



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, June 16, 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, June 16, 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 Claucherty
Trustee Marsh-Ozga
Trustee Pollock
Trustee Gallegos (on Zoom)

Absent: 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.)

A. A Motion to Confirm the Reappointment of Board and Commission Members
President Ballerine recommended the reappointment of several advisory board and commission members.

President Ballerine called for a motion and second to confirm the reappointments.
Trustee Gallegos made a motion to approve confirm the reappointments. **Trustee**

Evans seconded the motion.

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

NAYES: None

Motion passed.

President Ballerine mentioned that he attended the Forest Park Juneteenth Flag Raising on Monday, June 6. Ballerine then described the history behind the Juneteenth holiday.

President Ballerine recited a Facebook comment from a Riverside resident who thanked the police, fire and public works departments for their hard work throughout the week in response to the storm. Ballerine echoed the sentiment, expressing his gratitude and pride in Village first responders and staff. Ballerine then recited a Proclamation of a Local State of Emergency for the Village of Riverside.

President Ballerine announced that the Riverside Country Club has agreed to allow Riverside residents to access the Club's grounds on July 4 for their annual fireworks. However, there will be no parking available. Residents must present an ID proving Riverside residency to enter.

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 thanked staff for their efforts cleaning up and removing debris throughout the Village following the June 13 storm. Frances added that this process will continue over the next few weeks, as the Village experienced significant damages. Chief Buckley and Director Tabb have been working tirelessly from the moment the event started along with Police, Fire and Public Works staff. The Village's tree contractor, D Ryan Tree and Landscaping, has also been working long hours cleaning up fallen trees, debris and other hazards. Frances also thanked all communities that have been and will be assisting the Village with cleanup efforts:

- Village of Western Springs, Village Manager Ellen Baer
- Village of La Grange, Village Manager Andrianna Peterson
- Village of Countryside, Village Administrator Gail Paul
- Village of Forest Park, Village Administrator Moses Amidei
- Village of Glencoe, Village Manager Phil Kiraly
- Village of North Aurora, Village Administrator Steve Bosco
- Village of Libertyville, Village Administrator Kelly Amidei
- Cook County Department of Transportation and Highways
- Cook County Department of Emergency Management and Regional Security, John Daniels

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.)

Riverside resident Julie R. stated her concern about the amount that residents must pay for a Village vehicle sticker. Julie stated that North Riverside's sticker costs \$10, Forest Park's costs \$10, Homewood's costs \$5, Brookfield's costs \$8, Lyons' costs \$10 and Chicago's costs \$30 for seniors. President Ballerine stated that the Village will consider changes to vehicle sticker fees throughout the 2023 budget process.

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 June 2, 2022
- B. Approve Voucher List of Bills June 16, 2022
- C. Review and File Police, Fire, and Public Works May Monthly Reports
- D. Approve Village Board of Trustees Regular Meeting Minutes May 19, 2022
- E. Review and File Board of Fire and Police Commissioners Quarterly Meeting Minutes May 10, 2022
- F. Review and File Parks and Recreation Board Regular Meeting Minutes March 21, 2022
- G. Review and File Economic Development Commission Regular Meeting Minutes March 10, 2022
- H. Review and File Historical Commission Meeting Minutes April 18, 2022
- I. Review and File Planning and Zoning Commission Regular Meeting Minutes April 27, 2022
- J. Review and File Preservation Commission Meeting Minutes April 14, 2022
- K. A Motion Approving an Agreement between the Village of Riverside and Local 73-Service Employees International Union Effective January 1, 2022 – December 31, 2026
- L. An Ordinance Amending Section 8-6-1 (Water Meter Regulations) of the Village Code of the Village of Riverside, Illinois Relative to Water Meter Replacement Charges
- M. An Ordinance Authorizing the Execution of an Amendment to a Property Purchase and Sales Contract for the Sale of Real Property Located at 2710 S Harlem Avenue, Riverside, Illinois to 2720 Harlem LLC
- N. Approval of a Notice of Termination from the Village Of Riverside to Riverside Brookfield Township High School District No. 208, terminating the Intergovernmental Agreement Providing for the Appointment of a Village of Riverside Auxiliary Officer to Serve at Riverside Brookfield Township High School District No. 208, effective August 17, 2022
- O. A Motion to Ratify the Special Event Applications for the American Legion Lantern Night held on June 10 and the Riverside Arts Weekend held on June 11 and 12, 2022
- P. A Motion to Approve a Special Event Application for the Little League Home Run

Derby to be held at Big Ball Park on June 24, 2022

- Q. A Motion to Approve a Special Event Application for the Riverside Swim Club Conference Meet to be held on July 16, 2022
- R. A Motion to Approve a Special Event Application for the Frederick Law Olmsted Society's Vintage Baseball Game to be held at Big Ball Park on July 30, 2022
- S. A Motion to Approve a Special Event Application for the Riverside Parks and Recreation Movie in the Park to be held on August 26, 2022
- T. A Motion to Approve A Special Event Application for the Riverside Parks and Recreation Touch-A-Truck to be held on September 22, 2022

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, Claucherty, 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. Landscape Advisory Commission Update – Lisa Lambros

Chairperson Lambros stated that the Landscape Advisory Commission recently finished its educational No Mow May initiative. Lambros added that the Commission received positive feedback regarding the initiative. Lambros added that Commissioner Rubin has worked hard to improve the Commission's nature viewer in the Library which overlooks Swan Pond. The nature viewer now has a QR code that will direct residents to photos of animals and birds to look for in the natural area. Lambros also mentioned two recent training sessions that the Commission has received from the Morton Arboretum regarding the plant inventory located in the Swan Pond Natural Area. The training sessions have been done in tandem with Public Works since the Village decided to path mow the area in recent years. With what they learn from the training sessions, the Commission hopes to bring an updated Master Landscape Plan back to the Village Board in the future. The plan will serve as a point of reference on plant material within the Village.

IX. *Pending Business*

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

- A. A Resolution Revising the Policy for Village Sponsorship or Support of Special Events
Village Clerk Sowl stated that, at their May 19 meeting, the Village Board directed staff to revise the Village's special event policy. The revisions would permit administrative approval of special event applications, removing the need for events to be placed on the Consent Agenda for Village Board approval at regular meetings.

The revision to the policy was based on event applications that were submitted late, requiring staff to ask the Board for administrative approval authority and ratification at a future meeting. The updates would streamline the event application process while keeping the Board notified of all events.

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

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

NAYS: None.

Motion passed.

X. *New Business*

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

- A. A Motion to Accept the Village of Riverside’s Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ended December 31, 2021

Finance Director Johns stated that the Village is required to have an annual audit performed for all funds and accounts. The Village has entered into a 5-year agreement with Lauterbach & Amen to complete the audit. The contract expired after the 2021 fiscal year and the Board approved a 3 year extension with Lauterbach & Amen at the June 2 regular meeting. Johns added that the Village was conservative with its 2021 budget while the economy continued to recover from the COVID-19 pandemic. The general fund ended with a net revenue of \$1,791,206 before transfers in and out. Also, there was an overall increase of \$502,223 in general fund balance.

Matt Beran of Lauterbach & Amen provided the Board with an overview of the Village’s audit report and management letter. Beran stated that the Village has received an unmodified opinion for its basic financial statements for the year. This is the highest opinion that is offered. There is an adequate internal control framework in place, the numbers in the report are free of material misstatement, and the report is in compliance with all local government accounting standards.

Trustee Gallegos made a motion to accept the ACFR. **Trustee Pollock seconded the motion.**

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

NAYS: None.

Motion passed.

- B. A Resolution Authorizing the Village Manager to Waive Competitive Bidding and Execute a Sales Agreement with Karl Chevrolet of Ankeny, Iowa for the Purchase of (3) 2023 Chevrolet Tahoe 4X4 Utility Vehicles for an Amount not to Exceed \$210,000

Police Commander Kotor stated that the Police Department is seeking Village Board approval to purchase (3) 2023 Chevrolet Tahoe utility vehicles. Kotor stated that

bidding in Illinois opened up for two days and then closed down, which is why the Police Department is set to purchase vehicles from Iowa. The requested utility vehicles will replace two patrol vehicles and the Director's vehicle. The estimated cost per vehicle, including striping and emergency equipment is estimated at \$70,000. The vehicles will be received in January of 2023 and will take approximately 3 additional months to properly outfit the vehicles with all necessary equipment.

President Ballerine asked for an estimate of the trade in value of the 3 vehicles currently in the police department's fleet. Kotor stated that the trade in value for the larger SUVs is typically around \$5,000.

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

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

NAYS: None.

Motion passed.

- C. A Resolution of the Village of Riverside, Illinois Waiving Competitive Bidding and Authorizing the Village Manager to Issue a Purchase Order to the Cook County Emergency Telephone Systems Board for the Purchase of 7 Radios in an Amount not to Exceed \$57,000

Police Commander Kotor stated that the Police Department decided to go through the Cook County ETSB due to its large grant program. Kotor mentioned that there will be an estimated savings of 36% through the ETSB. The department's current radios are 12 years old. The department is requesting authorization to purchase 7 Motorola Solutions radios. This is a budgeted item under the capital plan and is designed to replace all of the outdated police patrol radios over the next four years.

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

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

NAYS: None.

Motion passed.

- D. A Motion to Approve an Agreement to Join the Cross-Community Climate Collaborative (C4)

Assistant Village Manager Monroe stated that, at their October 7, 2021 meeting, the Village Board approved a resolution authorizing Village endorsement of the Metropolitan Mayors Caucus developed 2021 Climate Action Plan for the Chicago Region. Recently, President Ballerine and Village Trustees were invited to attend informational meetings related to the formation of the Cross-Community Climate Collaborative (C4). Municipalities signing onto this voluntary effort are required to fulfill several responsibilities, including: adopting the greenhouse gas emissions

reductions targets of C4, data tracking and reporting, participation in meetings and establishing collaborative work groups, and generating awareness of C4 efforts to engage the public and other municipalities in this effort. Trustees expressed their support for this collaborative.

Trustee Marsh-Ozga made a motion to approve the agreement. **Trustee Evans seconded the motion.**

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

NAYS: None.

Motion passed.

- E. An Ordinance Amending Title 8, Section 8-6-2 (Water Service Charges) and an Ordinance Amending Section 8-7-9 (Sewerage Service Charges) of the Village of Riverside, Illinois Village Code

Finance Director Johns stated that, during the 2022 budget process, the Village raised the water and sewer rate to offset the removal of the \$15 infrastructure fee. The Village recently received notice from the Village of McCook, which is Riverside's water commodity that the water rate would be increasing. The ordinance would increase the Village's current water rate from \$12.13 per unit to \$12.73 per unit, an increase of \$.60 per unit or 4.93%. The ordinance would also increase the current sewer rate from \$3.59 per unit to \$3.77 per unit, an increase of \$.18 per unit or 3.77%. Johns noted that as the Village implements its water meter replacement program water bills will be expressed in gallons, not cubic feet.

Trustee Pollock reminded residents that the water and sewer fund is an enterprise fund and that every penny paid in their water bill directly funds the purchase, maintenance and distribution of water.

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

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

NAYS: None.

Motion passed.

- F. Discussion Regarding a Proposal for an Additional Business District within the Village's Central Business District

Assistant Village Manager Monroe stated that, at their May 19, 2022 meeting, the Village Board directed staff to obtain a proposal for the creation of a business district within the Village's Central Business District. Staff reached out to Kane, Mckenna, and Associates, Inc., who assisted with the creation of business districts #2 and #3, to put together the proposal. Monroe added that business districts serve as an economic development tool aiming to revitalize certain areas within the community focused on commercial activity. The proposal does not include the costs for publication of notices, mailings, and creating boundary/legal descriptions. The

Village did not budget for this expense in FY2022. Monroe then went into further detail regarding the designation process, which includes ordinances, a plan for the business district, and a public hearing.

Trustee Marsh-Ozga asked about the map provided within the agenda packet that incorporated municipal buildings and residential structures. Village Manager Frances stated that, if created, the business district's additional sales tax revenue could be reinvested for business purposes or public improvements. Within the central business district, the Train Station and Water Tower could be considered for improvements.

Trustee Evans asked if business district revenue could be reinvested into infrastructure improvements on municipal buildings. Manager Frances stated that it would have to be tourism or economic development driven. Attorney Malina stated that specific situations would have to be analyzed for viability.

Trustee Claucherty expressed that it would be important for the Economic Development Commission to opine on the creation of a business district. Trustee Pollock added that the commission would be a good resource to obtain feedback from the Central Business District's businesses.

Trustee Pollock made a motion to send the proposal to the Economic Development Commission for review in addition to obtaining feedback from the impacted businesses. The Commission would then report back to the Board on their recommendation. **Trustee Claucherty seconded** the motion.

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

NAYS: None.

Motion passed.

G. Discussion Regarding Façade Grant Program

Village Manager Frances stated that the Village implemented a façade improvement program in 2016. Grant requests are reviewed by the Economic Development Commission and a recommendation is provided to the Village Manager. However, the Commission did not request a budget for the current fiscal year, meaning that any grant request would need to be approved by the Village Board as it will create a budget variance.

Manager Frances stated that the Riverside Arts Center (RAC) recently completed an application for the new mural to be painted on their façade. Frances added that staff is recommending that the Board support the façade program for 2022 recognizing that it may have a budgetary impact and allow for a budget variance not to exceed \$15,000. Staff has also received an inquiry from Salon D'Amore for a new sign. The maximum reimbursement, which is 50% of the cost of a single project, is \$5,000 per the Village Policy with an amount not to exceed \$10,000 per business.

Attorney Malina stated that the Village code has limitations on the size of signs for commercial uses and that murals meet the technical definition of a sign and would most likely exceed the maximum size.

Trustee Pollock made a motion to direct staff to prepare an amendment to the sign code that would distinguish between public art and commercial signs. The motion also included support of the façade program and direction to staff to prepare a budget variance for fiscal year 2022 not to exceed \$15,000. The Board would also solicit feedback from the Economic Development Commission on RAC's grant application. **Trustee Marsh-Ozga seconded** the motion.

XI. Trustee Reports and Communications

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

President Ballerine reflected on the generous actions of neighbors within the community following the storm on June 13. Other Trustees joined in this reflection.

XII. Adjournment

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

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

NAYS: None.

President Ballerine declared the meeting adjourned at 8:21 p.m.

XIII. Executive Session

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

B. To discuss the purchase or lease of real property for the use of the public body (5 ILCS 120/2(c)(5)).

C. To discuss collective negotiating matters