



VILLAGE OF RIVERSIDE  
BOARD OF TRUSTEES REGULAR MEETING  
Thursday, May 18, 2023  
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, May 18, 2023. President Ballerine called the meeting to order at 7:00 p.m.

*II. Pledge of Allegiance*

*I. Roll Call:*

Present:	President Ballerine Trustee Gallegos Trustee Mateo Trustee Evans Trustee Claucherty (arrived at 7:33 p.m.) Trustee Pollock Trustee Marsh-Ozga
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Absent: None

Also Present: Village Manager Frances  
Village Attorney Pickrell  
Village Clerk Sowl

*III. President's Report*

*(This is an opportunity for the Village President to report on matters of interest or concern to the Village.)*

A. A Motion to Confirm the Appointment and Reappointment of Village Board and Commission Members

President Ballerine recommended the appointment of five individuals and reappointment of seven individuals to various Village advisory commissions and boards. Clerk Sowl swore in several newly appointed commission and board members.

<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 Gallegos, Mateo, Evans, Marsh-Ozga</b>
<b>NAYS:</b>	<b>None</b>

**IV. *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 announced that Sherwin Williams is open for business and that there will be a ribbon cutting ceremony in the coming weeks. Frances also stated that Star Buds received their interior demolition permit. Frances also stated that over 1,000 new water meters have been installed as part of the water meter replacement program. Frances also stated that the electric vehicle charging station has been installed at Riverside Foods.

**V. *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.)*

Mary Clark announced that the Riverside Township Lions Club Riverside Person of the Year is Public Safety Director Matthew Buckley. Buckley expressed his honor in receiving this award.

**VI. *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 or Member of the Public 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 May 18, 2023
- B. Approve Village Board of Trustees Sine Die Meeting Minutes May 4, 2023
- C. Approve Village Board of Trustees Regular Meeting Minutes May 4, 2023
- D. Review and File Public Works and Community Development April Monthly Reports
- E. Review and File Landscape Advisory Commission Regular Meeting Minutes April 11, 2023
- F. Review and File Foreign Fire Tax Board Meeting Minutes January 4, 2023
- G. Review and File Foreign Fire Tax Board Meeting Minutes April 5, 2022

- H. Review and File Board of Police and Fire Commissioners Meeting Minutes February 20, 2023
- I. Review and File Board of Police and Fire Commissioners Special Meeting Minutes November 28, 2022
- J. Review and File Board of Police and Fire Commissioners Special Meeting Minutes November 17, 2022
- K. Review and File Board of Police and Fire Commissioners Special Meeting Minutes November 16, 2022
- L. A Resolution Waiving Competitive Bidding and Authorizing the Village Manager to Enter into Various Purchase Orders for Fiscal Year 2023
- M. An Ordinance of the Village of Riverside, Illinois Adopting a Pre-Approved Vendor List
- N. A Resolution Authorizing the Sale or Disposal of Personal Property Owned by the Village of Riverside

<b>RESULT:</b>	Approved [6-0]
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Marsh-Ozga
<b>AYES:</b>	Trustees Gallegos, Mateo, Evans, Marsh-Ozga
<b>NAYS:</b>	None

**VII. *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.)*

Trustee Gallegos announced that May is law enforcement month and announced several events and ceremonies being held throughout the remainder of the month.

**VIII. *Pending Business***

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

a. Discussion and Update on Lead Service Line Replacement

Finance Director Johns provided a brief overview of Village Board consensus from the February 16, 2022 meeting. The Village will continue to cover entire lead service line replacements and will restore the exterior to the minimum, but not the interior. Johns stated that the lead service line replacements owned privately are an addition to current projects within the ten-year Capital Improvement Plan.

Trustee Evans clarified if the emergency repairs have started to add up. Manager Frances stated that emergency repairs have occurred but that the Village budgeted for these instances and that if the repairs exceed budgetary expectations then staff will be able to utilize the existing, healthy fund balance to continue repairs.

The private-side lead service line replacements along with an estimated 12 emergency repairs per year, total approximately \$7,000,000 added to the capital improvement plan. This requires the planned 2025 debt issuance to increase from \$5,000,000 to \$9,000,000 and the 2030 debt issuance to increase from \$6,000,000 to \$10,000,000. To fund the additional debt service, the water rate would have to increase approximately \$2.20/1,000 gallons in 2025 and an additional \$2.25/1,000 gallons in 2030. The Capital Improvement Plan is an estimation of construction costs and subject to modification on an annual basis as additional service line inventory and regulatory information becomes available.

**Consensus:** The Board agreed to pursue a smoothing technique to increasing water rates as opposed to one or two large rate increases.

- b. Discussion Regarding Parking, Traffic Calming and Parking Code Changes
- Finance Director Johns provided an overview of Village activity regarding parking over the previous two years. Johns stated that staff surveyed the public regarding the parking trial in Lot 8 on the south side of the tracks. Staff has observed little use of parking along the tracks and most businesses utilize parking along the street. Signage installed in late March may drive additional usage of those spaces. The Economic Development Commission recommended continuation of the trial. The Commission also desired to have the spaces closest to the Arcade building (1 Riverside Road) being switched from commuter to business parking.

**Consensus:** The Board agreed to continue one more year of the parking trial.

Regarding Lot 12, Johns stated that the Board previously instructed staff to use the lot as metered parking; however this was put on hold to market the parcel with 363-369 E. Burlington St.

Manager Frances stated that included in the agenda packet is a concept access plan east of the alley and driveway at Berkeley Road. The residents of Berkeley liked the changes. Star Buds is targeting being open by early August and given this expedited timeline, staff is recommending that the Board authorize staff to include this project in an upcoming project bid. This expense will be a budget variance as the Village was not anticipating this to be completed this fiscal year; however, the expense will be paid out of the Business District fund as the improvement is within the Harlem Avenue Business District 1 boundaries. While that fund is currently at a deficit, it is anticipated that this fund will be in the positive once the sale of 2710 S. Harlem Avenue is complete and the dispensary has remitted tax for 6 months. Staff estimates the cost of this improvement to be approximately \$30,000.

Village Manager Frances stated that Dr. Nourahmadi has requested permission to park on Longcommon Road for a few months when the lot at 2704 S. Harlem Avenue is no longer available and his new parking lot is being constructed. Only

employees would park on Longcommon to keep the parking in the strip center for patrons and patients.

**Consensus:** The Board agreed to move forward with the planned improvements on Berkeley Road and accepted the temporary parking accommodation for employees along Longcommon Road. Affected residents will be notified of the accommodation for business parking.

Manager Frances stated that Star Buds has requested to make angled parking on the street adjacent to the building for employees. Additionally, Star Buds is requesting the Village make the short part of Berkeley Road from the alley to Harlem Avenue a two-way street to allow for access into their parking lot. Staff estimates the cost of installing this parking to be approximately \$25,000.

The Board sought additional information on the parking request, including a report from Village Forester Collins on how the proposed parking spaces would affect trees in the area.

**Consensus:** The Board moved discussion of this item to the second Board meeting in June.

During early 2022, the Board directed staff to investigate a way of allowing ADA access to the southern end of Swan Pond for utilization of the recently installed path. While there are currently two handicap parking spaces on Burling Road, a fair amount of travel would be required to access the southern portion of Swan Pond. After discussing with the Village engineer, staff is proposing the installation of two ADA accessible parking spots on Fairbank Road with a depressed curb access aisle being created in the parkway running parallel to the newly created parking spots. In addition, a connecting sidewalk would be installed allowing for access to the walking path. The access aisle and connecting sidewalk would both be exposed aggregate sidewalk. The installation of the new hardscape would go in front of the Preservation and Landscape Advisory Commissions for review prior to going in front of the Board for approval. This project would be combined with an upcoming 2023 project to reduce the overall cost. The 2023 capital budget earmarked \$25,000 for this project.

**Consensus:** The Board agreed to move forward with this improvement.

c. Electric Vehicle Charging Station Grant Application

Public Works Director Tabb stated that staff is looking for direction from the Board on whether or not to pursue the U.S. Department of Transportation Charging and Fueling Infrastructure Discretionary Grant Program at a Village cost of \$112,000 for the installation of electrical vehicle charging stations at the Metra Commuter Lot 1 and the Green Parking Lot. Both installation projects would be solely dependent on

receiving grant funding. The projected total cost for the two locations including initial hardware, infrastructure, maintenance agreements, cellular data package, and inflationary costs through 2030 (6-year project window) is \$560,000. The grant program requires a 20% local match. The Village's 20% cost match would be \$112,000. The scope of work included in the grant application specifies the installation of 2-level two chargers at each location, capable of charging four cars along with the infrastructure in place to install two additional chargers in the future should the Village decide to do so. Staff is proposing installation in Metra Commuter Lot 1 and the Green Parking Lot.

President Ballerine asked for the rationale for a charging station in the Green Parking Lot. Manager Frances stated that planning to build out the charging infrastructure for EV charging stations in the future is the primary rationale for installing several pedestals in the Green Parking Lot even though Riverside Foods will have a pedestal across the street.

**Consensus:** The Board agreed to move forward with the grant application as proposed.

**IX. *New Business***

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

- a. A Resolution Authorizing a \$387,194 Inter-Fund Transfer from the General Fund to the Capital Projects Fund to Fund Future Capital Expenditures  
Finance Director Johns stated that, in accordance with past practice, capital items lacking a revenue source are to be funded from available unassigned fund balance in the general fund. The proposed transfer totals \$1,338,983 and includes the general fund parks and recreation assigned fund balance repayment for the 43 E. Quincy buildout and the general fund unassigned fund transfer for 2023 budgeted purchases.

<b>RESULT:</b>	Approved [6-0]
<b>MOTION:</b>	Gallegos
<b>SECOND:</b>	Mateo
<b>AYES:</b>	Trustees Gallegos, Mateo, Evans, Marsh-Ozga
<b>NAYS:</b>	None

- b. An Ordinance Amending the Budget for the Fiscal Year Commencing January 1, 2022 and Ending December 31, 2022 for Various Additional Expenditures and Revenues

Finance Director Johns stated that there were a number of departments within the general fund that exceeded their originally approved budgets in 2022. To offset these expenses, there were many departments that performed better than budget. In total, general fund revenues exceeded their budgets by approximately \$2,301,000 and general fund expenditures exceeded their budgets by approximately \$638,000. This represents an operating surplus of approximately \$2,350,000 before transfers.

RESULT:	Approved [6-0]
MOTION:	Gallegos
SECOND:	Mateo
AYES:	Trustees Gallegos, Mateo, Evans, Marsh-Ozga
NAYS:	None

*X. Trustee Reports and Cross-Community Climate Collaborative (C4) Updates*

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

Trustee Mateo announced that Riverside Arts Weekend will be taking place on June 10 and 11 in Guthrie Park, including juried artists for the first time since 2019.

Trustee Evans made a pitch for residents to join the Riverside Friends of the Library, stating many important projects the group has helped fund by raising money for the Library.

Trustee Gallegos stated that the American Legion Memorial Day Ceremony will be taking place on the morning of Memorial Day.

President Ballerine congratulated Riverside resident Chloe Pederson on being appointed a circuit court judge last week.

Trustee Marsh-Ozga stated that the Frederick Law Olmsted Society has organized the Vintage Baseball Game in Big Ball Park.

Marsh-Ozga also stated that Riverside C4 team has been sending out several community surveys based on the community feedback from the Road to 2050 event held earlier this year. Survey results will be utilized in forming climate action initiatives and decisions going forward. Marsh-Ozga also announced the upcoming asset mapping event.

*XI. Adjournment*

RESULT:	Adjourned [6-0] at 8:10 p.m.
MOTION:	Mateo
SECOND:	Gallegos
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

*XII. Executive Session*

- A. To discuss the acquisition of real property (5 ILCS 120/2(c)(5))
- B. To discuss the appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel (5 ILCS 120/2(c)(1))
- C. To discuss probable, imminent or pending litigation 5 ILCS 120/2(c)(11)