



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, May 5, 2022
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
7:00 p.m.

Minutes

I. *Call to Order:* The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, May 5, 2022. President Ballerine called the meeting to order at 7:00 p.m.

II. *Pledge of Allegiance*

III. *Roll Call* Present: President Ballerine
Trustee Evans
Trustee Gallegos
Trustee Claucherty
Trustee Hannon
Trustee Marsh-Ozga
Trustee Pollock

Absent: None

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

IV. *President's Report*

(This is an opportunity for the Village President to report on matters of interest or concern to the Village.)

President Ballerine provided clarity regarding a consensus from the Village Board to staff at the April 7 regular meeting regarding the Parks & Recreation Board's recommendation of sidewalk improvements at Turtle Park for use of capital grant funding for green spaces. Ballerine stated that, while it is advisable to receive feedback from various commissions on proposed improvements, Turtle Park is under the jurisdiction of the Parks and Recreation Board according to the Village Code. President

Ballerine asked if the Board was supportive of sending the recommendations and feedback from the Landscape Advisory and Preservation Commissions to the Parks and Recreation Board for final review and recommendation to the Village Board.

Consensus: The Board was supportive of sending the recommendations and feedback from the Landscape Advisory and Preservation Commissions to the Parks and Recreation Board for final review, and the Parks and Recreation Board would provide the final recommendation.

V. *Manager's Report*

(This is an opportunity for the Village Manager to report on matters of interest or concern to the Village.)

Village Manager Frances informed the Village Board and Commissions that, as village staff begins the Capital Improvement Planning process, to bring forth any initiatives and plans.

VI. *Resident Comments – Non-Agenda Items*

(This is an opportunity for members of the audience to speak about matters that are not included on this agenda. Residents may speak to matters on the agenda as those items are brought up and they are recognized by the Village President.)

None.

VII. *Consent Agenda*

(Matters on the Consent Agenda will be considered by a single motion and vote, because they have been fully considered by the Board at a previous meeting, or have been determined to be of a routine nature. Any member of the Board of Trustees may request that an item be moved from the Consent Agenda to Pending or New Business for separate consideration.)

- A. Ratify Voucher List of Bills April 21, 2022
- B. Approve Voucher List of Bills May 5, 2022
- C. Approve Village Board of Trustees Regular Meeting Minutes April 7, 2022
- D. Review and File Public Works, Community Development, Finance, Fire, and Police March 2022 Monthly Reports
- E. Review and File Police Annual Report 2022
- F. Review and File Quarterly Purchase Order Report
- G. Review and File Foreign Fire Tax Board Meeting Minutes February 10, 2021
- H. Review and File Planning and Zoning Commission Special Meeting Minutes February 28, 2022
- I. Review and File Planning and Zoning Commission Regular Meeting Minutes March 23, 2022
- J. Review and File Landscape Advisory Commission Regular Meeting Minutes March 1, 2022
- K. Review and File Riverside TV Commission Regular Meeting Minutes March 14, 2022
- L. Review and File Historical Commission Regular Meeting Minutes March 21, 2022
- M. A Resolution Authorizing the Village Manager to Approve a change order in the amount of \$489.87 for rock salt used during the 2022 snow and ice control season

- N. A Motion to Approve Updates to the Special Event Application
- O. A Motion to Approve a Special Event Application for the Friends of Riverside Kayak Paddle to be held at the Scout Cabin on May 28, 2022
- P. A Motion to Approve a Special Event Application for the Riverside Memorial Day Program to be held at the Gold Star Memorial Flagpole in Guthrie Park on May 30, 2022
- Q. A Motion to Approve a Special Event Application for the Riverside Garage Cruise Nights to be held on June 16, July 21, and August 18, 2022.
- R. A Motion to Approve a Special Event Application for the Riverside Concert Series to be held in Guthrie Park on June 17, July 3, and August 19, 2022.
- S. A Motion to Approve a Special Event Application for the Riverside Independence Day Events to be held on July 4, 2022.
- T. A Motion to Approve a Special Event Application for Cori's Triathlon to be held on August 20, 2022.
- U. A Motion to Approve a Train Station Rental Application for the Schwarte Engagement Party to be held on June 18, 2022

President Ballerine called for a motion and second to approve the Consent Agenda. Trustee Gallegos asked to remove Item O.

Trustee Gallegos made a motion to approve the consent agenda excluding Item O. Trustee Marsh-Ozga seconded the motion.

AYES: Trustee Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock
 NAYES: None

Motion passed.

Trustee Gallegos stated that the corrected date for the Kayak Event is May 28, 2022. Trustee Gallegos asked if it is possible if more dates are added for this event in the future that it be handled administratively. There was consensus by the Board to approve the event as is, permitting the applicant to submit a secondary application including multiple dates for kayak events throughout the summer.

President Ballerine called for a motion and second to approve Item O. on the Consent Agenda.

Trustee Gallegos made a motion to approve the consent agenda. Trustee Hannon seconded the motion.

AYES: Trustee Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock
 NAYES: None

Motion passed.

VIII. Department, Board and Commission Reports

(This is an opportunity for Commissioners and Board Members to update the public and the members of the Village Board regarding items of interest or concern to the Village.)

- A. Presentation of 2021 Crime Index and Police Activity Summary

Public Safety Director Matthew Buckley provided a high-level review of 2021 crime statistics and patrol activities for the Village of Riverside and Riverside Police Department. Buckley stated that the overall crime index may seem a bit alarming at first glance due to an increase in two categories, homicide and motor vehicle theft; however, it represents less overall reportable crimes than in 2020. While a jump in reportable crime is not a good thing, municipalities like Riverside, with small populations, frequently have wide statistical variations in reportable crimes, especially when variations are compared to the previous year. Buckley added that there were no criminal sexual assaults in 2021, burglaries were down, there were no reported arsons, and that homicides and vehicle theft cases have been cleared by arrests. Also, the homicides that occurred were isolated, targeted crimes.

Director Buckley provided the Board and residents with statistics from the crime index as well some crime prevention tips.

IX. Pending Business

(This agenda item includes discussion and/or action on matters previously presented to the Board of Trustees.)

- A. An Ordinance Amending the Village Code of the Village of Riverside, Illinois, relative to parking in certain places on a portion of Herrick Road

Village Manager Jessica Frances stated that, in late March 2021, residents of Herrick Road contacted Tom Weitzel, who was the Chief of Police at that time, regarding parking restrictions on Herrick Road. Herrick Parking restrictions on 356-424 Herrick Road are unique as there are restrictions on both sides of the street. Per the Village Code, parking is prohibited on the south side of this block and on the north side of the block from 6 AM to 6 PM.

Village staff reviewed and discussed the issue after receiving feedback. Based on that discussion, in May 2021 the Village Manager directed the Public Works Director to remove signs on the north side of the block and staff embarked on a trial period to observe if the block would experience any parking issues/complaints regarding commuters parking on Herrick Road. It is important to note that the residents of Herrick Road recommended changing the restriction from no parking to 2-hour parking; however, enforcement would be challenging at that location. For that reason, staff did the trial period eliminating the no parking restriction in an attempt to meet the needs of residents while recognizing that a 2-hour restriction may still not meet the needs of those that reside on the block. Staff conducted the trial period to observe any issues, before making any recommendations for final codification to the Village Board.

It was recommended by the Director of Public Safety and the Manager Frances that the Village eliminate the parking restriction from 6 AM to 6 PM on the north side of

Herrick Road for the addresses 356-424 Herrick Road as noted in the ordinance.

President Ballerine called for a motion and second to approve the ordinance.

Trustee Gallegos made a motion to approve the ordinance. Trustee Marsh-Ozga seconded the motion.

AYES: Trustee Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock

NAYES: None

Motion passed.

B. Discussion Regarding Parking Code Changes

Finance Director Karin Johns stated that, on April 7, 2022, the Village Board discussed parking options for the 3320 S. Harlem Avenue lot and the former First American Bank spaces located in Parking Lot 8. The consensus for Lot 8 was that Spots 20-25 along tracks will be quarterly commuter spots, spots 26-30 will be the bank's, and spots 31-37 will also be metered spots. The consensus for the lot located at 3320 S. Harlem Avenue, was to have Amazon Lockers at the former ATM location. The Board requested a recommendation from staff on a mix of quarterly and metered parking spaces there.

Johns stated that attached is a draft ordinance amending the Village Code regarding parking based on the Board direction from April 7, 2022, as well as an updated Parking Lot definition. While the ordinance only specifies uses in general terms, the summary of the changes in the ordinance, along with the more detailed direction given to Village staff by the Board, includes establishment of parking lots 11 (43 E Quincy) and 12 (3320 S Harlem), division of spaces in Lot 8 into quarterly commuter, metered, and First American Bank spaces (it was requested that spaces their spaces be relocated to spaces 26-30; however, the agreement does not permit those spaces to be moved), and division of spaces in the Harlem Avenue Lot into quarterly rental and metered spaces.

Johns mentioned that, since the April 7, 2022 meeting, staff has received additional feedback from Board members for discussion regarding business parking, East Quincy parking restrictions and commuter parking, the feedback is as follows:

- In Lot 8, allocate the current 21 rented spaces for commuters but make them unassigned spaces. Allow for Business Parking from 10 am-2 am in any vacant space 1-32. There will be no overnight parking due to snow operations.
- In Lot 8, Spots 1-20 stay as assigned commuter parking spaces. Spaces 21-32 are Business Parking available from 6 am – 2am.
- In Lot 8, Spaces 1-20 stay as commuter spaces. Spaces 21-26 are Business Parking. Spaces 26-32 are 4 hour parking.
- Create a south of the tracks Business Parking Sticker that would only be offered to businesses located south of the railroad tracks. That sticker would

allow employees to park in designated spaces on the south or north side of the tracks.

- Designate other Business Parking in metered areas or other Village lots.
- Allow for Parking Lot Rentals at 43 E Quincy. This would allow for businesses south of the tracks to reserve parking for special events with the Parks and Recreation Department.
- Increase the on street parking limit from two hours to four hours on the following area of E Quincy (Map attached). On East Quincy Street, on the northerly side, from a point twenty five feet (25') east of Riverside Road to a point one hundred twelve feet (112') east of Riverside Road and on East Quincy Street, on the northerly side, from a point one hundred thirty seven feet (137') east of Riverside Road to the westerly line of Lot 497 in Block 13, 2nd division of Riverside, and on the southerly side from a point twenty five feet (25') east of Riverside Road to the easterly line of Lot 477 in Block 10, 2nd division of Riverside.

Trustee Evans expressed some businesses concern surrounding the need for patron parking. Manager Frances stated that a trial period would allow the Village to gauge the number of placards in cars using on-street parking as well as employee usage of the parking along the BNSF line. A Community Service Officer (CSO) could be sent periodically to check on these things, gathering data and creating a report in the Police Department's CAD software. These statistics could be presented to the Board at a future date.

Trustee Pollock suggested that a soft deadline of 30 days be instituted for spaces 21-32. If the Village has not given all of them out, staff would come back to the Board and readjust the designation of the remaining spaces. Finance Director Johns clarified that business parking in spaces 21-32 would not be assigned, so no specific spots would be vacant or taken. Manager Frances reiterated that a CSO could help monitor usage of the lot depending on time and day.

Trustee Evans asked if the Village could renegotiate the contract with First American Bank to move their spaces to 1-5, which would be closer to the bank. President Ballerine stated that spaces 1-5 are coveted commuter spots. Director Johns stated that the spots along the tracks are part of a lease agreement with BNSF (Spaces 1-25). Trustee Marsh-Ozga stated that a trial period could be a good opportunity to dialogue with First American Bank about moving the spots, also provide an opportunity to evaluate the usage of the other spots as suggested. Trustee Pollock agreed to dialogue with First American about freeing up their spaces.

Trustee Claucherty asked the Board how long they would desire the trial period to last for. President Ballerine suggested one year. Manager Frances asked if the Board would like the Economic Development Commission to solicit feedback from

businesses throughout this process; the Board supported that idea.

Consensus for Lot 8: Spots 1-20 would remain status quo, 21-32 would be employee parking with a sticker/placard, parking on the street would remain for 2 hours (but if a business employee has a placard in their window they will not be ticketed. No parking would be allowed from 2:00 a.m. to 6:00 a.m.).

Consensus for Lot 12: Implement a trial period of one year of open 4 hour parking.

X. New Business

(This agenda item includes discussion and/or action on matters not previously presented to the Board of Trustees.)

- A. An Ordinance Approving a Variation for construction of a deck five feet (5') from grade and to allow an existing non-conforming deck/stoops to be enlarged at 263 Blackhawk Rd – Serge

Village Planner Francisco Jimenez stated that the property owners submitted an application for a variation at 263 Blackhawk Road. The variation request is for rebuilding/enlarging the existing rear deck/stoops and matching the 5' height from grade of the existing deck/stoops. The proposed project would also consolidate the two structures and reposition the staircase currently protruding into the driveway. The Petitioners submitted pictures of the home, building plans, and a survey outlining the location of the proposed extension. The need to replace the unsafe existing decks/stoops and the act of enlarging the existing decks/stoops and matching the height from grade is what triggered the request for variation process. The existing decks/stoops at a height of five feet (5') from grade will also match the new proposed deck. The petitioners are seeking the variations in order to better enjoy their property and to build a new deck in a safe manner with improved materials. The proposed deck would not encroach into any required setbacks and would not be visible from the street. The impervious surface percentage would go up to forty-five percent, from forty-one percent, however, it would still be below the required maximum of fifty-percent impervious surface allowed in the R1-A zoning district. The Planning and Zoning Commission conducted a public hearing and reviewed the application at their April 27, 2022 meeting. The Planning and Zoning Commission recommended approval of the variations to allow for construction of a deck five feet (5') from grade and to allow existing non-conforming decks/stoops to be expanded 280 square feet, on a vote of 6-0.

President Ballerine called for a motion and second to approve the ordinance.

Trustee Gallegos made a motion to approve the ordinance. **Trustee Hannon seconded the motion.**

AYES: Trustee Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock

NAYES: None

Motion passed.

Consensus: The Board gave direction that the Planning and Zoning Commission consider a text amendment related to deck construction height, as this type of variation has been granted twice in the last 30 days.

B. Motion to Accept Village's Letter of Support for National Historic Landmark Designation Boundary Increase

Village Manager Jessica Frances stated that, on May 12, 2022, the Village will be participating in a conference call hosted by the National Park Service to review increasing the boundary of the Village's landmark designation. As part of this process, the National Park Service has requested letters of support for the boundary update. Letters of support were due on May 5, 2022. The Historical and Landscape Advisory Commissions submitted letters of support, in addition to the Village. Commissioners received a copy of their respective letters prior to submission and were supportive of the submission. The letters will be officially accepted at their respective upcoming meetings.

The process of the update began in 2007. On June 28, 2013, the Village received notice that National Park Service was going to conduct a study of the boundary increase. Since that time, the National Park Service has requested information from the Village and completed a site visit. It is important to note that Trustee Marsh-Ozga has been very involved in this update as she was previously a Preservation Commissioner. Former Community Development Director Sonya Abt also assisted in providing information.

President Ballerine called for a motion and second to approve the letter and appoint Trustee Marsh-Ozga as the Village's spokesperson regarding the National Historic Landmark Increase.

Trustee Gallegos made a motion to approve the letter. Trustee Evans seconded the motion.

AYES: Trustee Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock

NAYES: None

Motion passed.

XI. Trustee Reports and Communications

(This is an opportunity for Trustees to inform residents of events or items of special interest.)

Trustee Gallegos recognized Riverside's Person of the Year, Connie Guardi. The announcement was made at the Olmsted 200th Birthday Party, held on April 26th. Gallegos also announced that some of Riverside's finest attended the Law Enforcement Memorial in Springfield and that there will be the annual Cook County Peace Officers

Memorial on May 10th at Cermak Woods Forest Preserve in Lyons. The annual Lions Club Chicken Dinner will be at Riverside Presbyterian Church on May 15th.

Trustee Marsh-Ozga encouraged residents to check out the botanical box gifted to the Riverside Public Library as well as the No Mow May patch outside the library.

President Ballerine announced that Ray Navarro will be honored the Distinguished John Jansky award at the Lions Club meeting on Tuesday, May 10th.

XII. Adjournment

Trustee Gallegos made a motion to adjourn to executive session. **Trustee Marsh-Ozga seconded the motion.**

AYES: Evans, Gallegos, Claucherty, Hannon, Marsh-Ozga and Pollock.

NAYS: None.

President Ballerine declared the meeting adjourned at 8:10 p.m.

XIII. Executive Session

- A. To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))
- B. To discuss the setting of a price for sale or lease of village property (5 ILCS 120/2(c)(6))
- C. To discuss the purchase or lease of real property for the use of the public body (5 ILCS 120/2(c)(5)).