

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, August 14, 2023
7:00 p.m.**

Agenda

1. Call to Order
2. Roll Call
Chairperson: Colin Hughes
Commissioners: Karina Koncius, Eric Sundstrom, Gary Zeleny, Karina Teismann
3. Approval of the following Minutes:
 - A. March 13, 2023 Regular Meeting
 - B. April 11, 2023 Regular Meeting
 - C. June 12, 2023 Regular Meeting
4. Old Business
 - A. Technical Director Report
 - B. Production Supervisor Update
 - C. Hauser Jr. High Communications Project Update
 - D. Memories of Riverside Update
 - E. Village Recruitment Video Update
 - F. 4th of July Recap

- 5. New Business
 - A. Discuss 2024 Work Plan
 - B. Review Proposed Capital Budget
 - C. Discuss Planned Filming
 - 1. Car Show
 - 2. 9/11 Ceremony availability challenges
 - D. Programming
 - 1. Saturday Morning Programming — Update
 - 2. RTV Weekend Movies

Riverside TV Commission 2023 Meeting Dates

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

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

- 6. Next Meeting: Monday, September 11, 2023 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

Riverside TV Commission
Regular Meeting
March 13, 2023
7:00 PM
Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546

1. Call to Order

Commissioner Hughes called the meeting to order at 7:04 PM.

2. Roll Call

Commissioners Present: Chair Hughes, Commissioners Yurkiw, Koncius, Orgler, and Sundstrom.

Commissioners Absent: None.

Also Present: Production Supervisor Joe Doria, Technical Director Lorenzo P Cordova, and Assistant Village Manager Ashley Monroe, Gary Zeleny, Trustee Cristin Evans. Hauser Junior High Students.

3. Approval of the following Minutes:

A. February 13, 2023 Regular Meeting

Motion made by Commissioner Yurkiw to approve minutes and seconded by Commissioner Sundstrom. Motion Approved 3-0-1. Hughes Abstained.

4. Old Business

- **Technical Director Report** — Technical Director Cordova said that February was a busy month. They filmed two meetings in Room 4 through February but filmed a Village Board meeting in the Auditorium to accommodate a meeting held just prior, with the Army Corps of Engineers. RTV also filmed the Riverside Township and School District 96 meetings. Planning and Zoning Commission cancelled their February meeting and RTV plans to film PZC in March. The Fredrick Law Olmsted Society held a standing-room only lecture and they plan to hold two additional lectures that will be filmed by RTV. He said that the seven introductory C4 Road to 2050 videos were approved and posted and the last video should be released soon. He noted that the Township Mental Health Board presentation has been released and available for viewing. Commissioner Sundstrom asked where the Village's old content will be shown. Chair Hughes said that staff is working on converting the past content to HD that can be played on the current streaming system. Chair Hughes made sure that costs are covered for the D96 meeting temporary increase in staff and Doria confirmed they were.
- **Production Supervisor Update** — Supervisor Doria said that the latest hire is completing final He noted that an invoice is being prepared for the FLOS productions. Cordova said that converters to finish the ROKU broadcast installation. Doria noted a camera going down but said it was sent for repair and is already back at RTV. Hughes asked how many cameras RTV has

and Doria responded three Canon XM605. He said that last week, staff went through broadcast equipment.

- **Hauser Jr. High Communications Project Update** — Commissioners confirmed that the videos produced by Hauser students prepared were fit to broadcast on RTV.
- **Memories of Riverside Update** — Previous Commissioner Orgler told Chair Hughes that he would continue to help with Memories of Riverside and future Commissioner Zeleny agreed to support the effort. Commissioner Koncius said that she ran into Coach McCloskey and mentioned that he was thought of for
- **Meeting Frequency** – Chair Hughes explained his rationale for asking the Commission about a change. Commissioner Yurkiw noted that the Commission used to take summers off. Supervisor Doria said that the summer is busy. In general, Commissioners were in favor of scheduling a special meeting. Sundstrom made a motion to hold meetings in even months, Commissioner Yurkiw seconded the motion. Roll call vote was held, 4-0 Aye.

5. **New Business**

A. **Hauser Junior High**

Chair Hughes moved the agenda item to after the approval of minutes because of the student guests.

Commissioner Koncius introduced the students from her class and invited them to ask the Commission questions to assist with development of their student projects. Grace Stanley asked what the Village's vision is for RTV and the purpose of RTV. Commissioner Sundstrom and Yurkiw responded that the town has changed a lot and said that at first it was just broadcast of meetings. They came up with some ideas for Saturday morning cartoons and monster movie creature-features. They expressed that things RTV does now creates a different view. Chair Hughes said wants to use its content to create community. He also said that RTV advertises programming for the Village, invites people to move here or open up a business. He noted last year's video about kayaking down the river. RTV can be used to share what makes Riverside special. Commissioner Koncius said that the primary purpose is to be informational. Luca Galindo asked what RTV is and how it came about, and asked how far in advance RTV knows about an event before they go film. Commissioner Yurkiw remembered that it started decades ago with men named Doc and Don bringing a camcorder into a Village Board meeting and at the time, they were escorted out. The realization that PEG fees were available meant that video production was meant for the public. The first purpose of RTV was to record government meetings and broadcast them. Now RTV is able to branch out a little and produce creative Ana Allison asked about the difference between the Village of Riverside and the Township of Riverside. Commissioners provided examples in response. Commissioner Sundstrom remembered the swinging bridge as a Township contribution. Student asked about RTV's programming and Chair Hughes responded. Isabella Dettmer asked how often new content is considered and what content is the most popular. Chair Hughes said that new content is considered all

the time. Jocelyn Gonzalez asked about where new ideas come from and who decides whether it is posted. Joe Doria responded that ideas come from staff or the Commission. The Commission decides whether to shoot it, staff produces it, and everyone reviews it to make sure it's ready to post. Chair Hughes responded that if it is produced that the Village wants to post it. Technical Director Cordova responded that the most popular content are the D96 Board Meetings, followed by the notching of the Hoffman Dam, one of the first videos posted to the RTV YouTube channel. Commissioner Koncius asked what the students can bring back to benefit RTV. Gary Zeleny described his job as a TV news camera and asked if the Village ever does a police beat video and suggested that perhaps the students have a drone they could use.

Chair Hughes returned to Agenda Old Business.

B. Programming

Commissioner Yurkiw was disappointed but cannot make the Hidey-Ho video work. Chair Hughes said he is going to pick up the videos and hard drive with the converted VHS videos and confirmed that Commissioner Koncius wants them for student editing projects.

6. Next Meeting: Monday, April 10, 2023 at 7:00 PM — Township Hall Room 4

7. Adjournment

Motion to adjourn made by Koncius, seconded by Sundstrom. Meeting adjourned at 7:58 PM.

Minutes respectfully submitted by:
Ashley Monroe

**Riverside TV Commission
Regular Meeting**

April 10, 2023

7:00 PM

**Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546**

1. Call to Order

Commissioner Hughes called the meeting to order at 7:17 PM.

2. Roll Call

Commissioners Present: Chair Hughes, Commissioner Sundstrom.

Commissioners Absent: Commissioners Koncius, Commissioner Yurkiw, and Commissioner Zeleny.

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

3. Approval of the following Minutes:

A. March 13, 2023 Regular Meeting

Quorum required to vote on this item. Minutes review and approval deferred to next meeting.

4. Old Business

- **Technical Director Report** — Technical Director Cordova provided his report about filming Village Board, Township, School District, and Planning and Zoning Commission meetings and release of new video productions. He noted that RTV is planning to film Monday March 29 for the Memorial Day Ceremony. Assistant Manager Monroe requested that Director Cordova supply his excellent report to be included each meeting with the approved minutes.
- **Production Supervisor Update** — Supervisor Doria said that the latest planned hire has backed away and he is not sure why the recruitment fell through, despite staff's efforts to connect with them. He purchased an online drone course for staff members to view and learn from. The service also provides study materials so any new equipment purchased is Chair Hughes asked about how RTV stands with staffing. Supervisor Doria said that towards the end of the year they're a little light and they'll run short for the upcoming Board meeting. Commissioner Sundstrom asked where RTV posts jobs. Doria responded that they share job posts with RBHS, LTHS OPRFHS, Fenwick High School, Village website, and community colleges. Commission agreed that they want updates to ensure they can try to step up notices or help if needed.
- **Hauser Jr. High Communications Project Update** — Commissioner Koncius told Chair Hughes that the students are just beginning their new project, after they visited with RTV in March.

- **Memories of Riverside Update** — No update.

5. New Business

A. Programming

Chair Hughes said he delivered converted VHS videos and confirmed that Commissioner Koncius wants them for student editing projects.

Assistant Manager Monroe noted that Commissioner Zeleny has been sworn in by the Village Clerk since the March 13th meeting.

6. Next Meeting: Monday, June 12, 2023 at 7:00 PM — Township Hall Room 4

Staff will prepare a meeting cancellation notice for the May 8, 2023 meeting, per the Commission's affirmative vote on March 13 to meet every other month, during even months.

7. Adjournment

Motion to adjourn made by Sundstrom. Meeting adjourned at 7:31 PM.

Minutes respectfully submitted by:
Ashley Monroe

Riverside TV Commission
Regular Meeting – Draft Minutes
June 12, 2023
7:00 PM
Room 4, Riverside Township Hall
27 Riverside Road, Riverside, IL 60546

1. Call to Order

Commissioner Hughes called the meeting to order at 7:03 PM.

2. Roll Call

Commissioners Present: Chair Hughes, Commissioner Koncius, Commissioner Teismann

Commissioners Absent: Commissioners Sundstrom and Commissioner Zeleny

Also Present: Production Supervisor Joe Doria, Technical Director Lorenzo P. Cordova, Communications Specialist Amy Downing, and Assistant Village Manager Ashley Monroe.

3. Approval of the following Minutes:

A. **March 13, 2023 Regular Meeting** – minutes not published with Agenda, deferred vote.

B. **April 10, 2023 Regular Meeting** – minutes not published with Agenda, deferred vote.

4. Old Business

- **Technical Director Report** — Technical Director Cordova provided updates related to all activities since the April meeting. He described a lot of District 96 activities. Director Cordova described their efforts in filming three Planning and Zoning Commission meetings and discussion with new Chairperson Henaghan. RTV filmed the Memorial Day Service. RTV recorded The Olmsted Society's presentation at the Library in May and the Society said that there will be additional lectures planned in September. Riverside Arts Weekend returned this past weekend and RTV was there to capture the activities. The crew plans to film 4th of July Parade as they have done in past years and will not be using Lyons' Township for filming.
- **Production Supervisor Update** — Supervisor Doria said related to the Olmsted Society, he had discussion with the leadership. Erika Vazzana, local artist stepped in to be an on-camera host at Riverside Arts Weekend. Weather on Saturday was beautiful and they got a lot of B-roll and some on-camera interviews to get them through just an hour on Sunday. Crewmember Valley is working on editing.

Two person crew on July 3rd evening. Doria will be renting a little bit of gear for wireless transmission for the Parade.

RTV has a new crew member Danny and he seems to be very excited about working with RTV. Doria said that he was referred a potential new employee. Zach Cameron and Director Cordova did a major clean up and organization of the studio. Doria said that old equipment was cleared out and inventoried in order to be disposed of. Commissioner Koncius asked if there is anything

in the equipment that could be used as an example in her classroom but the discussion determined that there is not. The procedure required for materials and equipment disposal will be followed.

- **Hauser Jr. High Communications Project Update** — Commissioner Koncius described a few school projects including Riverside Foods, Scott Zimmer, and Chief Matt Buckley. She explained to new Commissioner Teismann about the project she runs with the students on an annual basis. The videos get presented to the Commission. Chair Hughes suggested that Commissioner Koncius. Director Cordova noted that Chief Buckley said that the students that worked with him were exceptionally professional and the Village should keep them in mind if there is interest in new RTV crewmembers.
- **Memories of Riverside Update** — No update.

5. **New Business**

A. **Programming**

Supervisor Doria explained that staff met with Manager Frances about a video for full-time and part-time employees. Amy will be helping with scripting. His idea is to get a few people at their desk and talk about their experience with working in Riverside. He would like to get it started soon to avoid bad weather and before the summer is over. Amy contributed that Commissioner Tiesmann clarified the purpose of the video.

B. **4th of July**

Discussion was held related to people that could announce and narrate the parade. Crew member Cameron had mentioned to Director Cordova that having a person on the street could be a fresh change for the parade but they aren't sure under the timing required, whether it could happen this year.

C. **Saturday Morning Programming**

Chair Hughes explained that Commissioner Yurkiw was contributing to this and this item will be removed from the agenda. Director Cordova said that in the absence of new content provided by Commissioner Yurkiw, he started filling the slots with other RTV content.

D. **Weekend Movies**

This content was also changed, per Director Cordova's explanation for the Saturday Morning programming.

6. **Next Meeting: Monday, July 10, 2023 at 7:00 PM — Township Hall Room 4**

Commissioner Koncius motioned that the July meeting is cancelled due to Commissioner availability and second by Commissioner Teismann, 3-0. Chair Hughes asked about the Work Plan and when that should be discussed. Assistant Manager Monroe said that the Commission will need to discuss it at the August meeting. Supervisor and Director Cordova will assemble

proposed equipment needs and any budget items to include in the August 14th Commission packet to help with the Work Plan and 2024 budget discussion.

7. Adjournment

Motion to adjourn made by Teismann. All in favor. Meeting adjourned at 7:56 PM.

Minutes respectfully submitted by:
Ashley Monroe



2023 PROPOSED WORK PLAN RIVERSIDE TV COMMISSION

JANUARY

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

FEBRUARY

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

MARCH

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

APRIL

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

MAY

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- Memorial Day Celebration

JUNE

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- RAW Spectacle
- RAW Festival Weekend
- Riverside Concert at Big Ball Park

JULY

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- 3rd of July Concert
- 4th of July Parade
- Kayaking In Riverside

AUGUST

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- FLO Housewalk (Outside Paid Event)

SEPTEMBER

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- 9/11 Celebration of Heroes Ceremony
- Riverside Car Show

OCTOBER

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

NOVEMBER

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings

DECEMBER

- Regularly Scheduled Meetings
 - Bimonthly Village board of trustees meetings
 - Monthly Planning and Zoning Commission meeting
 - Monthly Township board of trustees meeting
 - Bimonthly District 96 board of education meetings
- Riverside Holiday Stroll

Q1 + Q2

- 1 discretionary shoot, for a pop up event

Q3 + Q4

- 1 discretionary shoot, for a pop up event

RTV ORIGINAL PROGRAMING

The production of these would be scheduled through the year, at the discretion of the RTV staff.

- 3 episodes of *Memories of Riverside* — we'd like to edit them this year as well, but if budget doesn't allow, capturing these stories can be especially time sensitive
- Riverside Business Series — focus on developing a business in Riverside, from the early stages of planning, working with the Village, building out a space, and opening.
- Kayaking in Riverside, a special video about how residents and visitors can safely enjoy kayaking the DesPlanes river through Riverside.
- Riverside Minutes — a series about historical points of interest in Riverside.

WCCA PROGRAMING

The production of these would be scheduled through the year, with input from WCCA member communities. Staff funding would come from WCCA funds.

- Lead Pipe Replacement PSA — a video explaining why and how lead pipe service line replacement will work in our communities.
- Recruitment Video — a video focusing on the benefits of applying to work in various municipal departments including: Police, Fire, and Public Works.

VHS ARCHIVE DIGITIZATION

Digitize all VHS tapes in RTV's possession and begin the process of editing for broadcast and posting to YouTube.

VILLAGE STREAM (ROKU APP)

Complete our HD playout transition and 24/7 live stream to ROKU and the web.

CLOSED CAPTIONING FOR RTV PROGRAMING

The commission will identify and discuss ways to provide closed captioning for our RTV programing.

EVENT PROMOTIONAL VIDEOS

We will continue cutting short (15-30 second) promo videos for Village social media, advertising upcoming events. This would include footage from previous years, as well as text overlaid giving information such as the time and location.

HAUSER JR. HIGH SCHOOL PROGRAMING

Commissioner Koncius, also the communications teacher at Hauser, will be spearheading a program that will give her students the opportunity to produce programming, at the school, to be aired on Riverside TV. All equipment used, aside from that of the final broadcast equipment, would be that of District 96. Very little staff time, if any, would be devoted to this project.

