



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, September 21, 2023
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
7:06 p.m

Minutes

I. Call to Order: The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, September 21, 2023. President Ballerine called the meeting to order at 7:07 p.m.

II. Pledge of Allegiance

I. Roll Call Present: President Ballerine
Trustee Gallegos
Trustee Mateo
Trustee Evans
Trustee Claucherty
Trustee Pollock
Trustee Marsh-Ozga

Absent: None

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

III. President's Report

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

A. Girl Scout Day Proclamation

President Ballerine introduced the Girl Scouts troop, asking them if they had any ideas to present to the Village Board.

Lula stated she wants more playgrounds in the Village. Faye stated Big Ball Park should be converted into a big concert space. Claire stated there should be crossing guards by the railroad tracks for her walk to school because sometimes

the barricades go up, indicating it is safe to cross but another train approaches and they start going right back down, not leaving enough time to safely cross.

Trustee Claucherty recited the Girl Scout Proclamation.

IV. *Manager's Report*

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

Manager Frances thanked President Ballerine on behalf of Village staff for his service and his impact on the community of Riverside. Frances also announced that vehicle stickers are due on September 30th.

V. *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.)

Cook County Commissioner Frank Aguilar thanked President Ballerine for the incredible work he has done for the community, including his support of Cook County initiatives.

Cook County Clerk Karen Yarbrough presented and recited a resolution from the Office of the Cook County Clerk thanking President Ballerine for his service.

VI. *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 or Member of the Public 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 September 21, 2023
- B. Approve Village Board of Trustees Regular Meeting Minutes September 7, 2023
- C. Review and File Community Development, Police, Fire, and Public Works August Monthly Reports
- D. Review and File Landscape Advisory Commission Regular Meeting Minutes August 8, 2023
- E. Review and File Economic Development Commission Regular Meeting Minutes July 12, 2023
- F. Review and File Parks and Recreation Board Regular Meeting Minutes July 24, 2023
- G. A Resolution Waiving the Competitive Bid Process and Authorizing the Village Manager to Enter into Contracts with Comcast for the Village's Telephone Service, Fiber Service, and One Point to Point Circuit
- H. A Resolution Authorizing the Village Manager to Create a Purchase Order in the Amount of \$56,809 for Christopher B. Burke Engineering Ltd. to Provide

Professional Design Engineering Services as Part of the East Avenue Streetscape Phase I Engineering

- I. An Ordinance of the Village of Riverside, Illinois, Adopting a Pre-Approved Vendor List

RESULT:	Approved [6-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS:	None

VII. 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.)
None.

VIII. Pending Business

(This agenda item includes discussion and/or action on matters previously presented to the Board of Trustees.)
None.

IX. New Business

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

- A. Discussion Regarding Front Porches and Decks in the Groveland/Lincoln/Kimbark Area

Village Planner Cyran stated that the Village Board recently considered and denied a variation request for a front porch encroachment at 95 Groveland Avenue. The request spurred further evaluation of the site conditions along Groveland Avenue, Lincoln Avenue and Kimbark Road and the ability of these properties to install modest porches on lots with limited front yards. As such, the Planning and Zoning Commission discussed and supported a draft amendment to the Village Code. The final step is to determine whether the Village Board would like the Planning and Zoning Commission to formally consider this amendment.

Consensus: To move forward with the amendment to the Village Code as recommended by the Planning and Zoning Commission.

- B. Discussion Regarding Temporary Signs for Businesses in the B2 District

Planner Cyran stated that staff brought the matter of use of certain temporary signs before the Board on July 20, 2023 based on feedback from Trustees and Gears 2 You, a downtown business that had been using feather flags as a form of

advertisement. After affirming the Village would continue to enforce the prohibition on moving signs, the Board asked the Planning and Zoning Commission and the Economic Development Commission to review the Village's temporary sign standards and propose alternatives or updates. The Planning and Zoning Commission and Economic Development Commission both have since discussed the topic and supported the idea of allowing feather flags under certain conditions.

Trustee Mateo stated that as the Village Code currently reads, feather flags are prohibited and stated it should remain that way.

Trustee Evans asked Peter Janunas from Gears 2 You if they plan on obtaining a permanent sign for their business as opposed to continuing to use feather signs. Janunas stated that although he wants to add building signage, installing a permanent sign over the door of his unit under the Train Station portico would not be feasible as it wouldn't be easily viewable to customers.

Trustee Claucherty stated that the Village should do whatever possible to support local businesses and that the Board commonly defers to the Planning and Zoning Commission's recommendations. Therefore, Claucherty stated her support of the Planning and Zoning Commission's recommendation.

Trustee Pollock stated that the Planning and Zoning Commission should continue with the public hearing process, but consider placing a limit on the number of days a feather sign can be up.

Trustee Marsh-Ozga stated that feather flags are not consistent with Riverside's brand and that if allowed, more businesses would opt for the cheaper option in feather flags.

Consensus: The Board gave direction to the Planning and Zoning Commission to consider what limitations are appropriate for feather flags, particularly in terms of the amount of days they can be up and how many each business can have.

- C. An Ordinance Approving a Variation to Allow a Landscaping Buffer Less than 10 Feet in Width Along the Portion of a Parking Lot Fronting A Public Street at 2710 S Harlem Avenue

Planner Cyran stated that the Village Board approved a special use and variations for 2710 S Harlem Avenue on January 6, 2022. One of the variations allowed a landscape buffer along Harlem Avenue to be 8 feet, 10 inches wide, instead of 10 feet wide as required by the Village Code. When the plans for the building permits were submitted, it was discovered that the property is actually 1 foot smaller than originally assumed. The application proposes to reduce the landscape buffer by about 1 foot to 7 feet, 11 inches, to account for the smaller lot size. Following a public hearing, the Planning and Zoning Commission recommended approval of the requested variation.

RESULT:	Approved [6-0]
MOTION:	Claucherty
SECOND:	Evans
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS:	None

D. Village of Riverside Financial Forecast Plan 2024-2028

Director Johns provided the Village Board with a list of questions requiring consensus as part of the annual budget process:

Would the Board like to keep the portion of the tax levy allocated to Parks and Recreation at the same dollar amount as the 2022 or adjust? The Village has previously extended a property tax levy for the recreation that has approximated the minimum rate of .0667 per \$100 of Equalized Assessed Valuation (EAV); however, the Board elected to increase the Recreation Levy by 5% for the 2022 levy which was also the amount of the total Village levy increase.

Consensus: To keep the Parks and Recreation portion of the tax levy within the margin of the allowable rate.

Would the Board like to create a separate Parks and Recreation Special Revenue Fund? This change will lead to cleaner reporting and protect the Parks and Recreation levy and surplus.

Consensus: To separate the Parks and Recreation Department into a Special Revenue Fund.

Would the Board like to levy the Illinois Statutory Minimum contribution of \$1,366,588 for the Police Pension Fund or the recommended contribution of \$1,660,333? Currently the Pension Plan is funded at 42.13%.

Consensus: To levy the recommended rate for the Police Pension Fund.

Would the Board like to adjust the deductible level through their insurer, the Intergovernmental Risk Management Agency? Currently the Village maintains a \$50,000 deductible for all claims. The risk management pool currently offers deductibles ranging from \$10,000 to \$250,000.

Consensus: To entertain the idea of moving to the \$100,000 deductible once further information is provided. It is understood that if needed for claims, funding would be pulled from reserves at the risk management pool or excess surplus.

What percentage would the Board like to increase the annual reimbursement to the Parking Lot Fund? In previous years this amount was increased by CPI each year. At the August 17, 2023 Village Board Meeting, the Board elected to remove governmental Lots 5 and 9 from the Parking Lot Fund.

Consensus: Increase the annual reimbursement from to the increase in the Consumer Price Index to 5 percent to adjust for the removal of the 2 governmental lots

E. 2024 Strategic Goals of Village Departments, Boards, and Commissions

Director Johns stated that each Village department, board and commission has provided their accomplishments and goals for distribution and review by the Village Board ahead of inclusion in the annual budget document. The addition of accomplishments and goals will replace formal presentations from Boards and Commissions work plans unless otherwise requested by the Village Board.

Trustee Pollock commended staff for putting together the goals and accomplishments.

F. A Resolution Approving an Intergovernmental Agreement for the Provision of Information Technology Services Among the Village of Riverside, the Village of North Riverside, the Village of La Grange, and West Central Consolidated Communications

Director Johns stated that Village staff have held discussions with neighboring communities about the potential to consolidate information technology (IT) services across organizations. Interested communities (i.e. the Collaborative) include the Village of Riverside, Village of North Riverside, Village of La Grange, and West Central Consolidated Communications (WC3). Staff is recommending approval of this agreement to pursue a shared service model with the Collaborative.

In the near future, a Request for Proposal (RFP) process will be conducted to obtain a third-party service provider and the Village will post for the position of IT Director.

RESULT:	Approved [6-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS:	None

- G. An Ordinance Approving Property Purchase and Sales Contract (3320 S Harlem Avenue, Riverside, IL; 363-369 E Burlington Street, Riverside, IL
Manager Frances stated that the Village acquired the property at 3320 S Harlem Avenue in January 2022. In July 2022, the Village acquired the property at 363 E Burlington Street. The Village has spent \$500,100 to acquire these properties. The Village engaged with an interested developer for both properties shortly thereafter. The Village intends to sell the properties for \$600,000 in conjunction with executing an economic incentive agreement. The proceeds from the sale will be deposited into Business District No. 2 since the assets were acquired with business district fund proceeds.

RESULT:	Approved [6-0]
MOTION:	Evans
SECOND:	Claucherty
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS:	None

- H. A Resolution Approving Economic Incentive Agreement Between the Village of Riverside and Star Buds
Manager Frances stated that, as part of the sale of 3320 S Harlem Avenue and 363-369 E Burlington Street, Star Buds was working with the Village on an economic incentive agreement. Star Buds initially submitted a tax sharing request in the amount of \$2,182,025; however, after review and discussions with the Village the final request total is an amount not to exceed in \$1,865,084 in tax sharing. Star Buds intends to absorb the costs of Riverside's 1% Business District Tax and is requesting that they receive 100% of the Business District Tax over 10 years in the form of an incentive. The reason that Star Buds will absorb those costs is that they want their customers to pay the same amount for products at any of their stores and their transactions are a flat dollar amount. Frances stated that this will be the Village's most significant tax sharing agreement to-date and that the gains in sales tax

revenue and growth in EAV will also be significant. This will assist the Village, the school districts and residents.

RESULT:	Approved [6-0]
MOTION:	Gallegos
SECOND:	Claucherty
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS:	None

- I. Resignation of Joseph Ballerine as Village President for the Village of Riverside
President Ballerine resigned as Village President and tendered his resignation letter to Clerk Sowl.

- J. Appointment of Acting Village President for the Village of Riverside
Trustee Mateo made a motion to appoint Trustee Pollock as Village President.
Trustee Evans seconded the motion.
AYES: Gallegos, Mateo, Evans, Claucherty, Pollock, Marsh-Ozga
NAYS: None

- K. Swearing in of Village President for the Village of Riverside
Clerk Sowl swore in Acting Village President Douglas Pollock as Village President.

- L. Resignation of Village Trustee for the Village of Riverside
Acting Village President Douglas Pollock resigned as Village Trustee and tendered his resignation letter to Clerk Sowl.

- M. Proclamation Honoring Retiring Village President Joseph Ballerine
President Pollock recited former President Ballerine’s retirement proclamation.

X. *Trustee Reports and Cross-Community Climate Collaborative (C4) Updates*
(This is an opportunity for Trustees to inform residents of events or items of special interest.)
Trustee Marsh-Ozga shared that the C4 Team meets on the last Thursday of each month at the Riverside Public Library and would meet on September 28th.

XI. Adjournment

RESULT:	Adjourned [5-0] at 8:30 p.m.
MOTION:	Gallegos
SECOND:	Evans
AYES:	Trustees Gallegos, Mateo, Evans, Claucherty, Marsh-Ozga
NAYS:	None

XII. Executive Session

None.