



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING

Minutes

Due to the ongoing public health emergency, and consistent with the Governor's most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640, this meeting was conducted electronically by Zoom. 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. Public comment was also permitted during the meeting by persons participating via Zoom. The Zoom link for the meeting was available on the village website.

*I. Call to Order:* The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, January 21, 2021. President Sells called the Zoom meeting to order at 7:00 p.m.

*II. Roll Call:*

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

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

Also participating: Community Development Director Abt, Finance Director Johns, Public Works Director Tabb, Fire Chief Buckley, Police Chief Weitzel and members of the public.

*III. Pledge of Allegiance*

Because the Board was not assembled at a location with a flag present, they did not recite the pledge.

*IV. Presentations and Public Comment*

A. Public Comment – None.

V. ***Reports of Village Officers***

A. Village President's Report

1. Motion to appoint Colin Hughes to the Riverside TV Commission, to fill a vacancy, term to expire 2021
2. Motion to appoint Matthew Seymour to the Preservation Commission, to fill a vacancy, term to expire 2021

**Trustee Gallegos made a motion** to confirm both of the appointments. **Trustee Collins seconded** the motion

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

**NAYS:** None.

**Motion passed.**

Since both new commissioners were participating in the Zoom meeting, Clerk Haley administered their oaths of office.

President Sells then indicated that Trustee Hannon had inquired about the possibility of returning to in person meetings in February. He asked for feedback from the other Trustees.

Attorney Marrs took a moment to explain why the Board was meeting via Zoom and not in person and confirm that all of the Trustees could hear one another. President Sells then stated that his internet connection had been a little unstable, so Trustee Pollock would step in as President Pro Tem should President Sells lose his connection.

Trustee Hannon stated that he supports returning to in person meetings. He favors the personal interaction with the public that in person meetings allows and supports returning to in person meetings as soon as it is safe to do so.

Trustee Jisa stated that he would prefer to continue with remote meetings until everyone has been vaccinated.

Trustee Evans stated that she prefers Zoom meetings to meetings in the Auditorium due to the acoustic problems in the Auditorium.

Trustee Pollock concurred with Trustee Hannon, but stated that he favors taking a cautious approach and continuing Zoom meetings for now.

Trustee Collins asked if hybrid meetings were possible.

Trustee Gallegos also concurred with Trustee Hannon but stated that he wants to play it safe. He also noted that he called into a meeting in August and it was very difficult to hear the other participants. He thinks a hybrid meeting would be difficult for participants.

B. Village Manager's Report

Manager Frances encouraged residents to visit the village website for information on

COVID-19. She stated that staff has been updating the COVID-19 page of the website regularly and noted that the latest update includes information on Cook County Public Health's North Riverside vaccination location. She also noted that positivity rates in Region 10 (of which Riverside is a part) continue to trend downward to 7.9% as of January 18 from 10% as of January 8. Currently, 1% of Cook County residents have been vaccinated.

Manager Frances also updated the Board with regard to the Village's balance of excess surplus funds held at IRMA. She noted that the balance held in reserve at IRMA currently exceeds \$1,000,000. This money may be used to fund future expenses.

Manager Frances also highlighted the leadership roles that Riverside's Department Heads hold on various intergovernmental bodies. Chief Weitzel is Co-Chair of Fight Crime Invest in Kids Illinois, and also has leadership roles on the Boards of the West Suburban Chiefs of Police, Mothers Against Drunk Driving Illinois, Illinois Impaired Driving Task Force, Northern Illinois Police Alarm System and West Central Consolidated Communications Operating Board. (WC3)

Finance Director Johns serves as an alternate delegate to the West Suburban Special Recreation Association. (WSSRA)

Parks & Recreation Director Malchiodi serves as the WSSRA delegate for Riverside and Chair of the WSSRA Policy Committee.

Public Works Director Tabb is the village's GIS Consortium delegate.

Chief Buckley serves on the WC3 Operating Board and is Vice President of MABAS Division 10.

Manager Frances has concluded her service as Chairperson of WC3, but continues in her capacity as a Board Member. She also serves as Treasurer of the West Central Cable Agency (WCCA) and is a member of the IRMA Board of Directors and North Suburban Employee Benefits Cooperative Board of Directors.

Manager Frances also announced that the Fire Department has promoted James Mulligan to Deputy Chief, Ray Williamson to Battalion Chief for Station 1 and Dan Tabb to Battalion Chief for Station 2. She congratulated the new fire officers and noted that there will be a formal swearing in ceremony at a later date.

**VI. *Approval of Consent Agenda***

President Sells read the Consent Agenda aloud.

- A. Ratify Voucher Lists of Bills December 31, 2020 and January 7, 2021
- B. Approve Voucher List of Bills January 21, 2021
- C. Quarterly Purchase Order Report
- D. Approve Village Board of Trustees Regular Meeting Minutes December 17, 2020
- E. Review and file Economic Development Commission Meeting Minutes November 12,

2020

- F. Review and file Landscape Advisory Commission Meeting Minutes October 13, 2020
- G. Review and file Planning and Zoning Commission Meeting Minutes November 23, 2020
- H. Review and file Community Development and Finance Department November monthly reports
- I. Review and file Community Development, Finance, Fire, Police and Public Works Departments December monthly reports
- J. An Ordinance to provide for Nonparticipation by the Village of Riverside in certain assessment relief provided by the Property Tax Code, for historic buildings and for certain residence structures located within the Riverside Landscape Architectural District
- K. A Resolution Authorizing the sale or disposal of personal property owned by the Village of Riverside
- L. A Resolution Waiving Competitive Bidding and Authorizing the Village Manager to Enter into Agreements and Create Various Purchase Orders for Fiscal Years 2020 and 2021
- M. A Resolution to establish an additional Illinois Funds Bank Account for the Purpose of Segregating Motor Fuel Tax Funds for the Village of Riverside, Illinois
- N. A Resolution Extending Families First Coronavirus Response Act (FFCRA) Benefits
- O. A Resolution Authorizing the Village Manager to Enter into a Member Community Agreement and Consent to License of GIS Data with the GIS Consortium and the Metropolitan Water Reclamation District to Access and Share GIS Data
- P. A Resolution Authorizing the Expenditure of \$50,000 for 2021 Maintenance Under the Illinois Highway Code
- Q. A Resolution Amending Section 4.40 of the Village of Riverside Employee Manual Relative to Substance Abuse
- R. Motion to approve a WSSRA Board Representative and Alternate
- S. Motion to accept the 2021 Budget document – Separate document

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 Pollock seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

**VII. *Reports of Departments, Commissions and Trustee Liaisons***

- A. Update on Completed Policing Mandates and Police Department Self-Initiated Criminal Justice Projects

Chief Weitzel noted that he is circling back with the Board and residents after the Community Conversation with the Police Department held in August. At that time, he pledged that he would implement certain policies and procedures and report back when that had been done. He is pleased to report that every uniformed and civilian

employee of the department has completed training on the Illinois Association of Chiefs of Police and NAACP's Ten Shared Principles and signed the pledge to uphold those principles. The department has also been certified in compliance with all federal policies regarding Use of Force and received a gold standard certification on policy and procedures from Lexipol.

Weitzel also noted that the department has entered into an amended agreement for enhanced juvenile services and is pursuing additional mental health related training for officers and collaborating with Riverside Township to produce and distribute mental health resource cards that officers can hand out to residents they encounter who may be in need of mental health services.

Weitzel also stated that he worked with Representative Mike Zalewski on legislation to increase funding for mental health services; however, the requested funding was not included in the final legislation. They will continue to pursue legislative action in the future until funding is allocated. He believes there is momentum growing for increased partnerships between police and mental health professionals. He thanked the board and the village manager for their support of these efforts and also thanked the village attorney for his work drafting the juvenile services agreement that has become a model for other agencies.

Weitzel also noted that he recently participated in a webinar hosted by the LaGrange Area League of Women Voters where diversity and collaboration between organizations was discussed. He stated that he was asked to participate in the program because LWV members had seen the Community Conversation with the Riverside Police Department in August and thought it was a great program. He thanked President Sells for his support of the department and thanked Deputy Chief Gutschick, Lieutenant Lara and Pamela McCall for their hard work to submit the documentation required for the department's recent certifications. He also thanked the village manager for allowing him to participate in the many organizations that he is a part of and stated that she was being modest when she spoke of her own responsibilities.

Trustee Hannon stated that he was very impressed with Chief Weitzel's report and thanked him for his follow up.

President Sells thanked Chief Weitzel and reflected back to the August meeting which he described as a really important opportunity for the community to interact with the Police Department command staff and a catalyst for the department's many recent accomplishments. He especially praised the department's efforts to improve mental health responses.

B. Planning and Zoning Commission Recommendation Regarding Enhancing Inhabitable Space Above Garages

Community Development Director Abt noted that the board had an initial discussion of this topic in September of 2020 at the request of Trustee Jisa, who believes that

COVID-19 has altered the way people work and the shift to working from home will be permanent for many people. After an initial discussion, the consensus was to refer the matter to the PZC for review. The PZC discussed the matter in September and December; however, they did not see a compelling reason to amend the Zoning Code to allow for habitable office areas above garages since other options were available and they were not in favor of increasing the allowable height of accessory buildings in residential districts. They also noted that if there is a unique situation, the variance process is always available for residents to pursue.

Trustee Jisa stated that he watched the PZC meetings and could not disagree more with the PZC's conclusions. He currently rents an office in Riverside and it is a significant expense. He does not understand the commission's position. He owns a company that operates globally and only 15% of his employees work in the office on a regular basis. Most are working remotely. He believes allowing improvements to garages is a more affordable way for residents to work from home and would result in increased property values and increased foot traffic for local businesses. He also feels that Riverside's proximity to the city is not the lure it once was due to the pandemic and the need to commute to the city to work may not return.

Trustee Pollock stated that currently, anyone can build a den or home office addition within the parameters of the building and the zoning codes. Home occupations are allowed. There is no need to amend the code to allow home occupations. He was unclear however, regarding how the code applies to detached accessory structures such as coach houses and garages. He noted that historic structures are permitted to have an accessory dwelling; however, accessory dwellings are not permitted at non-historic properties. He sees two questions that need answers:

- 1) Does the code need to be amended to allow office uses in accessory structures of historic properties?
- 2) Does the code need to be amended to allow non-historic properties to convert a portion of a garage to office space?

Director Abt stated that no amendment would be needed to use a garage as an office or work space. She is aware of people using their garages as home offices or studios. An amendment may be needed to clarify that an office use is allowed in historic Coach Houses.

Trustee Jisa elaborated on the need for privacy in order to maintain a sense of professionalism and decorum in the workplace, even when working from home. He noted that the separation provided by an office in a detached garage facilitates that.

Director Abt noted that bathrooms are allowed in landmarked coach houses, but not in non-landmarked accessory structures.

Trustee Jisa again expressed optimism that the work from home economy will benefit local businesses.

Trustee Evans stated that she generally supports allowing property owners to use their property as they desire and it appears that what Trustee Jisa is requesting is already permitted or could be allowed with a variance.

President Sells expressed concern that it would be difficult to meet the standards required for a variation because the desire to work from home is not unique to a particular parcel of property and a finding of undue hardship cannot be based on financial considerations. Attorney Marrs agreed.

Director Abt stated that the PZC seemed to feel that if a property owner was not able to build an addition onto a house or garage because of lot coverage or another issue, it could create a hardship which would necessitate an addition above a garage.

Trustee Gallegos stated that he believes this type of request should be evaluated on a case by case basis. He expressed concern that a use change from strictly residential to a partial business use could have adverse tax consequences for the property owner.

Trustee Collins stated that she is reluctant to approve this type of use universally. She agrees that requests should be reviewed on a case by case basis.

Attorney Marrs again addressed the issue of hardship with respect to the approval of a variation. He noted that the desire to have a home office and the lack of space to build one would not necessarily guarantee a finding of hardship.

Trustee Hannon expressed concern that the variation process may not be the appropriate remedy for this matter. He believes the way people work has changed, certainly for the foreseeable future, and possibly forever. He recommended that the Board seek clarification from the PZC because he does not think applicants will be able to establish hardship.

President Sells noted that accessory buildings cannot exceed 12% lot coverage or 800 square feet, whichever is less, regardless of how large a property is. He agrees that the way people work has changed and he believes that the need for small home offices will continue to grow. He supports allowing office uses in accessory structures, whether homeowners accomplish this through converting an existing structure or building an addition or new free standing accessory structure, so long as impervious surface coverage is not adversely impacted.

Trustee Pollock agreed. He does not support taller garages or accessory structures in residential areas. He believes the code permits offices in garages and accessory structures, with the exception of plumbing. He would like to see the PZC discuss the issue of plumbing in accessory structures and provide a recommendation on that matter.

**Consensus:** Send the matter back to the PZC for further review of plumbing in accessory structures and size limits of accessory structures.

Director Abt also recommended that the PZC consider the current restriction regarding uses of “storage” space in garages.

**VIII. Ordinances and Resolutions**

- A. An Ordinance approving a Special Use for a Government/Public Service Use to allow the installation of a Radio Antenna and Support Structure (Tower) at 3860 Columbus Boulevard, Riverside – Riverside Public Works Facility  
Community Development Director Abt stated that in 2020, Staff presented the need for an antenna and tower at the Public Works Facility in order to prepare for an upcoming water meter replacement program as well as to improve the connectivity of Public Works to the Village’s servers at the Township Hall. The tower would need to be 100 ft. tall in order to provide a single point read of water meters in the entire Village. After some discussion and a demonstration of what the proposed tower would look like, the Village Board directed Staff to move forward with the Special Use process and capital planning for the antenna and tower and directed Staff to provide the Planning and Zoning Commission with a demonstration before the public hearing.

The Planning and Zoning Commission conducted a public hearing on December 21, 2020, and recommended approval on a vote of 5-0.

Director Abt noted that Edmund Urban, the village’s consultant on the tower installation is attending the Zoom meeting and is available to respond to questions from the Board.

**Trustee Pollock made a motion** to approve the Ordinance. **Trustee Collins seconded** the motion.

Trustee Evans asked if the new tower and water meters would facilitate more accurate water meter readings. Public Works Director Tabb confirmed that the new system would be more accurate. He noted that currently, individual water meters are read once every two months. The new system will read every meter in the village simultaneously 4 times a day. This will allow the village to notify residents promptly if there is a leak. The tower will also facilitate an increase in data speed between the Public Works facility and the Township Hall.

President Sells asked how Staff would analyze the water use data. Director Tabb stated that there is software that will analyze the data. Staff will input time and flow parameters and if a reading exceeds those parameters, it will be flagged for follow up via text, email or phone call.

Trustee Jisa expressed support for the new system.

President Sells expressed concern about the possible aesthetic impact of the tower. He asked if a light would be needed at the top of the tower. Director Tabb asked Mr. Urban to respond. Mr. Urban stated that typically, lighting is not required on a tower less than 190 feet tall, unless the tower is in the glide path of an aviation facility. He

has requested an FAA determination. He also noted that the galvanized steel really blends into the sky and is unobtrusive.

Director Abt shared photos taken in October when staff demonstrated what the tower might look like by extending the 100 foot ladder on the fire truck while it was parked at the Public Works facility. Director Tabb noted that when the trees are leafed out, the tower may be entirely hidden from view.

Trustee Evans asked if there would be a significant difference in water bills because of the more accurate system. She expressed concern that bills might go up. Director Tabb stated that installing the tower is the first step of the water meter replacement program. He noted that the water meters currently installed in residents' homes are mechanical and they do slow down with age. The new water meters will be digital and they will be more accurate, so that may cause bills to go up; however staff will be able to monitor possible leaks in real time and that will help keep bills down.

**Trustee Pollock made a motion** to approve the Ordinance. **Trustee Collins seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

President Sells thanked Mr. Urban for participating in the meeting.

- B. A Resolution Approving and Authorizing Acceptance of a Proposal from Christopher B. Burke Engineering, Ltd. to Perform Professional Engineering Services as the Village Engineer for the Village of Riverside

Public Works Director Tabb noted that Christopher B. Burke Engineering has been the Village Engineer for Riverside since 2013. In October 2020, Staff sought Qualification Statements from licensed, professional engineering firms as part of a Request for Qualifications (RFQ). The Village received Qualification Statements from seven engineering firms and used the Qualifications Based Evaluation and Selection (QBES) process to select three firms as finalists to interview. Interviews took place in December with firms evaluated on project experience, staff capabilities, grant experience, customer service expectations and familiarity with the Village's historical significance. After thorough evaluation, Staff recommends the Village utilize the engineering services of Christopher B. Burke Engineering, Ltd. based on the firm's knowledge and understanding of the Village's infrastructure, having the personnel required to meet the Village's future engineering needs, and the firm's recognition that Staff and residents demand a high level of service. The agreed to contract is for a two-year term, with one-year automatic renewals thereafter and Christopher B. Burke Engineering Ltd. has agreed to hold their rates for the initial two-year term of the contract.

**Trustee Collins made a motion** to approve the resolution. **Trustee Pollock seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

President Sells stated that he has been pleased with the service and expertise provided by Christopher B. Burke Engineering during his tenure as village president and he is happy that the firm will continue as village engineer for at least two more years.

*IX. Considerations* – None.

*X. New Business* – None.

Attorney Marrs again confirmed that meeting participants were able to hear and understand each other.

*XI. Adjournment*

President Sells stated that the Board had need for an Executive Session to discuss the items noted below. He noted that no final action would be taken in Executive Session and the Board would not reconvene.

**Trustee Gallegos made a motion** to adjourn to Executive Session. **Trustee Hannon seconded the motion.**

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

**NAYS:** None.

**Motion passed.**

President Sells declared the regular meeting adjourned at 8:24 p.m.

Respectfully submitted:

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Village Clerk Haley

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Date Approved

*XII. Executive Session*

A. To discuss the setting of a price for sale or lease of village property (5 ILCS 120/2(c)(6))

B. Pending, probable or imminent litigation (5 ILCS 120/2(c)(11))