

Village of Riverwoods  
Board of Trustees Meeting  
May 7, 2024  
Approved

Present:

Kris Ford, Mayor  
Michael Clayton  
Liliya Dikin  
Andrew Eastmond  
Henry Hollander  
Rick Jamerson  
Jeff Smith

Also Present:

Bruce Dayno, Police Chief  
Bruce Huvad, Village Attorney  
Dani More, Village Clerk  
Stephen Witt, Director of Community Services  
Tony Vasquez, Finance Director  
Tom Krueger, Fire Chief

The meeting was called to order at 7:30 pm

Document Approval

Trustee Jamerson moved to approve the minutes of the April 16, 2024 Board of Trustees meeting. Trustee Dikin seconded the motion. The motion passed unanimously on a voice vote.

Trustee Hollander moved to approve the release of the May 2, 2023 Executive Session minutes. Trustee Jamerson seconded the motion. The motion passed unanimously on a voice vote.

Finance Director's Report

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

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

Director Vasquez reported the audit work is continuing and the Village has provided all of the requested information. The auditors are reviewing the financial statements and notes and the Village will receive the draft audit after it goes through the auditor's quality control. May is open enrollment for Village employees. Our HR Consultant, Bill Balling, has communicated all of the changes to eligible employees. Director Vasquez is looking into the possibility of a lower cost health insurance option. At the November 7, 2023 meeting, he discussed a correction on the commercial water rates. After further

research, he found that Wolters Kluwer was not receiving a Village service utility charge. He worked with GHA to research the infrastructure on the property and found there was Village-owned infrastructure on that property. Director Vasquez explained large commercial accounts have an REU (residential equivalent units) of \$18 and this property should have been charged \$1134 per month since 2015, or \$124,740. He reached out to the facility coordinator at Wolters Kluwer, who paid the amount in full. The account will be charged appropriately going forward.

#### Director of Community Services Report

Director Witt noted there are a number of cases at the ZBA and the Plan Commission including a setback variation, a Special Use and three residential subdivisions.

#### Status of Road Projects

Saunders Road. All remaining underground work will be completed this week and pavement patching will be completed, weather permitting. Restoration work is scheduled to start at the end of next week. The County forced main pipe has been installed and restoration work has begun at the lift station going southward. The temporary bike path is in place. Lake County Public Works and the contractor are working with the Department of Transportation to get permission to put in the utilities necessary for the forced main crossing. There will be temporary lane closures as that work occurs.

The 2024 road program contractors started working last week.

#### Village Attorney's Report

Mr. Huvad reported the Joint Review Board is anticipating a meeting in June. This is the annual TIF District meeting. There are a few updates that will be needed including the Insurance Ordinance. Mr. Huvad is working on updating the Planned Development draft Ordinance. There are also a number of IGAs that are pending.

Trustee Clayton asked about the status of the gaming request from Brunch Factory. Director Witt explained he and Mayor Ford have been in contact with Brunch Factory ownership and should have direction on how to proceed for the next meeting.

#### Plan Commission Report

Plan Commission Chairperson Laurie Breitkopf reported the Plan Commission met on May 2, 2024 and will be sending a recommendation to combine two parcels into one Zoning lot.

#### Zoning Board of Appeals Report

Director Witt reported the ZBA will meet on Thursday to discuss a request for a variation on the amount of woodlands that can be removed from a property. Generally, 20 percent is allowed to be removed and the applicant is requesting 25 percent. Director Witt noted at the April meeting, the ZBA discussed a proposed sign on a building in the Colonial Court area.

## Police Report

Chief Dayno reported the police activity is attached to the end of the minutes. He noted an arrest was made for theft over \$10,000 and money laundering. The investigation began in April 2023. After several subpoenas and attempts to extradite the suspect, the suspect was surrendered to Lake County Jail on April 4, 2024.

## Information Items from the President

1. Upcoming Grand Opening of the Play Area event on May 18 from 1 to 4 pm

Mayor Ford reminded everyone about the official grand opening of the play area.

2. Exploration of Board Meeting Efficiencies

Mayor Ford noted that she is exploring methods to make Board meetings more efficient including the use of a Consent Agenda. She will speak with the Trustees and staff before making any changes.

3. Security

Mayor Ford and staff are looking at Village Hall security. A member of the public showed up with a video camera and walked through all public areas in Village Hall. Fortunately, Chief Dayno and Director Vasquez recognized this kind of audit activity and responded appropriately. It brought to our attention potential safety issues.

## New Business

1. Approval of the Purchase of Office Furniture from Office Revolution in an amount not to exceed \$24,000.

Director Vasquez explained the need for furniture for the Finance Director, Community Services Director and Village Clerk who are currently using conference tables instead of desks making those tables unavailable for community or committee events. Director Vasquez was able to connect with the company who manufactured the existing office furniture. The \$22,278.67 expense will come from the Capital Fund.

Trustee Clayton moved to approve the purchase of office furniture from Office Revolution in an amount not to exceed \$24,000. Trustee Jamerson seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

2. Approval of a Proposal from M. E. Bock, Inc. for the Repair of the HVAC Systems in the Police Department and Village Hall Buildings.

Director Witt explained the HVAC systems at the police department and Village Hall are in need of repair. There are some serious issues including the police department server room. The proposed repairs would fix the issues. Chief Dayno and Director Witt walked through the buildings with a contractor and Director Witt believes the recommended repairs are reasonable.

Trustee Jamerson moved to approve the proposal from M. E. Bock, Inc. for HVAC system repair at the Police Station and Village Hall in an amount not to exceed \$26,974. Trustee Dikin seconded the motion. After additional discussion concerning the proposed work and the procedure for bidding this project, the motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

### 3. Approval of a Contract with Calvo's Maintenance Services, Inc. for Various Building and Property Repair and Maintenance Projects

Director Witt explained the Village is looking for a replacement contractor. Chief Dayno received the recommendation for Calvo's Maintenance Services from the police chief of Bannockburn, who has used Calvo for similar services for four years.

Trustee Jamerson moved to approve the contract with Calvo's Maintenance Services, Inc. for various building and property repair and maintenance projects, subject to attorney review. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

### 4. Approval of a Contract with National Power Rodding for the 2024 MPI Sanitary Sewer Rehabilitation Project in an Amount of \$84,893.53

Director Witt reported GHA was working on the bids, which were procured through the municipal partnership agreement. Four contractors bid on the work and the low bidder was National Power Rodding, which was also GHA's recommendation.

Trustee Jamerson moved to approve the contract with National Power Rodding for the 2024 MPI Sanitary Sewer Rehabilitation Project in the amount of \$84,893.53. Trustee Clayton seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

### 5. Approval of the Extension of the Preventative Maintenance Contract with M.E. Bock related to HVAC Systems at the Police Department and Village Hall Buildings.

Director Witt reported M.E. Bock is under contract with the Village to check our systems on a quarterly basis. This will extend their contract for 18 months at the current cost.

Trustee Jamerson moved to approve the preventative maintenance contract with M.E. Bock for 18 months. Trustee Smith seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

### Old Business

#### Discussion of the Status of the Proposed Construction of a Pathway to the Demonstration Center

Mayor Ford explained staff provided a memorandum providing background of the demonstration center as well as the site visit notes. The shelter is not being maintained. The Board has been provided with a number of proposals to connect the paths to the demonstration and believes it can be done for about \$80,000. Mayor Ford noted the Village has a gathering place with a shelter at Village Hall that is well maintained and has plenty of parking. Staff recommends not moving ahead with constructing the path. The upcoming construction on Saunders and Riverwoods Roads that will provide a walkway or shared shoulder that would allow access to the area. There is an outstanding approval for \$74,000 for pathway construction.

Discussion addressed the current maintenance, and the need for a broader strategic plan for the maintenance, accessibility and use of public spaces in addition to the Comprehensive Plan.

Trustee Hollander moved to cancel the pathway project and funding toward it. Trustee Smith seconded the motion. The motion passed unanimously on a voice vote.

### Visitors wishing to address the Board

Russ Romanelli asked about the purchase of the Federal Life property by the Village and the Fire District. Mr. Huvard explained the Village would sell a portion of the property to the fire district.

Katherine Romanelli noted some of the Riverwoods signage has stones on the bottom while other do not. Trustee Jamerson explained the only sign that has stone on the bottom is at Village Hall. Most of the other signs are on County right-of-way and require break-off bolts.

Rich Koomjian noted with the old fire house being in question, he thinks it would be wise for the Board to consider a strategic plan for that area.

Randi Merrill, Riverwoods Preservation Council, explained they will have a coloring contest for children 12 and under at the grand opening of the Play Area on Saturday.

Ms. Breitkopf noted the RPC is looking at native plantings that are growing along Deerfield Road that may be in danger with the Deerfield Road expansion. Ms. Merrill noted they have identified 35 varieties from Hoffman Lane to the Des Plaines River bridge.

## Committee Reports

Woodlands/Ecology/Legal - Trustee Eastmond is enthusiastic regarding the early work of the sustainability and climate working group. The two representatives from Discover have been very engaged.

Building and Utilities/Storm Water - Trustee Jamerson reported there is a typo in the year-to-date number.

Community Services - Trustee Smith is very appreciative of Discover's participation in the sustainability and climate working group. He thanked the residents for their participation in the Village clean up on Earth Day.

## Executive Session

Trustee Jamerson moved to go into Closed Session to discuss the potential purchase of property. Trustee Smith seconded the motion. The motion passed by the following vote:

AYES: Clayton, Dikin, Eastmond, Hollander, Jamerson, Smith (6)

NAYS: None (0)

The meeting was adjourned to closed session at 8:40 pm.

The meeting was reconvened at 9:34 pm.

Present:

Kris Ford, Mayor

Michael Clayton

Liliya Dikin

Andrew Eastmond

Henry Hollander

Rick Jamerson

Jeff Smith

## Adjournment

There being no further business to discuss, Trustee Jamerson moved to adjourn the meeting. Trustee Clayton seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 9:35 pm

The next regular meeting of the Board of Trustees will take place on May 21, 2024 at 7:30 pm.

Respectfully submitted,

Transcribed by:  
Jeri Cotton

Attachments:  
Police Report  
Building Report



# Riverwoods Police Incident Analysis Report Summary by Incident Type 5/7/2024

Activity Through May 1st of Each Year

Incident Type	2024 YTD	This Time 2023 YTD
46 (7503) (Mortorist Assist)	35	30
50 PD (7572) (Crash Property Damage)	28	22
50 PI (7571) (Crash Personal Injury)	8	10
50 Priv Prop (7573) (Crash Private Property)	-	3
911 Hang up (7911)	10	2
Ambulance (7021)	131	122
Animal Problem (7245)	20	12
AQA (7001)	52	60
Armed Robbery (0310)	-	-
Assault (0500)	-	-
Attempt Suicide (7221)	-	-
Battery - Simple (0460)	-	1
Battery (0400)	1	1
Burg - From Motor Veh (0760)	-	-
Burglar Alarm (7082)	78	100
Burglary - Residential (0625)	-	3
Burglary (0600)	-	1
Cell 911 (7912)	-	-
Child Seat Inspect (7042)	-	1
Construction Comp (7078)	-	1
Controlled Substance (2000)	-	-
Credit Card Fraud (1150)	-	1
Crim Damage to Prop (1310)	2	4
Crim Sexual Assault (1563)	-	-
Crim Trespass to Land (1330)	2	1
Crim Trespass to Veh (1360)	-	-
Death Investigation (7231)	-	1
Deceptive Practice (1110)	3	2
Domestic Battery (0486)	-	-
Domestic Trouble (7130)	4	10
DUI (2410)	11	14
Fingerprinting (7039)	4	6
Fire Alarm (0733)	13	15
Fire Call (7024)	23	17
Fireworks Complaints (3001)	1	1
Forgery (1120)	-	-
Found Animal (7246)	3	-
Found Prop. (7156)	4	1
Harassment by Telephone (2825)	1	-
Hold Up Alarm (7083)	7	9
Identity Theft (7198)	6	1
Lock out - Vehicle (7051)	8	3
Lost / Mislaid Prop (7144)	2	2
Missing Person (7178)	-	1
Noise Comp (7078)	3	5
Notification (7049)	4	8
Other Comp (7079)	19	19
Other Investigation (7199)	11	9



<b>Incident Type</b>	<b>2024 YTD</b>	<b>This Time 2023 YTD</b>
Other Trouble (7139)	1	1
Parking Complaint (7522)	2	2
Premise Exam (7041)	641	657
Public Service (7040)	23	20
Roadway Debris (7250)	12	12
Solicitor (7063)	-	9
Suicide (7211)	-	-
Suspicious Auto (7123)	14	24
Suspicious Person (7123)	9	9
Telephone Threat (2820)	-	-
Theft from Motor Veh (0710)	-	-
Theft of Motor Veh (0910)	-	1
Theft Over \$500 (0815)	2	2
Theft Under \$500 (0825)	1	-
Traffic Complaint (7521)	15	16
Turned in Weapon/Ammo (7160)	1	1
Village Ord. Violation (7500)	4	6
Well Being Check (7045)	25	15
<b>Total:</b>	<b>1244</b>	<b>1274</b>
Crime Prevention Notices	213	222
Case Reports	63	58
Traffic Stops	771	563
Number of Citations issued	301	218
Number of Persons Issued Citations	225	145

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

