

Due to the ongoing public health emergency, and consistent with the Governor's most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640, this meeting will be conducted electronically. Public comments are welcome on any topic when received by email or in writing by the Assistant Village Manager prior to 5:00 p.m. on the day of the meeting. Emailed comments may be sent to Assistant Village Manager Monroe at amonroe@riverside.il.us. Written comments may be submitted to the attention of the Assistant Village Manager at 27 Riverside Road, Riverside, Illinois. Public comments may also be made live during the meeting by persons participating via Zoom. For those wishing to view the meeting or make public comments via Zoom, a Zoom link will be made available via the Village's website at <https://www.riverside.il.us/169/Riverside-TV-Commission> no later than 7 p.m. on March 11, 2022.

Join Zoom Meeting

<https://us06web.zoom.us/j/88973300094>

Meeting ID: 889 7330 0094

Passcode: 532440

Dial by your location

+1 312 626 6799 US (Chicago)

MEETING AND PUBLIC COMMENT PROCEDURES: The Riverside TV Commission 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 Commission 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 Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING
RIVERSIDE TV COMMISSION
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546
Monday, March 14, 2022
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:
A. February 14, 2021 Regular Meeting
4. Old Business
 - Technical Director Report
 - Production Supervisor Update
 - Assistant Village Manager Update
 - RTV Billing Structure — Draft Update
5. New Business
 - Hauser Jr. High Communications Project Presentation
 - WCCA Roku App
 - Memories of Riverside Season 2 Subject Discussion
 - Programming
 - Saturday Morning Programming — Update
 - RTV Weekend Movies

Riverside TV Commission 2022 Meeting Dates

(7:00 p.m., 2nd Monday, Township Hall Room 4 or Zoom)

January 10	April 9	July 8	October 10
February 14	May 13	August 9	November 14
March 14	June 11	September 12	December 12

6. Next Meeting: Monday, April 11, 2022 at 7:00 p.m. – Township Hall Room 4
7. Adjournment

CH/ch

cc: Commissioners
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova, Communications, Marketing and Events Specialist Amy Downing

MINUTES FOR RIVERSIDE TV COMMISSION FEBRUARY MEETING

February 14, 2022, 7:00 p.m.

ZOOM Meeting

27 RIVERSIDE RD, RIVERSIDE, IL 60546

Minutes

Call to Order:

Meeting called to order at 7:04 PM

Present: Chair Colin Hughes; Commissioners Thomas Orgler and Eric Sundstrom

Absent: Commissioners Karina Turner Koncius and Mark Yurkiw; Village Trustee Liaison Cristin Evans

Also present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo P Cordova

Approval of the following minutes:

November 08, 2021 Regular Meeting

Motion: Orgler

Second: Sundstrom

Ayes: Orgler, Sundstrom, Hughes

Nays: None

Motion carried.

January 10, 2022 Regular Meeting

Motion: Sundstrom

Second: Orgler

Ayes: Orgler, Sundstrom, Hughes

Nays: None

Motion carried.

2022 Meeting Production Schedule

Last amended — 01-25-22

VILLAGE BOARD OF TRUSTEES MEETINGS – 2022

(7:00 PM, 1st and 3rd Thursday, except as noted*)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (1st Thursday)	Regular Meeting (3rd Thursday)
January 06	January 20 — CANCELLED
February 03	February 17
March 03	March 17
April 07	April 21
May 05	May 19
June 02	June 16
July 07	July 21
August 04	August 18
September 01	September 15
October 06	October 20
November 03	November 17

December 01	December 15
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TOWNSHIP OF RIVERSIDE MEETINGS — 2022
(7:00 PM, except as noted; 2nd Wednesday, except as noted*)**
 (Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (2nd Wednesday)
January 12
February 09
March 09
April 12** & * — Second Tuesday at 6:01 PM
May 11
June 08
July 13
August 10
September 14
October 12
November 09
December 14

DISTRICT 96 BOARD OF EDUCATION MEETINGS – 2022
(7:00 PM, 1st and 3rd Wednesday, except as noted*)**

(Meetings are held in the Ames Elementary School Multi-Purpose Room or as noted)

Committee of the Whole Meeting (1st Wednesday)	Regular Meeting (3rd Wednesday)
January 05 — CANCELLED	January 19
February 02	February 16
March 02	March 16
April 06	April 20
May 04	May 18
June 01	June 15
July 06	July 20
August 03	August 17
September 07	September 21
October 05	October 19
November 02	November 16
December 07	December 21

RIVERSIDE TV COMMISSION MEETINGS – 2022

(7:00 PM, 2nd Monday, except as noted*)

(Note: These meetings are not recorded, but crew is welcome to attend)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (2nd Monday)
January 10
February 14
March 14
April 11
May 09
June 13
July 11
August 08
September 12
October 10
November 14
December 12

VILLAGE OF RIVERSIDE PLANNING AND ZONING COMMISSION MEETINGS – 2022

(7:00 PM, 4th Wednesday, except as noted*)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (4th Wednesday)
January 05* — First Wednesday/Special Meeting
January 26
February 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 30* — Fifth Wednesday

Old Business:

- Technical Director Report — Cordova issued a detailed report to the commission of productions completed since the January 10 TV Commission meeting.
- RTV Billing Structure — Update — Chair Hughes requested an update. Monroe provided an update on this item and shared a draft policy update. Monroe stated that requests will be approved by Village Administration and the Village Board. Depending on approval and resources, requests may not be approved. Monroe stated that eligibility was opened beyond just government organizations and 501(c)3 not-for-profit organizations. Monroe stated that the policy outlined deadlines for submitting a request for video coverage. Monroe also stated that the policy also outlined content that may be inappropriate. Monroe also stated that the fee structure is now outlined in the policy draft. Costs include administrative work, scheduling, as well as production and post-production costs. Monroe stated that the policy states that some projects may require rental of additional equipment and that a rental fee may be applied as necessary. Monroe has a question regarding the notification period of fourteen days in the draft policy. She wanted clarification about whether the notification was meant to say that Riverside TV will notify applicants about the stages of approval of an application. Monroe stated that if an event or production is cancelled, a cancellation fee of \$75 is proposed. Monroe stated that the draft policy states that Riverside TV would have control over the frequency and amount of times a video production will broadcast. Monroe asked if there are any productions which Riverside TV would record which would not broadcast on Riverside TV's platforms. Doria stated that rental fees for Riverside TV's own equipment should be assessed, and this fee would be nominal and cover equipment maintenance. Hughes was complimentary about the draft policy update. Doria stated that a fee should be assessed for the creation of physical media, such as a DVD, if this is requested by the applicant. Hughes asked for input from Commissioners. Orgler and Sundstrom stated that they had no changes or additions to the policy. Hughes suggested that the notification section should state that within fourteen days an applicant will receive an initial update regarding the status of their application. Hughes stated that he liked the hourly formula for charging potential applicants. Hughes asked if an equipment rental fee could be assessed at an hourly rate as well. Hughes weighed potential costs for a lecture style production versus an outdoor run-and-gun production. Doria concurred that he would like a nominal fee assessed to applicants for rentals, but he would not like to have to assess the costs of equipment by the hour. Orgler concurred that he would not like to get very granular with the rental fee. Hughes proposed a rental fee based upon the amount of equipment used. Hughes asked if the draft policy update outlines who owns recorded video footage. Monroe stated that the draft policy states that Riverside TV will own the footage. Hughes asked if there is a scenario in which the village would allow an applicant to purchase the rights to a video. Cordova mentioned two scenarios in which Riverside TV has recorded material which has not made it to broadcast. One such instance was a presentation on the Eastland Disaster in 2015 and the other was a presentation on The Mafia in the Western Suburbs in 2018. The Eastland Disaster presentation was not broadcast due to the presenter stating that he owned the copyright to the presentation. Hughes suggested possibly adding language to the policy that states that the applicant has ownership over all material to be featured in

the video. Monroe suggested the addition of a cover sheet explaining the application to prospective applicants. Cordova suggested possibly adding a request for coverage to the village's general special events application. Monroe stated that there is discussion amongst village staff to update the special events application and this is something that could be discussed. There was consensus amongst the Commission to make that suggested addition to the village's general special events application. Monroe stated that she will compose a packet which will resemble what anyone wishing to apply for video coverage will receive. She plans to bring an updated packet to the March TV Commission meeting.

- Data Archives Migration — Update — Hughes asked for an update on the data archives migration. Cordova stated that the initial upload is done and materials added to Riverside TV's main work drive are being backed up to Time Machine as they are added to that drive. Hughes asked if the network switch was discovered to be a bottleneck. Cordova stated that he submitted the model number of the Riverside TV office's network switch to Client First Consulting Group representative Matthew Wolze to determine if there were issues with it due to its age. Cordova stated that he did not hear back regarding any issues or problems with this switch.

New Business:

- Hauser Jr. High Communications Project — Discussion — Commissioner Koncius was absent from this meeting so there was no update on this.
- District 96 BoE Meeting — Potential IGA — Hughes updated the TV Commission on the fact that President Ballerine reached out to District 95 to inform them that Riverside TV was open to anyone wishing to enter into an intergovernmental agreement.
- WCCA OTT App — Hughes updated the Commission on a directive brought to him by President Ballerine to expand the reach of Riverside TV to anyone without a cable subscription. Specifically, President Ballerine asked for a Roku app. Hughes stated that with funding from the West Central Cable Agency, there is potential for the design and creation of a Roku app which could encompass all stations within the West Central Cable Agency. Hughes will return with an update to the Commission in March.
- Programming
 - Saturday Morning Programming — Update — Commissioner Yurkiw was absent from this meeting so there was no update on this.
 - RTV Weekend Movies — Commissioner Yurkiw was absent from this meeting so there was no update on this.
- New Programming
 - Amita Healthcare — Doria stated that he received a directive by Village Manager Jessica Frances for Riverside TV to create two videos to introduce the new Amita Healthcare worker to the village. One video would be an excerpt

from the meeting at which the worker is introduced to the village. The second video would be a more succinct video explaining Amita's services to the village and introducing the individual with whom residents will interact.

- Lead Lines — Doria stated that he received a second directive by Village Manager Jessica Frances for Riverside TV to work with Public Works Director Dan Tabb to create a video to explain the Lead Lines within the village.

- Purchase of new equipment
 - Purchase of Blackmagic Design Hyperdeck Studio Mini from RBTV —
 - Second set of car keys for village vehicle —

Next Meeting: Monday, March 14, 2022 at 7:00 PM — Township Hall Room 4

Adjournment

Motion: Sundstrom

Second: Orgler

Ayes: Orgler, Sundstrom, Hughes

Nays: None

Motion carried

Adjourned: 8:07 PM

Minutes recorded by:

Lorenzo P Cordova