



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 Riverside Township Hall, 27, Riverside Road, Riverside, IL, on Thursday, June 17, 2021. President Ballerine called the meeting to order at 7:00 p.m.

*II. Pledge of Allegiance*

*III. Roll Call:*

Present:	President Ballerine Trustee Pollock Trustee Marsh-Ozga Trustee Gallegos Trustee Hannon Trustee Evans Trustee Claucherty
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Absent: None

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

*IV. 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 appoint Kelly Navarro to the Board of Fire & Police Commissioners to fill a vacancy, term to expire 2024

**Trustee Evans made a motion** to confirm the appointment. **Trustee Gallegos seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty

**NAYS:** None.

**Motion passed.**

- B. Motion to reappoint Cathy Maloney as Chairperson of the Landscape Advisory Commission, Elizabeth Kos as Chairperson of the Parks & Recreation Board, Jill Mateo as Chairperson of the Planning and Zoning Commission, Jennifer Fournier as Chairperson of the Economic Development Commission, Charlie Pipal as Chairperson of the Preservation Commission and Richard Julian as Chairperson of the Riverside Historical Commission

**Trustee Gallegos made a motion** to confirm the reappointments. **Trustee Pollock seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty

**NAYS:** None.

**Motion passed.**

President Ballerine announced the retirement of Deputy Police Chief William Gutschick after 33 years of service to the community. He noted that Gutschick has served in almost every rank of the Police Department and also supervised the 911 Center for 11 years. President Ballerine stated that Deputy Chief Gutschick has been a member of the Illinois Impaired Driving Task Force, the West Suburban Major Crimes Taskforce Forensic Team, the Juvenile Justice Commission and numerous other organizations. He commended Deputy Chief Gutschick, thanked him for his service to the community since 1988 and wished him well in retirement.

**V. *Manager's Report***

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

Manager Frances reminded residents that the annual 5K run will be held on June 26 this year, not on July 4 as in prior years. Online registration is open and there will be no race day registration. This is also a change from prior years. The deadline to register is June 23.

Manager Frances announced that today is Assistant Village Manager Ashley Monroe's first day on the job and welcomed her to Riverside. She stated that Ms. Monroe will be taking the lead on planning and zoning, economic development and preservation matters.

**VI. *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.)*

Resident Marian Pierog of Lincoln Avenue expressed concern regarding bicyclists riding at night without proper bicycle lights. She noted that state law requires lights when riding at night. She asked the Riverside Police Department to watch out for bicyclists who do not have lights and educate riders regarding the dangers of riding at night without proper illumination. She urged bicyclists to obey the rules of the road.

Resident John Havlicek of West Avenue asked the Board for help. He stated that property values on West Avenue have suffered due to repeated flooding in the area. He noted that the required Flood Insurance is very expensive and makes the properties in the flood plain unaffordable. He noted that the Board has been discussing the Groveland Berm project for quite a while, but he asked that the Board

do whatever it can to expedite a solution to the flooding problem.

Resident Marian Pierog stated that she has owned her property for 45 years and when she purchased the property, she was advised that the area does not flood. She asked why there has not been progress on the Groveland Berm flood prevention project. Village Manager Frances noted that the design phase of the project has started. Feedback is being solicited from various village commissions and the community at large. She noted that the project is grant funded with the US Army Corps of Engineers funding 75% of the cost and the Metropolitan Water Reclamation District of Greater Chicago funding the remaining 25% of the cost. If the village declines to move forward with the project after the design phase, it would be required to reimburse the MWRD for costs incurred up to that point.

President Ballerine noted that even if berm is built, flood insurance will still be required for properties in the flood plain. Manager Frances confirmed that the berm project will mitigate flooding, but would not remove anyone from the floodplain.

Mr. Havlicek stated that if the berm is built, the cost of flood insurance should go down.

#### **VII. *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 may request that an item be moved from the Consent Agenda to Pending or New Business for separate consideration.)*

President Ballerine read the Consent Agenda aloud and asked if any of the Trustees required an item to be removed from the Consent Agenda for discussion. There were no requests.

- A. Approve Voucher List of Bills June 17, 2021
- B. Approve Village Board of Trustees Regular Meeting Minutes May 20 and June 3, 2021
- C. Review and File Community Development, Finance, Fire, Police and Public Works Department May Monthly Reports

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

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty

**NAYS:** None.

**Motion passed.**

#### **VIII. *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.)*

**Landscape Advisory Commission** Chairperson Cathy Maloney asked the board to reconsider their decision not to mow in the Swan Pond. The LAC is preparing a paper to explain why the Board should reconsider their decision. She noted that the area was a natural area when Riverside was founded and there was an oxbow stream in the area. She noted that there have been numerous changes to the river and the topography in the ensuing years and flooding has increased. In 2017, volunteers hand planted 10,000 native plants in the Swan Pond and the LAC is thrilled that the Board prefers a natural look for the area, but there is a difference between a wild area and a

managed natural area. The LAC is concerned that a lack of mowing will result in an influx of invasive plants and noxious weeds. Although grass is a monoculture and not ecologically preferred, it helps minimize the growth of weeds. The LAC agrees that the wettest area of the Swan Pond, which has been planted with native plants, should not be mowed, but the LAC believes it is imperative that the rest of the area be mowed. She understands and appreciates the costs associated with maintenance, but the plantings were an investment of approximately \$30,000. She asked the Board to please review the LAC's report and reconsider their decision to not mow the Swan Pond.

Trustee Pollock believes the issue is more a matter of semantics and communication than a conflict over the Board's vision for the area. He does not believe anyone on the Board supports neglecting the Swan Pond and allowing it to wild. He believes what the Board was envisioning is a managed natural area. Trustee Marsh-Ozga concurred with Trustee Pollock's interpretation.

Trustee Evans also concurred with Trustees Pollock and Marsh-Ozga. She believes a nuanced approach is necessary and she thanked Chairperson Maloney for taking the time to come and share the LAC's concerns and recommendations with the Board.

President Ballerine stated that the Board will look forward to receiving the commission's report and recommendations.

Chairperson Maloney expressed concern that if the Board will not be meeting again until July 15, the grass in the Swan Pond will already be too tall to mow by the time they have had time to review the report.

Public Works Director Tabb stated that the area was not mowed last year due to flooding. Over the winter, the snow flattened down the grass. This spring, the department mowed to grade and cut a path around the managed area and through the Swan Pond. That is the current status of the area.

President Ballerine asked if the grass would be too tall to mow if the department waited until after the Board has received and reviewed the LAC's report. Chairperson Maloney noted that mowing is just one way of maintaining a natural area. Hand pulling weeds, burning and applying herbicide as necessary are other ways to manage invasive and noxious plants, but mowing is a less expensive and more expedient way to get the job done. She expressed concern that children might be exposed to different noxious plants such as poison ivy which could be present in the Swan Pond.

Trustee Pollock stated that at the last meeting, the Board expressed support for a natural look in the Swan Pond. The Board has now clarified what they meant by that. He believes staff is empowered to take whatever steps are necessary to achieve the natural look the Board would like to see.

Chairperson Maloney noted that neither she nor Commissioner Schaff will be available to attend the July 15 Village Board meeting.

Trustee Marsh-Ozga attended the June 10 **Preservation Commission** meeting where the commission discussed the Groveland Levee. She noted that on April 8, the Preservation Commission considered the design options that were presented and decided to prepare a memo and recommendations for the Village Board to consider. At their June meeting, the Preservation Commission ratified the memo and it is now ready for transmittal to the Village Board. Trustee Marsh-Ozga stated that the Village will need to coordinate with the US Army Corps of Engineers to make sure that all interested parties are notified regarding the commencement of the required Section 106 Review Process.

Manager Frances stated that the Preservation Commission memo will be included in the agenda packet for the next Village Board meeting. Frances also noted that an additional rendering was created based on feedback received from the Preservation Commission and that document has been submitted to the Army Corps. She stated that for the Section 106 Review, the Corps will present the least expensive design. That design will be subjected to a two-step archeological and architectural review process. Once that process has been completed, site surveys can be done and a string line can go up. There is still a long process ahead and the process must be followed in order to protect village resources.

**IX. Pending Business**

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

A. Presentation of 2020 Comprehensive Annual Financial Report by Lauterbach & Amen

Finance Director Johns noted that state statute requires village finances be audited annually. Lauterbach & Amen is in the 4<sup>th</sup> year of a 5 year contract to provide audit services to the village. Director Johns stated that 2020 was an unpredictable year, but the village ended the year with a surplus of \$596,503. She then introduced Tim Gavin from the auditing firm to provide additional details about the audit process and the final document as presented. Mr. Gavin thanked Director Johns and the Finance Department for their assistance in gathering the information needed to complete the audit. Gavin then called attention to page 9 of the document and noted that the village has again received the Government Finance Officers Association award for Excellence in Financial Reporting for the 2019 audit and he expects the village to receive that award again for the 2020 audit. He then called attention to page 10 of the document where the firm has issued their “unmodified”/clean opinion of the financial statements. This is the highest assurance the firm can give that the financial information presented in the report is materially correct. He stated that the firm also reviewed internal controls and processes and called attention to page 12 which explains how the audit is structured. He encouraged the Trustees to read the Management Discussion and Analysis portion of the report for comparisons to the previous year’s finances and narrative descriptions of changes.

Gavin also called attention to pages 32 – 33 and noted that the village has a \$5.4 million fund balance, with the majority of those funds being unrestricted. Income in governmental funds decreased slightly in 2020; however, general fund revenue increased approximately \$100,000. Gavin also called attention to the statistical section of the report and urged the Board to review 10

year trends.

President Ballerine thanked Director Johns and Mr. Gavin for their work on the audit.

**Trustee Gallegos made a motion** to accept the Comprehensive Annual Financial Report for 2020.

**Trustee Pollock seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- B. A Resolution authorizing the Village Manager to approve a change order for the not to exceed amount of \$9,450 for additional design engineering and permitting required for the shoreline stabilization element of the Swan Pond Walking Path Reconstruction Project  
Public Works Director Tabb stated that on September 3, 2020, the Board received a cost estimate of \$475,500 for the Swan Pond Walking Path Reconstruction Project. The estimate, presented at the time, did not include costs associated with shoreline stabilization; however, during the design phase of the project, shoreline stabilization was identified as being necessary to prevent future erosion along the walking path. Christopher B. Burke Engineering's design incorporates limestone ledge rock to reinforce areas susceptible to erosion. The change order reflects costs associated with additional design and required permitting for the shoreline stabilization. Director Tabb noted that \$2,000 of the \$9,450 is the cost of a permit that is required whenever work is done along the riverbank.

**Trustee Gallegos made a motion** to approve the resolution. **Trustee Pollock seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- C. A Resolution authorizing the Village Manager to create a purchase order in the amount of \$37,610 for Christopher B. Burke Engineering, Ltd. to provide professional construction engineering services as part of the Swan Pond Walking Path Reconstruction Project  
Public Works Director Tabb stated that the Board approved a resolution for design engineering for this project in November of 2020. This resolution creates a purchase order for the construction engineering phase of the project.

Trustee Marsh-Ozga asked for clarification as to whether the ADA wood rail fence noted in the letter from Burke Engineering dated June 4, 2021, was part of the design that the board was voting on. She noted that no village commission has reviewed this design element. Director Tabb stated that the wood railing was not included in the project.

**Trustee Gallegos made a motion** to approve. **Trustee Pollock seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- D. An Ordinance providing for the Registration and Inspection of Rental Properties within the Village of Riverside

President Ballerine stated that the Board would not be voting on the proposed ordinance tonight. He also noted that the feedback that has been received by the village manager via email has been distributed to the entire Board and they will continue to review all feedback received. He then called for public comment on the proposed ordinance.

Resident John Plunkett of Pine Avenue referenced Section E 4 of the proposed ordinance and stated that he owns and lives in a two flat and the other unit is being rented to a family member. He asked if this type of living situation would be exempt from the registration and inspection process. Attorney Marrs confirmed that it would be exempt.

Resident Mariane Pierog of Lincoln Avenue asked what precipitated the Board's interest in this issue. President Ballerine stated that the Board desires to protect the safety and welfare of renters in the village by making sure that buildings are safe and up to code.

Manager Frances stated that other communities have these types of ordinances and their purpose is to preserve property values and limit liability, both for the property owner and the village. She further noted that the village gets calls regarding code enforcement problems at some rental properties and the ordinance is an effort to be proactive.

Mrs. Pierog stated that she is a very proactive landlord. If anything needs to be addressed, she takes care of it immediately. Manager Frances stated that the goal is to make sure every property is maintained to that same level. She noted that well maintained properties protect everyone's property values.

Resident W. Robert Demitro, expressed concern regarding the lack of notice regarding the meeting. He also stated that most of the issues the ordinance seeks to address are already regulated and the property maintenance code should be applied equally to all properties within the village. He asked for statistics regarding problematic properties and statistics regarding how many single family, two flat, three flat, four flat and larger rental properties there are in the village. He asked who would be doing the required inspections and how long it would be before inspection costs go up. Mr. Demitro expressed support for enforcing the property maintenance code and responding to problems at problematic properties as they occur. He asked the Board to table discussion of the proposed ordinance for a month to allow time for another round of notifications to go out so more property owners have time to provide feedback.

President Ballerine assured Mr. Demitro that the discussion is not over and the Board wants input from landlords. He reminded everyone in attendance that there would be no vote on the ordinance tonight.

Mr. Demitro again asked that the Board make public the statistics about where complaints are coming from and urged the Board to focus their attention on buildings where problems are being reported. He does not advocate for listing addresses or property owner names, just the number of units in the building, so everyone can see where complaints are coming from and focus on compliance at those locations first.

Resident Dale Yates stated that he owns a two flat on Groveland Avenue and he expressed amazement that more people were not in attendance at the meeting. He concurred with Mr. Demitro and described the proposed ordinance as group punishment. He stated that if the purpose of the ordinance is to generate revenue, it is not the right road to take. He stated that he has 65 years of experience in real estate, construction and leasing and noted that there are state and federal guidelines and inspections required for any property where housing vouchers are accepted. He recommended that the Board consider a fee based program where a landlord would be issued a business license. In order to obtain the license, the landlord would be required to sign a document affirming that he or she will comply with all relevant local, state and federal rules. Code enforcement should be part of the contract. Landlords should work with the village. The village should not punish people who are already taking good care of their property.

Mr. Demitro recommended that the Board consider forming a commission to gather feedback from other property owners and further research this matter.

Trustee Claucherty thanked everyone for their feedback and stated that the Board definitely needs more time to consider the proposed ordinance.

Trustee Hannon also thanked everyone who came to the meeting and stated that the Board hears their concerns regarding inspection fees. He thanked everyone for their feedback and stated that their input will make the process and the final product better. He does not want property owners to view the Board as an adversary. He urged property owners to continue to reach out to the Board with input and ideas.

President Ballerine asked Public Works Director Tabb to elaborate on the ADA compliance issue at the Swan Pond. Director Tabb noted that the village engineer has reviewed possible ways to achieve ADA compliance on the north end of the Swan Pond path; however, possible remedies are limited by the path's proximity to the river and location in a flood plain. Director Tabb stated that the slope of the path is approximately 13.5%. Due to the practical difficulties of the area, the project would be exempt from ADA compliance at the north end of the path. Accordingly, the village will move forward with the project without the proposed wood railing. Handicapped parking signage and parking spaces would be installed near the south entrance of the path. Tabb noted that he is presenting this information to the Board tonight because the project was to have gone out to bid today, however, the bid has been delayed to tomorrow pending guidance from the Board.

Trustee Pollock stated that he was not surprised by this outcome because the north end of the



path is very steep. It was also noted that the cost of the wood railing would have been approximately \$20,000.

**X. New Business**

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

**A. Procedures for Boards & Commissions**

President Ballerine thanked everyone who provided input on this document. He stated that the Board expects a lot of volunteer board and commission members and the boards and commissions work really hard. He asked the volunteers to help plan the future of their boards and commissions by creating an annual work plan. He noted that each commission will have a staff liaison to help the commissioners navigate the process. He believes the procedure manual will foster communication and collaboration between the commissions, the Board and Staff.

Trustee Hannon expressed support for the procedure manual and thanked all who worked to create it.

Attorney Marrs asked to make a couple of amendments to the document. He noted that the information provided in Section E – “What happens when there is not quorum?” is technically correct; however, he does not want to encourage meetings without a quorum. He stated that it is better to cancel a meeting if there is not a quorum.

He also noted that with regard to public comment, commissions can no longer require that a speaker provide their address. The Board no longer does this and the commissions should not either.

He also reminded everyone that a majority of a quorum triggers the Open Meetings Act requirements.

Trustee Pollock emphasized that each volunteer board and commission will have a staff liaison that will support the commission.

**Trustee Gallegos made a motion** to approve the Board & Commission Procedure Manual as amended. **Trustee Marsh-Ozga seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

**B. An Ordinance amending Section 6-6-2 (Water Service Charges) and Section 8-7-9 (Sewerage Service Charges) of the Village Code of the Village of Riverside, Illinois**

Finance Director Johns stated that the Village has received notice of a water rate increase from the Village of McCook. The proposed ordinance will increase the Village’s current water rate from \$10.47 per unit (100 cubic feet) to \$10.63 per unit (100 cubic feet), an increase of \$.16

per unit (100 cubic feet) or 1.50% and increase the Village's current sewer rate from \$2.06 per unit (100 cubic feet) to \$2.09 per unit (100 cubic feet), an increase of \$.03 per unit (100 cubic feet) or 1.50%. This increase will cover the increase in commodity charges from McCook as well as operational increases including inflation.

President Ballerine reminded everyone that the village just completed a \$3.2 million sewer separation project in the First Division but there are still \$7-8 million worth of projects to do. These projects are funded through water and sewer fees.

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

Trustee Gallegos asked if the village has a contract with McCook and if the contract includes a clause regarding the frequency of rate increases. Director Johns stated that the contract allows McCook to increase the rate they charge Riverside at least once a year and occasionally, they have raised the rate more than once during a given year. Manager Frances stated that McCook purchases water from the City of Chicago and typically passes on increases when Chicago raises the rate they charge McCook.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- C. Motion to approve Special Event applications for the Concert in the Park to be held on Friday, July 2 and Independence Day Parade to be held on Saturday, July 3

Parks & Recreation Director Malchiodi stated that the department is very excited to be hosting 4<sup>th</sup> of July events in person again. He noted that because July 4<sup>th</sup> falls on a Sunday this year, the concert will be held on Friday, July 2<sup>nd</sup> and the parade will be held on Saturday, July 3<sup>rd</sup>. The concert will begin at 6:00 p.m. and will feature the bands Hail Caesar and Run Forest Run. Local vendors will be on hand to provide food and beverages. Parade lineup will begin at 8:15 a.m. the following morning at Big Ball Park and the parade will step off at 8:45 a.m., follow the customary route down Longcommon Road from Big Ball Park to Guthrie Park. Director Malchiodi noted that the 5K run that typically precedes the parade has been moved to June 26 and registration is still open for that event.

President Ballerine stated that these large in person events are possible because residents have been vaccinated for COVID-19. He stated that he checks the Cook County vaccination numbers daily and 88% of Riverside residents have received at least 1 dose of vaccine with the percentage of fully vaccinated individuals in the mid 70% range. Ballerine stated that people who are not vaccinated will be asked to wear masks, including children under 12, and vendors and workers will need to show proof of vaccination and wear masks. Masks will be available.

**Trustee Gallegos made a motion** to approve the special event applications. **Trustee Marsh-Ozga seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- D. Motion to approve a Special Event Application for the St. Mary Dedication Ceremony to be held on June 27, 2021

Manager Frances invited Jennifer Fangmann, Director of Operations at St. Mary Parish to present the application to the Board. Ms. Fangmann stated that the parish will be having a much delayed dedication ceremony for the building they purchased and renovated on Burlington Street. The event is being held in conjunction with the unification of St. Mary's and two other local parishes, St. Hugh and Mater Christi. There will be a short outdoor ceremony followed by a reception under a tent at the back of the property.

**Trustee Gallegos made a motion** to approve the special event application. **Trustee Hannon seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

- E. Proposal from the Frederick Law Olmsted Society for the Olmsted Overlook Living Tribute to Frederick Law Olmsted and the Health Benefits of Nature

Cathy Maloney, representing the Frederick Law Olmsted Society, addressed the board regarding the organization's proposal for the Olmsted Overlook. She noted that next year is the 200<sup>th</sup> anniversary of Olmsted's birth and the National Association of Olmsted Parks is encouraging celebrations of Olmsted's 200<sup>th</sup> birthday throughout the year and across the country. She thanked Manager Frances for helping the Olmsted Society coordinate with other community groups who want to celebrate Olmsted's birthday. She noted that the Olmsted Society plans to donate a large botanical box from local business The Seed to the Riverside Public Library. The group would also like to raise funds for installation of the proposed Olmsted Overlook, which she described as a living tribute of trees. Maloney noted that Olmsted was very concerned about physical and mental health and the purpose of the project is to provide a place for quiet contemplation and appreciation of nature and to celebrate the fact that we have survived the pandemic. The proposed location is on Fairbank Road between Riverside Presbyterian Church and the former Hofmann Dam. Maloney stated that the Olmsted Society will be the funding source for the project. The Seed has also agreed to donate a portion of their proceeds to the project and donations from the public will also be accepted. She stated that the Landscape Advisory Commission has approved the plan and if the Board approves, planting would be done by volunteers in the spring of 2022.

President Ballerine stated that the Preservation Commission would need to review the project because it includes a bench, which is hardscape on public land. Chairperson Maloney stated that the bench is optional and the Olmsted Society is willing to move forward without the bench, pending review by the Preservation Commission.

President Ballerine also noted that maintenance of the area would be required. He asked if the LAC had discussed ongoing maintenance. Ms. Maloney stated that water would be provided by the village; however, volunteers would be needed to do the watering.

President Ballerine stated that he was willing to forward the proposal to the Preservation Commission for review, but he felt it was premature for the Village Board to weigh in on the project at this time. Subject to favorable review by the Preservation Commission, staff could determine the cost of water and staff time for watering and incorporate that into the 2022 Budget. Manager Frances expressed concern that it was perhaps premature to forward the request to the Preservation Commission at this time since funding has not yet been secured for the bench. Bench donations typically go for commission review once a donation has been received.

Ms. Maloney then asked that the Board approve the design without the bench.

Trustee Hannon stated that he was having trouble visualizing the area. He inquired as to the setback from the road as it was not noted on the document provided to the Board. Ms. Maloney was unsure of the setback at the location.

Trustee Marsh-Ozga stated that it was important to recognize that there could be a range of trees planted at the site and the number of trees planted would depend on the success of the fundraising campaign.

Trustee Hannon asked if there had been any outreach to the neighbors across the street. Ms. Maloney said there had not been any outreach yet.

President Ballerine stated that the Board needs more time to study the proposal since the site plan was just received today. He would also like input from Staff regarding their ability to maintain the area and the costs associated with said maintenance.

Ms. Maloney then asked for a timeline for Board approval of the project and President Ballerine noted that the 2022 Budget process would begin in the fall of 2021. Manager Frances stated that the Budget is typically finalized by the end of October with public hearings in November and adoption of the final budget in December. She recommended that the organization start their fundraising with the understanding that the proposal may need to be modified.

Trustee Pollock asked what expenses Staff would need to budget for and whether estimates could be provided in the next couple of weeks. Manager Frances noted that the overall sustainability of the plantings would be associated with ongoing maintenance.

President Ballerine stated again that the Board needs more time to review a project of this scale because the proposal involves a lot of planting and ongoing maintenance work. He encouraged Ms. Maloney and the Olmsted Society to begin their fundraising campaign.

Ms. Maloney asked for guidance regarding next steps and President Ballerine advised that the organization should work with Staff to determine the initial and ongoing costs associated with the project and once that has been determined, the Board will be in a position to review the project and make a decision regarding approving it.

F. Discussion of grant opportunities for village parking lots

Finance Director Johns noted that Staff has determined that the IEPA Section 319 Grant Program may be an available funding source for the installation of green parking lots at Village Lots 4, 5, or 8. If a grant is received, it would be reimbursable 60/40. Before applying for a grant, Staff would like input to understand the Board's priority with regard to parking lot improvements. Staff has prioritized Lot 5 next to the Police and Fire Departments; however, it must be noted that this type of parking lot improvement has an expected lifespan of 50 years and there have been numerous discussions regarding the future of the Youth Center building, so replacing Lot 5 may not be advisable at this time. Staff also noted that Lot 8 on the south side of the BNSF railroad tracks is in need of repair and is a high visibility area of the Central Business District.

Trustee Evans concurred that Lot 5 really needs to be resurfaced as does Lot 8; however, she favors prioritizing Lot 8 because its' resurfacing will contribute more to the revitalization of the downtown area.

Trustee Hannon concurred that resurfacing Lot 8 would have more visual impact than resurfacing Lot 5 and would complement the work that has already been done in the Central Business District.

Trustee Marsh-Ozga concurred with Trustees Evans and Hannon. She also agreed that Lot 5 is in need of repairs; however, it may not make sense to make improvements to Lot 5 if major construction is on the horizon at the Youth Center building.

Manager Frances stated that the village may need to make repairs to Lot 5 with or without a grant because it is becoming a liability issue. Staff has received an estimate of \$50,000 - \$60,000 for the needed repairs. These repairs could be funded by the Capital Projects Fund rather than the Parking Lot Fund.

Director Johns noted that First American Bank has a long term lease for several parking spaces in Lot 8 and the bank would have to agree to pay a proportional share of the costs for any improvements done in Lot 8.

Trustee Pollock stated that he would prioritize Lot 5 if there was a consensus regarding the future of the Youth Center building; however, in the absence of a plan for the site, he concurs that Lot 8 should be the priority.

President Ballerine asked if the parking lots next to Riverside Bank and the Post Office are

village owned parking lots and if they are under consideration for improvements. He favors work that will continue the work that has already been done in the Central Business District. Trustee Pollock concurred.

Trustee Gallegos stated that Lot 8 is in pretty rough shape and there has not been a lot of work done on the south side of the BNSF tracks. Accordingly, he would prioritize Lot 8.

**Consensus:** Prioritize Parking Lot 8 for the grant application.

Director Johns stated that she would reach out to First American Bank to make them aware of the grant application and secure their support.

G. Discussion of Economic Incentives/Waivers for New Businesses

Manager Frances stated that in May of 2020 and February 2021, the Board approved certain waivers as relief measures due to the COVID-19 pandemic. The two types of waivers that benefitted both current and new businesses in Riverside were fee waivers for Class E and Class X liquor licenses and waivers for annual outdoor dining license fees. In May, Manager Frances inquired if the Board would be interested in creating additional waivers in 2021 to attract and assist new businesses that are interested in opening in Riverside. These fee waivers would include fire inspection, business license and health inspection fees. At that time, Trustee Hannon asked for details regarding the costs associated with these proposed waivers. Staff has gathered the data requested. The information presented demonstrates how much revenue a new business would need to generate in order to make the fee waivers cost neutral to the village. Frances noted that any time a new business opens in the village, residents benefit through an increase in EAV. The waivers would be targeted to sales tax revenue generating businesses and Ms. Frances recommended making the waivers retroactive to July 1, 2021, since there are currently several new businesses contemplating locating in Riverside who could benefit from the waivers. Manager Frances asked if the Board would like staff to draft a fee waiver ordinance.

Trustee Hannon asked if this would be a one-time waiver. Manager Frances confirmed that it would be a one-time waiver for retail sales tax generating businesses new to the village.

**Consensus:** Direct Staff to draft an ordinance providing economic incentives for new businesses.

President Ballerine expressed enthusiasm for the creative energy flowing from the new business owners in the community.

H. Riverside TV Fee Waiver Request

President Ballerine stated that when a filming request is received, a deposit is required. Deposits have been received for both River Lantern Night and the Scuff Gross Regatta. The manager does not have authority to waive filming fees. Neither does the Riverside TV Commission. Only the Village Board can entertain a waiver request of this nature. President

Ballerine further stated that as part of their plan for the coming year, he would like Riverside TV to review the events they have been requested to film and make recommendations regarding which events should be filmed annually, which should be filmed every other year, every three years, etc. President Ballerine further noted that one of the recommendations of CMAP's Plan for Downtown Riverside is to strengthen connections to the river. In consideration of that recommendation, Trustee Gallegos has requested a filming fee waiver because these events fulfill that goal by drawing attention to the river and the footage can be used to promote the community. It was noted that the Fire Department has a licensed drone pilot who has volunteered to film both events. President Ballerine polled the Board for their opinions regarding the requested fee waivers.

Trustee Claucherty asked if the waiver was being requested because the finished product will be of value to the village. She also asked who owns the final product and what filming typically costs since the deposit is \$200. Manager Frances stated that the village owns the product and the cost of filming depends on the length of the event and how much editing and post production is needed.

A discussion ensued regarding the different types of village events and how some events are village sponsored events while other events are privately sponsored but open to the village.

Trustee Hannon expressed concern regarding the Board's ability to apply waivers objectively.

Trustee Evans suggested that perhaps the ability to use the footage to promote the village should be a determining factor.

Trustee Gallegos stated that in 2017, the Board had a discussion regarding Riverside TV filming events when footage could be used to create promotional videos for the village. He stated that filming the Regatta will not do anything to promote the Lions Club, but the footage could be used to demonstrate the village's efforts to enhance accessibility to the river in Riverside. He cited statistics regarding video viewership of events filmed by Riverside TV and noted that the video of the 2019 Regatta had significant viewership. He believes this is an opportunity to film an event that will garner interest and promote the community as a recreation destination.

Trustee Hannon asked for clarification regarding which events are filmed and when fees are charged or waived.

Manager Frances noted that RAW is a partnership with the village and as a village sponsored event, the filming fee is waived. Car shows have also been filmed.

Trustee Claucherty expressed confusion as to why the organizations would be billed when filming events benefits the village and the village owns the rights to the video. She recommended that events that serve a village purpose and have value for promotional purposes be filmed by Riverside TV as part of their operations.

Trustee Pollock suggested reframing the conversation as a discussion of whether or not Riverside TV should be directed to film the 2021 River Lantern Night and the 2021 Scuff Gross Regatta, rather than a discussion of a fee waiver request.

Trustee Marsh-Ozga concurred with Trustee Pollock and expressed concern regarding granting of fee waivers without standards for evaluating such requests. She emphasized the need for a consistent approach in reviewing requests for filming.

Trustee Hannon asked who makes decisions regarding what gets filmed by Riverside TV. President Ballerine stated that the Village Manager has discretion over these matters. Manager Frances stated many decisions on filming assignments are based on historical precedent and village sponsorship, but these two events are new events and are not village sponsored. As part of the Riverside TV Commission's planning process for 2022, Ms. Frances would like the commission to create a calendar for filming. She will work with Riverside TV to set priorities. She noted that expenses for Riverside TV come out of the General Fund so having a calendar of events to be filmed will be helpful from a budgeting standpoint.

**Consensus:** Direct Riverside TV to film the Scuff Gross Regatta.

The Board was not comfortable issuing retroactive direction to the Commission regarding the Lantern Night filming since the event had already taken place and filming had already occurred per the filming application submitted by the American Legion.

*XI. Trustee Reports and Communications*

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

Trustee Marsh-Ozga informed the community that in connection with the Olmsted 200 celebrations, The Seed is leading wonderful seed hunts in the village. The next event will be on Father's Day. This is a free, family friendly event and registration is open on the Olmsted Society website.

Trustee Evans thanked lead artist Erica Vazzana and community volunteers for creating a wonderful RAW art spectacle that captured the spirit and beauty of Riverside. She also congratulated the Riverside Juniors Woman's Charity on their successful 2020-2021 fundraising efforts. Despite the pandemic, Juniors donated \$18,000 to local charities that support children, veterans and the elderly in the community.

Trustee Gallegos stated that American Legion Post 488 will be passing out flags at the parade on July 4<sup>th</sup>.

President Ballerine again thanked Deputy Police Chief Gutschick for his years of service to Riverside and wished him a happy retirement. He also again welcomed new Assistant Manager Monroe to the village.

*XII. Adjournment*



With nothing further to discuss, President Ballerine called for a motion and second to adjourn the Regular Meeting. **Trustee Gallegos made a motion** to adjourn. **Trustee Marsh-Ozga seconded** the motion.

**AYES:** Trustees Pollock, Marsh-Ozga, Gallegos, Hannon, Evans and Claucherty.

**NAYS:** None.

**Motion passed.**

President Ballerine declared the meeting adjourned at 9:35 p.m.

Respectfully Submitted.

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Village Clerk Haley

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Date Approved

*XIII. Executive Session*— None.