

Village of Riverwoods
Board of Trustees Meeting
November 3, 2015

APPROVED

In Attendance:

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

Absent was:

Kevin O'Donnell

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: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the October 20, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Director of Community Services Report

Mr. Durning reported on new residential construction. A ticket was issued for a non-screened RV on Portwine Road. Mr. Durning indicated there will be an inspection of a hoarder home on Edgewood. Center for Enriched Living will submit an application for a charitable donation.

Treasurer's Report

Trustee Ford distributed the statement of revenues and expenses for the month of September 2015. The statement is attached at the end of the minutes.

Trustee Ford reported that the revenues are ahead of expenses right now. There appears to be a surplus of \$330,000 in the General and Police Funds. The cash projections will be important for next year, to give the Village advisor information on how to invest.

Village Attorney's Report

Mr. Huvad met with representatives from The LockUp on Monday. They will appear before the Plan Commission on December 3, 2015. David Niedelman explained that there will be a Public Hearing to discuss traffic, lighting, design, landscape and ecological features. He does not anticipate traffic concerns.

Mr. Huvad is working on the Tax Levy Ordinance, which needs to be approved before the end of the year.

Police Report

Chief Dayno provided the Board with the Police Department activity since the October 20, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno completed the budget submittal for 2016, which is slightly higher than 2015. He noted that the new IT servers were installed. DCS, the new IT service company, has been very responsive to the minor glitches.

Informational Items & Comments from the President

- Revision to and Consolidation of the Forestry Cost Sharing Program

Trustee Chamberlain met and worked with Village Ecologist Steve Zimmerman on the cost sharing programs. She is awaiting some financial information and will send out highlights on the changes that were made. Trustee Chamberlain noted there may be a recommendation to cap the annual cost of the programs. The Village had received a number of complaints that the cost share program was confusing. The revisions make the program much easier to understand. Mr. Zimmerman will attend the next meeting to answer questions on how the new system will operate.

- Lake County Sewer Fee Increase

Mayor Norris received a certified letter from the County notifying the Village of an upcoming sewer rate increase. Mr. Glenn noted that the rate will increase approximately \$8 per month over the next three years.

- Delinquent Utility Fee Payments

Mayor Norris noted that the Village has approximately 15 residents that have not paid their sewer fees. These residents are not on Village water. The Village is looking at options to collect the money.

- Halloween Party

Mayor Norris reported that the Halloween Party went off well despite the weather. Mayor Norris received a number of emails thanking the Village. He thanked Jackie Borchew and the other volunteers.

Visitors Wishing to Address the Board

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

New Business

- Presentation of request for Zoning Amendment for “Spa” like activities at Colonial Court. Mr. Huvard explained any property owner can petition the Plan Commission for a Text Amendment. Many municipalities have the Board hear from property owners before they appear before the Plan Commission giving the Board the opportunity to hear what the property owner has to say. Colonial Court ownership representative John Flannagan was present to state the nature of the petition.

Mr. Huvard explained the Village tried to come up with a menu of authorized uses. Village staff received a request for a massage and spa service business, which was not one of the authorized uses; however, beauty parlors were authorized. There are already 2 existing beauty parlors in Colonial Court, and an additional beauty service business would not be allowed under the existing Ordinance.

Mr. Flannagan explained that they have a potential tenant that would provide facials, waxing, tweezing and massages. He noted that Colonial Court is about 40% vacant. They are reducing their prices per square foot, but have not had any success with that. They have also recently given rent concessions to the existing tenants who have complained that they are struggling financially. He feels that part of the problem is the lack of visibility of the center and the fact that a lot of retailers are now operating online versus in a brick and mortar establishment. In addition, he feels that t

Trustee Haber asked what the Village could do to help the center. Mr. Flannagan explained that they need to make a lot of capital improvements, but cannot justify the expenditures based on their current financial position.

Trustee Chamberlain believes that the attractiveness of the center is very important for this type of business. She thinks that may be an issue for this center. Trustee Chamberlain also expressed concern that the proposed business is similar to other businesses in the center. Instead of complimenting the existing businesses, she believes this may be a competing business.

Trustee Baumann asked why the center does not have foot traffic based on the high volume of traffic at that corner. Mr. Flannagan explained that the visibility is not good and that the lower tenant occupancy does not attract people.

Mayor Norris explained that the Village is interested in having the center succeed. Trustee Jamerson expressed concern about having too many service businesses in the center, as they do not generate sales tax. Mr. Huvard suggested possibly providing a contiguous TIF if the mall ownership puts more money in the center. Mr. Flannagan explained they need to stabilize the center before they can contemplate putting money into it. Mayor Norris summarized that the

Village is willing to work with the owners of the center once they come up with a plan to possibly revitalize the center.

Trustee Haber moved to refer the petitioner to the Plan Commission to amend the Special Use to allow two nail salons/spas in Colonial Court. Trustee Chamberlain seconded the motion. She would like the Plan Commission to investigate the impact of competition within the center. Trustee Haber amended the motion that the issue will be expedited.

The motion passed unanimously on a voice vote.

- Ordinance amending Provisions of the Riverwoods Development Ordinance to comply with requirements of the Illinois Plumbing Code.

Mr. Glenn explained that at the end of last year, the Department of Natural Resources made changes to the Lake Michigan allocation rules. In addition, the Department of Public Health looked at perceived conflicts with the State Plumbing Code in our Village Code.

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

- Ordinance amending Section 7-2C-1 concerning restrictions on Outside use of Watering

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

- Report on Results of RFP for Construction Manager for Village Hall Construction Project and possible selection of Construction Manager

Trustee Jamerson reported that after the last Board of Trustees meeting, the Village put together and sent out an RFP for pre-construction and construction management to four firms. The Village received two complete and responsive proposals. Trustee Jamerson noted the proposal by WB Olson was considerably less than the other proposal.

Trustee Haber asked if the Village could get a cap on the monthly fees and length of time to complete the project. Mr. Huvard explained that he would negotiate that into the contract.

Trustee Jamerson moved to approve the RFP from WB Olson. Trustee Haber seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson (5)
NAYS: None (0)

- Presentation of Text Amendment for Drive-Thru Restaurant at 2175 Deerfield Road

Mr. Huvard explained this use is currently not allowed in the Zoning Code. Property owner Anil Abbott explained that the proposed restaurant would be similar to a café or coffee shop. Trustee Chamberlain asked about the proposed café and expected traffic. Mr. Abbott explained they would have fresh sandwiches and salads. They would be busiest at lunch. Trustee

Chamberlain asked about the drive-thru traffic pattern. Peter Lemon, traffic engineer with Doland Engineering, explained that the circulation would allow entrance from either Saunders or Deerfield. The traffic would flow counter-clockwise around the property. The entrance and exit would be located on the east side of the property. Mr. Lemon explained that they would have stacking capacity of 10 vehicles.

Mr. Niedelman asked if they did a gap study on Deerfield Road. Mr. Lemon explained that they hadn't. He stated that there will be certain traffic movements that will be difficult, but there are ways around it. He added that customers will choose not to patronize a facility if getting in or out is a problem. Mr. Niedelman expressed concern about making a left turn onto Deerfield Road. Trustee Haber noted they could prohibit left turns onto Deerfield Road.

Trustee Haber moved to direct the Plan Commission to consider a drive-thru café. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Village Insurance Renewal

Richard Small discussed the insurance information provided in the Board packet. The Village has a high loss ratio based on the number and value of the claims. Mr. Small provided two different proposals; a guaranteed cost and a loss-sensitive plan. Trustee Jamerson expressed concern about loss-sensitive plans. Mr. Small agreed with Trustee Jamerson's concern.

Trustee Jamerson moved to go with the guaranteed cost plan. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance revising Rules for Outdoor Parking of Recreational Vehicles

Mr. Huvad has not received information from the Trustees. Mayor Norris suggested holding discussion on this until the next Board of Trustees meeting.

- Ordinance approving an Amendment to a Lease Agreement between the Village of Riverwoods and Nextel West Corporation

This item will be continued while further investigation of options.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – In the absence of Trustee O'Donnell, Mayor Norris reported that the Village of Highwood is working on an experimental program for food waste and other biologics. If it works, he would like the Village to consider this program which would

remove a lot of material from the waste stream. He noted that the Village will not get payment for recycling for this quarter.

Trustee Jamerson reported that the RPC held a bicycle donation event. The Village collected 35 bicycles for charity.

Police/Building/Zoning – Trustee Jamerson sent the Building Report for October. The building report is attached to the end of the minutes.

NSSRA/Treasurer Liaison– Trustee Ford reported that the NSSRA mac calculation for 2016 would be around \$50,000 which is a bit less than last year.

Woodland/Finance – Trustee Chamberlain would like the Board to see specific reports on a monthly basis. The Finance Committee is working with an accountant to get that accomplished.

Drainage/IT/Environment/Stormwater – Trustee Baumann discussed the resident survey. He is writing an article for the Village Voice which will summarize the results. A majority of residents requested push communications. He is working on a project which would allow him to send e-mails to residents notifying them of public meetings and providing them with a link to the online video. Mayor Norris will have the billing department send a request for email addresses with the utility bills, offering residents a \$5 coupon towards their bill. He noted it would save the Village money if bills could be emailed to residents instead of printing and mailing the bills.

Adjournment

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

The next regular meeting of the Board of Trustees is scheduled for November 17, 2015 at 7:30 PM.

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

Attachments:
Police Report
Statement of Revenues and Expenses
Building Report



Riverwoods Police Incident Analysis Report



Summary by Incident Type

From Date: 10/19/15 12:00 AM
 To Date: 11/02/15 11:59 PM

Incident Type	Numbe of Incidents
1310 Criminal Damage to Property	1
7001 Assist Other Agency	7
7021 Ambulance Call	10
7024 Fire Call	3
7033 Fire Alarm	3
7040 Public Service	1
7041 Premise Exam	35
7045 Well Being Check	3
7051 Vehicle Lock Out	3
7078 Construction Complaint	1
7079 Other Complaints	8
7082 Burglar Alarm	8
7121 Suspicious Auto	3
7156 Found Property	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	4
7246 Found Animal	3
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	7
7521 Traffic Complaint	4
7522 Parking Complaint	1
7539 Traffic Investigation	1
7571 Traffic Accident PI	2
7572 Traffic Accident PD	5
7573 Traffic Accident PP	1
7911 911 Hang Up	4
Total:	123
Crime Prevention Notices	18
Case Reports	6
Traffic Stops	115
Persons Issued Citations	32
Citations Issued	32

12 houses are currently on the House Watch list.

Board of Trustees Meeting
 November 3, 2015
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Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2015

	1Q15	Apr	May	Jun	2Q15	YTD	2015 Budget	% Remaining
Revenues								
General Fund	\$ 599,088.84	\$ 195,345.51	\$ 173,279.29	\$ 195,368.97	\$ 563,993.77	\$ 1,163,082.61	\$ 2,912,625.00	60%
Police Fund	\$ 367,921.23	\$ 129,626.63	\$ 119,276.98	\$ 325,789.76	\$ 574,703.37	\$ 942,624.60	\$ 1,801,910.23	48%
MFT Fund	\$ 26,890.22	\$ 3,378.00	\$ 8,515.93	\$ 7,994.42	\$ 19,888.35	\$ 46,778.57	\$ 124,563.44	62%
Water Fund	\$ 144,291.35	\$ 27,878.05	\$ 44,015.39	\$ 88,955.50	\$ 160,848.94	\$ 305,140.29	\$ 833,855.93	63%
Sewer Fund	\$ 55,087.67	\$ 22,351.37	\$ 16,377.37	\$ 49,092.96	\$ 87,821.70	\$ 142,909.37	\$ 43,903.63	-226%
Total	\$ 1,193,279.31	\$ 378,579.56	\$ 381,464.96	\$ 667,211.61	\$ 1,407,256.13	\$ 2,600,535.44	\$ 5,716,858.23	55%
Expenses								
General Fund	\$ 618,219.78	\$ 207,175.98	\$ 207,125.60	\$ 239,008.94	\$ 653,310.52	\$ 1,271,530.30	\$ 2,242,627.80	43%
Police Fund	\$ 408,387.27	\$ 227,135.95	\$ 150,061.16	\$ 207,427.40	\$ 584,624.51	\$ 993,011.78	\$ 1,666,740.41	40%
MFT Fund	\$ 140.75	\$ 129,502.47	\$ 16,876.78	\$ 146,379.25	\$ 146,379.25	\$ 146,520.00	\$ 14,002.19	-946%
Water Fund	\$ 130,722.73	\$ 37,150.82	\$ 44,204.39	\$ 47,919.54	\$ 129,274.75	\$ 259,997.48	\$ 740,303.73	65%
Sewer Fund	\$ 44,768.10	\$ 2,995.25	\$ 6,629.83	\$ 12,417.57	\$ 22,042.65	\$ 66,810.75	\$ 291,602.17	77%
Total	\$ 1,202,238.63	\$ 474,458.00	\$ 537,523.45	\$ 523,650.23	\$ 1,535,631.68	\$ 2,737,870.31	\$ 4,955,276.30	45%
Net	\$ (8,959.32)	\$ (95,878.44)	\$ (176,058.49)	\$ 143,561.38	\$ (128,375.55)	\$ (137,334.87)	\$ 761,581.93	118%
Net By Fund								
General Fund	\$ (19,130.94)	\$ (11,830.47)	\$ (33,846.31)	\$ (43,639.97)	\$ (89,316.75)	\$ (108,447.69)		
Police Fund	\$ (40,466.04)	\$ (97,509.32)	\$ (30,784.18)	\$ 118,372.36	\$ (9,921.14)	\$ (50,387.18)		
MFT Fund	\$ 26,749.47	\$ 3,378.00	\$ (120,986.54)	\$ (8,862.36)	\$ (126,490.90)	\$ (99,741.43)		
Water Fund	\$ 13,568.62	\$ (9,272.77)	\$ (189.00)	\$ 41,035.96	\$ 31,574.19	\$ 45,142.81		
Sewer Fund	\$ 10,319.57	\$ 19,356.12	\$ 9,747.54	\$ 36,675.39	\$ 65,779.05	\$ 76,098.62		

11/2/2015 2:19pm

Village of Riverwoods
 Building Permits Issued
 For Date From 10/1/2015 To 10/31/2015

Pat

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee
10/9/2015	10049	475 Somerset Hills Ct	Residential	Garage or Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2015	10052	2690 Edgewood Ct	Residential	Driveway	\$6,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/14/2015	10053	2400 Forest Glen Trl	Residential	Electrical Upgrade	\$2,300.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/15/2015	10054	2620 Duffly Ln	Residential	2620 Duffly LN	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10058	540 Juneberry Rd	Residential	Reroof	\$13,159.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/5/2015	10059	2282 Congressional Ln	Residential	2292 Congressional La	\$20,154.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10060	2540 Deerfield Rd	Residential	Reroof	\$16,731.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10061	2600 Lake Cook Rd	Commercial	Antenna-Verizon	\$150,000.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10062	2000 Clendenin Ln	Residential	Reroof	\$41,200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10063	720 Ringland Rd	Residential	Inground Pool	\$80,000.00	\$5,879.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10064	1830 Robinwood Ln	Residential	Grading	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10065	719 Thornmeadow Rd	Residential	Fence	\$3,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10066	1314 Woodland Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10067	2363 Glen Eagles Ln	Residential	Reroof	\$14,204.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10068	17 Big Oak Ln	Residential	Shed	\$3,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10069	2620 Duffly Ln	Residential	Reroof	\$6,436.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/19/2015	10070	2500 Lake Cook Rd	Commercial	2 Ptl Ladders	\$1,200.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
10/20/2015	10071	464 Pebble Beach Ln	Residential	464 Pebble Beach LN	\$11,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/20/2015	10072	2835 Duffly Ln	Commercial	Ac Unit	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2015	10075	615 Sherry Ln	Residential	Fence 1 Wildflower Lan	\$4,296.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2015	10076	1652 East Course Dr	Residential	Reroof	\$9,800.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/22/2015	10077	9 Timberline Ln	Residential	Generator	\$4,460.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
10/22/2015	10079	2280 Woodland Ln	Residential	Sprinkler System	\$3,900.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
10/26/2015	10081	2270 Congressional Ln	Residential	Sanitary Sewer Repair	\$2,800.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/27/2015	10082	3060 Orange Brace Rd	Residential	Reroof	\$15,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/27/2015	10085	2440 Forest Glen Trl	Residential	Shed	\$1,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/28/2015	10087	459 Portwine Rd	Residential	Grading	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$910.00
10/27/2015	10088	1200 Saunders Rd	Commercial	Shed	\$2,399.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/27/2015	10089	2590 Crestwood Ln	Commercial	1200 Saunders Road	\$20,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
10/30/2015	10093	2590 Crestwood Ln	Residential	Culvert & Driveway	\$10,000.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
10/22/2015	10094	2590 Chianti Trl	Residential	Reroof	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Permits:					\$449,039.00	\$9,794.00	\$0.00	\$0.00	\$0.00	\$910.00

<u>Total Fee</u>
\$5.00
\$100.00
\$100.00
\$5.00
\$100.00
\$100.00
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\$400.00
\$100.00
\$5,879.00
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\$400.00
\$100.00
\$150.00
\$100.00
\$150.00
\$100.00
\$200.00
\$100.00
\$100.00
\$100.00
\$1,110.00
\$100.00
\$100.00
\$400.00
\$100.00
\$10,704.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>	<u>October 2014</u>	<u>October 2015</u>
Permits Issued:	205	176	19	31
Construction				
Value:	11,254,330	13,351,650	1,796,960	449,039.00
Fees:	78,778	107,113	14,210	10,744.00
		Other Activity		
Number of Inspections:	30			
Number of Stop Work Orders/ Code Compliance Actions:	2			

Village of Riverwoods
Board of Trustees Meeting
August 18, 2015
APPROVED

In Attendance:

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

Absent were:

Michael Haber
Rick Jamerson

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the August 4, 2015 Board of Trustees meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Treasurer's Report

Trustee Ford distributed a report showing the first quarter, second quarter and month of July revenue and expenses by fund. The report is attached at the end of these minutes.

Trustee Ford emphasized this report shows the cash position only. For the month of July, the overall Village revenues exceeded the expenses. Year to date, however, the Village is negative \$115,000 which comes out of the General Fund. Trustee Ford noted that the report also shows the annual budget numbers for each fund, along with the percentage remaining of the budget. Trustee Ford explained that on this report, she separated the net revenues by fund. Year to date, the operating funds in the Police and General funds are running a deficit of about \$140,000. The Village should expect to see more of a deficit and a decreasing bank balance because of upcoming capital expenses.

Director of Community Services

Mr. Durning reported that Orphans of the Storm will be getting some bat houses. The temporary voting site for the March primaries will be at Chevy Chase. The Village will post signs before the election. The Village received a demolition request for 719 Thornmeadow. There were numerous issues with the property. There are no plans to rebuild. The Village received an unofficial request for a charitable donation from the Deerfield Education Foundation. Mr. Durning asked them to submit a formal request.

Police Report

Chief Dayno provided the Board with the Police Department activity since the August 4, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Trustee O'Donnell brought up security concerns raised at the Thorngate Homeowners Association meeting, including people parking overnight, speeding, not stopping at stop signs, etc. He indicated there was a theft in the subdivision that raised some concerns. Chief Dayno noted he had received similar complaints and asked his officer to install a speed sign which he believes has been done but will verify it. He also stated that his officers have issued more speeding tickets than usual since the complaints were received.

Village Attorney Report

Mr. Huvard noted that the Village is still dealing with a few problem houses one of which is uninhabitable and has a lot of debris. The Village filed a complaint but has not been able to serve the owner. The Village may need to take some extraordinary efforts to serve the owner.

Mr. Huvard stated that he and Trustee Baumann are working on a Village email policy and on storing and cataloging digital files.

Information Items from the President

- Affordable Housing

Mayor Norris indicated that the Village was listed in the papers as one of the delinquent communities regarding the affordable housing act. Based upon legal research, it is his belief that because the Village is a Home Rule community, that the Village is not subject to the requirement of the act. In the past, the Village has filed reports of their plan which they will be doing again. The plan is to comply with the policy which is to have 15% of new housing being built to be affordable housing. Mayor Norris noted that when homes are built one at a time, it is very difficult to comply with that policy.

- Audit RFP

Mayor Norris noted that he and Mr. Huvad have been working with the Village Treasurer and Trustee Ford and that the RFP should be ready to send out in a couple of weeks. There are six firms who will be sent the RFP. Trustee Ford added that the death of one of the senior members of the existing audit firm passed away which adds another good reason to look at other firms at this time.

- Bannockburn BBQ Challenge

Mayor Norris invited everyone to attend the Bannockburn BBQ Challenge on Saturday August 22, 2015 from 2 – 4:30 at Bannockburn Green. Volunteers are welcome.

Visitors wishing to address the Board

Al Solomon, a resident of Riverwoods, questioned why an invoice he submitted was not paid. He is requesting payment for the work he has performed. Trustee Chamberlain explained that the Board has requested that service providers get approval prior to performing any work. She stated that the work was done without prior approval. Mayor Norris suggested that Mr. Solomon attend a meeting with Mayor Norris and Mr. Durning in the morning.

Approval of Bills

Trustee Chamberlain moved to approve the Bills. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Appointment of Auxiliary Arborist

Mayor Norris noted that he and Trustee Chamberlain have found a certified arborist who will act as an auxiliary arborist as needed by the Village at a reasonable rate. He was the arborist for the Village of Northbrook.

- LockUp/Terraco Consideration of NFR Letter Holdback Agreement

Mr. Huvad explained that Bruce White, the Village's Environmental Attorney, asked the consultant who prepared the Phase II report to provide a 'worst case scenario.' The consultant came up with a budget of about \$29,000, but he expects it to be what he originally projected which was approximately \$10,000. Mr. Huvad went back to Terraco and explained that the Village requested a hold back of \$30,000 but without a cap. Both Terraco and The Lock Up were okay with the holdback and want to move forward.

Mr. Huvard would like the Board's approval to notify Terraco of their intent to close on the property within the next three weeks. Mr. Huvard spoke with Trustee Haber who stated he would prefer a \$60,000 holdback.

Mayor Norris recognizes the concerns of the Board about the potential risk of buying the property before it has been remediated. He believes the Village has done their due diligence and that a \$30,000 holdback should be enough for what may occur. In addition, Terraco is still liable if there is a problem in excess of \$30,000. Trustee Chamberlain questioned what the \$30,000 worst case means. Mr. Huvard explained that the consultant listed costs for things most likely to arise such as additional sampling. Trustee O'Donnell noted that the worst case scenario would be that the Village does not get the NFR letter. Trustee O'Donnell is unclear why the Village cannot get the NFR letter before closing. Mr. Huvard explained it could take up to six months to get the NFR letter and that the Lock Up wants to proceed promptly.

Trustee O'Donnell asked if a child day care center with an outdoor playground would be allowed. Mr. Huvard explained there would be additional cost remediating to a residential level. If the Board wanted the ability for residential use, the cost would be approximately \$5 per foot higher.

Trustee Baumann would prefer to ask for more money upfront rather than coming back and asking for more. Mr. Huvard suggested to make a request for a higher escrow amount more palatable, the Village could stipulate that escrow money would be gradually released as interim decisions are made by the IEPA. As the process continues, there will be less work needed so the escrow could be reduced throughout the process.

Trustee Chamberlain moved to raise the escrow to \$60,000 with the intention of returning it in stages. Trustee Baumann seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Norris (3)

NAYS: Ford, O'Donnell (2)

Mr. Huvard asked Trustees Ford and O'Donnell if there were any other items they wanted Mr. Huvard to negotiate. Trustee O'Donnell believes the Village should get the NFR letter prior to closing on the property. He feels that the Village is assuming an unnecessary risk. He asked if there was any discussion with The Lock Up about waiting until the NFR letter was received before moving forward. Mr. Huvard stated that the Lock Up wanted to proceed but will ask them if they would be willing to wait until the letter is received. Trustee Ford believes Terraco should develop the property rather than the Village.

Old Business

- Ordinance approving an Amendment to a Lease Agreement between the Village of Riverwoods and Nextel West Corp

Mayor Norris indicated this would be continued while the Village further investigates their options. Mr. Huvard got information on the four largest companies that purchase cellular antennas and leases. He suggests that the Village would be better served to have someone with in depth knowledge to help the Village with the decision to possibly sell the cellular tower.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:41 pm.

The next regular meeting of the Board of Trustees is scheduled for September 1, 2015 at 7:30 PM.

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

Attachments:
Police Report
Revenue and Expense Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 08/04/15 12:00 AM
 To Date: 08/17/15 11:59 PM

Incident Type	Numbe of Incidents
0780 Burglary From Motor Vehicle	1
1110 Deceptive Practices	1
1310 Criminal Damage to Property	3
2410 DUI	1
7001 Assist Other Agency	9
7021 Ambulance Call	7
7024 Fire Call	2
7033 Fire Alarm	1
7040 Public Service	1
7041 Promise Exam	23
7051 Vehicle Lock Out	1
7079 Other Complaints	7
7082 Burglar Alarm	16
7121 Suspicious Auto	5
7148 Insurance Report	1
7198 Identity Theft	1
7245 Animal Problem	6
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	2
7521 Traffic Complaint	3
7572 Traffic Accident PD	6
7911 911 Hang Up	1
Total:	100
Crime Prevention Notices	10
Case Reports	9
Traffic Stops	88
Persons Issued Citations	38
Citations Issued	43

2 houses are currently on the House Watch list.

Board of Trustees Meeting

August 18, 2015

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Statement of Revenues and Expenses by Fund (Unaudited)
For the Calendar Year 2015

Revenues	1Q15	2Q15	July	YTD	2015 Budget	% Remaining
General Fund	\$ 599,088.84	\$ 563,993.77	\$ 237,792.87 *	\$ 1,400,875.48	\$ 2,912,625.00	52%
Police Fund	\$ 367,921.23	\$ 574,703.37	\$ 107,000.39	\$ 1,049,624.99	\$ 1,801,910.23	42%
MFT Fund	\$ 26,890.22	\$ 19,888.35	\$ 5,189.47	\$ 51,968.04	\$ 124,563.44	58%
Water Fund	\$ 144,291.35	\$ 160,848.94	\$ 38,507.93	\$ 343,648.22	\$ 833,855.93	59%
Sewer Fund	\$ 55,087.67	\$ 87,821.70	\$ 37,744.97	\$ 180,654.34	\$ 43,903.63	-311%
Total	\$ 1,193,279.31	\$ 1,407,256.13	\$ 426,235.63	\$ 3,026,771.07	\$ 5,716,858.23	47%
Expenses						
General Fund	\$ 618,219.78	\$ 653,310.52	\$ 209,309.58 **	\$ 1,480,839.88	\$ 2,242,627.80	34%
Police Fund	\$ 408,387.27	\$ 584,624.51	\$ 117,320.77	\$ 1,110,332.55	\$ 1,666,740.41	33%
MFT Fund	\$ 140.75	\$ 146,379.25	\$ 176.00	\$ 146,696.00	\$ 14,002.19	-948%
Water Fund	\$ 130,722.73	\$ 129,274.75	\$ 64,207.95	\$ 324,205.43	\$ 740,303.73	56%
Sewer Fund	\$ 44,768.10	\$ 22,042.65	\$ 13,401.25	\$ 80,212.00	\$ 291,602.17	72%
Total	\$ 1,202,238.63	\$ 1,535,631.68	\$ 404,415.55	\$ 3,142,285.86	\$ 4,955,276.30	37%
Net	\$ (8,959.32)	\$ (128,375.55)	\$ 21,820.08	\$ (115,514.79)	\$ 761,581.93	115%
Net By Fund (Operating)						
General Fund	\$ (19,130.94)	\$ (89,316.75)	\$ 28,483.29	\$ (79,964.40)		
Police Fund	\$ (40,466.04)	\$ (9,921.14)	\$ (10,320.38)	\$ (60,707.56)		
Total	\$ (59,596.98)	\$ (99,237.89)	\$ 18,162.91	\$ (140,671.96)		
Net By Fund (Dedicated)						
MFT Fund	\$ 26,749.47	\$ (126,490.90)	\$ 5,013.47	\$ (94,727.96)		
Water Fund	\$ 13,568.62	\$ 31,574.19	\$ (25,700.02)	\$ 19,442.79		
Sewer Fund	\$ 10,319.57	\$ 65,779.05	\$ 24,343.72	\$ 100,442.34		

* Receipts of \$148,844.05 from state income and sales tax revenue for May 2015 received in July.

** Includes \$188,197.09 Temporary Capital Project expenses

Village of Riverwoods
Board of Trustees Meeting
August 4, 2015
APPROVED

In Attendance:

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

Absent was:

Michael Baumann

Also Present:

Irene Gagerman, Village Clerk
Bruce Dayno, Police Chief
Bruce Huvad, Village Attorney

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the July 21, 2015 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously with a minor correction.

Trustee Chamberlain moved to approve the minutes from the July 25, 2015 Strategic Planning meeting. Trustee Jamerson seconded the motion. The motion passed unanimously with Trustee Haber abstaining.

Director of Community Services Report

Mr. Durning reported that he wrote a ticket for a violation of discharging water illegally to homeowners on Orange Brace. He gave the property owner enough time to remedy the situation, but it was not remedied on time. A court date has been set.

Plan Commission Report

Mr. Huvad noted that the Plan Commission did not meet.

Police Report

Chief Dayno provided the Board with the Police Department activity since the July 21, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported there was a 'domestic trouble' but no arrests were made.

Informational Items & Comments from the President

- Amendment to the Village Personnel Manual

Mayor Norris explained they are working on amending the Village Personnel Manual. This was prompted by the fact that the manual states that the Village gives vacation time to part-time employees which Mayor Norris does not recommend be done. Mayor Norris will send a copy of the manual to the Trustees and asks them to review the manual and submit any other changes they would like to recommend.

- "Phase 2" Findings

Mayor Norris indicated that the Phase 2 findings have come in. Environmental attorney Bruce White explained that the Phase 1 study results suggested that a Phase 2 study be done. Anderson Environmental sampled water in three of the four wells they had dug. There were no volatile chemicals found. One semi-volatile was found, but at a very low level. The three wells showed the same metals that were found in the landfill well. The levels were not significant, but could be an issue if the ground water was used. Mr. White asked Anderson to contact the IEPA about the metals, to determine if the findings were considered a significant risk. The IEPA stated that the findings would not be a serious risk to the environment or to public health. The IEPA indicated that, in all likelihood, the owner could get a 'no further remediation' letter based on the information that currently exists without additional sampling and analysis. Anderson estimated that the cost of obtaining an NFR letter would be approximately \$10,000. An NFR letter is a statement from the IEPA that there are no further claims against the property under Illinois law. It would protect everyone in the chain of title including Terraco, the Village and the Lock Up. Mr. White noted that the applicant for the NFR letter must be the owner of title. The Trustees believe Terraco should pay for the NFR application.

The Trustees discussed possible uses in regard to the groundwater exposure. Mr. White explained that the Lock Up or a fast food restaurant would be acceptable uses. Trustee Chamberlain noted that there was potential interest in putting in a day care center and, therefore, feels there should be some further investigation of this possibility. Mr. White replied that he would talk with the environmental consultant about this possible use.

Mr. Huvad correctly assumed that the Board requires an NFR letter be issued, which could not be obtained within the timeframe they have for the closing. Mr. Huvad didn't think either party would be happy with a request to postpone the closing for, possibly, up to six months. He noted that another option would be that the Village could close with a contractual undertaking between the Village and the Lock Up that they will cooperate to get to the NFR letter. The Lock Up could then close and begin the zoning process which could take several months. Mr. Huvad will talk to the Lock Up and work on the details discussed and have something to present to the Board at the next meeting.

Trustee O'Donnell and Trustee Chamberlain asked what would happen if the NFR letter could not be obtained. Mr. White stated that, based on the uses, all of the findings and the history of the property, all indications show that there should be no problem getting an NFR letter. At worst, the IEPA may require some additional sampling or remediation which should not be extensive or expensive.

Mr. Huvad asked if the Board has enough information to move forward or if they want two additional weeks for due diligence. The Trustees agreed that Mr. Huvad should ask Terraco for two additional weeks.

- Village Resident Handbook

Mayor Norris indicated that the Village used to have a handbook as part of their welcome package. It listed Village services, phone numbers, cab numbers, etc. Trustee Chamberlain is working on the cost-share program and general land maintenance issues part of the handbook. Trustee Haber suggested adding it to the Village website rather than printing it.

- Bannockburn BBQ Challenge

Mayor Norris noted that the Bannockburn BBQ Challenge will take place on Saturday, August 22, 2015 from 2 – 4:30.

Visitors Wishing to Address the Board

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

New Business

- Ordinance 15-08-12 rezoning property under the Riverwoods Zoning Ordinance for the property located at 320 Portwine Road

Mr. Huvad indicated the property is currently in the R-2 district. The Plan Commission recommended rezoning the property to the Public Lands district consistent with the zoning of other Village owned property.

Trustee Chamberlain moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

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

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

NAYS: None (0)

- Ordinance 15-08-13 amending provisions of the Village Code concerning stop street intersections

Mr. Huvad explained that the Village Code only shows eight or nine stop intersections. He suggested some language to update the information and to keep the list as an internal Village document instead of listing each intersection in the Ordinance itself.

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

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

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

NAYS: None (0)

Old Business

- Ordinance approving an Amendment to a Lease Agreement between the Village of Riverwoods and Nextel West Corp.

Mr. Huvad recommended deferring this to the next meeting.

- Ordinance 15-08-14 amending various provisions of the Riverwoods Zoning Ordinance

Mr. Huvad explained that at the last meeting, the Trustees determined that the language defining a truck with an open bed had a loophole in it. He added language to eliminate that loophole.

Trustee Chamberlain asked Officer Pfutzenreuter to explain the different classifications of vehicles. He gave a brief explanation of vehicle types based on the weight they can carry and truck license plate letters. Mr. Huvad stated that, for purposes of the Ordinance, the Village uses the carrying weight rating and not the license plate. After some discussion of the limitations of the Ordinance, Trustee Haber suggested that the Ordinance should be amended to read that the truck should be able to be registered to the owner or the owner's employer rather than just the employer.

Trustee Jamerson moved for Second Reading and adoption of the Ordinance with the amendment suggested to section 9-4-4-A. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

Board of Trustees Meeting

August 5, 2015

Page 5 of 8

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

NAYS: None (0)

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell asked about the trash bin at Village Hall. Mayor Norris has called Lake Shore numerous times and will call again.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for July. The construction value is down but the fees are up.

Woodland/Finance – Trustee Chamberlain met with the Village Ecologist to go over revisions to the cost-share programs. She added that, with Chuck Stewart gone, the Village still needs the services of a certified arborist from time to time. She and the Mayor have found someone who is interested in working for the Village on an on-call basis. Mayor Norris stated that the arborist's fee would be \$75 per hour.

Mayor Norris stated that the Village hired a new, part-time receptionist. Michelle Smith is a Village resident and will work three days per week.

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 8:50 pm.

The next regular meeting of the Board of Trustees is scheduled for August 18, 2015 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: 07/21/15 12:00 AM
 To Date: 08/03/15 11:59 PM

Incident Type	Numbe of Incidents
0760 Burglary From Motor Vehicle	1
0810 Theft Over \$500	1
0820 Theft Under \$500	2
1310 Criminal Damage to Property	1
7001 Assist Other Agency	12
7021 Ambulance Call	8
7024 Fire Call	3
7033 Fire Alarm	3
7040 Public Service	2
7041 Promise Exam	23
7042 Child Seat Install/Inspect	1
7045 Wall Baing Check	1
7051 Vehicle Lock Out	4
7078 Construction Complaint	1
7079 Other Complaints	5
7082 Burglar Alarm	9
7121 Suspicious Auto	2
7123 Suspicious Person	2
7130 Domestic Trouble	1
7199 Other Investigation	1
7245 Animal Problem	3
7503 Motorist Assist	4
7521 Traffic Complaint	5
7522 Parking Complaint	2
7539 Traffic Investigation	1
7572 Traffic Accident PD	8
7911 911 Hang Up	3
Total:	109
Crime Prevention Notices	12
Case Reports	8
Traffic Stops	70
Persons Issued Citations	27
Citations Issued	23

9 houses are currently on the House Watch list.



Internal Memo

To: Mayor John Norris & Rick Jamerson
CC: Robert Durning & Cheryl Chamberlain
From: Meghan Richardson
Date: August 4, 2015
Re: Building Department Monthly Report. July 2015

BUILDING DEPARTMENT MONTHLY REPORT July, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 1342 Kenilwood Lane	Deck	300.00	150.00
2. 3 Wildflower Lane	NSF	750,000.00	6,805.00
3. 1565 Shawnee Trail	Driveway/Patio	17,000.00	250.00
4. 657 Long Cove Court	Driveway/Sidewalk	11,370.00	150.00
5. 238 Saunders Road	New Sign	300.00	75.00
6. 2600 Lake Cook Road	Structural/Cell Tower	80,310.00	800.00
7. 2369 Masters Lane	R & R Driveway	4,500.00	100.00
8. 3140 Riverwoods Road	Fence	3,100.00	108.00
9. 1400 Woodland Lane	R & R Driveway	4,600.00	100.00
10. 2750 Sunset Trail	Replace Culverts	9,000.00	100.00

11. 3750 Deerfield Road	Patio Repair	7,000.00	150.00
12. 3075 Blackthorn Road	R & R Driveway	9,600.00	100.00
13. 1935 Calvin Court	Garage Sale	NA	5.00
14. 545 Juneberry Road	Reroof	20,000.00	100.00
15. 1925 Thornwood Lane	Addition	120,000.00	2,187.00
16. 450 Greenbriar Lane	R & R Driveway	7,300.00	100.00
17. 1070 Hoffman Lane	R & R Driveway	7,675.00	100.00
18. 2304 Glen Eagles Lane	Reroof	7,900.00	100.00
19. 473 Castle Pines Lane	Sewer Repair	2,900.00	100.00
20. 125 Pine Tree Lane	Driveway Repair	1,800.00	100.00
21. 2440 Forest Glen Trail	Generator	4,800.00	150.00
22. 2374 Glen Eagles Lane	Reroof	15,238.00	100.00
23. 2314 Glen Eagles Lane	Reroof	11,000.00	100.00
24. 2630 Crestwood Lane	Detached Garage	15,000.00	268.00
25. 2454 Seminole Court	Reroof	3,500.00	100.00
26. 2055 Milwaukee Ave.	Replace AC unit	6,000.00	150.00
	Total	1,123,293.00	12,549.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	129	105
Construction Value:	5,169,094.00	3,727,285.00
Fees:	32,959.00	40,130.00

2

Other Activity

Number of Inspections: 20

Number of Stop Work Orders/ Code Compliance Actions: 3

Village of Riverwoods
Board of Trustees Meeting
July 21, 2015
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
Hal Roseth, Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the July 7, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously with minor corrections with Trustee Ford abstaining.

Treasurer's Report

Mr. Roseth briefly discussed the Statement of Revenues and Expenses by Fund which Trustee Ford prepared. It is a cash flow statement in an easy-to-follow format. As of the end of June, the Village is \$137,000 negative due to timing differences and specific annual occurrences. Mr. Roseth stated that it is an applicable report because even though the Village is financially sound, there are some major expenditures coming up. He will continue to work with Trustee Ford to fine tune this report.

Mr. Roseth indicated that the investment funds from Wells Fargo have been moved to JP Morgan. JP Morgan now controls \$7.5 million. Over time, the Wells Fargo investments will be sold and moved into JP Morgan's advisor's strategy which is quite different from the Wells Fargo advisor's strategy. The Village is proposing changing the investment policy to be more consistent and compliant with the State investment policy. The proposed change to the policy would allow the Village to invest in corporate bonds and mortgage-backed securities. The Village would have the ultimate discretion over any investments.

Trustee Ford noted that the Village's investment advisor wants the Village to be more proactive in letting her know when the Village is going to need funds. The Board agreed that cash projections were important. Mr. Roseth added that most of the Village's investments were fairly short term ones.

Trustee Chamberlain asked at what point or how often should there be an in depth examination when expenses exceed revenues to make sure it's not an early indicator of some issue. Mr. Roseth stated that they could delve into the details of the report but suggested waiting until September considering the third quarter is almost done. Trustee O'Donnell noted that there was a significant bump in the police fund expenditures in the second quarter as well as in the MFT fund. Mr. Roseth stated that this report, on which Trustee Ford has spent many hours, is the first step in doing a financial analysis. Trustee Ford explained this is a point in time cash position. What she and Mr. Roseth are working on is a monthly history of revenues and expenses which the Village does not have. She further stated that the trend lines in the audits from the last several years were very interesting showing where the revenues are coming from. The Mayor complimented Trustee Ford and Mr. Roseth on the work they have done. He stated that it is very helpful to have these numbers.

Director of Community Services Report

Mr. Durning reported that Clarke is spraying for mosquitos on a weekly basis. There were a number of advertisement signs along Portwine that are now removed. He will meet with the architect for the Center for Enriched Living tomorrow regarding the additional parking spaces and remodeling plans. There is a home on Duffy Lane applying for a permit for construction plans that do not conform to the Village's zoning code. They will need a zoning variance if they go further.

Trustee Haber asked about the status of the Jean Barber home. Mr. Durning indicated he has received a serious purchase inquiry. Sherry Graditor noted they have an offer on the house with a provision that the house be demolished.

Plan Commission Report

Mr. Huvad explained that the Plan Commission voted in favor of the various Text Amendments that are on the agenda.

Police Report

Chief Dayno provided the Board with the Police Department activity since the July 7, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that they issued a 'notice to appear' for a cannabis violation during a routine traffic stop. Chief Dayno stated that there was an incident that is not on the report because it happened early this morning. He noted that a car crossed the yellow lines into oncoming traffic and took out a number of mailboxes and nearly missed a child and his

babysitter waiting for a bus. The driver did not stop but they got a plate number. The driver was issued a number of tickets and a misdemeanor charge.

Village Attorney's Report

Mr. Huvad explained they are still working on the Lock Up / Terraco transaction. The Village should have the Phase II boring report this week. Mr. Huvad does not see anything unexpected, but will touch base with the Lock Up.

Informational Items & Comments from the President

- IML September

Mayor Norris noted that the IML will meet September 17 through September 19. He will send out the registration information.

- Halloween Party

Mayor Norris noted that the Village Hall will most likely not be available at the end of October. Jackie Borchew is speaking with Ryerson Woods regarding the use of their facilities for the party.

- Governor Signed E-Scrap Bill

Mayor Norris indicated that the governor signed the E-Scrap Bill. The SWALCO pick-ups should continue through the end of the year. Lakeshore has a good relationship with their vendor, so it should not affect Riverwoods residents. Mayor Norris noted Lakeshore is also working on a food scrap recycling program.

Trustee Jamerson asked if the Village could somehow notify residents about hazardous waste pickup drives held in nearby communities.

- IT Contract

Mayor Norris explained that the Village is moving forward with DCS. He is meeting with them tomorrow to discuss the timing of the installation of the new server and the issues occurring on the Village computers.

- Planning Session Saturday

Trustee Chamberlain reminded the Trustees that the first planning session will be held on Saturday from 11:30 – 1:00. The second meeting will be on July 29th from 6:00 – 8:30.

- Panera Bread

Mayor Norris was contacted by representatives from Panera, who may be interested in purchasing the remaining 1.9 acres on Milwaukee and Deerfield Roads.

Mr. Huvad noted that the owner of the Mobile station and bank property designed a preliminary site plan to redo the building for a drive-thru coffee shop. He suggested that the owner come to the Village Board and make a presentation to determine whether the Board is interested in the

concept. Trustee Jamerson noted that Northbrook has petitioners go to the Board before the Plan Commission, to determine if there is interest at the Board level.

Mr. Huvard noted that, due to the new development, there will be a new traffic light installed at Parkway North. The south side of Deer Run, the road that feeds into the entrance to Parkway North, is in Riverwoods. Mr. Glenn had previously suggested ceding that road segment to Deerfield. Chief Dayno agrees. Mr. Huvard, who has recently spoken to Deerfield's attorney about this issue, will proceed to implement the road disconnection unless the Board feels otherwise.

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

- Ordinance approving an Amendment to the Lease Agreement between the Village of Riverwoods and Nextel West Corp.

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

Mr. Huvard explained that the Village has three tenants on the water tower at Ravinia: AT&T, Sprint (formerly Nextel) and T-Mobile. After five years, the rent went up about 20 percent. The Village has been contacted by Verizon who is interested in the top of the water tower. Mr. Huvard requested that Verizon prepare a structural report to determine the feasibility. On the Holiday Inn property, which is not a Village property, there is a monopole that has two users. Verizon is looking at that site as well.

Sprint's initial proposal is lower than what they are now paying as well as what the other tenants are paying. They are asking for a 25 year lease with a 15% increase after 5 years. Trustee Haber noted that the increase should be 3% annually and not 15% after 5 years. Trustee Jamerson agreed. Trustee Haber further noted that 25 years would only be an option and that Sprint could decide not to exercise that option. Mr. Huvard suggested a 10 year lease; Trustee Haber agreed. Trustee Haber asked if the Village has considered selling the tower. Mr. Glenn noted that there may be an incentive to consider a sale as he is working on scheduling a structural inspection of the tower which hasn't been done in a while. At the very least, the Village may have to paint the

tower which could cost a few hundred thousand dollars. Mayor Norris would consider entertaining a good offer, but favors revenue source diversity. Trustee Haber will ask his contact to advise the Board of the feasibility of selling the tower.

- Snow Plowing

Mayor Norris indicated that the Village received three bids. Midwest, our current operator, came in lowest. Trustee Haber moved to accept the bid on an event basis. Trustee O'Donnell seconded the motion.

Trustee Jamerson indicated that Midwest has over salted the parking lots. He would like to see if there is something more environmentally friendly than salt. Mr. Durning will ask them about other options. Mr. Huvard noted that if the melting material changes, the contract would have to be rebid. Mr. Glenn suggested going to more of a performance standard versus paying them by the ton. Mr. Huvard suggested that if Midwest is willing to use a substitute, the Village could waive a condition of the contract to use salt. Mayor Norris stated that they will explore those other options and asked the Board to authorize him to negotiate a final contract. Trustee Jamerson suggested going forward, the Village should request pricing on both salt and a more environmentally friendly alternative.

Trustee Haber moved to approve negotiation with Midwest Snow Service with the numbers bid per event. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Nomination of Mark Higginson to the Plan Commission

Trustee Jamerson moved to nominate Mark Higginson to the Plan Commission. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance Amending Various Provisions of the Riverwoods Zoning Ordinance

Mr. Huvard reported that the Plan Commission held a Public Hearing on June 12, 2015 to consider various Text Amendments to the Zoning Ordinance.

Mr. Huvard stated that the Plan Commission discussed four unrelated topics at the hearing. One topic was restricting the outdoor parking of certain kinds of trucks or commercial vehicles in residential areas. Another topic under consideration was adjusting the definition of a side yard setback for certain types of streets which were platted but never developed. The setbacks affect a few properties regarding detached accessory buildings. The third topic was setting up a process for considering waivers, when necessary, to accommodate persons with disabilities. The fourth topic was improving notice provisions for public hearings by adding a provision to send out a notice by mail to residents within 300 feet of the exterior periphery of the boundaries of the subject property or further, if necessary.

Trustee Haber asked about the definition of a commercial vehicle. He suggested the definition should read 'trucks with open beds that could contain products'. Trustee Chamberlain asked what the current Ordinance says. Mr. Huvad explained that the current Ordinance allows one pickup or panel truck not exceeding 2.5 tons that does not have advertising on it. Trustee Jamerson noted that the truck size is based on its suspension and how it is plated by the State. Trustee Chamberlain asked how to distinguish the weight of trucks in order to enforce the Ordinance. Chief Dayno replied that he has several officers who took a 40 hour class and are capable of making the distinction. Trustee Jamerson noted that a lot of the enforcement will be complaint based. Chief Dayno agreed.

Trustee Haber asked about the home office section of the Ordinance specifically the 'mechanical equipment' section. Mr. Huvad explained that the language is what currently exists. Trustee Haber suggested updating this section.

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

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:55 pm.

The next regular meeting of the Board of Trustees is scheduled for August 4, 2015 at 7:30 PM.

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

Attachments:
Police Report
Statement of Revenues and Expenses by Fund



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 07/07/15 12:00 AM
 To Date: 0720/15 11:59 PM

Incident Type	Number of Incidents
1811 Poss of Cannabis	1
7001 Assist Other Agency	7
7021 Ambulance Call	11
7024 Fire Call	1
7041 Premise Exam	13
7042 Child Seat Install/Inspect	1
7045 Well Being Check	2
7049 Notifications	1
7051 Vehicle Lock Out	4
7062 Noise Complaints	1
7063 Solicitor Complaints	1
7079 Other Complaints	5
7082 Burglar Alarm	16
7121 Suspicious Auto	3
7198 Identity Theft	1
7199 Other Investigation	2
7245 Animal Problem	2
7246 Found Animal	1
7250 Roadway Debris	2
7503 Motorist Assist	2
7521 Traffic Complaint	6
7522 Parking Complaint	1
7571 Traffic Accident PI	1
7572 Traffic Accident PD	6
7911 911 Hang Up	2
Total:	93
Crime Prevention Notices	13
Case Reports	7
Traffic Stops	74
Persons Issued Citations	40
Citations Issued	45

5 houses are currently on the House Watch list.
 1 Notice to Appear for Possession of Cannabis

Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2015

Revenues	1Q15	Apr	May	Jun	2Q15	YTD	2015 Budget	% Remaining
General Fund	\$ 599,088.84	\$ 195,345.51	\$ 173,279.29	\$ 195,368.97	\$ 563,993.77	\$ 1,163,082.61	\$ 2,912,625.00	60%
Police Fund	\$ 367,821.23	\$ 129,626.63	\$ 119,276.98	\$ 325,799.76	\$ 574,703.37	\$ 942,624.60	\$ 1,801,910.23	48%
MFT Fund	\$ 26,890.22	\$ 3,378.00	\$ 8,515.93	\$ 7,994.42	\$ 19,888.35	\$ 46,778.67	\$ 124,563.44	62%
Water Fund	\$ 144,291.35	\$ 27,878.05	\$ 44,015.39	\$ 88,955.50	\$ 160,848.94	\$ 305,140.29	\$ 833,855.93	63%
Sewer Fund	\$ 55,087.67	\$ 22,351.37	\$ 16,377.37	\$ 49,082.96	\$ 87,821.70	\$ 142,909.37	\$ 43,903.63	-226%
Total	\$ 1,193,279.31	\$ 378,579.56	\$ 361,464.96	\$ 667,211.61	\$ 1,407,256.13	\$ 2,600,535.44	\$ 5,716,859.23	55%
Expenses								
General Fund	\$ 618,219.78	\$ 207,175.98	\$ 207,125.60	\$ 239,008.94	\$ 653,310.52	\$ 1,271,530.30	\$ 2,242,627.80	43%
Police Fund	\$ 408,387.27	\$ 227,135.85	\$ 150,061.16	\$ 207,427.40	\$ 584,624.51	\$ 983,011.78	\$ 1,686,740.41	40%
MFT Fund	\$ 140.75	\$ 129,502.47	\$ 16,376.78	\$ 16,376.78	\$ 146,379.25	\$ 146,520.00	\$ 14,002.19	-946%
Water Fund	\$ 130,722.73	\$ 37,150.82	\$ 44,204.39	\$ 47,919.54	\$ 129,274.75	\$ 259,907.48	\$ 740,303.73	65%
Sewer Fund	\$ 44,768.10	\$ 2,985.25	\$ 6,629.83	\$ 12,417.57	\$ 22,042.65	\$ 66,810.75	\$ 291,602.17	77%
Total	\$ 1,202,238.63	\$ 474,458.00	\$ 537,523.45	\$ 523,650.23	\$ 1,535,631.68	\$ 2,737,870.31	\$ 4,956,276.30	45%
Net	\$ (8,959.32)	\$ (95,878.44)	\$ (176,058.49)	\$ 143,561.38	\$ (128,375.55)	\$ (137,334.87)	\$ 761,581.93	118%
Net By Fund								
General Fund	\$ (19,130.94)	\$ (11,830.47)	\$ (33,846.31)	\$ (43,639.97)	\$ (89,316.75)	\$ (108,447.69)		
Police Fund	\$ (40,486.04)	\$ (97,509.32)	\$ (30,784.15)	\$ 118,372.36	\$ (9,921.14)	\$ (50,357.18)		
MFT Fund	\$ 26,749.47	\$ 3,378.00	\$ (120,886.54)	\$ (8,882.36)	\$ (126,490.90)	\$ (99,741.43)		
Water Fund	\$ 13,568.62	\$ (9,272.77)	\$ (189.00)	\$ 41,035.96	\$ 31,574.19	\$ 45,142.81		
Sewer Fund	\$ 10,319.57	\$ 19,356.12	\$ 9,747.54	\$ 36,675.39	\$ 65,779.05	\$ 76,088.62		

Village of Riverwoods
Board of Trustees Meeting
July 7, 2015
APPROVED

In Attendance:

John Norris, Mayor
Michael Baumann (arrived 8:10)
Cheryl Chamberlain
Michael Haber
Rick Jamerson
Kevin O'Donnell

Absent was:

Kristine Ford

Also Present:

Irene Gagerman, Village Clerk
Bruce Dayno, Police Chief
Patrick Glenn, Village Engineer
Bruce Huvad, Village Attorney
Steve Zimmerman, Village Ecologist

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the June 10, 2015 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously with minor corrections; Trustee Haber abstained.

Trustee Chamberlain moved to approve the minutes from the June 16, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously with a minor correction; Trustee Jamerson abstained.

Director of Community Services Report

Mr. Durning reported today was the deadline for snowplowing quotes. He will bring a recommendation to the next Board of Trustee meeting.

Village Ecologist

Mayor Norris introduced Steve Zimmerman of AES as the Village ecologist. Mr. Zimmerman is looking forward to working with the Village.

Police Report

Chief Dayno provided the Board with the Police Department activity since the June 16, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that there were two residential burglaries. He noted that they were garage burglaries. Some of the tools and bicycles were actually found on a neighboring lot before the burglaries were even reported.

Informational Items & Comments from the President

- E-Scrap Funding

Mayor Norris does not believe the State banning of e-scrap from the landfill was well thought out because alternate disposal hasn't been funded. It will not affect the Village since Lakeside will continue to collect our electronics. The governor has a bill on his desk to sign which will provide funding for the remainder of the year.

- 4th of July Parade

Mayor Norris stated that the Village received a 'Best of Parade' honorable mention at the 4th of July Parade. He thanked Rich Koomjian, Tracy Bertog, Rob Durning, Mike Corn and the Plant Committee for participating and/or helping with the event.

Mayor Norris

- Partnership for Success Award

Mayor Norris reported that the Village, the Riverwoods Preservation Council and the Plant Committee received the Partnership for Success Award from the Chicago Region Trees Initiative in recognition of their work.

- FY2014 Financial Report filed

Mayor Norris announced that the financial report was filed a week ahead of time.

Visitors Wishing to Address the Board

Richard Small noted that the Village has an Insurance Ordinance which, in his opinion, is not being complied with. The vendors have repeatedly ignored his request for information. He stated that he doesn't know if the Village should modify the Ordinance or do something to motivate the vendors to comply with the Ordinance. Mr. Huvard has been looking in to this issue. He spoke with the Director of Risk Management for the Village of Hoffman Estates, who suggested a few tweaks to the Village's Ordinance, but stated that, otherwise, it looked good to him. Mr. Huvard noted that the additional insured language is a little expansive, but not unusual. In summary, Mr. Huvard noted that the Village has a top tier Ordinance, but is a small Village that doesn't have a Risk Manager to sit on the vendors nor the pull of a larger community to threaten to ban vendors who don't comply. Trustee Haber suggested not sending payment until the vendor complies. Mr. Huvard explained that would delay the work in getting done. Mayor Norris added the Village does not allow the work to begin until the correct endorsements have been received. Trustee O'Donnell asked what neighboring communities do. Mayor Norris replied that he will take a look at nearby communities. Mr. Glenn explained he has developed

standard language that points out the top 3 problems the Village has with contractor insurance submissions which he sends out in an email, but it gets ignored by the contractors. He believes some of the smaller contractors do not have the required amount of coverage and would have to withdraw their quote if they were required to purchase the additional insurance. He is currently dealing with that issue with the contractor who gave him a quote to seal three wells. Trustee Haber asked if there is a policy the Village could get to cover non-covered contractors, and pass the cost onto the contractor. Mr. Small replied that the Village's cost would be the same as the cost to the contractor to add it to their own policy. Mayor Norris stated that he and Mr. Small would discuss this further.

New Business

- Owners' Report to Address the Board re: Permit Fees

Former Roffelder Landfill Site Development Permit Application #9083 Riverwoods Land Venture, LLC

Mayor Norris indicated that the petitioner has withdrawn their request.

- AES Proposal: Riverwoods Natural Community Inventory

Trustee Chamberlain explained that the Board has had various conversations about why some parcels of land may be preferable for open land, what the Board wants to do for our tree Ordinances, and basically, anything to do with the Village's ecosystem. The inventory would take the guesswork out of these conversations. The proposal would have Mr. Zimmerman map and rate the parcels in a fact-gathering project.

Mr. Zimmerman explained that there are various types of woodland communities. He would like to inventory the entire Village to help inform decisions to improve the health of the woodlands. AES would inventory and map the various woodland communities and wetlands and rate them for quality. He would do a very detailed inventory of Village owned properties and a broad inventory for private properties. Trustee Chamberlain noted that the RPC would fund half the cost. Trustee Haber asked if the former Village Forester already has this information readily available. Trustee Jamerson believes there may be data about the forest component, but it may not have all of the rest of the desired information. Mr. Zimmerman indicated the study would also map all of the drainage throughout the Village.

Trustee Chamberlain moved to fund \$23,250 for AES to conduct the natural resource study subject to matching funds from the RPC and Mr. Huvard's review. Trustee Jamerson seconded the motion. Trustee O'Donnell would prefer the project go out to bid. Trustee Chamberlain explained that when the Village was looking for an ecologist, they interviewed several firms and concluded that Mr. Zimmerman and AES had the most experience that would be useful to the Village. For that reason, Trustee Chamberlain prefers to have AES do the survey rather than having another company bid for the work. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Jamerson (3)

NAYS: Haber, O'Donnell (2)

- Water Main Valve Replacement on Clendenin Lane – Proposal

Mr. Glenn explained there was a water main break on Duffy in June. They found a valve that was inoperable. Mr. Glenn asked Canyon Contracting for a quote.

Trustee Jamerson moved to award the contract for the water main valve replacement on Clendenin Lane to Canyon Contracting in an amount not to exceed \$7,440. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Renewal Electric Contract for the Village's Water/Sewer Accounts

Trustee Chamberlain explained that the electric contract is expiring for the Village's water and sewer accounts. Constellation Energy was the lowest bid. The Village can award the contract for up to three years.

Trustee Haber moved to renew the electric contract with Constellation Energy for three years. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Trustee Chamberlain explained that the street lighting account has also expired. All of the bids came in higher than ComEd.

Trustee Jamerson moved to authorize Mayor Norris to revert to ComEd for the street lighting account. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Woodland Preserve Maintenance Contract

Trustee Chamberlain noted that Mr. Stewart put together plans for the Woodland Preserve three years ago for the initial planning and maintenance. The contracts have expired. The Woodland Preserve needs maintenance and a few changes. The Village received bids based on the written plan put together by Mr. Zimmerman. AES was the low bid at \$34,599. Trustee Haber noted that the report from AES suggests that the last three years have been less than stellar. Mr. Zimmerman agreed. He noted that he had walked the site with Mr. Stewart. He stated that the formal areas by the police station have not been maintained. He suggested those areas should be maintained by a landscaper. Most of the rain garden plants did not survive because of the salt. The detention basin is mostly filled with non-native weeds. The woodland savannah area looks good. Trustee Haber expressed concern about the amount spent to date and the poor condition of several of the areas and a possible repetition going forward. Trustee Chamberlain explained that she would have liked to have had some things done differently, but that did not happen. Through experience, they now know what plantings work in the different areas and which do not. Mr. Zimmerman clarified that the Woodland Preserve area itself, where most of the money was spent, is doing well. Mr. Zimmerman further explained that the bid documents clearly outlined the areas

and the tasks in each area that need to be completed. Trustee Chamberlain indicated that the bid is for a five year contract and that the prices submitted are a lot lower than what was previously spent. Trustee O'Donnell asked if anyone spoke with Tall Grass regarding the current state. He asked if there is any remedy in their contract. Mr. Zimmerman noted Tall Grass only maintained in the restoration area were maintained.

Trustee Haber moved to award the contract for Woodland Preserve maintenance to AES in an amount not to exceed \$34,599. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance O15-07-11 amending the Village Fee Schedule – Second Reading

Trustee Chamberlain noted that the elevator inspection fee is still listed at \$100 for commercial. It should be listed at \$120.

Trustee Haber moved to amend the Village Fee Schedule with the correction of the commercial elevator inspection. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Approval of IT Service Provider

Trustee Baumann explained that at the last Board of Trustees meeting, Mayor Norris, Chief Dayno and Trustee Baumann received approval to replace the Village server and to engage an IT service provider. They narrowed the choices down to two firms. Of the two, they favored Digital Currency Systems, the lowest bidder for proactive services. He asked DCS to provide an estimate for replacing the server and they came in with a recommendation that the Village did not consider. They suggested replacing the Village server and server at the police department which was replaced last year with a refurbished server. The existing police department server would then be repurposed to handle security and provide remote monitoring of all of the IT systems. DCS's proposal is \$27,062.22 for installation of the two new servers, two new firewalls and upgrading the operating system from Windows 2008 to 2012. The proposal violates the not to exceed limits approved at the last Board of Trustees meeting which was \$10,000 for hardware and \$25,000 for maintenance. Another option would be to purchase one server and upgrade the software on the existing police department server and two firewalls. Trustee O'Donnell noted that the price difference of purchasing just one server would be between \$6,000 and \$8,000 for the hardware and labor. Mr. Huvad asked about what the cost of the annual proactive services would be. Chief Dayno replied that the monitoring cost, which would include performing software upgrades as needed, would be \$9,000. If they needed to come in to install or repair something, it would be \$125 per hour. Chief Dayno understands that once they setup the monitoring system, there should be no need for many service calls.

Trustee Baumann moved to authorize the purchase of two servers per the proposal from Digital Currency Systems in an amount not to exceed \$27,063. Trustee Jamerson seconded the motion. Trustee Haber questioned the timing of the project based on the upcoming renovation. Mayor Norris stated that all of the vendors agreed that there wouldn't be any issues moving the new server to the temporary quarters and then back again. In addition, Mayor Norris and Chief Dayno expressed concern regarding the reliability of the existing Village server. Trustee Haber then asked whether it made sense to replace the police server and Village server in two separate phases. Trustee Baumann explained that that would be more expensive due to the labor cost involved doing it that way.

The motion passed by the following vote:

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

NAYS: None (0)

Trustee Baumann moved to award the contract for proactive maintenance for one year to Digital Currency Systems in the amount of \$9,000. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path - Trustee O'Donnell asked the Chief about a resident's call concerning the corner of Saunders and Riverwoods Road. Mr. Glenn believes that the issue there is that there is a lot of underbrush and buckthorn at the corner near Orphans of the Storm. He plans to reach out to Orphans of the Storm and ask them to volunteer to thin the vegetation in order to improve the sight lines of drivers trying to turn left onto Riverwoods Road from Saunders Road/Police/Building/Zoning – Trustee Jamerson discussed the building report.
Chamberlain – Woodlands/Finance – the strategic planning meetings will be held on Saturday, July 25, 2015 and Wednesday, July 29, 2015.

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 9:15 pm.

The next regular meeting of the Board of Trustees is scheduled for July 21 2015 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: 06/16/15 12:00 AM
 To Date: 07/06/15 11:59 PM

Incident Type	Numbe of Incidents
0625 Residential Burglary	2
0820 Theft Under \$500	1
1310 Criminal Damage to Property	1
2410 DUI	1
3001 Fireworks Complaint	3
7001 Assist Other Agency	12
7021 Ambulance Call	11
7024 Fire Call	3
7033 Fire Alarm	5
7034 Trouble Fire Alarm	1
7039 Fingerprinting	1
7041 Promise Exam	14
7042 Child Seat Install/Inspect	3
7044 Home Watch	7
7045 Wall Being Check	3
7051 Vehicle Lock Out	2
7062 Noise Complaints	4
7078 Construction Complaint	1
7079 Other Complaints	8
7082 Burglar Alarm	12
7121 Suspicious Auto	2
7123 Suspicious Person	1
7130 Domestic Trouble	2
7144 Lost/Misaid Property	2
7156 Found Property	4
7198 Identity Theft	1
7199 Other Investigation	2
7245 Animal Problem	8
7500 Village Ordinance Violation	1
7503 Motorist Assist	3
7521 Traffic Complaint	6
7522 Parking Complaint	2
7539 Traffic Investigation	1
7571 Traffic Accident PI	1
7572 Traffic Accident PD	7
7573 Traffic Accident PP	2
7700 Suspicious Mail or Items	1
7911 911 Hang Up	7
Total:	148
Crime Prevention Notices	14
Case Reports	15
Traffic Stops	118
Persons Issued Citations	52
Citations Issued	59

5 houses are currently on the House Watch list.



Internal Memo

To: Mayor John Norris & Rick Jamerson
CC: Robert Durning & Cheryl Chamberlain
From: Meghan Richardson
Date: July 7, 2015
Re: Building Department Monthly Report. June 2015

BUILDING DEPARTMENT MONTHLY REPORT
June, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 1342 Kenilwood Lane	Two Story Addition	120,000.00	1,341.00
2. 7 Timberline Lane	Interior Remodel & Deck	200,000.00	2,250.00
3. 2605 Crestwood Lane	Reroof	11,925.00	100.00
4. 2720 Edgewood Lane	Fence	7,000.00	110.00
5. 815 Oakhurst Lane	New Porch over Patio	42,000.00	500.00
6. 2175 Deerfield Road	Demo Canopy & Columns	4,000.00	100.00
7. 765 Juneberry Road	R & R Driveway	7,386.00	100.00
8. 2285 West Course Drive	Paver Patio	2,300.00	150.00
9. 2690 Crestwood Lane	Garage Sale	NA	5.00
10. 374 Shadow Creek Lane	Reroof	3,500.00	100.00

11. 1629 East Course Drive	Reroof	5,400.00	100.00
12. 2425 Duffy Lane	Reroof	18,095.00	100.00
13. 1280 Studio Lane	Replace Culvert	10,000.00	100.00
14. 2400 Brea Burn Court	Reroof	3,800.00	100.00
15. 690 Bay Hill Court	Reroof	6,500.00	100.00
16. 2480 Forest Glen Trail	R & R Driveway	6,120.00	100.00
17. 895 Hoffman Lane	Garage Sale	NA	5.00
18. 1960 Saunders Road	R & R Driveway	14,000.00	150.00
19. 2760 Deerfield Road	Irrigation System	6,900.00	150.00
20. 3195 Deerfield Road	Garage Sale	NA	5.00
21. 571 Eagle Court	Reroof	14,115.00	100.00
22. 2580 Riverwoods Road	R & R Driveway	18,500.00	100.00
23. 1280 Studio Lane	Replace Culvert	10,000.00	100.00
Total		506,541.00	5,916.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	96	79
Construction Value:	2,679,534.00	2,603,992.00
Fees:	23,091.00	27,581.00

Other Activity

Number of Inspections: 20

Number of Stop Work Orders/ Code Compliance Actions: 1

Village of Riverwoods
Board of Trustees Meeting
June 16, 2015
APPROVED

In Attendance:

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

Absent were:

Rick Jamerson

Also Present:

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

Call to Order: 7:30 PM

Recognition of Officer Robert Salmen upon his Retirement

Mayor Norris recognized Robert Salmen for 11-1/2 years of service, upon his retirement. Chief Dayno presented Officer Salmen with a retirement badge and thanked Officer Salmen for his service.

Treasurer's Report

Trustee Ford presented the statement of revenues and expenses and net by fund. The report is attached at the end of the minutes.

Trustee Ford met with Wells Fargo about their services. The Village has had a long relationship with Wells Fargo and the account has grown over time. Trustee Ford had a frank discussion with them about what the Village is expecting from them in the future. Wells Fargo graciously offered to cancel the Village's contract which Trustee Ford explained was a good thing because the Village would be drawing down the cash making it very expensive to manage. Trustee Ford contacted Chase and will transfer both of the Wells Fargo accounts to Chase. Trustee Ford indicated this would consolidate the Village's investments and will save the Village approximately \$21,000 per year. The Village will also be able to monitor the investment account more closely. Mayor Norris thanked Trustee Ford and Mr. Roseth for their hard work.

Director of Community Services Report

Mr. Durning explained that Meadowlake's Homeowner's Association improved the appearance of their entrance with flowers and numerous plantings. A home in South Riverwoods had an illegal electrical fence which is now de-energized. A transportation planner from Discover contacted him about a possible long term additional parking plan. Center for Enriched Living is getting ready to submit an application for a permit for a parking lot. The drinking fountain at the Woodlands Preservation will be turned on tomorrow. 3 Wildflower should be getting a permit soon to build a house on the vacant lot. 2880 Duffy requested a zoning variance application to remove a part of the existing second story and replace it in a different location. The house is a legal, non-conforming structure and the requested change would also be non-conforming. 9 Julie Lane has unauthorized fill on the property which has raised the grade causing water to spill onto the neighbor's property. The Village had notified the receiver, and, to date, nothing has been done.

Police Report

Chief Dayno provided the Board with the Police Department activity since the June 10, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was a theft over \$500 and a theft under \$500. The victim of the theft over \$500 did not want to sign a complaint so no arrest was made. The theft under \$500 was someone that stole some athletic clothing from the Deerfield Pro Shop. The theft was recorded on video and the perpetrator was arrested. The Village hired Walt Trillhaase as a new part time officer.

Village Attorney's Report

Mr. Huvard explained that the Village uploaded the TIF report to the Illinois Comptroller. Staff met with the auditors and reviewed the items listed in their deficiency letter. The Village got a clean bill of health. The annual audit report will be sent to the State this week.

Informational Items & Comments from the President

- Cheryl Hadley retiring June 30, 2015

Mayor Norris reported that Cheryl Hadley is retiring after more than 25 years with the Village. The Village will have a lunch for her on June 30th.

- Hazardous Trees

Mayor Norris explained that the letter sent out about hazardous trees received many responses. The Village's records were obviously not current as some of the trees had already been removed. Trustee Chamberlain added that she is trying to resolve the disputed cases without having to resort to a legal solution. She also noted that some residents seem confused as to why the Village is asking residents to remove trees on private property. Trustee Chamberlain explained to

them that the Village is only interested in hazardous trees that may come down onto the roadway or their neighbor's property.

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 Baumann seconded the motion. Trustee Chamberlain that there was a bill that was not on the list that she did not approve because it was not for pre-authorized work. Mayor Norris explained that the Village is in the process of instituting a system of work orders for certain Village contractors. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Ordinance 15-06-10 establishing the General Prevailing Rate of Wages in the Village – Second Reading

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 Chamberlain moved for Second Reading and adoption. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Selection of IT Service Provider

Mayor Norris distributed a spreadsheet listing four IT service providers that Chief Dayno had met with. InterDev would charge \$35,596, an equivalent of ¼ of an IT person a week. TerraNet's proposal is similar, but they would charge \$20,600 to monitor the servers and work stations. Willcom would provide services as needed at \$95 per hour. Digital Currency Systems would monitor the servers and work stations for \$9,000 which would include doing software updates and patches. Chief Dayno stated that he hasn't checked references as yet, and that he may meet with one additional company.

Trustee Baumann explained that the staff is experiencing issues with the current IT system. Highland Solutions has not been able to resolve these issues and have not been very responsive with proactively addressing our servers, workstations and network. The Village server was

purchased approximately 4 years ago, which he stated is the approximate lifetime for a server. Trustee Baumann noted the Village server is the master and if it goes down, the police server would also go down. The proposal from the provider should also include replacing the existing Village server as well as maintaining the servers and work stations. Trustee Baumann noted that the server replacement and installation would cost approximately \$10,000. Mayor Norris suggested allowing him the authority to execute a 'not to exceed' contract to purchase a server and provide maintenance to the Village after the provider references are checked.

Trustee Haber asked if the Village has given any thought to going cloud based. Trustee Baumann noted that that could be a possibility. He believes that the cost of cloud based versus server based would be roughly equivalent over a five year period.

Mr. Huvad suggested having a probationary period in the agreement with whichever provider they choose.

Trustee Chamberlain moved to authorize the selection of an IT provider and purchase a new server for a combined amount not to exceed \$35,000. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance amending the Village Fee Schedule – Second Reading

Trustee Chamberlain does not believe that the changes regarding elevator inspection and water meter construction deposits have been finalized. Mr. Durning noted that the elevator inspection should be changed from \$100 to \$120, a new line item 'water meter construction deposit' with a charge of \$1,200 be added and the sanitary sewer connection fee should be \$20,500. Mayor Norris suggested there being no motion on the floor, postponing this for further and clearer discussion until the next meeting.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:37 pm.

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

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

Board of Trustees Meeting

June 16, 2015

Page 5 of 7

Attachments:

Statement of Revenues and Expenses by Fund

Police Report

**Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2015**

Revenues	Jan	Feb	Mar	Apr	May	2015 YTD	2015 Budget	% Remaining
General Fund	161,704.46	140,963.00	296,421.38	195,345.51	173,279.29	967,713.64	2,912,625.00	66.8%
Police Fund	40,303.30	181,340.00	146,277.93	129,626.63	119,276.98	616,824.84	1,801,910.23	65.4%
MFT Fund	9,221.13	8,666.00	9,003.09	3,378.00	8,515.93	38,784.15	124,563.44	68.9%
Water Fund	24,353.36	50,450.00	69,487.99	27,878.05	44,015.39	216,184.79	833,855.93	74.1%
Sewer Fund	21,154.39	24,930.00	9,003.28	22,351.37	16,377.37	93,816.41	43,903.63	-53.20%
Total	256,736.64	406,349.00	530,193.67	378,579.56	361,464.96	1,933,323.83	5,716,858.23	66.2%
Expenses								
General Fund	115,096.62	313,527.00	189,596.16	207,175.98	207,125.60	1,032,521.36	2,242,627.80	54.0%
Police Fund	159,459.16	116,444.00	132,484.11	227,135.95	150,061.16	785,584.38	1,666,740.41	52.9%
MFT Fund	140.75				129,502.47	129,643.22	14,002.19	-825.9%
Water Fund	34,250.99	43,595.00	52,876.74	37,150.82	44,204.39	212,077.94	740,303.73	71.4%
Sewer Fund	5,869.25	18,682.00	20,216.85	2,995.25	6,629.83	54,393.18	291,602.17	81.3%
Total	314,816.77	492,248.00	395,173.86	474,458.00	537,523.45	2,214,220.08	4,955,276.30	55.3%
Net	-58,080.13	-85,899.00	135,019.81	-95,878.44	176,058.49	-280,896.25	761,581.93	
Net By Fund								
General Fund	46,607.84	172,564.00	106,825.22	-11,830.47	-33,846.31	-64,807.72		
Police Fund	119,155.86	64,896.00	13,793.82	-97,509.32	-30,784.18	-168,759.54		
MFT Fund	9,080.38	8,666.00	9,003.09	3,378.00	120,986.54	-90,859.07		
Water Fund	-9,897.63	6,855.00	16,611.25	-9,272.77	-189.00	4,106.85		
Sewer Fund	15,285.14	6,248.00	-11,213.57	19,356.12	9,747.54	39,423.23		



Riverwoods Police Incident Analysis Report

Summary by Incident Type

From Date: 06/10/15 12:00 AM

To Date: 06/15/15 11:59 PM



Incident Type	Numbe of Incidents
0810 Theft Over \$500	1
0820 Theft Under \$500	1
7001 Assist Other Agency	3
7021 Ambulance Call	7
7033 Fire Alarm	2
7039 Fingerprinting	1
7041 Premise Exam	6
7051 Vehicle Lock Out	1
7062 Noise Complaints	1
7063 Solicitor Complaints	2
7079 Other Complaints	2
7082 Burglar Alarm	4
7121 Suspicious Auto	2
7148 Insurance Report	1
7199 Other Investigation	2
7503 Motorist Assist	1
7521 Traffic Complaint	2
7572 Traffic Accident PD	4
7573 Traffic Accident PP	2
7911 911 Hang Up	1
Total:	46
Crime Prevention Notices	4
Case Reports	3
Traffic Stops	35
Persons Issued Citations	11
Citations Issued	11

4 houses are currently on the House Watch list.

Village of Riverwoods
Board of Trustees Meeting
June 10, 2015
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
Rob Durning, Director of Community Services
Bruce Dayno, Police Chief
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 May 19, 2015 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously as presented with Trustees O'Donnell and Chamberlain abstaining.

Director of Community Services Report

Mr. Durning indicated that he received the ComEd Franchise Report for 2014 and it is available for review. He noted that smart meters will be available in about a year.

The RFP for the snow removal bids went out. Trustee Jamerson does not believe that the Village should be responsible for plowing the Village property during the construction period. Mayor Norris agreed and stated that the contract could be adjusted after the bids are opened.

Mr. Durning was contacted by a contractor on behalf of Once Upon A Bagel about the former Sake Blu space. He will meet with them tomorrow.

The database for Backflow Solutions, the RPZ software tracking company, is growing. Trustee Ford asked about the proposed health food restaurant at Deerfield and Sanders Roads. Mayor

Norris explained that the owner is looking at combining three parcels, but it will be a challenge because it would involve working with Riverwoods, Deerfield and the County.

Village Attorney's Report

Mr. Huvad reported that Miller Cooper has completed the audit and will meet with Village staff tomorrow.

Plan Commission Report

Mr. Huvad stated that the Plan Commission met last Thursday. The Plan Commission will have recommendations for the Board at the next Board of Trustees meeting.

Treasurer's Report

Trustee Ford distributed a statement of revenues and expenses by fund to the Trustees. It provides a broad overview of the revenues and expenses as well as net by fund and year-to-date totals. Mayor Norris believes this information is very good and will work with Trustee Ford on getting additional information. Trustee Ford stated that a cash projection report is needed. Trustee Ford also provided the Board with the first quarter 2015 advisor review of investments. The report depicts information for all 3 of the Village's investment accounts. Trustee Ford suggested that the Village may want to consolidate some of the investments and change some of the prohibitions in the current Investment Policy which limit certain types of investments.

Police Report

Chief Dayno provided the Board with the Police Department activity since the May 19, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated that Officer Salmen would attend the June 16, 2015 Board of Trustees meeting.

Informational Items & Comments from the President

- Golf Outing June 23, 2015 at the Deerfield Park District

Mayor Norris indicated that the Village has a foursome with the Chamber of Commerce. He asked the Trustees if they would like to attend.

- 4th of July Parade and Family Day

Mayor Norris noted that the Village has two trucks to use. Bertog Landscaping will provide the trucks and some of the ladies from the Plant Committee will be in attendance.

- Bannockburn BBQ Challenge August 23, 2015

Mayor Norris asked for volunteers.

- IT Service Provider

Mayor Norris explained that the Village has met with a number of potential providers and he will present a range of service numbers for review.

- Scheduling for Strategic Planning Process

Trustee Chamberlain noted that there have been a few scheduling conflicts. The first date the entire Board could get together is July 12, 2015. The consultants suggested getting together twice between July 16, 2015 and August 10, 2015. The Trustees selected July 18 at 11:30 and July 29 at 6:00 with July 25 and July 28 as backups.

Visitors Wishing to Address the Board

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

Old Business

- Ordinance amending the Village Fee Schedule – Second Reading

Mayor Norris noted that since there were a number of additional changes added and at least one change that he would still like to add, that the Board not have a second reading and adoption at this time. Trustee Jamerson also noted that Trustee Haber had asked for the old building fee schedule. Trustee Jamerson asked that it be added to the packet for the next meeting.

Trustee O'Donnell explained the Board previously had a discussion about having a solicitor registration process. He noted that Lake County had just created a solicitor registration process for unincorporated Lake County without a fee. Mayor Norris noted that the Village already has a solicitor registration Ordinance which requires solicitors to register at the police department. There is a \$50 fee for commercial registration and no fee for religious and non-commercial organizations. Trustee O'Donnell noted some neighbors have 'no solicitors' signs posted. Chief Dayno stated that solicitors are provided with a copy of the Ordinance which lists neighborhoods where they are not allowed to solicit. He noted that solicitors are also issued an ID card with their photo showing that they have registered with the department.

- Ordinance 15-06-09 authorizing the Purchase of Certain Real Property in the Village of Riverwoods (from Deerfield/Milwaukee)

Mr. Huvard noted that the due diligence period was changed from 30 days to 60 days. Everything else remained the same on the contract.

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

Trustee Jamerson questioned why the "hazardous/toxic materials" wording was removed in Article V. Mr. Huvard explained that their attorney may have wanted to avoid exposure for his client, but he was not concerned because the contract states that the Village is allowed to do an environmental investigation. Trustee O'Donnell wants to make sure that the Village has the right

to have a Phase II study performed. Trustee Chamberlain believes that the wording may sound better to a third party, but that an environmental investigation absolutely encompasses hazardous or toxic materials. Mayor Norris added that if a property has an environmental problem, under Illinois law it's not a clear title.

Trustee Ford asked about the ecologist's report expressing the opinion that the Lockup's portion of the property did not lend itself to native plantings. Mr. Huvad replied that their portion had limited planting areas. Trustee Ford then asked about the Village's portion of the property. Trustee Chamberlain had the same question, but stated that she thought that the landscaping was covered in the redevelopment agreement. Mr. Huvad suggested having these discussions and voting on the redevelopment agreement before voting on the purchase agreement.

Trustee Jamerson moved to table further discussion until after the redevelopment agreement was discussed. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance 15-06-08 authorizing a Redevelopment Agreement in the Village of Riverwoods (with Lock Up Riverwoods, LLC)

Trustee O'Donnell moved for Second Reading and adoption of the Ordinance. Trustee Chamberlain seconded the motion.

Mr. Huvad explained that the ecologist will evaluate the entire site and will present a plan for Board approval. Mayor Norris stated that the Village wants the area to be attractive and to look natural and well maintained. He also reminded the Board that TIF funds would be used for landscaping of the Village's portion. Trustee Chamberlain asked about the process whereby the Board would get the opportunity to express their opinions and assert that the Lockup will do things agreed upon. Mr. Huvad replied that the Lock Up would go through the Special Use process and present their landscape plan at that time.

Trustee Ford expressed concern about the two acres that would be owned by the Village. She would like to know how much money it will take to improve the property. Mayor Norris noted it would be improved using TIF funds.

Trustee O'Donnell expressed concern about the residents' opinion of what is happening with the property. Mayor Norris indicated that the Meadowlake Board and numerous residents in other parts of the Village appear to be supportive of The Lock Up being at that corner.

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

NAYS: Ford (1)

The Board resumed discussion of the property acquisition.

Trustee O'Donnell asked for reassurance that there were no concerns about the Village's ability to inspect the property for any environmental issues and that the Village would not proceed with anything other than green flags and would rescind the offer if there were any red flags. Mayor Norris stated that he had no intention of buying any property that has any possibility of a risk.

In light of Trustee O'Donnell's concerns, Trustee Jamerson asked who would make the determination to proceed or not to proceed after the Phase II study and any other due diligence is completed. Mr. Huvad explained that the Village's consultant and environmental attorney would make recommendations based on the discoveries from the Phase II study. He expects that the study will determine the costs that are involved to the Lock Up to make it safe and useable for them. The Lock Up would then determine if the project is feasible. If they deem it to be infeasible, the Village would probably deem it infeasible as well. Mayor Norris reassured the Board that he will seek Board approval on all aspects of the findings and possible recommended remediation as the Village moves forward with their due diligence. Mr. Huvad added that the contract requires an affirmative notice to proceed at the end of the 60 day period. He would not feel comfortable submitting a notice to proceed without the Board's approval.

The motion passed by the following vote:

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

NAYS: Ford (1)

- Well Sealing Recommendation

Mr. Glenn noted that the EPA flagged the three wells at Meadowlake that are no longer used, stating they must be sealed. He spoke with Jack Schwall, who said he would be able to seal the wells for \$15,250.

Trustee Chamberlain moved to award the contract to seal the three wells at Meadowlake to Jack Schwall in an amount not to exceed \$15,250. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson discussed the May building report. Drawings for the new Village Hall will be reviewed tomorrow to ensure nothing was missed.

Woodlands/Finance – Trustee Chamberlain reported that the Eagle Scout has put up a bat house at the Woodland Preserve and is looking for a second location. The dates for the strategic planning meetings have been confirmed. Trustee Chamberlain will e-mail them to the Board. Mayor Norris added that they have sent out RFPs for a 5-year maintenance plan at the Woodland Preserve. The Village has also made a slight change in their dead tree program. They will most probably have Davey Tree do the dead tree inspections as they are less expensive than the

Board of Trustees Meeting

June 10, 2015

Page 6 of 8

ecologist. If they determine that the tree is not dead or dying, they will refer it back to the Village.

Drainage/IT/Environment/Stormwater – Trustee Baumann noted that he will review the IT proposals and will hopefully have a recommendation for a new IT vendor at the next meeting. He will research the new Windows 10 operating system and suggested that the Trustees not assent to the free upgrade being offered until he completes his research.

Adjournment

There being no further business or discussion, Trustee Chamelrain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:26 pm.

The next regular meeting of the Board of Trustees is scheduled for June 16, 2015 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: 05/19/15 12:00 AM
 To Date: 06/09/15 11:59 PM



Incident Type	Number of Incidents
0810 Theft Over \$500	1
0820 Theft Under \$500	1
1310 Criminal Damage to Property	2
2410 DUI	3
2825 Harassment by Telephone	2
7001 Assist Other Agency	11
7021 Ambulance Call	11
7033 Fire Alarm	3
7039 Fingerprinting	1
7040 Public Service	3
7041 Premise Exam	10
7042 Child Seat Install/Inspect	1
7045 Well Being Check	3
7051 Vehicle Lock Out	5
7062 Noise Complaints	1
7079 Other Complaints	6
7082 Burglar Alarm	16
7121 Suspicious Auto	8
7123 Suspicious Person	2
7125 Field Contact	1
7130 Domestic Trouble	3
7144 Lost/Misplaid Property	1
7156 Found Property	1
7199 Other Investigation	6
7245 Animal Problem	5
7503 Motorist Assist	5
7521 Traffic Complaint	8
7522 Parking Complaint	5
7571 Traffic Accident PI	2
7572 Traffic Accident PD	6
7573 Traffic Accident PP	2
7911 911 Hang Up	5
Total:	140
Crime Prevention Notices	21
Case Reports	16
Traffic Stops	140
Persons Issued Citations	58
Citations Issued	72

3 houses are currently on the House Watch list.



Internal Memo

To: Mayor John Norris & Rick Jamerson
CC: Robert Duming & Cheryl Chamberlain
From: Meghan Richardson
Date: June 5, 2015
Re: Building Department Monthly Report, May 2015

BUILDING DEPARTMENT MONTHLY REPORT
May, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 1435 Shawnee Trail	New Single Family	700,00.00	7,490.00
2. Meadow Lake HOA	Irrigation System	7,000.00	1,000.00
3. 460 Portwine Road	Garage Addition	90,000.00	1,325.00
4. 741 Congressional Lane	Kitchen Remodel	28,200.00	401.00
5. 1010 Blackhawk Lane	R & R Driveway	5,500.00	100.00
6. 1404 Blackheath Lane	Paver Patio & Grill	15,500.00	150.00
7. 815 Oakhurst Lane	Paver Patio	14,000.00	150.00
8. 880 Hoffman Lane	New Garage/Driveway	20,100.00	530.00
9. 441 Greenbriar Lane	Fence/Driveway	20,000.00	150.00
10. 1045 Portwine Road	Fence	1,332.00	100.00

11. 2352 Glen Eagles Lane	Patio & Steps	29,000.00	150.00
12. 1776 Clendenin Lane	Reroof	14,316.00	100.00
13. 2376 Masters Lane	Patio	10,500.00	150.00
14. 2290 West Course Drive	Reroof	12,600.00	100.00
15. 1905 Rose Terrace	Reroof	11,000.00	100.00
16. 3223 Blackthorn Road	Demo-Barn	3,000.00	100.00
17. 475 White Oak Lane	Garage Sale	NA	5.00
18. 470 White Oak Lane	Garage Sale	NA	5.00
19. 3070 Blackthorn Road	Reroof	40,000.00	100.00
	Total	1,022,048.00	12,206.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	69	56
Construction Value:	2,358,052.00	2,097,451.00
Fees:	18,791.00	21,665.00

Other Activity

Number of Inspections: 28

Number of Stop Work Orders/ Code Compliance Actions: 4

Village of Riverwoods
Board of Trustees Meeting
May 5, 2015
APPROVED

In Attendance:

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

Absent was:

Kevin O'Donnell

Also Present:

Irene Gagerman, Village Clerk
Bruce Dayno, Police Chief
Patrick Glenn, Village Engineer
Bruce Huvad, Village Attorney

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the April 21, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously as presented.

Swearing in of re-elected Trustees

Village Clerk Irene Gagerman swore in the newly re-elected Trustees. Trustee Ford, Trustee Haber and Trustee Jamerson took their oaths.

Director of Community Services Report

Mr. Durning reported that the Village made progress with code violations at the hoarder/warehouse at 19 Big Oak. A notice was sent to another hoarder house at 2665 Edgewood. No progress has been made on this house as the owner has not responded to a request to inspect the home. Several homes are either under construction or in for plan review. Mr. Durning is looking at the history of the Shoppes of Riverwoods. He has found a number of violations. Mr. Durning sent out letters to all of the houses on septic reminding the owners that they need to get their septic systems tested, pass inspection and submit the results to the Village.

Engineer's Report

Mr. Glenn reported that the paving work on Calvin, Farner and Strenger is complete. He has come up with a laundry list for Lake County DOT maintenance issues on Deerfield Road. He has not yet been able to address the wrought iron fencing issue on Deerfield Road near Timber Trail.

Village Attorney's Report

Mr. Huvard will prepare some Text Amendments for the Plan Commission meeting in June to deal with group homes. He will look at remapping the 320 Portwine property based on its revised use. Lastly, he is looking at some miscellaneous Text Amendments concerning parking of commercial vehicles in the Village.

Urban Forest Management

Mayor Norris reported Urban Forest Management will be going in a different direction and as of May 15, 2015 they will not be the official forester for the Village. Chuck Stewart will help with the transition plan and will be available for questions concerning Village history.

Plan Commission Report

Mr. Huvard indicated the Plan Commission did not meet in May.

Treasurer's Report

Trustee Ford resent a list of outstanding issues to Mr. Roseth. She drafted a financial report through March. The total revenues were \$1.2 million. The expenses were slightly higher creating a net deficit of about \$16,000 through March. Trustee Ford has not finalized the benchmarks with the advisors nor is she getting reports from them that show returns on investments. She hopes to have more answers in a month. Lastly, she followed up with the auditor who has not had the conversation she needed to have in order to look at what was done in the past with respect to auditing practices.

Police Report

Chief Dayno provided the Board with the Police Department activity since the April 21, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated that Officer Joe Peterson returned to work on April 28, 2015 and does not have any lasting effects from the car accident. He indicated that Officer Johnson has been going through the selection process for NIPAS and hopes to have an agreement with them, that he will run by Mr. Huvard, for the next meeting.

Informational Items & Comments from the President

- Geothermal Report was due today

Mayor Norris noted the Village received the geothermal report at 4:30 today. Trustee Jamerson stated that the architect said that the soil has a better than typical ability to work with a geothermal system.

- AMS Consulting Recommended for Strategic Plan

Mayor Norris stated that they went through the investigation and interview stages for a strategic planning facilitator. Trustee Chamberlain explained that the Planning Committee just decided today which strategic planning facilitator to recommend to the Board. She did not want to announce the name until she had an opportunity to communicate with all of the facilitators that they interviewed. In addition, Mayor Norris noted that some details, including pricing, still had to be finalized.

- Statements of Economic Interest

Mayor Norris reminded the Village officials to complete the Statement of Economic Interest for the State.

Visitors Wishing to Address the Board

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

New Business

- Sewer Maintenance Recommendation

Mr. Glenn explained this is for the low pressure sewer system that serves south Riverwoods. The flushing is completed every few years and the air release valves are cleaned. Some of the valves may be past their usable life.

Mr. Jamerson moved to authorize up to \$22,974 for flushing and rebuilding and/or replacement of the air valves. Trustee Haber seconded the motion.

The motion passed by the following vote:

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

NAYS: None (0)

- Terraco Phase 2-ESA Recommendation

Mayor Norris noted that the Village is recommending retaining the services of Bruce White, an environmental attorney. Mr. Huvard explained that Mr. White, with whom he has worked with over the years, is very experienced in environmental law. The Phase 1 study showed that there could be a need for Phase 2 testing being that the parcel was right next to a landfill. The Village decided to get a proposal for Phase 2 testing. Mr. Huvard felt that the Village needed someone to guide them through this process. Overall, his understanding of the issues noted in the ESA recommendation were mostly how the construction is managed on the site rather than impediments to what the Village wants to accomplish. However, he wanted someone with

expertise in this area to explain it to the Board before the Board was asked to vote on the Phase 2 proposal submitted by AEC.

Trustee Ford asked about the Professional Services Selection Act which states that if a public entity does not have a relationship, it is obliged to go through a selection process outlined in the law. Mr. Huvad that explained that the Village is a Home Rule community and is not required to do that. In addition, he noted that when the Village gets professional services, they want to ensure they are getting advice from trusted professionals. Mr. Huvad believes the Village will be getting the appropriate expertise with Mr. White. Mr. Huvad then asked Mr. White to address the Board.

Mr. White gave a brief history of his background. Mr. Huvad had contacted him to determine what is necessary to do to protect the Village as a prospective owner of property. The Phase 1 environmental study was done to ensure that certain engineering standards were met. They looked at the history, records and previous uses of the site. The study did not find any problems with the 3.75 acres, per se. However, what they did find was about 15 metals in a well on the property. The concentration was just above regulatory levels, but they didn't understand why they were there at all. In addition, they found that the levels were higher than those found in a well on the landfill site itself. This is the reason the Phase 2 study was recommended. Mr. White explained that depending on the severity of contamination, if any, found in the Phase 2 study, the Village could use several available legal defenses to protect themselves if they take title to the property.

After some discussion, the consensus of the Board was to move forward with the Phase 2 study. However, they also agreed that the expense should be borne by Terraco.

Trustee Haber moved to hire Mr. White. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Mr. Huvad suggested giving the Mayor the authority to sign the contract for the Phase 2 study and execute it at his discretion. Mr. White suggested asking Terraco for permission to go forward with a Phase 2 study and ask that the cost of the study be reimbursed to the Village at closing.

Trustee Chamberlain moved to authorize Mayor Norris to enter into contract with AEC as he deems appropriate. Trustee Jamerson second the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Well Sealing Recommendation

Mayor Norris indicated this would be continued to the next Board of Trustees meeting.

- Applied Ecological Services, Inc. Engagement Letter

Trustee Chamberlain indicated that the committee interviewed six firms. AES was clearly the frontrunner. They have a broad range of knowledge, but also seem to be very good at determining what is not within their scope. The firm has a broad range of services and can fill the Village's needs, especially now that Urban Forest is no longer providing services to the Village. Mayor Norris indicated that their rates were reasonable and that they are giving the Village a 15% discount off of their normal rates.

Trustee Haber moved to authorize an engagement letter with AES, Inc. 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 authorizing the Purchase of Certain Real Property in the Village of Riverwoods (from Deerfield Milwaukee, LLC) – Second Reading
- Ordinance approving a Redevelopment Agreement in the Village of Riverwoods (with The Lock Up Riverwoods, LLC) – Second Reading

Mayor Norris noted both Ordinances would be continued to a future meeting.

Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson discussed the building report. Things seem to be picking up. At the next Board of Trustee meeting, he will present a new building permit fee schedule.

Adjournment

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

The next regular meeting of the Board of Trustees is scheduled for May 19, 2015 at 7:30 PM.

Respectfully submitted,

Jeri Cotton

Attachments:

Police Report
 Building Report



**Riverwoods Police
 Incident Analysis Report
 Summary by Incident Type**



From Date: 04/21/15 12:00 AM
 To Date: 05/04/15 11:59 PM

Incident Type	Number of Incidents
0810 Theft Over \$500	2
0820 Theft Under \$500	1
1110 Deceptive Practices	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	5
7021 Ambulance Call	7
7034 Fire Call	1
7033 Fire Alarm	1
7040 Public Service	3
7041 Premise Exam	21
7042 Child Seat Install/Inspect	1
7045 Well Being Check	2
7051 Vehicle Lock Out	2
7062 Noise Complaints	3
7079 Other Complaints	4
7082 Burglar Alarm	11
7083 Hold Up Alarm	2
7121 Suspicious Auto	2
7123 Suspicious Person	1
7130 Domestic Trouble	1
7156 Found Property	1
7168 Nuisance Phone Calls	1
7198 Identity Theft	2
7199 Other Investigation	1
7245 Animal Problem	3
7246 Found Animal	1
7503 Motorist Assist	4
7521 Traffic Complaint	5
7572 Traffic Accident PD	6
7911 911 Hang Up	4
Total:	100
Crime Prevention Notices	2
Case Reports	11
Traffic Stops	87
Persons Issued Citations	32
Citations Issued	35

3 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: May 5, 2015
Re: Building Department Monthly Report, April 2015

BUILDING DEPARTMENT MONTHLY REPORT April, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2415 West Course Drive	Irrigation System	5,100.00	250.00
2. 1435 Shanwee Trail	Demolition	9,000.00	200.00
3. 2700 Lake cook Road	Install 2 Pit Ladders	3,900.00	100.00
4. 5 Timberwood Lane	Interior Remodel	150,000.00	525.00
5. 4 Deepwood Trail	Interior Remodel	37,500.00	325.00
6. 2440 West Course Drive	Fence	5,500.00	100.00
7. 581 Eagle Court	R & R Driveway	3,150.00	100.00
8. 403 Castle Pines Lane	Patio w/ water feature	51,000.00	250.00
9. 1935 Strenger Lane	Driveway Extension	5,000.00	100.00
10. 2 Baneberry Lane	Generator	10,500.00	100.00

11. 1920 Clendenin Lane	R & R Driveway	5,500.00	100.00
12. 2343 Glen Eagles Lane	Reroof	14,000.00	100.00
13. 3705 Deerfield Road	Elevator Door Restrictor	500.00	100.00
14. 2510 Riverwoods Road	Reroof	1,950.00	100.00
15. 2639 Forest Glen Trail	Driveway & Fence	10,000.00	200.00
16. 3 Big Oak Lane	Siding	34,495.00	100.00
17. 486 Somerset Hills Ct.	Interior Remodel	34,700.00	350.00
18. 3060 Orange Brace Rd.	R & R Driveway	3,500.00	100.00
19. 3195 Deerfield Road	Garage Sale	NA	5.00
20. 1477 Shanwnee Trail	Sewer Repair	5,100.00	100.00
	Total	390,395.00	3,195.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	37	37
Construction Value:	\$ 1,633,006.00	\$ 1,075,403.00
Fees:	\$ 14,294.00	\$ 9,659.00

Other Activity

Number of Inspections: 9

Number of Stop Work Orders/ Code Compliance Actions: 2

Village of Riverwoods
Board of Trustees Meeting
April 21, 2015
APPROVED

In Attendance:

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

Also Present:

Rob Durning, Director of Community Services
Bruce Dayno, Police Chief
Irene Gagerman, Village Clerk
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 17, 2015 executive session. Trustee Haber seconded the motion. The motion passed unanimously with Trustee O'Donnell abstaining.

Trustee Jamerson moved to approve the minutes from the April 21, 2015 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously with Chamberlain abstaining.

Treasurer's Report

Trustee Ford had a brief discussion with the auditor about looking at the role and function of the treasurer. There were some comments from earlier audits and she will speak with former members of the audit team. Trustee Ford recommended that the auditor look at the newly revised investment policy with regards to protocol and producing reports. Trustee Chamberlain also spoke with a representative of the auditor. She identified a few things for them to review.

Engineer's Report

Mr. Glenn reported the paving operations on Calvin, Farner & Strenger are under way. They should wrap up the project by next week.

He intends to publish for the parking lot improvements at 320 Portwine next week. He will bring the bid results along with his recommendations to the Board next month.

Mr. Glenn indicated that the IEPA conducted a routine review of the Village's water operating system and came up with a list of items that need to be addressed. There is a little cleanup work as well as maintenance that they want completed. Mr. Glenn will come up with recommendations so the Village stays in the IEPA's good graces.

Trustee Haber noted that after Deerfield Road was reconstructed, some of the construction signs that were embedded in big, concrete bases disappeared and are now in the woods at the corner of Deerfield and Hoffman. Trustee Jamerson noted there are also a couple of construction signs on private property on the south side of that corner. Trustee Haber noted that there are some white, rusted objects further east on Deerfield Road that are an eyesore and asked if anything could be done about them. Sherry Graditor, 808 Hoffman Lane, noted that there is a sewer on Hoffman that has a big rubber ring on the ground lying next to it. Mr. Glenn will look into all of these items.

Director of Community Services Report

Mr. Durning reported that Sake Blu Restaurant has closed. He noted there was a small fire at a home at 2960 Duffy and the house is uninhabitable.

Plan Commission Report

Chairman David Niedelman reported that the Plan Commission met and discussed group homes. The biggest concern was the number of residents allowable based on the square footage of the home. The commissioners were generally positive and wanted to create a welcoming atmosphere. Mr. Huvad is hoping to put together a series of text amendments for the June Plan Commission meeting.

The Plan Commission also discussed outside parking of commercial vehicles. Most of the commissioners were fine with the current regulations. The regulations were similar to those for trailers and boats.

Police Report

Chief Dayno provided the Board with the Police Department activity since the April 7, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that Officer Joe Peterson, who was in the auto accident reported at the last meeting, should be cleared to come back to work on April 28, 2015. The department is going through their own insurance company for vehicle repairs. They just received a check for \$21,350 from their insurance company and should get back the \$500 deductible once it is collected from, Progressive, the other insurance company. Chief Dayno noted they he expects to

receive an additional \$3,164.80 to cover the cost of equipment transfer from the old vehicle to the new one and replacement of damaged equipment.

Officer Bob Salmon is retiring. He started in 2002 part time and became full time shortly after that. He will be retiring at the end of May. Mayor Norris noted he is one of the last of the original police officers in Riverwoods.

Informational Items & Comments from the President

- Orphans of the Storm Dinner

The Orphans of the Storm dinner was last night. It was a very nice evening. The Village received recognition for our support.

- IML Revenue Projections Up

IML revenue projections are up slightly, resulting in a net gain of a few thousand dollars. The Village has not heard anything regarding revenue sharing on the state income tax. Every organization is opposing the reductions. Mayor Norris does not believe it will be as severe as originally projected if it goes through.

- 37 Acres

Mayor Norris is still talking with the owners of the 37 acres about landscaping. He will be speaking with a developer interested in getting property on Milwaukee Road if the Village goes through with the purchase of the Terraco property.

Mayor Norris, Mr. Huvard and Mr. Durning spoke about putting together a plan for the Shoppes of Riverwoods. Mr. Durning is reviewing what the Shoppes is supposed to be doing and maintaining.

Visitors Wishing to Address the Board

Mr. Niedelman was approached and asked to find out if the Village would be interested in putting together a program where scouts can do community service. Mayor Norris suggested asking residents to suggest community projects.

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

- Arbor Day Proclamation

Mayor Norris proclaimed Arbor Day in the Village of Riverwoods. Trustee Jamerson moved to accept the Proclamation. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance 15-04-07 authorizing the sale of Surplus Personal Property owned by the Village of Riverwoods

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)

- Purchase of SCADA Software System updates for the Thorngate Reservoir and Northbrook Metering Station from Wunderlich-Malec Environmental

Mr. Glenn explained that the computer, which was installed in 2007 and used to remotely operate the reservoir, is past its useful life. Based on advice from Mr. Glenn's IT guys, he purchased a new desktop computer for approximately \$1,100. He then reached out to Wunderlich-Malec Environmental, who was the subcontractor that did the original programming. He would like the Board to authorize him to have Wunderlich purchase, install and configure the updated software for a total of \$8,000.

Trustee Jamerson moved to authorize Mr. Glenn to purchase SCADA software system updates and installation from Wunderlich-Malec Environmental in an amount not to exceed \$8000. 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 authorizing the purchase of Certain Real Property in the Village of Riverwoods (from Deerfield Milwaukee, LLC) – First Reading

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

Mr. Huvard explained that the Ordinance would authorize the Village to purchase approximately 3.74 acres pursuant to a purchase contract attached to the Ordinance. The contract allows the Village 30 days for due diligence and property examination. Mr. Huvard noted that the Village could back out within 30 days. The closing would take place 30 days after the due diligence period expires.

Mr. Huvard explained that the Village would acquire all of the property and immediately sell the easternmost parcel, consisting of 2.03 acres, to The Lock Up pursuant to a redevelopment agreement with a lot of covenants and some economic terms. The intent is to acquire the property with a good title. Both the Village and The Lock Up will have a due diligence period.

The Village has asked for and has received a Phase I report. Trustee Jamerson noted that the Phase I report does not entail any soil samples. Mr. Glenn confirmed that Phase I would include a site visit but no actual testing. Mr. Huvard explained that the Village is contemplating whether to do soil and/or water testing. Trustee Haber expressed concern that if testing is done and problems are found, the 30 day due diligence period might not be sufficient. Mr. Huvard explained that the closing could be adjusted if necessary.

- Ordinance approving a Redevelopment Agreement in the Village of Riverwoods (with Lock Up Riverwoods, LLC) – First Reading

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

Mr. Huvard explained that the Redevelopment Agreement does several things: convince the Village to transfer title to the part of the site that The Lock Up wants; establishes the price for that portion; assumes that the Village would authorize a series of Text Amendments to allow another self-storage facility in the district. The Lock Up has stated that if they cannot get the rezoning, they would have the right to sell the property back to the Village. Mr. Huvard stated that The Lock Up predicated their offering price on what their model said real estate taxes should be. They requested that if real estate taxes were more than \$1.10 per rentable foot, the Village would reimburse them for the excess for up to 10 years, with a maximum of \$300,000.

Geoff Dickinson, with S. B. Friedman & Company, tested the feasibility of using the TIF funds from the Lock Up project to service the internal loan from the General Fund to the TIF fund. The General Fund would loan money to the TIF fund and be paid back from incremental property taxes. Mr. Dickinson tested 2 different models. In the first one, the Village would pay \$1.8 million for the property and The Lock Up would pay \$995,000 to the Village leaving a remaining loan of \$805,000. The Lock Up wants the taxes adjusted to \$1.10/net square foot but, based on his research of rates for storage facilities in the area, he thinks that the assessor will probably be at \$1.50/net square foot. Mr. Dickinson's projections of cash flow from the incremental taxes less TIF administrative expenses and payments to The Lock Up, would have the loan paid off in 20 years. Mr. Dickinson then discussed an alternate approach. Instead of giving a 10 year cash flow to the developer, the Village could give the developer the entire amount up front by selling them the property for \$250,000 less than market value. Mr. Dickinson explained that the note would be \$1.06 million but the Village would have a greater cash flow. The payoff would be the same year and the same considerations would apply. The Village would have less control of the developer with this option.

Trustee Ford would be interested to know the downside scenarios. She asked what would happen if the assessed valuation stayed the same or decreased. Mr. Dickinson explained they assumed a 2 percent escalation and that he would work up numbers based on her scenario.

Trustee O'Donnell believes the bigger risk would be if The Lock Up goes belly up. Mr. Huvard explained that after The Lockup put up their building, there would be a facility there and it would have an assessed value. Taxes would have to be paid regardless if they were to go out of business. Mr. Huvard explained that The Lock Up establishes a new LLC for each location and would not be subject to other debt.

Trustee Chamberlain asked what the Village could require for landscaping and building aesthetics. Mr. Huvard explained that The Lock Up provided pictures of their newest facility in Park Ridge. They propose a building with similar architectural style and components. They agreed to keep it two stories and orient the building per the Village's request. Mr. Huvard explained that Exhibit B in the Redevelopment Agreement lays out design parameters and that the project must substantially conform to these design parameters. Representatives from The Lock Up told the Village what they are about and what they want to do. They will use Riverwoods style landscaping and bio swales. Mr. Huvard explained that the Village is trying to be tight, but also reasonable.

Old Business

There was no Old Business.

Executive Session

Trustee Haber moved to go into Executive Session for the purpose of discussing the purchase and/or sale of property. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The Trustees went into Executive Session at 8:44 pm.

The meeting reconvened at 9:35 pm.

In Attendance:

John Norris, Mayor

Michael Baumann

Cheryl Chamberlain

Kristine Ford

Michael Haber

Rick Jamerson

Kevin O'Donnell

Board of Trustees Meeting

April 21, 2015

Page 7 of 8

Also Present:

Irene Gagerman, Village Clerk

Patrick Glenn, Village Engineer

Bruce Huvad, Village Attorney

Adjournment

There being no further business or discussion, Trustee moved to adjourn the meeting. Trustee seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:36 pm.

The next regular meeting of the Board of Trustees is scheduled for May 5, 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: 04/07/15 12:00 AM
 To Date: 04/21/15 11:59 PM

Incident Type	Number of Incidents
0810 Theft Over \$500	1
1310 Criminal Damage to Property	1
2410 DUI	1
7001 Assist Other Agency	10
7021 Ambulance Call	8
7024 Fire Call	1
7033 Fire Alarm	2
7039 Fingerprinting	1
7041 Premise Exam	25
7042 Child Seat Install/Inspect	1
7051 Vehicle Lock Out	2
7062 Noise Complaints	2
7079 Other Complaints	3
7082 Burglar Alarm	15
7083 Hold Up Alarm	1
7121 Suspicious Auto	4
7130 Domestic Trouble	1
7198 Identity Theft	1
7199 Other Investigation	2
7245 Animal Problem	6
7246 Found Animal	1
7503 Motorist Assist	5
7529 Towed Vehicles	1
7571 Traffic Accident PI	3
7572 Traffic Accident PD	1
7573 Traffic Accident PP	1
7911 911 Hang Up	3
Total:	103
Crime Prevention Notices	6
Case Reports	11
Traffic Stops	86
Persons Issued Citations	39
Citations Issued	47

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

Village of Riverwoods
Board of Trustees Meeting
April 7, 2015
APPROVED

In Attendance:

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

Absent:

Cheryl Chamberlain

Also Present:

Bruce Dayno, Police Chief
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 17, 2015 Board of Trustees meeting. Trustee Baumann seconded the motion. Trustee Ford made minor corrections. The motion passed unanimously as amended with Trustee O'Donnell abstaining.

Trustee Jamerson moved to approve the minutes from the March 17, 2015 Public Hearing. Trustee Baumann seconded the motion. Trustee Ford made a minor correction. The motion passed unanimously as amended with Trustee O'Donnell abstaining.

Director of Community Service

Mr. Durning reported that the Headache Clinic at 2610 Lake Cook Road passed their building inspection. The house at 2010 Deerfield Road has passed inspection. A lot of progress at the hoarding house at 1310 Big Oak has been made. It is getting very close to occupancy. Kings Kennel has requested a ground sign on Saunders Road.

Engineer's Report

Mr. Glenn stated that the IDNR has made some modifications to the Lake Michigan water regulations which will make it necessary to make some changes to our Ordinance regarding outdoor water usage. Effective in September, watering on consecutive days will be prohibited. There will also be a few building regulations governing the kinds of fixtures that can be used for

new construction. Mr. Glenn will work with Mr. Durning and Mr. Huvar and will bring suggestions to the next Board of Trustees meeting. Trustee Baumann asked whether the governor's intent to pull money from the MFT in March will affect any of the planned Village projects. Mr. Glenn replied that the Village's portion is approximately \$5-\$7,000 so it will not affect the Village's plans. Trustee O'Donnell asked about closures on Milwaukee Avenue during the planned summer construction. Mr. Glenn explained there would be intermittent lane closures.

Village Attorney's Report

Mr. Huvar explained that the Plan Commission met last week to discuss the regulatory environment concerning group homes and the Village's obligation to make reasonable accommodations for persons with disabilities. He made some suggestions on how the Village should deal with it. Mr. Huvar stated that the concept discussed was to add some language in the Zoning Ordinance to have a procedure to make reasonable accommodations for more than three non-related individuals to live together. He will prepare a draft Text Amendment to address the issues. The Plan Commission will then discuss it further and there will be a public hearing. There is nothing pending at this point, but there is a demand for this type of housing and there is no mechanism in the Village Ordinance to address it. Trustee Ford asked if group housing would be considered business or residential. Mr. Huvar noted case law states it would be a residential use. Trustee Jamerson asked if the Village could require a business license to ensure that safety inspections could be made. Trustee Haber noted that some group homes are licensed by the State or their local municipality and that part of the license requirement is regularly scheduled inspections. Mr. Huvar will look into it. Mayor Norris noted that the Village's intent would be to ensure that group home residents are safe.

Mr. Huvar noted that the Plan Commission also discussed commercial vehicle parking. The current regulation states that there can only be one commercial vehicle up to 2.5 tons parked outside. The Plan Commission feels that the Ordinance is too restrictive and believes more than one commercial vehicle could be parked outside if it were screened. After some discussion, the Trustees agreed that the section should be moved to its own section in the Ordinance and not to make any changes to it.

Treasurer's Report

Trustee Ford is working with Mayor Norris to revise the treasurer's report form. She will be working with the auditors to ensure that they are also auditing the treasurer to make sure that proper procedure is being followed.

Police Report

Chief Dayno provided the Board with the Police Department activity since the March 17, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno stated there was an 83 year old Village resident that was a victim of a fraud scheme. The department is currently investigating it. Chief Dayno put out an automated alert reminding residents not to fall for scams. Trustee Ford explained some senior residents are isolated. Chief Dayno noted that there used to be a senior resident group, but is no longer active. Chief Dayno plans to reach out to known senior residents. On March 29, 2015, one of the officers was involved in a squad car accident on Milwaukee Avenue. No one was seriously hurt but the vehicle is a total loss. It is a vehicle that was scheduled to be replaced and given to the Village to replace the Village vehicle currently being used by Mr. Durning.

Informational Items & Comments from the President

- Northern Illinois Police Alarm System – NIPAS EST (Emergency service team)
Commander Tony Gallagher of the Buffalo Grove Police Department presentation on services

Chief Dayno introduced Commander Tony Gallagher from NIPAS EST. The NIPAS EST team is, what most people would call, a SWAT team. For a long time, Chief Dayno has wanted to use the NIPAS team rather than Lake County. They have state-of-the-art equipment, they are well trained and have a great response time since they draw from nearby departments. In order to use NIPAS, the Village would have to have a candidate that NIPAS would accept to be on the team. It's a big commitment that entails a lot of training and participation in addition to a cost of \$15,000 to \$20,000. Chief Dayno has been in contact with NIPAS to see if the Village could get on the team without having to supply an operator and, instead, pay an annual fee. NIPAS is currently looking for a hostage negotiator and Chief Dayno has an ideal candidate for that position. Unlike in the past, NIPAS will allow a department to supply just a hostage negotiator and not an operator also. A hostage negotiator goes through less training than an operator and has fewer callouts. The cost would be a \$3,300 per year membership fee plus \$1,500 for equipment. Chief Dayno stated that one of his officers has interviewed for the position and NIPAS has found him acceptable. The officer still has to go through a couple more tests before being accepted on the team.

Commander Gallagher has been on the NIPAS EST team since its inception. NIPAS has three functions: a SWAT team, a mobile field force team and a car team. The team responds to calls from the Wisconsin border to I55 and Lake Michigan to just east of Elgin. Most of the equipment is stored in our general area. The EST training is very extensive. There are 90 members on the team. Commander Gallagher noted that the number of callouts have been reduced because local officers receive special training from their NIPAS officer. NIPAS EST requires a 10 year commitment. Commander Gallagher briefly discussed the NIPAS equipment.

Mayor Norris stated that a formal agreement will be brought to the Board for their approval.

- Terraco Property

Mr. Huvad explained that the Village will need money to close on the property. The Village has the ability to issue a TIF note, whereby the General Fund loans money to the TIF Fund. The loan would be repaid from the TIF increment at market rate. Mayor Norris explained that there is no formal agreement, as yet, but that the Board is looking to purchase the entire parcel with a

simultaneous sale of 2 acres to The Lockup for \$1 million. Mayor Norris stated that he is working on getting the numbers together, but feels that this is a viable deal. The Village would determine whether the remainder of the property should be developed or if it should remain green space. Sherry Graditor asked whether the Village would be responsible for road improvements. Mayor Norris indicated road improvement would not be necessary at this point.

- Insurance Coverage Requirement

Mayor Norris noted that some contractors have complained that the Village requirements are too strict. After some discussion, the Board agreed that no changes should be made.

- Orphans of the Storm Dinner

Mayor Norris invited the Trustees to the Orphans of the Storm dinner on April 20, 2015. He asked the Trustees to respond to Cheryl Hadley.

- New Utility Billing Clerk – Pearl Swindler

Mayor Norris explained Ms. Swindler is a retired special education teacher. He believes her duties will be expanded in the future.

Visitors Wishing to Address the Board

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

New Business

There was no New Business.

Old Business

There was no Old Business.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell

Police/Building/Zoning – Trustee Jamerson presented highlights from the March building report. The building report is attached at the end of the minutes. The building permit numbers are slightly behind last year.

Trustee Jamerson spoke with the Village's architect who is waiting for test boring to be done, which is needed to determine the geothermal requirements. They are waiting for a permit from Lake County and hope to start next week. Once the boring is done, the drawings and bidding should be completed in a couple weeks.

Board of Trustees Meeting

April 7, 2015

Page 5 of 8

Mayor Norris stated that the wiring for the computer and telephone systems has been completed for the 320 building. All that is left to do is the painting. He is looking for additional volunteers to help.

Woodlands/Finance – Trustee Chamberlain asked Mayor Norris to report that the budget numbers are done but that they are working on the groupings that the Board asked for. The audit is in place and they are working on their report. The Village ecologist interviews are being set up for next week. The planning committee is contacting facilitators.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:09 pm.

The next regular meeting of the Board of Trustees is scheduled for April 21, 2015 at 7:30 PM.

Respectfully submitted,

Jeri Cotton

Attachments:

Police Report

Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

From Date: 03/17/15 12:00 AM

To Date: 04/06/15 11:59 PM



Incident Type	Numbe of Incidents
0810 Theft Over \$500	1
2410 DUI	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	5
7021 Ambulance Call	12
7024 Fire Call	4
7033 Fire Alarm	3
7040 Public Service	1
7041 Premise Exam	62
7045 Well Being Check	2
7049 Notifications	2
7051 Vehicle Lock Out	2
7078 Construction Complaint	1
7079 Other Complaints	6
7082 Burglar Alarm	16
7083 Hold Up Alarm	1
7121 Suspicious Auto	3
7144 Lost/Mislaid Property	1
7156 Found Property	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	6
7246 Found Animal	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	10
7521 Traffic Complaint	3
7572 Traffic Accident PD	6
7911 911 Hang Up	1
Total:	155
Crime Prevention Notices	23
Case Reports	8
Traffic Stops	150
Persons Issued Citations	51
Citations Issued	57

10 housea 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: April 3, 2015
Re: Building Department Monthly Report, March 2015

BUILDING DEPARTMENT MONTHLY REPORT March, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2610 Lake Cook Ste. 110	Commercial Build out	20,000.00	600.00
2. 570 <u>Portwine</u> Road	Interior Remodeling	64,989.00	1,200.00
3. 7 Big Oak Lane	Fence	6,900.00	119.00
4. 2521 Palmer Court	Siding	60,000.00	100.00
5. 2451 <u>Riverwoods</u> Road	Interior Remodel	15,000.00	375.00
6. 2375 Dawson Court	Sewer Repair	4,400.00	100.00
7. 3705 Deerfield Road	Interior Remodel	150,000.00	450.00
8. <u>Thomgate</u> Subdivision	Reroofing	19,700.00	100.00
	Total	340,989.00	3,044.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	7	8
Construction Value:	\$ 536,558.00	\$ 340,989.00
Fees:	\$ 4,630.00	\$ 3,044.00

Other Activity

Number of Inspections: 14

Number of Stop Work Orders/ Code Compliance Actions: 1

Village of Riverwoods
Board of Trustees Meeting
March 17, 2015
APPROVED

In Attendance:

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

Electronic Attendance:

Kristine Ford

Absent were:

Kevin O'Donnell

Also Present:

Rob Durning, Director of Community Services
Bruce Dayno, Police Chief
Patrick Glenn, Village Engineer
Bruce Huvad, Village Attorney

Call to Order: 7:36 PM

Approval of Minutes

Trustee Baumann moved to approve the minutes from the March 3, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. Trustee Chamberlain made minor corrections. The motion passed unanimously as amended.

Police Report

Chief Dayno provided the Board with the Police Department activity since the March 3, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that the female subject from the Panera burglary has been arrested. Both the male and female subjects are awaiting extradition. Chief Dayno noted that as part of a Lake County Opioid Initiative in response to the problem of heroin and prescription painkiller overdoses, Riverwoods officers are being trained to carry and administer the drug Narcan, which counteracts the effects of opiates.

Informational Items & Comments from the President

- Joint project with RPC for design of a conceptual landscape plan for Village Hall campus, including 320 Portwine and Chianti Trail Properties

Mayor Norris explained that the Village should soon have an integrated plan which includes traffic circulation. There may be some concern about including the Chianti property in the plan, but the Mayor stressed that it's only to help the Board determine whether to keep it or not. Part of the initial plan is to have the landscape architect, Nancy Hannick, come in and present the conceptual plan to the Board to see if it is acceptable.

Trustee Chamberlain likes the ideas and working with the RPC, but expressed concern that the ideas, thus far, have been presented by sources other than the Board. The Planning Committee has discussed developing a plan that, she hopes, would have the Trustees on the same page and with the same priorities, especially where spending money is involved. She would like to move quicker with the strategic plan before a lot of decisions will have already been made by others.

Mayor Norris believes that the Trustees all share the same basic values, but without a broad conceptual plan, it will be difficult to move forward. Mayor Norris explained that the landscape architect will present a plan, but that the Board review and discuss it. He said it certainly is not the final plan. Mr. Huvad thought that the landscape plan would give the Board a quick means of evaluating the various options so that the Trustees can make a better decision.

Trustee Haber would like to see a more cohesive plan. He thought that, at the last Board meeting, the Trustees had authorized Mr. Glenn to develop such a plan with a long term view for the two properties. Mayor Norris spoke with Mr. Glenn and Mr. Hammer. They agreed that there is a need to have a better idea of the use and landscaping options for the properties. In that vein, they all agree that an integrated landscaping plan, along with the costs of the various options, is necessary in order to make decisions concerning all of the properties.

Trustee Ford, who was not present but was watching the meeting on live video, stated that this is research that needs to be done at some point, so why not do it now. Trustee Jamerson thinks the Village should get an overall landscape plan before getting the engineers involved.

Mike Clayton, 3030 Blackthorn, stated that Ms. Hannick is working with the architect and the engineer. She is very qualified and has some of the same skills as do architects and engineers. He stated that she will produce a report showing various options for each property.

Trustee Chamberlain stated that maybe all of the Trustees have the same values, but that the Board has not discussed priorities to be able to say what they are. Depending on the goals, the plans would be totally different if, for instance, the plan is designed with environmental education in mind or something different. Mayor Norris believes the Trustees should discuss this in the meeting in which they will be presented with Ms. Hannick's plans.

- 320 Portwine Site Work and Schedule

As plans are still not finalized for the property next door, Mayor Norris and Mr. Glenn decided to take a minimal approach on any paving and other work. The telephone and computer cables should be installed on Monday. The Village is looking for volunteers to help paint the walls with the donated paint.

- 37 Acres

The Village will meet with representatives from the County and the owners of the 37 acres. They want to discuss why the Village has not accepted their landscaping plans for the portion of the property within the Village.

- Orphans of the Storm Dinner

Mayor Norris spoke with Jackie Borchew on Friday, reminding her to turn in her request for a donation. The Board has to vote on the donation request at the next Board of Trustees meeting. He hopes that the Trustees will be able to attend the upcoming annual fund raising dinner.

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, Haber, Jamerson (4)

NAYS: None (0)

New Business

- Request for Donation by DHS Prom After Party

Mayor Norris urged the Board to approve a \$1,000 donation to the Prom After Party.

Trustee Baumann moved to approve a donation of \$1,000 for the Deerfield High School Prom After Party. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- 2015 Appropriations Ordinance 15-03-04

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

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, Haber, Jamerson (4)

NAYS: None (0)

- Ordinance 15-03-05 amending the Colony Density Requirements or Hobby Beekeeping in the Village of Riverwoods

Trustee Jamerson moved to waive the First Reading of the Ordinance. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

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

Mr. Huvard explained that the Village allows hobby beekeeping in the Village. The current limitation provides for not more than 2 colonies on a lot of 80,000 square feet and not more than 4 colonies on lots more than 80,000 square feet. Trustee Jamerson lost both of his hives. Based on his own experience, and a request from another beekeeper in the Village, he suggested increasing the number of colonies to a maximum of 4 on 80,000 square feet or less and 6 on lots of more than 80,000 square feet. Mayor Norris noted the Village has not received any complaints.

Trustee Chamberlain remembers when the Village originally adopted the Ordinance, they had experts come in to answer questions. She wondered if anyone remembered their recommendation for number of hives based on property size. Trustee Jamerson stated that the new numbers are well within the guidelines.

The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Terraco Property

Board of Trustees Meeting

March 17, 2015

Page 5 of 5

Mayor Norris suggested going into Executive Session to discuss the options. He noted Trustee Ford requested not to have a final vote tonight.

Trustee Haber moved to go into Executive Session to discuss possible land acquisition. Trustee Jamerson seconded the motion. The motion passed unanimously. The Trustees went into Executive Session at 8:19 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 9:20 pm.

The next regular meeting of the Board of Trustees is scheduled for April 7, 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: 02/03/15 12:00 AM
 To Date: 02/16/15 11:59 PM

Incident Type	Number of Incidents
0810 Theft Over \$500	1
0410 DUI	1
7001 Assist Other Agency	3
7021 Ambulance Call	12
7024 Fire Call	2
7033 Fire Alarm	3
7041 Premise Exam	34
7049 Notifications	3
7051 Vehicle Lock Out	4
7079 Other Complaints	2
7082 Burglar Alarm	12
7083 Hold Up Alarm	2
7123 Suspicious Person	1
7130 Domestic Trouble	1
7139 Other Problem	1
7144 Lost/Misaid Property	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	1
7290 Roadway Debris	2
7503 Motorist Assist	6
7522 Parking Complaint	2
7572 Traffic Accident PD	9
7573 Traffic Accident PP	1
7911 911 Hang Up	1
Total:	107
Crime Prevention Notices	3
Case Reports	8
Traffic Stops	49
Persons Issued Citations	21
Citations Issued	26

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

Theft of Wallet at Penera on February 10

Village of Riverwoods
Board of Trustees Special Meeting
February 17, 2015

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
Hal Roseth, Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the February 3, 2015 Board of Trustees meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's Report

Trustee Ford reported that the general fund cash total is \$4.2 million and that there is \$7.5 million in investment accounts. The revenues are less than expenses as of January 15, 2015, but they are in areas that are to be expected, such as the police and water funds. Trustee Ford, the Village Treasurer, the Village Attorney and the Mayor met and discussed reporting requirements, specifically the monthly report with the goal of making the information more clear with a focus on cash flows and positions. They are also requesting additional information from Chase.

Director of Community Services Report

Mr. Durning received a preliminary call inquiring about opening a Mexican restaurant in the Shoppes of Riverwoods. Mayor Norris stated that if the location was other than in one with an existing restaurant, the Village would have to look at permitting an additional restaurant in the

Shoppes. He expressed concerned about the lack of patronage for some of the restaurants in the center. Trustee Ford suggested putting something in the Village Voice encouraging residents to support businesses in Riverwoods. Trustee Chamberlain suggested highlighting a business of the month.

Plan Commission

Mr. Huvard indicated that the Plan Commission will not be meeting in February or March. They will meet in April.

Police Report

Chief Dayno provided the Board with the Police Department activity since the February 3, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that there was a theft at Panera in the Shoppes. A pickpocket crew stole a woman's wallet. The department has the video of the theft. In working with other agencies, the department was able to positively identify the male suspect and warrants have been issued. They have also identified the female suspect and a warrant will also be issued for her arrest.

Information items and Items from the President

- Trustees Chamberlain and Ford met and decided that the strategic planning committee needs to come up with a mission vision in order to determine what the scope should be. In terms of hiring a facilitator, they decided that Mayor Norris will pre-qualify the candidates, and then the committee will meet with all of them and choose a favorite and then have that person meet with the Board. Trustee Chamberlain believes the facilitator would be able to assist with the mission vision and scope. The committee will put together a packet with information from the CCI Report, financial reports and the comprehensive plan for the Board.

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, Jamerson, O'Donnell (5)

NAYS: None (0)

New Business

1. JULIE Location for the Village

Mr. Glenn explained that in December, Trustee Jamerson suggested going out to bid for JULIE locating services. He solicited pricing from G4S, the current provider, as well as USIC, who locates for ComEd and the gas companies. Mr. Glenn noted that USIC has a limitation of liability in their contract, which could potentially cost the Village a considerable amount of money if there was a locating error made by USIC. The Village has worked with G4S for ten years and has had a good experience with them, but USIC had substantially better pricing. Mr. Glenn recommended hiring USIC subject to attorney review of the contract. Trustee Chamberlain expressed concern that a mismatch could cost more than the \$20,000 the Village would be saving. Mr. Glenn replied that repairs would not likely cost that much. Trustee Ford asked if the Village could go back to G4S for better pricing. Mr. Glenn stated that he had and that G4S could not compete with USIC's rates.

Trustee Jamerson moved to approve the recommendation by Gewalt Hamilton for the JULIE locating by USIC Locating Services LLC subject to contact review and possible adjustment by the Village attorney. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. CBO Request

Mayor Norris noted College Bound Opportunities requested a donation of \$6,000. Mayor Norris had to review this request because of a conflict of interest with the other members of the committee. The Village has given donations in the past. A Riverwoods resident is a scholar currently working with the organization.

Trustee Jamerson moved to approve a donation of \$5,000 for College Bound Opportunities. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

RECUSED: Chamberlain (1)

3. Family Days Donation

Mayor Norris spoke with members of the Family Days Committee. They are requesting a donation of \$1,000.

Trustee Baumann moved to approve a donation of \$1,000 for Deerfield Family Days. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

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

NAYS: None (0)

4. DPN

Mayor Norris reported Deerfield Parent Network requested a donation of \$2,000 this year. Last year, the Village gave them a \$1,000 donation.

Trustee O'Donnell moved to approve a donation of \$1,000 for Deerfield Parent Network.

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

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

NAYS: None (0)

5. AVI Pro Development Proposal

Mayor Norris noted that this proposal is for the audio visual equipment for the new Village hall meeting room. Trustee Bauman believes this contractor is very knowledgeable and is willing to work with the Village to recommend equipment that will meet the needs of the Village. Trustee Jamerson added that his company has worked with AVI and found them to be good people to work with.

Trustee Baumann moved to approve the AVI proposal for design services. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

1. Terraco Property

Mayor Norris believes further discussion should wait until the full complement of the Board is present.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:18 pm.

The next regular Board of Trustees meeting will take place on Tuesday, March 3, 2015 at 7:30 pm.

Respectfully submitted,

Jeri Cotton

Attachments:
 Police Report



**Riverwoods Police
 Incident Analysis Report
 Summary by Incident Type**



From Date: 02/03/15 12:00 AM
 To Date: 02/16/15 11:59 PM

Incident Type	Number of Incidents
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7033 Fire Alarm	3
7041 Premise Exam	34
7049 Notifications	3
7051 Vehicle Lock Out	4
7079 Other Complaints	2
7082 Burglar Alarm	12
7083 Hold Up Alarm	2
7123 Suspicious Person	1
7130 Domestic Trouble	1
7139 Other Problem	1
7144 Lost/Mislaid Property	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	1
7250 Roadway Debris	2
7503 Motorist Assist	6
7522 Parking Complaint	2
7572 Traffic Accident PD	9
7573 Traffic Accident PP	1
7911 911 Hang Up	1
Total:	107
Crime Prevention Notices	3
Case Reports	8
Traffic Stops	49
Persons Issued Citations	21
Citations Issued	26

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

Theft of Wallet at Penera on February 10

Village of Riverwoods
Board of Trustees Meeting
February 3, 2015

APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 20, 2015 Board of Trustees meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Director of Community Services Report

Mr. Durning was approached by a company that wants to put up a group home on Portwine for up to eight people with developmental disabilities. It is very preliminary, but he will look into zoning and building code regulations.

Mr. Durning indicated there was an incident where a vehicle hit a pillar in front of LA Tan. The property manager was notified.

Mr. Durning reported there was a fire in the furnace room of a home on Portwine. The house is uninhabitable because they have no heat. Nobody was hurt.

Engineer's Report

Mr. Glenn sent out his recommendation for JULIE locating. The Trustees will discuss the recommendation at the next Board of Trustees meeting.

Attorney's Report

Mr. Huvard explained he looked over some of the Zoning provisions. The Village does not have a definition that governs a number of unrelated people living together as is typical in group homes. He suggested referring this to the Plan Commission to formulate some definitions and terms for group homes.

Police Report

Chief Dayno provided the Board with the Police Department activity since the January 20, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno provided an update on the Arrowwood dog attack. Lake County Department of Health held an administrative hearing on January 21, 2015. They declared both dogs dangerous. The dogs must be micro-chipped, spayed or neutered and may not leave the premises without a leash or other recognized control method. The dogs also need to be muzzled if on public property or on the owner's premises when business is conducted on the premises.

The department conducted tobacco compliance checks. The cashier at the Mobil station sold to the underage agent and was cited. There was an attempted burglary on February 1, 2015 on Juneberry Road. Based on footprints found there, the suspects did not enter the premises.

Information items and Comments from the President

1. Commercial Waste Hauling

Mayor Norris explained that SWALCO asked the Village to draft a commercial waste hauling Ordinance. If the commercial properties do not meet the 57% recycling goal, the Village can franchise commercial waste hauling.

2. Legislative Breakfast

Mayor Norris invited the Trustees to attend the legislative breakfast on Saturday morning.

3. Ecologist Interviews

Mayor Norris and Trustee Chamberlain will interview ecologists to work with the Village forester.

Visitors wishing to Address the Board

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

New Business

1. Review of proposals and acceptance of Mutual Electric Aggregation Supply Agreement

Trustee Chamberlain gave a brief background of the Village's municipal electric aggregation program which was initiated three years ago. She and Trustee Jamerson had done a lot of research and decided that the best way to go was through a consultant. They chose Rock River Energy and, with their help, selected MC² as their aggregator. The current three-year contract with MC² is up for renewal in August. Trustee Chamberlain and Trustee Jamerson met with the Village's consultant, Mike Mudge, and have come up with a recommendation.

Trustee Jamerson stated that the Village residents have saved, to date, more than \$1 million in electricity costs. He and Trustee Chamberlain considered seven proposals. They decided, once again, to go with a three year plan. MC², the Village's current supplier, is not offering a three year plan. Trustee Jamerson and Trustee Chamberlain recommend selecting Dynegy Energy's green option which is slightly more expensive than their traditional, non-green, option.

Mike Mudge explained that if the Village chooses the green option, residents could not opt for the traditional option. They could only opt out and go back to ComEd or find their own company. However, if the Village chooses the traditional energy option, residents can select the green option and stay with Dynegy Energy.

Trustee Jamerson does not believe the residents understand the difference between the two options and believes this would be a way to encourage green energy. Mayor Norris believes the residents should have a choice. Trustee Haber does not believe the Village should force the green option. Instead, the Village should better publicize the green option choice.

Trustee Jamerson moved to proceed with the 3-year 100% green proposal from Dynegy Energy subject to viewing and approval of the contract by the Village attorney. Trustee Chamberlain seconded the motion.

The motion did not pass by the following vote:

AYES: Baumann, Chamberlain, Jamerson (3)

NAYS: Ford, Haber, O'Donnell, Norris (4)

Trustee Haber moved to accept the bid of Dynegy Energy for a three year term with the traditional energy option, subject to viewing and approval of the contract by the Village attorney. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: Jamerson (1)

2. Great Lakes Geo-Thermal Proposal

Mayor Norris noted that the Board requested information to consider the geo-thermal option for the new Village Hall. In order to move ahead, there needs to be test drillings to establish the

thermal properties of the soil. Trustee Jamerson explained that the test would determine the soil conditions at various levels in order to determine how deep the holes have to be to ensure that the system will work and whether geo-thermal is feasible.

Trustee Chamberlain moved to approve the testing for geo-thermal as proposed. Trustee O'Donnell seconded the motion. The trustees asked about the cost of the exclusions and exceptions listed on the proposal. Trustee Jamerson does not believe the Village will need any of the extra services. The motion passed by the following vote:

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

NAYS: None (0)

3. Adoption of Board rules governing participation in meetings by audio or video conferencing

Mayor Norris explained that the Board had discussed the possibility of participation in meetings by audio or video conferencing. Trustee Chamberlain questioned the intent of rule #6, specifically what 'employment purposes' meant. The Village's proposed rules must comply with the limitations of the Open Meeting Act rules and requirements. Mr. Huvard will look into that. Mayor Norris noted that there would still need to be a quorum of physical attendees.

Trustee O'Donnell moved to approve the adoption of Board rules governing participation in meetings by audio or video conferencing. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

4. Miller Cooper Audit Engagement Letter

Mayor Norris explained this is for the annual audit and is the same cost as last year. Trustee Chamberlain moved to retain Miller Cooper for the annual audit based on the specifics of the engagement letter. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

1. Ordinance 15-02-04 amending the Zoning Regulations concerning a social service center in the Village of Riverwoods

Trustee Jamerson moved for Second Reading and adoption of an Ordinance amending the Zoning regulations concerning a social service center in the Village of Riverwoods. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

2. Ordinance 15-02-05 amending the provisions of the Special Use previously granted in Ordinance 98-12-42

Trustee Jamerson moved for Second Reading and adoption of an Ordinance amending the provisions of the Special Use previously granted in Ordinance 98-12-42.

Mr. Huvard explained that he attached a copy of the site plan as an addendum that will become part of the project documents. Trustee Haber questioned the landscaping requirements, which state “per Village requirements.” He suggested modifying the Ordinance making it subject to the Center for Enriched Living providing a landscape plan acceptable to the Village.

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

AYES: Bauman, Chamberlain, Ford, Haber, Jamerson, O’Donnell (6)

NAYS: None (0)

3. Request for donation by Center for Enriched Living

Mayor Norris explained that the Center for Enriched Living requested a \$6,000 donation. The finance committee recommended a \$5,000 donation. The Village has made donations to them for several years. The Village has budgeted \$30,000 for donations for 2015. This would be the first donation of 2015.

Trustee Haber moved to approve the request for a donation to the Center for Enriched Living in the amount of \$5,000. Trustee O’Donnell seconded the motion. The motion passed by the following vote:

AYES: Bauman, Chamberlain, Ford, Haber, Jamerson, O’Donnell (6)

NAYS: None (0)

4. Discussion of possible land acquisition of the Terraco property at Milwaukee and Deerfield

Mr. Huvard presented the Village’s offer to Terraco. They made a counter offer but want to know soon what the Board wants to do because they have other offers. Mayor Norris has not heard back from either prospective buyer to set up a meeting. Mayor Norris explained that Terraco has stated that they have interest from several gas station operators.

David Niedelman asked the Trustees their opinions on whether the Village should purchase the property. He believes the residents need a better understanding of the Trustee’s plan if they were to spend such a large sum of money.

Trustee Baumann believes if the Village financed the property, they would be buying time to put in a plan and control the corner. He stated that the cost would be approximately \$100 - \$200 per household annually to finance the property. He noted that this is a big commitment and he would like the residents to buy into the idea.

Trustee Chamberlain added that the opportunity for control could be lost if they do not act on the property. She feels that a good number of residents are against having a gas station on that property.

Trustee Jamerson believes there is a value in saving the property. There are enough people in the Village that do not want a gas station on the property.

Trustee Ford does not believe this is the right time to make this decision because the Village does not have a plan.

Trustee Haber added that the Village is currently sitting on other property. He questions whether this is the right thing to do at this time because the Village does not have a plan what to do with the property.

Trustee O'Donnell believes there is a price point that would make it worth purchasing the property. He believes it is a high risk venture as the Village is not a developer. If the Village purchases the property, they should be prepared to sit on it for a long time.

Mr. Huvard explained that if the Village is contacted by a gas station, who states they want to develop the property without asking for TIF assistance, the developer would still have to appear before the Plan Commission. Trustee Jamerson noted that the Plan Commission has already recommended approval for three gas stations on the property. Two were approved by a previous Board of Trustees. Mr. Huvard explained that Terraco told the Village that they understand the Village will not support any development with TIF funds. However, if they only came in with plans for a gas station, they would not need to develop the rest of the property as extensively. Mayor Norris stated that the interested gas station operator, whom he has spoken with, is asking for a liquor license or a 24-hour operation. If they can meet the reasonable conditions of the Special Use, it becomes very difficult to deny the use. If the Village purchases the property, they could then rezone the property if they so choose.

The residents attending the meeting were not in favor of having a gas station on that corner.

5. Ordinance 15-02-06 adopting a written investment policy for the Village of Riverwoods

Trustee Ford believes that the new investment policy provides clarity on a number of issues. Trustee Baumann moved for Second Reading and adoption of the Ordinance. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O’Donnell reported Lake Shore has delayed pick up this week due to the weather.

Police/Building/Zoning – Trustee Jamerson presented highlights from the building report. He is working with Mr. Durning on modifying the building department permit fees.

NSSRA/Treasurer Liaison/Parks – Trustee Ford explained that the next NSSRA meeting will take place on February 19, 2015 and will include a strategic plan session.

Woodlands/Finance – Trustee Chamberlain noted that the finance committee has met this week and that the strategic planning committee will meet this week.

Drainage/IT/Environment/Stormwater – Trustee Baumann noted there were two problem accounts with the email migration. He received notification that the issues have been resolved. The next phase will be to move the data files to the Google drive. He will work with the Village Clerk on a schedule.

Executive Session

Trustee Jamerson moved to go into executive session for purposes of land acquisition. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: Haber (1)

The Trustees went into executive session at 9:28 pm.

The regular Board of Trustees meeting reconvened at 9:58 pm.

In Attendance:

John Norris, Mayor

Cheryl Chamberlain

Kristine Ford

Michael Haber

Rick Jamerson

Kevin O’Donnell

Absent was:

Michael Baumann

Also present:

Irene Gagerman, Village Clerk

Bruce Huvad, Village Attorney

Adjournment

Board of Trustees Meeting

February 3, 2015

Page 8 of 11

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote. The meeting was adjourned at 10:00 pm.

The next regular Board of Trustees meeting will take place on Tuesday, February 17, 2015 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

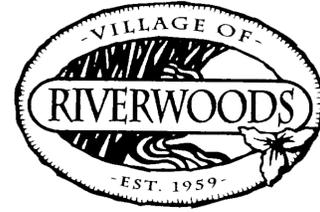
From Date: 01/20/15 12:00 AM
To Date: 02/02/15 11:59 PM

Incident Type	Number of Incidents
0486 Domestic Battery	1
1310 Criminal Damage to Property	1
2440 Reckless Driving	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	7
7021 Ambulance Call	4
7024 Fire Call	6
7033 Fire Alarm	1
7040 Public Service	2
7041 Premise Exam	46
7042 Child Seat Install/Inspect	1
7045 Well Being Check	1
7049 Notifications	4
7051 Vehicle Lock Out	1
7060 Tobacco: Poss./Sales	1
7062 Noise Complaints	1
7078 Construction Complaint	1
7079 Other Complaints	1
7082 Burglar Alarm	9
7121 Suspicious Auto	5
7123 Suspicious Person	2
7199 Other Investigation	1
7245 Animal Problem	1
7503 Motorist Assist	7
7521 Traffic Complaint	2
7522 Parking Complaint	4
7571 Traffic Accident PI	1
7572 Traffic Accident PD	5
Total:	118
Crime Prevention Notices	1
Case Reports	5
Traffic Stops	63
Persons Issued Citations	28
Citations Issued	36

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

Cashier at Mobile cited for Selling Tobacco to a minor

Attempt Burglary on Juneberry on February 1.



Internal Memo

CC: Robert Durning & Cheryl Chamberlain
From: Meghan Richardson
Date: February 3, 2015
Re: Building Department Monthly Report, January 2015

BUILDING DEPARTMENT MONTHLY REPORT January, 2015

Permits Issued

<u>Address</u>	<u>Project(s)</u>	<u>Construction Value</u>	<u>Fees</u>
1. 2700 Gemini Lane	Interior Remodel	\$235,000.00	\$2,085.00
2. 1121 Milwaukee Ave.	New Commercial Sign	\$6,000.00	\$235.00
3. 2399 Masters Lane	Re-roof	\$15,249.00	\$100.00
4. 2575 Forest Glen Trail	Generator	\$3,285.00	\$150.00
5. 30 Chicory Lane	Electrical Upgrade	\$3,835.00	\$200.00
Total		\$263,369.00	\$2,770.00

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>
Permits Issued:	6	5
Construction Value:	\$246,100.00	\$263,369.00
Fees:	\$2,215.00	\$2,770.00

Other Activity

Number of Inspections: 7

Number of Stop Work Orders/ Code Compliance Actions:

Village of Riverwoods
Board of Trustees Meeting
January 20, 2015

APPROVED

In Attendance:

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

Absent was:

Michael Baumann

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, Treasurer

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 6, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's Report

Mr. Roseth reported that month to month, the Village is up \$84,000 for December. Year to year, the total assets are down \$400,000, but that the Village portion of the funds are up \$227,000. The Village received a model portfolio from Chase, assuming the Village was to invest more money with them, but Mr. Roseth was not comfortable investing 33% in highly rated corporate bonds. He will speak with the Chase representative and ask her to revise the model. Trustee Ford noted that the Board will adopt a new investment policy in February which will allow the Village to invest in corporate bonds.

Engineer's Report

Mr. Glenn was hopeful to have a recommendation for JULIE locating services, but did not receive the second quote in time. He will bring a recommendation to the next Board of Trustees meeting.

Director of Community Services Report

Mr. Durning issued two more business licenses to Panera and Jimmy John's. Mr. Durning issued a third bee keeping license. Mr. Durning noted Discover is doing a lot of remodeling.

Plan Commission

Mr. Huvard indicated that the Plan Commission report has not been distributed yet. The Plan Commission had met, listened to the presentation made by the Center for Enriched Living and recommended the Text Amendment with a few conditions. The First Reading will be tonight and the full report will be distributed to the Board before the Second Reading.

Police Report

Chief Dayno provided the Board with the Police Department activity since the January 6, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno reported that the Lake County Department of Health will hold a dangerous dog hearing tomorrow. They are expected to make a determination whether the dogs involved in the biting incident on Arrowwood are deemed as dangerous. Lake County currently has an agreement with the owner stating they must be muzzled when off the owner's property. Mr. Huvard noted that the Village will look into updating their animal control Ordinance.

Chief Dayno reported that the Village has a radio receiver on top of the Westin Hotel. The department is paying the Village of Deerfield a fee of \$3,900 per year for the cost of the AT&T line. They are about to replace the AT&T line with microwave technology which will cost the Village nothing.

Information items and Items from the President

1. Report on Contracts and Standardization of Purchasing Procedures

Mayor Norris had sent the Board a preliminary report that lists what the Village paid to each vendor in 2014 and a code as to identify the vendor type. He also sent a rough draft on what the purchasing policy has been and asked the Trustees for thoughts and suggestions. Mayor Norris explained this is a first draft and that the information will need to be broken out further.

2. Master Planning Committee Update

Trustee Chamberlain explained that the Master Plan Committee has not yet met. She had asked for topics and ideas from the Trustees. She included the responses she received from Trustees

Haber and Baumann along with her own ideas in the outline she sent to the Board. She asked the Board to review the outline and let her know if the rest of the Board agreed with the goals. Trustee Chamberlain spoke with two facilitators and realizes the Board needs to determine what kind of product it wants before selecting a facilitator.

3. Draft Budget for General Fund and Police

Mayor Norris explained that he and Trustee Chamberlain are about 99% firm with the 2015 budget numbers. This will be a fairly lengthy process as they continue to find and correct account posting errors. Trustee Chamberlain explained that this is not a finished product, but rather a work in progress. In addition, she and the Mayor are discussing additional reports that will, hopefully, give a better representation of total expenditures per category, such as total Village salaries.

4. Sewer Billing

The first sewer bills have gone out. There were some issues and questions on the verbiage on the bills that have now been corrected.

5. E-waste Recycling

SWALCO has reestablished its recycling stations for electronic waste. Electronics for recycling can be put out with resident's garbage on the first pickup of the month.

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 Haber seconded the motion. The motion passed by the following vote with a couple bills withheld for questions:

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

NAYS: None (0)

New Business

1. An Ordinance amending the Zoning Regulations concerning a Social Service Center in the Village of Riverwoods

Mr. Huvad explained that the Center for Enriched Living wants to increase their parking by 40 spaces because they have increased their membership. They have also increased their staff. They are raising capital to upgrade their facility to meet the universal code of access which is more

stringent than the ADA. Mr. Huvad explained when the facility was originally approved, the Village created new zoning for a Social Service Center. He looked at the existing text and believes if the text is amended, the Board can make an amendment to allow the parking. If the Text Amendment is amended, the Special Use will also need to be amended. Trustee O'Donnell asked if the neighbors had any objections. Mr. Huvad explained that the Village did not receive any objections.

The Plan Commission heard the testimony and agreed to the Text Amendment with two conditions: to require the use of permeable pavers in the new parking area and to add landscaping.

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

2. An Ordinance amending the Provisions of the Special Use previously granted in Ordinance 98-12-42

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

3. Request for Donation by Center for Enriched Living

Mayor Norris indicated that the Center for Enriched Living will come to the next meeting to discuss this request.

Old Business

1. Ordinance 15-01-02 authorizing an Exemption for Eligible Residents during 2015 from payment of the monthly charges for the Sewer Replacement Reserve in the Village of Riverwoods

Mr. Huvad stated that based on the consensus of the Board at the last meeting, he revised the Ordinance to make it a one year adoption.

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

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

NAYS: None (0)

Executive Session

Trustee Jamerson moved to go into executive session. Trustee Chamberlain seconded the motion. Mr. Huvad explained that going into executive session was for purposes of land acquisition. He stated that Terraco has contacted the Village to see if they are interested in purchasing the

property and named a price they were looking for. Otherwise, Terraco will proceed with plan b, which is serious interest from several gas station operators.

The motion passed by the following vote:

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

NAYS: O'Donnell (0)

The Trustees went into executive session at 8:25 pm.

The regular Board of Trustees meeting reconvened at 9:03 pm.

In Attendance:

John Norris, Mayor

Cheryl Chamberlain

Kristine Ford

Michael Haber

Rick Jamerson

Kevin O'Donnell

Absent was:

Michael Baumann

Also present:

Irene Gagerman, Village Clerk

Bruce Huvad, Village Attorney

Trustee Haber moved for adjournment. Trustee Ford seconded the motion. The motion did not pass by the following vote:

AYES: Haber, Ford (2)

NAYS: Chamberlain, Jamerson, O'Donnell (3)

Trustee O'Donnell moved to have Mr. Huvad prepare an offer for the proposed purchase of the Terraco land in an amount not to exceed the amount discussed in closed session. Trustee Chamberlain seconded the motion.

Trustee Haber is not in favor of the purchase, because the Trustees do not have a clear use for the property. He does not believe it is appropriate to spend any taxpayer money on the purchase.

Trustee Chamberlain believes the Trustees are considering the action because of the large number of residents that came out during the last Terraco proposal and were not in favor of developing the land at the corner of Deerfield and Milwaukee with a McDonald's restaurant and/or a gas station. Trustee Haber does not believe that the number of residents that came out against the proposal is a significant percentage of the Village residents. Trustee O'Donnell

believes the dollar amount allows the Village to purchase the land at a good value for the residents and taxpayers of the Village. Given the unique nature of the land and the variety of opinions on the use of the land, this would give the Village the opportunity time to consider the options for that land. Trustee Haber would be in favor of giving Terraco a non-refundable amount to hold the land for a sufficient amount of time while the Trustees determine the potential use of the property. Mr. Huvad explained that Terraco has investors and he believes the amount to hold the property would be substantial. Trustee Ford believes that most of the residents were against the drive-thru restaurant rather than the gas station.

The motion passed by the following vote:

AYES: Chamberlain, Jamerson, O'Donnell (3)

NAYS: Ford, Haber (2)

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote. The meeting was adjourned at 9:12 pm.

The next regular Board of Trustees meeting will take place on Tuesday, February 3, 2015 at 7:30 pm.

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



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 01/06/15 12:00 AM
 To Date: 01/19/15 11:59 PM

Incident Type	Numbe of Incidents
2410 DUI	2
7001 Assist Other Agency	6
7021 Ambulance Call	9
7024 Fire Call	3
7033 Fire Alarm	1
7041 Premise Exam	43
7045 Well Being Check	2
7049 Notifications	3
7051 Vehicle Lock Out	2
7079 Other Complaints	5
7082 Burglar Alarm	17
7083 Hold Up Alarm	1
7121 Suspicious Auto	1
7123 Suspicious Person	1
7139 Other Problem	1
7139 Other Trouble	1
7148 Insurance Report	1
7198 Identity Theft	1
7199 Other Investigation	1
7231 Death Investigation	1
7245 Animal Problem	3
7250 Roadway Debris	1
7503 Motorist Assist	7
7521 Traffic Complaint	4
7572 Traffic Accident PD	10
7911 911 Hang Up	1
Total:	128
Crime Prevention Notices	9
Case Reports	5
Traffic Stops	61
Persons Issued Citations	47
Citations Issued	32

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