspicious Auto	4
7123 Suspicious Person	1
7139 Other Trouble	1
7148 Insurance Report	1
7160 Turned In Weapon/Ammo	1
7199 Other Investigation	1
7245 Animal Problem	6
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	5
7521 Traffic Complaint	2
7522 Parking Complaint	2
7539 Traffic Investigation	1
7572 Traffic Accident PD	1
7911 911 Hang Up	2
<b>Total:</b>	<b>102</b>
Crime Prevention Notices	8
Case Reports	13
Traffic Stops	65
Persons Issued Citations	36
Citations Issued	39

3 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

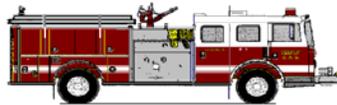
# LINCOLNSHIRE - RIVERWOODS

## FIRE PROTECTION DISTRICT

---

PROFESSIONALISM THROUGH DEDICATION

115 SCHELTER RD. LINCOLNSHIRE, IL 60069 (847) 634-2512 - FAX  
(847) 634-2572



---

Riverwoods Village Board Meeting –July 15th, 2014

Call Volume within the Village of Riverwoods through June, 2014

### June 2014

Date	LRFPD	Mutual Aid to DBFD	Total	Year to
EMS	16	5	21	106
FIRE	7	0	7	48
Auto Accidents	3	2	5	19
Other	6	1	7	38
<b>Total</b>	<b>32</b>	<b>8</b>	<b>40</b>	<b>211</b>

Battalion Chief Duane Christensen  
Lincolnshire – Riverwoods Fire Protection District  
115 Schelter Road, Lincolnshire Illinois 60069  
(847) 634 – 2512 Fax (847) 634-2572  
dchristensen@lrfpd.org

Village of Riverwoods  
Board of Trustees Meeting  
July 1, 2014  
**APPROVED**

In Attendance:

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

Absent were:

Kristine L. Ford

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: 7:30 PM

Director of Community Services Report

Rob Durning reported that the Village has plenty of larvacide available for residents.

He noted that Comed's 2013 annual report, which he had forwarded to the Board, was not much different than that of 2012. Trustee Jamerson commented that the report included a lot of interesting information including the duration and reasons for outages.

A permit for demolition for a house on Hiawatha will be submitted shortly. A new home will be built on the property. The Village is going to court for some nuisance complaints for a house on Timberland.

Trustee Chamberlain stated that Clarke Mosquito had a booth at the Deerfield Farmer's Market. She found out that residents can get notification of the spraying schedule if they register with Clarke by either calling them or signing up on their website. She suggested putting this information on the Village website.

Trustee Baumann questioned whether the Village has received safety certifications from the homes on septic. Mr. Durning indicated that the Village has received a few but he would be following up with the other residents.

### Engineer's Report

Mr. Glenn indicated that the paving project for the Special Service Areas is in full swing. Mr. Glenn thinks that the restoration will be completed in less than a month. The Village road patching should begin next week.

Mr. Glenn met with Lake County staff regarding the phase II design of the bicycle path. The County is getting ready to start negotiations with the property owners along the road regarding the right-of-way they are seeking. Initially, the Village proposed a program wherein they would participate in some landscaping outside of the right-of-way in the form of an easement adjacent to the right-of-way. The County negotiator suggested that they and the Village should work together to obtain the right-of-way and the easement at the same time.

Mr. Glenn now believes that the Village should set aside their easement plan and let the County move forward with their negotiations and build their project. The Village would then address the impacts on an individual property basis. He suggested that the landscaping could be handled as part of the Village cost sharing program rather than through an easement. Mr. Huvard noted that the Village came up with the idea of an easement to help with the landscaping before the Village really had cost sharing programs. Trustee Chamberlain suggested that the Board discuss types of plantings and costs with the Village forester so they can create a budget for the program. Trustee Jamerson believed there was a figure of \$250,000 discussed. Mr. Glenn noted that that would have been the Village's cost if the project had been a federally funded village local agency project. Mayor Norris stated that he will work with the Trustees involved in this particular area of Village business and the Village forester to come up with a starting point for further discussion.

### PlanCommission Report

The Plan Commission will hold a meeting on July 10, 2014 to discuss the newer version of the recreational vehicle Ordinance and Terraco will be presenting more of their proposal.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the June 17, 2014 Board of Trustees meeting. A copy of the report is attached.

Chief Dayno put out a residential alert on Sunday night regarding some telephone scams. People are getting calls from people stating they are from the IRS or the gas company and are requesting money.

### Informational Items & Comments from the President

- RPC Vegetation Assessment of 285 Portwine  
Mike Clayton, 3030 Blackthorn, stated 90% of Illinois' original native wetlands and 18% of the native wetland plant species are gone. With that in mind, the RPC organized a vegetation assessment of the property at 295 Portwine was conducted.

Rachael Goad from Habitat 2030 and also the manager of the Plants of Concern program at the Chicago Botanic Garden is one of the authors of the assessment report. She stated that the property has a number of large, mature oak trees. Overall, they found 119 plant species on the seven acre site. 77% of those were native species. The understory is very diverse. Notably, they found one state-threatened species, which may become extinct.

Ms. Goad indicated that the survey did not comprehensively study other organisms, but they did notice a number of fauna including flycatchers, frogs and dragonflies. Overall, Ms. Goad was very impressed by the quality of the unprotected site. She thinks the area could be a significant natural asset to Riverwoods and represents a wonderful opportunity to restore a slightly degraded remnant site to a beautiful natural area.

Trustee Baumann asked what would be needed to bring the area to a remnant status. Ms. Goad explained the Village could remove the invasive species and possibly do a burn. Trustee Haber questioned whether there is anything unique about that site that is not replicated elsewhere in the Village. Ms. Goad could only speak to the ecological state of the site.

Mr. Huvad questioned whether additional studies would be needed if the Village decided to designate the property as a nature preserve. Ms. Goad explained that a more in depth inventory and a systematic sampling would need to be taken to understand the abundance of the plantings. In order to be a nature preserve, a number of state-threatened species must be found and there could possibly be a size requirement. With restoration, other species may be found. Mayor Norris asked if Ms. Goad knew of any state or federal funding programs that could help with restoration. Jonathan Schlessinger, a former Riverwoods resident, indicated he runs volunteer events for the Forest Preserves in Cook County and believes volunteers are a powerful tool in the restoration of land. Mayor Norris noted that the Village will have to determine what they want to do with the property.

- **Audit – Uncollectable Accounts**  
Mayor Norris noted that the 2013 audit was officially completed. The Village needs to remove some of the receivables as they are ten years old and no longer able to be collected.
- **IML Conference Registration**  
Mayor Norris encouraged the Trustees to attend the Illinois Municipal League conference. The conference covers a number of useful topics.
- **July 4<sup>th</sup> Parade**  
The State wrestlers that were honored at the last Board of Trustees meeting will be in the parade. Mike Corn has volunteered a vehicle for the parade.
- **Village Hall**  
After the heavy rain last night, the Village Board Room has a few puddles of water.

- Parkway North  
The property along Saunders Road was sold. The developers are looking at a large corporate tenant.

#### Visitors Wishing to Address the Board

Carol Lieberman, 406 Greenbriar, asked whether the Village has cleared the buckthorn and barberry just west of Village Hall. Mayor Norris indicated it was cleared at some point, but not recently. Trustee Chamberlain will speak with Mr. Stewart about getting a schedule to clear invasive species from Village property.

#### New Business

- Ordinance amending the Village Code concerning policies for part-time police officers

Chief Dayno gave a brief history of the existing Ordinance. He explained that the Illinois Law Enforcement Training Standards Board limits the number of hours part-time officers can work to 1,560 hours. The Illinois Municipal Retirement Fund (IMRF) limit for a part-time employee is 1,000 hours. Chief Dayno explained that if an officer goes over 1,000 hours in a calendar year, the employee needs to be enrolled in the IMRF. Therefore, he chose the lower number of 1000 when the Ordinance was drafted.

Chief Dayno currently has one full-time officer that is on medical leave and has one part-time officer that is willing to work more hours to make up for the officer on leave. The total hours would not exceed the ILETSB's limit of 1,560. The Village would have to enroll the officer into the IMRF and would be responsible for paying 10.75% of those hours over 1,000 hours in a calendar year. He is asking the Board to amend the Ordinance to allow him, with the authorization of the Mayor, to have a part-time officer work up to 1,560 hours in a calendar year to meet staffing requirements.

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

#### Old Business

There was no Old Business.

#### Standing Committee Reports

- Roads/Waste Hauling - Trustee O'Donnell reported that he will follow up with Representative Maine on the status of Deerfield Road
- Police/Building/Zoning – Trustee Jamerson presented highlights from the Building Report for June. A copy of the report is attached.

- Treasurer Liaison/Parks/NSSRA – Mayor Norris reported that Trustee Ford is still working with the Village Treasurer on investments.
- Woodlands/Budget & Operations – Trustee Chamberlain noted that the educational signs are still not installed at the Woodland Preserve. She does not understand the holdup but will follow up with the Village forester. She and the Mayor are still cleaning up and reclassifying expenses in the general ledger.
- IT/Drainage/Stormwater/Environment – Trustee Baumann met with Mike Borchew and Ron Ballard from Impact Networking. He found that our website technology is very old and is basically a static document and, therefore, not able to allow us to do our own contact management. He will sit down with Ron Ballard and update the website and correct inaccurate information. He would like to add 2 pages to the website: one dedicated to the Village Hall renovation and one to add a cross index to facilitate navigation. Trustee Baumann would like to come up with a list of user requirements that could be used to go out for bids.

### 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 8:49

The next regular meeting of the Board of Trustees is scheduled for July 15, 2014 at 7:30 PM.

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

Attachments:  
Police Report  
Building Report

5/



# Riverwoods Police Incident Analysis Report



## Summary by Incident Type

From Date: 06/17/14 12:00 AM  
To Date: 06/30/14 11:59 PM

Incident Type	Number of Incidents
1310 Criminal Damage to Property	1
7001 Assist Other Agency	8
7021 Ambulance Call	9
7024 Fire Call	1
7023 Fire Alarm	2
7040 Public Service	4
7041 Premise Exam	31
7045 Well Being Check	1
7049 Notifications	1
7051 Vehicle Lock Out	8
7062 Noise Complaints	1
7063 Solicitor Complaints	1
7079 Other Complaints	5
7082 Burglar Alarm	17
7121 Suspicious Auto	1
7123 Suspicious Person	3
7130 Domestic Trouble	1
7140 Malicious Mischief	1
7198 Identity Theft	1
7245 Animal Problem	8
7250 Roadway Debris	2
7503 Motorist Assist	4
7521 Traffic Complaint	4
7571 Traffic Accident PI	1
7572 Traffic Accident PD	7
7611 911 Hang Up	3
<b>Total:</b>	<b>120</b>
Crime Prevention Notices	7
Case Reports	6
Traffic Stops	78
Persons Issued Citations	46
Citations Issued	53

7 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)



# Internal Memo

**To:** Mayor John Norris & Rick Jamerson  
**CC:** Robert Durning & Cheryl Chamberlain  
**From:** Meghan Richardson  
**Date:** July 1, 2014  
**Re:** Building Department Monthly Report

---

**BUILDING DEPARTMENT MONTHLY REPORT**  
**June 2014**  
**Permits Issued**

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	
<u>Fees</u>			
1. 2393 West Course	Irrigation System	6,265	150
2. 140 Pine Tree	Sewer Repair	3,875	100
3. 1365 Woodland Lane	Patio & Fire Pit	20,000	300
4. 2421 Shadow Creek Ln	Fence	4,850	100
5. 845 Blackhawk Lane	Fence	3,000	110
6. 2328 Masters Lane	Patio & Side	3,550	150
7. 2460 Riverwoods Road	Reroofing	7,592	100
8. 1355 Kenilwood Lane	R & R Driveway	5,200	100
9. 2610 Lake Cook Road	Paving Parking Lot	53,000	530
10. 1 Baneberry Lane	Interior Remodel	25,000	350
11. 3223 Blackthorn	Natural Gas Generator	9,500	150
12. 2496 Royal Troon Court	Natural Gas Generator	9,500	150
13. 895 Hoffman Lane	Garage Sale	NA	5
14. 3700 Deerfield Road	Patio	3,800	300
15. 1175 Studio Lane	Patio	6,700	150
16. 880 Hiawatha	Patio	20,000	150
17. 681 Thornmeadow Rd	Sun Porch	35,000	350
18. 1051 Hoffman Lane	Reroofing	31,400	100
19. 420 Portwine	Demo & Patio	15,000	150
20. 1559 Clendenin Lane	Reroofing	17,100	100
21. 455 Somerset Hills Ct	Sewer Repair	2,800	200
22. 491 Muirfield Lane	R & R Driveway	2,000	100
23. 497 Thorngate Lane	Garage Sale	NA	5

24. 2520 Forest Glen Trail	Reroofing	17,450	100
25. 408 Greenbriar Lane	Reroofing	10,000	100
26. 2685 Edgewood Ct	Culvert Repair	9,00	100
27. 2440 Duffy Lane	Reroof	8,000	100
<b>Total</b>		<b>321,482</b>	<b>4,750</b>

**Permit Totals and Annual Comparisons**

	<u>2013 Year to Date</u>	<u>2014 Year to Date</u>	<u>June 2013</u>	<u>June 2014</u>
<b>Permits Issued:</b>	84	93	27	27
<b>Construction Value:</b>	2,837,878	2,667,934	630,820	321,482
<b>Fees:</b>	48,609	22,716	7,732	4,750

**Other Activity**

**Number of Inspections: 43**

**Number of Stop Work Orders/ Code Compliance Actions: 3**

Village of Riverwoods  
Board of Trustees Meeting  
June 17, 2014  
**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  
Hal Roseth, Village Treasurer  
Jack Siegel, Village Attorney  
Chuck Stewart, Village Forrester

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the June 3, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously as submitted.

Treasurer's Report

Village treasurer Hal Roseth presented highlights from the treasurer's report. The Village has \$13,600,000 invested. The approximate \$600,000 with Wells Fargo is yielding slightly under 3%. The investable JP Morgan Chase funds are also yielding slightly less than 3%. The unmanaged investment funds are yielding substantially less at about .5%.

Mr. Roseth and Trustee Ford have held several recent meetings about the function of the Village's financial advisers and what they expect of them, including a better reporting system with benchmarks that apply to the Village's type of investments. Mr. Roseth & Trustee Ford would like to explore some other markets where the Village is not currently investing. Trustee Ford indicated that the advisors are exploring investing a small percentage of the total managed investments in the corporate market. Mr. Roseth indicated that the Village has \$1,500,000 in the

operating account. They are looking into reducing that amount by half and investing the other half.

#### Engineer's Report

Village engineer Patrick Glenn indicated the special service area construction is under way. The contractor has moved on to Kenilwood. The insurance paperwork covering the sewer and pothole repairs is almost completed.

#### Director of Community Services Report

Director of Community Services Rob Durning indicated that the aerial spraying for adult mosquitoes will be done tonight. He also has a limited supply of shaker bottles of larvicide available for residents to pick up.

#### Plan Commission Report

Mr. Huvad noted that the Plan Commission met on Thursday to discuss a draft proposal regulating recreational vehicle parking. The Plan Commission came up with various requirements and will meet on July 10, 2014 to further discuss the proposed revisions before making a recommendation to the Board.

Terraco will come before the Plan Commission on July 10, 2014. Mayor Norris noted that the escrow from Terraco has been exhausted. Terraco will need to replenish the escrow before they will be allowed to proceed with the presentation.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the June 3, 2014 Board of Trustees meeting. The report is attached to the minutes.

Chief Dayno stated the missing person listed on the report was found quickly. The department made an arrest for three counts of criminal sexual abuse for an incident that occurred on April 26, 2014.

#### Village Attorney's Report

The receiver for 9 Julie Lane received a call from the bank who has hired a company to fix up the property. Mr. Huvad told the bank that the receiver and the Village's costs must be paid and the plans must be presented to the Village.

#### Informational Items & Comments from the President

- Wrist Bands for 4<sup>th</sup> of July

Mayor Norris received 10 ride wristbands for the Deerfield 4<sup>th</sup> of July festivities. The wristbands will be available to residents on a first come first serve basis.

- **Mail Boxes**  
The Trustees discussed the large mailbox on Deerfield Road east of Portwine at the last meeting. The Village does not have an Ordinance applicable to mailboxes. The mailbox complies with the post office's regulations.
- **DHS Groundbreaking Ceremony for Monday, June 30, 2014 at 11:00 am**  
The Village received an invitation to the Deerfield High School groundbreaking ceremony. All of the Trustees are invited to attend.
- **Deerfield Road Resurfacing**  
Mayor Norris received a letter from the Lake County Department of Transportation. Portions of Deerfield Road will be resurfaced by this fall. Lanes on Deerfield Road will be closed and a flagger will direct traffic.

#### Visitors Wishing to Address the Board

Len and Dee Smagatz, Big Oak Lane, thanked the Village for the Proclamation in honor of their 60<sup>th</sup> anniversary.

#### Approval of Bills

Trustee Jamerson moved approval of the bills. Trustee Chamberlain seconded the motion. Trustee Jamerson questioned the bill for culvert maintenance on Portwine. Mayor Norris indicated there was a large blockage at Orange Brace in June. The Trustees questioned the amount of the bill as it seemed excessive and decided to pull the bill from SKS Construction. Trustee Baumann requested clarification about the posting of the Highland Solutions bill. Trustee Chamberlain would prefer the items in the miscellaneous category to be properly categorized. The motion passed by the following vote:

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

NAYS: None (0)

#### New Business

- **Proclamation honoring Holden Heller, Kenny Kerstein and Reece Heller**  
Mayor Norris read Proclamations honoring the three State wrestling champions that reside in Riverwoods. Mayor Norris proclaimed that June 17, 18, and 19 be reserved to honor the three respective wrestling champions.

Trustee Haber moved to accept the Proclamations. Trustee Baumann seconded the motion. The motion passed unanimously on a voice vote.

- Approval of Design Scheme for Village Hall  
Trustee Jamerson reviewed the highlights from the Design Committee report which ultimately produced the design scheme presented to the Board.

Trustee Jamerson moved to approve the design scheme as submitted. Trustee Chamberlain seconded the motion.

The Trustees discussed the projected cost, noting that the initial projection was \$1,800,000. Mr. Hammer stated that there were a number of changes and that the construction estimate is now approximately \$2,400,000 excluding soft costs and furniture. He stated that the increase was due to an increase in the square footage of the project. Mr. Hammer indicated that the proposed buildings would be 12,259 square feet excluding the attic storage. The existing buildings, including the old police station, are 8,600 square feet. Mayor Norris stated that with the additional soft costs, landscaping, furniture and fixtures, the Board should figure on a total cost of approximately \$3,000,000.

Trustee Haber stated that the parking lot was not adequate nor designed to work properly. Mr. Glenn noted that the parking was laid out to preserve the plantings while maximizing the number of parking spaces. Mayor Norris indicated that the parking and landscaping would be discussed at a later date. Tonight, the Trustees should only consider the design scheme, so that staff can get better cost estimates. Trustee Haber and Trustee O'Donnell were not in favor of voting on a piecemeal design. Trustee Haber is also not comfortable voting on this without having all of the facts, including more accurate costs. Mayor Norris explained that to get firmer costs, they needed to proceed with design development to get bids. Trustee O'Donnell questioned the need for a building that is 50% larger than the current structure. Mayor Norris explained that the increase in square footage is primarily in the larger boardroom and in the public areas and not the office space.

Sherry Graditor, Hoffmann Lane, expressed concern that the current Village Hall is not a green building. Mayor Norris explained that the environmental elements of the future building would be considered at a later time.

Both Trustee Ford and Trustee Chamberlain agreed that public comment is essential to this process.

Trustee Chamberlain stated that she could move forward with the proposed design if changes could be made to reduce costs if the Board felt that the costs were getting too high. Mayor Norris stated that if the costs do not meet the Board's expectations, the Trustees could ask Mr. Hammer to implement course corrections. Mr. Hammer explained that the Trustees could get firmer estimates at the design development phase.

Trustee Jamerson moved to call the question. Trustee Ford seconded the motion. The voice vote was 3-3 so the motion did not pass. Discussion then continued.

After further discussion, Trustee Chamberlain moved to call the question. Trustee Jamerson seconded the motion. The motion passed on a 4-2 voice vote.

The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Jamerson (4)

NAYS: Haber, O'Donnell (2)

- Approval of Contract for Architectural Services for Village Hall  
Mr. Huvad explained that now that the schematic design is done, the next phase is the design development at a cost of \$34,000. The cost could increase if major revisions to the plan were requested well into the design stage. Mr. Hammer will be working with Gewalt Hamilton for their engineering services and Urban Forest Management will oversee the landscape design. The Village could terminate the contract at any time and just pay for services rendered.

Trustee Haber moved to approve the contract for architectural services for the Village Hall in an amount not to exceed \$34,000. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Jamerson (4)

NAYS: Haber, O'Donnell (2)

- CCI, Corp./Call Construction Corp proposal for Storm Sewer Maintenance Work at 1925 Calvin Court – Strenger Lane SSA 7  
Mr. Glenn explained that the Village received a complaint from a resident concerning a storm sewer failure. Call Construction has done excellent work on similar small projects in the Village. Mr. Glenn stated that the contract includes some driveway repair caused by the storm sewer failure. Mr. Glenn recommends that the Board approve the proposal in the amount of \$3,500. He added that there is \$72,000 in this SSA fund that more than covers this expense.

Trustee Haber moved to approve the contract for storm sewer maintenance work at 1925 Calvin Court and Stenger Lane to Call Construction Corp in an amount not to exceed \$3,500. 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

There was no Old Business.

Board of Trustees Meeting

June 17, 2014

Page 6 of 6

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 9:58

The next regular meeting of the Board of Trustees is scheduled for July 1, 2014 at 7:30 PM.

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

Attachment:  
Police Report

Village of Riverwoods  
Board of Trustees Meeting  
June 3, 2014  
**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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the May 20, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously with Trustee Ford abstaining.

Director of Community Services Report

Mr. Durning indicated that the first mosquito spraying will take place this week. He stated that larvicide will be available to residents free of charge starting Friday.

The Village has issued a number of siding permits due to woodpecker damage. The agent for 1565 Shawnee agreed to allow Mr. Durning to inspect the inside of the house. He has not heard from the owners of the abandoned property on Forest Glen or from the owners of 3135 Scotch Lane.

Engineer's Report

Mr. Glenn reported that the main paving project is underway. He stated that the patching has been completed in Hiawatha Woods, that East Course and Blackheath are almost done and that Winlake Terrace will be done soon after that. They will then start on Kenilwood. He is still working on the paperwork for the pothole patching project.

Village Attorney's Report

Mr. Huvad received the first draft of the 2013 annual audit from Miller Cooper. The house at 1382 Kenilwood was demolished. The two lenders are fighting for lien priority, neither of which has gotten a judgment of foreclosure against the borrower. Mr. Huvad is working with the receiver and their attorneys to figure out how to get a judgment to allow the receiver to sell the property. Ideally, he would like the lenders and the borrower

to agree to put the property on the market. The receiver for the property at 9 Julie Lane is going to court with a new feasibility report and is recommending demolition.

### Plan Commission Report

Ch. David Niedelman stated that at the June 12, 2014 meeting, they will have a Public Hearing to consider a Text Amendment on recreational vehicle parking on private property in the Village. There will also be some continued discussion on the Terraco property. Ch. Niedelman hopes to take a vote on the Terraco property at the July 10, 2014 Plan Commission meeting.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the May 20, 2014 Board of Trustees meeting which is included in the record. He stated there was a burglary on Hiawatha. The house is between owners and is currently vacant. All of the appliances and the furnace were removed from the house. Last Saturday, the department conducted alcohol compliance checks. None of the establishments sold alcohol to the underage agent.

### Fire Protection District 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 May. There were 30 calls including 12 EMS calls, 13 fire calls, three auto accident and two other calls. There were 171 calls year to date.

### Informational Items & Comments from the President

- Mayor Norris informed the Board that political season has started and there may be some candidates asking to address the Board at upcoming Board meetings.

### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

### New Business

- Ordinance 14-06-12 proposing to amend the maximum annual levy permitted in Village of Riverwoods Special Service Area number 19, and providing for a Public Hearing and other procedures

Mr. Huvad explained that the Hiawatha Woods SSA has ad valorem taxation and has a levy cap of 22 cents per \$100 of assessed value. They need to raise that cap to meet their needs until the property values increase. The Ordinance to amend the SSA would follow the same process as a new SSA. The SSA is suggesting raising the cap to 50 cents per \$100 of assessed value.

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

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

The Trustees discussed the possibility of the homeowners not agreeing to the increase. Mr. Huvad explained that at least 51% of the homeowners must agree to the Ordinance before it can be passed by the Board. The Trustees suggested including an administrative fee in the Ordinance. Mr. Huvad

suggested discussing a general policy regarding administrative fees for SSAs rather than implementing a fee within this Ordinance.

The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 14-06-13 establishing the General Prevailing Rate of Wages in the Village of Riverwoods

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Trustee Bauman moved for Second Reading and adoption of the Ordinance. 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)

- Terraco Project Review – request for additional budget authorization

Mr. Huvad noted that the original budget from SB Friedman for the budgeting and vetting of the numbers from Terraco. SB Friedman has gotten a lot of data and done a lot of modeling on the project and has exhausted their initial fee of \$10,000. They have asked for up to an additional \$5,000 to complete the project. Mr. Huvad explained that the money will come from escrow funds collected from Terraco and believes that their request is reasonable. Mayor Norris indicated that the escrow balance is under \$5,000, but will be replenished before they ask SB Friedman to proceed.

Trustee Haber moved to authorize up to \$5,000 additional to SB Friedman for completion of the Terraco project review. 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 14-06-14 approving the sale of personal property – Second Reading

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

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

NAYS: None (0)

### Standing Committee Reports

- Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell noted a few residents have reached out to him about pot holes and the condition of the road. He will contact the County and inquire about their schedule for the repairs.

- Police/Building/Zoning – Trustee Jamerson provided the building report to the Trustees. A copy of the report is included as part of the record.
- Treasurer Liaison/Parks/NSSRA – Trustee Ford reported that she will meet with the Treasurer on Monday to go over reports and to setup meetings with the investment managers. The NSSRA facilities committee is evaluating a property in Northbrook.
- Woodlands/Budget & Operations – Trustee Chamberlain noted that she received a few e-mails regarding the Plan Commission hearing on the Terraco property. She is working on getting specifics from the Village Forester about the Woodland Preservation Area and what information will be printed on the boards and when that will be done. She and the Mayor are working on correcting the budget categories to ensure items are placed in the correct category.
- IT/Drainage/Stormwater/Environment – Trustee Baumann thanked everyone for their feedback on the IT survey. The top three issues were the Village network, the Village website and e-mail. The e-mail issues can and have been addressed by changing the e-mail client. The immediate plan for the website is to refresh the information more frequently and make it more graphically interesting. One of the updates that need to be made more frequently are meeting date changes for the Plan Commission. The survey showed that there is no consistent methodology for record storing and retention on the Village network. An immediate solution to dealing with record storage would be to migrate to a uniform standard for storing data. As to record retention, a policy could be implemented for which records to keep and which should be deleted. Trustee Baumann will be looking into various software packages and will provide a range of options along with the cost and implementation of those packages.

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 8:23.

The next regular meeting of the Board of Trustees is scheduled for June 17, 2014 at 7:30 PM.

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

Attachments:  
 Police Activity Report  
 Building Report

**POLICE ACTIVITY:**

<b>Incident Type</b>	<b>Number of Incidents</b>
0625 Residential Burglary	1
0820 Theft Under \$500	1
7001 Assist Other Agency	12
7021 Ambulance Call	2
7024 Fire Call	2
7033 Fire Alarm	4
7040 Public Service	2
7041 Premise Exam	13
7045 Well Being Check	2
7051 Vehicle Lock Out	2

7078 Construction Complaint	1
7079 Other Complaints	6
7082 Burglar Alarm	28
7121 Suspicious Auto	3
7123 Suspicious Person	1
7125 Field Contact	1
7198 Identity Theft	1
7199 Other Investigation	3
7245 Animal Problem	11
7500 Village Ordinance Violation	1
7503 Motorist Assist	4
7521 Traffic Complaint	4
7522 Parking Complaint	2
7539 Traffic Investigation	1
7572 Traffic Accident PD	2
7573 Traffic Accident PP	1
7911 911 Hang Up	4
<b>Total:</b>	<b>115</b>

Crime Prevention Notices	4
Case Reports	6
Traffic Stops	70
Persons Issued Citations	43
Citations Issued	62

4 houses are currently on the House Watch list and are checked regularly. (See Premise Exam)

## BUILDING DEPARTMENT MONTHLY REPORT

### May 2014

### Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2700 Deerfield Road	Brick Patio & Grading	18,000	200
2. 1200 Saunders Road	Antennae	10,000	175
3. 501 Muirfield Lane	Driveway	2,800	100
4. 3040 Farner Court	Driveway	3,695	200
5. 1111 Milwaukee Ave.	Signs	N/A	50
6. 2870 Duffy Lane	Fence	3,800	150
7. 2415 West Course Dr.	Driveway	13,000	100
8. 2940 Farner Court	Paver Patio/Fence	68,669	250
9. 700 Bay Hill Court	Driveway	2,800	100
10. 2870 Duffy Lane	Install Bathtub	1,200	100
11. 965 Oakhurst Lane	Sewer Repair	4,600	100
12. 19 Chicory Lane	Generator	9,039	150
13. 1535 Chippewa Pathway	Reroof	8,780	100
14. 765 Portwine	Reroof	7,250	100
15. 1025 Portwine	Driveway	12,000	100
16. 786 Tour Court	Siding	80,000	100
17. 710 Bay Hill Court	Driveway	2,200	100
18. 880 Portwine Road	Fence	6,800	117
19. 2800 Riverwoods Rd	Kitchen/Bath remodel/reroof	40,000	600

20. 486 Somerset Hills Court	Siding	63,500	100
21. 1375 Kenilwood Lane	Generator	7,457	150
22. 2500 Lake Cook Road	Demolition	225,000	100
23. 1051 Hoffman Lane	Driveway	10,600	100
24. 2665 Forest Glen Trail	Sewer Repair	1,800	100
25. 675 Thorngate Lane	Siding	38,000	100
26. 880 Hoffman Lane	Reroof	19,921	100
27. 2406 Spyglass Hill Court	Sewer Repair	2,500	100
28. 1880 Clendenin Lane	Reroof	36,135	100
29. 2460 Riverwoods Road	Reroof	7,592	100
30. 1543 Shawnee Trail	Bathroom Remodel	13,900	100
31. 1583 East Course Drive	Sewer Repair	2,700	100
32. 1935 Calvin Court	Garage Sale	N/A	5
<b>Total</b>		<b>724,038</b>	<b>4,347</b>

#### Permit Totals and Annual Comparisons

	<u>2013 Year to Date</u>	<u>2014 Year to Date</u>	<u>May 2013</u>	<u>May 2014</u>
<b>Permits Issued:</b>	57	66	26	32
<b>Construction Value:</b>	2,207,058	2,347,544	1,286,545	724,038
<b>Fees:</b>	40,877	18,416	16,545	4,347

#### Other Activity

**Number of Inspections: 20**

**Number of Stop Work Orders/ Code Compliance Actions: 3**

Village of Riverwoods  
Board of Trustees Meeting  
May 20, 2014  
**APPROVED**

In Attendance:

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

Absent was:

Kristine Ford

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the May 6, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There was a minor change made by the Trustees. The motion passed unanimously as amended on a voice vote.

Treasurer's Report

Village treasurer Hal Roseth indicated that he, Trustee Ford and Village Attorney Huvad have met with the Wells Fargo and Chase advisors. They came away with a good understanding of the advisors' investment philosophies and the roles they play for the Village. He and Trustee Ford will meet soon and work on a new report format for the Trustees. In discussions with the advisors, they discovered that there may be some new investment opportunities that may give the Village a better yield.

Mr. Roseth also noted that the Village is carrying approximately \$1.4 million in an operating account in which they only need to carry \$700,000 in order to remain eligible for reduced bank fees. He and Trustee Ford discussed moving some of the money to the investment accounts. Once he gets the total picture, he will put it in a report.

### Engineer's Report

Village engineer Patrick Glenn continues to work on the insurance for the sewer repair contractor. He expects to receive the contract and insurance for the pot hole repair work this week. Work should begin after the Memorial Day holiday. Mr. Glenn indicated that the work on SSA's 25, 26 and 27, contracted through Curran Contracting, will begin right after the holiday. He then stated that he discovered that the funds in the SSA 19 account are not sufficient to pay for the upcoming work scheduled on Hiawatha Road. The account has only approximately half as much as what they need for the work they want completed. He noted that the funds would come in later this year with the levy. He asked the Board if they would be willing to allow the Village to advance the funds or if he should scale back the work. After some discussion, the consensus of the Board was not to advance the funds. The Board suggested that the road association raise the additional funds themselves.

### Director of Community Services Report

Director of Community Services, Rob Durning spoke with Clark Mosquito today. He stated that there are two traps within the Village that are checked three times per week. Clark Mosquito has already started spraying. Clark Mosquito will exchange the four boxes of Larvacide product that Lake County supplied to the Village, which has to be professionally applied, with the shaker bottles that non-professionals can apply.

The Village has three residents that are Middle School State wrestling champions. The Village will have a sign made up for each of them to be posted on the road.

720 Juneberry is in the final inspection stage. Trustee Jamerson asked Mr. Durning to follow up on a permit to remove several trees that were not on the original permit.

The Village currently has a moratorium on RV pads. Mr. Durning has been inventorying vehicles that would qualify as RV's in preparation for the upcoming Plan Commission meeting.

Mr. Durning has received only one response on the septic field testing. He will start following up on the 11 or 12 residents who have not yet responded.

### Plan Commission Report

Mr. Huvard noted that the Plan Commission had met but nothing was concluded. The Public Hearing will be continued to June 12, 2014. Mr. Huvard published to consider some changes that would address the RV pads as well at that hearing. Because two Plan Commissioners are not available for the June 12<sup>th</sup> meeting, Mr. Huvard suggested that maybe they would discuss the RV pads at that meeting and schedule the Terraco meeting for the 19<sup>th</sup> of June.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the May 6, 2014 Board of Trustees meeting. There were one DUI, 12 other agency assists, seven ambulance calls, three fire alarms, three fire calls, two fingerprinting, two public services, 20 premise exams, four vehicle lock outs, one noise complaint, one other complaint, 12 burglar alarms, one suspicious vehicle, one suspicious person, one found property, one other investigation, nine complaints about animals, two roadway debris, six motorist assists, three traffic complaints, four parking complaints, seven traffic accidents, five 911 hang ups, six crime prevention notices and five case reports. There were 90 traffic stops with 74 citations issued to 63 people.

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

### Village Attorney's Report

Village attorney Bruce Huvard noted that the Village received an injunctive relief for the property on 3135 Scotch Lane. They served the order on the defendant. He encouraged Mr. Durning to try to contact the property owner and ask him to provide the Village with details on the corrective work that needs to be completed in order that a permit can be issued.

### Informational Items & Comments from the President

- Water in old Board Room last week  
Mayor Norris noted the water did not do any damage.
- Clean Up Day  
Mayor Norris thanked the residents that participated in Cleanup Day on Saturday. Trustee Jamerson reported that approximately 15 bags of garbage were picked up. Trustee Chamberlain noted that Boy Scout Troupe 50 would like to participate in the future.

### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

### Approval of Bills

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

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

NAYS: None (0)

New Business

- Proclamation by the Village of Riverwoods congratulating Leonard and Dolores Smagatz on their 60<sup>th</sup> wedding anniversary

Trustee Haber moved to accept the Proclamation. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance approving the sale of personal property  
Mayor Norris asked for a First Reading as he does not yet have the specific data.

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

Old Business

There was no Old Business.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:00

The next regular meeting of the Board of Trustees is scheduled for June 3, 2014 at 7:30 PM.

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

Village of Riverwoods  
Board of Trustees Meeting  
May 6, 2014  
**APPROVED**

In Attendance:

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

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Ford moved to approve the minutes from the April 15, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor corrections by the Trustees. The motion passed unanimously as amended.

Director of Community Service

Director of Community Service Rob Durning received a construction request with significant demolition. The Ordinance for diversion of construction material was sent to the architect and the contractor so the Village should receive the appropriate paperwork.

ComEd has submitted their annual above ground cable replacement program for 2014. They will replace approximately 400 feet of cable throughout the Village.

Engineer's Report

Village Engineer Patrick Glenn is working with the contractor on sewer repairs to get the necessary insurance endorsements. He is also continuing to work with the paving contractor on the SSA paving.

Village Attorney's Report

Mr. Huvard indicated that the roof at 9 Julie Lane leaked all winter and now needs replacement. In addition, the exterior needs substantial renovation. The receiver plans to petition for authority to demolish the property as it no longer makes financial sense to effectuate repairs. The property at 1382 Kenilwood has been demolished. The receiver is preparing the petition for court authorization for their fees and costs incurred in the demolition. The Village contacted the real estate agent for the property at 1565 Shawnee to request a voluntary inspection. The agent has not gotten back to the Village. Mr. Huvard sent a notice with a vacant house finding and is demanding a code compliance inspection. He also sent a notice with a vacant house finding and code compliance inspection request for 2421 Forest Glen. The summary judgment, default judgment and injunctive relief motion for 3135 Scotch Lane is set for May 8, 2014.

### Plan Commission Report

The Plan Commission will be meeting on May 15, 2014 to discuss the Terraco property. Trustee Chamberlain that Terraco provide hard copies of the material they plan to present for those who will not be able to attend the meeting.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the April 15, 2014 Board of Trustees meeting. There were two DUIs, seven other agency assists, ten ambulance calls, two fire calls, two fire alarms, one fingerprinting, 34 premise exams, one safety seat check/installation, one notification, three vehicle lock outs, two noise complaints, one solicitor complaint, two other complaints, 20 burglar alarms, five hold up alarms, four suspicious vehicles, one suspicious person, identity theft, one other investigation, eight complaints about animals, seven motorist assists, five traffic complaints, eight traffic accidents, three 911 hang ups, three crime prevention notices and eight case reports. There were 123 traffic stops with 81 citations issued to 66 people.

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

Chief Dayno stated that the department conducted tobacco compliance checks at two businesses and neither business sold to the underage agent. Officer Maciarelllo attended a crime prevention training course and will be the department's crime prevention officer.

### Fire Protection District 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 April 2014. There were 29 calls including 18 EMS calls, five fire calls, two auto accidents and four other calls. There were 141 calls year to date.

### Informational Items & Comments from the President

- Trustee Assignments  
Mayor Norris made some adjustments in the Trustee assignments. Trustee Ford will be the treasurer liaison. She met with representatives from Chase. Trustee Ford has a

meeting scheduled with Mr. Roseth in June. She requested additional information from Wells Fargo so she can do some comparative analysis. Trustee Chamberlain will handle the budget and operations. Trustee Baumann will handle information technology.

- IT Review  
Trustee Baumann has collected information from the staff and Village consultants and will categorize the user requirements to determine the potential needs and solutions.
- Village Hall Project Update  
Mr. Hammer will contact the Trustees for their thoughts and ideas. Mayor Norris hopes that the project will serve as a demonstration project for residents, especially the landscaping portion of the project. Toward that end, the RPC has offered to have a brainstorming session with their various landscaping consultants and the Village which RPC will pay for.

### New Business

- MFT Maintenance Resolution 14-05-03  
Mr. Glenn solicited quotes for pavement patching. He recommends working with the contractor with the lower unit price. He recommends approving a Resolution to appropriate MFT funds in the amount of \$20,000 to pay for the paving.

Trustee Chamberlain moved to adopt the MFT Maintenance Resolution in the amount of \$20,000. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)  
NAYS: None (0)

- Recommendation for Pavement Patching Contract Award  
Mr. Glenn noted the lowest bid came from M & J Asphalt. Trustee Jamerson moved to award the contract for pavement patching to M & J Asphalt based on the submitted unit price of \$94.10 per square yard in an amount not to exceed \$20,000. Trustee O'Donnell seconded the motion. Mayor Norris indicated that the money for this will come from the motor fuel tax funds. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)  
NAYS: None (0)

- Authorization for SSA 19 Change Order  
Mr. Glenn noted that the residents of Hiawatha Woods requested additional pavement patching. He explained that this is not a Village expenditure. Rather, it would come out of the SSA 19 funds. Mr. Huvard noted that the change order amount of \$24,342.50 would increase the current contract with Curran to a new total of \$834,073.50 and needs to be approved by the Board.

Trustee Jamerson moved to approve change order #2 in the amount of \$24,342.50. 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)

- Ordinance 14-05-10 for SSA 29  
Mr. Huvard explained that this is an Ordinance to propose Special Service Area 29 for the properties on Ringland Road. The public hearing will be scheduled for July 15, 2014. After the hearing, the Village will wait for petitions to arrive. If the Village receives favorable responses from at least 51% of the property owners, they will create the SSA.

Trustee Chamberlain moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

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

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)  
NAYS: None (0)

- Appointment of Mike Clayton to ZBA  
Mayor Norris asked Mr. Clayton to serve on the Zoning Board of Appeals.

Trustee Jamerson moved to approve the appointment. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance 14-05-11 for Fund Transfer to the Police Department for Shortage  
Mr. Huvard explained that the Village passed an Ordinance in December, 2013 authorizing a transfer of up to \$600,000 to the Police fund. However, the deficit in the Police Fund exceeded \$600,000. The Village auditors are requesting that the Board pass an Ordinance to amend the amount of the transfer in order that the Police Fund not show a deficit at year end.

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

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

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

- Roads/Waste – Trustee O’Donnell has reached out to the County regarding road repairs.
- Police/Building/Zoning – Trustee Jamerson commented that the construction values are up by about 50% but the fees are down.

In April 2014, there were 11 permits issued with a total construction value of \$328,713 generating fees of \$2,805. In April 2013, there were 11 permits issued with a total construction value of \$512,300 generating fees of \$18,624. Year to date 2014, there were 33 permits issued with a total construction value of \$1,627,306 generating fees of \$13,921. Year to date 2013, there were 31 permits issued with a total construction value of \$820,513, generating fees of \$23,282.

- Information Services/Parks/NSSRA – Trustee Ford noted that the NSSRA is moving along on the capital acquisition. She will tour a property in Northbrook that is under consideration. They would like to partner with a park district, if possible.
- Budget and Operations - Trustee Chamberlain noted she went through the quarterly numbers with Mayor Norris. They found some inconsistencies and errors. After the corrections are made, Trustee Chamberlain will get the information to the Trustees. Trustee Chamberlain is also reviewing the cost sharing programs and will meet with the RPC and Trustee Baumann to get input on making the programs more user-friendly.
- Drainage/Stormwater/Environment – Trustee Baumann noted that the culvert cleaning program did not receive enough participation. The residents that were interested received their money back. Trustee Baumann will follow up to try to find out why the program failed.

## 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 8:20 PM.

The next regular meeting of the Board of Trustees is scheduled for May 20, 2014 at 7:30 PM.

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



Village of Riverwoods  
Board of Trustees Meeting  
April 16, 2014  
**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  
Chuck Stewart, Village Forrester

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the April 1, 2014 Board of Trustees meeting. Trustee Baumann seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended with Trustees Chamberlain and O'Donnell abstaining.

Trustee Jamerson moved to approve the minutes from the March 18, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as submitted.

Treasurer's Report

Mayor Norris indicated that the Trustees received a copy of the financial statement. He reported that the Village is running slightly ahead on revenues and has not spent as much as what has been budgeted at this point. Trustee Jamerson noted some of the bills up for approval are from January. He suggested requesting receipt of bills in a timelier manner for budgeting purposes.

### Engineer's Report

Mr. Glenn indicated he is working with the contractor to get the insurance documentation for the sewer point repairs. He met with the current contractors on the paving project that was started last year. Mr. Glenn will also put together a pothole repair program.

### Director of Community Services Report

Mr. Durning noted there have been a number of property nuisance violations including junk vehicles and garbage cans on streets. He also reported that there is a partially built house on Portwine Road north of Deerfield Road on which construction has resumed.

### Plan Commission Report

Mr. Huvard noted that the Plan Commission will meet on the Terraco Special Use application on May 15, 2014.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the April 1, 2014 Board of Trustees meeting. There was one forgery, one unlawful use of weapon, two sex offender registrations, three DUIs, five other agency assists, 12 ambulance calls, one fire call, three fire alarms, one finger printing, 45 premise exams, two notifications, three vehicular lock outs, five other complaints, 28 burglar alarms, two hold up alarms, five suspicious vehicles, one identity theft, one insurance report, one other investigation, six animal problems, one roadway debris, three motorist assists, one traffic complaint, three traffic accidents, two 911 hang ups, 17 crime prevention notices and eight case reports. There were 92 traffic stops with 64 citations issued to 53 people.

There are currently 10 houses on the House Watch list that are checked regularly.

Chief Dayno stated there was an arrest for an unauthorized use of weapon that resulted from a traffic stop. The perpetrator was charged with ten violations and is still in County jail. The two sex offenders who registered were guests at the Holiday Inn. Both offenders are now gone. The department is participating with the Deerfield-Bannockburn Fire Protection District at a fire and police safety presentation at the Center for Enriched Living.

### Fire Protection District 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 March 2014. There were 33 calls including 21 EMS calls, four fire calls, four auto accidents and four other calls. There were 106 calls year to date.

### Village Attorney's Report

Mr. Huvard noted that the Plan Commission will also look at recreational vehicle pads on May 15, 2014.

Mr. Huvard indicated that the County will be negotiating for right-of-way for the bike path, but that the Village does not have anything in place for possible zoning setback issues caused by the voluntary loss of property.

Mr. Huvard noted that the representatives from Terraco have submitted material to the TIF consultant. He stated that Terraco has requested that the Special Use and the TIF request be parallel tracked to expedite the process. Trustee Haber noted that the Special Use application and the TIF request are mutually exclusive. He questioned if the two proposals should be considered at the same time, because the zoning request should not impact the TIF request. Mr. Huvard explained that the Board does not have to consider the TIF until the Plan Commission is well underway or even done with the zoning issue.

### Informational Items & Comments from the President

- **PTAD Financial Support Request**  
Mayor Norris received a memorandum from Mayor Rosenthal from Deerfield asking the Village to contribute to of Parents. The Anti-Drug. Mayor Norris suggested giving the memorandum to the Donation Committee and bypassing the formal application process. After some discussion, it was agreed that Mayor Norris will ask them to fill out a formal request and to send it to the committee.
- **Village's Information Technology (IT) Systems, Website and Email Project**  
The Village is reviewing their current IT systems, website and e-mail programs. The possible automation other Village functions will also be discussed. Trustee Baumann and Village Clerk Gagerman will meet with Village staff, Trustees and consultants to discuss what is working and what is not working. Trustee Baumann will identify the gaps and what processes can be automated as well as determine what is needed, what is wanted and the associated costs.
- **Orphans of the Storm Dinner**  
Mayor Norris noted that all of the Trustees will be able to attend.
- **Village Hall Update**  
Mayor Norris indicated that after Mr. Stewart did a tree inventory, Bob Hammer will submit a new drawing showing potential changes and how things can be rearranged to lessen the tree removal impact. Mr. Hammer contacted a contractor and they will do some testing to ensure there are no unforeseen problems with the foundation.

### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

### Approval of Bills

Trustee Chamberlain moved for approval of the bills. Trustee Jamerson seconded the motion. Trustee Chamberlain and Trustee O'Donnell questioned a few bills which were held out pending verification.

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

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

NAYS: None (0)

### New Business

- Miller Cooper Engagement Letter

Mayor Norris noted that the letter from the Village auditors is similar to what the Village has received in the past. Mr. Huvard explained that Miller Cooper has been great to work with and they know the Village very well. The Trustees questioned whether the Village should have the auditors audited and/or change auditors at some point. Mr. Huvard noted that, based on the recommendation of Miller Cooper, the Village has an outside accountant come in monthly to randomly check the Village books. He feels that there is no benefit to change auditors.

Trustee Chamberlain moved to use Miller Cooper. 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

- Ordinance amending the Village Code concerning the Tree Planting Program  
The Thorngate homeowners' association had asked Mayor Norris if they could apply for cost sharing for buckthorn removal in their common areas. Mr. Huvard explained that the existing Ordinance does not apply to common areas, conservancies or homeowners' associations.

Mr. Huvard looked at the provisions in the Thorngate declaration and found that there is a comprehensive landscape plan for Thorngate. In addition, each estate lot was required to have a supplemental landscaping plan which became part of the overall landscaping plan for the subdivision. The declaration states that conservancy areas that are located on

estate lots are barred from additional construction and must remain in a natural condition. The declaration also states that the association will maintain all of the common area landscaping. Mr. Huvard noted that the only other common areas in the Village are Lot 1 in Vernon Woods and some areas in Meadowlake.

After some discussion, it was agreed that the conservancy areas were on private properties and, therefore, were eligible for cost sharing. However, the declaration states that the conservancy areas were to remain in a natural condition. Trustee Haber believes that this means these areas are to remain untouched which would prevent residents from removing buckthorn. Mayor Norris noted that this issue and the discussion of the common areas were separate issues and that the conservancies could be discussed at a future time. Trustee O'Donnell asked that Mayor Norris put this issue on a future agenda.

In terms of the common areas, the question arose as to whether or not the declaration clearly states that invasives are to be removed. Mr. Stewart noted that Thorngate's master landscape plan included a restoration plan for a section of the common area, which included buckthorn removal. He explained that the master plan was meant to direct the developer towards a consistent plan to maintain a quality landscape. Mr. Huvard read the section of the declaration that dealt with the master landscaping plan. It did not explicitly state that invasives were to be removed, but did state that the master plan was 'designed to the highest standards to conserve and enhance native trees and plants and other compatible cover' which would preclude allowing invasives to exist.

Trustee Haber noted that the program was designed to incentivize residents to clear out buckthorn. He stated that Thorngate has an obligation to clear the buckthorn pursuant to their agreement. Trustee Haber does not believe allowing the Thorngate homeowners' association to participate in the cost sharing program would be consistent with the intent of the cost sharing program.

Trustee Chamberlain stated that the other common areas in the Village may be eligible for the cost sharing if they are not obligated to remove invasives. Mayor Norris stated that information regarding those areas needed to be gathered.

Trustee Chamberlain moved to continue further discussion. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 14-04-09 amending the Village Code to provide for the Diversion of Construction and Demolition Debris

Trustee Haber moved for second reading and adoption of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

Board of Trustees Meeting

April 16, 2014

Page 6 of 6

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

NAYS: None (0)

### 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 9:13 PM.

The next regular meeting of the Board of Trustees is scheduled for May 6, 2014 at 7:30 PM.

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

Village of Riverwoods  
Special Meeting  
Village Hall Project Workshop  
April 7, 2014  
**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  
Robert Durning, Director of Community Services  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney  
Chuck Stewart, Village Forrester

Call to Order: 7:30 PM

Comments from the President

- Summary of Events  
Mayor Norris explained that the Board is evaluating how to correct the Village Hall issues. The Board reviewed potential locations at the last meeting and determined they would utilize the existing Village Hall location. They now need to determine whether to rehab the existing Village Hall or if they should consider a completely new building.

Rehab or Build New Village Hall

Review and Discussion

- Cost Considerations
  - Monetary  
Bob Hammer, architect with Baranski, Hammer, Moretta and Sheehy Architects, stated that the initial cost estimate of a renovation is about \$1,800,000 which includes everything from the demolition of the existing board room and kitchen, construction of the new board room and kitchen and renovation of the existing Village Hall. This cost does not include relocating Village staff and temporary office space.

Mr. Hammer stated that a new building will cost at least \$1,000,000 more than renovating the existing building. Trustee Haber asked what that additional cost is comprised of. Mr. Hammer stated that the increase in cost to build new includes a new foundation, complete demolition and removal of the construction debris, infrastructure costs and parking. Trustee Haber stated that spending any considerable amount of money and not optimizing the building, the building site and the parking, didn't make sense in his view. He also said he was not sure that the Board had really hard numbers for the two options.

Trustee O'Donnell believes it would be difficult to justify an additional \$1 million for new construction without knowing what concrete benefits the Village would gain.

Trustee Baumann is leaning toward rehab due to the cost factor.

Mayor Norris stated that the Village is functioning fine with the current space and design and suggested that the Board consider what they are willing to spend to get to the same place.

- Environmental

Trustee Jamerson stated that even though some of the construction debris would be recycled, more debris would end up in landfills with a new building versus rehabbing the old one. In addition, trees would have to be removed. Mayor Norris indicated that there would be a 30% increase in the carbon footprint with a new building.

- Other Costs

Trustee Chamberlain believes the Board needs to consider the cost of staff relocation. Trustee Jamerson noted that the board room could be built first and the staff offices could be moved into that space temporarily. Another option would be to complete part of the building and have staff move into that space while the other half is being renovated. Mayor Norris indicated that the Village could rent trailers which would not be very costly.

- Meeting Village Requirements and Functionality

Mr. Hammer, as per Mayor Norris' request, looked at other Village halls and found that they were not much different than what was being proposed in the rehab design. Mr. Hammer had also previously met with Village staff to determine what was needed in each department. Mr. Huvad suggested that Mr. Hammer could also meet with all of the trustees to see if there is something needed that would not be accommodated by rehabbing.

- **Structural Integrity**  
Trustee Ford asked about the structural integrity of the existing building. Mr. Hammer stated that, in his opinion, the existing Village hall is solidly built. However, he suggested that selective demolition could be done as well as some excavation around the perimeter of the building to verify that the existing architectural drawings are accurate.

#### Decision

Trustee Haber moved that the Board move forward with renovation.

Trustee Jamerson seconded.

Trustee Chamberlain asked to amend the motion by adding that they go through a process of finding out what each of the Trustees would like to see in the either a new or rehabbed building. Mr. Haber stated that he did not accept that amendment. Trustee Jamerson stated that he withdraws his second of the motion. Mayor Norris stated that the motion and second are withdrawn and asked for a new motion.

Trustee Baumann moved that the Board go forward with renovation. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Jamerson, O'Donnell (4)

NAYS: Haber, Chamberlain (2)

#### Settlement and Bond Release

Mr. Huvad explained that the gentleman at 9 Cherrywood had some work completed. ComEd came out to install a pole and damaged a sewage line. Mr. Durning contacted the homeowners at both 9 Cherrywood and 11 Cherrywood. The break was on the property of 9 Cherrywood but serviced the property at 11 Cherrywood. Mr. Durning indicated the issue became a health hazard and needed to be fixed promptly. The homeowner at 11 Cherrywood pulled a permit to fix the pipe, but never acted upon it. The Village hired a contractor to fix the sewage line quickly but expected to recover the costs. The property owner at 9 Cherrywood agreed to pick up half the cost. Trustee Haber noted this is not the Village's responsibility as it is a private utility line. Mr. Huvad noted that the settlement agreement would allow the Village to recover half the cost at this time. Mr. Huvad noted the Ordinance requires inspections to be made before the work area is covered up. Mr. Glenn does not have a record of inspections for this property.

Mr. Huvad explained that the attorney for 9 Cherrywood wants the bond to be returned. The Village could accept the settlement from 9 Cherrywood and then request the remainder of the money from the property owners of 11 Cherrywood.

Special Meeting  
Village Hall Project  
April 7, 2014  
Page 4 of 4

Trustee Chamberlain moved to approve the settlement offer from 9 Cherrywood and return their bond and that the Mayor be requested to recover the remainder of the money from the property owners of 11 Cherrywood. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell (6)  
NAYS: None (0)

#### 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 10:00 PM.

The next regular meeting of the Board of Trustees is scheduled for April 15, 2014 at 7:30 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk  
Transcribed by Jeri Cotton

Village of Riverwoods  
Board of Trustees Meeting  
April 1, 2014  
**APPROVED**

In Attendance:

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

Absent was:

Cheryl Chamberlain  
Kevin O'Donnell

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the March 4, 2014 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously.

Trustee Jamerson moved to approve the minutes from the March 18, 2014 Public Hearing. Trustee Haber seconded the motion. There were minor changes made by Mr. Huvad. The motion passed unanimously as amended.

Engineer's Report

- Discussion of Deerfield Bike Path Landscape Screening  
Mr. Glenn had sent a memorandum to the Board which provided a brief history of the Deerfield Road bike path project. Mr. Glenn explained that the County is moving toward negotiating with the affected property owners for additional right-of-way. He wanted to reintroduce the concept of participating in landscape screening for the property owners affected by the removal of trees. Mr. Glenn's memorandum also had a number of additional questions for the Board to consider.

Mr. Huvard noted that the path location took into account the potential widening of Deerfield Road. The Village worked with the County to limit the expanse of that widening.

The County does not provide for any type of landscaping in a bike path project and would like the Village to help the residents most affected by the bike path by paying for the landscape screening. Trustee Jamerson recalled that the Village considered helping because the County picked up the portion of the cost that the Village would normally have paid. Mr. Glenn stated those costs would have been approximately \$300,000. Trustee Jamerson then addressed the question of paying for landscaping on the side of the road opposite the bike path to negate the effect of the eventual road widening project. He and Mayor Norris were in favor of doing that providing that it fit into the budget. Trustee Haber noted that the Village did not create the road widening situation and does not believe the Village should participate financially on the opposite side of the bike path. Mayor Norris stated that the screening for the bike path and the screening for the road widening would be separate issues. The consensus of the Board was to provide screening for the residents affected by the bike path. Mr. Glenn will work with Mr. Stewart on a proposal which he agreed would not exceed \$5,000.

- Strenger/Farner culvert replacement

Mr. Glenn explained that Farner Court is a Village street. There is a storm sewer on Farner just west of Strenger. Storm sewers usually discharge into a ditch or creek or other natural feature. This particular storm sewer terminates into a private driveway culvert. Mr. Glenn does not want to set a precedent, but feels that this is a unique situation because the culvert damage was caused by the Village's storm sewer. Mr. Glenn believes that the culvert repair is the Village's responsibility, but that the property owner is responsible for and has agreed to pay for the driveway repair.

Mr. Glenn recommends approving a \$5,750 expense to replace the culvert and repair the driveway with the homeowner reimbursing the Village for the driveway repair.

Trustee Haber moved to approve a \$5,750 expense to replace the culvert. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Haber, Jamerson (4)

NAS: None (0)

#### Village Attorney's Report

Mr. Huvard noted that representatives from Terraco said they would make a submission shortly. He believes the Plan Commission will meet in May to discuss the proposal.

#### Treasurer's Report

Trustee Ford stated that she and Mr. Roseth will meet with representatives from Chase in late April to discuss Village investments.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the March 18, 2014 Board of Trustees meeting. There were five other agency assists, seven ambulance calls, one fire call, two fire alarms, two finger printings, 23 premise exams, three well being checks, one vehicle lock out, six other complaints, 18 burglar alarms, one hold up alarm, three suspicious vehicles, one identity theft, one insurance report, two other investigations, seven complaints about animals, two motorist assists, one traffic complaint, nine traffic accidents, one 911 hang up, two crime prevention notices and four case reports. There were 88 traffic stops with 66 citations issued to 53 people.

There are currently 25 houses on the House Watch list that are checked regularly.

Chief Dayno stated earlier this year, that the department met with a loss control specialist from the Illinois Municipal League about the department's accidents and injuries. They did not find anything out of the ordinary. Chief Dayno indicated that the Illinois Municipal League will do some training for the department.

### Informational Items & Comments from the President

- Orphans of the Storm Dinner Invitation  
Mayor Norris indicated that the Village has two tables and he would like all Trustees who can to attend on April 28, 2014 at 5:30 pm at Ravinia Green Country Club.
- FEMA CRS Report  
Mayor Norris explained this is an evaluation by FEMA that determines the discount rate for flood insurance. The Village continues to maintain a code of eight. There may be some things the Village can do to get a lower code which would reduce the insurance rate.
- Arbor Day Proclamation  
Mayor Norris noted Arbor Day is April 25, 2014. Mayor Norris will sign and issue the proclamation on behalf of the Village.
- Bill Svatik  
Mayor Norris noted Bill Svatik went into the hospital to get a pacemaker. He is doing well.

### New Business

- Charitable Donations
  1. Family Days  
Mayor Norris recommended a \$1,000 donation, which is consistent with what the Village previously contributed.

Trustee Haber moved to make a charitable donation of \$1,000 to Deerfield Family Days. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Haber, Jamerson (4)

NAS: None (0)

2. Theater in the Woods

Mayor Norris noted that they are not asking for new money this year. Last year, the Village requested that they try to raise money and that the Village would match that amount. They collected \$1,670 last year.

Trustee Jamerson moved to authorize the matching funds of \$1,670. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Haber, Jamerson (4)

NAYS: None (0)

- Ordinance amending the Village Code concerning the Tree Planting Program  
Mr. Huvad explained that Trustee Chamberlain read the section in the Village Code regarding removing invasive species and believes it only applies to individual lots. She was contacted by the Thorngate home association about expanding the reach of the program to include common conservancy areas.

Trustee Jamerson moved for First Reading of the Ordinance. Trustee Baumann seconded the motion.

Trustee Haber noted that there was a declaration filed when the Thorngate subdivision was established that obligated their association to maintain the conservancy areas. Trustee Haber believes this amendment would open a Pandora's Box because other homeowners associations and road associations could request the Village to participate in a cost sharing program.

The motion passed unanimously on a voice vote.

- Ordinance amending the Village Code to provide for the Diversion of Construction and Demolition Debris  
Mayor Norris asked Mr. Huvad to draft this Ordinance after realizing that the Village did not have one.

Trustee Jamerson moved for First Reading of the Ordinance. Trustee Haber seconded the motion.

Trustee Jamerson questioned the enforcement section and asked for clarification on the penalties. Trustee Jamerson believes a sliding scale may be easier to enforce.

The motion passed unanimously on a voice vote.

- Ordinance 14-04-08 establishing a Moratorium on Permits for Driveway Pads for Recreational Vehicles

Mr. Huvard noted that in 2003, the Zoning Code section concerning permitted yard obstructions was amended. However, he feels that there is still a gray area when it comes to recreational vehicles based on a recent issue involving a permit application. Mr. Huvard feels that the language of the Ordinance can be improved. Mr. Huvard requested that the Board send this matter to the Plan Commission for consideration.

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

Trustee Haber moved to send this matter to the Plan Commission. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Ford, Haber, Jamerson (4)

NAS: 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/Building/Zoning – Trustee Jamerson commented the Village is up considerably year to date in both construction value and permit fees collected.

In March 2014, there were seven permits issued with a total construction value of \$536,558 generating fees of \$4,630. In March 2013, there were four permits issued with a total construction value of \$86,000 generating fees of \$1,528. Year to date 2014, there were 22 permits issued with a total construction value of \$1,298,593 generating fees of \$11,116. Year to date 2013, there were 20 permits issued with a total construction value of \$408,213, generating fees of \$5,708.

Trustee Jamerson reported that Village residents and businesses have saved approximately \$750,000 due to the aggregation contract with MC<sup>2</sup>. He noted that the Village had negotiated a three-year fixed rate agreement, unlike most of the neighboring communities whose rates, while still below ComEd's, did go up. The Village's contract will expire in July 2015.

- Information Services/Parks/NSSRA – Trustee Ford noted that the NSSRA is moving forward with their capital acquisition and improvement plan. The Village is paying \$2,100 per year for the next 10 years to contribute to this plan.
- Drainage/Stormwater/Environment – Trustee Baumann noted that the culvert cleaning program is up and running. He is receiving positive feedback. The deadline is April 15<sup>th</sup>.

#### 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 8:40 PM.

The next regular meeting of the Board of Trustees is scheduled for April 16, 2014 at 7:30 PM due to the Passover holiday.

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

Village of Riverwoods  
Board of Trustees Meeting  
March 18, 2014

**DRAFT**

In Attendance:

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

Absent was:

Also Present:

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

Call to Order: 7:40 PM

The meeting was immediately recessed.

In Attendance:

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

Absent was:

Also Present:

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

The meeting was reconvened at 8:33 PM.

### Approval of Minutes

Trustee Jamerson moved to approve the minutes from the March 3, 2014 special workshop meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously.

### Director of Community Services Report

Mr. Durning sent out letters to remind the 13 residents still on septic systems that the Village needs a report on the safety and sanitary condition of their septic systems. Tomorrow is the inspection of the Estonian House for the upcoming production of Theater in the Woods.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the March 4, 2014 Board of Trustees meeting. There were two DUIs, seven other agency assists, ten ambulance calls, two fire calls, one fire alarm, two public service calls, 34 premise examinations, one child seat inspection/install, three vehicle lock outs, three solicitor complaints, six other complaints, nine burglar alarms, three suspicious vehicles, one identity theft, one insurance report, one other investigation, seven complaints about animals, one roadway debris, five motorist assists, one traffic complaint, ten traffic accidents, one 911 hang up, five crime prevention notices and ten case reports. There were 70 traffic stops with 71 citations issued to 48 people.

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

Chief Dayno stated that the department continues to do premise exams when residents are out of town. They check all the doors, mail the residents a security awareness form and try to contact the resident as well.

### Informational Items & Comments from the President

- Mayor Norris reported that the sewer billing letter informing residents of the \$18 increase will be delayed because the converted resident database has not yet been received from the software company.
- Mayor Norris indicated that there was a report in the Wall Street Journal about white tail deer. He will share the report with those interested.

### Approval of Bills

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

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell  
NAYS: None (0)

New Business

- Proclamation for Breath Deep North Shore Day  
Trustee Jamerson moved to accept the Proclamation. Trustee O'Donnell seconded the motion. The motion passed unanimously.
- Approval of 2014 Appropriations Ordinance 14-03-07  
Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously.

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

Mr. Huvad indicated that there were a few items added by the Village forester.

Trustee Ford suggested having a strategic meeting prior to working on the next Appropriations Ordinance. Mayor Norris agreed that a strategic meeting makes sense but should be part of the budget process and not part of putting together this particular Ordinance.

The motion passed by the following vote, as amended:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell

NAYS: None (0)

- Charitable Donations
  - Orphans of the Storm  
Orphans of the Storm is a long-time, not-for-profit business in Riverwoods. The Board has approved a \$5,000 donation for the last several years.

Trustee Haber moved to approve a \$5,000 donation for Orphans of the Storm. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell

NAYS: None (0)

- College Bound Opportunities  
College Bound Opportunities is an intensive mentoring program located in Riverwoods. There is currently one Riverwoods resident in the program. The Donation Committee recommended a \$7,500 donation. The Committee believes that the donation should be accompanied with a note asking why services are not also available at Stevenson High School since part of our community is in the Stevenson district.

Board of Trustees Meeting

March 18, 2014

Page 4 of 4

After discussion by the Board, Trustee Haber moved to approve a \$5,000 donation for College Bound Opportunities. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, O'Donnell

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.

#### 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 9:00 pm.

The next regular meeting of the Board of Trustees is scheduled for April 1, 2014 at 7:30 PM.

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

Village of Riverwoods  
Public Hearing  
March 18, 2014  
**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  
Patrick Glenn, Village Engineer  
Bruce Huvad, Village Attorney

Call to Order: 7:33 PM

2014 Appropriations Ordinance.

Mr. Huvad explained that every year the Village passes an Appropriations Ordinance which sets the upper spending limits for the Village and helps with planning. He indicated the Ordinance appropriates larger sums than what the Board thinks they will spend to allow for contingencies. The treasurer's estimate of revenue included in the Ordinance is a compilation of the taxes the Village expects to receive. The overall estimate of revenues is \$4,833,000 including special tax levies. The Village has a variety of other revenue sources. The property tax, for police protection is approximately \$460,000 annually. The Village tried to follow the planning budget which determined the expenditures for the different departments in the Village. Mr. Huvad noted they made some slight line item adjustments. There were no comments or questions from the residents.

Trustee Chamberlain moved to close the Public Hearing. Trustee Jamerson seconded the motion. The motion passed unanimously.

The Public Hearing was adjourned at 7:40 PM.

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

Village of Riverwoods  
Board of Trustees Meeting  
March 4, 2014

**DRAFT**

In Attendance:

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

Absent was:

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Haber moved to approve the minutes from the February 18, 2014 Board of Trustees meeting. Trustee Jamerson seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended with Trustee O'Donnell abstaining.

Trustee Haber moved to approve the minutes from the January 15, 2014 workshop meeting. Trustee Jamerson seconded the motion. The motion passed unanimously.

Director of Community Services Report

Mr. Durning inspected the Untermeyer property which is owned by the synagogue. The Rabbi indicated his son wanted to live there temporarily for about a year. Mr. Durning indicated that his inspection found mold in the house and lead-based paint, making it a health hazard and, therefore, will not be able to be occupied.

Mr. Durning is scheduled to meet with the owner of the Mobil station about expanding into the bank property to the east of the station.

Mr. Durning received a call from an architect about the demolition of 85 Hiawatha. They have not yet applied for permits.

### Village Attorney's Report

Mr. Huvar distributed the proposed Appropriations Ordinance for the current fiscal year. There will be a Public Hearing on March 18, 2014. It will also be on the agenda for the March 18, 2014 BOT meeting.

### Treasurer's Report

Trustee Ford, Mr. Roseth and Mr. Huvar have been discussing and reviewing the Village investments. Trustee Ford looked at the investments and reviewed the statute that deals with the statement of investment policy. She met with Ann Rosenbaum, an investment advisor, from Wells Fargo and came away feeling that [preliminary indications are that](#) the account is [being](#) well managed based on quality of investment types, maturity times and rate of return. Trustee Ford will have a meeting with JP Morgan Chase in April. Trustee Haber questioned using a 3-month benchmark. Trustee Ford indicated this is just a starting point and she will work toward a longer term benchmark.

### Police Report

Chief Dayno provided the Board with the Police Department activity since the February 18, 2014 Board of Trustees meeting. There were one vehicular criminal trespass, one DUI, one harassment by phone, eight other agency assists, 11 ambulance calls, two fire calls, 35 premise exams, two well-being checks, four lock-outs, one solicitor complaint, three other complaints, 20 burglar alarms, one holdup alarm, two suspicious vehicles, one suspicious person, one insurance report, one other investigation, one death investigation, six complaints about animals, one roadway debris, eight motorist assists, two traffic complaints, two parking complaints, six traffic accidents, one 911 hang up, two crime prevention notices and seven case reports. There were 63 traffic stops with 43 citations issued to 35 people.

There are currently 13 houses on the House Watch list that are checked regularly.

In Chief Dayno's absence, Mayor Norris reported that there was one suicide in the Village. There was also a stolen vehicle arrest.

### Fire Protection District 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. There were 34 calls including 17 EMS calls, six fire calls, one auto accident and ten other calls. There were 73 calls year to date.

### Informational Items & Comments from the President

- Chicago Fire Filming on Indian Trail

Mayor Norris indicated that the television show Chicago Fire is planning to film on Indian Trail. The Village told them they need to get approval from all of the residents on the street. They will also be paying for police services.

Trustee Jamerson noted that the Village does not have an Ordinance regarding filming in the Village. He suggested that the Board look into drafting an Ordinance.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

#### New Business

- Ordinance 14-03-04 Approving a Amended Reimbursement Agreement with Calin Paunescu

Mr. Huvard indicated that Mr. Paunescu had put in a water main on Ringland Road to serve his three lots. In 2006, the Village signed an agreement to remit to him an agreed upon portion of the connection fee as houses on the street hooked up to the water. The total amount paid to Mr. Paunescu would not exceed the amount he spent on the construction less his own connection cost. The Village has made three payments to Mr. Paunescu already and there is now another house that has connected. He asked that the agreement be updated to include the newly connection house which was not included in the original agreement.

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

Trustee Haber moved to adopt 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)

- Culvert Cleaning Program for Private Roads

Trustee Baumann brought this item before the Board last year. This is an idea for a pilot program to help residents on private roads to clean their culverts. This program would group several culverts together and take advantage of economies of scale.

Trustee Baumann was asked to provide estimated administrative costs for the program and an explanation of the process. He explained that residents that take advantage of this voluntary program would have to pay upfront and would have to sign an agreement with the Village. The estimated administrative costs will be less than \$5,000. If there is not sufficient interest, the money collected would be returned to the residents. The only costs incurred, if that happened, would be the Village Attorney's fees for drafting the agreement and the mailing costs.

Trustee Chamberlain asked how many residents would be required for the program to go forward. Mr. Glenn replied that 30 culverts would make it feasible. Joan Becker, of Edgewood Lane, asked if this would include cleaning culverts between properties. Mr. Glenn noted roadway culverts could be included as well.

Trustee O'Donnell asked if the letter would explain the process, the cost and the minimum number of participants needed for the program to go forward. Trustee Baumann stated that the letter has not been yet written but that all of that information would be included. He also stated that the Village will need to maintain a list of responding residents in order to inform them when the work will be done. Trustee Chamberlain suggested paying attention to the amount of time staff spends on the program.

Trustee Baumann moved to authorize the pilot culvert cleaning program in an amount not to exceed \$5,000 for administrative costs. 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)

- Sewer Point Repair Bid Recommendation

Mr. Glenn noted that throughout the capital budgeting process, he budgeted \$75,000 for various spot repairs. When Mr. Glenn put the actual estimate together, it came to \$83,000. The Village received a bid for \$109,635. Mr. Glenn indicated that they received only one bid because the project falls between what a plumber would do and what an underground contractor would do. He recommends proceeding with the project and requests that the Board authorize the execution of the contract with Liftco.

Trustee Haber questioned line item #10, sanitary sewer service connection repair that caused the bid to be so much higher than Mr. Glenn's estimate. Mr. Glenn explained it to the satisfaction of the Board.

Trustee Haber moved to award the contract for sewer repair to Liftco in an amount not to exceed \$109,635. 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

- Ordinance 14-03-05 approving the 2014 Fee Schedule – 2<sup>nd</sup> Reading

Mr. Huvard discussed the changes in the fee schedule since the 1<sup>st</sup> Reading.

The Board discussed the sewer fees. Trustee O'Donnell moved to reduce the amount from \$18 to \$13. There was no second to the motion.

Mr. Huvard noted that the Board had expressed concern that the business license fees of \$25.00 may be too low. Mr. Huvard researched and told the Board what Northbrook and Deerfield are charging. At the previous Board meeting, Trustee Jamerson stated that the Board agreed that an annual inspection would be done and that the minimum inspection fee is \$75. Trustee Jamerson moved to change the cost of business licenses for all three categories from \$25 to \$75. Trustee Haber seconded the motion. Motion passed unanimously.

Mr. Huvard noted that the fee amount for removing highly desirable or protected trees has been increased. The Board discussed the tree mitigation fees.

After the discussion, Trustee Jamerson moved to approve the tree replacement fees with the addition of a \$200 per inch fee for trees 21" in caliper or higher and \$175 per inch fee for trees from 12" to 20.9" in caliper. Trustee Chamberlain seconded the motion. Trustee Haber is not satisfied with the new fees, even though he is in favor of protecting trees. He feels the underlying ordinance is far too subjective and, until that is corrected, he cannot support the huge increase in the fees. The motion passed by the following vote:

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

NAYS: Haber (1)

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

AYES: Baumann, Chamberlain, Ford, Jamerson (4)

NAYS: Haber, O'Donnell (2)

- Ordinance 14-03-06 amending provisions of the Village Code concerning Connection to the Sanitary Sewer System

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

Trustee Jamerson questioned whether the Village is tracking and receiving the paperwork to ensure that the septic systems are passing their annual inspection. Mr. Glenn explained he is working with Mr. Durning to send letters to the residents who are still on septic.

The motion passed by the following vote:

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

NAYS: None (0)

- Further discussion of Village Hall Rehab/Rebuild/Relocate

After last night's workshop, Mayor Norris indicated this matter will not be revisited at this time.

- Approval of agreement for Tree Services

Mr. Huvard noted that he has incorporated the costs provided by Davey Tree, which the Board had previously approved, into an agreement. The agreement gives Davey the right to increase prices up to 3% in years 2 and 3, but the Board has an option to get out of the agreement if they do increase their prices.

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

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

NAYS: None (0)

### Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson presented highlights from the building report for the months of January and February. In January 2014, there were seven permits with a construction value of \$255,500 generating fees of \$2,445. In January 2013, there were 12 permits with a construction value of \$217,638, generating fees of \$3,505. In February 2014, there were eight permits with a construction value of \$506,535 generating fees of \$4,089. In February 2013, there were four permits with a total construction value of \$44,575 generating fees of \$775. In 2014 year to date, there were 15 permits with a total construction value of \$762,035 generating fees of \$6,534. In 2013 year to date, there were 16 permits with a total construction value of \$322,213 generating fees of \$4,280.

Trustee Jamerson noted the construction value and permit fees were up.

- Woodlands/Finance – Trustee Chamberlain reminded everyone about the March 18, 2014 tree canopy presentation which will be at 7:00 pm.

### 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 9:33 PM.

The next regular meeting of the Board of Trustees is scheduled for March 18, 2014 at 7:30 PM.

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

Village of Riverwoods  
Special Meeting  
Village Hall Project Workshop  
March 3, 2014  
**DRAFT**

In Attendance:

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

Also Present:

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

Call to Order: 7:30 PM

Comments from the President

- Summary of events leading to the special meeting  
Mayor Norris noted that the flooding in the Board room resulted in the discovery of mold which led to a review of the building where the Village discovered they had numerous ADA and safety issues in the existing boardroom. In addition, the boardroom foundation would need to be raised to prevent future flooding. There was an initial workshop meeting on January 15, 2014 where the Trustees discussed various options regarding possible rehabbing of the existing building or rebuilding the boardroom and Village Hall. This is the second workshop being held to continue the discussion.
- Plan of action and milestones  
Mayor Norris explained that the Board must first determine the site location. Bob Hammer, the architect with Baranski, Hammer, Moretta and Sheehy Architects, explained that if the existing building was renovated, the next step would be to verify the design, review the schematics and develop building plans. The time frame for all of the preparatory work up to the bid award would be approximately 25 weeks. The construction would take approximately eight months to get to substantial completion. If the building is to be renovated, Mr. Hammer would design the temporary space as well. Mayor Norris noted that the Board will ask for public comments during the schematic stage.

Mr. Hammer then went through the time frame for construction of a new Village Hall. His first step would be to speak with staff to develop a plan tailored to new construction. The rest of the steps would be similar to those for renovating Village Hall, but the time to complete the project would increase.

### Site Selection

- Information on suggested sites and associated costs  
Mayor Norris looked at the properties suggested by several of the Trustees. He reviewed the area/size, possibility of expansion, zoning, road control, ownership, tree impact, traffic, visibility, wetlands and utilities of the Terraco property, the Riverwoods Road property next to Orphans of the Storm, the Untermeyer property, the 285 Portwine and 2648 Chianti properties and the current site. He also reviewed the estimated costs of each site. Trustee Haber suggested that if the Board chose a location other than the present site, the Village would probably sell both the existing Village Hall property and the Chianti property. He noted that the estimated costs of building on other sites should be reduced by the potential sale price of these two properties. Mr. Huvad indicated that the land acquisition costs shown for the other sites are educated estimates and may be too low. Trustee O'Donnell suggested assigning a fair market value to each of the parcels.

Trustee Chamberlain believes if the Village is putting a lot of money into a building, they should look at potential future needs as well. She thinks it is important that whatever site is chosen, there should be some space for possible extra needs.

Mayor Norris briefly went over the costs of moving and renting temporary office space or trailers. Trustee Haber noted that the Village would also incur storage fees. Mayor Norris suggested that they could probably store most of the items in the old police station.

Trustee Haber asked how the cost per square foot of \$144 for renovation versus \$216 for new construction had been determined. Mayor Norris explained that Mr. Hammer had gotten ballpark quotes from a number of builders. Trustee Jamerson noted he is renovating his office and the cost is approximately \$130 per square foot.

- Review and discussion of potential new sites and the existing site  
Trustee Ford noted that from the discussion this evening, it would seem that some of the proposed sites may not be serious candidates due to one or more factors. She suggested determining which sites would realistically be feasible, forgetting cost for the moment. After further discussion by the Board, including comments from Mr. Glenn and Mr. Hammer, the consensus of the Board, with the exception of Trustee Haber, was that the present site was the most feasible.
- Comments by the public  
Betty Dlouhy, Studio Lane, likes the existing location.

Al Solomon, 1 Pine Tuck Trail, believes it would be nice to have the Village Hall located near the fire and police departments. If this cannot be done, he believes the existing Village Hall location is the most appropriate. Mayor Norris will send out the letter he had received from Mr. Solomon earlier in the day to the rest of the Board.

- Selection of site

Trustee Haber feels that the Board should determine whether the building should be replaced or renovated before taking a vote to select the present site as that would affect the way he voted. Trustee Haber is not in favor of renovating the existing building. Mayor Norris asked for a motion and approval of a site. Trustee O'Donnell believes the general consensus is that the existing Village Hall site is the most compelling.

Trustee O'Donnell moved to select the existing Village Hall property as the site for further review and planning on either the rehabilitation or construction of a new building. Trustee Ford seconded the motion. The motion passed by the following vote:

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

NAYS: Haber (1)

#### Rehabbing or Rebuilding Village Hall

- Presentation by architect of possible options

Mr. Hammer pointed out several changes he has made to the rehab design since the previous drawings, which adds a three bay garage and has an enlarged conference room.

Mr. Hammer then showed the drawing of a proposed new building on the existing site. It includes an atrium and a three-vehicle garage. Trustee Chamberlain asked what the Village would gain by building new. Mr. Hammer noted a new building would have some amenities such as a two-story atrium and higher ceilings. In addition, a new building would be more energy efficient. Mr. Hammer showed another option with a new boardroom and a separate community room. A third option would also have a separate community room.

Trustee Baumann asked if there would be a way to eliminate the second floor which would eliminate the need for an elevator. Mr. Hammer noted that the foundation would have to be expanded if the footprint were enlarged. He added that the Village would pay a premium to switch to a one-story building. Trustee Chamberlain noted that the Village may need more offices or a different configuration in the future. Trustee Chamberlain believes that there should be flexibility in the design of the spaces. Trustee O'Donnell noted that the trend is to go into a more open space design. Mr. Hammer stated that in his experience, he has found it difficult to have open planned space stay that way.

Mayor Norris asked Trustee Chamberlain to, once again, send out a Doodle invitation to setup another workshop to continue the discussion to rebuild or rehab.

Special Meeting  
Village Hall Project  
March 3, 2014  
Page 4 of 4

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 9:38 PM.

The next regular meeting of the Board of Trustees is scheduled for March 4, 2014 at 7:30 PM.

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

Mr. Huvad asked what would happen if Mr. Hammer started with a blank slate. Mr. Hammer noted the circulation space and office sizes would be similar. The two story atrium may be altered. Mr. Hammer indicated renovating the existing building would have more office space in a slightly smaller space. Trustee Ford believes the Trustees should also consider frequency of use. Some of the amenities may not be used as much as others. If the demand is not there, she does not believe building a building would create a demand for use. Trustee Chamberlain noted a portion may be built at a later date.

Village of Riverwoods  
Board of Trustees  
February 18, 2014  
**DRAFT**

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

Call to Order: 7:30 PM

Moment of Silence

Mayor Norris expressed condolences in respect to the passing of Ilene Stanger. Ms. Stanger was a resident for more than 55 years. She was the Village Clerk, the wife of a former Mayor and a former Trustee. Those in attendance observed a moment of silence.

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the February 4, 2014 Board of Trustees meeting. Trustee Chamberlain seconded the motion. There were minor changes made by the Trustees. The motion passed unanimously as amended with Trustees Ford and Jamerson abstaining.

Treasurer's Report

Trustee Ford will meet with Mr. Roseth and representatives from Wells Fargo tomorrow.

Engineer's Report

Village Engineer Patrick Glenn indicated that the Village received one bid for the sewer spot repair project. The bid was considerably more than his estimate. Mr. Glenn will go back to the company and try to negotiate with the owner. He will bring a recommendation to the Board in two weeks.

Mr. Glenn met with Lake County Public Works about getting Lake Michigan water to the Pekara subdivision on the west side of Milwaukee Road. There is a potential opportunity for the Village to sell water to that subdivision. Interconnection with the Pekara system would give the Village access to an additional half million ~~gallons of water~~ [gallon reservoir west of the river](#) and would also make Riverwoods a bigger purchaser of Northbrook water.

#### Director of Community Services Report

Director of Community Services, Rob Durning, explained that the property at 2670 Sunset was knocked down. There are no plans to rebuild at this time.

The Village has received a few complaints about snow plowing, mainly from residents on private streets who said they could not get out of their driveways. There was one issue with excess salt on the Chippewa and Indian Trail subdivision.

Orphans of the Storm has indicated they will apply for a charitable donation from the Village.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the February 4, 2014 Board of Trustees meeting. There were 11 other agency assists, five ambulance calls, two fire calls, four fire alarms, 22 premise exams, two notifications, five vehicle lock outs, one construction complaint, four other complaints, 20 burglar alarms, one domestic trouble, one other complaint, one suspicious vehicle, four complaints about animals, one roadway debris, 28 motorist assists, four traffic complaints, one parking complaint, 12 traffic accidents, three 911 hang ups, two crime prevention notices and eight case reports. There were 54 traffic stops with 34 citations issued to 29 people.

There are currently 17 houses on the House Watch list that are checked regularly.

Chief Dayno stated there have been a large number of motorist assists due to the weather.

#### Fire Protection District Report

Duane Christenson from the Lincolnshire-Riverwoods Fire Department asked if the Village was preplanning for the anticipated flooding this spring. Mayor Norris indicated that the Village is better prepared this year than in the past.

#### Village Attorney Report

Village attorney, Bruce Huvad, anticipates the formation of additional SSAs.

Mr. Huvad was at a meeting in Lake County with the owner of the landfill site. The Village requested a landscape and tree plan before considering the owner's permit request. The Village received the elements of a plan this evening. Village Forrester, Chuck Stewart, set up a meeting with Mr. Kanzler, but the meeting did not happen.

Mr. Huvad indicated that the Terraco owners are continuing to assemble materials for the Plan Commission hearing. There has been some progress made regarding the McDonald's. The Village received a request from Panera for a drive-thru in the Shoppes of Riverwoods. The Village told them that they do not believe it will work with the existing traffic pattern. Panera is still pursuing their request. Trustee Jamerson questioned whether the Village could allow a drive-thru at the Terraco parcel and not allow one at the Shoppes of Riverwoods. Mr. Huvad believes that issue would be addressed based on various factors and criteria that would have to be satisfied.

Mr. Huvad noted there would be a Hearing on the Appropriations Ordinance in March.

#### Informational Items & Comments from the President

- Deerfield Water Rate Increase

Mayor Norris reported that Deerfield increased their water rate by 6%. The last time Deerfield had an increase was in May 2012. He noted that the Village has a good deal with Northbrook.

- Woodland Habitat Restoration Project

Mayor Norris explained that the Woodland Habitat Restoration Project is the project along Riverwoods Road being done by the Forest Preserve District. The Forest Preserve staff will make a presentation at the March 18, 2014 Board of Trustees meeting at 7:00 p.m.

- Software Update

Village Clerk, Irene Gagerman, indicated that the software is moving along well.

#### Visitors Wishing to Address the Board

Joan Becker, 2750 Edgewood Lane, expressed concern about the proposed McDonald's going in the corner of Deerfield and Milwaukee. She does not believe it is consistent with the values of Riverwoods. Ms. Becker believes it will negatively impact the remaining 37 acres. She urged the Board to consider what would best benefit the Village and its residents.

#### Approval of Bills

Trustee Jamerson moved to approve the bills. Trustee Chamberlain seconded the motion. The motion, subject to receipt of additional information on two bills, passed by the following vote:

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

New Business

- Ordinance approving the 2014 Fee Schedule

Trustee Haber moved for First Reading of the Ordinance. Trustee Baumann seconded the motion. The motion passed unanimously.

Trustee Jamerson indicated that he was still working on a few additional changes to the current fee schedule. He stated that the business license fee of \$25 was the amount the Trustees had tentatively agreed on. Trustee Chamberlain asked whether a \$25 business license fee would cover the cost of inspections. Trustee Jamerson stated that the minimum inspection fee that the Village charges is \$75. Mr. Huvad will investigate what other municipalities charge for business license fees.

The Trustees then discussed the monthly sewer charge. Mr. Glenn provided a spreadsheet to the Board members. He explained that the breakeven point to cover operating and maintenance costs over the next 5 years is \$7.68 per month per customer. The \$2 million deficit in the previously agreed on capital reserve fund, which is currently covered by funds earmarked from the General Fund, could be made up if each customer were billed approximately \$1,200. The question for the Board would then be over what time period this would be accomplished. The cost per customer per month would be \$5 per month over a 20-year period, \$10 if done over a 10-year period, \$20 per month if over a 5-year period. After discussing the possible opportunity costs and/or the potential need of the earmarked money and agreeing that a reserve fund needs to be built, the consensus of the Board was to go with 10 years versus the originally agreed on 5-year period when the reserve fund policy was first established. If done over 10 years, the monthly charge would be \$17.68 per customer. The Board discussed rounding off the fee. It was decided to revisit that at a later meeting.

Trustee Jamerson then brought up the fees for tree mitigation. He stated that Riverwoods' fees are at the bottom of the list compared to the neighboring communities. Trustee Chamberlain stated that being Riverwoods and the fact that we do value our trees, we should be at the high end. She said that she and Trustee Jamerson would put together several suggestions for the next meeting. Mr. Stewart suggested a sliding scale based on the size and species of the tree. He also added that a dead or dying tree does not need to be mitigated.

- Scheduled and Unscheduled Tree Work Contractor Bid Comparison

Mr. Stewart explained that the Village has historically used Glenwood Tree, a local business, for storm damage. Glenwood Tree has been sold. The Village put out requests for RFPs. In putting together the RFP, they asked for pricing for both storm damage and normal scheduled work such as pruning and traffic and road sign clearance. Mr. Huvad explained that the Village has wanted to develop general terms and conditions for Village vendors. Mr. Huvad used this as an opportunity to create a standard list of requirements and qualifications. Mr. Stewart selected three pre-qualified companies to respond to the RFP and received time and material unit prices for various services, including personnel and equipment. Mr. Stewart noted that all three

companies are relatively local and understand what Riverwoods is about. He prepared and gave the Board a spreadsheet detailing the prices for the various types of service to be performed.

Trustee Chamberlain asked where most of the money is spent currently. Mr. Stewart replied that the hazard tree removal, which is scheduled work, is where most of the money is spent. Trustee Ford expressed concern about not being quickly served in a storm damage situation if the Village does not pay premium prices. Mr. Stewart replied that the contract will stipulate the response time required. The Trustees agreed that the prices from the Care of Trees were the lowest.

Trustee Haber moved to prepare a contract to use Care of Trees. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance 14-02-03 providing for the Issue of \$60,000 Special Service Area No. 27 Special Tax Bonds

Mr. Huvard noted that the Windlake Terrace Special Service Area was formed in September. The Village has an existing contract for the work. The Village worked with the residents on the scope of work, but they are opting for less than what was recommended by the Village engineer. North Side Community Bank provided an interest rate of 4.6% with a ten year amortization.

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote with Trustee Haber abstaining.

Trustee Baumann 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, Jamerson (4)

NAYS: None (0)

ABSTAIN: Haber (1)

- Plant Committee Proposal

Village Clerk Gagerman stated that the Plant Committee has requested \$5,000 to be used as per their submitted proposal. The Board has authorized \$5,000 per year since 2008 for the committee to maintain the Village garden.

Trustee Baumann moved approval. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

### Old Business

- Ordinance amending provisions of the Village Code concerning connection to the sanitary sewer system

Board of Trustees Meeting

February 18, 2014

Page 6 of 6

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

Mr. Huvard discussed the various revisions he made to the existing Ordinance that will make it more consistent and clear. Mr. Huvard indicated that if there was an exemption in the past and the property owner can pass the annual health inspection, they would be grandfathered in and continue to be exempt. Trustee Chamberlain believes that the Village should have a reliable system to ensure that the health inspection is happening. Mr. Glenn noted there are about 12 improved lots that have not connected to sewer all of which are in South Riverwoods.

- Village Hall Rehab/Rebuild/Relocate

Mayor Norris provided the Board with aerial photos, cost estimates and other information on possible alternate sites. He indicated there would be a workshop meeting on March 3, 2014 to discuss these and other options for Village Hall. He hopes that the site, either the existing one or another one, be decided on at the next Board meeting. Trustee Chamberlain asked what the minimum amount of square feet of land that is needed. Mayor Norris explained a new building would be at least the same size as the existing one. Mr. Glenn noted that the minimum site size is approximately four acres. However, he would recommend a larger site.

#### 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 9:39 PM

The next regular meeting of the Board of Trustees is scheduled for March 4, 2014 at 7:30 PM.

Respectfully submitted,

Jeri Cotton

Village of Riverwoods  
Board of Trustees  
February 4, 2014  
**APPROVED**

In Attendance:

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

Absent was:

Kristine Ford  
Rick Jamerson

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Haber moved to approve the minutes from the January 21, 2014 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

Mr. Durning noted that Jimmy's Charhouse is being rebranded to Flame Charhouse. They applied for two wall sign permits. There was a water main break at the water tower located on the Ravinia golf club property. Luckily, the water did not get into any buildings. The break was isolated and the valve was shut off. Mr. Durning indicated that Midwest Snow Solutions is using a sand/salt solution instead of just salt due to the salt shortage in the area.

Engineer's Report

Mr. Glenn noted that the Village published the bid request on various sanitary system projects. The bid opening will be February 13, 2014.

Village Attorney's Report

Terraco is working with the Village to improve the design of the McDonald's building, which would provide a design look for the rest of the center. Bob Hammer explained that the original design was grossly out of proportion. Terraco sent line drawings of the newly proposed design. Mr. Hammer requested color renderings.

#### Police Report

Officer Shor provided the Board with the Police Department activity since the January 4, 2014 Board of Trustees meeting. There were two DUIs, two suspended or revoked licenses, seven other agency assists, four ambulance calls, five fire calls, two fire alarms, three public service, 48 premise exams, one child seat installation/inspection, four notifications, four vehicle lock outs, four other complaints, 20 burglar alarms, one suspicious vehicle, one identity theft, five animal problems, 23 motorist assists, one traffic complaint, two parking complaints, two traffic investigations, eight traffic accidents, three 911 hang ups, four crime prevention notices and 13 case reports. There were 42 traffic stops with 37 citations issued to 26 people.

There are currently 17 houses on the House Watch list that are checked regularly.

Officer Shor noted that tobacco compliance checks were conducted on January 25, 2014 and the two locations that sell alcohol and cigarettes did very well.

#### Fire Protection District 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, 2014. There were 35 calls including 11 EMS calls, 12 fire calls, four auto accidents and eight other calls. There were 39 calls year to date, including mutual aid to DBFD.

#### Informational Items & Comments from the President

- Change in the "Standing Committees"  
Mayor Norris noted that the new committee assignment will include investments.  
Trustee Ford will work with the Village Treasurer on investments.
- Software Update  
Village Clerk Gagerman received the assessor's file and it has been converted and imported into the new software. She did some random testing. The Village has moved forward with "quick starts" and will be setting up the remaining modules shortly.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

#### New Business

- Ordinance 14-02-02 Amending the Vacant Building Regulations Ordinance  
Mr. Huvad explained the Village would like to get inside some of the vacant homes. Currently, the Village needs to obtain an administrative search warrant. The Village is looking to amend the current Ordinance to allow them access to the vacant home. Once the Village inspects the vacant home, they will have specific findings that will provide justification to obtain a receiver for the home. Trustee Haber suggested some minor changes to the proposed amendments.

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

Trustee Baumann moved for Second Reading and adoption of the Ordinance. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, O'Donnell (4)

NAYS: None (0)

- Donation for Center for Enriched Living  
Trustee Chamberlain explained that the Center for Enriched Living requested \$5,500 from the Village. Trustee Chamberlain said she and Trustee Ford had some concern that one or more of CEL's programs may conflict with NSSRA programs and agreed that \$5,000 is an appropriate amount. It is the same amount that the Village gives to Orphans of the Storm. Mayor Norris indicated that CEL meets the criteria set forth by the Village.

Trustee Chamberlain moved to donate \$5,000 to the Center for Enriched Living. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, O'Donnell (4)

NAYS: None (0)

- Donation for DHS After Prom Party  
Mayor Norris explained that the Committee met and discussed small, single event donation requests. The committee agreed and recommends that the Village waive the requirement requesting a completed application, financials, etc. Instead, the mayor, in his discretion, would recommend that the board approve the request. This would only apply to requests where the donation request is \$1,000 or less, the requester has a history with the Village and the request is for a single event. If any member of the Committee or the Board objects to expediting the request, the requester will be asked to complete the paperwork required by the donation policy. Since 2009, the Village has donated \$1,000 each year to the DHS after prom party.

Trustee O'Donnell moved to donate \$1,000 to the Deerfield High School after prom event. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Haber, O'Donnell (4)

NAYS: None (0)

- Sanitary Sewer mandatory hook up

Mayor Norris indicated that the Village currently requires every property owner to hook up to sewer if the sewer runs by their property. The Village has only enforced this when there is a change of ownership. He believes the issue needs to be addressed because mandatory water hook up is no longer required. Mayor Norris explained septic fields do not function properly in Riverwoods. Therefore, he believes the mandatory hook up policy should be kept in place. The current policy exempts the homes in SSA 12. After discussion by the Board, the consensus of the Board was to maintain the mandatory sewer hookup and to have Mr. Huvard correct the inconsistencies in the Ordinance.

David Niedelman, whose home is in SSA 12, requested that the Board still allow the exempt properties that have been tested and have passed the certification, to remain on septic as long as they continue to obtain certification.

- Village Hall options

Mayor Norris explained that the question had come up during the workshop that even if the decision were to rehab the existing building, the costs incurred would be substantial and due diligence would require that more investigation be done. In that vein, the Mayor worked with the staff and put together a lot of data which he provided to the Board. From every aspect he looked at, Mayor Norris recommends rehabbing the existing building and rebuilding the board room. Trustee Haber believes that there should be another workshop on this data as there is a lot of information to absorb. Trustee Haber noted that this is a huge undertaking for the Village. He questioned the rush and believes the Board should make sure they are making the right decision. After some further discussion, the Board agreed that they were not ready to vote on rehab vs. rebuild and that a second workshop meeting should be held.

Mr. Hammer walked through a brief presentation of the proposed remodeling of the Village Hall and the new building that would house the boardroom.

Trustee Chamberlain will poll the Board for possible dates for the second workshop meeting.

### Old Business

There was no Old Business.

### Standing Committee Reports

There were no Standing Committee Reports.

### Adjournment

Board of Trustees Meeting

February 4, 2014

Page 5 of 5

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:10 PM.

The next regular meeting of the Board of Trustees is scheduled for February 17, 2014 at 7:30 PM.

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

Village of Riverwoods  
Board of Trustees  
January 21, 2014  
**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  
Hal Roseth, Village Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the January 7, 2014 Board of Trustees meeting. Trustee Baumann seconded the motion. The motion passed unanimously with Trustee Chamberlain abstaining.

Treasurer's Report

Village Treasurer Hal Roseth indicated that the fund balances have increased slightly. There were a couple redemptions in both Wells Fargo accounts which were yielding 2.76% and 0.75% respectively. Funds were moved from a Chase checking account to a Chase savings account. Mr. Roseth hopes to put together a standard report that will be helpful to the Trustees.

Engineer's Report

Mr. Glenn noted that the Village is six years into the sewer televising program with Lake County. About 50% of the sewers have been televised and the Village has discovered many, small point repairs amounting to approximately \$75,000. Mr. Glenn has put together the documents and specifications to put out for bid. He hopes to have a recommendation for award by March. Trustee Jamerson asked about the capital improvement project to remove sewer odors near the Village Hall area. Mr. Glenn noted that the low pressure grinder pump system has

brought some unexpected consequences primarily in the winter when sewer usage is lower and retention times increase. He stated that, because there are no health or safety issues, there is no urgency to complete the project. Mayor Norris indicated that this project is being targeted for the 2015 budget.

#### Director of Community Services Report

Rob Durning noted that the foundation was removed at 1382 Kenilwood and now needs to be filled. The desired result is to have a buildable pad that no longer has a driveway below grade level.

The vacant home at 1080 Hiawatha has been slightly improved. It has been secured and there are no apparent code violations.

A neighbor complained about the property at 13 Big Oak. There are a couple of rusty vehicles in the backyard. There is a notice posted on the property to clean it up.

Mr. Durning indicated that he was watching the property at 2 Chicory which has had an issue with multiple vehicles sitting on the property.

He met with the third and final bidder for the burst pipe repair at the police department. Mr. Durning indicated they will open up the wall and try to determine what happened.

#### Police Report

Chief Dayno provided the Board with the Police Department activity since the January 7, 2014 Board of Trustees meeting. There was one domestic battery, 11 other agency assists, three ambulance calls, 11 fire department assists, two finger printings, two public service, 23 premise exams, one child seat installation, five notifications, two vehicle lock outs, 15 burglar alarms, one suspicious vehicle, one domestic trouble, one lost property, nine animal problems, 31 motorist assists, three traffic complaints, one parking complaint, one traffic investigation, 12 traffic accidents, three 911 hang ups, four crime prevention notices and ten case reports. There were 50 traffic stops with 28 citations issued to 20 people.

There are currently 17 houses on the House Watch list that are checked regularly.

Chief Dayno noted there was one domestic battery arrest. The person was also charged with interfering with the reporting of the domestic battery.

#### Village Attorney

Mr. Huvad indicated that the stay was lifted on the property at 9 Julie Lane. The receiver will go back to work in February without additional court proceedings.

Mr. Huvard noted that there was a FOIA request pertaining to a police investigation of a barking dog. The dog's owner requested the name of the resident filing the complaint. The police department provided the report but redacted the complainant's name. The resident then filed a request for review with the public access counselor. The Village responded that the Open Meetings Act seems to state that one exception is the name of a complaining witness. Mr. Huvard is waiting to hear further from the public access counselor. Mayor Norris indicated that the complaining witness would prefer that their name not be disclosed.

#### Informational Items & Comments from the President

- Email from the Office of the State Fire Marshall, State of Illinois Restating Applicability of the State-adopted Life Safety Code

Mayor Norris forwarded the email to the Trustees as pertinent information seeing that the Village was discussing the renovation of the Village Hall.

- Software Update

Village Clerk Gagerman noted the first software reports have been generated. The accounts payable and check writing portions of the software are up and running. She hopes to move forward with the last three modules shortly.

- Economic Interest Report

Mayor Norris noted the State and County are now requiring the month and year of birthdates and phone numbers from the Trustees for the economic interest reports. He needs this information from the Trustees this evening.

- Center for Enriched Living Request

Mayor Norris indicated that the Village received a donation request from the Center for Enriched Living. He would like to put together a committee to review donation requests.

#### Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

#### Approval of Bills

Trustee Jamerson moved approval of the bills. Trustee Chamberlain seconded the motion. Trustee Chamberlain requested that the "bill" from Lake County Partners be removed, as it is not really a bill. The motion passed by the following vote:

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

NAYS: None (0)

#### New Business

Board of Trustees Meeting

January 21, 2014

Page 4 of 4

- Resolution R14-01-01 to Ratify NSSRA Board Action authorizing Petition to Circuit Court for Leave to Sell Property no longer needed for Park or Special Recreation Purposes

Trustee Haber moved to adopt the Resolution. 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

There was no Old Business.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:10 PM.

The next regular meeting of the Board of Trustees is scheduled for February 4, 2014 at 7:30 PM.

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

Village of Riverwoods  
Workshop Meeting  
January 15, 2014  
**DRAFT**

In Attendance:

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

Also Present:

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

Call to Order: 7:30 PM

Meeting with Architect to discuss Village Hall

Mayor Norris noted that the purpose of this meeting is to discuss the potential remodeling and reconstruction of the boardroom and Village Hall. Bob Hammer, with Baranski, Hammer, Moretta and Sheehy Architects, was present at this meeting. Mr. Hammer looked at the boardroom after the flood and was asked to make some recommendations. The obvious solution was to raise the floor by adding a slab which would then bring the boardroom level with the Village Hall building making it ADA accessible. However, that led to a discussion of other issues dealing with handicap accessibility. Mr. Hammer was then asked to do both an ADA and code compliance survey of the building. Mr. Hammer first listed the deficiencies in the handicap accessibility area which included the non-conforming entrances, hallways, bathrooms, signage, stairways and lack of wheelchair access to the second floor. He then enumerated a number of building code deficiencies.

Mr. Hammer questioned whether it made sense to solve the board room issues without making the entire building ADA compliant. He showed a proposed floor plan with a relocated main entrance that includes adding an elevator and ADA compliant entrances, rooms, hallways and doors. He noted that the proposed boardroom, which could also be used as a multi-purpose room, would be a complete teardown and rebuild. Mr. Hammer discussed the proposed second floor which would be cleaned up and brought up to code.

Trustee Baumann asked if the former police station would be demolished. Mr. Hammer stated that it ultimately would but explained that the Village could possibly use it as temporary office space during the construction. Trustee Chamberlain noted there have been times where there

were more than 100 people in the boardroom. Mr. Hammer indicated that the proposed boardroom could easily seat 75 but that the calculated occupancy would be more than 100.

Trustee Haber questioned whether building a new municipal building would be more economically prudent than an extensive rehab of the existing structure. Trustee Haber has some concern about rehabbing versus building a new building. He suggested possibly relocating Village Hall near the police and fire stations or other location. He indicated that the corner of Deerfield and Milwaukee was a possibility for a new municipal building. Mr. Hammer replied that a new building would cost at least 50% more than rehabbing the existing building. Trustee Baumann questioned whether it would be less expensive to rebuild on the same site. Mr. Hammer believes it would still cost about 50% more to rebuild, even if on the same site. Trustee Ford asked whether the rehab of the building would stand the test of time. Mr. Hammer explained their intention is to make this building last.

When asked what the budget for the project was, Mr. Hammer indicated that the construction could run \$1.8 million at the low end and \$2.8 million at the high end although he thinks the cost will be closer to \$2.2 million. Trustee Baumann asked what the time frame would be. Mr. Hammer explained they would need about six months preparation prior to construction and that construction would last approximately eight months. Trustee Jamerson noted that if the Village did not have to phase the project, it could possibly be less expensive and take less time.

A discussion ensued regarding the structural soundness of the Village Hall. Mr. Hammer is confident that, other than the boardroom, the rest of the building is sound.

Trustee Haber thinks the Village should think long and hard about the various issues because he feels that the cost differential between building new and a complete renovation is very small in the scheme of things. The consensus of the Board was that all possibilities needed to be fully explored in order to do due diligence.

Trustee O'Donnell questioned whether there is something that can be done to give the Trustees a higher degree of comfort and more certainty about the risk of running into problems if they decide to rehab the building. Mr. Hammer replied that he does not expect to find any major surprises. He noted they could do some selective demolition by drilling some holes in different parts of the building to see what they find.

Trustee O'Donnell then asked about the timeline in order to determine a decision date. Mayor Norris answered that there was no urgency, but that he would like to proceed to correct the issues found, both in the building code and ADA compliance areas. Trustee Ford asked if one of the choices was to do nothing. The consensus of the Board was that not doing anything was not an option. [Trustee Ford then stated that being the case, she saw that the Village had 3 options: rehab the existing building, rebuild on the existing site or build on a different site.](#) Trustee Jamerson indicated that construction prices are going up and the Village should not wait a long time to do this work.

Trustee Chamberlain inquired about the possible use of solar panels. Mr. Hammer answered affirmatively. Trustee Jamerson said Trustee Chamberlain made a good point and added

that geo-thermal heating and cooling could also be looked at. Mayor Norris stated that all green options would be considered.

Mayor Norris will work with Mr. Hammer to get answers to the questions brought up in this meeting. He noted that this is a big expenditure and that he wants to make sure that the board does right by the residents. He wants to ensure that the Board has enough information to make the right decision. He will get the information together for the next Board meeting.

Adjournment:

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The meeting was adjourned at 9:08 PM.

Respectfully submitted, Irene Gagerman  
Transcribed by Jeri Cotton