

Public comments were welcome on any topic when received by email or in writing by the Village Clerk prior to 5:00 p.m. on the day of the meeting. While emailed or written comments were strongly encouraged, in person comments were also welcome. Physical spacing was observed, and public access to the meeting was limited due to the ongoing public health emergency, and based on Executive Orders issued by Governor Pritzker; however, access to the meeting location for public commenters was facilitated.



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING

Minutes

*I. Call to Order:* The Regular Meeting of the Village of Riverside Board of Trustees was held in the Township Auditorium, 27 Riverside Road, 2<sup>nd</sup> Floor, Riverside, IL, on Thursday, September 3, 2020. President Sells called the meeting to order at 7:00 p.m.

*II. Roll Call:*

Present:	President Sells Trustee Collins Trustee Gallegos Trustee Jisa Trustee Hannon Trustee Evans Trustee Pollock
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Absent: None

Also Present: Village Manager Frances  
Village Attorney Malina  
Village Clerk Haley

Also in attendance: Police Chief Weitzel, Fire Chief Buckley, Public Works Director Bailey, Public Works Superintendent Tabb, Parks & Recreation Director Malchiodi, Community Development Director Abt, Finance Director Johns

*III. Pledge of Allegiance*

*IV. Presentations and Public Comment*

A. Public Comment – None.

*V. Reports of Village Officers*

A. Village President's Report

1. Motion to appoint and reappoint the following individuals to Village Boards and Commissions:

Appoint Colleen Incandela to the Parks & Recreation Board, term to expire 2021

Appoint Susan Conner and Greg Briolat to the Ethics Commission, terms to expire 2022

Reappoint Jeff Levine to the Ethics Commission, term to expire 2021

Appoint Village Manager Jessica Frances as Ethics Advisor

President Sells called for a motion and second to confirm the appointments and reappointment. Trustee **Gallegos made a motion** to confirm the appointments.

Trustee **Collins seconded** the motion.

**AYES:** Trustees Collins, Gallegos, Jisa, Hannon, Evans & Pollock.

**NAYS:** None.

**Motion passed.**

Clerk Haley administered the oaths of office to new Commissioners Incandela, Conner and Briolat.

B. Village Manager's Report – None.

*VI. Approval of Consent Agenda*

President Sells read the Consent Agenda aloud.

A. Approve Voucher List of Bills September 3, 2020

B. Approve Village Board of Trustees Special Meeting and Regular Meeting Minutes August 20, 2020

C. Review and file Planning and Zoning Commission Meeting Minutes June 24, 2020

D. A Motion to approve the special event application for Riverside Brookfield High School Cross Country Meets on September 8 and September 26, 2020

E. A Resolution Authorizing the Sale or Disposal of Personal Property owned by the Village of Riverside

President Sells asked if any of the Trustees required an item to be removed from the Consent Agenda for discussion. Hearing no requests, he called for a motion and second to approve the Consent Agenda. Trustee **Gallegos made a motion** to approve the Consent Agenda. Trustee **Collins seconded** the motion.

**AYES:** Trustees Collins, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

VII. *Reports of Departments, Commissions and Trustee Liaisons* – None.

VIII. *Ordinances and Resolutions*

- A. An Ordinance approving an expansion of an existing Special Use Permit and Several Variations to allow the construction of a new clubhouse as well as associated new swimming pool, sport court and fence improvements at 100 Bloomingbank Road, Riverside – Riverside Swim Club

Community Development Director Abt stated that Riverside Swim Club is proposing to remove the existing club house and associated pools and rebuild with a new club house, pools, sport court and other improvements on the site located at 100 Bloomingbank Road. The property is located in the R1-A Zoning District where outdoor recreation uses are a special use. The proposed new clubhouse and improvements also require several variations from the Zoning Code. The Planning and Zoning Commission conducted a public hearing on August 26, 2020 on the special use and variations. During the Public Hearing, the PZC considered residential district bulk requirements, minimum setback requirements, fence height and materials, encroachment of structures into street yards and side yards, maximum impervious surface coverage and stormwater detention requirements and concerns regarding preservation of existing trees and open space near the club. Ultimately, the PZC recommended approval of all but one request on a vote of 6-0 with conditions. The PZC recommended approval of the fence variation on a 5-1 vote. Trustee **Gallegos made a motion** to approve the expanded Special Use and Variations. Trustee **Collins seconded** the motion.

Trustee Pollock thanked the PZC for their work on this difficult, multifaceted petition. He stated that it would be virtually impossible to redevelop the parcel if the applicant had to comply with all the required provisions of the Zoning Code, IEPA, MWRD and ADA requirements. He expressed concern regarding streetscape on Bloomingbank Road. He noted that there is minimal public benefit to increasing the setback on Bloomingbank from 6 feet to 9 feet. He would like to see a 5 foot wide public sidewalk in the public right of way. He is otherwise in agreement with the PZC's recommendations.

Trustee Hannon concurred with Trustee Pollock's praise of the Planning and Zoning Commission. He thanked the Riverside Swim Club and the PZC for their diligent work and thoughtful consideration of the requests. He expressed concern regarding the Bloomingbank Street view and recommended windscreens be used to ensure privacy. He also expressed concern regarding the cost associated with the new public sidewalk proposed by Trustee Pollock.

Joel Marhoul addressed the Board on behalf of the RSC to provide details regarding the proposed fencing for all sides of the property. It should be noted that Mr. Marhoul is on the RSC Board and is also a member of the PZC. He recused himself from all votes on taken by the PZC on this matter. Marhoul stated that the RSC is

proposing to use ornamental fence and landscaping along Bloomingbank as this will help soften the appearance of the facility and provide privacy.

After some discussion regarding the merits and drawbacks of windscreen, wood slatting and privacy concerns, the Board consensus was to allow an ornamental fence with windscreen and allow a 6 foot setback on the Bloomingbank side of the property as long as there is continuous landscaping to camouflage the fence. Mr. Marhoul expressed support for those conditions on behalf of the club.

President Sells expressed concern regarding loss of trees on the Bloomingbank side of the club. Mr. Marhoul stated that representatives from the RSC will be meeting with Director Abt and Village Forester Collins in the coming week to determine which trees have value and should be saved. The club will comply with the recommendations of village staff.

President Sells asked Village Attorney Malina to provide input on Trustee Pollock's requested public sidewalk. Attorney Malina noted that even though this would be a public sidewalk in the public right of way, the Board could condition approval of the project on RSC paying for installation of the proposed sidewalk. However, Malina noted that once the sidewalk has been installed, maintenance becomes the responsibility of the village.

It was noted that the proposed sidewalk would need to be 5 feet wide and 275 feet in length. Director Bailey estimated that the cost of the proposed sidewalk at approximately \$27,000.

Trustee Jisa inquired about installing a winding, ADA compliant, permeable path instead of an exposed aggregate sidewalk. Mr. Marhoul inquired about the possibility of the village and the club splitting the cost of the sidewalk. Trustee Pollock stated that he believes the petitioner should cover the installation cost because the sidewalk will benefit club members. He expressed concern that without a sidewalk, people will trample the green space. He noted that there is currently an asphalt path in this area that is slated for removal as part of the project.

Trustee Gallegos asked if installation of the proposed hardscape would need to be approved by the Landscape Advisory Commission. President Sells thanked Trustee Gallegos for his inquiry and noted that the proposed sidewalk would likely need to go to the Preservation Commission for approval. Attorney Malina and Director Abt concurred.

Trustee Jisa expressed concern regarding the added expense installing a sidewalk or permeable path will create. A discussion ensued regarding the cost of exposed aggregate.

President Sells expressed support for exposed aggregate since this is the material that is required for public sidewalks throughout the village. He also stated that he believes this matter should be set aside for now since the Board has achieved consensus on the other issues. Trustee Pollock was amenable to this. Mr. Marhoul stated that the club and their construction manager will work with village staff to get pricing and work out the details and timing of installation.

With that, **President Sells called for the vote** on the ordinance as amended.

**AYES:** Trustees Collins, Gallegos, Jisa, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

President Sells thanked the Riverside Swim Club for their goodwill and consideration. Mr. Marhoul stated that the Swim Club has been a part of the community for 67 years and he thanked the Board for their support.

## ***IX. Considerations***

### **A. Discussion of Capital Improvement Plan – 2022-2026**

Finance Director Johns stated that the board reviews the Capital Improvement Plan (CIP) annually prior to embarking on the operating budget process to allow time for Trustees to evaluate inventory, ask questions of Staff and align spending with objectives and goals. The CIP is intended to help the Board prioritize long term capital needs and spending. The 2021 CIP includes information on both funded and unfunded items. It should be noted that capital equipment purchases and projects will be discussed multiple times prior to their purchase or project commencement, including during the capital planning discussion, budget discussions, supplemental discussions and finally, prior to entering into a formal agreement for the purchase of goods and services. Staff would like direction from the Board this evening as to whether there are any items slated for funding in 2021 that the Board would like removed and whether there are items that are currently unfunded for 2021 that the Board would like to see funded.

President Sells called attention to the fact that the Police Department is requesting \$64,000 in funding to replace a patrol vehicle in 2021; however, there are two more vehicles slated for replacement that are not funded. Those items have been deferred. This is also the case with the department's request for additional video surveillance cameras. The department had initially requested \$40,000 for video surveillance cameras, but only \$20,000 has been included in the 2021 CIP, with the other \$20,000 deferred to a later date.

Trustee Hannon called attention to the Police Department's \$40,000 request for funding to replace the department's 18 year old patrol rifles. He asked Chief Weitzel for details regarding the request and whether some of the funding from the rifles could be moved to fund additional surveillance cameras instead.

Chief Weitzel stated that the patrol rifles are 18 years old; however, they are still functioning so it would be possible to defer this item.

Trustee Hannon inquired as to the purpose of the long guns. Chief Weitzel stated that the primary purpose for having the rifles would be responding to a school shooting. He noted that the Riverside Police Department has primary responsibility for Riverside-Brookfield High School and Riverside officers would definitely be first on scene in the event of a school shooter. The department switched from shot guns to rifles 20 years ago. The 8 AR-15 rifles owned by the department have never been fired, except in training exercises and to test their performance capabilities.

Weitzel stated that the City of Berwyn uses the same vendor and cameras as Riverside uses, and when he previously approached the Berwyn Public Library regarding installing a camera on their building to monitor the west side of Harlem Avenue, they were open to the idea. The locations he would most like to see cameras installed at in 2021 are Parking Lot 1 near the Riverside Train Station and the intersections of Harlem & Longcommon Road and Harlem & Burlington Street.

A discussion ensued regarding whether the rifles could be replaced on a rotation, with 2 rifles replaced in 2021 and 2 additional rifles replaced in each of the 3 subsequent years with the associated cost savings being used to fund additional surveillance cameras.

Trustee Hannon stated that he did not want the department to be out gunned in the event of a school shooting.

Trustee Evans concurred. She stated that every parent is concerned about school shootings and she appreciates Chief Weitzel's concern on this topic. She is comfortable with replacing all 8 rifles in 2021. She asked Weitzel how many officers would respond if there was a school shooting. Weitzel stated that everyone working would respond.

**Consensus:** Keep \$20,000 in the 2021 CIP for the replacement of 4 patrol rifles. Move \$20,000 from patrol rifles to purchase additional surveillance cameras in 2021. Replace 4 additional patrol rifles in 2022.

Finance Director Johns noted that \$15 million worth of large projects remain unfunded including the replacement of several Fire Department vehicles, several sewer improvements recommended in the 2014 village's Comprehensive Sewer Study, the paving of the Kent Road alley and municipal facilities repair.

President Sells noted that recently released data indicates that overall rain in the Chicago area is going to significantly increase. This will lead to continued basement flooding. He believes Staff should be tasked with finding ways to fund sewer

improvements. He asked Manager Frances and Director Johns to elaborate on the possible funding options.

The village could issue Limited Tax Debt without going to referendum. This funding mechanism was most recently used to pay for the “new” Public Works facility and also for the resurfacing of Selborne Road. The village can also issue Alternate Revenue Source debt to pay for water and sewer improvements. That debt would be repaid through user fees.

Manager Frances noted that the village saves a lot by having a paid-on-call Fire Department. The Board might want to consider those savings when discussing whether or not to issue debt to purchase a new Fire Department vehicle.

President Sells stated that the Board must put forth a plan to resolve the village’s sewerage problems. The village also needs reliable emergency vehicles and a new public safety facility. He urged everyone to be creative and asked Staff to put together a timeline with replacement costs and when revenue sources will become available. He noted that the village has been using unassigned fund balances to fund capital expenses for the last 10 years; however, there is no longer an unassigned fund balance. That revenue has been spent.

Manager Frances asked if Staff should research issuing bonds, a tax increase or both.

**Consensus:** Direct Staff to investigate and present findings on all potential funding options for capital projects.

Finance Director Johns recommended that the Board not execute a fund transfer for capital in December to fund Capital Projects in 2021, but rather transfer funds as needed due to current financial uncertainties.

Director Johns also stated that there are no park improvements planned for 2021. The Parks & Recreation Board is exploring creating a non-profit “Friends of the Parks” organization to raise funds for capital expenses. She also stated that the Parks & Recreation Board can use SRA money to fund capital improvements related to parks. She asked if the Board was comfortable using the SRA levy in this manner or increasing the SRA levy from \$80,000 to \$120,000.

Trustee Evans asked that the focus of Parks & Recreation Board spending be on more inclusive structures. Director Malchiodi noted that the department has added ADA compliant equipment as items have been replaced.

Trustee Hannon expressed concern regarding increasing the SRA levy when many people are experiencing financial hardship and uncertainty. President Sells also expressed concern regarding increasing the SRA levy without having specific projects

slated for funding. He recommended that the Parks & Recreation Board be tasked with analysis of existing parks, equipment and facilities and prioritizing improvements which could then be incorporated into budget discussions.

Director John then noted that the water meter replacement program has been deferred from 2021 to 2022 due to the COVID-19 pandemic and the reluctance to send staff into residents' homes to install new water meters. She asked for guidance on whether residents should be billed for the full cost of the new water meters or if the village should split the cost with residents.

Trustee Pollock recommended billing residents for the meters. He does not favor taking funds away from other projects to pay for water meters. He recommended that the village offer 6, 12 or 24 month payment plans.

Community Development Director Abt asked that the Board consider funding for the façade improvement program, additional advertising support for businesses, reducing or waiving license fees in 2021. Trustee Gallegos stated that he would like input from the Economic Development Commission on these suggestions; however, it was noted that there is not likely sufficient time for commission review and it would probably be more expedient to have Staff interact directly with business owners to get feedback. Manager Frances noted that if the Village were to do any of these programs the expense would need to occur in the Capital Projects Fund as the General Fund does not have the capacity to incur these costs in 2021.

Director Johns noted that the Village still maintains funds at NSEBC and IRMA and those reserves could be used for operations or capital improvements. The Board may want to consider moving the funds from NSEBC to IRMA where the interest rate is better. President Sells described the IRMA deposit as the village's ultimate rainy day fund. There was not support for spending these funds. Manager Frances noted that the funds at NSEBC do not accumulate interest and recommended withdrawing them from NSEBC and adding these funds to the Village's funds at IRMA.

It was also noted that the Kent Road alley reconstruction project is on hold due to lack of non-home rule sales tax funds. Public Works Superintendent Tabb stated that the alley is an acute situation but there are also streets that need attention. President Sells inquired if alley improvements could be funded by a Special Service Area. Attorney Malina stated that a Special Service Area for the project could be evaluated. A public hearing would be required. Trustee Collins inquired about grant funding for the project, but Public Works Director Bailey stated that grant funding is no longer available and that the Village applied for a grant through MWRD but did not receive the grant.

President Sells stated that the budget process is getting more difficult each year. He thanked Staff for their efforts.



B. Discussion regarding enhancing inhabitable spaces above garages

President Sells invited Trustee Jisa to lead the discussion since this item is on the agenda at his request. Trustee Jisa stated that the COVID-19 pandemic has changed the way people work and he believes the shift to working from home will be permanent. The pandemic has forced companies to re-think how they do business. He believes working from home is going to become more and more popular. He has a coach house and he would like to be able to convert it to a home office and work there. He stated that working from home is difficult and poses challenges in terms of privacy and distractions. Allowing homeowners to convert a coach house or unused garage space to a home office use will increase the value of a property, facilitate working from home and possibly create more economic activity in the community. As fewer people commute into the city for work, there will be more patrons for local restaurants and other businesses. Jisa noted that Hinsdale allows offices above garages.

Trustee Pollock expressed strong support for exploring this idea. He made a motion to direct the PZC to review the matter. Trustee Collins seconded the motion. Trustee Hannon also expressed support for exploring the idea; however, he had reservations regarding allowing a bathroom in a garage out of concern that it might entice a homeowner to rent out a garage as a living space rather than using it as a home office. He would like to see what other communities are doing. He also inquired about possible restrictions on the number of clients that could come to an office above a garage, whether the homeowner could hold meetings above the garage and whether the space could be rented out to others.

Trustee Jisa stated that all he is proposing is allowing a homeowner to create a workspace above his or her garage or coach house that would be used solely by the homeowner. It is meant to be a space that is conducive to professional activity without distractions. Companies are promoting working from home, but without an appropriate workspace, this can be a difficult task, especially with children going to school remotely. He sees this as an exciting opportunity for Riverside.

Attorney Malina stated that Trustee Hannon's concerns are typically addressed by a "home occupations" ordinance and the Zoning Code includes such a provision. Malina noted that some home occupations are special uses.

Trustee Pollock thanked Attorney Malina for addressing Trustee Hannon's concerns. He made a motion to have the PZC review the village's home occupations ordinance. He too believes working from home is here to stay and facilitating this activity will be a benefit to residents.

**Consensus:** Refer this matter to the Planning and Zoning Commission for review.

*X. New Business*

Trustee Gallegos stated that in September of 2019, the village flew the POW/MIA flag to honor those missing in action. He would like the village to do this annually. President Sells noted that the resolution approved by the board last year only applied to 2019. He asked if perhaps the POW/MIA flag should be flown throughout the year in Guthrie Park. Trustee Gallegos did not support that suggestion. Gallegos asked that the board again approve a resolution to fly the POW/MIA flag and that the resolution include a provision to do so annually for two weeks commencing on National POW/MIA Recognition Day. President Sells asked staff to review the resolution that was approved last year and place this matter on the next agenda.

Trustee Hannon recalled comments made by former Trustee Lumsden, a military veteran, describing the veterans' memorial in Guthrie Park as sacred space. He believes only the American flag should fly there.

*XI. Adjournment*

President Sells stated that there was no New Business to discuss and no need for an Executive Session. He called for a motion and second to adjourn the Regular Meeting. Trustee **Gallegos made a motion** to adjourn. Trustee **Collins seconded** the motion.

**AYES:** Trustees Collins, Jisa, Gallegos, Hannon, Evans and Pollock.

**NAYS:** None.

**Motion passed.**

President Sells declared the meeting adjourned at 9:07 p.m.

Respectfully submitted:

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Village Clerk Haley

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Date Approved

*XII. Executive Session – None.*