



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 in Room 4 of the Township Hall, 27 Riverside Road, Riverside, IL, on Thursday, March 5, 2020. Trustee Pollock called the meeting to order at 7:00 p.m.

II. *Roll Call:*

Present:	Trustee Peters Trustee Gallegos Trustee Pollock Trustee Hannon Trustee Evans
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Absent:	President Sells Trustee Jisa
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Also Present:	Village Manager Frances Village Attorney Malina Village Clerk Haley
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Village Attorney Malina noted that in President Sells' absence, the Trustees would need to appoint someone to serve as President Pro Tem. Trustee **Hannon made a motion** to appoint Trustee Pollock President Pro Tem. Trustee **Gallegos seconded** the motion.

Voice Vote: All Ayes.

III. *Pledge of Allegiance*

IV. *Presentations / Public Comment*

A. A Resolution Recognizing William H. Niesluchowski's 50 Years of Service to the Village
Trustee Pollock asked Chief Weitzel to read the resolution and introduce Officer Niesluchowski. Chief Weitzel read the resolution and called special attention to the fact that Niesluchowski is fluent in American Sign Language and has used this skill throughout his career. Specifically, he has assisted with locating lost children and

helped with criminal investigations in Riverside and numerous other jurisdictions. “Ski,” as he is affectionately known by many in Riverside and neighboring communities, has always been interested in helping the youth of the community and he knows many young people because he works for the Parks & Recreation Department in addition to working for the Police Department. Chief Weitzel introduced Niesluchowski who thanked everyone for their kindness over the years. He said he was very humbled to be recognized for his service to the community. Trustee Pollock thanked Niesluchowski on behalf of the Board and the residents of Riverside.

B. Public Comment – None.

V. *Reports of Village Officers*

A. Village President’s Report – None.

B. Village Manager’s Report – None.

VI. *Approval of Consent Agenda*

Trustee Pollock read the Consent Agenda aloud.

A. Approve Voucher List of Bills March 5, 2020

B. Approve Village Board of Trustees Regular Meeting Minutes February 20, 2020

C. Review and file Historical Commission Meeting Minutes January 20, 2020

D. Review and file Planning & Zoning Commission Meeting Minutes January 21, 2020

E. A Resolution Authorizing the Sale or Disposal of Personal Property owned by the Village of Riverside

F. A Resolution Authorizing the Expenditure of \$50,000 for Maintenance Under the Illinois Highway Code

G. A Resolution of Authorization for the Submission of an Illinois Department of Natural Resources 2021 Illinois Bicycle Path Grant Program grant application in the amount of \$200,000 for the Swan Pond Bike Path Project

H. A Resolution authorizing submittal of a grant application for Surface Transportation Program funds in the amount of \$568,993, with a local match of \$205,722, for the 2023 resurfacing of Woodside Road

I. A Resolution Authorizing execution of an Intergovernmental Agreement between the Village of Riverside, Village of North Riverside and Riverside Brookfield High School District 208, for the enhancement of Starcom Emergency Radio coverage at Riverside Brookfield High School

J. A Resolution of the Village of Riverside, Illinois, waiving competitive bidding and authorizing the Village Manager to issue a purchase order to Chicago Communications, LLC, for the enhancement of Starcom emergency radio coverage at Riverside Brookfield High School for an amount not to exceed \$67,750

Trustee Pollock asked if any of the Trustees required an item to be removed from the

Consent Agenda for discussion. Trustee Hannon asked that Item VI.G. be removed from the Consent Agenda. Accordingly, Trustee Pollock called for a motion and second to approve Consent Agenda items A. through F. and H. through J.

Trustee **Gallegos made the motion** to approve A. – F. and H. – J. Trustee **Hannon seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

Discussion of Item VI.G.

Trustee Hannon stated that he is in favor of the project and of pursuing the grant; however, he had questions regarding widening the path to 10 feet of permeable pavers. He asked if staff felt this was the best option. Public Works Director Bailey stated that the choice of materials is a difficult one. Widening the path to 10 feet would make the path the standard width for bicycle paths. Bailey stated that plain concrete would likely be the best choice for the path; however, the grant requires a permeable surface, so permeable concrete pavers were selected. Trustee Hannon asked if the costs to repair the path once it is installed would fall to the village and noted that the area may flood again. Bailey stated that the solution is to build a structure that will be able to better withstand erosion. Trustee Hannon stated that he would like Staff to provide information on repair costs before undertaking the project. He asked whether it would be more expensive to repair a permeable surface than an asphalt surface and stated that the Board and Staff should plan for future repair costs. He believes this would be a spectacular project if completed properly.

Trustee Hannon also inquired about references to an alternative path that goes down Fairbank Road and if such a route would be safe, since historically, there have been issues with speeding on the section of Fairbank Road proposed for the alternate path. Community Development Director Abt stated that Fairbank Road is currently part of Riverside's Olmsted Route for bicycles and it is part of the connection to the Salt Creek Trail. The Salt Creek Connector has already been submitted to Cook County for designation as part of the Des Plaines River Trail extension.

Trustee Hannon thanked Staff for their efforts on this project.

Trustee **Gallegos made a motion** to approve Consent Agenda item VI.G. Trustee **Evans seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

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

A. Emergency Preparedness Presentation by Fire Chief Buckley

Fire Chief Buckley gave a PowerPoint Presentation on Emergency Preparedness. He

noted that emergencies fall into two broad categories: natural disasters and man-made disasters. Preparation begins with good building codes, solid infrastructure, flood mitigation and addressing known weaknesses and vulnerabilities. The Riverside Fire Department has Automatic Aid and Mutual Aid agreements as a member of MABAS (Mutual Aid Box Alarm System) Division 10 which covers the I-55 corridor from McCook to Romeoville. There are 16 communities in MABAS Division 10. Chief Buckley noted that Illinois was the first state in the Midwest to adopt the MABAS system but neighboring states are now implementing it as well. The Riverside Police Department also participates in numerous mutual aid organizations such as ILEAS (Illinois Law Enforcement Alarm System), NIPAS, MCAT, WESTAF, HIDTA and WEDGE. Additionally, the Department of Public Works is a member of IPWMAN (Illinois Public Works Mutual Aid Network). The Village also partners with the Cook County Department of Emergency Management and Regional Security. Buckley also noted that IEMA (Illinois Emergency Management Agency) is a partner in the event of an emergency. He encouraged everyone to visit the IEMA website: www.ready.illinois.gov for important information on emergency preparedness.

Chief Buckley stated that even though there are no known cases of the COVID-19 Coronavirus in Riverside, there are cases in the area. An individual who returned from Italy is being treated at Rush University Medical Center. He stated that Riverside began preparing for the virus about 2 months ago and Staff is ready to respond to all hazards. He stated that the Village has good relationships with all of our partners in neighboring communities and throughout the county and state.

Trustee Pollock thanked Chief Buckley for his presentation.

VIII. *Ordinances and Resolutions*

Community Development Director Abt gave a summary of the proposed ordinances and the areas proposed for the new business districts. She stated that Phil McKenna of Kane McKenna is here and will give a presentation on business districts. She noted that the process of implementing the business districts is as follows:

- 1) Adopt an ordinance proposing approval of the Business District Plan, the designation of the Business District, the adoption of an additional sales tax and fixing a time and place for a public hearing;
- 2) Prepare the Business District Plan;
- 3) Prepare and publish notice of public hearing twice in a local newspaper;
- 4) Conduct a public hearing;
- 5) Adopt an ordinance approving the Business District Plan and designating the Business District; and
- 6) Adopt an ordinance imposing the applicable sales tax and/or hotel tax.

Director Abt stated that open houses for existing businesses in the proposed Business Districts will be held on March 25 and Public Hearings for the proposed Business Districts will be held on April 2, 2020, in conjunction with the Village Board meeting on that date.

Abt noted that there are two separate Business Districts and two ordinances that must be voted on separately. She then introduced Phil McKenna, the Village's consultant on the process.

Mr. McKenna thanked the Board for the opportunity to discuss the two proposed Business Districts. He stated that the existing Harlem Avenue Business District 1 and the two new Business Districts being considered cannot be combined into a single Business District that runs the length of Harlem Avenue in Riverside because there are residential properties in between them. He outlined the factors that lead to a "blight" designation within the proposed business districts and noted that the areas are obsolete in terms of today's commercial standards. This leads to underutilization. There are also traffic issues in these areas. He reminded the Board that a Business District is not the same as a TIF District and outlined the expenses that could be funded by a Business District tax. McKenna reviewed the process for creating a Business District and outlined the boundaries of the two proposed Business Districts.

Trustee Hannon inquired about the possible costs associated with the Business Districts as outlined in the materials. Director Abt noted that there are various costs that might be incurred in creating a business district and part of the process includes creating a budget for those costs. The sales taxes collected would be used to fund these items.

Trustee Hannon asked how the estimated costs were formulated. Director Abt stated that she and Mr. McKenna did the research for the budget.

Manager Frances noted that since the budget will be incorporated into the Business District Plan, it will dictate the amount of money that can be spent for various improvements within the district.

Attorney Malina stated that line items can be general and expenses can be moved between line items; however, the total expenses cannot exceed the budgeted amount.

Trustee Hannon inquired about the impact a Business District might have on existing residential properties within the proposed districts. Director Abt noted that there are currently some residentially zoned parcels on Harlem Avenue that have commercial uses on the first floor and residential uses on the upper floors. She indicated that redevelopment could be mixed use.

Trustee Pollock asked if the total budget contemplates tax revenues that would be collected in the future. McKenna advised that the budget could consider future revenues and also debt that might be issued in the future; however, these areas are too small to issue debt. With no further discussion, Trustee Pollock called for a motion and second on:

A. An Ordinance Proposing the Creation of a Business District in the Village of

Riverside, Cook County, Illinois, and the Establishment of a Public Hearing in Connection with the Same (Harlem Avenue Business District No. 2)

Trustee **Gallegos made a motion** to approve the Ordinance. Trustee **Peters seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

and;

- B. An Ordinance Proposing the Creation of a Business District in the Village of Riverside, Cook County, Illinois, and the Establishment of a Public Hearing in Connection with the Same (Ogden-Harlem Business District No. 3)

Trustee **Gallegos made a motion** to approve the Ordinance. Trustee **Peters seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

- C. An Ordinance amending Title 1 (Administrative) of the Village Code of the Village of Riverside with a new Chapter 24 (PSEBA Benefit Administration) to establish an administrative procedure for assessing and determining claims under the Public Safety Employee Benefit Act

Village Manager Frances stated that the Public Safety Employee Benefits Act (PSEBA) was enacted in 1997. The Act covers full-time law enforcement, correctional officers and firefighters. For the purpose of the Village, police officers are covered under this act. PSEBA requires the Village to pay for health insurance for a police officer and their dependents (dependent children until the age of 25), if the officer suffers a catastrophic injury or is killed in the line of duty. To date the Village has not received a request for PSEBA benefits, however, it is a prudent for the Village to establish an administrative procedure for assessing and determining PSEBA claims.

Last year the Illinois Municipal League (IML) provided sample ordinances to assist communities in facilitating Village Code updates and incorporate an appropriate procedure. The ordinance as presented will create a new chapter, Chapter 24, PSEBA Benefit Administration and outline the process for PSEBA claims.

Trustee **Gallegos made a motion** to approve the Ordinance. Trustee **Hannon seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

D. A Resolution adopting a Public Comment Policy

Village Manager Frances noted that the Village Board adopted guidelines for meeting participation in 2007 and revised those guidelines in 2009. The current guidelines are dated. At the February 20, 2020 meeting, the Village Board discussed revisions to the public comment policy and directed the Village Attorney to edit the policy based on their feedback. If adopted, the new Public Comment Policy will apply to the Village Board, committees, subcommittees and commissions.

Trustee **Gallegos made a motion** to approve the Resolution. Trustee **Evans seconded** the motion.

AYES: Trustees Peters, Gallegos, Pollock, Hannon and Evans.

NAYS: None.

Motion passed.

IX. *Considerations*

A. Continued Discussion and Direction on the Use of Planned Unit Developments (PUDs) in the Village and Potential Related Text Amendments

Community Development Director Abt stated that in November 2019, the Board discussed the zoning tools available to encourage development and redevelopment in the Village's commercial districts. Staff looked at comparable communities that have experienced redevelopment investment in their downtowns and other commercial areas to review the zoning tools they are utilizing and how their zoning regulations compare to the Village. These communities included: Brookfield, River Forest, LaGrange, LaGrange Park, Western Springs, Clarendon Hills and Hinsdale. Of these communities, Riverside is the only municipality in the area that does not have a PUD ordinance. Accordingly, the Board referred this topic to the Planning and Zoning Commission for review and feedback.

After reviewing a draft ordinance prepared by the Village Attorney and other communities' PUD Ordinances, the Commission recommended allowing Planned Unit Developments in the Village and recommended the Village Board move forward with consideration of the draft ordinance.

Attorney Malina noted that the Board would not be voting on the draft ordinance tonight, but rather discussing whether or not to direct staff to move forward with a Public Hearing on the draft ordinance.

Trustee Pollock commented on the irony of the Board discussing Planned Unit Developments when Riverside is the original PUD, long before the term existed.

Trustee Hannon asked how a PUD ordinance would impact the concept of "hardship" as relates to zoning. Attorney Malina noted that with a PUD, there is no requirement to demonstrate "hardship". A PUD seeks deviations or exceptions

to zoning requirements, but must demonstrate a public benefit in order for the deviations or exceptions to be granted.

Trustee Hannon inquired about the process for initiating a PUD request if the ordinance were to be approved. It was noted that Director Abt would be the point of contact for the village. The project would then be sent to the PZC for review and then to the Village Board for a final decision.

Consensus: Remand to the Planning and Zoning Commission for a Public Hearing.

X. *New Business* – None.

XI. *Adjournment*

With no New Business to discuss and no need for Executive Session, Trustee Pollock, called for a motion and second to adjourn the Regular Meeting.

Trustee **Gallegos made a motion** to adjourn. Trustee **Peters seconded** the motion.

AYES: All ayes by voice vote.

NAYS: None.

Motion passed.

Trustee Pollock declared the meeting adjourned at 8:12 p.m.

Respectfully submitted:

Village Clerk Haley

Date Approved

XII. *Executive Session* – None.