



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING

Minutes

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, February 18, 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 Pollock

Absent: Trustee Jisa

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

Attorney Marris noted that the meeting was being conducted electronically by Zoom 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.

Also participating: Community Development Director Abt, Finance Director Johns, Public Works Director Tabb, Fire Chief Buckley, Police Chief Weitzel, Village Engineer Galey 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

President Sells offered his thoughts on the announcement that Chief Weitzel plans to retire in May after 37 years of service to the community. He thanked Chief Weitzel for his courage, compassion and decency during his many years of service to the Village of Riverside. He recounted an incident where Weitzel was shot at close range early in his career and how his life was saved by the bullet proof vest he was wearing. He described Weitzel's quiet and resolute courage and praised him for his leadership and vision. He noted that under Weitzel's leadership, the Riverside Police Department became an example of what community policing can and should be and has been at the forefront of police reform and the broader movement for social justice long before these issues became a focus of national attention. He wished Chief Weitzel a long and enjoyable retirement.

Chief Weitzel thanked President Sells, Manager Frances and the Riverside community for their support over the years and stated that he will assist in whatever way he can to ensure a smooth transition in the department and the community.

Trustee Pollock stated that it has been an honor and a privilege to work with Chief Weitzel. He thanked Weitzel for everything he has done for the community and the contributions he has made to police work in general.

Trustee Collins thanked Weitzel for his service and praised him for his openness to looking at new ideas.

President Sells stated that the Village Manager will be responsible for hiring a new Police Chief. Once she has made a hiring decision, she will make an announcement. He noted that hiring authority for the positions of Police Chief and Fire Chief previously resided with the Village President and Board, but the Village Code was amended approximately eleven years ago to give hiring authority to the manager. This is consistent with the process for hiring practices for the other village departments.

B. Village Manager's Report

Manager Frances announced that Community Development Director Abt will also be leaving at the end of the month after 7 years with the village. Director Abt has accepted a job as Community Development Director with the Village of Montgomery. She came to Riverside with 14 years of planning and zoning experience and that helped her successfully pursue grants for several major village projects. Abt also served as the staff liaison to the Economic Development, Planning and Zoning and Preservation Commissions and the Riverside TOD Supportive Zoning Code Update Steering Committee. Abt was instrumental in the creation and implementation of economic incentive policies and agreements, establishing three Business Districts in the village, establishing and administering a façade improvement grant program and enhancing the village's code enforcement process. Manager Frances thanked Director Abt for her service.

President Sells thanked Director Abt for her work in Riverside.

Trustee Pollock also thanked Director Abt. As a fellow planner, he has been able to appreciate the excellent planning work Abt has done in Riverside through the years. He said the Village of Montgomery will be fortunate to have her.

Director Abt described her time in Riverside as wonderful and sometimes hectic. She thanked the Board for their support over the years and said that Riverside is a wonderful community. She has enjoyed working with the Board to make Riverside even more special for future generations.

VI. *Approval of Consent Agenda*

President Sells read the Consent Agenda aloud.

- A. Ratify Voucher List of Bills February 4, 2021
- B. Approve Voucher List of Bills February 18, 2021
- C. Approve Village Board of Trustees Regular Meeting Minutes January 21, 2020
- D. Review and file Historical Commission Meeting Minutes October 19, 2020
- E. Review and file Preservation Commission Meeting Minutes December 20, 2020
- F. Review and file Riverside TV Commission Meeting Minutes January 11, 2021
- G. Review and file Community Development, Finance, Fire, Police and Public Works Departments January 2021 Monthly Reports
- H. A Resolution for Construction on State Highway During 2021 and 2022
- I. A Resolution Authorizing the Expenditure of \$300,000 for 2021 Maintenance Under the Illinois Highway Code
- J. A Resolution authorizing the Village Manager to issue a Purchase Order to Conway Shield for the purchase of 10 sets of Firefighter Turnout Gear in an amount not to exceed \$21,500
- K. A Resolution Waiving Competitive Bidding and Authorizing the Village Manager to Execute a Contract with Urban Communications, Inc., for a Not to Exceed Amount of \$74,521 for the Installation of a Communication Tower to be Located at the Riverside Public Works Facility

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. Trustee Hannon seconded the motion.

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

NAYS: None.

Motion passed.

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

Trustee Evans announced that Riverside TV has just completed a project of filming 30 exercise classes geared towards seniors. The classes are led by personal trainer Jerry Owen and production costs were covered by Riverside Township. Typically, the classes meet in person; however, this has not been possible because of the pandemic. She encouraged anyone who's interested in a safe, low-intensity workout to check out the videos on the Riverside Township

website.

A. Update on Police Department Hybrid Vehicle

Chief Weitzel stated that the department has accepted delivery of its' first hybrid vehicle. He noted that there is no difference in the outward appearance of the vehicle; however, the engine functions differently than a traditional combustion engine and everyone in the department is being trained on how to operate the vehicle because some have never driven a hybrid before. Weitzel noted that the vehicle's delivery was delayed due to the pandemic. The department will evaluate vehicle for 1 year and report back on whether it is a good fit for police operations. When he comes before the board next month to request funding for a vehicle replacement, he will recommend a traditional gas powered vehicle, because the department will not have had sufficient time to evaluate the hybrid's performance. He noted that the hybrid was more expensive than a standard vehicle, but it will reduce the Department's carbon footprint and save on fuel consumption and costs.

President Sells stated that he is excited that the Department has a hybrid vehicle. He asked if the hybrids have been improved sufficiently to make employing them feasible in a law enforcement setting.

Chief Weitzel stated that Ford has delivered 10,000 hybrids to police departments nationwide, with 7,000 of those vehicles in use in western states. He noted that the vehicles are much more powerful than they were in prior years and that is what gave him the confidence to recommend purchasing one.

VIII. Ordinances and Resolutions

A. A Resolution of the Village of Riverside, Illinois, awarding the bid for the BicycleRack Project to Misfits Construction Company, in the amount of \$44,300

Community Development Director Abt stated that the Village received a Congestion Mitigation and Air Quality Improvement (CMAQ) Grant for this project and 80% of the project cost will be reimbursed. The project was put out to bid and five bids were received, of which, Misfits Construction Company was the lowest responsive bidder. The village engineer has reviewed the bids and recommends awarding the contract to Misfits Construction Company.

Trustee Gallegos made a motion to approve the Resolution. **Trustee Pollock seconded** the motion.

AYES: Collins, Evans, Gallegos, Hannon, Pollock.

NAYS: None.

Motion passed.

B. An Ordinance authorizing adoption and publication of the Official Updated Zoning Map of the Village of Riverside

Community Development Director Abt stated that pursuant to Section 11-13-19 of the Illinois Municipal Code (65 ILCS 5/11-13-19), the Village is required to publish by March 31st of each year a map clearly showing changes to existing zoning uses, divisions, restrictions, regulations and classifications for each preceding calendar

year. Although the Village has not had any official zoning changes since 2011, the legend of the Official Zoning Map did have some corrections. This updated map makes those corrections.

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

AYES: Collins, Evans, Gallegos, Hannon, Pollock.

NAYS: None.

Motion passed.

IX. Considerations

A. Discussion regarding liquor license waivers and continued temporary uses of Village Right-of-Way for outdoor dining

Manager Frances noted that the Board approved certain fee waivers and temporary uses of village property last year in an effort to help local businesses remain open during the COVID-19 pandemic. Those temporary measures will expire April 30, 2021, and staff has begun to receive inquiries from local business owners regarding continued liquor license fee waivers and continued use of village rights-of way for outdoor dining.

President Sells noted that cost associated with the proposed liquor license fee waivers was approximately \$8,000.

Trustee Evans asked if Catrina Bar had opened yet. Director Abt stated that they had not. They are hoping to open in March.

Trustee Gallegos expressed support for continuing the fee waiver. Trustee Collins concurred.

Consensus: Waive Class E liquor license fees for 2021 and extend Temporary Uses of Village Rights-of-Way.

B. Discussion of Swan Pond Path Final Design Elements

Public Works Director Tabb stated that the Swan Pond Walking Path Reconstruction Project has entered the final design phase. Christopher B. Burke Engineering and Village Staff have discussed and identified areas along the path that require additional design elements. A key component of the current design is identifying the areas that scour during flooding and fortifying those areas to prevent future erosion. The current design accomplishes this through the use of thicker concrete edges on the upstream and downstream side of the path in the areas where erosion is common. While the current project estimate of \$475,500 includes costs associated with the thicker sidewalk edges, it does not include shoreline stabilization. To further reduce the risk of shoreline erosion, the Village Engineer has proposed two options to consider for shoreline stabilization. The first option is using large diameter rock known as rip rap which would add an additional \$40,000 to the cost of the project. The second option uses limestone ledge rock for stabilization. The limestone would be more aesthetically pleasing and structurally sound than the rip rap; however, it would add an estimated \$100,000-\$125,000 to the project cost. Additionally, while

the Village awaits a response from the State regarding the use of exposed aggregate in lieu of a permeable walking path, the Village Engineer has incorporated an optional permeable element into the design should the State reject the Village's exposed aggregate proposal. This permeable element would be a narrow ribbon of paver brick down the center of the walkway dividing two exposed aggregate sidewalks. The paver brick would add an estimated \$30,000 to the overall cost of the project.

Village Staff would like the Board to provide guidance on whether or not shoreline stabilization should be added to the project, and if so, whether rip rap or limestone should be used. Staff would also like feedback on the proposed incorporation of a permeable element into the walking path should the State reject the exposed aggregate.

Trustee Collins inquired as to the amount of material that would be required. Director Tabb stated that there are three areas where stabilization is recommended and they represent approximately 150 feet in total.

Village Engineer Galey stated that the rip rap would prevent shoreline access in these areas. The limestone wall would not prevent access and is much more robust than the rip rap. It is a more long term solution and what Galey recommends.

Trustee Pollock stated that this is a generational project on the river and it needs to be done right. He noted that the asphalt path that was installed not long ago has already failed and he does not believe cost should be the primary concern when it comes to this important project in a prominent location on the river. He believes a limestone rock ledge will complement the existing WPA improvements and would be a prudent long term investment.

Trustee Hannon agreed with Trustee Pollock that this is a legacy project. He stated that the Swan Pond is one of the natural assets of the village and improving it will benefit the entire community.

President Sells stated that there is no point in installing a new walking path without stabilizing the riverbank.

Trustee Evans asked what the paver brick strip would look like. Mr. Galey stated that the design would be similar to what was installed in the Kent Road alley.

Consensus: Limestone ledge rock is the preferred material for shoreline stabilization. Include the permeable paver strip down the center of the walking path if needed.

C. Discussion regarding Capital Planning and Debt Structures for the Water and Sewer Fund

Finance Director Johns noted that throughout the 2021 Budget planning process and

2021-2030 Capital Improvement Plan discussions, the Village Board requested that Staff present a comprehensive plan for future capital improvements in conjunction with potential funding options. Staff decided to start this discussion by focusing on the Water & Sewer Fund, which is an Enterprise Fund and has a dedicated funding source that covers all operating and capital needs. She noted that the village's water and sewer infrastructure is aging and there is a large amount of undersized 4 inch water main where 8-10 inch main is typically preferred. The village also has many combined sewers which contribute to basement flooding during significant rain events. Currently, infrastructure improvement needs outpace the revenue generated by user fees, but the village does have the ability to issue Alternate Revenue Bonds to fund improvements.

Director Johns then outlined the funding sources available for water and sewer projects which include: water and sewer user fees, infrastructure fees, debt issuance and accumulated reserves. Johns then noted that the major water and sewer fund expenses are: water commodity purchases, personnel and debt service. She then outlined the projects proposed by Staff.

Director Johns noted that Village Staff met and extensively reviewed the Village's Comprehensive Sewer Study from 2014, water main infrastructure, Road Improvement Study and future debt scenarios to create the plan. While the plan includes over \$10 million in future projects, several projects remain unfunded and unaddressed. The plan includes a \$5,000,000 debt issuance in 2025 with a 10 year repayment schedule, allowing for a subsequent issue in 2035. The plan also includes a 1.25% annual increase in the contribution from water and sewer user fees to the \$515,000 historically utilized for debt service payments. There are no increases contemplated for the \$30 infrastructure fee.

Trustee Hannon asked what percentage of the village's sewers would be separated once the projects proposed in the plan have been completed. Director Johns noted that there would still be combined sewers. Mr. Galey stated that even after all of the projects outlined are done, approximately 50% of village will be served by separated sewers.

President Sells noted that the Longcommon sewer separation and vault project was originally a high priority and he asked why it was not included in the plan for the next ten years. Director Johns noted that the projects proposed for the next ten years are coordinated with street and water main replacement projects and since Longcommon was recently repaved, and is in good condition, Staff does not recommend embarking on a project that will require excavation of the roadway. Mr. Galey concurred and noted that the proposed Olmsted Road sewer separation project would also address a substandard water main and a road in need of repaving.

President Sells asked for confirmation that the proposed projects contemplate rolling over existing debt as it expires and do not contemplate an increase in property taxes. Director Johns confirmed that this is correct.

Manager Frances noted that an increase in fees is an option to pay-as-you-go or the

Board could seek to issue additional debt with those additional fees available to repay debt. The goal of the plan as presented is to ensure that when the village embarks on a project, it addresses, water, sewer and street repairs. This maximizes the village's return on investment. She noted that as an older community, much of the village's infrastructure needs to be updated.

President Sells again brought up the Longcommon sewer separation and vault project and expressed support for prioritizing projects that will provide the greatest relief to as many residents as possible. Director Johns stated that because Longcommon Road was repaved in 2016, Staff does not want to disturb it so soon. Manager Frances noted that Shenstone Road and Gage Road have undersized water mains and this is a concern in terms of fire safety. Mr. Galey noted that the Comprehensive Sewer Study did not take into account water mains or street resurfacing. Both Gage Road and Olmsted Road have 4 inch water mains and neither road has been repaved recently.

President Sells inquired about finances and asked if it would be prudent to issue more debt in order to have the resources needed to complete the Longcommon project along with the other projects proposed by Staff. Manager Frances stated that it is important to make sure the Water and Sewer Fund has sufficient revenue to cover operating costs along with the costs of debt service that will be associated with whatever projects the Board decides to move forward with. Frances also noted that another thing to consider was the length of time required to repay any debt issued. This will have an impact on future water and sewer rate increases for residents.

President Sells stated that if it was up to him, he would like to find a way to include the Longcommon project, but he recommended that decisions be left up to the incoming Board. He thanked Staff for their research and work to prioritize projects.

Trustee Pollock stated that he appreciates President Sells' comments regarding the importance of the Longcommon project; however, he also appreciates that 4 inch water mains are a fire safety issue. He further stated that Herbert Road is in terrible condition and needs to be repaved. He favors keeping projects concurrent and replacing underground infrastructure whenever repaving projects are contemplated. He supports an aggressive program that will address as many issues as soon as possible. He noted that because the Water and Sewer Fund is an Enterprise Fund, it does not impact the Village's General Fund or Police Pension Fund. He believes the community will support these projects whether they are funded through increased user fees or a bond issue.

Trustee Hannon stated that he shares President Sells' sense of urgency regarding the Longcommon project. He does not want to postpone the project. He would like to see the timeline accelerated if possible.

President Sells noted that backyard flooding will not be alleviated unless water can be moved out of yards and into sewers and the plan to do that requires the installation of numerous bio swales. Mr. Galey noted that the village was designed

so that homes were perched on the highest point of each property and back yards were used for rainwater storage; however, the amount of rain has increased over the years resulting in more flooding than originally contemplated. It was noted that funding for the bio swales could be accomplished through the use of Special Service Areas.

President Sells stated that the plan presented by staff is a great starting point for the next Board and he would like to leave any decisions on specific projects to the incoming trustees unless there is an urgent need to decide on something due to the timing of a bond issue. Finance Director Johns stated that plan does not contemplate issuing debt until 2025. Staff simply wanted to provide the Board with a funded Capital Improvement Plan to consider.

Finance Director Johns then asked the Board to provide guidance with regard to the establishment of an annual water and sewer increase policy. She stated that the policy would automatically increase the water and sewer rate each July by the greater of the SEIU contract increase or the McCook water rate increase, whichever is greater. The minimum increase would be 1.25% and the maximum would be 5%.

President Sells was undecided and asked for feedback from the Trustees. Trustee Collins asked what the Village does presently. Director Johns stated that the Village increases rates when McCook increases their rates.

Trustee Pollock said he would support an ordinance automatically increasing the village's water rate whenever the village receives an increase from McCook so long as residents receive notification. President Sells agreed that resident notification is important.

Trustee Evans concurred that a notification mechanism would be more ideal when discussing rate increases.

Director Johns stated that the increase would not be automatic, and would still require Board action to approve an ordinance increasing the rate; however, this would provide a framework and parameters for Staff.

Manager Frances stated that a policy would be helpful from a planning perspective.

Trustee Gallegos asked when the McCook water contract renews and if it includes notification provisions for rate increases. Director Johns stated that she is not aware of notification provisions in the contract. Manager Frances stated that she believes there are five years remaining on the contract with McCook.

Trustee Evans again reiterated her support for notifying residents prior to a rate increase.

Trustee Pollock concurred with Trustee Gallegos' point that the Board needs to know more about the McCook contract.

Finance Director Johns then asked if the Board would like to consider a different infrastructure fee for commercial and/or large multi-family buildings. Johns

proposed a \$100 infrastructure fee for commercial buildings and a \$30 fee for multi-family buildings + \$10 for each addition unit.

Trustee Hannon expressed concern that imposing a higher fee on commercial properties would not help local business owners.

Trustee Collins asked if fees could be determined based on usage. Manager Frances noted that it might make sense to take water meter size into consideration.

President Sells stated that it might be difficult to justify the increase quantitatively.

Trustee Pollock reminded everyone that the Board just concluded a discussion on the need for additional funding for water and sewer infrastructure improvements and encouraged everyone to keep that in mind with regard to proposed fee increases. He asked if the village had a tiered water rate system. Director Johns noted that all water users pay the same rate.

X. New Business – None.

XI. Adjournment

With no New Business to discuss, President Sells stated that the Board had need for an **Executive Session** to discuss the items noted in **XII. A. & B.** He stated that the Board would not take any final action in Executive Session and would not reconvene. He called for a motion and second to adjourn the Regular Meeting.

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

AYES: Trustee Collins, Evans, Gallegos, Hannon, Pollock.

NAYS: None.

Motion passed.

President Sells declared the Regular Meeting adjourned at 8:25 p.m.

Respectfully submitted:

Village Clerk Haley

Date Approved

XII. Executive Session

- A. Discussion regarding the appointment, employment, compensation, discipline, performance or dismissal of specific employees
- B. To Discuss pending, probable or imminent litigation (5 ILCS 120/2(c)(11))