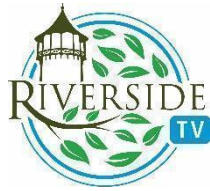


**MEETING AND PUBLIC COMMENT PROCEDURES:** The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING  
RIVERSIDE TV COMMISSION  
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546  
Monday, July 11, 2022  
7:00 p.m.**

**Agenda**

1. Call to Order
2. Roll Call  
Chairperson: Colin Hughes  
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:  
A. June 13, 2022 Regular Meeting
4. Old Business
  - Technical Director Report
  - Production Supervisor Update
  - RTV Billing Structure — Update
  - Hauser Jr. High Communications Project Update
  - Continue Memories of Riverside Season 2 Subject Discussion
5. New Business
  - Programming

- Saturday Morning Programming — Update
- RTV Weekend Movies

**Riverside TV Commission 2022 Meeting Dates**

(7:00 p.m., 2<sup>nd</sup> Monday, Township Hall Room 4 or Zoom)

January 10	April 9	July 8	October 10
February 14	May 13	August 9	November 14
March 14	June 11	September 12	December 12

6. Next Meeting: Monday, February 14, 2022 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners  
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova

**Riverside TV Commission  
Regular Meeting**

*June 13, 2022*

7:00 PM

**Room 4, Riverside Township Hall  
27 Riverside Road, Riverside, IL 60546**

**1. Call to Order**

Chair Hughes called the meeting to order at 7:10 PM due to a weather delay.

**2. Roll Call**

*Commissioners Present:* Chair Colin Hughes; Commissioners Thomas Orgler, Eric Sundstrom, and Mark Yurkiw

*Commissioners Absent:* Commissioner Karina Turner Koncius

*Also Present:* Production Supervisor Joe Doria and Technical Director Lorenzo P Cordova

**3. Approval of the following Minutes:**

**A. May 09, 2022 Regular Meeting**

Motion: Sundstrom

Second: Yurkiw

All were in favor.

The motion carried.

**4. Old Business**

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed and videos published since the May 09 TV Commission meeting.

On the matter of upcoming productions, Cordova informed the Commission of Riverside TV's coverage of the upcoming annual Independence Day Parade. He further informed the Commission that Lyons Township High School will not be providing the Lyons Township Television (LTTV) video production truck for the 2022 parade.

Chair Hughes asked for further information as to why the truck would not be provided by LTTV. Supervisor Doria stated that Lyons Township High School Supervisor of Television Services Bill Allan had informed him that the truck was encountering mechanical issues and that its video switcher was overheating.

Commissioner Sundstrom asked for information on usage of the LTTV truck. Hughes informed him that the LTTV truck was used primarily by LTTV, who use the truck on a constant basis. Hughes also noted that the truck was purchased by funds from the West Central Cable Agency (WCCA), an agency whose membership includes the Village of Riverside, which is why Riverside TV can request use of the truck.

Cordova informed the Commission that he and Production Assistant Zach Cameron, who serves as broadcast engineer for Riverside TV, had begun planning for recording the parade without the LTTV truck. Doria stated that, although not having the truck would add more preparation work to Riverside TV's plate, he was confident that the parade could be covered without the truck.

Cordova concluded by reporting that Riverside TV's crew and equipment would be staged in Centennial Plaza, as has been the case for a number of years, for the 2022 parade. The reason for having the event in the plaza is due to the availability of electricity to power Riverside TV's video production equipment.

- ***Production Supervisor Update*** — Supervisor Doria began his report by touching upon some of the special productions, such as the recording of the Riverside Memorial Day program, Riverside TV covered in the time since the May TV Commission meeting.

Commissioner Sundstrom asked if the Memorial Day program was held under the flagpole in Guthrie Park or if it was held in the St. Mary Parish Center. Director Cordova informed the Commission that the event took place in the parish center as had been the case for several years, with the exception of 2020 and 2021. In 2020, the Memorial Day program did not take place due to the COVID-19 pandemic, and in 2021, the program took place under the flagpole in Guthrie Park as a safety precaution due to the fact that the COVID-19 pandemic was still ongoing. Sundstrom offered some more historical background as to why the program's location had changed throughout the years.

Doria stated that he accompanied the video production crew for 2022 Riverside Arts Weekend (RAW) event coverage. The event was held at the Riverside Train Station and featured a "meet the artist" component, live music performances, food vendors, and the RAW Spectacle, which was a set of painted tables. Doria noted that the event was small in scale and did not include the juried arts fair, which is a major component of a typical RAW.

Doria also gave further details about Riverside TV's coverage of the upcoming Independence Day events. He stated that Riverside TV will use its mobile production equipment for recording video of the parade and that some additional items, including a canopy tent, may need to be purchased in order to establish a production control room. The tent may not be needed if Riverside TV is given access to a space in the Riverside Water Tower.

Doria stated plans to have new banners, featuring the current Riverside TV new logo, for the commenters' table and tent.

Doria informed the Commission that for the 2022 Concert in the Park, he will send only two crew members. In the past, Doria sent a larger crew to record this event in order to give said crew more cinematography and field production experience. However, due to Riverside TV

having expended a larger portion of its labor budget than anticipated at this point in the year, Doria plans to limit crew sizes for special productions.

On the topic of new equipment, Doria informed the Commission that a purchase order for three new cameras to record meetings has been approved. The cameras are the Canon XF605 model, and the purchase order for the cameras also includes necessary accessories such as batteries, bags, and media recording cards. Assistant Village Manager (AVM) Ashley Monroe assisted Doria in drafting the purchase order, and Village Manager Jessica Frances and Finance Director Karin Johns have approved it. Doria stated that, due to the cost of the cameras and accessories being close to \$15,000, the Village Board may need to give a final approval for the purchase to happen.

Doria also informed the Commission that on Thursday, June 16, Director and Editor Jason Valley and Production Assistant Hunter Duzek will take a Part 107 drone operator's license exam. Doria stated that after the two crew members obtain their license, he will begin looking into purchasing a drone for Riverside TV.

Sundstrom informed all that Thursday, June 16 is also the date of the first Riverside Cruise Night of the 2022 season, and he asked if anyone had requested video coverage of the event by Riverside TV. Doria replied that he had not received a request, and he stated that Riverside TV typically records the Riverside Car Show, which takes place at the end of September. Doria asked Sundstrom if the Car Show would be taking place, and Sundstrom replied that he was unsure if the Car Show would return in 2022.

Hughes noted that part of the Commission's work plan includes video coverage of a Car Show.

Cordova noticed that Cruise Nights appear to be scheduled on the third Thursday of the month, and he informed the Commission that Riverside TV records Village Board meetings on those Thursdays. He asked Sundstrom if he could possibly reach out to an event organizer to investigate whether a Cruise Night could be moved to another Thursday so as to allow Riverside TV the ability to provide video coverage.

Doria concluded his report by stating that he is waiting to receive from Valley a list of dates on which he would be available to record Memories of Riverside.

- **RTV Billing Structure — Draft Update** — Chair Hughes stated that he had spoken about this matter to AVM Ashley Monroe, who informed him that the final draft update of the billing structure will go before the Village Board for their consideration at their June 16 meeting or at their following meeting in July.
- **Hauser Jr. High Communications Project Update** — Chair Hughes spoke on behalf of Commissioner Koncius about this project, and he stated that Koncius estimates having as

many as twenty videos for Riverside TV to broadcast. Per Hughes, Koncius is combing through the videos to ensure that their content is appropriate and that they are airable.

- ***Continue Memories of Riverside Season 2 Subject Discussion*** — Commissioner Orgler stated that he is waiting on longtime resident and potential interview subject Judy Jisa to return his call so they can discuss further details. He informed the Commission that he did not pitch the idea of a group interview to her. In May, Orgler brought before the Commission an idea to have Jisa and two of her close friends participate in a group interview for Memories of Riverside.

Supervisor Doria reiterated that he is waiting to receive from Director and Editor Jason Valley a list of dates on which Valley would be available to record a Memories of Riverside interview.

Chair Hughes reminded the Commission that Commissioner Koncius will be reaching out to longtime resident and retired Riverside Brookfield High School basketball coach Tom McCloskey.

Commissioner Sundstrom mentioned knowing John Rettke, who is the father of University of Wisconsin and United States Olympic national team volleyball player Dana Rettke. Hughes asked for the Commission's thoughts on the idea of featuring a younger person on Memories of Riverside. The Commission was agreeable to the idea.

Hughes reminded the Commission that their work plan included three Memories of Riverside interviews for 2022.

Sundstrom estimated that featuring a younger person might draw younger viewers to the series, and Hughes concurred, stating that such an interview could gain traction on social media. Hughes planned to reach out to Rettke.

## 5. New Business:

- ***New Village Website Survey*** — Chair Hughes informed the Commission about a survey from the Village Office to all Riverside residents which asks for input on the update of the village website. Per Hughes, Village President Joe Ballerine asked that all Commissioners complete this survey.

Hughes reminded the Commission that Riverside TV will possibly be given a section on the redesigned village website.

Hughes noted that the current Riverside TV website has some security flaws. To add to this, Director Cordova reported that the Riverside TV website was locked for a period of 24 hours the week prior to the Commission's meeting. The Riverside TV website locked users out due to purported suspicious activity. Cordova concluded by stating that this was the first time he'd encountered this problem.

Commissioner Sundstorm asked for the name of the vendor the village is using for their website. Cordova stated that the vendor is CivicPlus, which is the vendor the village has been using for their website since 2016.

Hughes stated that he will ask Village Manager Jessica Frances and AVM Ashley Monoe for more information on their plans with regard to Riverside TV's online presence. He hopes Riverside TV will be considered in the redesign, and he again estimated that contents of the existing Riverside TV website will be folded into the village website.

- **Programming**

- *Saturday Morning Programming — Update* — Commissioner Yurkiw stated that he is working on finding content for this section of programming.
- *RTV Weekend Movies* — Yurkiw stated that he is currently giving more focus to finding content to add to the weekend movie programming block.

Commissioner Sundstrom mentioned the Riverside Nature Network Facebook Group and spoke about the high quality images being posted on the group page by its members. Supervisor Doria reminded the Commission of Sundstrom's idea about Riverside TV creating a video featuring nature in Riverside. The video would only be created if the budget were to allow it.

- ***Riverside Minutes (added to the agenda during the meeting)*** — At the request of Director and Editor Jason Valley, Director Cordova brought this item before the Commission to seek direction from them on how to proceed.

Commissioner Yurkiw stated that the costume used in previous Riverside Minutes videos was in the possession of late Commissioner Steve Wojcik's family. He suggested that someone would have to reach out to the Wojcik family to ask for the costume.

Supervisor Doria stated that content ideas for this project were also needed, and he asked for Yurkiw to think of two or three ideas for this project. Director Cordova followed up by saying that the Commission's work plan for the year included two of these videos.

## **6. Next Meeting: Monday, July 11, 2022 at 7:00 PM — Township Hall Room 4**

## **7. Adjournment**

Motion: Yurkiw

Second: Orger

All were in favor.

The motion carried.

The meeting adjourned at 7:48 PM.

Minutes recorded and respectfully submitted by:  
Lorenzo P Cordova