



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, October 6, 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, October 6, 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 Marsh-Ozga  
Trustee Hannon  
Trustee Pollock

Absent: None

Also Present: Village Manager Frances  
Village Attorney Marris  
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. Motion to Appoint Jacqueline Miller to the Cross-Community Climate Collaborative (C4) Sustainability Group

President Ballerine stated that the C4 has requested an additional community representative to be appointed to the Village's sustainability group and recommended Jacqueline Miller, a Riverside Planning and Zoning Commissioner for the role.

<b>RESULT:</b>	<b>Approved [6-0]</b>
<b>MOTION:</b>	<b>Marsh-Ozga</b>
<b>SECOND:</b>	<b>Gallegos</b>
<b>AYES:</b>	<b>Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock</b>
<b>NAYES:</b>	<b>None</b>

**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 Deputy Police Chief Frank Lara for providing pink ribbons to the Village Board and staff for breast cancer awareness month. Frances shared some words prepared by Frank Lara regarding the annual campaign. President Ballerine stated that breast cancer can affect anyone, encouraging everyone to get checked regularly.

Manager Frances thanked all Village departments, including Parks and Recreation Director Ron Malchiodi, for their assistance with the successful Tour de Proviso bike ride. The Village is grateful to all staff, officials, participants as well as the Brookfield Zoo that helped make the event special.

Frances added that the Parks and Recreation Department’s Haunted Drive-Thru registration is open for Saturday, October 15. If residents would like to volunteer, they may contact the Department. The Costume Parade and Tower Lighting will take place on October 22; this is a free event where attendees are encouraged to dress in costume.

**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 October 6, 2022
- B. Review and File Community Development, Fire and Police August Monthly Reports
- C. Approve Village Board of Trustees Regular Meeting Minutes September 15, 2022
- D. Review and File Economic Development Commission Special Meeting Minutes July 14, 2022
- E. Review and File Landscape Advisory Commission Regular Meeting Minutes August 9, 2022

- F. Review and File Planning and Zoning Commission Regular Meeting Minutes August 24, 2022
- G. Review and File Historical Commission Regular Meeting Minutes July 18, 2022
- H. A Resolution Ratifying Submittal of a Grant Application for Illinois Transportation Enhancement Program Funds for the E. Quincy Street/Riverside Road Streetscape Project
- I. A Resolution of the Village of Riverside, Illinois Waiving Competitive Bidding and Authorizing the Village Manager to Issue a Purchase Order to Pierce Manufacturing of Appleton, Wisconsin for the Purchase of a Pierce Enforcer Pumper Fire Vehicle for an amount to exceed \$698,000
- J. Approval of an Intergovernmental Agreement between the Illinois Department of Healthcare and Family Services and the Village of Riverside for Collections of Ambulance Fees

<b>RESULT:</b>	<b>Approved [6-0]</b>
<b>MOTION:</b>	<b>Gallegos</b>
<b>SECOND:</b>	<b>Marsh-Ozga</b>
<b>AYES:</b>	<b>Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock</b>
<b>NAYES:</b>	<b>None</b>

**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. Announcement of Public Hearing of Proposed Budget for Fiscal Year 2023 to be held on October 20, 2022  
Finance Director Johns announced the budget public hearing date of October 20, 2022. A notice will be in the *Riverside-Brookfield Landmark* next week with a draft budget available for inspection next Wednesday, October 12. Formal action on the 2023 budget will be taken on December 1, 2022.
- B. Announcement of Public Hearing of 2022 Tax Levy Ordinance Hearing to be held on October 20, 2022  
Finance Director Johns announced the tax levy public hearing date of October 20, 2022. The Illinois Truth in Taxation law requires that not less than 20 days prior to any taxing body accepting its property tax levies, it must determine how many dollars in aggregate will be necessary. The hearing will be for the 2022 tax levy, which will be collected in 2023. A notice will be in the *Riverside-Brookfield Landmark* next Wednesday, October 12.

**IX. *Pending Business***

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

A. First Amendment to an Intergovernmental Agreement between the Village of Riverside and the Riverside Public Library Relative to the Issuance and Administration of \$1,500,000 General Obligation Library Bonds

Finance Director Johns provided an overview of the intergovernmental agreement that the Village and Riverside Public Library entered into in 2020 relative to the issuance of \$1.5 million in general obligation bonds for Library improvements. The Village is able to issue debt for the Library since it is a component unit of the Village. Johns stated that the Library’s renovation project came in under budget by \$248,817 and that the Library has requested to keep the remaining funds for additional capital improvements.

Library Board Vice President Courtney Greve Hack stated that the pandemic-forced closures helped the improvements occur faster, as they did not have to renovate sections of the lower level individually. The bids also came in lower than expected. The additional funds would be used to construct additional Makers-Spaces, STEM technology, an individual study room and new programming.

<b>RESULT:</b>	<b>Approved [6-0]</b>
<b>MOTION:</b>	<b>Evans</b>
<b>SECOND:</b>	<b>Gallegos</b>
<b>AYES:</b>	<b>Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock</b>
<b>NAYES:</b>	<b>None</b>

B. Discussion on Electric Vehicle (“EV”) Charging Stations

Village Clerk Sowl provided an overview of previous Board discussions on EV charging stations and went over the different levels of EV charging. Sowl stated that there are approximately 93 fully electric vehicles in the Village, with 59 of them being Teslas. A community survey was completed to gauge resident interest in EV charging stations throughout the Village. There were 268 responses to the Village-wide survey, with 112 answering that they currently have or plan to have an EV in the next 3 years. 44% of respondents preferred level 3 charging stations, with 35% preferring level 2 stations. Residents preferred charging stations to be located in residential or business parking lots, with commuter parking lots being the next most popular choice. Sowl stated that staff seeks the following information from the Board prior to installing a charging station in the Village: the desired level of charging station to be installed, the desired location and future desire for charging stations at that location, and whether the Village should charge user fees.

David Novak, head of the Energy Department at Christopher Burke Engineering provided an overview of EV charging station projects completed by the firm. Novak stated that the firm installs more level 2 than level 3 charging stations.

President Ballerine stated that he would prefer a level 2 station located in the Central Business District to encourage more economic activity. Trustee Marsh-Ozga agreed, stating that it would be important to provide a charging station that hybrid vehicles may utilize.

Trustee Claucherty asked Novak if there has been a trend towards installing more level 3 charging stations. Novak stated that there has been more interest in level 3's recently due to the Illinois Environmental Protection Agency's (IEPA) 80% reimbursement grant program for installation, infrastructure and equipment costs related to charging stations. Novak stated that charging on a level 3 often is not recommended, as it damages the battery's longevity. Approximately 80% of individuals with an EV charge at home.

Trustee Pollock stated that the Village should charge fees for use of the charging stations for a period of 3-5 years to recover installation costs and thereafter charging only for the amount it costs the Village to provide the electricity. Trustee Evans stated that there should be some analysis at what surrounding communities charge for use of charging stations prior to setting a rate. Clerk Sowl stated that level 2 charging stations in the area typically do not charge fees or wait until after a trial period.

Director Tabb asked the Board if they would like to pursue a public-private partnership or install a charging station on Village property, stressing that this decision is important to complete the work by next March. Pollock stated that there should be a charging station installed in the Green Parking Lot on East Burlington Street in order to receive the grant funding. President Ballerine stated that, in short order, the Village should continue to explore a public-private partnership and opt to install a charging station in a business parking lot. If there is not definite commitment by the end of October, the Village would install a charging station in the Green Parking Lot. Director Tabb stated that the Village would be on ComEd's timeline regarding the installation of power to the charging station site. Novak stated that the current lead time could be over 3-4 months.

Manager Frances asked the Board if they would prefer a second charging station, presumably installed as part of a public-private partnership, to be a level 3. Trustee Marsh-Ozga and the Board preferred another level 2 station.

**Consensus:** To install a level 2 charging station in the Green Parking Lot with a grant reimbursement of \$10,000 from the ComEd Powering Communities Program and to continue exploring a public-private partnership with local businesses in the Central Business District to install a charging station in their parking lot(s).

- C. Discuss an Ordinance Amending Various Sections of the Village of Riverside Zoning Ordinance Relative to Incorporation of Transit-Oriented Development Best Practices and to Make Certain Other Changes

Assistant Village Manager Monroe provided an overview of the second of four related agenda items relative to the zoning code update. Proposed changes in the second ordinance, which were reviewed by the Planning and Zoning Commission, aim to update residential and commercial bulk requirements, address safe pedestrian access in business districts, correct street names, incorporate sustainable design, update text and definitions, and follow other transit-oriented development principles. Monroe provided an overview of the proposed changes.

Trustee Hannon expressed frustration with the process of the zoning code update, stating that it is difficult to understand the proposed changes and the reasoning behind them. Monroe stated that staff would make changes to the way the information is presented, including a chart.

Trustee Pollock stated the main changes in the current ordinance include an increase in building height and making office uses a special use on the first floor. Pollock stated that a transit-oriented plan attempts to create a streetscape that is active with retail uses on the first floor of buildings. Pollock added that he realizes this has been difficult to require in the current retail market; however, the special use requirement strikes a good balance. The permitted building height in the B2 district would be increased from 3 to 4 stories. Pollock desired that permanent outdoor storage for business use not be permitted.

Trustee Gallegos asked about the 24 foot height minimum for principal buildings in the B2 district. Pollock stated that the Steering Committee viewed 24 feet as a reasonable minimum building height for streetscape design; one story buildings do not create a streetscape. Pollock stated that buildings lower than 24 feet would not

constitute an urban design that encourages pedestrian and bicycle traffic and provided an illustrative example of the two sides of E Burlington Street, which show the difference between one and two story streetscapes.

Trustee Marsh-Ozga stated concern regarding the maximum building height, preferring 3 stories by-right rather than 4. Trustee Pollock stated that he would agree to that change, adding that the minimum building height requirement is more important in the ordinance. Trustee Hannon stated his agreement with Trustee Pollock in theory; however, he expressed concern about the ability to bring in development and businesses and prevent properties from remaining dilapidated or vacant.

Trustee Evans stated that building height should not negatively affect the view of Riverside’s historic resources, such as the Water Tower. Monroe stated that the Village Center building is 56 feet and that the maximum height would be 60 feet in a planned unit development according to the proposed changes.

**Consensus:** President Ballerine asked for staff to research recent developments in nearby communities to help the Board evaluate whether the proposed changes could meet Village objectives. Staff will prepare a document for the next meeting that uses a chart to compare the existing code and proposed changes.

**X. *New Business***

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

- A. A Resolution Amending the Village of Riverside Employee Manual and Recognizing and Establishing Veterans Day as a Paid Holiday in the Village of Riverside, County of Cook, State of Illinois

Management Analyst Splitt stated that the last update to the employee manual occurred in February 2022, when the Board approved Juneteenth as a paid holiday. The new revision seeks to recognize Veterans Day as a Village holiday, effective 2023.

<b>RESULT:</b>	Approved [6-0]
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Marsh-Ozga
<b>AYES:</b>	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock
<b>NAYES:</b>	None

- B. A Resolution Authorizing the Village Manager to Enter into an Agreement with Core Construction and Issue a Purchase Order for the not to Exceed Amount of \$58,245.83 for the Village Hall Office Renovations

Public Works Director Tabb stated that the budget for fiscal year 2022 includes \$150,000 for office renovations and that the Village has received a job order contract proposal from Core Construction. The renovation will create a private office for the Assistant Village Manager, including electrical work and new ceiling tiles. Tabb added that the office renovations will include a proposal for new office furniture at a future Board meeting. The project is anticipated to come in under budget.

<b>RESULT:</b>	<b>Approved [6-0]</b>
<b>MOTION:</b>	<b>Evans</b>
<b>SECOND:</b>	<b>Gallegos</b>
<b>AYES:</b>	<b>Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock</b>
<b>NAYES:</b>	<b>None</b>

- C. Village of Riverside Financial Forecast Plan 2023-2027

Finance Director Johns presented the Village's 5-year Financial Forecast spanning Fiscal Years 2023-2027. The purpose of this forecast is to provide the Board with information concerning projected revenues, expenditures and changes in fund balance for all of the Villages funds for a five year period. This forecast should assist in identifying areas and opportunities where revenues and expenditures may be adjusted.

Johns highlighted several of the Village's revenue sources. Johns stated that overall property taxes are expected to increase 5.0% in 2023 from the final 2021 extended levy, 5.0% in 2024, 2.5% in 2025, and 1.5% in subsequent years. The Police Pension levy is estimated to decrease 2.37% in 2023 and increase 3% in subsequent years. Johns stated that the Consumer Price Index (CPI) used for calculation of the 2022 tax levy was 7.0%, which exceeds the maximum levy increase for non-home rule entities. This is the first time since the Property Tax Extension Limitation Law (PTELL) was enacted for this to occur in Cook County. The 2022 property tax levy process has also been complicated by the problems with Cook County's property tax billing offices. The final property tax levy report was received in July or August and the second installment of property tax bills were received in September. Currently, the final tax levy report has not been received and the second installment of property taxes are not estimated to be received until November. Director Johns stated that the police pension fund levy has increased dramatically since 2011. The increase from \$154,000 in 2001 to 1,468,495 in 2023 is slightly less than a 10 times increase in less than 20 years. In previous years, the Village has elected to levy for the recommended contribution.



Director Johns stated that state per capita taxes, or the Local Government Distributive Fund (LGDF), have seen significant increases in 2022. LGDF is made up of income tax, use tax and cannabis tax. However, in recent years this revenue has been very unpredictable due to the decreases in distribution due to state budget cuts. The Village has been conservative in future estimates due to this situation.

Director Johns stated that Village has seen a significant increase in municipal sales tax revenues due to the law change regarding collection of online sales tax.

Director Johns stated that the Parks and Recreation Department revenues have rebounded nicely since the pandemic shut downs of 2020.

Director Johns outlined three discussion items for Fiscal Year 2023 budget. Johns stated that, for several years now, the Village has extended a property tax levy for the Parks & Recreation Department that has approximated the minimum rate of .0667 per \$100 of Equalized Assessed Valuation (EAV). Johns asked if the Board would like to keep the portion of the tax levy allocated to Parks and Recreation at .0667 per \$100 of EAV or increase their levy by the same percentage as the overall Village Levy. Johns estimated that an additional \$40,000 to \$50,000 would be allocated to the Parks & Recreation Department if the levy was increased.

**Consensus:** Keep the portion of the tax levy allocated to the Parks and Recreation Department at .0667 per \$100 of EAV to remain flexible in allocating general fund revenues elsewhere if needed.

Director Johns asked if the Board would like to levy the Illinois statutory minimum contribution of \$1,192,578 for the police pension fund or the recommended contribution of \$1,468,495. Currently, the pension plan is funded at 44.25%.

**Consensus:** Levy the recommended contribution of \$1,468,495.

Director Johns stated that the Village may have a cannabis dispensary open in 2023, which would result in the Village receiving a 3% sales tax. Johns asked if the Board would like staff to present a policy where a portion of that funding would pay police pension obligations. Johns stated that the Board would have the ability to amend as requested.

**Consensus:** Sales tax revenues from the dispensary will be allocated unassigned into the general fund.

Director Johns stated that the Village currently maintains a \$50,000 deductible for all insurance claims. The Intergovernmental Risk Management Agency (IRMA), the risk management pool that the Village participates in, offers deductibles ranging

from \$10,000 to \$250,000. Johns asked if the Board would like to adjust this deductible level. Johns stated that the lower the deductible, the higher the rates would be. Manager Frances stated that staff can request a report from IRMA detailing how well situated the Village is at their current deductible level.

**Consensus:** Before deciding on adjusting the deductible, the Board would like to see a report from IRMA.

Director Johns stated that staff typically brings recommendations for adjustments to the Board when there are significant changes in expenses such as a water commodity increase or staffing change. Johns asked if the Board would like staff to bring a rate adjustment back effective January 1, 2023 for budgeted staffing changes.

**Consensus:** Maintain the current water rate and observe revenues pursuant to the removal of the \$30 bi-monthly infrastructure fee and increase in the water rate approved in June 2022.

The next matter the Board discussed was the Parking Lot Fund. In 2022, the Parking Lot Fund is expected to reimburse the general fund \$106,789 for personnel costs incurred in day-to-day management and maintenance of the eleven village parking lots. Maintenance activity includes snowplowing, cold patching and the installation of signage. This fee also helps cover the costs of managing and administering the parking permit program, which includes permit issuance, cash collection activity, accounting and reporting. In previous years this amount was increased by CPI each year. Johns asked if the Board would like this annual reimbursement to be adjusted for fiscal year 2023 by CPI (7.0%) or by the property tax increase (5.0%). The Village most recently increased the rate in 2017.

**Consensus:** Adjust the fees by the property tax increase (5.0%), as CPI increased dramatically in 2022.

Johns stated that Commuter Parking Lot 1 continues to have many unsold spaces due to Metra ridership being low and the increased use of the newly installed bicycle parking racks. Without a higher percentage of spaces being sold, the Parking Lot Fund will be unable to fund the future capital projects discussed in the Capital Improvement Plan. The BNSF Agreement lists maximum rates that can be charged to commuters and 150 spaces must be reserved for commuters. Johns asked if the Board would like to direct staff to work with BNSF to amend the parking lot agreement to allow for a rate increase. Johns also asked if the Board would like to direct staff to work with BNSF to decrease the required amount of parking spaces reserved for commuters.

Trustee Pollock stated that the Village should engage in discussions with BNSF to

allow for decreased reserved parking spaces and rate increases to maintain flexibility. The Village would not have to act in a certain way after amending the agreement; however, it could be done if desired.

**Consensus:** Raise the rate for 24-parking permits and approach BNSF to amend the parking lot agreement relative to commuter rate increases and required number of reserved parking spaces.

President Ballerine asked how the Village can better enforce vehicle sticker compliance, as revenues have been down for them. Director Johns stated that, in 2019, the Village completed an analysis with the Secretary of State for registered vehicles in Riverside, leading to more compliance. Johns stated that outstanding police tickets will continue to be analyzed with parking and vehicle sticker data to ensure compliance.

*XI. Trustee Reports and Communications*

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

Trustee Gallegos and Marsh-Ozga announced several events in Riverside this fall.

*XII. Adjournment*

<b>RESULT:</b>	Adjourned [6-0] at 9:01 p.m.
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Marsh-Ozga
<b>AYES:</b>	Trustees Evans, Gallegos, Claucherty, Marsh-Ozga, Hannon, Pollock
<b>NAYES:</b>	None

*XIII. Executive Session*

None.