



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, May 19, 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 19, 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 Marsh-Ozga
Trustee Pollock

Absent: Trustee Claucherty
Trustee Hannon

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 stated that it was an honor for Riverside to host Illinois Governor J.B. Pritzker. Pritzker visited Riverside Foods to highlight the recently passed package of tax cuts that help families struggling with high food prices and rapid inflation. Pritzker also took the time to visit the home of Riverside residents John, Gelse and Ethan Tkalec. Ballerine thanked Representative Michael Zalewski for arranging the visit.

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 acknowledged the Public Works Department, as it is National Public Works week (May 15-21). Frances also asked the Village Board for permission to administratively review and approve the Riverside Arts Weekend and American Legion Lantern Night special event applications. In anticipation of the June 2nd meeting being canceled, this would allow the events to be approved, the applications will then be ratified at an upcoming meeting.

Consensus: The Board was supportive of permitting administrative review of the above special event applications as well as to evaluate updating the Village's Special Event Policy at the next meeting to enable administrative review and approval for special events in the future.

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. Approve Voucher List of Bills May 19, 2022
- B. Approve Village Board of Trustees Regular Meeting Minutes May 5, 2022
- C. Review and File Public Works, Fire, Police and April Monthly Reports
- D. Review and File Police Pension Regular Meeting Minutes February 10, 2022
- E. Review and File Police Pension Special Meeting Minutes March 1, 2022
- F. Review and File Police Pension Special Meeting Minutes April 19, 2022
- G. Review and File Landscape Advisory Commission Regular Meeting Minutes April 12, 2022
- H. Review and File Board of Fire and Police Commissioners Regular Meeting Minutes February 8, 2022
- I. Review and File Riverside TV Regular Meeting Minutes April 11, 2022
- J. A Motion to Approve a Train Station Rental Application for the Krug Birthday Party to be held on June 3, 2022
- K. A Motion to Approve a Train Station Rental Application for the Scharpf Graduation Party to be held on June 5, 2022
- L. A Resolution Authorizing the Sale or Disposal of Personal Property Owned by the Village of Riverside
- M. A Motion to approve a Resolution of the Village of Riverside, Illinois to approve an extension to provide professional audit services from Lauterbach & Amen, LLP for

the fiscal year ending December 31, 2022 through fiscal year ending December 31, 2024

President Ballerine called for a motion and second to approve the Consent Agenda. **Trustee Gallegos made a motion** to approve the consent agenda. **Trustee Marsh-Ozga seconded the motion.**

AYES: Trustee Evans, Gallegos, 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.)

Finance Director Johns provided a report on sales tax throughout the Village. Riverside currently receives online sales tax for purchases shipped to Riverside addresses. For the months of December to February, 51.8% of sales tax received came from Riverside brick and mortar businesses, with 48.2% came from online sales.

Trustee Marsh-Ozga provided an update regarding the National Park Service and Village initiative to update the designation of the Riverside Historic District with additional documentation and a corrected western boundary. Marsh-Ozga stated that the National Historic Landmarks Committee of the National Park Service Advisory Board voted unanimously to approve the update with a provision that a section on Riverside social history be added.

Marsh-Ozga stated that the educational training for Landscape Advisory Commissioners took place at Swan Pond on Friday May 13. Integrated Lakes Management and Forester Collins provided commissioners with an opportunity to learn about how Swan Pond is preserved as a natural area.

IX. Pending Business

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

None.

X. New Business

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

A. A Resolution Revising the Economic Incentive Policy for the Village of Riverside

Village Manager Frances stated that, on December 17, 2020, the Village Board adopted the initial Economic Incentive Policy, which provides staff parameters for developing economic incentives with businesses to then present to the Village Board.

Frances recommended that the Village Board amend and add an Economic Development Assistance Grant Program. This revision and addition will provide staff, potential businesses, existing businesses and the Board a process to provide grants to new and existing businesses that may not need a redevelopment or sales tax incentive agreement. Frances added that the implementation of a Business District Economic Development Assistance Grant Program would be for businesses or facilities that are located in Harlem Avenue Business District #1, Harlem Avenue Business District #2 and Ogden-Harlem Business District #3. Frances recommended that the program be facilitated administratively, with approval of the grant by the Village Board. The grant would be similar to the façade program in that it would be reimbursement driven. The Village would approve the grant, but reimbursement would be contingent upon successful project completion within 6 months and available fund balance within the business district. These grants would be paid by the business district sales tax. Frances stated the goal of this program would be to fill up vacant storefronts and make great enhancements to existing businesses in the Harlem Avenue corridor.

President Ballerine asked about the difference between the Harlem Avenue business districts and the Central Business District. Frances stated that the Harlem Avenue districts were created within certain requirements in order to allow for the business district tax to be assessed, whereas the Central Business District does not have that. The taxes generated within the Harlem Avenue business districts may not be used on items outside their respective boundaries. Frances added that the Board could reopen the façade program or direct staff to evaluate other incentives for businesses within the Central Business District.

Trustee Pollock asked if the Village has ever looked into creating a business district within the Central Business District. Frances stated that there are certain requirements that the area must meet to be eligible to become a business district and assess the sales tax, such as blight, however there is a possibility the area would be eligible. Frances stated that staff could reach out to Kane, McKenna, and Associates, Inc. for a preliminary evaluation of eligibility for the Central Business District.

Consensus: Staff will reach out to Kane, McKenna, and Associates, Inc. for a preliminary evaluation of eligibility for the Central Business District as a business improvement district.

Trustee Marsh-Ozga asked how much Kane, McKenna, and Associates, Inc., would charge for the creation of a business district. Director Johns stated the cost would be around \$15,000 to \$17,000. Frances added that, if created, a 1% retail sales tax would be implemented for businesses within the Central Business District and any costs incurred as part of establishing the business district could be reimbursed to

the General Fund.

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

Trustee Gallegos made a motion to approve the consent agenda. **Trustee Marsh-Ozga seconded the motion.**

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

NAYES: None

Motion passed.

- B. A Motion to Approve a Resolution Authorizing a \$1,338,983 Inter-Fund Transfer from the General Fund to the Capital Projects Fund for Future Capital Expenditures

Finance Director Johns stated that the proposed transfer totals \$1,338,983 and includes \$150,000 for the Parks and Recreation assigned fund balance repayment for the 43 E. Quincy buildout. Johns noted that this exceeds the required repayment schedule of \$25,000 by six times, which is feasible by their performance in 2021. There would also be an unassigned fund transfer of \$1,188,983 for 2022 Budgeted Purchases. With this transfer the General Fund Unassigned Fund Balance at December 31, 2021 is estimated to be approximately \$847,244.

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

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

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

NAYES: None

Motion passed.

- C. An Ordinance Amending the Budget for the Fiscal Year commencing January 1, 2021 and ending December 31, 2021 for various additional expenditures and revenues

Finance Director Johns stated that there were a number of departments within the General Fund that exceeded their originally approved 2021 budgets. To help offset these additional expenses, there were many departments that performed better than the expected budget. In totality, General Fund revenues exceeded their budgets by approximately \$1,887,000 and General Fund expenditures exceeded their budgets by approximately \$96,000. This represents an operating surplus of approximately \$1,808,110 before transfers.

Director Johns stated that the ordinance includes \$1,338,983 in transfers from the General Fund to the Capital Projects Fund, which results in an estimated unassigned fund balance of \$847,244. The ordinance also includes amendments to the Harlem Business District #1 Fund, Harlem Business District #2 Fund, Harlem Business District #3 Fund, Capital Projects Fund, Debt Service Fund, Parking Lot Fund and Police Pension Fund. Johns added that, of the revenue surpluses, \$882,000 were

from ARPA funds. In addition, budget projections were exceeded by over \$200,000 each in sales taxes, building revenues, and per capita sales taxes.

Trustee Evans asked how ARPA funds were allocated. Johns stated that ARPA funds were budgeted for fiscal year 2022 to purchase an ambulance and fire truck.

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

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

AYES: Trustee Evans, Gallegos, 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 announced there will be a Memorial Day ceremony at St. Mary's Church on May 30 organized by American Legion Post 488. The River Lantern night will take place on June 10.

XII. Adjournment

Trustee Gallegos made a motion to adjourn to executive session. Trustee Pollock seconded the motion.

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

NAYS: None.

President Ballerine declared the meeting adjourned at 7:31 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)).
- D. To discuss collective negotiating matters