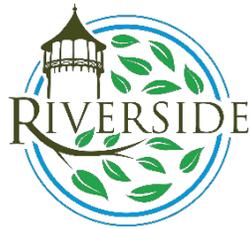


**MEETING AND PUBLIC COMMENT PROCEDURES:** The Board of Trustees will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Public Body at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Village President and then speak at the podium, beginning by identifying themselves.



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, July 7, 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, July 7, 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 Clauncherty Trustee Marsh-Ozga Trustee Hannon Trustee Pollock Trustee Gallegos
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Absent: None

Also Present: Village Manager Frances  
Village Attorney Marrs  
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 prefaced Item K on the consent agenda regarding waiving competitive bidding and various charges, specifically the charge for D Ryan Tree Service. The change order for D Ryan Tree Service was \$450,000. To date for the year, D Ryan and the Public Works Department has generated 7,000 yards of chipped wood, removed 76 trees, and removed 275 hanging branches. Ballerine stated that Riverside met with the Villages of Westchester, Bellwood, North Riverside, and Maywood, as well as Representative Mike Zalewski, Cook County Commissioner Frank Aguilar, Cook County Commissioner Brandon Johnson and representatives from the Illinois and Cook County Emergency Management Associations to see if there was any potential for disaster relief. Pooled together, communities would need to prove 23 under-insured or uninsured destroyed structures and over \$20 million in spending for relief. While the pool of communities did not come close to 23 structures, spending was closer. According to ComEd's External Affairs Manager Katrina Steele, their spending was over \$10 million; however, those expenditures cannot be included for emergency relief.

**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 continued thanking communities that had assisted Riverside in storm damage relief efforts, specifically the Cook County Department of Transportation who provided over 224 hours of assistance.

**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.)*

Patrick Lofton of West Avenue asked for an update regarding the status of the Groveland Avenue Levee Project. Manager Frances stated that she received a 1,200 page report from the United States Army Corps of Engineers and that our Village Engineer would be reviewing it. Frances added that the plans and specifications to do the work has costed approximately \$400,000 which is a little over 50% of the \$769,000 allocated for that portion of the project. The Army Corps will continue working on plans and specifications until finished in addition to implementing the Section 106 coordination with the Village's Preservation Commission. There will also be a public meeting regarding the status of the project and once the Village Engineer and Village staff have time to review the report and communicate with Army Corps.

Frances also commented on Item C within Pending Business regarding property and easement acquisition. MWRD typically does not enter into agreements like this, but made an exception so that Riverside staff could work directly with its residents.

Lofton asked about a timeline for the project. Frances stated that staff is working as quickly as possible to review the report and communicate with the Army Corps but that the federal government works on a longer timeline and has experienced a staffing shortage. Frances added that an update may be possible by late summer or early fall. Lofton asked how residents on West Avenue will be notified about updates regarding the Levee Project outside of public meetings. Frances stated that residents will be reached out to throughout the process as the Army Corps, Public Works Department, other Village staff, Preservation Commission, and Village Board work together on the project.

**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 July 7, 2022
- B. Review and File Community Development April and May Monthly Reports
- C. Approve Village Board of Trustees Regular Meeting Minutes June 16, 2022
- D. Review and File Parks & Recreation Board Regular Meeting Minutes May 23, 2022
- E. Review and File Historical Commission Regular Meeting Minutes May 16, 2022
- F. Review and File Planning and Zoning Commission Regular Meeting Minutes May 25, 2022
- G. Review and File Landscape Advisory Commission Regular Meeting Minutes May 10, 2022
- H. Review and File Landscape Advisory Commission Special Meeting Minutes May 13, 2022
- I. Review and File Riverside TV Commission Regular Meeting Minutes May 9, 2022
- J. A Motion to Approve an Engagement Letter with Clark Baird Smith, LLP and to appoint Kelly A. Coyle as the Public Safety Employee Benefits Act (PSEBA) Hearing Officer
- K. A Resolution Waiving Competitive Bidding and Authorizing the Village Manager to Enter into Various Purchase Orders for Fiscal Year 2022
- L. A Resolution Authorizing the Village Manager to extend a contract with Paramedic Services of Illinois, Inc. (PSI) to Provide Ambulance Billing and Collection of Fees for Ambulance Services Rendered by the Village of Riverside Fire Department

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, 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. Parks and Recreation Update – Director Ron Malchiodi

Director Malchiodi proudly stated that the Parks and Recreation Department was able to contribute \$150,000 towards the repayment of the 43 E Quincy St buildout. This far exceeded the \$25,000 that was outlined in the repayment schedule. The department also increased its program offerings substantially and special events. The Department has also entered into a cooperative maintenance plan with the Public Works Department, utilizing seasonal employees to maintain playgrounds and ball fields. All maintenance equipment purchased to accomplish this is battery operated. Malchiodi added that there has been no interruption to Parks and Recreation programming due to the recent storm. Malchiodi added that the Parks and Recreation Board has been working on forming a 501(c)3 organization that will allow the Department to provide scholarships to the community for all programs and projects within Riverside.

Trustee Claucherty asked if the Kinder Kids program will be going away due to District 96 implementing full day Kindergarten. Malchiodi confirmed, stating that the Department is preparing to accommodate those kids in the before/after school program. Claucherty asked for more details on increased maintenance of parks and playgrounds due to additional seasonal staff. Malchiodi stated that the two biggest issues the Department hears about from residents are playground conditions and ball field conditions with weeds. These problems have been addressed, but that does not encompass all maintenance issues. Malchiodi added that the cooperative with Public Works has been successful thus far but is a work in progress and will be improved over time, as the Village has many maintenance needs.

***IX. Pending Business***

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

A. A Resolution Allowing Staff to Review and Approve Hardscape Permit Applications for Carriage Walk Installations at Properties without Driveways

Village Manager Frances stated that during the February 17th, 2022 Village Board meeting, the Village Board requested that the Preservation and Landscape Advisory Commissions review and evaluate the hardscape permit application process as it applies to properties without driveways that are interested in a carriage walk installation. It was made clear that this request is not intended to change the overall zoning regulations, but more so to streamline the process for a unique set of properties with limited access.

The current process to install a carriage walk requires a Hardscape Permit Application to be submitted and reviewed by both the Preservation and Landscape Advisory Commissions along with approval by the Village Board. Taking direction from the Village Board, staff presented each Commission with a proposal to review and discuss. The Landscape Advisory and Preservation Commissions proposed to

allow carriage walk installation applications for properties without driveways that would be reviewed and approved internally by staff and not require commission review. Frances noted that, if approved by the Village Board, staff would bring an ordinance to the next meeting as a small modification to the code would be needed.

President Ballerine called for a motion and second to approve the resolution. **Trustee Gallegos** made a motion to approve the resolution. **Trustee Claucherty** seconded the motion.

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

NAYES: None

**Motion passed.**

B. A Motion to Approve Sidewalk/ADA Crosswalk Installation at Turtle Park and Big Ball Park

Director Malchiodi stated that, on March 21, 2022, the Parks and Recreation Board discussed numerous options for green space improvements and ultimately proposed creating an athletic field at Indian Gardens and providing ADA crosswalks and sidewalk access into Turtle and Big Ball Parks from Longcommon and Nuttall Roads. Staff took the original design and worked with the Village engineer to determine a route that would be the least impactful to the surrounding trees. The sidewalk will be constructed with an exposed aggregate finish similar to the new walkway in Swan Pond.

The Village Board requested a review and recommendation from the Preservation and Landscape Advisory Commissions. Both Commissions reviewed and discussed the project and approved the sidewalk installation. This feedback was presented back to the Parks & Recreation Board, and after consideration, the Parks & Recreation Board voted to approve the sidewalk installation and recommended their original proposal of the project.

President Ballerine commented that during the Turtle Park sidewalk discussion, a proposal was put forth to consider using cast iron detectable plates on the ADA crosswalks in place of the plastic detectable plates currently used. The cost of the cast iron plates would be approximately four times the cost of the plastic plates. Trustee Marsh-Ozga stated that the cast iron plates would not need to be replaced, adding that plastic plates tend to fade, crack, and not last very long. Manager Frances stated that cast iron plates cost \$1,500 each and that the plastic ones cost \$350 each. Frances also added that plastic plates do pop up, particularly in winter due to snow plow operations.

President Ballerine called for a motion and second to approve the sidewalk installation. **Trustee Gallegos** made a motion to approve the sidewalk installation. **Trustee Claucherty** seconded the motion.

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

NAYES: None

**Motion passed.**

President Ballerine called for a motion and second to approve the crosswalk installation including cast iron plates. **Trustee Gallegos** made a motion to approve the crosswalk installation with cast iron plates. **Trustee Marsh-Ozga** seconded the motion.

Trustee Evans asked if the motion to approve the crosswalk installation with cast iron plates for the Turtle Park and Big Ball Park project would be solely for the project or provide direction to staff to incorporate cast iron plates for all crosswalks in the future. Manager Frances stated that, if approved, the Village would incorporate cast iron detectable plates in future bid specifications for all projects. Trustee Hannon expressed there was not enough information provided to approve cast iron plates as the new standard throughout the Village. Manager Frances provided an alternative, stating that bid specifications for the project could require a proposal with and without cast iron plates.

**Consensus:** By the time of the final bid award, staff would be able to provide information on cost differential, slipping, popping, and the replacement rate for the 220 plastic plates that the Village currently has installed.

**Trustee Gallegos and Marsh-Ozga** withdrew their motion and second to approve the crosswalk including cast iron plates.

- C. A Resolution Authorizing the Execution of a First Amendment to an Intergovernmental Agreement by and between the Village of Riverside and the Metropolitan Water Reclamation District of Greater Chicago for Design, Construction, Operation and Maintenance of Groveland Avenue Levee Improvements Relative to the Groveland Avenue Levee Project

Village Manager Frances stated that MWRD provided the Village with an amendment to the original intergovernmental agreement, which was approved by the Village Board on November 18, 2021 (Resolution 2021-R-54). Since that approval, MWRD has provided the Village with an amendment to the First Amendment. It is important to note that this first amendment replaces the amendment that was approved on November 18, 2021. The new amendment as presented to the Village Board now permits MWRD to pay the Village, who will then pay Army Corps directly for the Non-Federal Sponsor costs. It additionally allows the Village to be reimbursed for property appraisal and acquisition activities, whereas the previous agreement did not afford that flexibility to the Village.

Chris Morong of West Avenue asked how much time elapsed between when the Village entered into the agreement with MWRD and when the Village learned from the federal government that the procedures had been changed. Manager Frances

stated that the procedural changes from the federal government was an administrative item that did not impact the project. Morong asked if the Village has had to follow up with MWRD and Army Corps in order to keep the project moving along. Frances answered that herself and other staff members have had to follow up with Army Corps. Army Corps has experienced staffing shortages and have hired additional people during the course of the Groveland Avenue project. Frances assured Morong that when the Village receives information on the project that action occurs in short order. Frances added that any action taken during the course of this project must be in compliance with Village, MWRD, and federal government requirements which is statutorily different from doing a project only through the Village.

Manager Frances stated that the amended agreement with MWRD is unprecedented as it relates to allocating money for real estate acquisition; that typically would only occur if property was going to another party. Frances added that the Village wanted to be able to work directly with residents on easements for increased efficiency. The amended agreement will allow the Village to move forward on certain items without having to wait for Army Corps.

President Ballerine called for a motion and second to approve the resolution. **Trustee Gallegos** made a motion to approve the resolution. **Trustee Evans** seconded the motion.

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

NAYES: None

**Motion passed.**

- D. An Ordinance Amending Section 10-7-3 of the Village of Riverside Zoning Ordinance Relative to Deck Accessory Structures in Residential Zoning Districts  
Assistant Village Manager Monroe stated that, earlier in 2022, two variation requests for height of a deck were granted by the Planning and Zoning Commission and approved by the Village Board. Both the Commission and the Village Board requested staff to propose text amendment language that would address deck height requirements. Staff is proposing text amendments that remove a requirement for a maximum deck height and allows a deck instead to be constructed at the elevation of the first floor of a principal building. This revision would remove the requirement of a four foot maximum desk height.

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.**

- E. Business Parking Discussion  
President Ballerine announced that this agenda item would be tabled until the next Board meeting.

**X. *New Business***

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

**A. Approval to Update the Riverside TV Filming Policy**

Assistant Village Manager Monroe stated that the Riverside TV (RTV) Commission and Riverside TV staff expressed an interest in updating the existing RTV filming policy. Language and fees in the policy needed an update to improve upon and reflect current practices and needs of the Village's RTV operation. Village staff brought to the RTV Commission a draft of an updated policy to the February, April, and May 2022 meetings of RTV. On May 9, 2022, the RTV Commission approved the policy (4-0) and recommended it for final consideration by the Village Board. In 2021, the RTV Commission held several discussions about the growing need to modify the current RTV filming policy to more accurately reflect the costs of production and coordination, to provide a better fee structure for public requests for RTV filming, and to update language and make the application and policy more clear. Fundamental changes to the policy include: an hourly rate between \$30-\$50 rather than \$75, a \$100 equipment rental fee, and actual hourly cost for staff time used to make copies of productions.

Trustee Evans asked if the language allowing more than just 501(c)3 organizations to submit filming requests was to be removed. Monroe answered that staff is suggesting that the language be removed in the revision to the policy.

President Ballerine called for a motion and second to approve the policy update while removing the bullet point named, "programming resources, in the sole discretion of the Village, may also be made available to other organizations, to be reimbursed according to this policy." **Trustee Gallegos** made a motion to approve the updated policy. **Trustee Hannon** seconded the motion.

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

NAYES: None

**Motion passed.**

**B. An Ordinance Amending the Village Code of the Village of Riverside, Illinois Relative to Murals**

Assistant Village Manager Monroe stated that, at the June 16, 2022 meeting, the Village Board discussed the Grant Façade Program as it related to a request from the Riverside Arts Center for public support in installing a mural on the side façade of their building. During the discussion, it was recognized that in order for the Village to review and approve any murals, changes to the Village Sign Code would be necessary. The Village Board directed staff and the Village Attorney to draft an

ordinance that addresses murals in Riverside. The revisions include standards and requirements for murals that help differentiate signs from what may be considered public or private artwork and also puts a mechanism in place for Village approval for requests for such installations. Key elements of the revised Sign Code include a definition of a mural and requirements for mural placement, size, and general permitting standards.

Trustee Marsh-Ozga asked to confirm if the use of broad language within the ordinance regarding application requirements was meant to allow staff to require distinct specifications for different projects. Attorney Marris confirmed, stating that is typical language used when developing an ordinance that will have a corresponding application form.

Trustee Hannon asked if murals with words, slogans, or potentially explicit content would currently be permitted according to the ordinance. Attorney Marris stated that they would be permitted according to the currently drafted ordinance. Trustee Hannon stated that the ordinance be modified to only permit pictures, no words.

President Ballerine called for a motion and second to approve the ordinance. **Trustee Hannon** made a motion to approve the ordinance that includes language not allowing for words. **Trustee Gallegos** seconded the motion.

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

NAYES: None

**Motion passed.**

- C. A Resolution Authorizing A Temporary Use for Outdoor Dining, Execution of a License Agreement and/or Indemnification Agreement for Use of Public Property and the Construction of Certain Improvements – Outdoor Dining Area – Vicente Ambrosia D/B/A Cubanito Express

Assistant Village Manager Monroe stated that the proposed café area will be fenced, include a planter barrier along the short frontage of Harlem Avenue, and contain approximately 24-36 seats. The owner has provided a site plan of the outdoor dining area and details of the tables, chairs and the fencing with his application for your review.

Owner Cesar Ambrosio thanked the Village Board for consideration of their outdoor dining area and grant request. Trustee Hannon asked if there has been any communication with the neighbors along Herrick Road of the proposed plan. Ambrosio stated that they have talked to residents about it, but not specifically those on Herrick Road.

Trustee Pollock asked to make the photos of the outdoor dining area included under agenda item X.D. be included as an exhibit of the resolution authorizing the outdoor dining area. Attorney Marris added that a whereas paragraph could be added to

allow for the addition of an exhibit and that the resolution would also include added language that construction needs to be substantially in conformance with the attached exhibit and that any changes may be administratively approved by the Village Manager.

President Ballerine called for a motion and second to approve the resolution. **Trustee Claucherty** made a motion to approve the resolution. **Trustee Evans** seconded the motion.

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

NAYES: None

**Motion passed.**

D. A Motion to Approve an Economic Development Assistance Grant – Vicente Ambrosia D/B/A Cubanito Express

Assistant Village Manager Monroe stated that Village staff was approached this spring by the owners of Cubanito Express, 3222 S. Harlem, about installing an outdoor dining area outside their restaurant. Cubanito Express is located within the Harlem Business District No.2 and the scope of work they've proposed would be eligible to receive reimbursement through the expanded Economic Incentive Policy. Per program guidelines, applicants are eligible to receive reimbursement of verified, qualified expenditures that promote redevelopment in the Village Business District. Cubanito Express is located within Business District #2 and any funds granted to them will be paid by funds in the Business District account.

Cubanito Express, based on Village Board approval of their proposed temporary outdoor dining space, would include newly installed brick pavers as a foundation for up to eight 37" square tables within a 500 square foot paved and fenced dining area along Herrick Road. The portion of the dining area closest to Harlem Avenue would include a planter, adding a buffer between diners and traffic along Harlem. The entryway to the dining area will be approximately 20-25 feet from the corner. All plans and construction permits must be reviewed and approved by the Community Development Department. Although some furnishings will vary, the proposed design is very much like that of the existing dining area for Chew, located at 41 E. Burlington Street, complete with metal fencing and lighting infrastructure. Photos and material specifications have been attached for reference.

Trustee Claucherty commented that this request seems like the exact purpose of the business district.

President Ballerine clarified that the monies for this project are from Business District No.2 and can only be spent in the District. Trustee Pollock asked what the grant request amount was. Manager Frances answered that the request is for 100%.

President Ballerine called for a motion and second to approve the grant. **Trustee Claucherty** made a motion to approve the grant. **Trustee Gallegos** seconded the motion.

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

NAYES: None

**Motion passed.**

- E. An Ordinance Authorizing Issuance of a Class A-1 Liquor License – 7-Eleven, Inc.; D/B/A 7-Eleven #32655J

Management Analyst Sowl stated that, on June 10, 2022, the Village received a class A-1 liquor license application from 7-Eleven, Inc. for the property at 2600 S Harlem Avenue. Class A-1 licenses allow for the sale of beer, wine and alcoholic liquor in sealed packages for consumption off premises. 2M Enterprises, Inc., the former liquor license holder, was a franchisee under 7-Eleven, Inc. On June 28, 2022, the lease and franchise agreement expired. 7-Eleven, Inc. will be taking over management of the 7-Eleven and is seeking a Class A-1 liquor license, as the license is not transferable from 2M Enterprises, Inc. according to the Village Code.

President Ballerine called for a motion and second to approve the ordinance. **Trustee Gallegos** made a motion to approve the ordinance. **Trustee Claucherty** seconded the motion.

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

NAYES: None

**Motion passed.**

- F. An Ordinance Authorizing Execution of a Property Purchase and Sales Contract and Authorizing the Purchase by the Village of Real Property Located within the Village's Harlem Avenue Business District No.2 at 363 E. Burlington Road, Riverside, Illinois  
Village Manager Frances stated that, since its inception, the Village has been attempting to spur development in its business districts. The Village recently acquired the parking lot located at 3320 S Harlem Avenue which is adjacent to the property at 363 E Burlington Street. Frances noted that land acquisition and assembly of \$4.5 million was incorporated into the plan and budget for Business District No.2 with the intention of redevelopment. If approved, staff would work to spur redevelopment on the joint parcels with a focus on enhancing the streetscape and adding gateway signage.

President Ballerine called for a motion and second to approve the ordinance. **Trustee Gallegos** made a motion to approve the ordinance. **Trustee Claucherty** 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.)*

None.

*XII. Adjournment*

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

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

NAYS: None.

President Ballerine declared the meeting adjourned at 8:26 p.m.

*XIII. Executive Session*

None.