

Village of Riverwoods
Board of Trustees Meeting
November 1, 2016

APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:33 PM

Approval of Minutes

Trustee Jamerson moved to approve the minutes from the October 18, 2016 Board of Trustees meeting. Trustee Levin seconded the motion. The motion passed unanimously on a voice vote with Trustee Chamberlain abstaining.

Plan Commission Report

The Plan Commission will hold a meeting this Thursday to consider a subdivision on Winlake Terrace.

Treasurer's Report

Trustee Ford briefly reviewed the draft report. She will be meeting on Friday with the financial consultant to discuss processes and roles.

Audit Report

Ed Tracy, Audit Partner with Selden Fox, discussed highlights from the Audit Report. The first phase of the audit involves looking at internal controls. They walked selected transactions through the internal controls on key systems, such as cash receipts, disbursements and payroll and found that the controls were operating as represented by management. The second phase involves confirming balances in various accounts, reconciling payroll numbers and significant expenditures and examining the budget. The General Fund for the year was positive by approximately \$25,000. Revenues in the Police Fund were \$180,000 under budget. Expenses

were \$400,000 under budget. The Water Fund had a small loss of \$38,000 due to depreciation expense. The Village issued debt from the TIF Fund, which is new this year. The Village also adopted a new pension reporting standard.

Village Ecologist

Trustee Ford had a Homeowner's Association meeting and invited Steve Zimmerman to address the meeting. They discussed three things they can do in their neighborhood. It was very well received. Trustee Ford will write an article for the Village Voice article to encourage other HOAs to do the same.

Police Report

Chief Dayno presented highlights from the Police Report since October 18, 2016. The report is attached to the minutes.

Informational Items & Comments from the President

- Village Hall Construction Update

Trustee Jamerson distributed an updated cash flow projection for the Village Hall project. The Village is on-track with the budget. They lost nine days due to the weather, but are still on schedule. Trustee Jamerson indicated that the interior walls are going up shortly.

- Report on Hazardous Tree Program and Discussion on Enforcement

Trustee Chamberlain is still awaiting information and a meeting with the Village Arborist.

- Update on Zone 1 Landscaping for the New Village Hall

Trustee Jamerson had both hardscape terraces removed from the plan. They initially wanted to put the terrace outside the main boardroom but that would entail removing a rare tree. The construction may kill that tree at which time they will revisit the terrace. The project should go out to bid in December.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Resolution Approving Revised Declaration for Meadowlake

Mr. Huvard explained that the current declaration does not have a renewal provision in it and will expire in a couple of years. The Meadowlake Board has been hard at work to ensure that the covenants remain in place. Mr. Huvard compared the original and revised declarations and

pointed out the main changes. Some of the items of concern when it was first developed are no longer concerns at this time.

Trustee Haber is concerned that the Village is giving up the right to approve and enforce issues in Meadowlake. Mr. Huvard noted that the Village Ordinances would not be affected by a declaration. The Village can still enforce our Ordinances. Mr. Huvard suggested determining what the Village wants to enforce the most and adding it to an easement agreement which the Meadowlake Board can grant. Mr. Huvard is most concerned with the rights in the declaration regarding storm water management. If the Meadowlake Board grants the Village an easement to correct storm water problems and cover costs and expenses, the Village would be in the same position as it is presently on that issue. Trustee Haber does not want inconsistencies between our Ordinances and the declaration.

Trustee Chamberlain asked for clarification on what the Village is approving and/or consenting to. Mr. Huvard explained that the declaration could not be recorded without the Village's consent.

Mayor Norris suggested continuing further discussion to the next Board of Trustees meeting.

- Ordinance 16-11-22 Changing the Street Address of a Parcel

Mayor Norris explained that this is the parcel that was formerly in Deerfield. The numbering that is there now is consistent with Deerfield not Riverwoods. The Village wants to renumber it so it is consistent with Riverwoods' numbering system.

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: Chamberlain, Ford, Haber, Jamerson, Levin (5)

NAYS: None (0)

- Approval of Agreement with S.B. Friedman & Company to Determine TIF Eligibility of a Potential TIF District at the Northeast Corner of Milwaukee Avenue and Deerfield Road.

Mr. Huvard explained that the eligibility study would cost \$9,850 and that the total study will be \$25,000. Trustee Jamerson asked if the Village will be able to get firm pricing from other contractors after the eligibility study is done. Mr. Huvard replied affirmatively.

Trustee Haber moved to approve the agreement. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance 16-11-23 on Compensation for Mayor and Village Clerk

Mayor Norris reported that the personnel committee met and came up with a recommendation. They recommended that the compensation for the Mayor be increased to \$40,000 per year and the Village Clerk to \$13,500 per year with no annual increases. The committee also believes that the Board needs to discuss whether to have a Village Manager and/or a working Mayor.

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

Trustee Haber 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, Levin (5)

NAYS: None (0)

Standing Committee Reports

Trustee Jamerson distributed the building report for October.

Adjournment:

There being no further business or discussion, Trustee Haber moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:11 pm.

The next regular meeting of the Board of Trustees is scheduled for November 15, 2016 at 7:30 PM.

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

Attachments:
Police Report
Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 10/18/16 12:00 AM
To Date: 10/31/16 11:59 PM

Incident Type	Number of Incidents
1310 Criminal Damage to Property	1
2410 DUI	2
7001 Assist Other Agency	10
7021 Ambulance Call	9
7024 Fire Call	5
7033 Fire Alarm	2
7034 Trouble Fire Alarm	1
7041 Premise Exam	7
7042 Child Seat Install/Inspect	1
7051 Vehicle Lock Out	5
7062 Noise Complaints	1
7079 Other Complaints	1
7082 Burglar Alarm	14
7121 Suspicious Auto	5
7123 Suspicious Person	2
7199 Other Investigation	4
7245 Animal Problem	3
7250 Roadway Debris	2
7503 Motorist Assist	6
7521 Traffic Complaint	2
7572 Traffic Accident PD	6
Total:	89
Crime Prevention Notices	15
Case Reports	9
Traffic Stops	107
Persons Issued Citations	33
Citations Issued	43

6 houses are currently on the House Watch list and are checked regularly.

**Village of Riverwoods
Building Report October 2016**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
10/30/2016	10083	2240 Riverwoods Rd	Residential	Application Fees	\$750,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,200.00
10/14/2016	10314	2292 Congressional Ln	Residential	Patio, Walkway	\$10,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
10/7/2016	10335	1925 Calvin Ct	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
10/25/2016	10341	495 Sherry Ln	Residential	Fence	\$2,000.00	\$113.80	\$0.00	\$0.00	\$0.00	\$0.00	\$113.80
10/4/2016	10342	601 Timber Trl	Residential	Driveway	\$18,126.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
10/10/2016	10345	2010 Deerfield Rd	Residential	Roof & Pergola	\$32,000.00	\$324.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324.00
10/6/2016	10347	333 Juneberry Rd	Residential	Well Improvements	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/11/2016	10348	545 Cypress Point Ct	Residential	Tesla Charger	\$1,320.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/12/2016	10350	1350 Saunders Rd	Residential	Garage Doors	\$3,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/4/2016	10352	1654 Brae Burn Dr	Residential	Roof	\$9,800.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/5/2016	10353	2333 Glen Eagles Ln	Residential	Patio & Roof	\$18,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
10/5/2016	10354	2334 Glen Eagles Ln	Residential	Roof	\$12,985.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/5/2016	10355	2250 West Course Dr	Residential	Roof	\$14,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/6/2016	10356	1260 Studio Ln	Residential	Roof	\$46,250.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/28/2016	10358	1450 Chippewa Pathway	Residential	Garage	\$218,000.00	\$1,455.00	\$0.00	\$0.00	\$0.00	\$350.00	\$1,805.00
10/7/2016	10359	1860 Strenger Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
10/14/2016	10361	475 White Oak Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
10/12/2016	10362	2362 Glen Eagles Ln	Residential	Roof	\$12,775.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/20/2016	10363	665 Masters Ln	Residential	Driveway	\$2,500.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
10/17/2016	10364	1100 Studio Ln	Residential	Driveway	\$13,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
10/25/2016	10365	491 Muirfield Ln	Residential	Patio	\$9,500.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
10/21/2016	10368	65 Treasure Ln	Residential	Interior Renovation	\$52,447.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00
10/27/2016	10369	2880 Duffy Ln	Residential	Electrical Upgrade	\$20,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/20/2016	10370	464 Pebble Beach Ln	Residential	Roof	\$10,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/20/2016	10371	Milwaukee Ave	Residential	Site Improvement	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/21/2016	10372	2500 Lake Cook Rd	Commercial	Misc., Construction	\$34,200.00	\$342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$342.00
10/21/2016	10373	2759 Deerfield Rd	Residential	Roof	\$13,200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/25/2016	10376	1100 Studio Ln	Residential	Roof	\$9,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/26/2016	10377	1694 Clendenin Ln	Residential	Roof	\$18,900.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
10/28/2016	10380	1395 Woodland Ln	Residential	Roof	\$19,800.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Total Permits: 30					\$1,416,303.00	\$5,554.80	\$0.00	\$0.00	\$0.00	\$1,350.00	\$6,904.80

	October 2015	October 2016	Year to Date 2015	Year to Date 2016
Total Permits	30	30	168	195
Construction Value	\$470,139.00	\$1,416,303.00	\$13,324,451.00	\$23,896,373.00
Total Fees	\$8,166.00	\$6,904.80	\$105,435.00	\$291,574.80

Inspections 29

Code Enforcement 2

Village of Riverwoods
Board of Trustees Meeting
October 18, 2016

APPROVED

In Attendance:

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

Absent:

Cheryl Chamberlain

Also Present:

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 October 5, 2016 Board of Trustees meeting. Trustee Levin seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Applied Ecological Services

Trustee Jamerson expressed concern that whoever marked the hazardous trees may have overstepped their bounds. His understanding of the intent of the program was to keep hazardous trees from falling across the road or on someone's house. In his observation, many of the marked trees were 35-50' from the street and, if they did fall, they would have to take out several trees before they reached the street. He is also concerned about the amount billed thus far, especially since there will be another billing for time spent to verify that the trees have been removed. Lastly, he stated that the letter that went out was confusing. Mayor Norris will speak with Steve Younger about Trustee Jamerson's concerns. As to the billed amount, he has Susie Crohn digging up prior years' bills. He reminded the Board that there are a lot more hazardous trees due to the death of many of the ash trees in the Village.

Treasurer's Report

Trustee Ford explained that there were a couple of reports drafted. She passed out drafts of the Income Statement Summary and Summary of Cash and Investment reports. Trustee Ford asked the Trustees for their comments and suggestions on the formats of the reports.

Trustee Ford spoke with the auditor, who will make a presentation at the November 1, 2016 Board of Trustees meeting. She indicated that it was a clean audit. Trustee Ford stated that she spoke with the auditor concerning the late filing. He stated that if there was a fine, they would take care of it.

Engineer's Report

Mr. Glenn reported that the Village is a couple days into the hydrant flushing project. There have been no surprises or anything unusual. The project should be completed next week. He reminded the Board that it will probably lead to a program of hydrant repair and painting which has been deferred for some time. Trustee Jamerson inquired about a bill for investigative work done on the retention pond on Lake Cook Road near the hotel. Mr. Glenn replied that his staff went out and identified that the restrictor valve looks to be jammed. Mr. Glenn called the hotel manager and informed him of the problem and put him in touch with a contractor who deals with this type of problem.

Plan Commission

Mr. Huvard noted that the Plan Commission will meet in November to consider a subdivision on Windlake and Woodland Lane North.

Police Report

Chief Dayno sent out the Police activity report since the October 5, 2016 Board of Trustees meeting. A copy of the report is included at the end of the minutes.

Village Attorney Report

Mr. Huvard has been in touch with Shorewood Development who has been meeting with the County on street improvements. The Village had asked them to consider a traffic signal where Federal Life is across from the Village's right-of-way. They determined that their potential users would be satisfied with three right-in, right-out accesses.

Mr. Huvard reminded the Trustees that the Tax Levy would be passed during the first meeting in December.

He indicated he would bring forward some enforcement issues at a future meeting.

Informational Items & Comments from the President

- ETSB

The Village is moving forward on it. The administrator would like the Village to try to work out something with Lake County so that the County will release us. The Mayor, Chief Dayno and Mr. Huvad will be going to the next Board meeting of the Lake County ETSB to explain the Village's position which is that the County is receiving money for services that they are not rendering to the Village. The Village is trying to join the Deerfield Bannockburn ETSB. The most important goal is to stay with the Deerfield dispatch center.

- Article in Daily Herald about Buffalo Grove expansion

Mayor Norris explained that the Village of Buffalo Grove is looking to expand and annex the Mulch Center. The Land Use Committee will meet and speak with Buffalo Grove and other communities about boundary agreements.

- New Village Hall

Trustee Jamerson noted that the Village lost about seven days due to weather, but is not necessarily behind schedule. The building is going up quickly and should be under a tar paper roof toward the end of the month. The interior will move quickly after that.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

Approval of Bills

Trustee Haber moved to approve the bills. Trustee Jamerson seconded the motion. Trustee Haber questioned the water bills from Deerfield. Mr. Glenn spoke with Murnie and asked him to keep an eye on it. Mr. Glenn believes that Murnie has lowered the Deerfield usage and continues to tweak the systems until they are back to where they previously were. There were a few bills questioned and held back by the Trustees. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Proposal on Mayoral Compensation

Trustee Ford noted that if there is any action to be taken, it would need to be approved by November 3, 2016 and would be effective for four years starting from the April election. She believes that the Mayor's compensation does not take into account all the Mayor's activities and responsibilities. She would like to add some structure to the compensation and provide a period for review.

Trustee Haber provided a history on Mayoral compensation. He noted that there used to be a 4% annual increase in the Mayoral compensation. Trustee Haber noted that the compensation got out of hand and the Trustees decided to reduce the Mayoral compensation four years ago. Trustee Baumann questioned whether Riverwoods should have a Village Manager rather than a hands on, working Mayor. Trustee Jamerson believes a Village Manager may be more

expensive, but other municipalities with a Village Manager may not rely as heavily on consultants. Trustee Levin suggested it may be helpful to have a list of specific responsibilities and duties of the Mayor's position.

After some discussion, the Trustees agreed that this should be handled by the Personnel Committee. Mayor Norris stated that he will bring this to the Personnel Committee and they may or may not bring a recommendation to the next meeting.

Old Business

- Reciprocal Reporting Agreement between the Police Department of Riverwoods, Illinois and the Board of Education of Lincolnshire-Prairie View School District 103

Mayor Norris explained that this was discussed at the last Board of Trustees meeting. There were some objections as to reporting that might occur in the future. Trustee Chamberlain spoke with the district and Mr. Huvad updated the language. Trustee Haber questioned some of the language. Mayor Norris stated that the agreement was written by the School District, not the Village.

Trustee Jamerson moved to approve the Reciprocal Reporting Agreement between the Police Department of Riverwoods, Illinois and the Board of Education of Lincolnshire-Prairie View School District 103 as revised on 10/18/2016. Trustee Levin seconded the motion. The motion passed by the following vote:

AYES: Ford, Jamerson, Levin (3)

NAYS: Haber, Baumann (2)

- Ordinance 16-10-19 Amending the Text of the Riverwoods Zoning Ordinance Concerning the B-1 Neighborhood Business District

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

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

NAYS: Baumann (1)

- Ordinance 16-10-20 Authorizing a Small Parcel Special Use for a Prepared Food Shop on the Property known as 2175 Deerfield Road

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

Mr. Huvad provided a red-lined Ordinance in the packet as the Village now has actual architectural drawings. The draft also includes changes from earlier in the month when the left turn situation from Deerfield Road was discussed. The County requested that Mr. Glenn provide them with language that they can include in their access permit conditions to reflect the Village's conditions, that, if it turns out to be an accident-prone location, the Village can restrict left turns.

The trustees discussed the three year restriction on making changes. Mr. Glenn believes that between the Village's review, the applicant's professionals and the County, the permit would never have been issued if the proposed lane turns were inherently or unusually dangerous. Trustee Haber suggested changing the verbiage to "annual report that contains cumulative data for the preceding three years". Mr. Glenn raised the point that as soon as five accidents are realized, by definition, it would meet the restriction criteria in the Ordinance. The Trustees discussed how the annual report would be generated. Chief Dayno stated that the police department will easily be able to generate the report and that it will be added to a calendar along with other required reports.

Mr. Abbott noted that they respect the safety in the Village. However, they only have one entrance for westbound traffic on Deerfield Road. There is no southbound access on Saunders Road. If the left turn lane from Deerfield Road was prohibited, commuters traveling west on Deerfield Road would not be able to access the café. Mr. Huvad indicated that this restriction would only give the Board the authority of reconsidering the access from Deerfield Road. Mr. Glenn added that the restriction could be limited, such as no left turn during peak hours. The motion passed by the following vote:

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

NAYS: Baumann (1)

- Ordinance 16-10-21 Classifying the Property Known as 780 Saunders Road to the B-1 Neighboring Business District and Authorizing a Small Parcel Special Use for a Limited Restaurant

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

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

NAYS: Baumann (1)

Adjournment:

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Levin seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:56 pm.

The next regular meeting of the Board of Trustees is scheduled for October 5, 2016 at 7:30 PM.

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

Attachments:
Police Report



Riverwoods Police Incident Analysis Report



Summary by Incident Type

From Date: 10/04/16 12:00 AM
To Date: 10/17/16 11:59 PM

Incident Type	Number of Incidents
2410 DUI	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	7
7021 Ambulance Call	12
7024 Fire Call	1
7033 Fire Alarm	1
7039 Fingerprinting	2
7041 Premise Exam	22
7045 Well Being Check	3
7051 Vehicle Lock Out	4
7078 Construction Complaint	1
7079 Other Complaints	3
7082 Burglar Alarm	17
7083 Hold Up Alarm	2
7121 Suspicious Auto	2
7123 Suspicious Person	1
7245 Animal Problem	2
7503 Motorist Assist	4
7521 Traffic Complaint	2
7522 Parking Complaint	1
7539 Traffic Investigation	1
7571 Traffic Accident PI	2
7572 Traffic Accident PD	6
7573 Traffic Accident PP	3
7911 911 Hang Up	2
Total:	103
Crime Prevention Notices	16
Case Reports	7
Traffic Stops	137
Persons Issued Citations	38
Citations Issued	46

4 houses are currently on the House Watch list and are checked regularly.

Village of Riverwoods
Board of Trustees Meeting
October 5, 2016
APPROVED

In Attendance:

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

Absent:

Michael Baumann

Also Present:

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 September 20, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Director of Community Service Report

Mr. Durning reported plans have come in for a Korean stir fry restaurant in the former Sake Blu location.

Treasurer's Report

Trustee Ford has received a new series of drafts. She will review the drafts with the Treasurer and expects to have information for the Board at the next meeting. Mayor Norris indicated that the audit and financial reports were filed today. The auditors will work on getting the information in a timelier manner going forward.

Village Attorney Report

Mr. Huvad had a couple of conversations with Shorewood Development about a westbound dedicated right lane on Deerfield Road. He told them that the Village might be willing to provide

a financial incentive if Shorewood would put in a traffic light. Shorewood will try to get costs both with and without a stop light.

Police Report

Chief Dayno presented highlights from the Police Report since September 6, 2016. The report is attached to the minutes. Chief Dayno noted that they held alcohol compliance tests and none of the businesses sold to the underage agent.

Informational Items & Comments from the President

- Village Hall Construction Update

Trustee Jamerson noted that the sheathing is going up on the roof. The gas meter is installed and the electric should be done soon. The building is on its way to being enclosed. They are basically right on schedule.

- ComEd Presentation Discussing Smart Meter Deployment

Darren Bounty, External Affairs Manager with ComEd for Riverwoods and Craig Creamean, Director of AMI were present. Mr. Creamean believes the Smart Meter project is truly a win-win for all parties. He noted meter reading will go away and the current meter readers will be redeployed. The Smart Meters will help keep rates lower as well as notify ComEd about power outages. However, he suggested customers still call during power outages. Customers can save money by enrolling in an energy management program. The project started in 2014 and has been very successful utilizing current radio frequency technology. Mr. Creamean explained that they have been asked about RF safety and privacy issues. He indicated that the Smart Meters are 100 times less powerful than cell phones and transmit, on average, less than 3 minutes per day. He stated that the meters maintain energy usage data, not personal customer data and that their encryption technology is the same as that in ATM systems which is comparable to what the Department of Defense uses.

Installation will begin on October 10, 2016 in Riverwoods. The installers will have a Corix ComEd approved badge. The technicians will not need to enter a residence, since most meters are outside. The installer will ring the doorbell and leave a door card with information.

Trustee Ford questioned the impact of the trees on the radio frequency. Mr. Creamean explained they have done a lot of troubleshooting and have been very successful with a 99.8% read rate. If there is a problem in Riverwoods, they will take steps to deal with it. Mayor Norris asked whether ComEd has informed residents about the upcoming project. Mr. Creamean explained that they begin a notification process 90 days prior to the installation period that includes bill inserts, mailings and a direct letter, ending with a robocall a week before installation.

Visitors Wishing to Address the Board

Michael Hertz, Thorngate resident, expressed concern about a large German Shepard in his neighborhood. He noted that his 11 year old daughter was chased back onto their property and knocked down. Chief Dayno explained that a citation was issued. He also contacted the owner,

who said the dog does not bite, but that she would keep a muzzle on the dog when it is outside their house. Chief Dayno indicated that the department is aware of the situation and does take the situation seriously. However, he added that the Department is limited by statute in what they can do. Because there was no harm done by the dog, the Lake County Department of Health would not declare the dog as being dangerous. Mr. Hertz questioned his rights as a concerned resident. Chief Dayno explained that the homeowner has the right to do what he needs to in order to protect his family from imminent danger. Mr. Huvard explained that the standard for having a dog removed or euthanized is very high. He asked if Mr. Hertz has exhausted everything that can be done through the Homeowners Association. Mayor Norris explained that, in this situation, the HOA has more power than the Village.

New Business

- Water System Leak Detection Recommendation

Mr. Glenn reported that the Village of Riverwoods bought about 20 million gallons more of water than was billed, which equates to about \$60,000 in lost revenue. M. E. Simpson sent in a proposal for a water distribution system leak detection survey. They propose performing leak detection on Meadowlake and Country Club Estates, the two oldest water mains.

Trustee Chamberlain moved to accept the recommendation for a water system leak detection program in an amount not to exceed \$3,500. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance Amending Ordinance 16-08-15 Proposing the Establishment of Village of Riverwoods Special Service Area No. 31 for Road Improvements benefitting certain properties on Sherry Lane and Hazelnut Lane and Providing for a Public Hearing and other procedures

Mr. Huvard explained that the purpose of the Ordinance is to reset the Public Hearing date.

Trustee Haber moved to waive the First Reading of the Ordinance. Trustee Levin 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: Chamberlain, Ford, Haber, Jamerson, Levin (5)

NAYS: None (0)

- Reciprocal Reporting Agreement between the Police Department of Riverwoods, Illinois and the Board of Education of Lincolnshire-Prairie View School District 103

Chief Dayno explained that they have a similar agreement with Deerfield High School. The juvenile court act is very restrictive on what the police department can share with the public or other entities. The school code is also very restrictive. The reciprocal reporting agreement would allow for sharing of information between the Department and the school.

Trustee Chamberlain stated she has no problem with the concept, but expressed concern over the language. She suggested altering the wording to restrict who receives the information so it does not hurt the student when applying to college. Chief Dayno noted that the information the department is allowed to share is highly restricted. Mr. Huvad suggested specifying exactly who can receive the information in Section 3. Trustee Jamerson suggested also looking at the current agreement with Deerfield High School.

Mayor Norris explained this will be continued to the next meeting.

- Recommendation for Membership in Des Plaines River watershed Workgroup

Mr. Glenn explained that membership will give the Village access to the group's water quality testing which will reduce the amount of testing the Village has to do for NPDES requirements. The RPC has volunteered to attend the meetings on behalf, or in addition to, Village officials. Mayor Norris explained that there may be some potential grant dollars available if we are part of a watershed group. Mr. Glenn recommends being a part of the group for \$1,288 annual dues.

Trustee Chamberlain moved to accept the recommendation. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance Amending the Text of the Riverwoods Zoning Ordinance Concerning the B-1 Neighborhood Business District

Mayor Norris requested this item be continued to a future meeting, as the documents need to be filed.

- Ordinance Authorizing a Small Parcel Special Use for a Prepared Food Shop on the Property known as 2175 Deerfield Road

Mayor Norris requested this item be continued to a future meeting.

- Ordinance Classifying the Property Known as 780 Saunders Road to the B-1 Neighboring Business District and Authorizing a Small Parcel Special Use for a Limited Restaurant

Mayor Norris requested this item be continued to a future meeting.

Standing Committee Reports

Building/Police/Zoning – Trustee Jamerson provided the Building Report for September. It is attached at the end of the minutes. Trustee Jamerson received an email regarding the poor condition of the existing Village Hall sign. He suggested reassessing the existing sign, as well as the one on Deerfield and Saunders, in terms of design and placement.

Woodlands/Finance – Trustee Chamberlain noted the monthly cost share program numbers are in the packet. She stated that the Budget Committee met and identified a few items that need to be adjusted for next year. She added that she sent an email to all of the Trustees asking for assistance with next year's budget in their specific areas.

Trustee Haber noted that he was contacted by a resident who suggested making our street signs more decorative and upscale. Mr. Glenn noted that the nature of any regulatory or guide sign is governed by the manual on the uniform traffic control devices. The names on street signs must be green with white letters, but they can have ornamentation added or they can be mounted on fancy poles. He will look into costs.

Adjournment:

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:45 pm.

The next regular meeting of the Board of Trustees is scheduled for October 19, 2016 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: 09/06/16 12:00 AM
To Date: 10/03/16 11:59 PM



Incident Type	Number of Incidents
0820 Theft Under \$500	1
2200 Liquor Control	1
2410 DUI	2
3001 Fireworks Complaint	1
7001 Assist Other Agency	14
7021 Ambulance Call	18
7024 Fire Call	4
7033 Fire Alarm	8
7039 Fingerprinting	1
7040 Public Service	1
7041 Premise Exam	52
7042 Child Seat Install/Inspect	3
7045 Well Being Check	3
7049 Notifications	1
7051 Vehicle Lock Out	6
7063 Solicitor Complaints	1
7078 Construction Complaint	2
7079 Other Complaints	7
7082 Burglar Alarm	20
7083 Hold Up Alarm	1
7121 Suspicious Auto	2
7123 Suspicious Person	4
7130 Domestic Trouble	2
7134 Failure to Pay	1
7178 Missing Person	1
7198 Identity Theft	3
7199 Other Investigation	3
7231 Death Investigation	1
7245 Animal Problem	6
7246 Found Animal	2
7250 Roadway Debris	4
7503 Motorist Assist	5
7521 Traffic Complaint	14
7522 Parking Complaint	1
7539 Traffic Investigation	2
7571 Traffic Accident PI	4
7572 Traffic Accident PD	13
7573 Traffic Accident PP	2
7911 911 Hang Up	3
Total:	220
Crime Prevention Notices	36
Case Reports	13
Traffic Stops	249
Persons Issued Citations	69
Citations Issued	92

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

**Village of Riverwoods
Building Permits Report September 2016**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee	
9/15/2016	10247	1385 Woodland Ln	Residential	Sanitary sewer Repair	\$3,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/7/2016	10294	2810 Lake Cook Rd	Commercial	Renovation	\$11,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$450.00	\$700.00	
9/13/2016	10298	1075 Hiawatha Ln	Residential	New Single Family	\$800,000.00	\$7,985.00	\$0.00	\$0.00	\$0.00	\$2,475.00	\$10,460.00	
9/1/2016	10308	7 Big Oak Ln	Residential	Driveway	\$15,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
9/7/2016	10308	1515 Indian Trail Dr	Residential	Driveway & Culvert	\$5,100.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00	
9/13/2016	10309	2055 N. Milwaukee	Commercial	Interior Demolition	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/1/2016	10311	1920 Saunders Rd	Residential	Addition	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	
9/2/2016	10312	2500 Greenbriar Ln	Residential	Roof	\$38,377.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/18/2016	10313	333 Juneberry Rd	Residential	Interior Renovation	\$213,000.00	\$4,400.00	\$0.00	\$0.00	\$0.00	\$150.00	\$4,550.00	
9/8/2016	10317	374 Shadow Creek Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
9/9/2016	10319	1075 Whigham Rd	Residential	AES & GWH Review	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$900.00	
9/19/2016	10320	713 Interlochen Ct	Residential	Electrical, Miscellaneous	\$1,770.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/14/2016	10322	2352 Glen Eagles Ln	Residential	Roof	\$12,795.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/20/2016	10323	1887 East Course Dr	Residential	Sprinkler System	\$10,800.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
9/20/2016	10328	2500 West Course Dr	Residential	Windows	\$35,000.00	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	
9/20/2016	10329	475 Somerset Hills Ct	Residential	Siding & Windows	\$30,000.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	
9/21/2016	10331	2842 Lyndale Ln	Residential	Gazebo, Patio,	\$84,000.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	
9/19/2016	10332	2250 Woodland Ln	Residential	Roof	\$12,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/28/2016	10333	2 Julie Ln	Residential	Demolition - In ground	\$12,750.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/23/2016	10334	1925 Calvin Ct	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
9/28/2016	10339	3725 Deerfield Rd	Residential	Sprinkler System	\$13,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
9/28/2016	10340	2808 Forest Glen Trl	Residential	Reroof	\$12,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
9/30/2016	10344	333 Juneberry Rd	Residential	Electrical, Misc.	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
Total Permits:					23	\$1,097,592.00	\$16,620.00	\$0.00	\$0.00	\$0.00	\$3,975.00	\$20,595.00

	September 2015	September 2016	Year to Date 2015	Year to Date 2016
Total Permits	21	30	151	165
Construction Value	\$8,66,073.00	\$1,091,860.00	\$12,936,303.00	\$22,480,070.00
Total Fees	\$54,879.00	\$18,357.00	\$103,205.00	\$283,770.00

Inspections 31

Code Enforcement Actions 1

Village of Riverwoods
Board of Trustees Meeting
September 20, 2016

APPROVED

In Attendance:

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

Absent:

Kristine Ford

Also Present:

Rob Durning, Director of Community Development
Irene Gagerman, Village Clerk
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 September 6, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to approve the minutes from the September 6, 2016 Executive Session. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's Report

Mayor Norris explained the Village received a number of reports from Kelly over the weekend. He provided a financial summary, which is an income statement through August. The Village is better than budget for expenditures and revenues. Trustee Chamberlain explained the budget committee discussed reporting they would like the Board to see. If there are any other reports, please let her know.

Director of Community Service Report

Mr. Durning reported the residential solar roof panel was inspected and approved. There are 42 panels on a flat roof.

There is a new owner for the property at 9 Julie Lane. There have been a few neighbor complaints.

Police Report

Mayor Norris explained Chief Dayno was out, so there is no police report.

Village Attorney Report

Mr. Huvad spoke with the cell tower company interested in working with the Village on the cell tower. He asked if they would only manage the cell tower. They dropped their fee from 40% to 20% of future additional revenues. Trustee Jamerson believes the Village should accept this proposal.

Mr. Huvad discussed the proposal for the Village-owned property at Deerfield and Milwaukee. The estimates for the traffic signal were more than \$1 million. The original proposal did not include a traffic signal. Mr. Huvad also met with the Lake County Department of Transportation regarding the corner project. They would process the Riverwoods proposal separate from Buffalo Grove's Woodman's development. Mr. Huvad suggested if Shorewood Group does provide the ground work for a traffic signal, the Village Board may consider incentives. He noted the Village would like a dedicated turn lane on Deerfield Road to Milwaukee, they would need to acquire right-of-way, but the timing would be quicker. Mr. Glenn added that the Woodman's project would not need to add the dedicated right turn lane. In the redevelopment agreement, Mr. Huvad would like to determine whether or not to incentivize the Shorewood Group. Mr. Huvad believes the TIF could reimburse for a traffic signal as well as a dedicated right-turn lane. Mr. Huvad will speak with S.B. Freedman to see if their previous TIF proposal is still valid.

Michael Corn suggested having the police department run traffic control during peak traffic hours. Mr. Huvad does not believe officers will be able to adequately move traffic in the area. Mayor Norris noted Lake County has not been receptive to having an officer at that location.

Informational Items & Comments from the President

- Rescheduling October 4, 2016 Board of Trustees Meeting for Rosh Hashanah
Mayor Norris noted the first night of Rosh Hashanah is October 4, 2016. The meeting has been rescheduled to October 5, 2016.

- Springfield 911 Advisory Board
Mayor Norris was in Springfield with the Chiefs of Police for Deerfield and Bannockburn regarding the ETSB. He noted Deerfield was granted a six-month extension. Mayor Norris is looking into opting out of the Lake County ETSB and is optimistic about consolidating with Deerfield.

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. Trustee Haber questioned the water bills from Deerfield. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Proposal for Preparing Zone 1 and Zone 1A Landscape Bid Plans

Mayor Norris noted the Board indicated a willingness to move forward, but requested the financial information. The landscape architect met with the Plant Committee as well as Mr. Glenn. Mr. Glenn indicated there are proposals for moving some of the hardscape with the current building and the Zone 1 landscaping concrete work. The landscape architect believes it makes sense to do the Zone 1A utility work as part of the Zone 1 plan. She will then come forward with a landscape plan.

Trustee Haber moved to approve the proposal for preparing Zone 1 and Zone 1a landscape bid plans in an amount not to exceed \$15,000. Trustee Jamerson seconded the motion. Trustee Jamerson and Chamberlain think the cost seems excessive. Trustee Chamberlain indicated she is not familiar with the normal amounts. Trustee Jamerson noted the Zone 1A plans have not been prepared. The Zone 1 work is substantially ready for bid. Trustee Jamerson would not want anything moved that has already been placed. Mayor Norris and Trustee Jamerson will supervise the project.

The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance Amending the Text of the Riverwoods Zoning Ordinance Concerning the B-1 Neighborhood Business District

Mayor Norris requested this item be continued to a future meeting, as the documents need to be filed.

- Ordinance Authorizing a Small Parcel Special Use for a Prepared Food Shop on the Property known as 2175 Deerfield Road

Mayor Norris requested this item be continued to a future meeting.

- Ordinance Classifying the Property Known as 780 Saunders Road to the B-1 Neighboring Business District and Authorizing a Small Parcel Special Use for a Limited Restaurant

Mayor Norris requested this item be continued to a future meeting.

Village Hall Building Update

Trustee Jamerson noted the floor slab has been poured and they have started the exterior walls for the new Village Hall. The building is moving along and should be enclosed within the next month. The construction manager is working out well.

Adjournment:

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:15 pm.

The next regular meeting of the Board of Trustees is scheduled for October 5, 2016 at 7:30 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk
Transcribed by Jeri Cotton

Village of Riverwoods
Board of Trustees Meeting
September 6, 2016

APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:00 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the August 16, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Swearing in Trustee Steven Levin

Village Clerk Irene Gagerman swore in Stephen Levin as the new Village Trustee.

Director of Community Service Report

Mr. Durning reported that Orange Theory passed their final inspection and is up and running.

Treasurer's Report

Trustee Ford reported that she does not have a report at this time, but hopes to have one soon.

Engineer's Report

Mr. Shrake reported that a majority of the bike path paving has been completed. The remainder should be completed by the end of the week.

Police Report

Chief Dayno provided the Board with the Police Department activity since the August 2, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes. Chief Dayno noted that on August 19, a second arrest was made for three counts of burglary to motor vehicle. There was another burglary to motor vehicle on August 22, at Brentwood.

Informational Items & Comments from the President

- Rescheduling October 4, 2016 Board of Trustees Meeting for Rosh Hashanah
Mayor Norris noted that the second night of Rosh Hashanah is October 4, 2016. The meeting will be held on October 5, 2016.

- Cell Tower Report

Mr. Huvad explained that Tower Capital, the initial company who contacted the Village, proposed to pay the Village a small signing bonus as well as the current stream of revenue for the duration of the leases. They would then take a percentage of any future revenues. They would manage the leases and share any new revenue. At a previous meeting, the Board had requested a second proposal. Mr. Huvad called a company in California who, coincidentally, had contacted the Mayor shortly after Tower Capital had. The California firm proposed to pay the Village a lump sum and would then take over the tower and the leases. If the Village wants to format a request for proposal based on the Tower Capital's model, he does not believe the Village would get a lot of response as Tower Capital's model seems to be unique. Trustee Haber questioned whether it made sense to look for a company that would just manage the tower and charge the Village a fee. Mr. Huvad will look into that possibility.

- Insurance Review Starting for Renewal

Mayor Norris and staff spoke with Alliant Mesirov. They will look into getting better rates for the Village and how to adjust the Village's coverage to get the best return.

- Trustee Svatik's Condition

Former Village Trustee Bill Svatik is in Brentwood North recovering from a fall.

Visitors Wishing to Address the Board

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

New Business

- Report on "Village of Riverwoods Natural Community and Green Infrastructure Inventory."

Village Ecologist Steve Zimmerman explained that his company was hired by the Village, with funding from the Riverwoods Preservation Council, to inventory and map all the natural areas in the Village as well as ten individual parcels that are either Village owned or owned by a road

association. They rated the ecological quality of the various areas and also inventoried the green infrastructure. The objective of the Village and RPC is to maintain and improve the ecological condition of the natural communities in the Village so that they remain sustainable for future generations.

Mr. Zimmerman explained that Riverwoods was comprised of wet woodlands or northern flatwoods, moist woodlands, dry woodlands, savanna and prairie. He stated that what was once an open woodlands has now become mostly closed due to the lack of natural processes that would maintain the health of the woodlands. He then summarized what each of the 10 parcels was comprised of and the quality rating of each.

He then explained why Trillium only grows in some areas in the Village while the Forest Preserve District along the Des Plaines River has an abundance. He stated that Trillium is found almost exclusively in mesic woodlands. In addition, the Forest Preserve District has been culling deer for years and have been managing the health of the woodlands.

Mr. Zimmerman briefly discussed the green infrastructure inventory of all of parcels in the Village. The green infrastructure map shows the parcels and corridors that link to the Forest Preserve parcels that are important for wildlife movement. He stated that there is a lot more detail in the report.

This study is important because without management of the woodlands, they will continue to decline. The basswoods, sugar and silver Maples are invading the oak woodlands, creating too much shade thereby preventing oak regeneration and, in a relatively short time, it will no longer be an oak woodland. Mr. Zimmerman explained that that would be a negative thing as it is not healthy for something to transition quickly preventing the layers underneath to catch up and so cause them to also degrade.

The Village now has documentation on what is in the Village; staff will now be able to make needed changes to the Tree Protection Ordinance; the Village can now prioritize management of the ten Village-owned parcels; there is now a guide for the annual Village plant sale. Most importantly, the information can be used to inform and educate residents and prevent destruction of the existing woodland.

Trustee Bauman asked about the sustainability of Village-owned parcels that are isolated and surrounded by developed properties. Mr. Zimmerman explained it is very difficult and challenging.

- Report on Village Hall Campus Plan and Request for Authorization to Prepare Plan for and to Solicit Bids for Landscaping in Zone 1.

Mike Clayton, President of RPC, thanked the Village, the plant committee and the Mayor for their support. He explained that this design was based on a desire for outdoor events, to augment the design of the new Village hall and a desire for recreational space, especially for children to enjoy the outdoors. They also want to set the standard for managing and protecting the natural resources that are dwindling in the County and the State. Lastly, the design includes a demonstration site to educate the residents.

Mr. Clayton believes the pathways, picnic areas, educational areas and community events will draw people. The plan will also provide maximum protection of the wetlands in these areas. He presented studies showing the high native vegetative quality. Mr. Clayton explained that the proposed landscaping stays true to the welcoming nature of the Village Hall, the wetland delineation and natural resource inventory.

Ms. Hannick, the Village's landscape architect, explained that they divided the parcels into four zones including the Chianti parcels, former Village Hall and recently acquired property. She suggested a new site line and landscaping approach to the Village Hall. Her new approach included opening up the corridor so there is a visual connection to the main entrance and tweaking the opening to save the existing trees on the site.

Ms. Hannick showed the new building layout and showed the landscaping that would focus on a central meadow area with a plant pole. The design blended the needs of an active municipal site with the responsibility of preserving the woodlands and ecological resources. The site design is ADA accessible and pedestrian friendly. Trucks and emergency vehicles would be able to access the site as well. The proposed plantings will include native plantings as well as plantings used in residential landscaping to show residents how more than one landscaping type can be blended to create a beautiful landscape.

Ms. Hannick showed the restoration area "1A" which needs to be simplified and have the invasive species removed. Zone 2, to the north of Village Hall, is the temporary Village Hall area. A new parking lot would be added after the building is demolished. This area would also become an open area used for community events as well as a tot lot and pods for picnic and gathering areas. The high quality woodland area would remain.

Zone 3 is the area to the west of the new Village Hall. This area has very high quality woodland. Ms. Hannick noted that their goal would be to create paths through the woodland to get more canopy thinning. The area would be developed as an educational area and a natural area for play. The area could potentially connect to the forest preserve with a bridge over the wetlands.

Zone 4 is across the street in the Chianti area. Part of this area would be developed into a parking lot with picnic areas after the buckthorn is cleared. There would be a connection to a trail system, educational signage and a possible butterfly garden. Ms. Hannick suggested possibly connecting to a bicycle path system.

Mayor Norris indicated that this was a dual presentation: one for the landscaping around Village Hall and the other for the entire Village Hall campus which the Board had expressed interest in. Mayor Norris believes the design is very nice, but it is not inexpensive. He suggested bringing in residents to discuss Zones 2, 3 and 4 in the future.

Mr. Clayton discussed the proposed costs which include a number of options. He stated that the total for Zone 1 and 1a (Village Hall and circular area in front of Village Hall) was \$183,000 or \$223,000 including the demolition of the temporary Village Hall. These numbers do not include

any options. The most expensive option would increase the cost to \$358,000 or \$398,000 including the demolition.

Looking at the entire project without options, the cost would be \$526,000 or \$566,000 with demolition. Implementing every option would cost \$962,000. These estimates are appropriate to go out to bid, but do not include soft costs. Mr. Clayton would like the Trustees to adopt the Village Hall parking and ecology campus plan, authorize the bid documents for Zone 1 and to approve the sale of the 2640 Chianti lot to help fund the program. The RPC is committed to work with the Village and to continue to seek funding from outside sources.

Mayor Norris explained that he is not asking the Board to approve the entire campus plan, but would like approval for Mr. Clayton's 2nd and 3rd requests. Trustee Jamerson stated that it is very important to the Building Committee and that it is critical that the landscaping around the Village hall be part of the construction management. He noted that, if necessary, some of the items in Zone 1 could be pulled out for now.

The Trustees would not be in favor of going along with the entire master plan at this time. There was also a consensus that the Board would like feedback from the residents before making a decision.

The Board discussed the Chianti property. There was a question raised as to whether any of the lot was buildable due to the redrawing of the wetlands delineation. Trustee Jamerson questioned how to proceed. Mayor Norris replied that he has talked to Mr. Glenn regarding the building envelope and will look at options as to how to maximize return including possibly selling it as one parcel with a conservancy. Mr. Huvard suggested making a list of information that needs to be gathered to help the Board make a decision. He suggested having a public meeting prior to voting.

The Trustees discussed whether to move forward with Zone 1 alone or to include Zone 1A. As Zone 1A has been worked on and restored by the plant committee, it was suggested that Ms. Hollander meet with Ms. Hannick to discuss the proposed plan. Ms. Hannick and the engineers will come back to the next meeting with costs to prepare construction drawings for bid plans for Zone 1A.

- Ordinance authorizing a Small Parcel Special Use for a Prepared Food Shop on the Property known as 2175 Deerfield Road. First Reading

Mr. Huvard explained that this and the next Ordinance assume that the Board will pass the Text Amendment further on in the agenda. Once the Text Amendment is passed, these Ordinances will be brought back for Second Readings.

The proposed Prepared Food Shop Special Use follows the usual format to grant a special use. However, it includes some language to provide the Board an opportunity to restrict left turns in and out of the site. The Trustees discussed their ability to post a sign on a County road restricting access into the site. Mr. Huvard will discuss this with the people who know traffic

regulations to see what he can do. Trustee Chamberlain would like clarification on categorizing the driveway as a high accident location by the Police Chief, as mentioned in the Ordinance. Chief Dayno had no idea on what would qualify it as such. Mr. Huvard will discuss this with the people who know traffic regulations and come up with other language. She questioned what would happen with the easement agreement if the 780 Saunders Road property reverts back to Deerfield. Mr. Huvard handled that situation in the Intergovernmental agreement.

Trustee Haber moved for First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed on a 4-2 voice vote with Trustee Baumann and Trustee Chamberlain not approving the First Reading.

- Ordinance classifying the Property known as 780 Saunders Road to the B-1 Neighborhood Business District and Authorizing a Small Parcel Special Use for a Limited Restaurant. First Reading

This proposed Special Use also follows the usual format to grant a special use.

There was some concern about the petitioner observing the restriction to operate as a limited restaurant. Mr. Huvard will add language stating that the restaurant must keep their business license in effect as an additional condition. Trustee Chamberlain questioned whether this property should also restrict left turns, as a vehicle would have to travel through four lanes. Mr. Huvard stated that the traffic engineer's testimony at the Plan Commission hearings did not express concern. She expressed concern as the petitioner believes they will have 60% carryout business which is not that different than a drive-through. Mr. Huvard will add the same language to this special use as in the one for 2175 Deerfield.

Trustee Haber moved for First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed on a 4-2 voice vote with Trustee Baumann and Trustee Chamberlain not approving the First Reading.

Old Business

- Ordinance amending the Village Code concerning Time Limits on Renewal of Building Permits. Second Reading.

Trustee Jamerson will work on a fee schedule before this Ordinance is considered. This will be continued to a future meeting.

- Ordinance 16-09-17 annexing certain territory excluded from the Village of Deerfield. Second Reading.

Mr. Huvard explained that the Intergovernmental agreement was already approved. He noted that the Village of Deerfield is also considering approval.

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

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

NAYS: Baumann (1)

- Ordinance 16-09-18 excluding certain territory from the Village of Riverwoods. Second Reading.

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, Levin (6)

NAYS: None (0)

- Ordinance amending the Text of the Riverwoods Zoning Ordinance concerning the B-1 Neighborhood Business District. Second Reading.

This item will be continued to the next Board of Trustees meeting.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee Levin did not have a report

Police/Building/Zoning – Trustee Jamerson provided the Building Report for August. The Building Report is attached at the end of the minutes. Trustee Jamerson reported that the slab will be poured and walls will be built in the next few weeks.

NSSRA/Treasurer Liaison/Parks – Trustee Ford reported that the NSSRA met and they are working on a budget.

Legal/Water – Trustee Haber did not have a report

Woodlands/Finance – Trustee Chamberlain questioned whether the cost sharing report will be prepared by Michelle Smith or if she should take it back.

Drainage/IT/Environment/Stormwater – Trustee Baumann did not have a report.

Executive Session

Trustee Haber moved to go into Executive Session for the purposes of discussing litigation. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Ford, Haber, Jamerson, Levin (1)

NAYS: None (0)

ABSTAIN: Baumann (1)

Roll Call

In Attendance:

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

Also Present:

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

Trustee Haber moved to direct the Village to approve a settlement agreement as proposed with the Shoppes of Riverwoods. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Baumann, Chamberlain, Ford, Haber, Jamerson, Levin (6)

NAYS: None (0)

Adjournment:

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:15 pm.

The next regular meeting of the Board of Trustees is scheduled for September 20, 2016 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: 8/16/16 12:00 AM
To Date: 9/5/16 11:59 PM



Incident Type	Number of Incidents
0710 Theft From Motor Vehicle	1
1110 Deceptive Practices	1
2410 DUI	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	5
7021 Ambulance Call	6
7024 Fire Call	1
7033 Fire Alarm	4
7040 Public Service	4
7041 Premise Exam	38
7042 Child Seat Install/Inspect	1
7045 Well Being Check	4
7051 Vehicle Lock Out	6
7062 Noise Complaints	5
7079 Other Complaints	6
7082 Burglar Alarm	25
7083 Hold Up Alarm	2
7121 Suspicious Auto	5
7123 Suspicious Person	1
7144 Lost/Mislaidd Property	1
7199 Other Investigation	3
7245 Animal Problem	3
7250 Roadway Debris	1
7503 Motorist Assist	6
7521 Traffic Complaint	4
7522 Parking Complaint	2
7539 Traffic Investigation	1
7571 Traffic Accident PI	1
7572 Traffic Accident PD	4
7573 Traffic Accident PP	2
7911 911 Hang Up	1
Total:	146
Crime Prevention Notices	22
Case Reports	9
Traffic Stops	135
Persons Issued Citations	44
Citations Issued	57

6 houses are currently on the House Watch list and are checked regularly.

**Village of Riverwoods
Building Permit Report August 2016**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee	
8/5/2016	10230	2635 Hazelnut Ln	Residential	Solar Roof	\$45,000.00	\$200.00	\$0.00	\$0.00	\$450.00	\$0.00	\$650.00	
8/24/2016	10240	1155 Portwine Rd	Residential	Interior Renovation	\$100,000.00	\$1,838.00	\$0.00	\$0.00	\$0.00	\$75.00	\$1,913.00	
8/15/2016	10251	2175 Deerfield Rd	Commercial	Commercial Build out	\$120,000.00	\$3,640.00	\$0.00	\$0.00	\$0.00	\$1,025.00	\$4,665.00	
8/8/2016	10253	280 Saunders Rd	Commercial	Patio	\$18,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	
8/1/2016	10267	2425 West Course Dr	Residential	Demolition In Ground Pool	\$13,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/2/2016	10270	2707 Gemini Ln	Residential	Fence	\$2,960.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.00	
8/5/2016	10274	1100 Studio Ln	Residential	Fence	\$7,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/11/2016	10275	2500 Lake Cook Rd	Commercial	Parking Lot	\$250,000.00	\$3,750.00	\$0.00	\$0.00	\$0.00	\$900.00	\$4,650.00	
8/2/2016	10276	2329 Masters Ln	Residential	Driveway	\$2,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
8/8/2016	10279	1900 Calvin Ct	Residential	Driveway	\$8,400.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
8/4/2016	10280	2339 Masters Ln	Residential	Driveway	\$2,200.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
8/3/2016	10281	3284 Timberwood Ln	Residential	Roof	\$240,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/18/2016	10283	3440 Deerfield Rd	Residential	Shed	\$23,000.00	\$386.00	\$0.00	\$0.00	\$0.00	\$0.00	\$386.00	
8/12/2016	10284	2755 Edgewood Ln	Residential	Windows	\$5,390.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/29/2016	10285	1355 Woodland Ln	Residential	Bathroom Remodel	\$18,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$75.00	\$325.00	
8/9/2016	10286	2624 Forest Glen Trl	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
8/23/2016	10287	1 Columbine Ln	Residential	Siding	\$46,920.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	
8/23/2016	10291	2200 Riverwoods Rd	Commercial	Plumbing/Irrigation	\$4,390.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
8/18/2016	10292	725 Thorngate Ln	Residential	Driveway	\$4,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
8/12/2016	10295	2462 Shadow Creek Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
8/16/2016	10297	2 Julie Ln	Residential	Roof	\$34,900.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/20/2016	10298	726 Thorngate Ln	Residential	Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
8/22/2016	10299	7 Burr Oak Trl	Residential	Plumbing	\$2,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$650.00	\$750.00	
8/22/2016	10301	2371 Legends Ct	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
8/29/2016	10302	530 Muirfield Ln	Residential	Driveway	\$2,500.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
8/29/2016	10303	1353 Kenilwood Ct	Residential	Interior Remodel & Roof	\$120,000.00	\$2,760.00	\$0.00	\$0.00	\$0.00	\$200.00	\$2,960.00	
8/23/2016	10304	1379 Kenilwood Ln	Residential	Roof	\$9,600.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/23/2016	10305	3195 Deerfield Rd	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
8/26/2016	10307	1960 Saunders Rd	Residential	Roof	\$9,100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
8/31/2016	10310	2 Jasmine Ln	Residential	Miscellaneous Electric	\$3,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
Total Permits:					30	\$1,091,860.00	\$14,982.00	\$0.00	\$0.00	\$450.00	\$2,925.00	\$18,357.00

	August 2015	August 2016	Year to Date 2015	Year to Date 2016
Total Permits	25	30	130	142
Construction Value	\$541,445.00	\$1,091,860.00	\$4,270,230.00	\$21,296,978.00
Total Fees	\$7,723.00	\$18,357.00	\$48,326.00	\$264,075.00

Inspections 30

Code Enforcement Actions 4

Village of Riverwoods
Board of Trustees Meeting
August 16, 2016

APPROVED

In Attendance:

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

Also Present:

Bruce Dayno, Police Chief
Rob Durning, Director of Community Development
Irene Gagerman, Village Clerk
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 August 2, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Trustee Jamerson moved to approve the minutes from the August 2, 2016 Executive Session. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Treasurer's Report

Trustee Ford indicated they are still working on a draft. She received a number of comments after the Saturday educational session. The Village has a draft of the audit which should be completed soon.

Director of Community Service Report

Mr. Durning reported that the first solar roof permit has been issued for a house on Hazelnut. Once installed, all of the power will be generated from the panels on the roof. Trustee Jamerson requested that the fire department be notified.

Mr. Durning followed up on the Center for Enriched Living landscaping agreement violation. They will meet with their landscape architect and then meet with him and Mr. Zimmerman.

Police Report

Chief Dayno provided the Board with the Police Department activity since the August 2, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes. Chief Dayno noted that there were two vehicles stolen in the Village. They also had three burglaries to motor vehicles. Chief Dayno indicated one vehicle was recovered on the south side of Chicago. The department recovered two items that were stolen and the suspect was arrested.

Informational Items & Comments from the President

- Rescheduling October 4, 2016 Board of Trustees Meeting for Rosh Hashanah
Mayor Norris noted that Rosh Hashanah falls on October 4, 2016. He is looking for suggestions on when to reschedule this meeting.

- Natural Resource Inventory Presentation Scheduled for September 6, 2016 Meeting
Mayor Norris noted that this presentation would be in conjunction with the landscape plan. The meeting will start at 7:00 pm.

- Illinois AG Rules that Public Employees' Personal Emails are Public Record
Mayor Norris noted that the Attorney General has issued an opinion that private emails are subject to FOIA requests. He reminded the Board to use their Village email for all Village business.

Visitors Wishing to Address the Board

Michael Corn thanked staff for minimizing the traffic issues during the recent Portwine Road repaving. Mr. Corn discussed potential uses for the 320 Portwine property. He thinks a playground would be a waste of money. He asked the Village to reconsider the playground and build something that all Riverwoods residents can enjoy.

Approval of Bills

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

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

NAYS: None (0)

New Business

- Nomination of Steven Levin to fill Vacant Trustee Position
Mayor Norris asked the Board to approve his nomination of Steve Levin for the open Trustee position. Trustee Baumann questioned whether other candidates were considered and what criteria were used to make the decision. Mayor Norris explained that he had spoken with three other candidates. He looked at overall qualifications, experience, regional diversity and whether

the person would be a good fit with the rest of the Board. Mayor Norris explained this appointment would be for the remainder of former Trustee O'Donnell's term.

Trustee Haber moved to accept the nomination. Trustee Ford seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

ABSTAIN: Baumann (1)

- Ordinance 16-08-14 approving Intergovernmental Boundary Change and Revenue Sharing Agreement Between the Village of Deerfield and the Village of Riverwoods (780 Saunders)

Mr. Huvad noted that there was a First Reading of the Ordinance at the July 15, 2016 Board of Trustees meeting. He stated that once the Intergovernmental Agreement is approved, both Villages will take the necessary steps toward the annexation/de-annexation of 2175 Deerfield Road which is Item C on the agenda. He went on to explain that Item D on the agenda is not part of the IGA, but is an additional annexation/de-annexation between Deerfield and Riverwoods. Mr. Glenn explained that the Village of Deerfield approached the Village about annexing Deer Run Drive and the Village asked Deerfield to also take the new signalized intersection thereby transferring jurisdiction of the intersection and response to subsequent traffic incidents occurring there to Deerfield.

The Trustees discussed the poor condition of 2175 Deerfield Road and have some reluctance to move forward until after the property is cleaned up. The Trustees indicated that the property owner had some previous infractions and questioned whether the Village should get involved with an unresponsive property owner. Both Mayor Norris and Mr. Durning indicated that the owners have been very cooperative in the past with the Village's and Oakhurst residents' requests. Mayor Norris stated that the owners will be made aware of the Board's request to clean up the property.

Trustee Haber 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 (4)

NAYS: Baumann (1)

- Ordinance Annexing Certain Territory Excluded from the Village of Deerfield

Mr. Huvad stated that the form of this Ordinance would be attached to the Intergovernmental Agreement as an exhibit.

Trustee Haber moved for First Reading of the Ordinance. Trustee Jamerson seconded the motion. Trustee Baumann expressed concern about safety hazards and accidents caused by a drive-through. The motion passed by the following vote:

AYES: Ford, Haber, Jamerson (3)

NAYS: Baumann, Chamberlain (2)

- Ordinance Excluding Certain Territory from the Village of Riverwoods

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

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

NAYS: None (0)

- Report and Recommendation of Strategic Land Use Committee for Selection of Possible Developer for Village TIF Property

Ch. Niedelman reported that the Committee received three proposals and came up with four guidelines that had to be addressed. The Shorewood proposal was the only proposal that met all four guidelines. Shorewood stated they would move forward without the Woodman's development and/or the intersection improvements. In addition, Ch. Niedelman noted that Shorewood's financial proposal indicated that there would be funds available for landscaping which is important to the Meadowlake residents. Mr. Huvad explained that accepting the report and recommendation would only open up negotiations. There would be no obligation on the part of the Board. Trustee Haber questioned whether the Village should lease the site rather than sell it, so that the Village could control the site. Mr. Huvad will explore the option. The Trustees want to ensure the landscaping looks like Riverwoods and will be an attractive gateway to the Village.

Trustee Haber moved to accept the report and recommendation and begin negotiations with Shorewood. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: Baumann (1)

Old Business

- Ordinance 16-08-15 Proposing the Establishment of Village of Riverwoods Special Service Area Number 31 for Road Improvements Benefitting Properties on Sherry Lane and Hazelnut Lane and Providing for a Public Hearing and Other Procedures.

Mr. Huvad noted that the SSA includes 14 homes as shown on the exhibit.

Mr. Glenn stated that he would like to make some changes to the paragraph describing the technical approach of the work to be done that will give him a little flexibility. He will send the reworded paragraph to Mr. Huvad.

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

Trustee Jamerson moved for Second Reading and adoption with Mr. Glenn's changes. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 16-08-16 Amending the Village Code Concerning Construction and Landscaping Noise Regulations – 2R

Trustee Chamberlain moved for Second Reading and adoption of the Ordinance. Trustee Jamerson seconded the motion. Mayor Norris indicated this change conforms to other municipalities in the area. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance Amending the Text of the Riverwoods Zoning Ordinance Concerning the B-1 Neighborhood Business District

Mayor Norris requested this item be continued to a future meeting.

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 8:54 pm.

The next regular meeting of the Board of Trustees is scheduled for September 6, 2016 at 7:00 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: 8/02/16 12:00 AM
To Date: 8/15/16 11:59 PM

Incident Type	Number of Incidents
0710 Theft From Motor Vehicle	3
0910 Motor Vehicle Theft	2
2410 DUI	1
2820 Telephone Threats	1
5081 In State Warrant	1
7001 Assist Other Agency	5
7021 Ambulance Call	9
7024 Fire Call	1
7033 Fire Alarm	2
7039 Fingerprinting	1
7040 Public Service	1
7041 Premise Exam	19
7042 Child Seat Install/Inspect	1
7045 Well Being Check	1
7051 Vehicle Lock Out	4
7062 Noise Complaints	5
7063 Solicitor Complaints	1
7079 Other Complaints	2
7082 Burglar Alarm	13
7083 Hold Up Alarm	1
7121 Suspicious Auto	4
7130 Domestic Trouble	2
7144 Lost/Mislaidd Property	1
7156 Found Property	2
7199 Other Investigation	3
7245 Animal Problem	5
7246 Found Animal	1
7250 Roadway Debris	2
7503 Motorist Assist	3
7521 Traffic Complaint	4
7522 Parking Complaint	2
7571 Traffic Accident PI	1
7572 Traffic Accident PD	10
7573 Traffic Accident PP	1
7911 911 Hang Up	1
Total:	116
Crime Prevention Notices	13
Case Reports	19
Traffic Stops	94
Persons Issued Citations	39
Citations Issued	55

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

1 Stolen Motor Vehicle Recovered

Village of Riverwoods
Board of Trustees Meeting
August 2, 2016

APPROVED

In Attendance:

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

Absent was:

Michael Baumann

Also Present:

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 July 19, 2016 Board of Trustees meeting. Trustee Ford seconded the motion. The motion passed unanimously on a voice with Trustee Haber abstaining.

Director of Community Service Report

Mr. Durning reported that there were some code enforcement actions he is dealing with. Trustee Chamberlain spoke with Steve Zimmerman who noticed that the Center for Enriched Living has mowed an area designated as prairie that was not supposed to be mowed. She stated that there are two issues that need to be addressed: 1) They need to be informed that they are not in compliance with the landscaping agreement; 2) The Village needs to have a calendaring system to track the performance standards for the remaining years of the agreement. Mr. Durning stated that he will take care of this.

Treasurer's Report

There was a meeting with the financial assistant. The reports are much better and will include budget items and current balances of each fund. The workshop meeting on Saturday should be very helpful. Trustee Chamberlain requested that the Trustees receive more detailed information on a quarterly basis.

Village Attorney Report

Mr. Huvard received some figures on the potential water tower agreement and hopes to have a report for the next meeting.

Police Report

Chief Dayno provided the Board with the Police Department activity since the July 19, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Informational Items & Comments from the President

- Ground Breaking

Mayor Norris reported that the ground breaking event was very successful.

- Part-Time Worker in Admin

Mayor Norris noted that the Village had a part time employee working during the summer months. It has been requested that the Village hire a part time worker at \$10 per hour with a maximum cost of \$7,000 per year. Two of the Trustees asked why this would not exceed the salary expense budgeted for this year. Mayor Norris stated that it would not and suggested not acting on this until he was able to sit down with the two Trustees to show them why it would not. There was also a discussion about the lack of progress made on reviewing and updating job descriptions. Trustee Haber suggested adding it to the Old Business section of the agenda as a reminder that it was an item that needed resolution.

- Licenses for Landscapers

Mayor Norris indicated that the Village is having problems with people violating the Woodland Protection Ordinance. The Village is considering licensing landscapers during which process they would be informed of the Ordinance. The Trustees believe there is a problem but questioned whether licensing landscapers would be a viable solution.

- New Residents – Possible Ecologist Consult Requirement

- a. Possible Transfer Tax of \$200 to pay for Ecologist Consults
- b. Provide a Woodland Protection Plan

Mayor Norris suggested that the Village could require new residents to have an ecological consult, possibly imposing a transfer tax to pay for it. The new resident would receive a woodland delineation map and be informed of the Ordinance. Trustee Haber is not in favor of a transfer tax and, instead, suggested that the Village pay for an informational meeting between the Village ecologist and new residents. The consensus of the Board was that educating the residents was the key to solving this problem. Mr. Glenn noted that, as of a week ago, Michelle Smith calls new residents as she becomes aware of them. Trustee Haber suggested recording the Woodland Preservation Ordinance so that it would pop up on title searches. Mr. Huvard will look into that. Mayor Norris noted that there were a lot of good ideas presented and that staff would work on it further to come up with the best solution.

- Responses to RFP on SE Corner of Milwaukee and Deerfield

Mr. Huvard reported that the Village publically opened the proposals on Thursday. There were three varying proposals. The Village received feedback that a 4,000 square foot single-use building would be appropriate for the site, which lends itself to a quick casual restaurant with a possible drive-thru. The land use committee will summarize the pros and cons of each proposal.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- ETSB – Formally Leaving Lake County ETSB to join Deerfield-Bannockburn ETSB

Mayor Norris reported that the State has passed a law that requires all municipalities to be part of an ETSB with at least 25,000 residents. There will be a fact finding hearing on Thursday at which Deerfield and Bannockburn will try to get a waiver. Riverwoods will send a letter attempting to withdraw from Lake County ETSB and to join the Deerfield-Bannockburn ETSB. There is no clear provision to do this, but also none that prevents it. The consensus of the Board was to proceed with the attempt.

- An Ordinance Proposing the Establishment of Village of Riverwoods Special Service Area 31 for Road Improvements Benefitting Properties on Sherry Lane and Hazelnut Lane and Providing for a Public Hearing and Other Procedures

Mr. Huvard met with the residents last week. He will provide a full draft of the Ordinance for the next meeting.

- An Ordinance Amending the Village Code Concerning Construction and Landscaping Noise Regulations

Mayor Norris explained that this Ordinance actually discusses the start time for construction and landscaping. The start time for construction and landscaping would be 7:00 am, to be consistent with other municipalities.

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

- Hydrant Testing Recommendation and Smoke Testing Recommendation

Mr. Glenn explained that this arose from recent discoveries that several hydrants in Meadowlake were inoperable. They are all now back in operation. This hydrant testing program will be Village-wide. They will flush the hydrants, update the maps, collect flow and pressure data and come up with a thorough report. Mr. Glenn recommended authorizing M.E. Simpson to perform hydrant testing in an amount not to exceed \$18,000.

Trustee Jamerson moved to approve the proposal for hydrant testing in an amount not to exceed \$18,000. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Mr. Glenn noted that M.E. Simpson also performs smoke testing. He believes smoke testing is the most effective way to determine where significant amounts of storm water are getting into the sanitary system to pinpoint where repairs are needed.

Trustee Chamberlain moved to approve the proposal for smoke testing in an amount not to exceed \$13,000. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance 15-08-13 Amending the Village Code Concerning Water Connection Charges for Service Provided under Intergovernmental Agreements

This is an Ordinance to make it clear that residents who live in Riverwoods and connect to Lincolnshire water still need to pay connection fees.

Trustee Haber 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 (4)

NAYS: None (0)

- An Ordinance Amending the Village Code Concerning Time Limits on Renewal of Building Permits

Trustee Jamerson is in the process of reviewing the fee schedule. He would like to do some additional research and recommended continuing further discussion to the next Board of Trustees meeting.

- Ordinance Amending the Text of the Riverwoods Zoning Ordinance Concerning the B-1 Neighborhood Business District – Second Reading

Mayor Norris stated that this item will be continued. Mr. Huvad directed the Board's attention to the section of the Ordinance that authorizes a drive-through for a prepared food shop to accommodate the uses at Saunders and Deerfield. The idea was to frame the language to apply to the Village's property on Deerfield and Milwaukee. If the Village goes with a restaurant that wants a drive-thru, instead of a prepared food shop, the language will need to be changed.

Therefore, delaying this until the next Board meeting will give the Village the opportunity to tweak the language. Trustee Chamberlain is concerned with opening the door to many more drive-throughs in the Village. Mr. Huvard explained that the Village could possibly set a minimum distance between drive-throughs.

Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson distributed the July building report. There is still a little inconsistency on how construction value is being reported. The fees are correct. The Village is ahead on fees compared to this time last year.

Woodlands/Finance – Trustee Chamberlain stated that the cost share program report is in the packet. She noted that the Village has been holding off on having the Village ecologist present the natural resource report to coordinate with the landscape architect's report which has been deferred. However, she suggested that they have him proceed with it as it is relevant to ongoing current activities and because it was partially paid for by the RPC who, she is guessing, would like to proceed on schedule. The Board agreed with Trustee Chamberlain. The report will be presented at the next Board meeting.

Executive Session

Trustee Haber moved to go into Executive Session for the purpose of reviewing Executive Session minutes and discussion of litigation concerning Shoppes. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The meeting was adjourned into Executive Session at 9:25 pm.

In Attendance:

John Norris, Mayor

Cheryl Chamberlain

Kristine Ford

Michael Haber

Rick Jamerson

Absent was:

Michael Baumann

Also Present:

Bruce Dayno, Police Chief

Irene Gagerman, Village Clerk

Patrick Glenn, Village Engineer

Board of Trustees Meeting

August 2, 2016

Page 6 of 8

Bruce Huvad, Village Attorney

Roll Call: 9:41 PM

Trustee Jamerson moved to approve the minutes from the July 19, 2016 Executive Session meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice with Trustee Haber abstaining.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:43 PM.

The next regular meeting of the Board of Trustees is scheduled for August 16, 2016 at 7:30 PM.

Respectfully submitted,

Irene Gagerman, Village Clerk

Jeri Cotton

Attachments:

Police Report

Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 7/19/16 12:00 AM
 To Date: 8/1/16 11:59 PM

Incident Type	Number of Incidents
0820 Theft Under \$500	1
1310 Criminal Damage to Property	2
2820 Telephone Threats	1
7001 Assist Other Agency	4
7021 Ambulance Call	14
7024 Fire Call	2
7033 Fire Alarm	3
7034 Trouble Fire Alarm	1
7040 Public Service	2
7041 Premise Exam	26
7045 Well Being Check	1
7049 Notifications	1
7051 Vehicle Lock Out	2
7062 Noise Complaints	1
7079 Other Complaints	6
7082 Burglar Alarm	10
7121 Suspicious Auto	2
7123 Suspicious Person	2
7199 Other Investigation	1
7245 Animal Problem	2
7503 Motorist Assist	1
7521 Traffic Complaint	3
7522 Parking Complaint	3
7571 Traffic Accident PI	3
7572 Traffic Accident PD	3
7573 Traffic Accident PP	1
7911 911 Hang Up	1
Total:	99
Crime Prevention Notices	23
Case Reports	6
Traffic Stops	110
Persons Issued Citations	40
Citations Issued	48

7 houses are currently on the House Watch list and are checked regularly.

**Village of Riverwoods
 Building Permit Report July 2016**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee	
7/21/2016	10143		Commercial	Illuminated Sign-Orange	\$6,900.00	\$119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119.00	
7/1/2016	10155	2045 Riverwoods Rd	Residential	New Single Family	\$600,000.00	\$10,233.00	\$0.00	\$0.00	\$0.00	\$23,575.00	\$33,808.00	
7/13/2016	10182	300 Portwine Rd	Commercial	New Village Hall	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7/8/2016	10233	473 Castle Pines Ln	Residential	Paver Patio	\$10,250.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	
7/8/2016	10236	1565 Shawnee Trl	Residential	Grading	\$1,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
7/13/2016	10239	620 Sherry Ln	Residential	Fence	\$7,000.00	\$143.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143.00	
7/13/2016	10241	1700 Robinwood Ln	Residential	Driveway	\$12,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	
7/6/2016	10252	885 Hoffman Ln	Residential	Garage/Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
7/8/2016	10253	280 Saunders Rd	Commercial	Patio	\$18,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	
7/7/2016	10254	2521 Palmer Ct	Residential	roof	\$33,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
7/8/2016	10255	712 Ringland Rd	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
7/28/2016	10257	218 Portwine Rd	Residential	Electrical Upgrade	\$900.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
7/12/2016	10258	649 Thommesadow Rd	Residential	Sprinkler System	\$4,500.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	
7/7/2016	10259	2521 Palmer Ct	Residential	Roof	\$33,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
7/18/2016	10260	1725 Trillium Ln	Residential	New Single Family	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	
7/27/2016	10268	300 Portwine Rd	Commercial	New Construction -	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7/25/2016	10269	2510 Riverwoods Rd	Residential	Roof	\$6,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
7/28/2016	10271	2 Columbine Ln	Residential	Roof	\$33,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
7/28/2016	10272	2765 Edgewood Ln	Residential	Roof	\$18,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
Total Permits:					19	\$7,784,750.00	\$12,930.00	\$0.00	\$0.00	\$0.00	\$23,575.00	\$36,505.00

	July 2015	July 2016	Year to Date 2015	Year to Date 2016
Total Permits	26	19	105	113
Construction Value	\$1,124,793.00	\$7,784,750.00	\$3,728,785.00	\$20,223,118
Total Fees	\$18,737.00	\$36,505.00	\$40,603.00	\$244,968.00

Inspections 27
 Code Enforcement Actions 5

Village of Riverwoods
Board of Trustees Meeting
July 19, 2016
APPROVED

In Attendance:

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

Absent was:

Michael Haber

Also Present:

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

Call to Order: 7:32 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the July 5, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Treasurer's Report

Trustee Ford received draft reports from the Village consultant. The next step will be to meet with Hal Roseth to finalize the reports.

Director of Community Service Report

The Lock-Up has poured their foundations. The house at 1075 Hiawatha was demolished and there are plans to rebuild the house. The Village received plans for a new house at 1700 Trillium.

Engineer's Report

Mr. Glenn reported that they are working with Peter Baker on getting the bike path patching scheduled and done. The landscaping and restoration is done. He will remind them to remove the 'construction ahead' signs.

Police Report

Chief Dayno provided the Board with the Police Department activity since the July 5, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes. Chief Dayno noted that there was an incident resulting in an arrest for criminal trespassing. There was also a call from a resident on Hiawatha about two men in her driveway trying to open her car door. The subjects were gone when his men arrived.

Village Attorney Report

Mr. Huvad explained that the Intergovernmental Agreement regarding the Abbott property on Saunders is on tonight's agenda. He wanted to give the Board a sense of the timing for the completion. Assuming the Board is OK with the agreement, the Village would vote on it on August 2nd and Deerfield's Village attorney will look to pass it on August 1st. Mr. Huvad will then prepare the necessary Ordinances. The timing for annexation would be during the first September meeting, assuming everything is approved.

Mr. Huvad had a conference with the company that wants to work with the Village on the water tower leases. He confirmed the terms of their agreement. Mr. Huvad noted that the company would manage the leases and find new tenants, but would not be responsible for maintenance of the water tower. However, they would manage the companies doing the maintenance. In his research, he has not found another company that offers this same kind of service. All of the other companies buy the rental stream, pay money up front, but the owner would have to continue to manage it. Therefore, an RFP would not make sense. Mr. Huvad feels that this relationship could be a win-win situation.

Mr. Huvad stated that the Village published for an RFP for the Village owned parcel at Milwaukee and Deerfield. He sent out three packets and the responses are due on July 28, 2016.

Informational Items & Comments from the President

- Landscape Plan Presentation postponed

Mayor Norris noted that the landscape plan presentation is tentatively scheduled in September.

- Discussion of Start Times for Landscape and Construction Work

Mayor Norris explained that representatives from Discover met with the Village to discuss their upcoming parking lot reconstruction. They would like to start at 7:00 am. He noted that both the LockUp and W.B. Olson would also like to begin construction at that time. Chief Dayno's research found that most of the other neighboring communities have a 7:00 am start time.

Mayor Norris indicated Discover would also like to work on Sunday. Mr. Glenn noted that Sunday work is already permissible but requires a permit and proof that it benefits the public welfare. The Board discussed allowing Sunday work in non-residential districts and a certain distance from residential property. Mr. Huvad will consider all of the suggestions made and present the changes to the Board.

- Ground Breaking tentatively scheduled August 1, 2016 at 10:00 am

Mayor Norris noted the ground breaking at the new Village Hall is tentatively scheduled for August 1, 2016 at 10:00 am.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

Approval of Bills

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

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

NAYS: None (0)

New Business

- Release of Escrow Funds to Lock Up in Exchange for Letter of Credit

Mr. Huvad explained that a mixed use PUD specifies a letter of credit. However, the LockUp provided escrow funds. They asked for the cash to be released as they have now provided a Letter of Credit.

Trustee Chamberlain moved to release the escrow funds to the Lock Up in exchange for the Letter of Credit. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

- Ordinance approving Intergovernmental Agreement with Village of Deerfield concerning 780 Saunders

Mr. Huvad explained that the Village of Deerfield has agreed to his changes. The business term of the agreement requires that Riverwoods and Deerfield share sales and property tax on the 780 Saunders property. The timeline for the completion of the restaurant was moved to 2018 as per Mr. Abbott's request. Deerfield staff recognizes that the two properties are tied together in a common site plan. If a restaurant is not built by the end of 2018, Deerfield could ask that the property be re-annexed to Deerfield. Mr. Huvad noted that Deerfield wants to ensure that the use generates sales tax.

Mayor Norris noted that he is not happy with Deerfield's demands for revenue sharing, but the Abbotts are Riverwoods residents and the Riverwoods Board wants to do what they can to accommodate them.

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

- Approval of Canyon, Inc. Contract for Replacing Hydrants and Exercising Water Valves
Mr. Glenn explained that there were two water main breaks in Meadowlake as well as some concerns about some of the vintage hydrants. Mr. Glenn stated that there is one hydrant that is inoperable and beyond repair. Canyon Contracting provided a quote for replacing the hydrant and a quote for exercising the remaining water valves in the Village. He expects that the maintenance work will lead to other repair work that will need to be done.

Trustee Jamerson moved to approve the Canyon contract for hydrant replacement and the water valve exercise project including the additional \$1,700 for a live pressure connection to avoid shutting down the water to all of Meadowlake and Fed Life, for a total amount not to exceed \$18,200. Trustee Chamberlain seconded the motion. Trustees Ford and Chamberlain suggested adding a regular maintenance schedule into the Village budget. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance amending the Village Code concerning Water Connection Charges for Service Provided under Intergovernmental Agreements
Mayor Norris explained that the Ordinance is trying to make it clear that residents with water physically being delivered by Lincolnshire still have to pay a Riverwoods connection fee.

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

As a related item, Mayor Norris explained that a resident asked that the connection fee of \$25,000 be put on a payment schedule. Trustee Chamberlain recalled that was not an option when she connected to water. Mr. Durning noted that this was a preliminary discussion.

- Ordinance amending the Village Code concerning Time Limits on Renewal of Building Permits
Mr. Huvard noted that for site development permits, there are progressive renewal charges for extensions but not for building permits. Mayor Norris stated that he would like a lever to use instead of red tagging which is not a viable answer for this type of problem. Trustee Jamerson suggested that he would like to tweak the time and fee Ordinance to be more consistent with other municipalities. Most other Villages allow more than a year for building larger homes. Trustee Chamberlain would like the fee schedule changes in writing for the Second Reading.

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

Old Business

- Ordinance Amending the Text of the Riverwoods Zoning Ordinance concerning the B-1 Neighborhood Business District – Second Reading

Mayor Norris would like to table this until after the Intergovernmental Agreement is passed.

- Ordinance 16-07-02 amending the Provisions of the Special Use previous granted in Ordinance 02-8-23 (Shoppes – Sign Criteria) – Second Reading

Mr. Huvad reported that the Board asked for a binding agreement with the owner of Shoppes of Riverwoods that would ensure that the center would be brought into compliance. In the end, no agreement was made, but the owner was asked to make a list of items that they would do. Mr. Huvad has the list which he would like to discuss in Executive Session.

Trustee Chamberlain moved to table further discussion to go into Executive Session. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to go into Executive Session for the purpose of a proposed settlement of a complaint against the ownership of the Shoppes of Riverwoods. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The meeting was adjourned into Executive Session at 8:45 pm.

In Attendance:

John Norris, Mayor

Michael Baumann

Cheryl Chamberlain

Kristine Ford

Rick Jamerson

Absent was:

Michael Haber

Also Present:

Bruce Dayno, Police Chief

Rob Durning, Director of Community Development

Irene Gagerman, Village Clerk

Patrick Glenn, Village Engineer

Bruce Huvad, Village Attorney

Call to order: 9:17 pm

Trustee Jamerson moved to remove the discussion on the Shoppes of Riverwoods from the table. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Board of Trustees Meeting

July 19, 2016

Page 6 of 8

After some discussion, the consensus of the Board was that Orange Theory should not be punished because of the Village's issues with the owners. However, the Board agreed that, going forward, the Village needs to enforce the Ordinance. Mr. Huvard opined that the changes he made in the Ordinance will improve the Village's ability to achieve a uniform look in the center, as well as make it easier for Mr. Durning to determine compliance.

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

AYES: Baumann, Ford, Jamerson (3)

NAYS: Chamberlain (1)

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

The next regular meeting of the Board of Trustees is scheduled for August 2, 2016 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: 7/05/16 12:00 AM
 To Date: 7/18/16 11:59 PM

Incident Type	Number of Incidents
2410 DUI	1
7001 Assist Other Agency	9
7021 Ambulance Call	9
7024 Fire Call	2
7033 Fire Alarm	2
7040 Public Service	1
7041 Premise Exam	29
7042 Child Seat Install/Inspect	1
7045 Well Being Check	2
7051 Vehicle Lock Out	2
7062 Noise Complaints	5
7063 Solicitor Complaints	2
7079 Other Complaints	4
7082 Burglar Alarm	11
7083 Hold Up Alarm	1
7121 Suspicious Auto	4
7123 Suspicious Person	1
7198 Identity Theft	3
7199 Other Investigation	3
7245 Animal Problem	3
7503 Motorist Assist	4
7521 Traffic Complaint	2
7522 Parking Complaint	3
7572 Traffic Accident PD	1
7573 Traffic Accident PP	1
7911 911 Hang Up	2
Total:	108
Crime Prevention Notices	23
Case Reports	12
Traffic Stops	105
Persons Issued Citations	39
Citations Issued	44

5 houses are currently on the House Watch list and are checked regularly.

1 arrest for Attempt Criminal Trespass to Residence and Criminal Trespass to Real Property

June Building Report

**Village of Riverwoods
 Building Permits Issued
 6/1/2016 - 6/30/2016**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
6/17/2016	10129	3705 Deerfield Rd	Commercial	Interior Remodel	\$327,100.00	\$11,221.00	\$0.00	\$0.00	\$0.00	\$600.00	\$11,821.00
6/7/2016	10197	3725 Deerfield Rd	Commercial	The Lock UP	\$4,000,000.00	\$143,836.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143,836.00
6/6/2016	10219	2700 Lake Cook Rd	Commercial	Remodeling	\$150,000.00	\$2,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,650.00
6/1/2016	10220	681 Thommeadow Rd	Residential	Driveway	\$15,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
6/1/2016	10221	2409 Masters Ln	Residential	Roof	\$12,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
6/1/2016	10222	1525 Brae Burn Ct	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
6/2/2016	10223	2521 Palmer Ct	Residential	Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
6/2/2016	10224	2700 Gemini Ln	Residential	Addition	\$15,000.00	\$1,315.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,315.00
6/8/2016	10225	1050 Whigam Rd	Residential	Roof	\$13,900.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
6/13/2016	10226	883 Oakhurst Ln	Residential	Windows	\$38,000.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
6/10/2016	10229	2220 Woodland Ln	Residential	Siding	\$11,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
6/15/2016	10231	2333 Glen Eagles Ln	Residential	Sprinkler System	\$5,600.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
6/14/2016	10232	2580 Deerfield Rd	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
6/22/2016	10234	2800 Lake Cook Rd	Commercial	Antenna	\$51,500.00	\$515.00	\$0.00	\$0.00	\$0.00	\$0.00	\$515.00
6/15/2016	10235	2705 Gemini Ln	Residential	Roof	\$23,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
6/24/2016	10237	1075 Hiawatha Ln	Residential	New Single Family	\$600,000.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
6/24/2016	10238	470 Muirfield Ln	Residential	Roof	\$9,300.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
6/29/2016	10242	2710 Edgewood Ln	Residential	Roof	\$14,140.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
6/29/2016	10243	2451 Shadow Creek Ln	Residential	Roof	\$14,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Total Permits:		19			\$5,300,040.00	\$162,127.00	\$0.00	\$0.00	\$0.00	\$600.00	\$162,727.00

	May 2015	May 2016	Year to Date 2015	Year to Date 2016
Total Permits	23	19	79	94
Construction Value	\$506,541.00	\$5,300,040.00	\$2,603,992.00	\$12,438,368.00
Total Fees	\$6,316.00	\$162,727.00	\$21,197.00	\$208,463.00

Inspections 22
 Code Enforcements 5

Village of Riverwoods
Board of Trustees Meeting
July 5, 2016
APPROVED

In Attendance:

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

Absent:

Kristine Ford

Also Present:

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 June 21, 2016 Board of Trustees meeting. Trustee Baumann seconded the motion. The motion passed unanimously on a voice vote with Trustee Haber abstaining.

Director of Community Service Report

Mr. Durning reported that he red tagged a number of homes today which had not responded to letters regarding required septic testing.

Treasurer's Report

Mayor Norris indicated that the Village is running about \$300,000 better than budget for the first five months of the year. \$10,000 is based on revenue while the rest is due to reduced spending.

Engineer's Report

Mr. Glenn explained that the pavement markings on Portwine Road should be completed tomorrow leaving only the landscape restoration and removal of utility flags. There will be various patching work completed next week. Trustee Jamerson indicated that the portion of road

over the culvert on Portwine and Chianti is worse than before they started. Mr. Glenn will follow up on it.

Village Attorney Report

Mr. Huvard was approached by Tower Point Capital regarding the purchase of the water tower leases. Their term sheet, based on the two existing tenants, offers a price of \$1,649,000 to be paid in 15 annual installment payments. The Village would receive the existing cash flow and be paid 60% of any additional cash flow generated. Tower Point Capital believes they can get another user or two on the water tower. In addition, Tower would eventually increase the billing to the existing tenants as new technology will entail upgrades to the existing installation. Mr. Huvard noted that the Village would be responsible for maintaining the premises. He explained that Tower Point Capital would be similar to a construction manager by getting the best value and sharing in the upside. Mayor Norris and the Trustees expressed interest in pursuing this further.

Mr. Huvard stated that the Village has retained special council to examine the situation at Shoppes of Riverwoods. A complaint was filed against the owner of Shoppes last week to recover the Special Use fees that have not been paid and to request landscaping compliance.

Police Report

Chief Dayno provided the Board with the Police Department activity since the June 21, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that the report shows three thefts, but they were all unfounded. There were two domestic batteries on the report. The husband was arrested for domestic battery and aggravated battery to a child. Several days later, the wife was arrested for domestic battery and aggravated battery to a child. DCFS is now involved and the children are with the grandparents.

Informational Items & Comments from the President

- July 4th Parade

Mayor Norris distributed photographs of the Riverwoods float. The Village won the 'most original' award. He thanked everyone for their support. It was a lot of fun.

- RFP for Development Agreement for the purchase and redevelopment of a vacant lot owned by the Village, located at the southeast corner of Milwaukee Avenue and Deerfield Road.

Since Woodman's has been announced, there has been a lot of interest in the Village's parcel since they would not have to do the street improvements on that corner. The RFP document seeks proposals for a Prepared Food Shop as defined in the document, but the Village would consider a destination or limited restaurant. Mr. Huvard explained that the Village would like a single user rather than multiple users on the parcel and would consider a drive thru.

- Presentation of Proposed Landscape Plan for Village Hall campus on July 19th meeting
Mayor Norris explained that the Village is on track to make a report at the next Board of Trustees meeting. The report includes part of the Chianti property even though the Board has not yet decided what to do with it. This will be an informational and question and answer session.

- Changes in ISA standards for hazardous trees and tree mitigation program
Mayor Norris explained that the ISA is focusing more on the definition of moderately hazardous based on how close a tree is to a structure rather than the health of a tree. This is not the intent of the Village's normal definition. The Village is trying to work with the ISA to come up with a solution that will work for the Village.

- Water main breaks in Meadowlake
Mayor Norris explained there were two water main breaks in Meadowlake. Mr. Glenn explained this is actually the third break as there was also one last year. Murnie Swanson reported that the pipe is pitted. Mr. Glenn suggested making a visual inspection to get a sense of the general condition of the pipe. He stated that he does not think this a widespread problem in Meadowlake as the breaks were all on the east side of the development. However, Mr. Swanson found that many of the fire hydrants are not operating properly and they will also need to be looked at. Mr. Glenn will gather all of the facts and see what has to be done. Mayor Norris indicated that the Village has ample funds in the water fund and will see to it that the problems are corrected so that they do not continue to occur.

- Trustee O'Donnell moving
Mayor Norris stated that Trustee O'Donnell will be moving out of Riverwoods. He thanked Trustee O'Donnell for his hard work and dedication. Those in attendance enjoyed a small reception in Trustee O'Donnell's honor.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

Ordinance amending the text of the Riverwoods Zoning Ordinance concerning the B-1 Neighborhood Business District – First Reading

Mr. Huvad explained that the original hearings were held some time ago in response to a request from the petitioners for a coffee shop on Deerfield Road and a health restaurant on Saunders. The two properties did not conform to the normal site requirements of the B-1 district. The Village studied the types of uses proposed and came up with the definitions for a prepared food shop and limited restaurant. The Text Amendment, if approved, would add these definitions to the Village Code. The Text Amendment also redefines the types of facilities that can have a drive-through and the number of drive-throughs allowed for each facility. At the next meeting, he will come back with Special Use Ordinances granting the necessary Special Uses for the two types of businesses.

Trustee Haber questioned the rationale of allowing multiple drive-throughs for some facilities and only a single drive-through for others. He suggested putting in language that would allow the Board to control the number of drive-throughs on a case by case basis. Mr. Huvard stated that the Village could set up rational standards and criteria for drive-throughs. The Trustees discussed their concerns, including residents' preferences, increased traffic and increased traffic accidents. Trustee Chamberlain said that because of resident concerns about multiple drive-through lanes, she would like to add whatever language would be interpreted most narrowly. After some further discussion, Trustee Jamerson suggested adding 'if approved by Board' to the section concerning drive-throughs. Mr. Huvard believes that the Village would more likely be challenged on the definition of a Prepared Food Shop rather than the number of drive-throughs. The Board then discussed the definitions of a Prepared Food Shop and Limited Restaurant.

Mr. Huvard will make some revisions, based on the conversations.

Trustee Chamberlain moved for First Reading of the Ordinance. Trustee Jamerson seconded the motion. The motion passed on a voice vote with all but Trustee Baumann voting in favor.

Old Business

Orange Theory – Concerning an Ordinance amending the provisions of the Special Use previously granted in Ordinance 02-8-23 (Shoppes – Sign Criteria)

Mayor Norris explained that at the last meeting, the Trustees rejected the Plan Commission's recommendation to amend the Special Use. The petitioner asked to address the Board. Bill Barry from Olympic Sign Company explained that Orange Theory, a national franchise, allows a stacked version of the sign or a linear version of the sign. Based on the double storefront, Mr. Barry believes the linear version would work better. Mr. Barry explained that Orange Theory's sign is unique because of the large O within a splat with the remainder of the letters being lower case. Most municipalities have criteria for a maximum height. However, Riverwoods has both a maximum and minimum letter height which makes it difficult to create a sign that is legible, uniform and meets the criteria. Trustee Jamerson asked whether Orange Theory needed to attain variances from many municipalities because the sign did not meet their criteria. Mr. Barry responded affirmatively. He explained that most municipalities allow them to measure the "O" with the splat separately from the rest of the sign, so that it then meets their criteria. Mr. Okininski, the franchisee, remarked that other signs in the center do not meet the sign criteria. He noted that most of the comments at the Plan Commission meeting were about the landlord rather than his sign. Trustee Chamberlain explained that the issues with the other signs are a separate issue with the landlord. Trustee Chamberlain was concerned, however, that any more amendments will only add to the center's unattractive appearance.

Carlos Santucci with Avalon Realty Associates has been managing the Shoppes of Riverwoods for almost a year. His goal is to fill the shopping center. He believes that the sign is appealing and fills the space nicely. Mr. Santucci explained that Orange Theory has become a popular brand drawing traffic and attention to the center. They are a good use and a good tenant and have created interest from other businesses.

Mr. Huvad believes one point discussed at the Plan Commission hearing was the fact that there are other users in the center that have a logo separate from their sign. He does not believe that the Village's sign criteria addresses that issue. If the logo was added to the height of the lettering, the sign may be more than 36" for some of the other tenants. Mr. Niedelman believes that if the other logos were considered separate from the rest of the letters, the splat should be considered a logo and treated similarly.

After a considerable amount of discussion by the Board, the consensus was that they do not want to punish Orange Theory and would like to have them as a tenant. The Board would like to see an attractive, fully occupied center, but are frustrated with the lack of compliance and non-payment of fees due to the Village. They want this to work and are willing to open this up for First Reading, but want to tie it to some specific compliance from the landlord by the next Board meeting.

Trustee Jamerson moved to reconsider the previous vote. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: Baumann, Chamberlain (2)

Trustee Haber commented that the landlord needs to provide some tangible plan to address some of the existing deficiencies if they want to get a favorable vote on the Second Reading and adoption.

Trustee Haber moved for First Reading of the Ordinance amending the provisions of the Special Use previously granted in Ordinance 02-8-23. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: Baumann, Chamberlain (2)

Standing Committee Reports

Police/Building/Zoning – Trustee Jamerson will present the building report at the next Board of Trustees meeting. He reported that the construction fence has been installed and demolition will start shortly.

Woodlands/Finance – Trustee Chamberlain discussed the update to the cost share program.

Adjournment

Board of Trustees Meeting

July 5, 2016

Page 6 of 7

There being no further business or discussion, Trustee O'Donnell moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:47 pm.

The next regular meeting of the Board of Trustees is scheduled for July 19, 2016 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: 6/21/16 12:00 AM
 To Date: 7/05/16 11:59 PM

Incident Type	Number of Incidents
0486 Domestic Battery	2
0810 Theft Over \$500	3
2410 DUI	1
3001 Fireworks Complaint	1
7001 Assist Other Agency	6
7004 Check/Secure Park	1
7021 Ambulance Call	8
7024 Fire Call	2
7033 Fire Alarm	3
7041 Premise Exam	11
7042 Child Seat Install/Inspect	2
7045 Well Being Check	4
7051 Vehicle Lock Out	3
7062 Noise Complaints	3
7063 Solicitor Complaints	1
7079 Other Complaints	6
7082 Burglar Alarm	7
7121 Suspicious Auto	2
7134 Failure to Pay	1
7148 Insurance Report	1
7198 Identity Theft	2
7199 Other Investigation	1
7245 Animal Problem	6
7250 Roadway Debris	2
7503 Motorist Assist	7
7521 Traffic Complaint	2
7522 Parking Complaint	1
7539 Traffic Investigation	1
7571 Traffic Accident PI	1
7572 Traffic Accident PD	9
7573 Traffic Accident PP	1
7700 Suspicious Mail or Items	1
7911 911 Hang Up	1
Total:	103
Crime Prevention Notices	9
Case Reports	8
Traffic Stops	85
Persons Issued Citations	19
Citations Issued	25

6 houses are currently on the House Watch list and are checked regularly.

Village of Riverwoods
Board of Trustees Meeting
June 21, 2016
APPROVED

In Attendance:

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

Absent was:

Michael Haber

Also Present:

Patrick Glenn, Village Engineer (arrived 7:50 pm)
Bruce Huvad, Village Attorney

Call to Order: 7:32 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the June 7, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Baumann abstaining.

Treasurer's Report

Trustee Ford has not received a report from the Village's consultant.

Director of Community Service Report

Trustee Chamberlain questioned whether the owners of 2280 Riverwoods Road have completed the final grading. Mr. Durning explained that they have not completed the grading or the landscaping. Trustee Jamerson noted that the Village should be charging the owners a monthly fee as per Village Code. Trustee Chamberlain reported there are branches hanging over the bike path along the Orphans of the Storm property.

Police Report

Chief Dayno provided the Board with the Police Department activity since the June 7, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes. Chief Dayno noted officers went to Harwood Heights and served an arrest warrant on a subject charging him for a residential burglary on Duffy Lane. The subject is in County jail on a

\$150,000 bond. On June 14, 2016, the department arrested a suspect for theft of an aluminum ladder from a home on Kingswood. The department had obtained a video from a neighbor which helped them make the arrest. The department sold the 2008 Dodge Durango. After the 5% commission, the Village received \$5,733.00 which included the sale of a Ford back seat.

Village Attorney Report

Mr. Huvard reported that the Village is receiving renewed interest in Lot 1 on Deerfield and Milwaukee now that Woodman's has been approved by Buffalo Grove which should bring about road improvements on that corner.

The Village has been working with Sprint for renewal of the lease on the Ravinia Green water tower. Mr. Huvard was told by Sprint that they will be removing the equipment from the site and will let the lease expire at the end of July. Mr. Huvard received a call from a cellular tower company who is interested in making a proposal. They want to manage the site, guarantee a certain amount of income and share a percentage of new rentals. Mr. Huvard sent them information and is waiting to hear back from them.

Mr. Huvard indicated that the personnel committee has been meeting regarding the employee handbook. He believes it will take several months before the committee is ready to present the handbook to the Board.

The owner of the 37 acre landfill parcel contacted the Village regarding filling in the portion that is within the Village. The Village's permit system requires that work be completed within a specified time frame while the County does not have time limitations. The owner asked if the Village would issue them a permit. Mr. Huvard explained that if they met all of the permit criteria, the permit would be issued. Mr. Niedelman inquired as to who would inspect the site. Mayor Norris replied that the Village, or the Village's appointee, would inspect the site. He added that the County will inspect their portion. Trustee O'Donnell questioned whether the Village has the right to test the soil. Mayor Norris replied that the IEPA requires clean soil certifications and that the Village requested that they be included in the paperwork requested by the Village. Mr. Huvard stated that, in drafting up the agreement, the Village is trying to build in guarantees and assurances to ensure performance.

Mr. Huvard indicated that the Village has asked the Comptroller for an extension on the filing of the annual report. He is working with Kelly to try and finalize this and a few other reports that need to be filed soon.

Informational Items & Comments from the President

- Deerfield/Abbott

Mayor Norris noted that Deerfield has approved the de-annexation. Mr. Huvard indicated that their Village attorney will send Riverwoods a tax sharing agreement when he gets back to town.

- Time Capsule

Mayor Norris asked the Board if they would like to create a time capsule for the new building. The Board would have to determine what to put inside the capsule. The construction consultants will need to know the size of the capsule if the Board decides to create one.

- July 4th Parade

The Village will participate in the Fourth of July parade. The float theme will be 'Building a New Home in the Woods'. There will be a lot of truck space for all who want to participate.

- No Solicitation Sign Enforcement

Mayor Norris reported that a Homeowner's Association asked if the Village could enforce a 'no solicitation' for the entire subdivision. Mayor Norris stated that the case law only allows that for a gated community. Chief Dayno stated that solicitors need to have a license and are provided with a Riverwoods photo ID that has an expiration date on it. Unlicensed solicitors will be ticketed if reported to the Police. The Trustees suggested that the Village print up some "No Solicitors Invited" decals that residents could put on their properties. Chief Dayno will write an article for the Village Voice informing residents of the solicitation laws as well as the fact that decals will soon be available at the Village Hall.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

Approval of Bills

Trustee Chamberlain moved to approve the bills. Trustee Jamerson seconded the motion. Trustee Jamerson and Trustee O'Donnell questioned some bills. The bills with questions will be investigated further. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Chudy Subdivision

Mr. Glenn spoke with Lincolnshire's planner to ensure that they were on board regarding this issue and found out that it had not yet been brought before her Board. Mr. Glenn asked if the Board would be amenable to de-annex the existing non-conforming residences. Mayor Norris would not recommend this action as it would still be a non-conforming, encroaching use. Trustee Jamerson does not believe there would be any benefit to the Village if the two lots disconnected from the Village.

- Approval of Insurance Services Consulting Agreement with Mesirow Insurance Services, Inc.

Mr. Huvad and Mayor Norris met with representatives from Mesirow regarding insurance services. They have been helping and advising the Village with the insurance for the Village

Hall project at no cost to the Village. Their menu of services to the public sector are provided generally at no additional cost when they place insurance with outside carriers from whom they would receive a commission. The agreement Mr. Huvard drew up provides for compensation to Mesirow if they decide that the Village would best be served by staying in the IRML pool which would mean that Mesirow would not be paid a commission.

Trustee O'Donnell moved to engage insurance consulting services with Mesirow Insurance Services, Inc. pursuant to the agreement. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Approval of an Ordinance amending the provisions of the Special Use previously granted in Ordinance 02-8-23 Shoppes of Riverwoods Sign Criteria

Mr. Huvard stated that the Plan Commission report explains the sign criteria at Shoppes of Riverwoods are located within the Special Use Ordinance for the Shoppes. The criteria has a minimum and maximum height for letters, which has not always been followed. The intent was to have an appropriate scale for the area where the sign would be posted. The owner of Shoppes has a prospective tenant, Orange Theory Fitness, whose sign does not meet the existing criteria. The elements of the letter "O" incorporate their logo and 'splat' out to create a larger letter. Mr. Huvard explained that the tenant stated that making the "O" the same size as the other letters would make the logo too small and not consistent with their branding.

Mr. Huvard noted that the proposed tenant requested that the logo be considered separately from the rest of the letters in the proposed sign. Using this criteria, the sign would not exceed the maximum size. Commissioner Graditor explained many of the signs in the center have logos that are larger than the rest of the sign.

Trustee Chamberlain believes the already unattractive center would be more so if this variation were to be granted. The Trustees questioned whether the petitioner's argument provides enough reason to provide the variance based on the inconsistency in the size of Orange Theory's logo both on their website and in nearby Bannockburn. The Trustees discussed the number of variations requested by the owner of this center. The Village has had numerous issues with the owners of this Center including non-payment of fees. The consensus of the Board was that even though they would like to see Orange Theory as a tenant, it does not believe the owners of Shoppes are living up to their obligations and have done nothing to improve the appearance and viability of the center.

Trustee Chamberlain moved that the Board not concur with the Plan Commission recommendation and suggests that the Shoppes of Riverwoods ownership come up with a plan to make the signage for the entire center more attractive or live with the Sign Ordinance as it exists. Trustee Ford seconded the motion. Motion passed unanimously on a voice vote.

- Curran Contracting Company Pay Request #4 and Final

Mr. Glenn explained this construction was contracted and started in 2014 and was completed in the summer of 2015. The Village has been waiting for a final bill including retainage.

Trustee Chamberlain moved to approve the final pay request from Curran Construction. Trustee Baumann seconded the motion. The motion passed unanimously on a voice vote

Old Business

- Ordinance 16-06-11 establishing the General Prevailing Rate of Wages in the Village – Second Reading.

Mr. Huvad explained that the Ordinance was revised to use the most current general prevailing rate of wages which were published in July 2015.

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

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

NAYS: Jamerson (1)

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Baumann seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:30 pm.

The next regular meeting of the Board of Trustees is scheduled for July 5, 2016 at 7:30 PM at Wolters Kluwer.

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

Attachments:
Police Report



Riverwoods Police Incident Analysis Report



Summary by Incident Type

From Date: 6/07/16 12:00 AM

To Date: 6/20/16 11:59 PM

Incident Type	Number of Incidents
2410 DUI	3
7021 Ambulance Call	11
7024 Fire Call	1
7033 Fire Alarm	3
7034 Trouble Fire Alarm	1
7039 Fingerprinting	1
7040 Public Service	4
7041 Premise Exam	26
7045 Well Being Check	3
7051 Vehicle Lock Out	2
7062 Noise Complaints	3
7063 Solicitor Complaints	6
7078 Construction Complaint	1
7079 Other Complaints	6
7082 Burglar Alarm	15
7083 Hold Up Alarm	2
7121 Suspicious Auto	5
7123 Suspicious Person	4
7130 Domestic Trouble	1
7156 Found Property	1
7178 Missing Person	1
7199 Other Investigation	2
7245 Animal Problem	5
7246 Found Animal	1
7250 Roadway Debris	1
7503 Motorist Assist	2
7521 Traffic Complaint	7
7522 Parking Complaint	3
7572 Traffic Accident PD	7
7573 Traffic Accident PP	1
Total:	129
Crime Prevention Notices	26
Case Reports	13
Traffic Stops	97
Persons Issued Citations	41
Citations Issued	60

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

Village of Riverwoods
Board of Trustees Meeting
June 7, 2016
APPROVED

In Attendance:

John Norris, Mayor
Cheryl Chamberlain (arrived at 7:36 pm)
Kristine Ford
Michael Haber
Rick Jamerson
Kevin O'Donnell

Absent was:

Michael Baumann

Also Present:

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 May 10, 2016 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote with Trustee O'Donnell abstaining.

Director of Community Service Report

Mr. Durning reported that the Village has received \$140,000 in permit fees from The Lock Up. The Village issued a stop work order for the property at 2825 Arrowwood due to the project exceeding the permitted length of time for completion. The owner has a week to come up with a plan completion schedule and present it to the Plan Commission.

Orange Theory Fitness put up a tent and fluttering banners without permission. Mr. Durning requested they be removed.

Mr. Huvad spoke with the owner of the home with the log fence. Trustee Jamerson noted there are two issues; the first is the removal of trees without a permit and the second is the illegal log fence. Mr. Huvad will sit down with the property owner to see if they can come to a resolution.

Mr. Durning sent out letters regarding annual septic testing. He noted that the July 1st deadline is quickly approaching.

Plan Commission Report

The Plan Commission met to discuss the sign criteria in the Shoppes of Riverwoods. Orange Theory Fitness is requesting a larger sign in order to accommodate the first letter of their sign which incorporates their logo. The Plan Commission voted unanimously to recommend the sign criteria to be amended. Mr. Huvard explained that the wording of the sign criteria would not allow larger signs unless it is part of the logo. He added that the Plan Commission would like the Board to look at the sign criteria and work on uniform enforcement.

Treasurer's Report

Trustee Ford indicated that the new cash report will be done by the financial advisor in the future. She hopes the Board will receive a first draft at the next Board of Trustees meeting. Mayor Norris suggested that the Board meet on a Saturday morning to go over fund accounting and to discuss the new report format. The Trustees are looking at meeting August 6 or August 13 at 9:00 am.

Engineer's Report

Mr. Glenn explained that the Portwine Road paving is moving forward. Weather permitting, the project should be complete in about two weeks. Trustee Jamerson expressed concern about vehicles not pulling up to the stop line on Portwine and Lake Cook to activate the traffic sensor. He suggested the addition of a 'stop at line' sign once the construction is completed.

Mr. Glenn noted that the inspection of the Ravinia Green water tower last year resulted in a recommendation that the exterior be painted. The consultant noted that summer is an opportune time to paint an empty water tower. Mr. Glenn will hold a bid opening next Thursday. Trustee Haber inquired as to whether the Village was required to maintain the water tower. Mr. Huvard replied that neither the Village nor the tenants were required to maintain the water tower. However, he stated that he was going to send a letter to the three tenants asking them to each pay a third if they would like to continue to use the tower which needs to be painted in order to remain safe.

Police Report

Chief Dayno provided the Board with the Police Department activity since the May 10, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted the department held alcohol compliance checks. The establishments did not sell to the underage agent. He noted there was a ruse burglary attempt in the Village. The resident had heard about this type of burglary and called the police. Chief Dayno indicated that the department received an arrest warrant for the suspect in the ruse burglary on Duffy Lane. He

reported there were four incidents in the Village that involved people who threatened to kill themselves. All four were resolved without incident.

Informational Items & Comments from the President

- Future Meetings at Wolters Kluwer

Mayor Norris explained that future meetings may be held in the cafeteria rather than the guest house at Wolters Kluwer due to lack of the parking at the guest house.

- 780 Saunders Road

Mayor Norris noted that the Deerfield Board of Trustees met last night to discuss possible de-annexation of the property at 780 Saunders Road contingent on a revenue sharing plan. The Mayor stated he would be amenable to that for a limited amount of time so that the Abbotts can move forward. He explained that the Village can act as soon as the property is de-annexed from Deerfield. Mr. Huvard would not recommend that Mr. Abbott start construction prior to the de-annexation.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Ordinance on Employment Standards and Employee Handbook – First Reading

Mayor Norris noted that Trustee Baumann requested that this item not be acted on until the next meeting. Trustee Chamberlain explained that there are some issues that need to be updated or corrected. Mayor Norris suggested addressing the issues at a personnel committee meeting.

- Resolution R-16-06-02 approving the First Amendment for Riverwoods Estates Plat of Subdivision (abrogating plat in part and amending restrictions)

Mr. Glenn explained that this activity is so that the property owner of 720 Ringland can build a swimming pool. The addition of the pool would exceed their allocation of the amount of impervious surface. The two homeowners have come up with an agreement to reallocate the allowable impervious surface for the three lots in the subdivision. Mr. Glenn added that the pool location is in the storm water management easement for compensatory flood plain storage so the Village needs to abrogate a portion of the easement.

Trustee Chamberlain expressed concern over limiting what the other two homeowners can build going forward. She believes that the salability of those lots may be impacted. Mr. Glenn noted that the amount of new impervious surface for the lot with the least amount will be an additional 6,700 square feet.

Trustee Jamerson moved to approve the Resolution approving the First Amendment for the Riverwoods Estates Plat of Subdivision abrogating the plat in part and amending restrictions. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

The Trustees questioned how the homeowner was able to get a permit when he did not meet the impervious surface requirement. Trustee Jamerson also expressed concern about the lack of consistency in enforcing Village Ordinances. After further discussion, the Board agreed that the Village needs to digitize records and create a database to provide the Village with a better alert system and a tool for consistently enforcing existing Ordinances.

- Ordinance establishing the General Prevailing Rate of Wages in the Village

Mayor Norris reported that the State has not provided the general prevailing rate of wages. Mr. Huvard requested that the Board consider a First Reading of the Ordinance. Trustee Haber suggested adopting an Ordinance stating that the Village will pay the prevailing wage as published by the State of Illinois. Mr. Huvard would rather adopt the July 2015 wages for now. He will come up with the necessary language for the Ordinance which needs to be approved at the next meeting.

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

Old Business

There was no Old Business.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell explained that some residents voiced their concern about the condition of the road on Maple Place. As background, Mr. Glenn noted that the Village had annexed Rose and Maple. He explained that when they work on the sidewalk patching on Deerfield and Riverwoods Roads, they will handle the worst of the potholes. They will also be included as part of the next road program.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for the month of May 2016. A copy of the report is attached at the end of the minutes.

Trustee Jamerson noted that he, Mayor Norris and Trustee Chamberlain met to discuss electric aggregation. ComEd lowered their rates for the summer making their rate lower than the rate contracted with the Village's aggregator. A letter just went out to all Village residents telling them about the rates. Residents have the option to go back to ComEd, with the understanding they have to stay with ComEd for six months.

Trustee Jamerson will begin providing building construction updates for the new Village Hall monthly. Contracts have been sent out to 16 of the 21 bidders. The Village is a little behind because of an asbestos issue in the old board room. The issue has been resolved.

Mr. Huvad explained that the staff is working with Mesirow Financial to review the Village's insurance. Mesirow suggested that they be paid a monthly flat rate until they place our next insurance package at which point they will get paid from the premium for the package. Mr. Huvad suggested, and they agreed, to a fee of \$1,000 per month. Mr. Huvad will bring the formal agreement to the Board at the next meeting.

NSSRA/Treasurer Liaison – Trustee Ford reported she attended NSSRA finance meeting today. They are running a surplus. Trustee Ford forwarded the construction budget drawdowns to the financial advisor. They will setup a conference call with the Village Treasurer to go over the financing.

Woodlands/Finance – Trustee Chamberlain sent out an update on the cost share program. There were 11 residents that had Village Ecologist consults in May. By the end of the summer, Conserve Lake County will have had 90 visits with residents. Trustee Chamberlain is getting good feedback on the program.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:46 pm.

The next regular meeting of the Board of Trustees is scheduled for June 21, 2016 at 7:30 PM.

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

Attachments:
Police Report
May Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 5/17/16 12:00 AM
To Date: 6/6/16 11:59 PM

Incident Type	Number of Incidents
0820 Theft Under \$500	1
1811 Poss. Cannabis <30 grams	1
7001 Assist Other Agency	26
7021 Ambulance Call	7
7024 Fire Call	4
7033 Fire Alarm	7
7039 Fingerprinting	1
7040 Public Service	4
7041 Premise Exam	15
7042 Child Seat Install/Inspect	1
7045 Well Being Check	5
7051 Vehicle Lock Out	6
7062 Noise Complaints	4
7078 Construction Complaint	1
7079 Other Complaints	9
7082 Burglar Alarm	18
7083 Hold Up Alarm	1
7121 Suspicious Auto	6
7123 Suspicious Person	2
7130 Domestic Trouble	1
7156 Found Property	1
7199 Other Investigation	2
7221 Attempt Suicide	1
7245 Animal Problem	5
7250 Roadway Debris	1
7500 Village Ordinance Violation	2
7503 Motorist Assist	7
7521 Traffic Complaint	6
7571 Traffic Accident PI	4
7572 Traffic Accident PD	8
Total:	157
Crime Prevention Notices	30
Case Reports	14
Traffic Stops	107
Persons Issued Citations	36
Citations Issued	50

4 houses are currently on the House Watch list and are checked regularly.

6/7/2016 2:14pm

Village of Riverwoods
Building Permits Issued
 For Date From 5/1/2016 To 5/31/2016

Page 1

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
5/17/2016	10140	1005 Blackhawk Ln	Residential	Inground Pool	\$60,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
5/27/2016	10182	7 Kingswood Ct	Residential	7 Kingswood Court	\$6,300.00	\$125.00	\$0.00	\$0.00	\$0.00	\$100.00	\$225.00
5/23/2016	10175	1175 Studio Ln	Residential	Siding	\$95,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
5/16/2016	10177	2341 Legends Ct	Residential	Patio	\$13,400.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
5/2/2016	10184	2755 Edgewood Ln	Residential	Foundation Repair	\$23,250.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/17/2016	10186	2635 Hazelnut Ln	Residential	Gas Line Relocation	\$7,900.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
5/10/2016	10188	762 Links Ct	Residential	Interior Renovation	\$30,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
5/2/2016	10189	1000 Hiawatha Ln	Residential	Hot Tub Demolition	\$2,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/2/2016	10192	885 Hoffman Ln	Residential	Reroof	\$46,970.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/6/2016	10193	2925 Arrowwood Trl	Residential	Fence	\$6,000.00	\$109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$109.00
5/3/2016	10194	610 Juneberry Rd	Residential	Driveway	\$20,000.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
5/3/2016	10195	1730 Robinwood Ln	Residential	Culvert	\$4,650.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/25/2016	10196		Commercial	Orange Theory Fitness	\$220,000.00	\$4,672.00	\$0.00	\$0.00	\$0.00	\$650.00	\$5,322.00
5/17/2016	10199	2550 Palmer Ct	Residential	Patio & Stoop	\$36,900.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
5/10/2016	10200	2360 Duffy Ln	Residential	Re Roof	\$12,850.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/20/2016	10201		Commercial	Sign-Temporary	\$1,000.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
5/13/2016	10202	2417 Pebble Beach Ln	Residential	Reroof	\$5,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/17/2016	10203	1765 Robinwood Ln	Residential	Deck Replacement	\$16,446.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/17/2016	10204	2700 Gemini Ln	Residential	Addition	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
5/17/2016	10205	1351 Kenilwood Ln	Residential	Reroof	\$8,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/19/2016	10207	4 Timberwood Ln	Residential	Reroof	\$42,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/20/2016	10208	1321 Woodland Ln	Residential	Reroof	\$9,400.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/20/2016	10209	2349 Riverwoods Rd	Residential	Roofing	\$8,990.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/20/2016	10210	3035 Blackthorn Rd	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
5/23/2016	10211	3 Robinwood Ct	Residential	Reroof	\$40,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/19/2016	10212	4 Timberwood Ln	Residential	Reroof	\$49,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/26/2016	10215	1633 Saunders Rd	Residential	Reroof	\$12,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
5/26/2016	10216	1919 Thornwood Ln	Residential	Driveway	\$6,875.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
5/26/2016	10217	2841 Orange Brace Rd	Residential	Fence	\$3,400.00	\$117.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117.00
5/25/2016	10218	300 Portwine Rd	Commercial	Village Hall	\$5,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Permits: 30					\$5,787,331.00	\$9,528.00	\$0.00	\$0.00	\$0.00	\$750.00	\$10,278.00

Permit Totals and Annual Comparisons

	2015 Year to date	2016 Year to Date
Permits	56	73
Construction Value	\$2,097,451.00	\$11,982,628.00
Fees	\$21,665.00	\$34,814.82
May Inspections		26
Stop Work Orders/Code Compliance		1

Village of Riverwoods
Board of Trustees Meeting
May 17, 2016
APPROVED

In Attendance:

John Norris, Mayor
Michael Baumann
Cheryl Chamberlain (arrived 8:02 pm)
Kristine Ford
Michael Haber
Rick Jamerson

Absent was:

Kevin O'Donnell

Also Present:

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 May 3, 2016 Board of Trustees meeting. Trustee Baumann seconded the motion. The motion passed unanimously on a voice vote with a minor correction and Trustee Haber abstaining.

Treasurer's Report

Trustee Ford distributed the statement of revenues and expenses. The report is attached to the end of the minutes. Trustee Ford stated that Kelly Zabinski made the recommendation to add the TIF to the report. Mayor Norris added that Ms. Zabinski will be taking over most of the financial reporting partially due to the fact that the auditors have always commented on the lack of control issues in our accounting system. Ms. Zabinski will reconcile the bank and investment accounts and then generate the reports. If Ms. Zabinski handles the report, it would eliminate the need for the outside accountant's monthly visits.

He noted that the quarterly report he provided to the Board shows that expenses came within \$75 dollars of the total budgeted and the revenues are well ahead of budget.

Engineer's Report

Mr. Glenn reported that JULIE flags have sprouted along Portwine Road. The actual milling and resurfacing will probably be done after the holiday. He will ensure that signs are posted a few days before the roadwork starts. Trustee Jamerson asked if the JULIE flags will be removed after the project is done. Mr. Glenn responded that he would make sure that that will be done.

Director of Community Service Report

Mr. Durning reported he held a pre-construction hearing with The Lock-Up and are getting close to a permit. The holdup is Lake County's permit for access to the property. Trustee Haber inquired as to the status of the illegal fence along Deerfield Road. Mr. Durning responded that they gave the owner five weeks to remove it.

Plan Commission Report

The Plan Commission will meet on June 2, 2016 to consider an amendment to the sign criteria that was approved as part of the Special Use at Shoppes of Riverwoods. The branded sign of the new tenant exceeds the permitted allowable size.

Police Report

Chief Dayno provided the Board with the Police Department activity since the May 3, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Village Attorneys Report

Mr. Huvad noted that he had prepared two Ordinances in anticipation of the approval of the limited restaurant and coffee shop on the two properties owned by the Abbotts. The Plan Commission's recommendation was based on the assumption that both of the properties would be developed in tandem necessitated by the traffic circulation plan for the site. They also assumed the property at 780 Saunders would be annexed into the Village of Riverwoods. Mr. Huvad prepared the approvals, which would not take effect until the Village of Deerfield makes its approvals. Unfortunately, the approvals already made by the Village of Deerfield in 2013 have expired and there might be an issue with the de-annexation.

Mr. Huvad does not know what will happen with Deerfield and suggested continuing the discussion. Mayor Norris and Mr. Huvad will meet with Deerfield's Mayor, their attorney and the Village Planner to try to work this out.

Informational Items & Comments from the President

- Move to 320 Portwine Road

Mayor Norris noted that, pending the vote this evening, staff will move to the building next door tomorrow. He hopes to be open for business sometime on Friday.

- Anderson Environmental Consulting, Inc. proposal to implement the Illinois EPA-approved sampling plan NFR letter from the IEPA for the site located at 1055 Milwaukee Avenue

Mayor Norris explained that Anderson Environmental Consulting has provided a proposal to implement the IEPA-approved sampling plan. The escrow from Terraco is \$30,000 and the proposal is \$25,000. The Village needs to get approval from Terraco, as they are paying for the sampling. Terraco will get a second bid for the work.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

Approval of Bills

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

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

NAYS: None (0)

New Business

- Approval of contracting authority for bids on the Village hall project

Trustee Jamerson briefly went over the updated project budget and the contractor information which was included in the packet. He explained that W.B. Olson was not comfortable with the lowest bid on the mill work which was \$150,000 lower than the next bidder. W.B. Olson will meet with the contractor, but for now, Trustee Jamerson indicated they used the numbers from the second lowest bidder in the budget. He noted that the bids are about \$100,000 lower than the budget discussed at the public meeting. The project total is \$4,860,666. There are two contingencies included as well as \$50,000 for owner's scope changes.

Trustee Ford moved to approve the budget of \$4,860,666 for the Village Hall project, acceptance of Trade Bids, and granting authority to the Mayor to direct WB Olson to enter into contracts on behalf of the Village, subject to receiving final recommendation of W.B. Olson and approval of the Village attorney. Trustee Jamerson seconded the motion.

Trustee Haber wanted to go on record to state that he believes that the project is a lot more expensive than he contemplated. He is pleased that the Village is looking at a new Village Hall building rather than retrofitting. Based on the meetings held with the residents, he is convinced this is the will of the Community which wants a first-class, beautiful Village Hall. However, Trustee Haber is concerned that the Board has not tied this to a resolution of the sale of the property on the east side of Portwine Road. Mayor Norris stated that he spoke with a realtor last week who feels that the saleable portion of the properties is about \$250,000 per lot. He will provide a more comprehensive report at the June 21, 2016 Board of Trustees meeting. Trustee Baumann believes the Village should consider selling the property across the street.

Trustee Chamberlain stated that she had discussed some concerns about the design of the building with the building committee. However, she clearly believes that we need a new Village Hall and that a delay at this point, will cost the Village more money. She believes that the residents appear to be comfortable with the expense and is willing to go ahead with the project. Trustee Jamerson believes that although it is a lot of money, the Village is getting the best value at this point. Mayor Norris thanked Trustee Jamerson and the entire Board for their input.

The motion passed by the following vote:

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

NAYS: None (0)

- Proposed Chudy Subdivision – discussion

Mayor Norris noted that this property is on Duffy Lane. Part of it is in Riverwoods and part of it is in Lincolnshire. The Lincolnshire property would be de-annexed from Lincolnshire and annexed by Riverwoods. Mr. Glenn stated that due to several unique characteristics, he is requesting some direction from the Board before he gives comments that are going to put the owner through a lot of effort and expense if it's something conceptually unacceptable to the Board. There are two properties owned by Mr. Chudy in Riverwoods and a 2-acre lot in Lincolnshire. Mr. Glenn noted there are two main considerations. He questioned if the Board thinks it is in the best interest of the Village to do a land swap to create more buildable lots in the area. The proposal for the combined properties is for five conforming R-1 lots. However, in the discussions he's had, the existing house in Lincolnshire would remain as an existing, non-conforming house which is unprecedented in Riverwoods. Mayor Norris questioned what, if any, would be the benefit to Riverwoods. Mr. Glenn explained that there would be an improved drainage situation for the Lincolnshire residents. Mayor Norris noted that the Village would receive approximately \$2,500 in property tax per year which is not substantial. After some discussion, the Board agreed that it had an issue with the non-conforming house.

- Approval of Cleaning Contracts for 320 Portwine and Police Station

Because of the move to the house next door, the Village had to look at a new cleaning contract. Mayor Norris noted that they received the lowest price from Jani-King. It will save the Village about \$1,100 per month. Mayor Norris received good references. Trustee Haber moved to approve the cleaning contract. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- States Attorney Office forensic laboratory membership program

Chief Dayno noted that, in 2001, the Lake County State's Attorney Office created a cyber division to assist with computer and cellphone analysis. The funding for the unit has dried up, but the State's Attorney and the police chiefs want to keep it going by having each of the Villages pay a fee. Chief Dayno explained that they have used them quite often in the past which

has helped them with some cases. The cost will be \$1,500 per year. Trustee Haber moved to enter into an agreement to continue with the State's Attorney Office Forensic Laboratory Membership. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Donation request: Lincolnshire Explorers

Mayor Norris noted that the Lincolnshire Explorer Post does a lot to help the Village with various activities. Chief Dayno noted that, in addition to providing assistance to the Village, they also provide an opportunity for youths interested in law enforcement. Sergeant Jamie Watson and Explorer Chief Ben Panitch made a brief presentation. Trustee Haber moved to approve the donation. Trustee Jamerson seconded the motion.

The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- An Ordinance Amending The Text Of The Riverwoods Zoning Ordinance Concerning The B-1 Neighborhood Business District
- An Ordinance Annexing The Property Known As 780 Saunders Road To The Village Of Riverwoods And Classifying Such Property To The B-1 Neighborhood Business District
- An Ordinance Authorizing A Small Parcel Special Use For A Limited Restaurant On The Property Known As 780 Saunders Road In The Village Of Riverwoods
- An Ordinance Authorizing A Small Parcel Special Use For A Prepared Food Shop On The Property Known As 2175 Deerfield Road In The Village Of Riverwoods

Mayor Norris noted these items will be continued to a future meeting.

- Ordinance 16-05-10 Establishing a General Purchasing Policy in the Village of Riverwoods

Mayor Norris noted this is not adopting the policy, but rather, restating the current law with the exception of delegation of authority. Trustee Jamerson moved for Second Reading and Adoption of an Ordinance establishing a general purchasing policy in the Village of Riverwoods. Trustee Haber seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Board of Trustees Meeting

May 17, 2016

Page 6 of 8

Adjournment

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

The next regular meeting of the Board of Trustees is scheduled for June 7, 2016 at 7:30 PM at Wolters Kluwer.

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

Attachments:
Police Report
Report on Revenues and Expenses



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 5/03/16 12:00 AM
 To Date: 5/16/16 11:59 PM

Incident Type	Number of Incidents
1120 Forgery	1
1150 Credit Card Fraud	1
7001 Assist Other Agency	5
7013 CSA	1
7021 Ambulance Call	5
7024 Fire Call	1
7033 Fire Alarm	2
7040 Public Service	1
7041 Premise Exam	11
7051 Vehicle Lock Out	1
7062 Noise Complaints	1
7063 Solicitor Complaints	1
7079 Other Complaints	7
7082 Burglar Alarm	8
7121 Suspicious Auto	4
7123 Suspicious Person	2
7130 Domestic Trouble	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	3
7503 Motorist Assist	4
7521 Traffic Complaint	1
7522 Parking Complaint	1
7539 Traffic Investigation	2
7572 Traffic Accident PD	9
7573 Traffic Accident PP	1
7911 911 Hang Up	4
Total:	80
Crime Prevention Notices	15
Case Reports	6
Traffic Stops	75
Persons Issued Citations	30
Citations Issued	44

4 houses are currently on the House Watch list and are checked regularly.

Board of Trustees Meeting
 May 17, 2016
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Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2016

Revenues	1Q16	1Q15	16 Apr	15 Apr	QTD 2016	QTD 2015	YTD 2016	YTD 2015	2016 Budget	Remaining
General Fund	\$ 731,931.83	\$ 599,088.84	\$ 179,890.00	\$ 195,345.51	\$ 179,890.00	\$ 195,345.51	\$ 911,821.83	\$ 794,434.35	\$ 2,489,325.00	63%
Police Dept	\$ 51,049.37	\$ 367,921.23	\$ 24,526.00	\$ 129,626.63	\$ 24,526.00	\$ 129,626.63	\$ 75,575.37	\$ 497,547.86	\$ 740,675.00	90%
Temp Cap Proj Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating	\$ 782,981.20	\$ 967,010.07	\$ 204,416.00	\$ 324,972.14	\$ 204,416.00	\$ 324,972.14	\$ 987,397.20	\$ 1,291,982.21	\$ 3,230,000.00	69%
MFT Fund	\$ 24,374.28	\$ 26,890.22	\$ 6,950.00	\$ 3,378.00	\$ 6,950.00	\$ 3,378.00	\$ 31,324.28	\$ 30,268.22	\$ 120,000.00	74%
Water Fund	\$ 144,502.68	\$ 144,291.35	\$ 20,554.00	\$ 27,878.05	\$ 20,554.00	\$ 27,878.05	\$ 165,066.68	\$ 172,169.40	\$ 823,000.00	80%
Sewer Fund	\$ 98,805.63	\$ 55,087.67	\$ 27,110.00	\$ 22,351.37	\$ 27,110.00	\$ 22,351.37	\$ 125,915.63	\$ 77,439.04	\$ 344,100.00	63%
Total Non-Operating	\$ 267,682.59	\$ 226,269.24	\$ 54,614.00	\$ 53,607.42	\$ 54,614.00	\$ 53,607.42	\$ 322,296.59	\$ 279,876.66	\$ 1,287,100.00	
Total	\$ 1,050,663.79	\$ 1,193,279.31	\$ 259,030.00	\$ 378,579.56	\$ 259,030.00	\$ 378,579.56	\$ 1,309,693.79	\$ 1,571,858.87	\$ 4,517,100.00	71%
Expenses										
General Fund	\$ 442,777.38	\$ 618,219.78	\$ 213,977.00	\$ 207,175.98	\$ 213,977.00	\$ 207,175.98	\$ 656,754.38	\$ 825,395.76	\$ 1,321,209.88	50%
Police Dept	\$ 345,214.82	\$ 408,387.27	\$ 131,286.00	\$ 227,135.95	\$ 131,286.00	\$ 227,135.95	\$ 478,500.82	\$ 635,523.22	\$ 1,805,228.00	74%
Temp Cap Proj Fund	\$ 126,229.00	\$ -	\$ 88,971.00	\$ -	\$ 88,971.00	\$ -	\$ 215,200.00	\$ -	\$ -	\$ -
TIF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating	\$ 914,221.20	\$ 1,026,607.05	\$ 434,234.00	\$ 434,311.93	\$ 434,234.00	\$ 434,311.93	\$ 1,348,455.20	\$ 1,460,918.98	\$ 3,126,437.88	57%
MFT Fund	\$ -	\$ 140.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140.75	\$ 695,000.00	100%
Water Fund	\$ 141,258.62	\$ 130,722.73	\$ 36,881.00	\$ 37,150.82	\$ 36,881.00	\$ 37,150.82	\$ 178,139.62	\$ 167,873.55	\$ 772,000.00	77%
Sewer Fund	\$ 53,808.64	\$ 44,768.10	\$ 7,329.00	\$ 2,995.25	\$ 7,329.00	\$ 2,995.25	\$ 61,137.64	\$ 47,763.35	\$ 246,144.00	75%
Total Non-Operating	\$ 195,067.26	\$ 175,631.58	\$ 44,210.00	\$ 40,146.07	\$ 44,210.00	\$ 40,146.07	\$ 239,277.26	\$ 215,777.65	\$ 1,713,144.00	
Total	\$ 1,109,288.46	\$ 1,202,238.63	\$ 478,444.00	\$ 474,458.00	\$ 478,444.00	\$ 474,458.00	\$ 1,587,732.46	\$ 1,676,696.63	\$ 4,839,581.88	67%
Net	\$ (58,624.67)	\$ (8,959.32)	\$ (219,414.00)	\$ (95,878.44)	\$ (219,414.00)	\$ (95,878.44)	\$ (278,038.67)	\$ (104,837.76)	\$ (322,481.88)	14%
Net F General	\$ 289,154.45	\$ (19,130.94)	\$ (34,087.00)	\$ (11,830.47)	\$ (34,087.00)	\$ (11,830.47)	\$ 255,067.45	\$ (30,961.41)		
Police Dept	\$ (294,165.45)	\$ (40,466.04)	\$ (106,760.00)	\$ (97,509.32)	\$ (106,760.00)	\$ (97,509.32)	\$ (400,925.45)	\$ (137,975.36)		
Temp Cap Proj Fund	\$ (126,229.00)	\$ -	\$ (88,971.00)	\$ -	\$ (88,971.00)	\$ -	\$ (215,200.00)	\$ -		
TIF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
MFT Fund	\$ 24,374.28	\$ 26,749.47	\$ 6,950.00	\$ 3,378.00	\$ 6,950.00	\$ 3,378.00	\$ 31,324.28	\$ 30,127.47		
Water Fund	\$ 3,244.06	\$ 13,568.62	\$ (16,327.00)	\$ (9,272.77)	\$ (16,327.00)	\$ (9,272.77)	\$ (13,082.94)	\$ 4,296.85		
Sewer Fund	\$ 44,996.99	\$ 10,319.57	\$ 19,781.00	\$ 19,356.12	\$ 19,781.00	\$ 19,356.12	\$ 64,777.99	\$ 29,675.69		

Village of Riverwoods
Board of Trustees Meeting
May 3, 2016
APPROVED

In Attendance:

John Norris, Mayor
Michael Baumann
Cheryl Chamberlain (arrived at 7:52 pm)
Kristine Ford
Rick Jamerson
Kevin O'Donnell

Absent was:

Michael Haber

Also Present:

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 April 19, 2016 Board of Trustees meeting. Trustee Baumann seconded the motion. The motion passed unanimously on a voice vote.

Director of Community Service Report

Mr. Durning reported that the Village has received a number of complaints about drainage. They are handling the complaints as quickly as possible.

Plan Commission Report

The Plan Commission will not meet this month.

Treasurer's Report

Trustee Ford indicated this is too early in the month for a report.

Engineer's Report

Mr. Glenn will have the pre-construction meeting with Peter Baker this week regarding the upcoming road work.

Police Report

Chief Dayno provided the Board with the Police Department activity since the April 19, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was a residential burglary on Duffy Lane. Residents were electronically notified about this ruse burglary. There is an ongoing active investigation.

Informational Items & Comments from the President

- Retirement of Richard Small as Village Risk Manager

Mayor Norris received a letter of retirement from Richard Small. He was the Village Risk Manager for about 15 years and a former Village Trustee. He thanked Mr. Small for his service to the Village.

- Report on Insurance – Construction Endorsements

Mayor Norris explained that the Village is trying to shift risk away from the Village. There are numerous endorsements that offer various degrees of protection. The more protection afforded, the more expensive it will be. The Statute allows the Village President to use his judgement to accept whatever policies are offered if he believes that they afford sufficient coverage. He and Mr. Huvad have been working with Olson to ensure that the project is properly and sufficiently covered. They are also working with several companies regarding the Risk Management protection which will be presented to the Board in an upcoming meeting.

- Report on Village Hall Project

Trustee Jamerson reported that the documents are out for bid. There have been two addendums and a third addendum will go out later this week. The Village is still looking at a May 10, 2016 bid opening. Everything appears to be on track. They are awaiting a report required by the IEPA before they can proceed with the demolition. Mayor Norris noted that they met with staff today regarding the potential move, which is set for May 18, 2016, pending Board approval. Mayor Norris noted that some residents have expressed interest in parts of the existing Village Hall. The Trustees discussed the possibilities and will work with W.B. Olson to determine the feasibility.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Ordinance 16-05-09 amending the Village Code concerning Weight Limits on Portwine Road

Mr. Glenn explained that the Village regularly gets questioned regarding the weight limits on our roads. He needed to do core samples on Portwine for the work being done this year. He asked the Mayor for permission to do the core samples on all the Village roads to determine the proper limits for our roads for future use. All the Village maintained streets were cored and the pavement thicknesses varied but were generally similar other than South Portwine Road which has nearly a foot of asphalt over a foot of stone making it the heaviest pavement section in the Village. He suggested increasing the weight limit to 8 tons per axle for that section. The proposed weight limit would only affect the section of Portwine Road north of Lake Cook Road and south of Meredith Drive.

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

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

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

NAYS: None (0)

- Village Fallen Limb and Storm Damage Disposal Program

Mayor Norris explained that there have been a number of requests for the Village to provide a chipping and disposal service after storm damage. Trustee Chamberlain consulted with the Village Ecologist, who stated this would neither help nor hurt the environment. She would not be in favor of spending the money if it does not benefit the environment. Trustee Chamberlain noted that if the Board is in favor of the program, she would want to set parameters and frequency. After some discussion, the consensus of the Board was not to do anything this year.

- Ordinance amending the Text of the Riverwoods Zoning Ordinance concerning the B-1 Neighborhood Business District

Mayor Norris noted that the Village of Deerfield has not acted on this, so this and the related items below will be continued to the next Board of Trustees meeting.

- Ordinance annexing the property known as 780 Saunders Road to the Village of Riverwoods and classifying such property to the B-1 Neighborhood Business District
- Ordinance authorizing a Small Parcel Special Use for a limited restaurant on the property known as 780 Saunders Road in the Village of Riverwoods

- Ordinance authorizing a Small Parcel Special Use for a prepared food shop on the property known as 2175 Deerfield Road in the Village of Riverwoods

Old Business

- Ordinance establishing a General Purchasing Policy in the Village of Riverwoods

Mayor Norris recommended continuing this to the next Board of Trustees meeting.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O’Donnell stated that Orange Theory Fitness will be moving into the Shoppes of Riverwoods. Mayor Norris and Trustee O’Donnell met with SWALCO regarding recycling.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for the month of April 2016. A copy of the report is attached at the end of the minutes.

Woodlands/Finance – Trustee Chamberlain noted that Mayor Norris is working on the financial reports that were previously discussed. She noted that there were 20 ecologist’s consultations in April, which exceeded all of 2015. Of those, four applied for cost sharing programs. Trustee Jamerson added that Conserve Lake County is still performing free consultations which are available to interested residents.

Drainage/IT/Environment/Stormwater – Trustee Baumann noted that the Village now has the capability to stream information at Board meetings, to allow the audience to see information on a Trustee’s computer screen that is being discussed. He indicated that there is now a Village Hall Project website available to the public that can be accessed from the Village Facebook page. The website will be updated as the project moves forward. The Village’s intent is to keep residents informed.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:30 pm.

The next regular meeting of the Board of Trustees is scheduled for May 17, 2016 at 7:30 PM.

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

Attachments:

Police Report
 April Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type



From Date: 4/19/16 12:00 AM
 To Date: 5/02/16 11:59 PM

Incident Type	Number of Incidents
0625 Residential Burglary	1
0810 Theft Over \$500	2
1150 Credit Card Fraud	1
2410 DUI	1
2825 Harassment by Telephone	1
7001 Asslst Other Agency	7
7021 Ambulance Call	5
7024 Fire Call	1
7033 Fire Alarm	9
7040 Public Service	1
7041 Premise Exam	17
7042 Child Seat Install/Inspect	1
7045 Well Being Check	3
7051 Vehicle Lock Out	2
7062 Noise Complaints	1
7078 Construction Complaint	2
7079 Other Complaints	3
7082 Burglar Alarm	18
7083 Hold Up Alarm	2
7121 Suspicious Auto	2
7123 Suspicious Person	1
7130 Domestic Trouble	1
7198 Identity Theft	1
7199 Other Investigation	6
7245 Animal Problem	5
7250 Roadway Debris	2
7500 Village Ordinance Violation	2
7503 Motorist Asslst	4
7521 Traffic Complaint	6
7572 Traffic Accident PD	9
7573 Traffic Accident PP	3
7911 911 Hang Up	2
7912 Cellular 911 Call	1
Total:	123
Crime Prevention Notices	29
Case Reports	15
Traffic Stops	84
Persons Issued Citations	30
Citations Issued	40

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

Village of Riverwoods
Building Permits Issued
 For Date From 4/1/2016 To 4/30/2016

Date/Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
4/13/2016 10125	3079 Deerfield Rd	Residential	Interior Remodel	\$120,000.00	\$3,018.00	\$230.00	\$0.00	\$150.00	\$150.00	\$3,548.00
4/12/2016 10133	991 Milwaukee Ave	Commercial	Install 3 Pit Ladders	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
4/4/2016 10136	3725 Deerfield Rd	Commercial	Lock Up Riverwoods, L	\$4,000,000.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
4/12/2016 10144	3705 Deerfield Rd	Commercial	Pit Ladder	\$1,950.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
4/11/2016 10146	1330 Saunders Rd	Residential	Culvert	\$4,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$450.00	\$550.00
4/11/2016 10156	505 Juneberry Rd	Residential	Fence	\$2,500.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00
4/4/2016 10158	1075 Hiawatha Ln	Residential	Demolition	\$3,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
4/1/2016 10160	2341 Legends Ct	Residential	Windows	\$1,880.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/12/2016 10164	2334 Glen Eagles Ln	Residential	Misc. Electric	\$4,410.00	\$108.82	\$0.00	\$0.00	\$0.00	\$0.00	\$108.82
4/7/2016 10166	2841 Orange Brace Rd	Residential	Kitchen Remodel	\$25,000.00	\$225.00	\$0.00	\$0.00	\$0.00	\$75.00	\$300.00
4/11/2016 10167	1322 Knollwood Way	Residential	Fence	\$6,400.00	\$118.00	\$0.00	\$0.00	\$0.00	\$0.00	\$118.00
4/21/2016 10168	3065 Duffy Ln	Commercial	Driveway	\$6,500.00	\$125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00
4/27/2016 10169	2341 Legends Ct	Residential	Generator	\$5,100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/14/2016 10170	15 Cherrywood Ln	Residential	Detached Garage	\$16,500.00	\$536.00	\$0.00	\$0.00	\$0.00	\$0.00	\$536.00
4/12/2016 10171	840 Blackhawk Ln	Residential	Sanitary Sewer Repair	\$2,300.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/12/2016 10172	2885 Duffy Ln	Residential	Reroof	\$6,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/19/2016 10176	2640 Gemini Ln	Commercial	Interior Remodel	\$25,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
4/15/2016 10178	470 White Oak Ln	Residential	Reroof	\$16,758.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/22/2016 10179	2690 Edgewood Ct	Residential	Demolition	\$2,600.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
4/28/2016 10180	280 Saunders Rd	Commercial	Parking Lot Phase II	\$85,865.00	\$1,287.00	\$0.00	\$0.00	\$0.00	\$450.00	\$1,737.00
4/22/2016 10181	471 White Oak Ln	Residential	Driveway & Reroof	\$20,000.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
4/28/2016 10184	2755 Edgewood Ln	Residential	Foundation Repair	\$23,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4/29/2016 10185	2665 Crestwood Ln	Residential	Fence	\$13,900.00	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148.00
4/27/2016 10190	2341 Legends Ct	Residential	Generator	\$5,100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Total Permits:	24			\$4,398,513.00	\$8,947.82	\$230.00	\$0.00	\$150.00	\$1,125.00	\$10,462.82

Permit Totals and Annual Comparisons

	2015 Year to date	2016 Year to Date
Permits	37	43
Construction Value	\$1,075,403.00	\$6,209,547.00
Fees	\$10,759.00	\$25,161.82
April Inspections		26
Stop Work Orders/Code Compliance		4

Village of Riverwoods
Board of Trustees Meeting
April 19, 2016
APPROVED

In Attendance:

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

Also Present:

Bruce Dayno, Police Chief
Irene Gagerman, Village Clerk
Pat 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 29, 2015 Town Meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to approve the amended minutes from the April 5, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. There was a minor correction by Trustee Chamberlain. The motion passed unanimously on a voice vote.

Treasurer's Report

Trustee Ford sent the Statement of Revenues and Expenses by fund to the Trustees. A copy of the Statement is attached to the minutes. Trustee Ford indicated revenues are running short of the 2015 revenues for the same period. To date, the Village's expenses are \$200,000 higher than revenues. Mayor Norris indicated that there will be a large bump in revenues after the property taxes are received in June.

Director of Community Services

Mr. Durning reported that a letter will be sent out shortly to residents on septic reminding them that they need to get their septic system tested. The Village did an inspection at the property at 3 Wildflower. The owner added a second floor that was not on the original plan. The work was stopped. The architect submitted new drawings and the Village received \$5,400 more in permit fees and penalties. Mr. Durning issued a warning to the homeowners at 1 Timberwood for a

non-conforming stacked firewood 'fence'. The homeowner has five weeks to abate the violation.

Police Report

Chief Dayno provided the Board with the Police Department activity since the April 5, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Informational Items & Comments from the President

- Electronics Recycling

Mayor Norris noted that SWALCO has extended electronics recycling through the end of the year due to generous donations led by the Village of Grayslake.

- Administrative Hearings

Mayor Norris stated that the Village is moving forward to work out something with Buffalo Grove. He is waiting for a proposal from them detailing the cost. He may ask the Board to look at the Village's fine structure to possibly match that of Buffalo Grove which would facilitate matters for the hearing officer.

- Tristan Faro awarded Eagle badge

Trustee Chamberlain noted that Tristan Faro built the bat houses for the Village as part of his Eagle candidacy. She attended the presentation ceremony and has requested pictures that will be posted on our Facebook page. It is a great honor and only a small number of scouts reach that level.

Visitors Wishing to Address the Board

Rick Small stated that he wishes to discuss the Insurance Ordinance. He expressed concern about liability coverage issues and possible lack of endorsements in our policy. Huvad noted that Mr. Small's concerns about ensuring that the Village is properly insured are valid, but suggested they discuss this outside this meeting.

Approval of Bills

Trustee Chamberlain moved to approve the bills. Trustee Jamerson seconded the motion. Trustee Haber noted that there appear to be bills that may be embedded in other bills. He asked Mayor Norris to speak with the correct person to ensure this does not happen. Trustee O'Donnell noted there are several bills for SSAs that do not confirm that the work has been completed. There are no indicators, initials or documentation that the bill was approved and should be paid. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Report on Options regarding possible Financing of Village Hall Project

Mr. Huvad introduced Kevin McCanna from Speer Financial. He is a municipal advisor and is registered with the SEC. Current legislation requires that local governments use the services of a registered advisor when formulating plans to access debt markets. Therefore, the Village hired his firm for the specific purpose of potential financing.

Mr. McCanna looked at the Village's financial holdings and reserves and found that we have four times next year's expected general fund expenditures. He suggested three times would be a good, reasonable target. That would leave the Village with \$3 million to spend on the new Village Hall. Mr. McCanna suggested that the Village borrow the remaining \$2 million from the Water Fund, in effect paying interest to ourselves rather than to a bank. In addition, the Water Fund can loan funds but cannot spend them on other purposes. Lastly, the Water Fund is getting a very low interest rate based on the need to invest in short term maturities to be available for emergencies. Mr. McKenna explained that the Village may want to make it a formal loan with interest mirrored on the interest being earned on Water Fund investments at Chase.

Mayor Norris noted that the Water Fund has over \$2.5 million which is \$.5 million more than the agreed on reserve of \$2 million.

- Ordinance establishing a General Purchasing Policy in the Village of Riverwoods

Mr. Huvad explained that the policy is a draft policy requiring Public Works bids to be published in accordance with the Ordinance as mandated by state statute. He noted that WB Olson requested the ability to act as the Village's agent for change orders up to \$10,000. Without this ability, it will slow down the job. The Ordinance includes language that would permit delegation of authority for this purpose. Trustee Jamerson explained that this authority would only cover construction contingencies and not changes in the scope of the project. Trustee Chamberlain asked how these change orders would be conveyed to the Village Board. Trustee Jamerson replied that these changes would be reported at the weekly building committee meetings which he will attend and report on to the Board. Trustee O'Donnell questioned whether this delegation of authority would apply to any Village project. Mr. Huvad explained this would only apply to Public Works projects. In addition, the Board can approve or not approve this delegation for any future project.

Trustee Chamberlain questioned the changes in Section 1.4 of the Purchasing Policies & Procedures Manual concerning approval of purchases by the Mayor. She and Trustee Jamerson are not comfortable increasing that approval to \$20,000. Mayor Norris noted that the amount per State statute is \$20,000. However, he noted that that could be discussed separately.

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

- 2016 Road Maintenance Program – Bid Summary and Recommendation

Mr. Glenn noted that the bids came in on the low side. The scope of work is miscellaneous patching and culvert work on Portwine Road and includes private special service areas. The Village share of the contract, which will be about \$500,000, will be covered by MFT funds.

Trustee Jamerson moved to award the 2016 road maintenance program contract to Peter Baker and Sons in an amount not to exceed \$621,781.35. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 16-04-08 providing for the issue of \$70,000 Special Service Area 30 Special Tax Bonds

Mr. Huvad explained there are eight homes in SSA30, which is the Burr Oak Trail SSA. He noted that the cost for the road work is about \$57,000. After adding in their portion of engineering and legal fees, they need to borrow \$70,000. Northside Community Bank agreed to purchase the bond at 2.75%. It will be a bit more than ten years and the first payment would be on August 2017 and would be fixed for ten years.

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

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

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

NAYS: None (0)

ABSTAIN: Haber (1)

Old Business

- CBO Donation Request

Mayor Norris explained this request came before the Board at the last meeting. There were a number of questions the Board had so they invited Jared Daab, Director of Development for College Bound Opportunities, to address the Board. Trustee Chamberlain asked Mr. Daab to describe exactly what CBO does. She stated that some of the Trustees were under the impression that it only provides scholarships. Mr. Daab explained that they do provide financial assistance, but also provide a mentoring program. CBO has approximately 160 volunteers who provide regular assistance to students. There are now three full-time employees up from 1 a few years ago. These volunteers and staff help find the proper institutions, help with college applications, financial aid applications, locating additional scholarships and adapting to college life.

Trustee Ford asked which high schools CBO works with and about the selection process. Mr. Daab stated that CBO draws from Highland Park, Deerfield, Lake Forest and Waukegan High Schools. He explained they just brought on a new class of 30 students, but had 90 applicants. They look for students that need and want a mentor, have financial need, drive and desire.

Trustee O'Donnell asked how many Riverwoods residents were in the program. Mr. Daab explained there are none from the last class, but there is one Riverwoods student that is currently in college. He noted their biggest issue is getting more Deerfield High School students to apply.

Trustee Haber noted that their overall administrative costs are about 20%. Mr. Daab explained that they have almost doubled in size in the last four years. Because of that, they have added office space and student programming space which they previously had not needed.

Trustee O'Donnell noted that the list of major fundraisers only includes two municipalities; the Village of Riverwoods and Moraine Township. Mr. Daab explained that they have not been successful with municipalities.

Trustee Haber moved to donate \$5000 to College Bound Opportunities. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

ABSTAIN: Chamberlain (1)

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 9:08 pm.

The next regular meeting of the Board of Trustees is scheduled for May 3, 2016 at 7:30 PM.

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

Attachments:
Police Report
Statement of Revenues and Expenses



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 4/5/16 12:00 AM
 To Date: 4/18/16 11:59 PM

Incident Type	Number of Incidents
2410 DUI	1
7001 Assist Other Agency	6
7021 Ambulance Call	2
7024 Fire Call	3
7034 Trouble Fire Alarm	1
7040 Public Service	3
7041 Promise Exam	34
7045 Well Being Check	1
7051 Vehicle Lock Out	2
7063 Solicitor Complaints	1
7070 Other Complaints	2
7082 Burglar Alarm	12
7121 Suspicious Auto	2
7123 Suspicious Person	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	5
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	3
7521 Traffic Complaint	2
7522 Parking Complaint	1
7572 Traffic Accident PD	6
Total:	92
Crime Prevention Notices	8
Case Reports	6
Traffic Stops	79
Persons Issued Citations	23
Citations Issued	27

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

Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2016

	16-Jan	16-Feb	16-Mar	15-Jan	15-Feb	15-Mar	QTD 2016	QTD 2015	YTD 2016	YTD 2015	2016 Budget	Remainder
Revenues												
General Fund	\$ 233,490.23	\$ 191,454.55	\$ 306,987.05	\$ 161,704.46	\$ 140,963.00	\$ 296,421.38	\$ 731,931.83	\$ 599,088.84	\$ 731,931.83	\$ 599,088.84	\$ 2,489,325.00	71%
Police Dept	\$ 26,131.37	\$ 20,963.00	\$ 3,955.00	\$ 40,303.30	\$ 181,340.00	\$ 146,277.93	\$ 51,049.37	\$ 367,921.23	\$ 51,049.37	\$ 367,921.23	\$ 740,675.00	93%
Temp Cap Proj Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Operating	\$ 259,621.60	\$ 212,417.55	\$ 310,942.05	\$ 202,007.76	\$ 322,303.00	\$ 442,699.31	\$ 782,981.20	\$ 967,010.07	\$ 782,981.20	\$ 967,010.07	\$ 3,230,000.00	76%
MFT Fund	\$ 8,280.51	\$ 8,016.40	\$ 8,077.37	\$ 9,221.13	\$ 8,666.00	\$ 9,003.09	\$ 24,374.28	\$ 26,890.22	\$ 24,374.28	\$ 26,890.22	\$ 120,000.00	80%
Water Fund	\$ 17,580.41	\$ 47,140.53	\$ 79,781.74	\$ 24,353.36	\$ 50,450.00	\$ 69,487.99	\$ 144,502.68	\$ 144,291.35	\$ 144,502.68	\$ 144,291.35	\$ 823,000.00	82%
Sewer Fund	\$ 29,451.59	\$ 23,904.83	\$ 45,448.21	\$ 21,154.39	\$ 24,930.00	\$ 9,003.28	\$ 98,805.63	\$ 55,087.67	\$ 98,805.63	\$ 55,087.67	\$ 344,100.00	71%
Total Non-Operating	\$ 55,312.51	\$ 79,061.76	\$ 133,308.32	\$ 54,728.88	\$ 84,046.00	\$ 87,494.36	\$ 287,682.59	\$ 226,269.24	\$ 287,682.59	\$ 217,266.15	\$ 1,287,100.00	
Total	\$ 314,934.11	\$ 291,479.31	\$ 444,250.37	\$ 256,736.64	\$ 406,349.00	\$ 530,193.67	\$ 1,050,663.79	\$ 1,193,279.31	\$ 1,050,663.79	\$ 1,184,276.22	\$ 4,517,100.00	77%
Expenses												
General Fund	\$ 92,511.52	\$ 132,079.61	\$ 218,186.25	\$ 115,096.62	\$ 313,527.00	\$ 189,596.16	\$ 442,777.38	\$ 618,219.78	\$ 442,777.38	\$ 618,219.78	\$ 1,321,209.88	66%
Police Dept	\$ 171,575.82	\$ 151,408.00	\$ 22,231.00	\$ 159,459.16	\$ 116,444.00	\$ 132,484.11	\$ 345,214.82	\$ 408,387.27	\$ 345,214.82	\$ 408,387.27	\$ 1,805,228.00	81%
Temp Cap Proj Fund	\$ 1,374.42	\$ 35,883.58	\$ 88,971.00	\$ -	\$ -	\$ -	\$ 128,229.00	\$ -	\$ 128,229.00	\$ -	\$ -	#DIV/0!
Total Operating	\$ 265,461.76	\$ 319,371.19	\$ 329,388.25	\$ 274,555.78	\$ 429,971.00	\$ 322,080.27	\$ 914,221.20	\$ 1,026,607.05	\$ 914,221.20	\$ 1,026,607.05	\$ 3,126,437.88	71%
MFT Fund	\$ -	\$ -	\$ -	\$ 140.75	\$ -	\$ -	\$ -	\$ 140.75	\$ -	\$ 140.75	\$ 695,000.00	100%
Water Fund	\$ 40,386.42	\$ 62,540.74	\$ 38,331.46	\$ 34,250.99	\$ 43,595.00	\$ 52,876.74	\$ 141,258.62	\$ 130,722.73	\$ 141,258.62	\$ 130,722.73	\$ 772,000.00	82%
Sewer Fund	\$ 18,575.07	\$ 19,304.57	\$ 15,929.00	\$ 5,869.25	\$ 18,682.00	\$ 20,216.85	\$ 53,808.64	\$ 44,788.10	\$ 53,808.64	\$ 44,788.10	\$ 246,144.00	78%
Total Non-Operating	\$ 58,961.49	\$ 81,845.31	\$ 54,260.46	\$ 40,260.99	\$ 62,277.00	\$ 73,093.59	\$ 195,067.26	\$ 175,631.58	\$ 195,067.26	\$ 175,631.58	\$ 1,713,144.00	
Total	\$ 324,423.25	\$ 401,216.50	\$ 383,648.71	\$ 314,816.77	\$ 492,248.00	\$ 395,173.86	\$ 1,109,288.46	\$ 1,202,238.63	\$ 1,109,288.46	\$ 1,202,238.63	\$ 4,839,581.88	77%
Net	\$ (9,489.14)	\$ (109,737.19)	\$ 60,601.86	\$ (58,080.13)	\$ (85,899.00)	\$ 135,019.81	\$ (58,624.67)	\$ (8,959.32)	\$ (58,624.67)	\$ (17,962.41)	\$ (322,461.88)	82%
Net Revenue By Fund												
General	\$ 140,978.71	\$ 59,374.94	\$ 88,600.80	\$ 46,607.84	\$ (172,564.00)	\$ 106,825.22	\$ 289,154.45	\$ (19,130.94)	\$ 289,154.45	\$ (19,130.94)	\$ -	
Police Dept	\$ (145,444.45)	\$ (130,445.00)	\$ (16,276.00)	\$ (119,155.86)	\$ 64,896.00	\$ 13,793.82	\$ (294,165.45)	\$ (40,466.04)	\$ (294,165.45)	\$ (40,466.04)	\$ -	
Temp Cap Proj Fund	\$ (1,374.42)	\$ (35,883.58)	\$ (88,971.00)	\$ -	\$ -	\$ -	\$ (128,229.00)	\$ -	\$ (128,229.00)	\$ -	\$ -	
MFT Fund	\$ 8,280.51	\$ 8,016.40	\$ 8,077.37	\$ 9,080.38	\$ 8,666.00	\$ 9,003.09	\$ 24,374.28	\$ 26,749.47	\$ 24,374.28	\$ 26,749.47	\$ -	
Water Fund	\$ (22,806.01)	\$ (15,400.21)	\$ 41,450.28	\$ (9,897.63)	\$ 8,855.00	\$ 16,611.25	\$ 3,244.06	\$ 13,568.62	\$ 3,244.06	\$ 13,568.62	\$ -	
Sewer Fund	\$ 10,876.52	\$ 4,600.26	\$ 29,520.21	\$ 15,285.14	\$ 6,248.00	\$ (11,213.57)	\$ 44,996.99	\$ 10,319.57	\$ 44,996.99	\$ 10,319.57	\$ -	

Village of Riverwoods
Board of Trustees Meeting
April 5, 2016
APPROVED

In Attendance:

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

Also Present:

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 Chamberlain moved to approve the minutes from the March 15, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Trustee Jamerson moved to approve the minutes from the March 15, 2016 Public Hearing. Trustee Chamberlain seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Director of Community Services

Mr. Durning indicated that a permit was issued to demolish the house at 1075 Hiawatha. The new owner of 2045 Riverwoods Road wants to demolish the house and then to rebuild. The Village is in court with 770 Juneberry for code violations. There has been some improvement, but not a lot. The renovations and inspections have been completed at Ravinia Green. There is a contract pending on the 2701 Daiquiri property for which the current owner had requested and been denied a waiver of the required fire sprinkler system if he were to rebuild.

Treasurer's Report

Trustee Ford indicated that she would have the April cash report for the next meeting. She met with the investment advisor, who stated that the portfolio is improving over time. Trustee Ford, who was asked to assist with discussions of financing the new Village Hall, met with a financial

advisor regarding the Village assets and holdings. They are looking at internal versus external financing along with the trade-offs and opportunity costs of the various options. They discussed the Village's reserves for the general fund, and also reserves for the water and sewer funds. The financial advisor will explain this more fully when he addresses the Board at the next meeting. Trustee O'Donnell asked if the Village was paying the financial advisor. Trustee Ford replied that they were. Trustee O'Donnell expressed concerned that the Village continues to spend money to make decisions which the Board then revisits. Mayor Norris explained that the reserve levels were initially set by a previous Board. Some of the reserves are high and he believes the Village should get professional advice on what is appropriate. Trustee Chamberlain wondered if this conflicts with the conversations that the budget committee has had about reserves. Trustee Ford explained that the Village does not have a CFO or someone that pulls reports to help the Village manage their funds. Kelly is strictly pulling reports to bring everything into one place. A financial advisor provides a higher level view of all the Village funds, how they link together, what you can use them for and almost directs what Kelly is doing. They determine how the various funds are being funded and how they are being invested. It is a strategic view of the Village's money. Mayor Norris added that the entire Board needs to weigh in on this because it is a policy decision. It needs inputs from both budget and treasury. He wants to ensure that the Board receives professional advice as to what should be set for reserves and target balances.

Engineer's Report

Mr. Glenn noted the Village will be opening bids on Thursday for the upcoming road programs. He expects to bring a recommendation to the next Board of Trustees meeting.

Village Attorney Report

There are a number of SSAs that are looking to tag onto the above paving project on Portwine Road. Mr. Huvad hopes to be able to put together a bond ordinance for Bur Oak for the next meeting. He has also been working with WB Olson on construction documents.

Police Report

Chief Dayno provided the Board with the Police Department activity since the March 15, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was a domestic battery investigation. He explained that by policy and law, if there is any evidence that a battery occurred, they make an arrest whether the victim wants an arrest made or not. However, the Lake County State's Attorney's office, which screens all domestic batteries, declined to approve charges based on the facts presented to them and, therefore, the perpetrator was released.

Informational Items & Comments from the President

- Planning Review of Fund Balance and Cash Reserve Level

The Mayor stated that this issue was already discussed during the Treasurer's report.

- Status of Wetland Delineation etc. for Chianti Property

Mayor Norris indicated that the wetland delineation has been completed for Lot 1. Mr. Glenn has worked through the waiver for the setbacks. The last outstanding issue is enumeration of endangered species which Mr. Zimmerman may have ready by the next meeting. Trustee O'Donnell asked for a history of the property including the price paid by the Village, the purchase date, the previous usage and possibly a current assessed value for the next meeting. Trustee Chamberlain requested that we include information for lots 2 and 3.

- Holiday Egg Hunt

Mayor Norris reported that the Holiday Egg Hunt was remarkably successful. The kids loved hunting for the eggs. The petting zoo was very popular. Mayor Norris thanked Jackie Borchew for running the event.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Proclamation Honoring Cody Goodman

Mayor Norris issued a Proclamation honoring Cody Goodman, a Caruso Middle School student, who became the 2016 Kids Wrestling Federation Boys State Champion in the 215 pound weight class. He proclaimed April 5th to be Cody Goodman day in the Village of Riverwoods.

- Purchase of Tasers for Police

Chief Dayno noted that the department is looking for approval to purchase four conductive energy devices. Chief Dayno wrote and sent a comprehensive memo to the Mayor and the Board covering his request. Tasers, which are actually a brand name, are considered non-lethal force whereas firearms are considered deadly force. Tasers provide officers another tool to use in certain circumstances. The officers will need training on proper and safe use of Tasers. Riverwoods Police Officer Jeffrey Johnson is a certified Taser instructor, and will provide the training for the Village officers. Officer Johnson provided information on Tasers and showed a Taser spark test. He explained that Tasers are designed for low frequency, high risk situations filling the gap between using pepper spray and using a baton which is always hurts people. Chief Dayno noted that the Tasers would be carried by the two or three officers on duty and the fourth Taser would be a spare.

Trustee O'Donnell questioned whether this was a budgeted item. Chief Dayno explained that he probably would not go above the aggregate budget for the year, because some of the budgeted items, such as body cameras, may not be purchased this year.

Trustee Jamerson moved to authorize the purchase of four Tasers from Taser International in an amount not to exceed \$6,658.37. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: Ford (1)

- Indemnity Agreement between Village of Wheeling Police Department and Village of Riverwoods Police Department Concerning Use of Police Department Firearms Range

Mr. Huvad explained that Chief Dayno asked the Village to sign an indemnity agreement so that the department can use the Wheeling firearms range.

Trustee Jamerson moved to approve the agreement. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

- Proclamation on Fair Housing

Mayor Norris explained that this annual Proclamation is in recognition of the Fair Housing Act. It was drafted by the National Realtors Association. Trustee Baumann moved to approve the Proclamation. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

- Orphans of the Storm Dinner on April 12, 2016

Mayor Norris indicated that the Orphans of the Storm dinner will be held on April 12, 2016. The Village has purchased two tables for \$5,000 in previous years.

Trustee Haber moved to authorize the purchase of two tables for the Orphans of the Storm dinner. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- College Bound Opportunities Donation Request

Mayor Norris indicated that the Village has donated \$5,000 in the past. Mayor Norris noted that both Trustee Chamberlain and Bruce Masterson recused themselves from a vote on this matter because of connections with this organization. Trustee O'Donnell questioned how many Riverwoods residents are in the program. Trustee Chamberlain explained there is currently one Riverwoods resident in the program, but that the number varies each year. Trustee Ford asked what the selection criteria was. Trustee Chamberlain answered that only low income families are considered. Teachers' recommendations and transcripts are required and students must write an essay and go through an interview process. There were several other questions that could not be answered by the charitable committee members. Trustee Chamberlain stated that CBO's fundraiser, Jared, had offered to come before the Board and she suggested that they take him up on his offer.

Mayor Norris recommended holding over the request until Jared could come to a Board meeting and address the unanswered questions.

Old Business

There was no Old Business

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O’Donnell recommended keeping the reserves for the sewer fund flat, unless the Board decides otherwise.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for the month of March 2016. Construction is up this year.

He noted that the bids for the Village Hall will be due on Tuesday, May 10, 2016. W.B. Olson should have a total cost for the May 16th Board meeting based on the bids received. Assuming the total project comes within budget, hopefully the Board will allow the trades to be vetted out piecemeal so that the construction can start. He anticipates that would be the first week of June.

Woodlands/Finance – Trustee Chamberlain provided a lengthy written report covering Woodlands that is part of the Board packet. For the benefit of the visitors, she explained that the ecologist had 14 consults last month compared to none for the same period last year.

The budget committee discussed what kind of reports should be generated and presented to the Board. She asked for input from the Board on reports they would like to see. They also renewed their discussion about reserves which is explained more fully in the written report.

Drainage/IT/Environment/Stormwater – Trustee Baumann noted that the Village Facebook page is building “likes” which are up to approximately 100. The intention is to reach the entire Village. If the Trustees have any announcements, he asked that they forward them to Michelle who will add them to the site. Trustee Baumann is building a Village Hall project website that will be accessed through the Facebook page. He intends to post the latest updates from the building committee, to have a gallery of pictures and the pdfs of the site plans. He has already linked the Town Hall Meeting held last week. He created a page that dealt with the site selection which includes the properties the Village owns and the properties that were considered. The website is not yet public. Trustee Baumann is collecting information and wants the Board to look at it before it goes live.

Adjournment

Board of Trustees Meeting

April 5, 2016

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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 8:43 pm.

The next regular meeting of the Board of Trustees is scheduled for April 19, 2016 at 7:30 PM.

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

Attachments:
Police Report
March Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type

From Date: 3/15/16 12:00 AM
To Date: 4/4/16 11:59 PM



Incident Type	Number of Incidents
0486 Domestic Battery	1
1310 Criminal Damage to Property	1
2410 DUI	2
7001 Assist Other Agency	4
7021 Ambulance Call	16
7024 Fire Call	5
7033 Fire Alarm	6
7040 Public Service	2
7041 Premise Exam	48
7045 Well Being Check	5
7049 Notifications	1
7051 Vehicle Lock Out	2
7079 Other Complaints	7
7082 Burglar Alarm	25
7121 Suspicious Auto	2
7130 Domestic Trouble	2
7199 Other Investigation	5
7245 Animal Problem	10
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	4
7521 Traffic Complaint	3
7522 Parking Complaint	1
7572 Traffic Accident PD	6
7573 Traffic Accident PP	1
7911 911 Hang Up	4
Total:	165
Crime Prevention Notices	24
Case Reports	11
Traffic Stops	144
Persons Issued Citations	50
Citations Issued	56

13 houses are currently on the House Watch list.

Village of Riverwoods
Building Permits Issued
For Date From 3/1/2016 To 3/31/2016

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
3/9/2016	10121	433 Thornmeadow Rd	Residential	Fence	\$1,706.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
3/29/2016	10124	2280 Riverwoods Rd	Residential	Demolition	\$7,500.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
3/22/2016	10134	2240 Riverwoods Rd	Residential	2240 Riverwoods Road	\$750,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$2,725.00	\$3,725.00
3/15/2016	10139	2700 Lake Cook Rd	Commercial	2700 Lake Cook Road	\$67,500.00	\$6,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,720.00
3/7/2016	10141	2270 West Course Dr	Residential	2270 West Course Driv	\$41,340.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
3/4/2016	10142	2349 Riverwoods Rd	Residential	2349 Riverwoods Rd	\$7,500.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
3/15/2016	10147	722 Ringland Rd	Residential	722 Ringland	\$40.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
3/15/2016	10148	4 Woodland Ct	Residential	4 Woodland Court East	\$26,488.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
3/21/2016	10152	1005 Blackhawk Ln	Residential	1005 Blackhawk Lane	\$3,300.00	\$148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$148.00
3/18/2016	10153	1005 Blackhawk Ln	Residential	1005 Blawkhawk	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
3/22/2016	10154	2045 Riverwoods Rd	Residential	2045 Riverwoods rd	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
3/29/2016	10157	2640 Hazelnut Ln	Residential	2640 Hazelnut	\$10,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00

Total Permits: 12 **\$915,374.00** **\$10,918.00** **\$900.00** **\$0.00** **\$0.00** **\$2,725.00** **\$14,543.00**

Issue Date Range: from 3/1/2016 to 3/31/2016

Permit Number	Permit Type	Application Number	Issue Date	Application Date	Address
10134	New Construction / Resid		3/22/2016	3/22/2016	2240 Riverwoods Rd
	Completion Bond: 5,250.00				
	Street/Restoration Bond: 21,000.00				
10139	Interior Remodel		3/15/2016	3/15/2016	2700 Lake Cook Rd
	Completion Bond: 675.00				
10141	Addition		3/7/2016	3/7/2016	2270 West Course Dr
	Completion Bond: 410.00				

Permit Totals and Annual Compariosons

	2015 Year to date	2016 Year to Date
Permits	17	19
Construction Value	\$685,008.00	\$1,811,074.00
Fees	\$7,539.00	\$21,556.00
March Inspections	16	56 of 58
Stop Work Orders/Code Compliance	1	

Village of Riverwoods
Special Board of Trustees Meeting
Village Hall Project
March 29, 2016
APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:30 PM

1. Introduction

a. Board Matters

Mayor Norris stated that the Board has been supplied with a list of rules governing public comment at Board meetings. The rules have been posted for the public to view. Trustee Haber moved to accept the rules. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

b. Why Are We Here

Mayor Norris explained that this meeting is not mandated. However, the Village of Riverwoods has traditionally informed residents when a significant and costly issue is before the Board. He stated that Trustee Jamerson will give a presentation outlining the problems with the current Village Hall, where the Board currently is in the process of deciding what to do and the Building Committee's proposed solutions. Afterward, public questions and comments will be heard. He asked that residents try to honor the three minute time limit as noted in the posted rules.

2. Trustee Jamerson Presentation

a. The Problems with the Village Hall

Trustee Jamerson is the Village's Building Trustee and a self-employed electrical contractor. He noted that in April 2013, Riverwoods was inundated with rain resulting in a flooded boardroom. The Village hired a disaster recovery company to remediate. Upon opening up the walls, they discovered a substantial amount of mold and critters who had taken residence inside the walls.

He explained that the boardroom was built in the 1920's as a camp building and is 6 inches below the surrounding grade without a true foundation based on current construction standards. Subsequently, additions were added resulting in the current Village Hall standing today.

b. Where we are and how we got here

The Village hired the architectural firm of Baranski Hammer Moretta and Sheehy to provide recommendations to correct the flooding. They also performed a thorough examination of the structure and exterior of the boardroom. They found several structural issues with the building as well as non-compliance with the Americans with Disabilities Act. A potential fix for the flooding issue was to raise the floor of the boardroom, but it would then not be level with the adjacent kitchen and bathroom.

Mayor Norris then asked the architectural firm to do a complete assessment of the entire Village Hall. Their analysis, based on the ADA code, National Electrical Code and International Building Code, found the storage rooms do not meet the requirements for fire containment, fire stops are missing, the corridor walls do not meet the fire and smoke requirements, concealed spaces are not properly fire blocked and the means of egress are not Code compliant. In addition, the exit stairways do not meet the requirements for egress, the main lobby entrance door does not meet accessibility requirements, the exit stair handrails are not compliant and the two exit stairs from the second floor do not meet the requirements for separation. Other issues include non-compliant interior stairs and front entry door, no elevator to access the second floor, the foundation at the east end is too low compared to the exterior grade, insufficient working clearance in front of the electrical panels and issues with the kitchen plumbing. Trustee Jamerson noted there are also energy concerns including the inefficient windows, old and inefficient air conditioning equipment, energy code non-compliance of the light fixtures, insulation and front entrance door assembly.

The Village discussed whether they should repair or replace the building. They initially thought that repairing the existing building, along with demolishing and rebuilding the Board Room, would be the most economical solution. The Village had a needs assessment done by meeting with staff, reviewing job functions, services and space usage. In addition, they considered space for various indoor and outdoor community events.

c. The Building Committee's Solution

Renovation - Trustee Jamerson showed the original plans for renovation and repair of the existing building and replacement of the boardroom which were put out to bid. The sole bid of \$4.4 million was rejected by the Board. They determined reusing the existing building was not the most cost effective and decided to hire a construction manager.

New Building - WB Olson was hired to look for construction savings in the design and provide realistic budgets. They suggested changing the building to one-story, which would reduce the cost of the building by eliminating the need for an elevator and two staircases. The square footage of the building was reduced by approximately 25% - 30%. WB Olson prepared a budget for a new building, which was just over \$3 million.

Trustee Jamerson showed drawings of the proposed new building, which would be just under 10,000 square feet. The building has a small amount of extra space. The boardroom is multi-purpose and has removable furniture so it can be used for an open space use. The storage area has been reduced, seeing that the Village is digitizing documents which will reduce paper storage. The useful life of this building would be approximately 50 years.

Option 3 - Trustee Jamerson noted the Village has to do something about the non-compliance of this building and the susceptibility to flooding. He showed a more minimal plan that would render the second floor unusable, but would cost approximately \$1.95 million and possibly more if additional deficiencies are discovered once the renovation begins. The minimal scope would not include changing the windows, mechanical systems, roofing and siding, which currently wastes energy, and would have a useful life of 10-15 years.

Trustee Jamerson discussed the other costs which include site work costs, which would apply to all options. The site works costs for the one story project would cost about \$700,000, the two story project and the minimal plan site costs would be about \$815,000. The contingencies for these options would be \$160,378. The construction administration would cost between \$440,000 and \$450,000. The design fees would be close to \$125,000 for the redesign necessary for Option 3. The furniture, landscaping and audio visual budgets would be about \$217,000.

To summarize, the costs for the three options would be: A two-story new building would be about \$6.5 million, a new one-story building would be just under \$5 million and the minimal building would be about \$4.1 million.

Mayor Norris noted that the Village has the money to pay for this project. They will not need to raise taxes or borrow money. However, he explained that it may be prudent for the Village to borrow some or all of the money given the current low interest rates.

Trustee Haber suggested informing the residents about the amount of money spent so far, including the acquisition of the property to the north of Village Hall, which was not included in the project recap. Trustee Jamerson explained that most of the project expenses spent to date are included in the design fee recap he presented. Mayor Norris indicated that the property north of this building was purchased for \$380,000. In addition, he stated that the Village spent about \$50,000 to make it habitable for the Village employees during construction. The Village is contemplating selling a portion of the property across the street to offset the purchase of the property to the north of Village Hall.

Trustee Chamberlain asked how the furniture budget number was arrived at. Trustee Jamerson explained that the committee had visited furniture showrooms and received actual numbers from the sellers.

3. Comment/Question Period

Special Village Hall Meeting

March 29, 2016

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There were in excess of 60 residents present at the meeting. Of these, 25 residents addressed the Board and either asked questions or offered comments. Of the 25 residents, 4 had questions, 1 was opposed to spending \$5 million dollars and 20 residents were in favor of building new.

Mayor Norris thanked the residents for their suggestions, comments and questions.

4. Adjournment

There being no further business to discuss, Trustee Haber moved to adjourn the meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 9:30 pm.

The next regular Board of Trustees meeting will take place on Tuesday, April 5 2016 at 7:30 pm.

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

Village of Riverwoods
Board of Trustees Meeting
March 15, 2016

DRAFT

In Attendance:

John Norris, Mayor
Michael Baumann (arrived 7:56)
Cheryl Chamberlain
Michael Haber
Kevin O'Donnell

Absent were:

Kris Ford
Rick Jamerson

Also Present:

Bruce Dayno, Police Chief
Irene Gagerman, Village Clerk
Scott Knesley, Deputy Fire Chief
Tom Krueger, Fire Chief
Mike Shrake, Village Engineer
Bruce Huvad, Village Attorney

Call to Order: 7:37 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the March 17, 2015 Public Hearing. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to approve the minutes from the March 1, 2016 Board of Trustees meeting. Trustee O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

Treasurer's Report

Mayor Norris distributed a new report that shows the General Fund, month to month, in relation to the budget. The cash flow is negative so far, but the committee anticipated that. However, the Village is ahead of budget by approximately \$95,000 thus far. Trustee Chamberlain believes the Trustees should not get too caught up in the month-to-month numbers. Trustee O'Donnell suggested adding a line of commentary explaining substantial variances.

Director of Community Services

Mr. Durning noted that he is expecting plans from Orangetheory Fitness who has applied for renovation permits in the Shoppes of Riverwoods.

There has been progress at the vacant home at 770 Juneberry. Some exterior improvements have been made, but a lot of work needs to be done on the exterior of the house. In addition, the Village needs to get into the house to see if the house is habitable. A ticket had been issued to the out-of-state owner. The court hearing has been continued to next month.

Mr. Durning completed a solar energy survey he had received from ICMA. Other than a geothermal well system on Greenbriar, the Village has not received any requests for renewable energy.

The home at 2640 Gemini is vacant, but a lot of progress has been made. It is not a tear down and will eventually be remodeled.

Plan Commission

The Plan Commission met on March 3, 2016 and had a hearing on the possible zoning and special use for the property on 780 Saunders Road. They voted unanimously to recommend approval of zoning and a special use for a limited restaurant if the property is annexed into the Village. The commission's report will be sent to the Board.

Police Report

Chief Dayno provided the Board with the Police Department activity since the March 1, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was a residential burglary on Pebble Beach in Thorngate that the department is investigating.

Fire Protection District Report

Chief Krueger provided the Board with an update. He and his deputy chief, both fairly new to their positions, have been busy making a number of internal changes. The fire protection district plans to bring back the newsletter they used to send out. They are purchasing three new ambulances and one new fire truck.

Informational Items & Comments from the President

- Village Hall Project Town Hall set for March 29, 2016 at 7:30 pm

Mayor Norris noted that the Town Hall meeting is set for March 29, 2016. There will be information in the Village Voice, on the new Facebook page and on the Village website. In addition, a letter was sent to residents as well. Lastly, for those residents for whom the Village has an e-mail address, the letter was e-mailed as well. Trustee Chamberlain recommended putting up signs around the Village to notify residents.

- Holiday Egg Hunt

Jackie Borchew will run the event on March 27, 2016 from 3-4:30. There will be a small petting zoo, the Easter bunny will make an appearance and there will be an Easter egg hunt. They are looking for volunteers and candy contributions.

- Facebook Page

Mayor Norris noted that the Village Facebook page is up.

- Electronic Recycling

There was a special Board meeting for SWALCO. As of May 1, 2016, the State money will run out and SWALCO will discontinue their recycling. The Village's waste hauling contract allows curbside electronics recycling, so the Village residents will not feel the effect.

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. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- George Knorps, 2701 Daiquiri – regarding requirement for sprinkler systems and the amount of plan review fee

Mr. Knorps is finalizing plans to build a new home on the property. He reviewed the Sprinkler Ordinance with Fire Marshall Eric Noland.

Mr. Knorps explained that one of his issues is the cost of installing a sprinkler system which runs between \$16,000 and \$20,000 and he asked the Board to waive the requirement based on hardship. He explained that his home is within 150 feet from a fire hydrant, so he does not believe he should be forced to comply. Mr. Knorps noted that the improvements made to homes over the years include safer heating and electrical designs, fire retardant materials and blocking within homes. He indicated some homes use non-natural materials which burn hotter, but his home will not have those materials. Mr. Knorps feels uncomfortable with sprinkler systems, which can malfunction, and considers it a risk to his family to have a fire sprinkler system installed. Given the economic impact of the system, he requests a waiver of the requirement.

Mr. Knorps also believes the review fee for the Village is extremely high. He requested that the engineering portion of the fee be eliminated or be deferred into the building permit. He is semi-retired and the \$900 fee a hardship to his family.

Chief Krueger explained that fires are not burning hotter than they did in the 1940s, but that they are burning faster. The movement behind the sprinkler system is to prevent the fire from getting to 1500 to 2000 degrees at which temperature everything in the room starts on fire by itself. This temperature is reached within 3 to 5 minutes, well before the firetruck can reach the site.

Residential sprinklers are for the safety of both the family and the firefighters. Although there is a fire hydrant in the area, it cannot be used if the fire protection district cannot reach the hydrant or if it is blocked. Addressing Mr. Knorps comments about sprinkler system malfunctions, Chief Krueger explained that pipes do not typically break, unless there is poor construction or poor installation.

Mr. Huvard stated that there is no mechanism to waive an Ordinance requirement. The only recourse would be to repeal it. The Board explained that they had held multiple hearings before passing the Ordinance. They suggested that if Mr. Knorps collected enough signatures on a petition to repeal the Ordinance, the Board would be willing to consider the request to repeal it.

As to the request to defer or waive the review fee, Mr. Huvard explained that the legal standard for the review fees are to cover the Village's costs. As the Village does not have full-time engineering staff, they require those that use the service to pay for it. Mayor Norris explained that the Village requests an amount to cover the engineer's fees. If the fees are lower, the Village will issue a refund. If the fees are higher, the Village will request additional fees.

Mr. Knorps thanked the Board for allowing him to address the Board.

- Ordinance 16-03-05 Village of Riverwoods Annual Appropriations Ordinance for the Fiscal Year from January 1, 2016 to December 31, 2016

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

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

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

NAYS: None (0)

- Thorngate Reservoir Chlorine Residual Analyzer Recommendation and Approval
Trustee Chamberlain questioned whether this is something new and why it is needed now. Mr. Shrake explained it is now needed due to new technology.

Trustee Haber moved to approve the request in an amount not to exceed \$10,000. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Ordinance 16-03-06 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 O'Donnell seconded the motion. The motion passed unanimously on a voice vote.

Chief Dayno indicated that this Ordinance authorizes the sale of a 2008 Dodge Durango and a vinyl rear seat.

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

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

NAYS: None (0)

- Ordinance 16-03-07 amending Ordinance 14-11-24, to provide for the issuance of bonds by Special Service Area 30 in the Village of Riverwoods (Burr Oak Trail)

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

Mr. Huvad explained that this Ordinance would amend the Ordinance establishing the SSA. The Amendment was proposed in December and the Village received petitions in favor of the Amendment from more than 51% of the owners. He explained that the original Ordinance authorized a maintenance levy, but did not authorize the issuance of bonds. They want to issue up to \$100,000 in bonds and increase the maintenance levy from \$15,000 to \$20,000 per year.

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

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

NAYS: None (0)

- Memorandum of Understanding among the Naval Criminal Investigative Service and participating Federal, State, County and Municipal agencies for an Informational Sharing Initiative known as the Law Enforcement Exchange Midwest

Mr. Huvad explained this Memorandum of Understanding does not require money being spent, but thought that the Board should be aware of the fact that the Village will be sharing information. Chief Dayno explained that the Village would be sharing a lot of information including bookings, mug shots, citations issued, traffic stops, incidents and arrest information. He stated that there has not been anything like this in the past where you could access all of this

information in one place. The information found cannot be attached to a case, but would be a good investigative tool. This will be at no cost to the Village. Mr. Huvad discussed access to sensitive information with Chief Dayno who explained that the department had training and policies in place that states that information of this nature was for Riverwoods Police investigative use only. He added that there is a general order in place that prohibits abusing this policy subject to punishment by termination and possible criminal prosecution.

Trustee O'Donnell moved to authorize Chief Dayno to sign the Memorandum of Understanding for the Village. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Donation Requests
 - a. CBO

Mayor Norris noted that the Village is not ready to act on this request.

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

NAYS: None (0)

b. Deerfield Family Days

Trustee Haber moved to authorize the donation of \$1,000 for Deerfield Family Days. Trustee O'Donnell seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

c. Deerfield Parents Network

Trustee Haber moved to authorize the donation of \$1,000 for the Deerfield Parents Network. Trustee O'Donnell seconded the motion.

Trustee Chamberlain has received some complaints from residents about the Village making any donations in general. She just wanted to make the Board aware of this. Mayor Norris noted these are civic groups providing services for Village residents that our Village is too small to provide. Trustee Chamberlain said that ~~that~~ was what she explained to ~~these~~ residents. Trustee O'Donnell added that the donation of \$1,000 is a lot less than what would be spent if Riverwoods were to provide these services. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

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 8:58 pm.

The next regular meeting of the Board of Trustees is scheduled for April 5, 2016 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: 3/1/16 12:00 AM
 To Date: 3/14/16 11:59 PM

Incident Type	Number of Incidents
0025 Residential Burglary	1
2410 DUI	1
7001 Assist Other Agency	5
7021 Ambulance Call	6
7024 Fire Call	4
7033 Fire Alarm	1
7039 Fingerprinting	1
7041 Premise Exam	37
7042 Child Seat Install/Inspect	2
7045 Well Being Check	1
7049 Notifications	1
7062 Noise Complaints	2
7079 Other Complaints	4
7082 Burglar Alarm	10
7121 Suspicious Auto	3
7123 Suspicious Person	1
7198 Identity Theft	3
7199 Other Investigation	3
7245 Animal Problem	6
7250 Roadway Debris	1
7500 Village Ordinance Violation	1
7503 Motorist Assist	2
7521 Traffic Complaint	2
7571 Traffic Accident PI	2
7572 Traffic Accident PD	4
7911 911 Hang Up	1
Total:	106
Crime Prevention Notices	15
Case Reports	7
Traffic Stops	99
Persons Issued Citations	33
Citations Issued	38

18 houses are currently on the House Watch list.

Village of Riverwoods
Board of Trustees Meeting
March 1, 2016
APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:42 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the February 16, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustees Haber and O'Donnell abstaining.

Plan Commission Report

There will be a Plan Commission meeting on March 3, 2016 to discuss the possible rezoning of 780 Saunders. Mr. Huvad is in conversation with the Village of Deerfield regarding a possible land swap. Mayor Norris indicated Deerfield's Mayor and Village Manager are in favor of the land swap.

Treasurer's Report

Trustee Ford indicated she would have the February financial numbers for the next meeting.

Police Report

Chief Dayno provided the Board with the Police Department activity since the February 16, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted some trees went down on a power line on Friday, February 19, 2016 causing Deerfield Road to close until Sunday afternoon. On February 20 2016, the department responded to a domestic battery. The suspect was transported to the County jail.

Informational Items & Comments from the President

- 2016 Operating Budget

Mayor Norris provided the 2016 operating budget including the actual revenues and expenses for the last two years. Mayor Norris indicated the spending and revenues are down 3% and 5% respectively. He stated that the Village took a conservative approach regarding anticipated money from the State. Trustee Chamberlain indicated that the Village does not yet have the report format they want, but that there is a note section which explains any substantial differences in line items from year to year. Several Trustees made suggestions as to what they would like to see in the report. Mayor Norris will be meeting with Kelly Zabinski to discuss those suggestions. Mayor Norris anticipates revising the budget around mid-year.

- Deerfield Plan Commission has approved additional buildings in the Parkway North complex: new full access curb cut but no new traffic signal on Saunders Road

Mayor Norris explained that this was planned before the recession. The Village may want to consider reviewing the Fence Ordinance for Thorngate.

- Holiday Egg Hunt

Mayor Norris explained that Jackie Borchew proposed a holiday egg hunt for March 27, 2016. She has made inquiries regarding a petting zoo.

Visitors Wishing to Address the Board

Village Clerk Gagerman noted that the Board can get a pdf document containing the Village Code. Mr. Huvad, Mayor Norris and Trustee Chamberlain requested hard copies.

New Business

- Resolution 16-03-01 approving MFT work for Portwine Road and Safety Path on Riverwoods Road

Trustee Jamerson moved to approve the appropriation of MFT funds. Trustee Chamberlain seconded.

Mayor Norris explained this is not authorizing spending money; rather, it is appropriating \$580,000 on improvements to Portwine Road from Lake Cook to Deerfield and patching the bike paths on Riverwoods Road and along Deerfield Road, SSA work and drainage work. Mr. Glenn noted that the estimate is higher than the appropriation because the State will not allow the Village to obligate more money than they have in the MFT fund. He will bring a supplemental resolution to the Board once the Village receives future MFT funds.

Trustee Chamberlain questioned whether the Village should continue to maintain the path along Deerfield Road. Mr. Glenn recommended either patching the path or closing it. Trustee Jamerson believes the only way to close the path would be to remove it. Mr. Glenn will come up with an estimate to remove the path. Trustee Haber believes that the \$35k cost is due to a lot of deferred maintenance. Trustee Baumann noted that if the path is removed, it would deter access to the Woodland Preservation area. Mayor Norris suggested that the appropriation be authorized and that the discussion of the bike path be taken up at a future date.

The motion passed by the following vote:

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

NAYS: None (0)

- Authorization to go Out to Bid on Revised Village Hall Plans

Trustee Jamerson took the proposal for the two-store remodeling and compared it to the budget from W.B. Olson for the one-story structure presented at the last Board of Trustees meeting. The spreadsheet he provided is broken into segments including building cost, good things to do, site work and value enhancements to the site work, contingencies, construction administration and insurance costs. Trustee Jamerson noted that the projected budget for the new building is \$4,922,812 which includes furnishings, basic landscaping, audio visual equipment, architect and engineering fees.

Trustee Haber believes \$5 million is an enormous amount for a Village Hall and wonders whether it is the right thing for the Board to do. He questioned whether the Village can justify spending almost half of the Village's cash assets of \$12 million. Mayor Norris noted that the Board reviewed the architect's evaluation of the Village Hall and agreed that something had to be done. Trustee Jamerson explained that the second floor does not meet fire code and that the building is prone to flooding. Trustee Chamberlain asked what the alternative would be in order for the building to be compliant and serviceable. Trustee O'Donnell questioned the Village's alternatives, which could include renting, temporary trailers, etc. He is concerned about the cost. Trustee O'Donnell noted that the way the Village funds itself will change. He believes there is a way to rethink the building to design it for the future. Trustee Ford believes there should be a public announcement and the Village should get feedback from the community and listen to any support and alternatives. Trustee Chamberlain thought that the Board had already agreed to keep the residents informed about the design and cost of the building along with financing alternatives. She felt the residents should have the opportunity to submit comments and questions. Trustee Baumann questioned how the Village plans to pay for it if they move forward with the new building. He had thoughts about how sustainable the Village is compared to other municipalities. If the Board spends the money, how will they do it and will they get the value out of it.

Trustee Jamerson believes that the Village should go out to bid. Another option would be to look at rental space and/or look at what can be done with the existing structure. The cost to go out to bid would be approximately \$100,000. In the meantime, the Village could reach out to residents and determine what they are and are not interested in.

After a lengthy discussion which included possible methods of financing the project, the consensus of the Board was that something had to be done; to get feedback from the community; to move forward with the bid process in order not to delay the project if the Board decides to approve a new building. The Village has 6 weeks, if they go out to bid, to set up town hall meetings and come up with financing options.

Trustee Haber moved to approve the authorization to have W.B. Olson do the bid process for a potential project to build a new Village Hall and with the understanding that during the bid process, the Village will investigate other alternatives to building a new building and investigate the financing of all those other alternatives as well as a new Village hall and present those alternatives to the community at Town Hall or other meetings so that the Board can assess their appetite for the project. Trustee Ford seconded the motion. The motion passed unanimously on a voice vote.

- Authorization of Amendment to Architects' Contract

Mr. Huvard explained that in order to complete the designs for the one store building, the fee adjustment is \$143,000 for the schematic design.

Trustee Chamberlain moved to authorize the amendment. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Approval of Architect's Bills from January 2016

Trustee Haber moved to approve the architect's bills from January. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

- Ordinance 16-03-04 Increasing the Home Rule Municipal Retailers' Occupation Tax and Home Rule Municipal Service Occupation Tax – Second Reading

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

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

NAYS: None (0)

Board of Trustees Meeting

March 1, 2016

Page 5 of 8

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O’Donnell explained that a resident expressed concern about Lake Shore. Trustee O’Donnell reached out to Lake Shore who is researching it and will get back to him.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for February. February was a slow month but there are several permits pending in March.

Drainage/IT/Environment/Stormwater – Trustee Baumann announced they extended an invitation to John Rosberg to be the volunteer communications coordinator for the Village.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:58 pm.

The next regular meeting of the Board of Trustees is scheduled for March 15, 2016 at 7:30 PM.

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

Attachments:
Police Report
February Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 2/16/16 12:00 AM
 To Date: 2/29/16 11:59 PM

Incident Type	Number of Incidents
0486 Domestic Battery	1
2410 DUI	1
2825 Harassment by Telephone	1
7001 Assist Other Agency	6
7013 CSA	1
7021 Ambulance Call	11
7033 Fire Alarm	1
7040 Public Service	1
7041 Premise Exam	34
7045 Well Being Check	2
7049 Notifications	2
7051 Vehicle Lock Out	3
7079 Other Complaints	3
7082 Burglar Alarm	25
7121 Suspicious Auto	2
7123 Suspicious Person	1
7160 Turned in Weapon/Ammo	1
7198 Identity Theft	1
7199 Other Investigation	1
7245 Animal Problem	3
7250 Roadway Debris	2
7503 Motorist Assist	4
7521 Traffic Complaint	2
7572 Traffic Accident PD	4
7573 Traffic Accident PP	1
Total:	114
Crime Prevention Notices	17
Case Reports	8
Traffic Stops	114
Persons Issued Citations	45
Citations Issued	48

17 houses are currently on the House Watch list.

Village of Riverwoods
Building Permits Issued
 For Date From 2/1/2016 To 2/29/2016

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
2/25/2016	10128	470 White Oak Ln	Residential	Addition	\$500,000.00	\$1,974.00	\$0.00	\$0.00	\$0.00	\$225.00	\$2,199.00
2/10/2016	10135	460 Thommeadow Rd	Residential	Finish Installation of Vill	\$5,200.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Total Permits:		2			\$505,200.00	\$2,074.00	\$0.00	\$0.00	\$0.00	\$225.00	\$2,299.00

Village of Riverwoods
Permit Listing of User Defined Information

Issue Date Range: from 2/1/2016 to 2/29/2016

Permit Number	Permit Type	Application Number	Issue Date	Application Date	Address	Owner
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0128 Addition and Renovation 2/25/2016 2/25/2016 470 White Oak Ln
 Completion Bond: 5,000.00
 Street/Restoration Bond: 20,000.00

Total Permits: 1

Permit Totals and Annual Comparisons

	2015 Year to date	2016 Year to Date
Permits	8	7
Construction Value	\$304,019.00	\$895,700.00
Fees	\$3,495.00	\$6,938.00
February Inspections	10	
Stop Work Orders/Code Compliance	1	

Village of Riverwoods
Board of Trustees Meeting
February 16, 2016

APPROVED

In Attendance:

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

Absent were:

Michael Haber
Kevin O'Donnell

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 29, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to approve the minutes from the February 2, 2016 Public Hearing. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Trustee Chamberlain moved to approve the minutes from the February 2, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with a minor correction.

Treasurer's Report

Trustee Ford distributed the Statement of Revenues and Expenses for January. The report includes monthly and year to date comparison figures for 2015. She will add the budget numbers once they are received. Trustee Ford indicated that the police department is shown as a separate entity, but is no longer a separate fund. There is also a temporary capital improvement entity. The Village revenues exceeded expenses in January by approximately \$9,000.

Director of Community Service

Mr. Durning reported that The Lock Up applied for their permit. The Village is going to court for a house on Juneberry with multiple code violations. The owner is out of state and the house meets the definition of a vacant building.

Plan Commission Report

Mr. Huvard explained that the Plan Commission will hold a Public Hearing on March 3, 2016 to consider a Text Amendment and Special Use to accommodate the restaurant being proposed for 780 Saunders Road. Both issues are conditional on the annexation of the Saunders property by the Village who needs to coordinate that with the Village of Deerfield. The zoning that was done by Deerfield was done over a period of time. The documents received from Deerfield which include elevations, a traffic report, staff evaluations, etc., are several hundred pages. He suggested putting the information on the Google shared drive for easy access for the Board. Mr. Huvard believes that the Village needs to consider the impact on neighboring residents including noise and traffic.

Police Report

Chief Dayno provided the Board with the Police Department activity since the February 2, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that on February 6, 2016 the department performed tobacco compliance checks. The establishments did not sell tobacco to the underage agent. There was a burglary to an auto on February 6, 2016 at the Holiday Inn. Someone broke into a vehicle and took a laptop that was left on the seat. Chief Dayno noted that residents were receiving calls allegedly from the IRS to pay taxes and fees. He put out a residential alert stating it was a scam. Residents are still receiving calls, but thankfully no one has sent money.

Informational Items & Comments from the President

1. Strategic Planning Sub-Committees

Trustee Baumann recognized John Rosberg, a Riverwoods resident who has graciously volunteered to help the Village. Trustee Baumann highlighted the key goals of the strategic plan that they put together, which are to: provide consistent messaging across all forms of communication; foster governmental transparency and communicate the best they can; improve community involvement. Trustee Baumann noted that the Village website will be converted into a reference library fed by the other media. They will start a Facebook page for regular, non-urgent communication and are looking into a YouTube channel for informational content. They will have a drive to obtain e-mail addresses and cell phone numbers with the intent of e-mailing or texting residents. Lastly, they are looking at cost effective electronic signage at the entrance to the Village.

Trustee Baumann noted that a key step forward is to have a Village Communication Officer to provide direction, to edit and help guide the message or to answer questions.

Trustee Chamberlain brought up potential liability issues for the Village in using interactive social media where questions and answers would be posted. Mayor Norris stated that there will be a Village general email address where questions can be sent and would be monitored. He added that the email would be forwarded to the correct staff member. Trustee Baumann suggested setting up an alias for the each staff member and disabling the chat function on Facebook.

Mayor Norris explained that the Land Use Committee met and decided that they will need some professional planning help to look at where the Village needs to be and how to get there. He and Mr. Huvad will talk to some of the planners they know to get some general information. Trustee Ford explained that they are collecting information about the properties on the Village's borders, specifically the Milwaukee Avenue corridor, and the Village owned properties. She says they are looking at their resources and tools and believes that the Village needs to be proactive rather than reactive. Trustee Ford believes a land planner would be very helpful. Mayor Norris believes the Land Use Committee has the biggest challenges and the most potential for a great outcome.

2. Budget

Mayor Norris explained that the budget numbers are basically complete. He is looking at adding actual 2014 and 2015 numbers. He is working with Mr. Glenn on the Motor Fuel Tax fund. Mayor Norris noted that the Village can complete the work that was planned by loaning the MFT fund \$40,000. The loan will be paid back from future MFT funds.

3. Village Hall Project Update

Mayor Norris noted that last year's bid came in much higher than expected, so the Village hired a construction manager. The construction manager recommended building a new and smaller building to take advantage of greater savings. Mr. Glenn and Mr. Zimmerman laid out a building envelope. Architect Bob Hammer came up with two good suggestions. The plan with fewer outside walls was chosen because it will be less expensive to build. The size was reduced by about 25 to 30%. He hopes to get the Trustee's approval shortly and go out to bid.

Trustee Jamerson distributed and explained the drawings done by Mr. Hammer which provide a history of the project. He stated that the committee has chosen a design for a building under 10,000 square feet, but are still tweaking it. Mayor Norris explained that everything the Village thought was needed in the building is there. They have come up with a nice looking, functional building while eliminating unnecessary expenses to reduce costs. Trustee Baumann questioned what, if anything, would be done on the 320 Portwine property. Mayor Norris noted that most of the phase I work will be focused on the existing Village Hall property. The work for 320 Portwine may be completed now or at a later date which will be decided by the Board.

Trustee Chamberlain questioned whether the Boardroom would potentially hold community and or rental events. She wondered what the cost of a full kitchen would be in lieu of the proposed

warming kitchen as well as the cost to convert it later on. Trustee Jamerson stated that he will look into it. He explained that the goal of the committee was to present the Board with a hard budget number and, he believes, a pretty good spreadsheet listing the costs for various options.

4. Conservation at Home Program

Trustee Chamberlain explained that Conservation at Home is a not-for-profit organization that received a grant from the Forest Preserve that wants Conservation at Home to make approximately 500 home visits in Riverwoods. Even though they are not associated with Riverwoods, she and Mr. Zimmerman thought it would be best to cooperate with them to obtain the best possible results. They will inform the residents about a variety of conservation programs, including the Village's cost share program. Mr. Zimmerman created a flyer that will be given to the resident.

Trustee Ford questioned how this coordinates with the Village ecologist visits. Trustee Jamerson noted that residents who have had consults would not need this visit. However, if they had not had a consult, the visit could be a first step in the entire process. Residents will still need to setup a consultation with Mr. Zimmerman to take advantage of the cost-share program. Trustee Chamberlain explained that the Conservation at Home program would be a broader discussion encompassing mosquito control, poison ivy and water issues. They could make other recommendations outside of the cost-share program.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

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 (4)

NAYS: None (0)

New Business

- An Ordinance increasing the Home Rule Municipal Retailers' Occupational Tax, and Home Rule Municipal Service Occupational Tax – First Reading

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

Mr. Huvad explained that the Ordinance would increase the tax from 0.5% to 1%. Trustee Jamerson noted that this would match nearby communities. Mayor Norris explained that if the Trustees pass the Ordinance before March 31, 2016, it would go into effect on July 1, 2016. He noted that the increase should net approximately \$95,000 to the Village.

Old Business

There was no Old Business.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:10 pm.

The next regular meeting of the Board of Trustees is scheduled for March 1, 2016 at 7:30 PM.

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

Attachments:
Police Report
Treasurer's Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 2/02/16 12:00 AM
 To Date: 2/15/16 11:59 PM

Incident Type	Number of Incidents
0760 Burglary From Motor Vehicle	1
7001 Assist Other Agency	7
7021 Ambulance Call	6
7024 Fire Call	4
7033 Fire Alarm	4
7034 Trouble Fire Alarm	1
7041 Premise Exam	17
7049 Notifications	3
7051 Vehicle Lock Out	1
7062 Noise Complaints	1
7079 Other Complaints	2
7082 Burglar Alarm	18
7121 Suspicious Auto	2
7199 Other Investigation	1
7245 Animal Problem	2
7250 Roadway Debris	2
7503 Motorist Assist	3
7521 Traffic Complaint	3
7522 Parking Complaint	1
7539 Traffic Investigation	2
7571 Traffic Accident PI	1
7572 Traffic Accident PD	6
7573 Traffic Accident PP	2
7911 911 Hang Up	1
Total:	91
Crime Prevention Notices	10
Case Reports	3
Traffic Stops	121
Persons Issued Citations	42
Citations Issued	49

18 houses are currently on the House Watch list.

Board of Trustees Meeting
 February 16, 2016
 Page 7 of 7

Statement of Revenues and Expenses by Fund (Unaudited)
 For the Calendar Year 2016

Revenues	16-Jan	15-Jan	QTD 2016	QTD 2015	YTD 2016	YTD 2015	2016 Budget	Remaining
General Fund	\$ 233,490.23	\$ 161,704.46	\$ 233,490.23	\$ 161,704.46	\$ 233,490.23	\$ 161,704.46	\$ -	#DIV/0!
Police Dept	\$ 26,131.37	\$ 40,303.30	\$ 26,131.37	\$ 40,303.30	\$ 26,131.37	\$ 40,303.30	\$ 740,675.00	96%
Temp Cap Proj Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Operating	\$ 259,621.60	\$ 202,007.76	\$ 259,621.60	\$ 202,007.76	\$ 259,621.60	\$ 202,007.76	\$ -	#DIV/0!
MFT Fund	\$ 8,280.51	\$ 9,221.13	\$ 8,280.51	\$ 9,221.13	\$ 8,280.51	\$ 9,221.13	\$ -	#DIV/0!
Water Fund	\$ 17,580.41	\$ 24,353.36	\$ 17,580.41	\$ 24,353.36	\$ 17,580.41	\$ 24,353.36	\$ -	#DIV/0!
Sewer Fund	\$ 29,451.59	\$ 21,154.39	\$ 29,451.59	\$ 21,154.39	\$ 29,451.59	\$ 21,154.39	\$ -	#DIV/0!
Total Non-Operating	\$ 55,312.51	\$ 54,728.88	\$ 55,312.51	\$ 54,728.88	\$ 55,312.51	\$ 54,728.88		
Total	\$ 314,934.11	\$ 256,736.64	\$ 314,934.11	\$ 256,736.64	\$ 314,934.11	\$ 256,736.64	\$ -	#DIV/0!
Expenses								
General Fund	\$ 92,511.52	\$ 115,096.62	\$ 92,511.52	\$ 115,096.62	\$ 92,511.52	\$ 115,096.62	\$ -	#DIV/0!
Police Dept	\$ 171,575.82	\$ 159,459.16	\$ 171,575.82	\$ 159,459.16	\$ 171,575.82	\$ 159,459.16	\$ 1,805,228.00	90%
Temp Cap Proj Fund	\$ 1,374.42	\$ -	\$ 1,374.42	\$ -	\$ 1,374.42	\$ -	\$ -	#DIV/0!
Total Operating	\$ 265,461.76	\$ 274,555.78	\$ 265,461.76	\$ 274,555.78	\$ 265,461.76	\$ 274,555.78	\$ -	#DIV/0!
MFT Fund	\$ -	\$ 140.75	\$ -	\$ 140.75	\$ -	\$ 140.75	\$ -	#DIV/0!
Water Fund	\$ 40,386.42	\$ 34,250.99	\$ 40,386.42	\$ 34,250.99	\$ 40,386.42	\$ 34,250.99	\$ -	#DIV/0!
Sewer Fund	\$ 18,575.07	\$ 5,869.25	\$ 18,575.07	\$ 5,869.25	\$ 18,575.07	\$ 5,869.25	\$ -	#DIV/0!
Total Non-Operating	\$ 58,961.49	\$ 40,260.99	\$ 58,961.49	\$ 40,260.99	\$ 58,961.49	\$ 40,260.99		
Total	\$ 324,423.25	\$ 314,816.77	\$ 324,423.25	\$ 314,816.77	\$ 324,423.25	\$ 314,816.77	\$ -	#DIV/0!
Net	\$ (9,489.14)	\$ (58,080.13)	\$ (9,489.14)	\$ (58,080.13)	\$ (9,489.14)	\$ (58,080.13)	\$ -	#DIV/0!
Net Revenue By Fund								
General	\$ 140,978.71	\$ 46,607.84	\$ 140,978.71	\$ 46,607.84	\$ 140,978.71	\$ 46,607.84		
Police Dept	\$ (145,444.45)	\$ (119,155.86)	\$ (145,444.45)	\$ (119,155.86)	\$ (145,444.45)	\$ (119,155.86)		
Temp Cap Proj Fund	\$ (1,374.42)	\$ -	\$ (1,374.42)	\$ -	\$ (1,374.42)	\$ -		
MFT Fund	\$ 8,280.51	\$ 9,080.38	\$ 8,280.51	\$ 9,080.38	\$ 8,280.51	\$ 9,080.38		
Water Fund	\$ (22,806.01)	\$ (9,897.63)	\$ (22,806.01)	\$ (9,897.63)	\$ (22,806.01)	\$ (9,897.63)		
Sewer Fund	\$ 10,876.52	\$ 15,285.14	\$ 10,876.52	\$ 15,285.14	\$ 10,876.52	\$ 15,285.14		

Village of Riverwoods
Board of Trustees Meeting
February 2, 2016

APPROVED

In Attendance:

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

Also Present:

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

Call to Order: 7:35 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 19, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford and Trustee O'Donnell abstaining.

Presentation – Daniele Driscoll, Vice President, JPMorgan Securities

Trustee Ford explained that there have been some changes in the investment policy. In addition, last year, the Wells Fargo account was merged with the JPMorgan account. In general, Trustee Ford stated that it was good practice for the portfolio manager to come before the Board annually to explain what she does and to go over the Village's portfolio.

Ms. Driscoll thanked the Village for their trust in Chase. She noted that Chase has worked with Riverwoods since 2011. Her team works strictly with government not-for-profit accounts in the Midwest. They work collaboratively with finance teams rather than just managing the account.

The Village's total portfolio includes 12% in municipal bonds, 20% in US treasuries, 43% in brokered CDs and 25% in US Agency Notes. The portfolio yields 1.42% monthly. The Village is well positioned to take advantage of higher rates.

Trustee Ford asked Ms. Driscoll to explain what a brokered CD is. Ms. Driscoll explained that a brokered CD, which is owned in the portfolio rather than by the issuing bank, can be traded like other securities. They are FDIC insured and sold to a maximum of \$250,000. She noted that the issue with brokered CDs is that they are not very liquid.

Trustee Ford stated that the Village's cash demands on the investment portfolio need to be communicated so that the Village does not need to sell during inopportune times. Ms. Driscoll wants to work with the Village finance team to establish cash flow needs and position the portfolio accordingly. Going forward, she would like to reduce the total number of positions by at least 50% while continuing to make opportunistic purchases in approved asset classes while maintaining diversification.

Trustee Chamberlain suggested that Ms. Driscoll address the Board annually. Trustee Ford suggested that the annual update occurs in January.

Treasurer's Report

Trustee Ford distributed the unaudited statement of revenues and expenses by fund. A copy of the report is attached to the end of the minutes.

Director of Community Services

Mr. Durning received a phone call from the owner of Ricky Rockets, a fuel center, who inquired about Lot 1. The owner also noted that Dunkin' Donuts, Subway and a car wash were also possibly interested.

Village Ecologist

Trustee Chamberlain explained that the Mr. Zimmerman is ready to present the interim report on the natural resources inventory. She stated that he suggested meeting at 6:00 before the March 1, 2016 meeting. After some discussion, the Board requested a brief outline of the agenda and agreed that the interim meeting will begin at 6:30 on March 1, 2016.

Police Report

Chief Dayno provided the Board with the Police Department activity since the January 19, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Informational Items & Comments from the President

- Food Scraps Recycling

Mayor Norris explained that SWALCO and the Lake County Waste Haulers are working on food scrap recycling. The Village has not made a dent on attaining a 25% recycling rate. Food scraps are a huge part of waste and a number of communities are looking into a program for recycling

them. Mayor Norris is talking with the RPC and the Village will probably host a joint presentation by SWALCO and some of the waste haulers to discuss the topic.

- Report on the Strategic Planning Committee

Mayor Norris indicated that the Communications and Land Use Committees have met and will meet again.

- HP 4521 – Unbalanced Budget Response Act

Mayor Norris explained that this bill was introduced at the last meeting and would give the Governor the authority to sweep money that was budgeted but not dedicated to a specific program. Trustee O'Donnell noted that the Board needs to be very cognizant of the State's budget problems in working with the Village's own budget and planning. Trustee Chamberlain stated that she and Mayor Norris, in working on the budget, did not bank on increased revenue projections coming from various sources.

- Village Water Supply and Public Concerns Arising from Flint, Michigan – Village Voice Article being prepared on Safety

Mayor Norris asked the Village engineer to prepare an article for the Village Voice proactively to explain why the Village will not have the same water issues as Flint, Michigan.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Ordinance 16-02-01 adopting a Text Amendment to the Riverwoods Zoning Ordinance affecting the B-1 Neighborhood Business District

Rick Hielscher, representing the LockUp Riverwoods LLC, and Jeremy Hall with Partners in Design Architects were present.

Mr. Huvad noted that the Plan Commission sent their report to the Board. Mayor Norris explained that since The LockUp was anxious like to proceed, he is asking that the Board waive the First Reading contrary to normal policy. Trustee Haber asked Chairman Niedelman about the Plan Commission's concern regarding multiple drive thru lanes. Ch. Niedelman explained that the Commission felt that multiple lanes might encourage some businesses that would not be desirable to the Village's resident. They were concerned that there would be a higher volume of traffic if there were multiple lanes. He noted that it was only a recommendation for the Board to consider. Mr. Huvad stated that this Ordinance did not address this issue as the Lock Up will not have any drive thru lanes.

Trustee Chamberlain asked about arrangements to share monument signs. Rick Hielscher, from The LockUp Riverwoods LLC, would not have an issue sharing a monument sign. However, they would not want the size of their sign to be reduced.

Mr. Huvard noted that the proposed Text Amendment would remove an automobile service station, car wash, convenience food and coffee store from the possible uses in the mixed use planned unit development. Village residents in that area had made it clear they did not want those types of businesses in the Village. Ch. Niedelman explained that rather than leaving those uses as open and acceptable, the Plan Commission would rather have them removed

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

Trustee Chamberlain moved for Second Reading and adoption of the Ordinance, subject to the changes made this evening. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

- Ordinance 16-02-02 granting a Special Use for a Mixed Use Planned Development for The LockUp

Mr. Huvard pointed out a few small edits he had made to the Ordinance.

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

Trustee Chamberlain moved for Second Reading and adoption of the Ordinance, subject to the changes made this evening. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

- Ordinance granting a Special Use for Small Parcel Special Use, 2175 Deerfield Road – First Reading

Mayor Norris noted they do not yet have an Ordinance and that this should be returned to the Plan Commission. Mr. Huvard explained that the parcel is joined with property in the Village of Deerfield located on 780 Saunders Road. He had a conversation with the Deerfield planner who stated the restaurant was already approved. The Plan Commission's recommendation was to go forward contingent upon an overall site plan that made sense. Mayor Norris spoke with the Village Manager in Deerfield about a possible land swap, but the Village of Deerfield suggested that the Village of Riverwoods annex the Saunders property. This will now go to the Plan Commission. Mr. Huvard noted combining the parcels would require a Text Amendment to the Zoning Ordinance.

Mr. Abbott stated that they would like to start the process as soon as possible and hoped that the annexation would not delay the process. He also hoped that the Village would accept Deerfield's approval of the Saunders property. Mayor Norris replied that, in the long run, the annexation

would be best for the Abbotts and that the Village would move as quickly as possible to expedite this.

Trustee Haber suggested that if the Village accepts the 780 building as part of the annexation, they could accept it subject to the approvals made by the Village of Deerfield. Mr. Huvad will look at the Deerfield approvals and see how that plan can be incorporated into Riverwoods.

- Discussion of Sale or Other Use of Village Owned Property on Chianti

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

- Approval of Soil Borings/GEI for Village Hall Site

Mr. Glenn noted that WB Olson is looking at costing out the Village Hall improvements and asked for information on soil conditions. They feel this information would help tighten up their cost estimates. The Village solicited a quote from GEI, because they are reliable and have worked with the Village previously. In addition, unlike other geotech firms, they will provide sound advice on the design side to the Village. GEI has a union shop to accommodate the prevailing wage requirements.

Trustee Haber questioned why there is a need for soil boring when the building footprint would not be changed. Mr. Glenn noted a new foundation was required because the consideration now was to build a new building. Trustee Haber, Trustee Ford and Trustee O'Donnell were not aware that a new Village Hall was now being considered.

Trustee Chamberlain has not seen any designs and questioned if what the Village does in respect to the number and location of the borings would change based on the design of the building. Mr. Glenn noted that the building and parking lot would be in the same general area. Trustee Haber would like to see more information about the new plan and how the decision to build new was made. Trustee Jamerson explained that the bid they received caused them to rethink the project. They sat down with the construction manager and the architect to come up with a plan that would cost close to what the Board had originally discussed. After numerous meetings and discussions, they came to the conclusion that it would cost less to put up a new one story building with a smaller footprint than to rehab the existing building.

Trustees Haber, O'Donnell and Ford expressed their disappointment about the lack of communication. Mayor Norris explained that they had not intended to keep the Board in the dark. They were trying to come up with a complete proposal before presenting it to the Board. That being said, while their motives were pure, what they did was not correct. They should have made sure the Board was kept informed. The Mayor apologized about the lack of communication and stated that he would present the plans at the next meeting.

After some further discussion, Trustee O'Donnell noted that if the Village is going to put up a new building, the soil borings will need to be done.

Trustee Haber moved to approve the contract for soil boring in an amount not to exceed \$10,400. Trustee Baumann seconded the motion. The motion passed by the following vote:

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

- Approval of Purchase of new servers

The police department needs a new server to handle the new car cameras and potential body cameras in the future. In addition, the Village needs additional capacity for the utility billing program. The utility billing server will come out of the water and sewer budget.

Trustee O'Donnell moved to approve the purchase of two new servers. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

- Approval of Architect's Invoice

Mayor Norris noted these invoices have been sitting on his desk for a while, but they came in along with their proposal for amending the contract for services. The Mayor did not want to pay them until they had made some headway on negotiating the new agreement. The new agreement is now more acceptable.

Trustee Haber moved to approve the invoices. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

Old Business

- Ordinance 16-02-03 providing for Ecological Cost-Share Programs in the Village of Riverwoods – Second Reading

Trustee Chamberlain noted that the Trustees only received the final version of the programs, and not also the red-line versions as intended. However, the Ordinance is an enabling ordinance and does not incorporate the specific programs within it. These are the cost-share programs as they are right now, but they will be reviewed and possibly updated on an annual basis. Trustee Jamerson believes that the section concerning an applicant that does the work themselves is not clear. Trustee Chamberlain explained the intention of that section. She said that the idea was for the Village ecologist to work on a plan on a case-by-case basis, so residents can possibly do the work themselves and still get reimbursed.

Trustee Haber commended Trustee Chamberlain on the time and effort she spent and hopes that the residents take the time to read the document. He questioned whether someone that has not taken advantage of the program previously should get priority over residents who have. Trustee Chamberlain said that if there is a huge demand from residents, she would come back to the

Board to discuss that issue. Mayor Norris suggested, that based on the late hour, if there are other changes or suggestions, they should be sent to Trustee Chamberlain.

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

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

NAYS: None (0)

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell spoke with Bill Kenny regarding recycling and a possible communication piece regarding recycling in an upcoming issue of the Village Voice.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for January which has been corrected and no longer adds bonds to the permit fees.

Woodland/Finance – Trustee Chamberlain tried to get budget information to the Board but due to the Mayor's computer problem, was not able to do that.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:53 pm.

The next regular meeting of the Board of Trustees is scheduled for February 16, 2016 at 7:30 PM.

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

Attachments:
Police Report
Statement of Revenue and Expenses by Fund
Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type



From Date: 1/19/16 12:00 AM
 To Date: 2/1/16 11:59 PM

Incident Type	Numbe of Incidents
0810 Theft Over \$500	1
1310 Criminal Damage to Property	1
7001 Assist Other Agency	4
7021 Ambulance Call	12
7024 Fire Call	1
7033 Fire Alarm	4
7040 Public Service	1
7041 Premise Exam	51
7045 Well Being Check	2
7049 Notifications	2
7082 Burglar Alarm	3
7121 Suspicious Auto	4
7199 Other Investigation	1
7245 Animal Problem	5
7250 Roadway Debris	1
7503 Motorist Assist	6
7521 Traffic Complaint	3
7522 Parking Complaint	1
7539 Traffic Investigation	1
7571 Traffic Accident PI	2
7572 Traffic Accident PD	4
7573 Traffic Accident PP	1
7911 911 Hang Up	1
Total:	112
Crime Prevention Notices	9
Case Reports	7
Traffic Stops	122
Persons Issued Citations	32
Citations Issued	50

16 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: January 29
Re: Building Department Monthly Report, January 2016

BUILDING DEPARTMENT MONTHLY REPORT January, 2016

Permit Totals and Annual Comparisons

	<u>2015 Year to Date</u>	<u>2016 Year to Date</u>
Permits Issued:	5	5
Construction Value:	\$263,369.00	\$390,500.00
Fees:	\$2,770.00	\$2,672.00

Other Activity

Number of Inspections: 11

Number of Stop Work Orders/ Code Compliance Actions:

1/29/2016 2:04pm

Village of Riverwoods
Building Permits Issued
 For Date From 1/1/2016 To 1/31/2016

Page 1

Date/Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
1/7/2016 10113	2960 Duffy Ln	Residential	First Floor Remodel/ Fir	\$380,500.00	\$1,672.00	\$0.00	\$0.00	\$0.00	\$617.00	\$2,489.00
1/13/2016 10122	2130 Riverwoods Rd	Residential	Interior Remodel	\$22,000.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
1/19/2016 10130	470 White Oak Ln	Residential	470 White Oak Lane	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00
1/29/2016 10131	2701 Daiquiri Dr	Residential	Demolition	\$5,000.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
1/26/2016 10132	1881 Saunders Rd	Residential	Sanitary Sewer Repair	\$3,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Total Permits:	5			\$390,500.00	\$2,672.00	\$900.00	\$0.00	\$0.00	\$617.00	\$4,189.00

1/29/2016 1:31pm

Village of Riverwoods
Permit Listing of User Defined Information

Page 1

Issue Date Range: from 1/1/2016 to 1/31/2016

Permit Number	Permit Type	Application Number	Issue Date	Application Date	Address	Owner
10113	Interior Remodel		1/7/2016	1/7/2016	2960 Duffy Ln	
	Completion Bond:					
	3,600.00					
10127	New Construction / Resid		1/12/2016	1/12/2016	1 Baneberry Ln	
	Completion Bond:					
	20,000.00					
	Culvert Bond:					
	5,000.00					
	Street/Restoration Bond:					
	5,000.00					
10131	Demolition-Principal Buil		1/29/2016	1/29/2016	2701 Daiquiri Dr	
	Street/Restoration Bond:					
	2,000.00					
Total Permits:	3					

Board of Trustees Meeting
 February 2, 2016
 Page 11 of 11

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

Revenues	1Q15	2Q15	3Q15	Oct	Nov	Dec	4Q15	YTD	2015 Budget	% Remaining
General Fund	\$ 599,088.84	\$ 563,993.77	\$ 930,091.54	\$ 172,989.11	\$ 108,264.53	\$ 270,891.08	\$ 552,144.72	\$ 2,645,318.87	\$ 2,912,825.00	9%
Police Fund	\$ 367,921.23	\$ 574,703.37	\$ 541,110.16	\$ 105,299.27	\$ 101,470.93	\$ 17,526.47	\$ 224,296.67	\$ 1,708,031.43	\$ 1,801,910.23	5%
Subtotal	\$ 967,010.07	\$ 1,138,697.14	\$ 1,471,201.70	\$ 278,288.38	\$ 209,735.46	\$ 288,417.55	\$ 776,441.39	\$ 4,353,350.30	\$ 4,714,535.23	8%
MFT Fund	\$ 26,890.22	\$ 19,888.35	\$ 5,191.26	\$ 5.44	\$ 2.09	\$ 40,918.06	\$ 40,925.59	\$ 92,896.42	\$ 124,563.44	25%
Water Fund	\$ 144,291.35	\$ 160,848.94	\$ 263,412.37	\$ 33,736.28	\$ 95,150.91	\$ 99,829.85	\$ 228,717.04	\$ 797,269.70	\$ 833,855.93	4%
Sewer Fund	\$ 55,087.67	\$ 87,821.70	\$ 103,188.58	\$ 26,503.68	\$ 22,379.87	\$ 31,770.09	\$ 80,653.64	\$ 326,751.59	\$ 43,903.63	-644%
Subtotal	\$ 226,269.24	\$ 268,558.98	\$ 371,792.21	\$ 60,245.40	\$ 117,532.87	\$ 172,518.00	\$ 350,296.27	\$ 1,216,916.71	\$ 1,002,323.00	-21%
Total	\$ 1,193,279.31	\$ 1,407,256.13	\$ 1,842,993.91	\$ 338,533.78	\$ 327,268.33	\$ 460,935.55	\$ 1,126,737.66	\$ 5,570,267.01	\$ 5,716,858.23	3%
Expenses										
General Fund	\$ 618,219.78	\$ 653,310.52	\$ 599,839.22	\$ 213,849.01	\$ 269,500.69	\$ 146,135.42	\$ 629,485.12	\$ 2,500,854.64	\$ 2,242,627.80	-12%
Police Fund	\$ 408,387.27	\$ 584,624.51	\$ 382,920.00	\$ 107,060.67	\$ 108,580.22	\$ 112,748.01	\$ 328,388.90	\$ 1,704,320.68	\$ 1,666,740.41	-2%
Subtotal	\$ 1,026,607.05	\$ 1,237,935.03	\$ 982,759.22	\$ 320,909.68	\$ 378,080.91	\$ 258,883.43	\$ 957,874.02	\$ 4,205,175.32	\$ 3,909,368.21	-8%
MFT Fund	\$ 140.75	\$ 146,379.25	\$ 176.00	\$ -	\$ -	\$ 264.00	\$ 264.00	\$ 146,960.00	\$ 14,002.19	-950%
Water Fund	\$ 130,722.73	\$ 129,274.75	\$ 187,164.83	\$ 58,783.43	\$ 53,395.95	\$ 44,975.96	\$ 157,155.34	\$ 604,317.65	\$ 740,303.73	18%
Sewer Fund	\$ 44,768.10	\$ 22,042.65	\$ 27,876.25	\$ 8,332.07	\$ -	\$ 33,610.50	\$ 41,942.57	\$ 136,629.57	\$ 291,602.17	53%
Subtotal	\$ 175,631.58	\$ 297,696.65	\$ 215,217.08	\$ 67,115.50	\$ 53,395.95	\$ 78,850.46	\$ 199,361.91	\$ 887,907.22	\$ 1,045,908.09	15%
Total	\$ 1,202,238.63	\$ 1,535,631.68	\$ 1,197,976.30	\$ 388,025.18	\$ 431,476.86	\$ 337,733.89	\$ 1,157,235.93	\$ 5,093,082.54	\$ 4,955,276.30	-3%
Net	\$ (8,959.32)	\$ (128,375.55)	\$ 645,017.61	\$ (49,491.40)	\$ (104,208.53)	\$ 123,201.66	\$ (30,498.27)	\$ 477,184.47	\$ 761,581.93	37%
Net By Fund (Operating)										
General Fund	\$ (19,130.94)	\$ (89,316.75)	\$ 330,252.32	\$ (40,859.90)	\$ (161,236.16)	\$ 126,130.08	\$ (77,340.40)	\$ 145,838.65	\$ 669,997.20	78%
Police Fund	\$ (40,466.04)	\$ (9,921.14)	\$ 158,190.16	\$ (1,761.40)	\$ (7,109.29)	\$ (95,221.54)	\$ (104,092.23)	\$ 3,710.75	\$ 135,169.82	97%
Total	\$ (59,596.98)	\$ (99,237.89)	\$ 488,442.48	\$ (42,621.30)	\$ (168,345.45)	\$ 30,908.54	\$ (181,432.63)	\$ 149,548.40	\$ 805,167.02	81%
Net By Fund (Dedicated)										
MFT Fund	\$ 26,749.47	\$ (126,490.90)	\$ 5,015.26	\$ 5.44	\$ 2.09	\$ 40,654.06	\$ 40,661.59	\$ (54,064.58)		
Water Fund	\$ 13,568.62	\$ 31,574.19	\$ 76,247.54	\$ (25,047.15)	\$ 41,754.96	\$ 54,853.89	\$ 71,561.70	\$ 192,952.05		
Sewer Fund	\$ 10,319.57	\$ 65,779.05	\$ 75,312.33	\$ 18,171.61	\$ 22,379.87	\$ (1,840.41)	\$ 38,711.07	\$ 190,122.02		

* Includes \$188,197.09 Temporary Capital Project expenses in July, \$18,615.37 in August, \$16,254.50 in September and \$1,374.42 in December

Village of Riverwoods
Board of Trustees Special Meeting
January 29, 2015
APPROVED

In Attendance:

John Norris, Mayor
Michael Baumann
Cheryl Chamberlain
Kristine Ford
Michael Haber (arrived 7:25)
Rick Jamerson
Kevin O'Donnell (left 7:15)

Also Present:

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

Call to Order: 6:31 PM

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

Mayor Norris would prefer to handle this at the regular meeting on Tuesday.

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

Mayor Norris indicated that the purpose of the special meeting is to discuss a possible counter-offer for the Terraco property. He noted that Terraco has a couple of interested buyers. He stated that one interested party wants to put in a gas station while the other would like to put in an assisted living facility.

Trustee Chamberlain would like the Village to have a plan for what to do with the property. However, they do not have that luxury at this point. One reason to purchase the property would be for the Village to have more control over what is developed on the land. She stated that it is difficult for the Trustees to make that decision because it would cost a lot of money and could have a potential impact on the residents and their property taxes.

Trustee Jamerson echoes many of Trustee Chamberlain's comments. He believes that the Board heard that many residents were not in favor of a gas station or a McDonald's. He feels that the issues include the cost of the property, what the Village would do with the property and the fact that the Village currently does not have a plan. Trustee Jamerson noted if the Village purchases the property, they may be able to determine how it gets developed.

Trustee Baumann stated that the Village could purchase the property with borrowed money rather than paying cash. Purchasing the property would give the Village time to determine what the residents want on the property. The Village could hold onto the property for a short period of time to determine whether the property should be left as green space or if it should be developed. He noted that if a commercial property provides a value to the community, it would be seen as a benefit and could actually raise property values. He noted that economic forces may dictate that

the only properties willing to come into the development are ones not acceptable to the community.

Trustee Ford believes financing would be the way to go if the Village purchases the property. She asked Mr. Glenn, if the property was left, as is, to be open space, would the Village need to spend money on road improvements or flood water mitigation. Mr. Glenn answered that nothing would have to be done.

Trustee O'Donnell asked how the property would be financed. He wondered if the residents would be open to a tax increase to purchase the property. Trustee O'Donnell noted that the Village does not have a strategic plan for the property and questioned whether Village money should be spent on the property and whether residents would want to pay more in taxes for open space.

For the benefit of the residents attending the meeting, Trustee Chamberlain explained that the Trustees had discussed the possibility of building the new Village Hall on that property but determined it was not a good idea because of the development and construction costs and flood plain remediation.

The majority of residents attending the meeting were in favor of the Village purchasing the property to avoid having a gas station on that corner. However, Mr. Niedelman, the Plan Commission chairman, stated that the Village has always been disciplined on how they spend their money. The new Village Hall is a huge financial investment. He expressed concern that the Village not lose sight of the fact that money is not unlimited. If the Village is spending this much money, he would recommend a referendum.

Mayor Norris questioned whether the Board should go into executive session to formulate a response to Terraco's counter offer. Trustee Chamberlain would rather get more information before going into executive session. The other trustees agreed. Mr. Huvard will let Terraco know the Village will meet on Tuesday.

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 7:30 pm.

The next regular Board of Trustees meeting is scheduled for February 3, 2015 at 7:30 pm.

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

Village of Riverwoods
Board of Trustees Meeting
January 19, 2016

APPROVED

In Attendance:

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

Absent was:

Kristine Ford
Kevin O'Donnell

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 6, 2016 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Haber abstaining.

Treasurer's Report

Mayor Norris is hopeful to have the final numbers for the next meeting.

Plan Commission Report

Mr. Huvad noted that the Plan Commission voted to recommend approval of a Special Use for the proposed new coffee shop next to the Mobil gas station. They had some concerns about the traffic study which some of the members had not had the opportunity to read and asked to reserve the right to make comments once they did. The Plan Commission recommended approval of The Lock Up proposal.

Police Report

Chief Dayno provided the Board with the Police Department activity since the January 6, 2016 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted that there was a firearm turn-in on the report. He explained that residents may bring unwanted firearms to the station which are then brought to the crime lab where they are melted down. On Friday night, he responded to a home invasion. After investigating the facts, he determined that there was no burglary and the department chose not to make an arrest for a false report.

Informational Items & Comments from the President

- Property on the Southwest corner of Deerfield and Milwaukee

Mayor Norris stated that the Village has spoken with the current owners of PJ's regarding annexation into the Village. The property has been sold and the new owners have been looking into annexing into Buffalo Grove because they are concerned about access onto the property.

- Senior Transportation

Mayor Norris explained that the Village has a couple of programs for seniors, most of which are based on need. The senior transportation program is not need-based. Mayor Norris noted that the program is primarily being used by one resident, who would not qualify for a need-based program. Trustee Chamberlain is in favor of a senior transportation program in the Village. However, she believes participation should be based on need, not just age. Mayor Norris explained it would be difficult to qualify the participants when they call in for a ride subsidy. He believes the administrative cost to qualify participants would be greater than the cost of the program. Trustee Jamerson believes more residents will qualify based on age in the future. If people find out they can get the subsidy just based on age, the cost may increase substantially. Mayor Norris will speak with staff and see if there is an easy way to determine financial need.

- Strategic Planning Update

Mayor Norris noted that the focus groups were cancelled because there were not enough participants. Trustee Baumann stated that they are considering a Town Hall meeting. He indicated that the residents were willing to submit a survey, but not interested to go beyond that. The Village will need to assess their programs to see what will reach the residents.

- 2640 Chianti Trail

Mayor Norris explained that Mr. Glenn and Mr. Huvad will come up with a timeline regarding decisions to be made to possibly sell the property. He asked the Trustees to send them any questions they would like addressed. Trustee Baumann inquired about the report on the ecological survey that was being done on the property. Mr. Zimmerman replied that the write up was essentially done but would be finalized in May or June once he has added plants that would come up in the spring. He will send the preliminary report to the Board. Trustee Haber requested copies of the minutes from the Board meeting during which the acquisition of the Portwine property was discussed as there were some conversations held regarding the Chianti property. Village Clerk Gagerman will find and send those to the Board.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

Approval of Bills

Trustee Haber moved to approve the bills. Trustee Jamerson seconded the motion. Trustee Jamerson questioned some of the reporting. Trustee Chamberlain questioned a bill. The motion passed by the following vote:

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

NAYS: None (0)

New Business

- Proclamation honoring All-State Jazz Pianist Zach Molina, Deerfield High School Mayor Norris read a Proclamation honoring All-State Jazz Pianist Zach Molina, a 2015 graduate of Deerfield High School. He proclaimed January 19, 2016 as Zach Molina Day in the Village of Riverwoods.

- Ordinance providing for Ecological Cost-Share Programs in the Village of Riverwoods Trustee Jamerson moved for First Reading of the Ordinance. Trustee Chamberlain seconded the motion.

Mr. Huvard prepared a draft Ordinance to authorize the creation of the seven cost-share programs. The Ordinance contains a skeleton with the minimum requirements for each program, the details to be modified from time-to-time. The idea of the Ordinance was to establish a framework whereby the Board would be protected from picking up unwanted liabilities. Arguably, once an application is approved, the resident would have a contract with the Village which could be problematic. Instead, he suggested that the Village issue a cost-share permit that would act as a tracking mechanism.

Trustee Chamberlain suggested that the Board get a red-line version as well as a clean copy. She noted that all of the changes are included in the clean copies. The program requires the Village Ecologist to visit the property to determine which cost-share program would apply.

Mr. Zimmerman explained that each program includes a specifications section and a performance standard. If the performance standard is not met, the resident would not get reimbursed. Trustee Haber suggested that there should be an exclusion for new or major construction. After some discussion, Mayor Norris suggested adding language that would exclude cost sharing for mandatory landscape requirements or mitigation as required by the building permit.

Trustee Jamerson would like the Board to be advised of significant changes to the programs. He also recommended reviewing the program annually.

Trustee Baumann wondered how best to inform the residents about the new programs. He stated that if the Village wanted the program to work, effective communication was needed. Trustee Chamberlain would like to see something in the Village Voice and on the Village website. She also noted that Mr. Zimmerman would explain the programs to the residents at the consultations. Trustee Chamberlain would like a Town Hall meeting, but questioned the potential turnout. Mr. Zimmerman noted that the old cost share information will need to be removed from the Village website.

The motion passed unanimously on a voice vote.

- Authorization to return Security Deposit to Comcast

Trustee Haber moved to authorize the return of the security deposit to Comcast. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

Adjournment

There being no further business or discussion, Trustee Jamerson moved to adjourn the meeting. Trustee Chamberlain seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:29 pm.

The next regular meeting of the Board of Trustees is scheduled for February 2, 2016 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: 1/6/16 12:00 AM
 To Date: 1/18/16 11:59 PM

Incident Type	Numbe of Incidents
0810 Theft Over \$500	2
2410 DUI	1
7001 Assist Other Agency	10
7011 MOR	1
7021 Ambulance Call	2
7024 Fire Call	1
7033 Fire Alarm	2
7040 Public Service	1
7041 Premise Exam	40
7042 Child Seat Install/Inspect	2
7045 Well Being Check	1
7049 Notifications	1
7051 Vehicle Lock Out	4
7079 Other Complaints	4
7082 Burglar Alarm	12
7083 Hold Up Alarm	2
7121 Suspicious Auto	2
7139 Other Problem	1
7160 Turned in Weapon/Ammo	1
7198 Identity Theft	2
7199 Other Investigation	1
7245 Animal Problem	8
7250 Roadway Debris	1
7503 Motorist Assist	5
7521 Traffic Complaint	3
7572 Traffic Accident PD	7
7573 Traffic Accident PP	1
7911 911 Hang Up	2
Total:	120
<hr/>	
Crime Prevention Notices	9
Case Reports	11
Traffic Stops	79
Persons Issued Citations	24
Citations Issued	28

16 houses are currently on the House Watch list.

Village of Riverwoods
Board of Trustees Meeting
January 6, 2016

DRAFT

In Attendance:

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

Absent was:

Michael Haber

Also Present:

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

Call to Order: 7:38 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the December 15, 2015 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee O'Donnell abstaining.

Director of Community Services

Mr. Durning reported that 2015 was the first completed year for business licenses. He has inspected three businesses so far who have applied for 2016 licenses and should have the rest of them completed soon.

Mr. Durning received a call regarding the possibility of opening a fitness club at the Shoppes of Riverwoods. He'll have more information at the next Board meeting.

Trustee Ford asked about the Riverwoods Liquor Store. Mr. Durning stated that they will be going out of business. Mayor Norris noted that they said the same thing last year. He added that they requested a short term liquor license which the Mayor said was not possible but told them he would consider a partial refund depending on what happens.

Plan Commission Report

Ch. Niedelman indicated that the Plan Commission will meet tomorrow night. They will complete the Lock Up discussions and will begin discussing the corner of Saunders and Deerfield Roads. He said the Commission's goal was to recommend a preliminary approval for the Lock Up if everything comes back the way they expect it to.

Treasurer's Report

Trustee Ford reported that the portfolio manager from JP Morgan Chase will come to the February 3, 2016 BOT meeting to explain what she does and give the Board a report on the investment portfolio she is managing for the Village.

Police Report

Chief Dayno provided the Board with the Police Department activity since the December 15, 2015 Board of Trustees meeting. The Police Report is attached to the end of the minutes.

Chief Dayno noted there was a sex offense on the report, but it was unfounded. There were 71 crime prevention notices issued. Most were for residents coming back from vacation who were provided with a report of the last check done by the Department. Chief Dayno reported that the male pick pocket leader from the Panera incidents in February has now been extradited to Illinois.

Trustee Jamerson asked about the number of deer incidents in the Village. Chief Dayno believes there have been two recent deer incidents. Trustee Jamerson wondered if the Village should do another deer count, as he believes there are a lot more deer this year. Trustee Chamberlain will ask Steve Zimmerman about costs and the frequency with which other Villages conduct deer counts.

Informational Items & Comments from the President

- Video Retention Policy

Clerk Gagerman sent out a policy that was informally agreed upon by the Trustees at the last meeting stating that the Village will keep the videos for 90 days after approval of the minutes.

- Update on the Strategic Planning Focus Groups

Trustee Baumann provided a brief update on the upcoming focus groups. They have scheduled three focus groups. Trustee Baumann will prepare a presentation for Mayor Norris, which will be a brief overview on what the Village learned from the survey, and then Mayor Norris will turn the meeting over to the facilitators. There will then be a discussion, attended by only residents and facilitators, which will last about 45 minutes. If there is a question asked that would be targeted more toward the Board, the facilitators will 'park' that question until the end of the discussion at which time one or more trustees will join the group to tackle those questions.

Trustee Baumann noted he sent the invitation to 300 residents and has only received positive responses from 10 people. Ideally, he would like at least six participants per group. Trustee Baumann explained he is starting to receive a larger response. However, he asked the Board to advise him if they know of any residents that they feel would be willing to participate. If he does not get enough people, he may postpone Wednesday's meeting and alert the participants to the change of date.

Dave Wille suggested that, instead of the Mayor opening the meeting, having him and Ron Futterman do it to create a more open atmosphere for the participants. The Mayor and the Trustees could then join the session to answer the 'parked' questions.

Visitors Wishing to Address the Board

There were no visitors wishing to address the Board.

New Business

- Staff Salaries

The personnel committee met and agreed to a 2.5% increase, which is consistent with the police department non-supervisory contractual increase. Going forward, the committee will try to make this process more organized. The Mayor invited Trustee Baumann, who will replace Trustee Jamerson, to join the committee. Trustee Baumann will eventually work on creating a salary matrix once all of the job descriptions are done. Trustee Chamberlain noted that they also want to create salary ranges for each job description as well.

Trustee Chamberlain moved for a 2.5% increase for all non-union and non-elected officials. Trustee Jamerson seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

- Center for Enriched Living Donation Request

Mayor Norris explained that CEL is requesting a donation of \$5,000 for general operating expenses, which the Village has given in the past. They are also asking the Village to waive building permit fees in the amount of \$33,195. The budget and operations committee was in favor of the \$5,000 donation for general administration. They did not feel it was appropriate to waive the building fee, as the Village does not profit from these fees, making this a request for an additional donation of \$33,195.

Trustee Chamberlain explained that the building permit fees do not generate a profit, they only cover the Village's actual costs. In addition, other municipalities do not waive building permit fees for not-for-profit organizations. Lastly, this request would exceed the entire 2016 donation budget of \$30,000.

Trustee Jamerson moved to make a \$5,000 donation to the Center for Enriched Living. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

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

NAYS: None (0)

Old Business

There was no Old Business.

Standing Committee Reports

Sewer/Solid Waste/Roads/Bike Path – Trustee O'Donnell received an inquiry from a resident who resides on Winlake Terrace and is concerned with the path of the trash and recycling truck. The street was recently repaved and residents are concerned about the way they navigate their street.

Police/Building/Zoning – Trustee Jamerson sent out the Building Report for December. The Village ended the year about 25% higher in construction value than 2014. However, the fees shown are overstated as they include the refundable bonds. This will be corrected going forward. Trustee Jamerson noted that the Village had a good year with more than \$15,000,000 in construction value.

Trustee Jamerson explained he met with the construction manager and architects and made considerable progress in reworking space to get the 'most bang out of their buck'. He expects to receive floorplans before the next Board meeting. Trustee Jamerson noted that the new traffic signal at Deerfield Road should be installed tomorrow.

Woodland/Finance – Trustee Chamberlain would like the Trustees to consider approval of the recommendations for the new cost-share programs.

Trustee Chamberlain discussed financial reporting for the Board and financial information for the website. She met with Mayor Norris and Bruce Masterson regarding the budgeting process. It was helpful to have last year's budget figures, input from some of the Trustees as well as information from various other sources. Trustee Chamberlain noted they are adding notations whenever there are significant increases or decreases. She encouraged the Trustees and staff to work with her on forecasting.

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Jamerson seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:22 pm.

The next regular meeting of the Board of Trustees is scheduled for January 19, 2016 at 7:30 PM.

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

Attachments:
 Police Report
 December Building Report



Riverwoods Police Incident Analysis Report

Summary by Incident Type



From Date: 12/15/15 12:00 AM
 To Date: 01/05/16 11:59 PM

Incident Type	Numbe of Incidents
0760 Burglary From Motor Vehicle	1
0810 Theft Over \$500	1
1500 Sex Offenses	1
2410 DUI	1
2800 Disorderly Conduct	1
7001 Assist Other Agency	13
7021 Ambulance Call	7
7024 Fire Call	5
7033 Fire Alarm	2
7040 Public Service	1
7042 Child Seat Install/Inspect	1
7045 Well Being Check	1
7049 Notifications	2
7051 Vehicle Lock Out	6
7079 Other Complaints	6
7082 Burglar Alarm	17
7083 Hold Up Alarm	1
7121 Suspicious Auto	4
7130 Domestic Trouble	1
7148 Insurance Report	1
7198 Identity Theft	1
7199 Other Investigation	2
7245 Animal Problem	4
7250 Roadway Debris	3
7503 Motorist Assist	20
7521 Traffic Complaint	9
7539 Traffic Investigation	2
7572 Traffic Accident PD	10
7911 911 Hang Up	6
Total:	130
Crime Prevention Notices	71
Case Reports	14
Traffic Stops	136
Persons Issued Citations	39
Citations Issued	49

19 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: December 2015
Re: Building Department Monthly Report

BUILDING DEPARTMENT MONTHLY REPORT
 December, 2015

Permit Totals and Annual Comparisons

	<u>2014 Year to Date</u>	<u>2015 Year to Date</u>	<u>December 2014</u>	<u>December 2015</u>
Permits Issued:	221	188	4	9
Construction Value:	12,109,187	15,012,965	674,041	1,512,964
Fees:	81,030	185,608	7,924	102,828

Other Activity

Number of Inspections: 12

Number of Stop Work Orders/ Code Compliance Actions: 0

1/5/2016 1:01pm

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Village of Riverwoods
Building Permits Issued
 For Date From 12/1/2015 To 12/30/2015

Date/Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee	Total Fee
12/4/2015 10078	1200 Saunders Rd	Commercial	Interior Remodel	\$490,000.00	\$40,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,025.00
12/2/2015 10103	645 Thorngate Ln	Residential	New Single Family	\$750,000.00	\$9,100.00	\$1,200.00	\$0.00	\$0.00	\$40,725.00	\$51,025.00
12/16/2015 10110	1687 East Course Dr	Residential	Inground Pool	\$200,000.00	\$250.00	\$100.00	\$0.00	\$0.00	\$10,450.00	\$10,800.00
12/16/2015 10114	677 Long Cove Ct	Residential	Paver Patio	\$40,000.00	\$150.00	\$0.00	\$0.00	\$0.00	\$100.00	\$250.00
12/3/2015 10116	2570 Riverwoods Rd	Residential	Fence	\$7,600.00	\$128.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.00
12/4/2015 10118	2260 Congressional Ln	Residential	Reroof	\$11,600.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
12/9/2015 10119	383 Shadow Creek Ln	Residential	Reroof	\$4,800.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
12/21/2015 10120	130 Pine Tree Ln	Residential	Fence	\$1,464.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
12/30/2015 10124	2280 Riverwoods Rd	Residential	Demolition	\$7,500.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Total Permits:	9			\$1,512,964.00	\$50,253.00	\$1,300.00	\$0.00	\$0.00	\$51,275.00	\$102,828.00