



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING

Minutes

I. Call to Order: The Regular Meeting of the Village of Riverside Board of Trustees was held on Thursday, March 4, 2021. Public comments were welcome on any topic when received by email or in writing by the Village Clerk prior to 5:00 p.m. on the day of the meeting. Public comments were also made live during the meeting by persons participating via Zoom. A Zoom link was available on the Village’s website.

II. Roll Call: Present: President Sells
Trustee Collins
Trustee Evans
Trustee Gallegos
Trustee Hannon
Trustee Jisa
Trustee Pollock

Absent: None

Also Present: Village Manager Frances
Village Attorney Malina
Village Clerk Haley

Also in attendance: Finance Director Johns, Fire Chief Buckley, Public Works Director Tabb, Chief Weitzel and members of the public.

Village Attorney Malina noted that 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 was conducted electronically by Zoom.

III. Pledge of Allegiance

IV. Presentations and Public Comment

A. Public Comment – None.

V. *Reports of Village Officers*

A. Village President's Report

President Sells thanked Manager Frances and Finance Director Johns for their tireless efforts to seek grant funding for various projects. He stated that the village has been awarded \$14,150,445 in grants in the past 8 years.

B. Village Manager's Report

Village Manager Frances made two staffing announcements.

- 1) Effective May 1, 2021, Fire Chief Matthew Buckley will become Director of Public Safety and Emergency Management for the Village of Riverside. Chief Buckley has lived in Riverside for 50 years and has 30 years of experience law enforcement and fire service.
- 2) The administrative structure of the village will undergo a reorganization in the coming months. The position of Community Development Director which is currently vacant due to the departure of Director Abt, will be eliminated and the position of an Assistant Village Manager will be created. The new administrative structure will also include a planner, inspectors, code enforcement, the village clerk, management analyst and interns. Two interns will be hired for special projects and activities including media and community relations and social media. Job openings will be posted soon. Additionally, current administration, community development and finance department staff will be cross trained.

Manager Frances also stated that the Village will be hiring two new police officers.

All of these changes will result in an annual cost savings of \$150,000 to \$200,000 which will be reinvested in capital improvements.

President Sells stated that the recent departure of Director Abt and Chief Weitzel's announcement that he plans to retire in May were the impetus for these staffing changes. He praised Manager Frances for fleshing out the details of the plan and a timeline to implement them. He expressed enthusiasm for the now available funding source for capital improvements.

VI. *Approval of Consent Agenda*

President Sells read the Consent Agenda aloud.

- A. Approve Voucher List of Bills March 4, 2021
- B. Approve Village Board of Trustees Regular Meeting Minutes February 18, 2021
- C. Review and file Historical Commission Meeting Minutes January 25, 2021
- D. Review and file Planning and Zoning Commission Meeting Minutes December 21, 2020
- E. Review and file Community Development Department 2020 Annual Report
- F. A Resolution Authorizing the Sale or Disposal of Personal Property owned by the Village of Riverside

He asked if any of the Trustees required an item to be removed from the Consent Agenda for discussion. Hearing no requests, he called for a motion and second to approve the Consent Agenda.

Trustee Gallegos made a motion to approve the Consent Agenda. Trustee Collins seconded the motion.

AYES: Trustees Collins, Evans, Gallegos, Hannon, Jisa and Pollock.

NAYS: None.

Motion passed.

VII. *Reports of Departments, Commissions and Trustee Liaisons*

A. Update on Preliminary 2020 Crime Statistics

Chief Weitzel noted that crime was up 18.4% in 2020; however, overall crime is still low in the community. There were 117 reportable crimes for the entire year, which is not a significant number. As is typically the case in Riverside, property crime was once again the most prevalent type of reportable crime. He noted that most of the thefts from motor vehicles were facilitated by owners leaving their cars unlocked. Only four vehicles were actually broken into.

Chief Weitzel stated that all enforcement efforts were down in 2020 due to the pandemic. He also noted that some crimes were solved due to the video surveillance cameras approved by the Board.

Trustee Hannon thanked Chief Weitzel for the preliminary report. He asked if most of the police force has been vaccinated against COVID-19 and if enforcement would subsequently return to post pandemic levels. Weitzel stated that most of the department has received the vaccine and he anticipates that operations will gradually return to previous levels. Weitzel stated that grant money that had been allocated for specific enforcement efforts in 2020 had been set aside and is still available. With 17 of 19 employees already vaccinated, he anticipates a return to the levels of enforcement that residents have come to expect and depend on from the department.

Trustee Collins inquired about the modifications made during the pandemic and whether any of them would be carried forward as the pandemic ends. Chief Weitzel stated that going forward, some reports that are not urgent may be submitted over the phone or online. Weitzel also stated that during the pandemic, officers did not enter homes on ambulance calls with the Fire Department. This will likely continue as there is not really a need for officers to enter a home unless a crime is being committed.

VIII. *Ordinances and Resolutions*— None.

IX. *Considerations*

A. Discussion of Swan Pond Path Budget Amendment

Public Works Director Tabb noted that the Board discussed Swan Pond shoreline stabilization at their February 18, 2021 meeting. At that time, three potential funding options were identified to pay for \$125,000 additional funding needed for shoreline stabilization using limestone ledge rock: using funds held in reserve at IRMA, reprioritizing capital projects, waiting for the 2020 year end audit results to

see if the fiscal year ended with a surplus.

Additionally, Staff is asking for guidance with regard to including a canoe launch in the final design for an additional \$5,000, and what option for funding the canoe launch should be utilized.

Director Tabb stated that feedback indicates the design for the walking path may not need to include the proposed permeable paver ribbon. An entirely exposed aggregate path may be permitted.

President Sells expressed support for waiting for the 2020 audit results to see if there are surplus funds available. Trustee Collins concurred and stated that using funds held in reserve at IRMA would be her last choice.

Trustee Jisa inquired about the construction of the canoe launch and commented on its' natural beauty.

Trustee Pollock asked if the funding source would determine the timing of the project. Finance Director Johns stated that this was unlikely; however, if the Board decides to reprioritize capital projects, Staff should probably not start those other projects. Trustee Pollock expressed support for either utilizing IRMA funds or waiting for the audit results. Manager Frances noted that using the IRMA funds is essentially a housekeeping matter for the balance sheet. The Village has sufficient funds on hand to cover the additional costs. It is just a matter of allocating the costs prior to December 31, 2021.

Trustee Evans asked if the Village was likely to end the year with a surplus. Director Johns stated that some surplus in the General Fund is likely. Manager Frances noted that Staff is not concerned about the additional \$5,000 for the canoe launch. The primary concern is the additional \$125,000 needed for shoreline stabilization.

Trustee Gallegos and Trustee Hannon both expressed support for waiting to see the audit results. Trustee Hannon stated that views using the IRMA reserve as a last resort.

Consensus: Wait to see if the 2020 audit yields a surplus and use that surplus to fund the \$130,000 in additional costs. Bid the project out including limestone ledge rock for shoreline stabilization and include the canoe launch.

President Sells stated that the Parks & Recreation Board had previously discussed placing a floating dock in the river near the Library. Director Tabb stated that the limestone canoe launch would be in the northwest corner of the Swan Pond. Sells asked if both the floating dock and the canoe launch could be incorporated into the final design.

Director Tabb noted that a floating dock is very different from the proposed canoe launch. A dock would require a poured concrete footing and would need to be

hinged on pins to accommodate the fluctuating water level of the river. It would require much more monitoring and maintenance and would probably need to be removed in winter and whenever flooding is predicted. Tabb also expressed concern regarding debris in the river potentially being caught by a floating dock or damaging the dock.

Trustee Gallegos concurred that a floating pad would require a lot more work and ongoing maintenance than a canoe launch.

Trustee Jisa expressed support for the location proposed by Staff. He noted that it would be easy to walk a canoe down into the Swan Pond to the proposed launch site.

Trustee Hannon asked if any due diligence had been done regarding a ban on commercial tours. He expressed concern regarding a tour operator parking a trailer with 6 canoes on Burling Road and causing traffic and parking problems.

President Sells stated that he was not sure consideration had been given to the possibility of commercial tours. He suggested that maybe a permitting process might be in order.

Trustee Gallegos stated that most commercial tour operators utilize lakes for tours due to logistical considerations.

Trustee Evans stated that maybe a loading zone with signage should be considered to encourage people to use the Commuter Parking Lot.

President Sells asked Chief Weitzel for input. Chief Weitzel said no study has been done on this topic. He agreed that parking might need to be reviewed. He noted that canoes pulled on trailers are a more significant traffic concern than canoes on top of cars in that they take up more parking spaces and are more difficult to maneuver.

Trustee Jisa stated that he does not think the village will be flooded with out of town kayakers and canoers. He believes the primary users of the canoe launch will be residents, similar to the people who come to the Swan Pond to fish.

President Sells asked Trustee Gallegos if the proposed canoe launch location is a good launch point. Trustee Gallegos, who is an avid kayaker, described the location as more of a mid-point for someone who put in further north and may want to take a break, have lunch or take a walk and then return to the river to continue further south. He does not foresee high volume traffic.

Trustee Pollock then inquired about the design of the path and whether the project could be bid out to include the impervious paver strip as an option. He believes a center line would be both functional and aesthetically pleasing.

President Sells asked Director Tabb to offer his thoughts regarding the design of the

path. Director Tabb stated that the paver strip can definitely be included in the bid documents. Although he agrees that including it would definitely look good, he expressed concern regarding maintenance and the impact of the freeze thaw cycle.

A discussion then ensued regarding other options for delineating center of the path including concrete staining and stamping; however, it was noted that these options would likely necessitate separate concrete pours which would increase labor costs and stamping exposed aggregate may not be possible. Director Tabb stated that he would investigate and report back to the Board.

X. New Business – None.

XI. Adjournment

With no New Business to discuss and no need for Executive Session, President Sells called for a motion and second to adjourn the Regular Meeting. **Trustee Gallegos made a motion** to adjourn. **Trustee Evans seconded** the motion.

AYES: Trustees Collins, Evans, Gallegos, Hannon, Jisa and Pollock.

NAYS: None.

Motion passed.

President Sells declared the meeting adjourned at 8:01 p.m.

Attorney Malina confirmed with each Board member that he or she was able to see and hear everything during the meeting and participate fully.

Respectfully submitted:

Village Clerk Haley

Date Approved

XII. Executive Session – None.