

Village of Riverwoods
Board of Trustees Meeting
January 23, 2018

DRAFT

In Attendance:

Cheryl Chamberlain
Kristine Ford
Eric Goldstein
Michael Haber
Henry Hollander
John Norris, Mayor

Absent:

Rick Jamerson

Also Present:

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

Call to Order: 7:30 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the January 9, 2018 Public Hearing. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Trustee Chamberlain moved to approve the minutes from the January 9, 2018 Board of Trustees meeting. Trustee Haber seconded the motion. The motion passed unanimously on a voice vote with Trustee Ford abstaining.

Treasurer's Report

Trustee Ford reported the preliminary year end numbers. The general fund balance is about \$8 million. The Village is about \$800,000 to the good. There were some increases to the revenues and the expenses were under control. Trustee Ford is hoping to provide the Trustees with a full report showing the sources of revenue and expenses along with a report from the Village's investment advisor.

Engineer's Report

Mr. Glenn reported that the Portwine sewer project is substantially complete.

Plan Commission Report

Plan Commission Chairman David Niedelman reported that the Commission met to discuss the proposed combination of the Woodland Ordinance and Tree Ordinance. He stated that his written report was sent to the Board and asked if the Board had any questions. They did not.

Director of Community Services Report

Mr. Durning reported that the proposed policy for the use of the Village Hall has been distributed to the Trustees. It is timely as the Village has had a request from a resident to hold a birthday party at Village Hall in March.

The house at 885 Hiawatha was demolished. There were a number of code violations. There are currently no plans to rebuild on that property.

A permit was applied for a new sign at the Thorngate entrance. The special use that was granted was for the existing sign and not the new, proposed one. He and Mr. Huvad are reviewing the request.

Trustee Chamberlain noted the Village may or may not decide to allow public rentals. She suggested Mr. Durning contact the resident and let them know it is being discussed by the Trustees. Mayor Norris would like the policy to come before the Trustees at the next meeting.

Police Report

Chief Dayno presented highlights from the Police Report since the last Board of Trustees meeting. He noted that on January 15th, they took a report of a stolen motor vehicle on Forest Glen that occurred overnight. There was also a criminal trespass of a motor vehicle on Gemini the same day. The police report is attached to the end of the minutes.

Village Attorney Report

Mr. Huvad reported that he and Trustee Ford have been working on updating the Village Hall usage policy which was sent to the Board. Trustee Ford noted that this is the second draft, which attempted to incorporate all of the comments from the Board. It also takes a different tilt namely that it does not cover private resident rental use. The idea is to have more Village sponsored events for residents as opposed to private resident events. She asked the Trustees to look at the draft before the next Board of Trustees meeting and send her comments.

Informational Items & Comments from the President

- Status on LDOT-Deerfield Road Planning - SIG

Mayor Norris noted that the LDOT and SIG meeting will take place on Thursday night at 6:00 pm. He hopes that the County will present something that will be palatable to residents. He encouraged residents to come to the meeting. This meeting will not allow public comments.

- “Town Hall” meeting on proposed Village Hall ecology campus

Mayor Norris suggested two possible dates for a Town Hall meeting. The proposed date is Thursday, February 15, 2018. Trustee Chamberlain asked if the Board would discuss and prioritize capital projects before the meeting. At minimum, she would like a listing of projects and a guesstimate of costs for each one. Mayor Norris stated that he would put something together.

- Changes to Donation Policy – Name “Budget Committee” substituted for “Finance Committee”

Mayor Norris noted that the Donation Policy uses the name Finance Committee but the ‘request for donations’ has been moved to the Budget Committee as the Finance Committee does not exist. The Trustees did not have any objections.

- 10th District Mayors Conference with Congressman Schneider

Mayor Norris noted that Congress will revisit an Internet sales tax on interstate commerce which could translate to additional income for the Village.

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 Ford seconded the motion. Mayor Norris noted that the files were sent electronically, but still need to be signed in person. The motion passed by the following vote:

AYES: Chamberlain, Ford, Goldstein, Haber, Hollander (5)

NAYS: None (0)

New Business

- Recommendation of Compensation Committee for Employee Salaries and Wages for 2018

Mayor Norris spoke with Trustee Jamerson, who asked that the Trustees not vote on staff increases in his absence. However, Trustee Jamerson was fine with the Board proceeding with increases for the uniform police officers that are not part of the collective bargaining agreement. Mayor Norris noted that the Village is looking at a 3% increase, which is consistent with Bannockburn’s increase.

Trustee Haber moved to accept the recommendation for uniform police officers that are not part of the collective bargaining process. Trustee Ford seconded the motion.

Trustee Hollander questioned if the Village has not been able to get a candidate because of the pay. Chief Dayno noted it is difficult to get part time officers, but is not sure it is only due to the pay. Trustee Hollander suggested allowing the hiring authority to offer a bonus or pay differential the first year, if there is a good candidate. Mayor Norris indicated that Chief Dayno has some discretion on the pay step level at which a full-time officer is hired at. Chief Dayno believes it would be helpful if he could also start a part time officer at a higher step. Chief Dayno noted part time officers have seven pay steps. He was looking at eliminating the first two pay steps and only having five steps to be closer to the starting pay at Bannockburn. The Trustees did not object.

The motion passed by the following vote:

AYES: Chamberlain, Ford, Goldstein, Haber, Hollander (5)

NAYS: None (0)

- Deerfield Parent Network – After Prom Donation Request

Mayor Norris indicated that the donation policy allows the Mayor to recommend up to \$1,000 for entities to which the Village has previously donated. He recommended a \$1,000 donation.

Trustee Haber moved to approve a donation for the After Prom party in the amount of \$1,000. Trustee Chamberlain seconded the motion.

Trustee Chamberlain stated that the after prom is a huge success with more than 95 percent of the senior class participating. The motion passed by the following vote:

AYES: Chamberlain, Ford, Goldstein, Haber, Hollander (5)

NAYS: None (0)

- Center for Enriched Living Donation Request

Mayor Norris reported that the Village's donation is not their sole means of support. They have helped Riverwoods' residents in the past and are very good corporate citizens. The Committee unanimously recommended a \$5,000 donation.

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

AYES: Chamberlain, Ford, Goldstein, Haber, Hollander (5)

NAYS: None (0)

Trustee Haber noted that the number of Riverwoods residents who are seniors at DHS and, therefore, benefitting from the prom donation is significant compared to the number of residents benefitting from the CEL programs. He suggested asking the Prom Committee to fill out a formal application next year so that the Board could have the opportunity to increase the amount of the donation to them.

- Ordinance Amending T-Mobile Lease

Trustee Haber moved for First Reading of the Ordinance. Trustee Chamberlain seconded the motion.

Mr. Huvard indicated that the proposal is to extend the current lease for five years plus two possible five year extensions. The motion passed unanimously on a voice vote.

Old Business

- Ordinance 18.01.01 Prohibiting the Use of Groundwater as a Potable Water Supply by the Installation of Use of Potable Water Supply Wells or by Any Other Method, in a Specified Area of the Village of Riverwoods – Second Reading

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

Mayor Norris explained that this Ordinance would restrict the use of ground water as a drinking supply in a portion of the 37 acres. Mr. Glenn noted that this is an EPA requirement as part of issuing the NFR letter (no further remediation). The motion passed by the following vote:

AYES: Chamberlain, Ford, Goldstein, Haber, Hollander (5)

NAYS: None (0)

Adjournment

There being no further business or discussion, Trustee Chamberlain moved to adjourn the meeting. Trustee Haber seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:16 PM.

The next regular meeting of the Board of Trustees is scheduled for February 6, 2018 at 7:30 PM at Village Hall.

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

Attachments:
Police Report



**Riverwoods Police
Incident Analysis Report
Summary by Incident Type
1/23/2018**



Incident Type	Since Meeting 01/09/18	2018 YTD	This Time 2017 YTD
0486 Domestic Battery	-	-	1
0580 Simple Assault	-	-	1
0625 Residential Burglary	-	1	1
0710 Theft From Motor Vehicle	-	1	-
0780 Burglary From Motor Vehicle	-	-	-
0810 Theft Over \$500	-	-	-
0820 Theft Under \$500	-	-	-
0910 Motor Vehicle Theft	1	1	-
1110 Deceptive Practices	-	-	-
1120 Forgery	-	-	-
1150 Credit Card Fraud	1	1	-
1310 Criminal Damage to Property	-	-	-
1330 Criminal Damage to Land	-	-	-
1380 Criminal Trespass-Vehicle	1	1	-
1700 Offenses Involving a Child	-	-	-
1811 Poss. Cannabis <30 grams	-	-	-
2410 DUI	2	2	3
2820 Telephone Threats	-	-	2
2825 Harassment by Telephone	-	-	1
3001 Fireworks Complaint	-	-	-
7001 Assist Other Agency	5	10	7
7021 Ambulance Call	12	18	16
7024 Fire Call	3	7	1
7033 Fire Alarm	2	2	1
7039 Fingerprinting	-	1	-
7040 Public Service	1	1	3
7041 Premise Exam	8	10	28
7042 Child Seat Install/Inspect	-	-	2
7045 Well Being Check	1	4	2
7049 Notifications	-	-	2
7051 Vehicle Lock Out	1	2	1
7062 Noise Complaints	-	-	-
7063 Solicitor Complaints	-	2	1
7078 Construction Complaint	-	-	-
7079 Other Complaints	1	2	3
7082 Burglar Alarm	10	18	20
7083 Hold Up Alarm	1	1	1
7121 Suspicious Auto	2	5	3
7123 Suspicious Person	1	1	-
7130 Domestic Trouble	-	-	-
7139 Other Problem	-	1	1
7144 Lost/Mislaid Property	-	-	-
7158 Found Property	-	-	-
7160 Turned in Weapon/Ammo	-	-	-
7178 Missing Person	-	-	-
7198 Identity Theft	-	-	2
7199 Other Investigation	5	5	2

Incident Type	Since Meeting 01/09/18	2018 YTD	This Time 2017 YTD
7221 Attempt Suicide	-	-	-
7231 Death Investigation	-	-	-
7245 Animal Problem	3	5	7
7246 Found Animal	-	-	-
7250 Roadway Debris	-	1	1
7500 Village Ordinance Violation	-	-	-
7503 Motorist Assist	7	10	13
7521 Traff Complaint	2	3	-
7522 Parking Complaint	1	2	-
7539 Traffic Investigation	-	-	-
7571 Traffic Accident PI	-	-	2
7572 Traffic Accident PD	14	16	9
7573 Traffic Accident PP	-	1	1
7911 911 Hang Up	6	11	1
Total:	91	146	137
Crime Prevention Notices	18	22	21
Case Reports	7	10	16
Traffic Stops	92	133	148
Persons Issued Citations	23	37	42
Citations Issued	30	49	62
*Ordinance Violations	6	6	-

(*) Began 8/16/17

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

Village of Riverwoods
Board of Trustees Meeting
January 9, 2018
APPROVED

In Attendance:

Cheryl Chamberlain
Eric Goldstein
Michael Haber
Henry Hollander
Rick Jamerson
John Norris, Mayor

Absent:

Kristine Ford

Also Present:

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

Call to Order: 7:50 PM

Approval of Minutes

Trustee Chamberlain moved to approve the minutes from the December 19, 2017 Board of Trustees meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote with Trustee Haber abstaining.

Trustee Chamberlain moved to approve the minutes from the November 7, 2017 Executive Session meeting. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Director of Community Services

Mr. Durning reported that one of the woodland preserve shelter panel exhibits has been vandalized and others are broken. He received a quote of about \$2,000 to replace eight panels including labor. The panels should last about five or six years. Trustee Chamberlain does not believe the expense of \$2,000 to replace the panels is excessive if the Village wants to continue to maintain the area. Mayor Norris noted that the original panels were funded through an educational grant. Trustee Jamerson is also in favor of the expenditure.

Mr. Durning noted that the administrative hearing for three tickets he had issued will take place next week. He also issued a ticket today for failure to test and certify an RPZ valve on a private well.

Plan Commission Report

Plan Commission Chairman David Niedelman reported that the Plan Commission will hold a Public Hearing on Thursday. They will consider a Text Amendment substantially amending and restating the Riverwoods Woodland Protection Ordinance.

Engineer's Report

Mr. Glenn reported that the Portwine Road sewer project is underway.

Village Attorney Report

Mr. Huvard had a conversation with Tom Flannigan, whose family owns the 37 acre parcel, about the impact of Woodman's on the Shoppes of Riverwoods. The Flannigans are rethinking the 37 acre project which has become more arduous than they originally envisioned. They also discussed the potential impact of the Deerfield road widening on the Shoppes. Mr. Huvard invited Mr. Flanagan to attend a future consultant's meeting.

Mr. Huvard also spoke with Landmark Dividend, another company interested in purchasing the Village's cell tower leases. They offered a lump sum amount similar to what the Village has been offered previously, but the rest of the terms were more favorable. Mr. Huvard suggested inviting Landmark to attend a future Board of Trustee meeting. Trustee Haber questioned whether there is motivation for the Village to sell at this time. He noted that if the Village was reliant on the revenue stream to meet its general obligations, there would be a reason to get the long term commitments. He is willing to listen to Landmark's representative, but this is his initial reaction.

Mr. Huvard also spoke with representatives from T-Mobile about a 15 year lease guarantee, but T-Mobile will not guarantee for 15 years. He recommends that the Village initial and send back a 'draft amendment' in order for T-Mobile to send an actual lease amendment for the Village to review. The Board agreed.

Police Report

Chief Dayno presented highlights from the Police Report since the last Board of Trustees meeting. He reported that there was one residential ruse burglary on West Course Drive. The Police Report is attached at the end of the minutes.

Information Items and Comments from the President

- Status on LDOT – Deerfield Road Planning – SIG

Mayor Norris reported that the SIG meeting is scheduled for January 25, 2018 at the Riverwoods Village Hall. He encouraged residents to attend. Trustee Jamerson noted that residents were welcome but only the SIG group could ask questions.

- Discussion of possible Regulation on Short Term Rental of Residential Property

Mayor Norris indicated that a memorandum covering this topic was sent to the Trustees. Mr. Huvard explained that the original recommendation was to have interested residents register their property. That led to defining certain terms. He studied other municipalities' Ordinances and felt that the City of Portland's was one of the most moderate and sensible approaches. His draft incorporates that approach, but believes there is still some discussion and fine tuning that needs to be done.

The Board discussed a number of issues including some acceptable commercial uses, a policing policy, disruptive conduct, not obtaining a permit and the penalty associated with that. Mr. Huvard suggested that there was more work to be done and invited the Trustees to send comments and suggestions to him. He also suggested the possibility of holding a workshop.

Before moving on, Mayor Norris asked the Board if they agreed with three basic criteria, namely: that the Village requires the property to be registered; the Village would also require the name and phone number of a responsible party; and that the inspection portion would require smoke detectors. The Board had no issue with these requirements.

- Salary Recommendation for 2018 has been distributed. Intend to schedule vote at January 23, 2018 meeting.

Mayor Norris noted this is the recommendation from the Compensation Committee.

- “Riverwoods Cost Share – Contractor Certification Workshop”

Mayor Norris reported that this workshop is meant to educate contractors that are going to do work covered by the cost share programs. Steve Zimmerman has put together the information. Mayor Norris suggested videotaping the presentation, so those that cannot attend have access to the information.

Trustee Chamberlain explained the branding committee understands anyone can do work in the Village; however, if a resident is using the cost share program a bit of education can cut down the challenges. Therefore, if a resident wants reimbursement through the program, their contractor has to go through the education program. Trustee Jamerson suggested calling it a Contractor Orientation Workshop. Trustee Haber believes the workshop should be available to be viewed online. Trustee Hollander questioned how the work is reviewed and determined to be completed properly. Trustee Chamberlain explained that if the work is not completed properly, the resident is not eligible for the cost share reimbursement. Mayor Norris noted the Village is trying to let contractors know what is expected upfront. Trustee Chamberlain prefers that a contractor comes into the Village, as the education will be much better in person. Mr. Niedelman suggested having a monetary reason for contractors to attend.

Visitors Wishing to Address the Board

Lilia Dicken suggested that the Village could do a monthly internet search on the major rental sites for short term rentals and then contact those individuals.

New Business

- Resolution R-18-01 Local Debt Recovery Program – Intergovernmental Agreement
Village Clerk Gagerman explained there are some people with a judgment against them that have not paid. This program will allow the Village to register with the State to who can deduct monies due to the Village from a State refund tax or paycheck. An intergovernmental agreement is required before the Village can enroll in the program. Trustee Chamberlain wanted to ensure that the Village does not incur any additional costs. Clerk Gagerman noted that there are no additional costs.

Trustee Haber moved to pass a Resolution for an intergovernmental agreement with the State of Illinois for a local debt recovery program. Trustee Chamberlain seconded the motion. The motion passed on a voice vote.

- Approval of Varsity Time, LLC Invoice for \$12,000
Mayor Norris noted that this is the branding company invoice. Trustee Jamerson moved to approve the bill for Varsity Time, LLC in the amount of \$12,000. Trustee Chamberlain seconded the motion. The motion passed by the following vote:

AYES: Chamberlain, Goldstein, Haber, Hollander, Jamerson (5)

NAYS: None (0)

Old Business

- Ordinance Prohibiting the Use of Groundwater as a Potable Water Supply by the Installation or Use of Potable Water Supply Wells or by any other method, in a specified area of the Village or Riverwoods (Continued – awaiting data from property owner)

Standing Committee Reports

External Communications/Bike Path/Environment – Trustee Chamberlain reported that the branding process is moving along. The steering committee will meet with Jodi and Ryan on January 23, 2018 to come up with some ideas to share with the Board.

Police/Building – Trustee Jamerson indicated that the December Building Report was distributed. It is attached to the end of the minutes.

Communications/IT/Budget – Mayor Norris reported that there was a meeting regarding the Village website and that progress was being made.

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 9:08 PM.

The next regular meeting of the Board of Trustees is scheduled for January 23, 2018 at 7:30 PM at Village Hall.

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

Attachments:
Police Report
Building Report



Riverwoods Police Incident Analysis Report Summary by Incident Type 1/8/2018



Incident Type	Since Meeting 12/19/17	2018 YTD	This Time 2017 YTD
0486 Domestic Battery	1	-	-
0560 Simple Assault	-	-	-
0625 Residential Burglary	1	1	1
0710 Theft From Motor Vehicle	-	-	-
0760 Burglary From Motor Vehicle	-	-	-
0810 Theft Over \$500	-	-	-
0820 Theft Under \$500	-	-	-
0910 Motor Vehicle Theft	-	-	-
1110 Deceptive Practices	-	-	-
1120 Forgery	-	-	-
1150 Credit Card Fraud	-	-	-
1310 Criminal Damage to Property	-	-	-
1330 Criminal Damage to Land	-	-	-
1360 Criminal Trespass-Vehicle	-	-	-
1700 Offenses Involving a Child	-	-	-
1811 Poss. Cannabis <30 grams	-	-	-
2410 DUI	1	-	2
2820 Telephone Threats	-	-	-
2825 Harassment by Telephone	-	-	1
3001 Fireworks Complaint	-	-	-
7001 Assist Other Agency	14	5	4
7021 Ambulance Call	20	6	2
7024 Fire Call	6	4	1
7033 Fire Alarm	2	1	-
7039 Fingerprinting	1	-	-
7040 Public Service	2	-	1
7041 Premise Exam	31	2	17
7042 Child Seat Install/Inspect	-	-	1
7045 Well Being Check	3	3	1
7049 Notifications	2	-	-
7051 Vehicle Lock Out	3	1	-
7062 Noise Complaints	2	-	-
7063 Solicitor Complaints	-	2	1
7078 Construction Complaint	-	-	-
7079 Other Complaints	1	1	1
7082 Burglar Alarm	24	8	10
7083 Hold Up Alarm	-	-	-
7121 Suspicious Auto	7	3	-
7123 Suspicious Person	-	-	-
7130 Domestic Trouble	-	-	-
7139 Other Problem	1	1	-
7144 Lost/Mislaid Property	-	-	-
7156 Found Property	-	-	-
7160 Turned in Weapon/Ammo	-	-	-
7178 Missing Person	-	-	-
7198 Identity Theft	-	-	1
7199 Other Investigation	1	-	-

Incident Type	Since Meeting 12/19/17	2018 YTD	This Time 2017 YTD
7221 Attempt Suicide	-	-	-
7231 Death Investigation	-	-	-
7245 Animal Problem	4	2	2
7246 Found Animal	-	-	-
7250 Roadway Debris	2	1	-
7500 Village Ordinance Violation	1	-	-
7503 Motorist Assist	10	3	4
7521 Traff Complaint	2	1	-
7522 Parking Complaint	1	1	-
7539 Traffic Investigation	-	-	-
7571 Traffic Accident PI	1	2	-
7572 Traffic Accident PD	8	-	3
7573 Traffic Accident PP	1	1	-
7911 911 Hang Up	9	5	1
Total:	162	54	54
Crime Prevention Notices	68	7	15
Case Reports	6	1	5
Traffic Stops	98	46	56
Persons Issued Citations	29	17	21
Citations Issued	37	22	29
*Ordinance Violations	2	-	*

(*) Began 8/16/17

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

**Village of Riverwoods
Building Permits Issued December 2017**

Date	Number	Address	Project Type	Project Description	Value	Permit Fee	Plan Review	Contractor	Inspection	Other Fee
12/6/2017	10605	3 Foxtail Ct	Residential	Siding & Windows	\$97,500.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
12/22/2017	10687	885 Hiawatha Ln	Residential	Demolition	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
12/7/2017	10697	2460 Riverwoods Rd	Residential	Estate Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
12/1/2017	10699	3 Wildflower Ln	Residential	Interior Renovation	\$30,000.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$150.00
12/1/2017	10703	895 Hoffman Ln	Residential	Garage Sale	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
12/19/2017	10706	957 Saunders Rd	Residential	Fence	\$5,000.00	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00
12/21/2017	10707	1155 Portwine Rd	Residential	Roof	\$20,000.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Permits:					\$152,500.00	\$2,320.00	\$0.00	\$0.00	\$0.00	\$150.00
December 2016					\$4,135,710.00	\$80,028.00	\$0.00	\$0.00	\$0.00	\$2,125.00
Total 2016					\$29,373,735.00	\$335,180.80	\$1,130.00	\$0.00	\$1,275.00	\$48,567.00
Total 2017					\$17,695,081.50	\$227,223.45	\$0.00	\$0.00	\$2,000.00	\$10,229.00

Inspections 18

Code compliance Actions 7