



VILLAGE OF RIVERSIDE
BOARD OF TRUSTEES REGULAR MEETING
Thursday, August 17, 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, August 17, 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 Pollock
Trustee Marsh-Ozga

Absent: Trustee Clauncherty

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. State Representative Elizabeth Hernandez Legislative Update

Representative Hernandez provided an overview of her activities in Springfield over the last several months, which included investments in the local government distributive fund (LGDF), expansion of the Community Care Program, early childhood initiatives, and investments in public safety programs.

B. Recognition of recently promoted Fire and Police Department Personnel

President Ballerine recognized the new Riverside Police Department officers and

supervisory personnel sworn in during a ceremony earlier in the evening.

IV. *Manager's Report*

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

Manager Frances stated that the new awning and windows have been installed at the Parks and Recreation Department building and provided an update on recent and upcoming Parks and Recreation Department events.

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 provided an update on the Riverside Township Lyons Club's annual Riverside Day dinner and event which will be held on September 20, 2023. The event will be honoring Riverside Person of the Year Matthew Buckley.

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 August 17, 2023
- B. Ratify Village Board of Trustees Regular Meeting Minutes July 20, 2023
- C. Approve Village Board of Trustees Regular Meeting Minutes August 3, 2023
- D. Approve Village Board of Trustees Executive Session Meeting Minutes August 3, 2023
- E. Review and File Preservation Commission Meeting Minutes April 13 and June 8, 2023
- F. Review and File Landscape Advisory Commission Meeting Minutes July 11, 2023
- G. Review and File Public Works Department July Monthly Report
- H. Review and File Finance May and June Monthly Reports
- I. A Resolution of the Village of Riverside, Illinois Waiving Competitive Bidding and Authorizing the Village Manager to Execute a Sales Agreement with Monroe Truck Equipment for a Total Amount not to Exceed \$53,055 to Install the Body Package on the new Public Works Utility Dump Truck Chassis
- J. A Resolution Authorizing the Village Manager to Approve a Change Order for the not to Exceed Amount of \$6,000 to Arthur P. O'Hara for the Village Hall Office Renovations

- K. A Resolution Approving Amended Employment Agreement – Village Manager Jessica Frances

RESULT:	Approved [5-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	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.)

- A. Demonstration of Vehicle Sticker / Pet Tag Online Payment Options
Finance Director Johns provided an overview of the vehicle sticker and pet tag renewal process, including payment options for residents. Johns stated the importance of vehicle stickers to the Village as they serve as a vital revenue source. Renewals were mailed to all residents and payment can be made online, by mail, by phone, or in person. Johns provided a demonstration of the new online payment process and described the new senior hardship discount for the 2023/2024 sticker year.

- B. Director Johns also provided an update on the Village’s water meter replacement process. The Public Works Department has installed 55% of new water meters throughout the Village. Johns stated that the Department is able to monitor consumption on a daily basis and makes courtesy calls when there is reason to believe there is a large leak or problem. Johns also responded to several frequently asked questions. There are past due balances listed on new meter invoices from usage on the old meter from the last read to the meter exchange date. Residents’ account numbers change once the new meter is installed. Residents are able to link the new meter to their account within the payment portal. The new meter bills in gallons rather than cubic feet. Bills have also increased due to a rate change approved in June of 2023 and many residents have selected the payment plan for the new water meter. The new meters also more accurately measure usage than old meters, specifically low flow usage, leading to a natural increase in residents’ bills.

VIII. Pending Business

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

- A. An Ordinance Amending the Village Code of the Village of Riverside, Illinois, Relative to Structures in the Public Right of Way

Public Works Director Tabb provided an overview of an ordinance making revisions to the Village Code related to permanent structures within the public right of way. These revisions were partially approved in 2016 but never fully completed and incorporated into the Village Code.

President Ballerine asked what the mechanism is for verifying that private property within the Village’s right of way according to this policy is properly insured. Manager Frances stated that verification of this information occurs as part of the compliance process or whenever a property turns over.

RESULT:	Approved [5-0]
MOTION:	Mateo
SECOND:	Evans
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

- B. An Ordinance Amending the Village Code of the Village of Riverside, Illinois Relative to Sidewalk and Driveway Construction

Public Works Director Tabb provided an overview of an ordinance amending sidewalk and driveway construction standards within the Village Code, including the types of permitted concrete, concrete thickness, and appropriate exposed aggregate finish on sidewalks.

RESULT:	Approved [5-0]
MOTION:	Gallegos
SECOND:	Pollock
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

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 the Village Manager to Execute a Contract with Burke, LLC for the Purpose of Providing Designer-Led Design-Build Services for the Green Alley Reconstruction of the Lincoln Road and Kent Road Alleys, in the Amount not to Exceed \$387,030

Public Works Director Tabb provided an overview of the contract with Burke, LLC to provide design-build services for the green alley reconstruction of Lincoln and Kent Road Alleys. The anticipated start date will be shortly after Labor Day, 2023. This project is part of the 2023 capital expenditures budget.

RESULT:	Approved [5-0]
MOTION:	Gallegos
SECOND:	Marsh-Ozga
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

- B. A Resolution Authorizing the Village Manager to Execute a Contract with Burke, LLC for the Purpose of Providing Designer-Led Design-Build Services for the Utility Improvements and Reconstruction of Shenstone Road, Between North Delaplaine Road and Harlem Avenue, in the Amount not to Exceed \$2,483,920

Public Works Director Tabb provided an overview of the contract with Burke, LLC to provide design-build services for the Shenstone Road utility improvements and reconstruction project. The anticipated start date will be shortly after Labor Day, 2023. This project is part of the 2023 capital expenditures budget; however, this project is over budget. Director Tabb stated that the project came in over budget due to the Illinois Environmental Protection Agency’s (IEPA) required lead service line replacements and the addition of a larger diameter sewer main to increase stormwater capacity.

Trustee Gallegos stated his support to upsize the sewer in order to prevent surcharging and flooding in the area.

Trustee Evans confirmed that there are plans to update the Shenstone and Delaplaine crosswalk.

RESULT:	Approved [5-0]
MOTION:	Gallegos
SECOND:	Mateo
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

C. Discussion and Review of Building Permit Requirements

Assistant Village Manager Monroe stated that staff reviewed information from other communities in the area and conducted a short questionnaire to collect more detailed information on the need for particular residential building permits or inspections. Despite each municipality operating differently, there are commonalities and Riverside may be able to modify a few practices or requirements to streamline our permitting process. It can be helpful to contractors that do business in multiple municipalities to have similar requirements or steps for processes. Staff proposes to modify permitting and inspection procedures in the following categories: project value, windows and doors, mechanical equipment, masonry and siding, roofing and gutters and fencing.

Trustee Mateo asked if exterior work on landmark homes will still require a certificate of appropriateness according to the recommended changes. Monroe confirmed that any exterior work would trigger this requirement.

Trustee Pollock asked if the Village has received any feedback from the building community regarding the proposed changes. Monroe stated there has not been much feedback; however, the changes should accommodate and be well received by contractors and builders alike. Pollock asked that before the final ordinance is presented to the Board that the building community has time to review it first. Manager Frances added that a release form will be incorporated for virtual inspections.

President Ballerine asked if staff could review the permit fee structure so as not to disproportionately assess fees to owners of landmark homeowners. Monroe stated that staff could review the permit fee structure.

D. Discussion of the Village of Riverside Capital Improvement Plan (CIP) Spanning Fiscal Years 2024-2033

Finance Director Johns provided an overview of the Capital Improvement Plan (CIP). The plan includes \$6,640,000 for 2024. The combined estimated unassigned Fund Balance in the Capital Projects Fund at the end of Fiscal Year 2023 is \$2,218,493 and at the end of Fiscal Year 2023 the Unassigned Fund Balance in the General Fund is \$443,365. This assumes an estimated \$1,750,000 transfer to capital will be needed for the proposed CIP.

Trustee Evans asked if the Public Works Department has received the bucket truck yet. Director Tabb stated that the Department is still awaiting delivery.

Director Johns sought direction on the following items from the Village Board:

- 1) The Village conducted a Facility Needs Assessment in 2018 to address the needs of Public Safety and the aging condition of current facilities.

Staff Recommendation: Staff recommends utilizing the Limited Tax Debt solely to address facility improvements. Starting with the limited tax debt issuance in 2023 of \$2,100,000, staff will recommend significant improvements and redesign/ reconstruction for Public Safety Facilities.

Manager Frances stated that the Village would look to phase the facility improvements to drive down costs as much as possible.

Board Direction: Issue the debt in 2023 for facility improvements, particularly at the youth center. Staff will work with an architect to phase the improvements.

- 2) The Parks and Recreation Capital Plan does not have enough funding for large playground redesigns. Currently, the Parks and Recreation Department will be publishing an RFP for certain services, one being a survey to solicit community feedback. The Parks and Recreation Department has had significant revenue surpluses in the past two years allowing them to pay back the loan for Quincy Street Community Center at a much higher pace than anticipated. The repayment schedule provided in the Capital Improvement Plan assumes that the Capital Fund will be fully reimbursed by 2027 instead of 2044 per the original resolution. While upcoming revenue projections are conservative, it is not anticipated that a large park redesign would be able to be fully funded until 2030 or later without additional funding.

Staff Recommendation: Discuss the Board's desire to redesign parks versus equipment replacement. Begin discussions regarding mechanisms for additional funding.

Board Direction: Wait until the results of the community survey, needs assessment and master plan process develops until action on this item.

- 3) The upcoming 10 year Capital Improvement Plan has a total of \$5,770,410 in Public Safety vehicle replacement costs of which \$4,060,410 are identified as

heavy duty vehicles. Under current funding models the Village is not prepared for these upcoming costs without an additional dedicated funding source. Staff has seen significant increases in the price of heavy duty vehicles. The Village ordered a fire engine in late 2022 for \$750,000 which will not be received until 2024. If the Village were to order the exact same engine today, the price would have increased \$950,000. Previously the Village used ARPA funding for the Rescue Pumper and Ambulance that are scheduled to arrive in 2024.

Staff Recommendation: Staff is recommending rehabbing the fire truck instead of purchasing a new truck. A rehab would cost \$300,000 and potentially extend the life of the vehicle for about 10 years. Director Buckley recommended rehabbing the fire truck as well, expressing confidence in it significantly extending the life of the vehicle. The Village would rely on mutual aid while the vehicle is being rehabbed. As far as funding other heavy duty public safety vehicles, Johns provided several options for the Board to consider.

Board Direction: Rehab the fire truck as opposed to replacement in 2027 and wait to see on dispensary revenues before designating funds for other vehicle replacements.

- 4) The Parking Lot Fund is an Enterprise Fund which is exclusively funded by user fees and no property tax revenues. In the upcoming plan, there are significant improvements that need to be made in excess of what user fees can support.

Staff Recommendation: Begin discussions of the lots included in the Parking Lot Fund. If the Board opts to remove lots from the Parking Lot Fund, future improvements for those lots would need to be funded by the Capital Projects Fund.

Board Direction: Remove governmental lots (5 and 9) from the parking lot fund. Community and business parking lots will still be included within the parking lot fund.

- 5) The Village has been offered a 50% funding partnership with MWRD to improve Parking Lot 8. This will result in a deficit fund balance in the Parking Lot Fund in 2024.

Staff Recommendation: Staff recommends accepting the partnership and have the General Fund make a loan the Parking Lot Fund until user fees make the Parking Lot Fund whole.

Board Direction: The Board was supportive of this partnership.

- 6) Electrical Improvements at the Train Station for \$15,000 were not rolled over

to 2024. Adding additional outlets in the train station would require surface mounted conduit and electrical boxes which may affect the historical aesthetics of the train station.

Staff Recommendation: Discuss whether the Board would like staff to move forward on this item.

Board Direction: Since the need would be primarily for rentals and there is not a significant amount of them on an annual basis, the Board does not desire moving forward at this time. However, the Board was concerned about safety issues as it relates to the aging electrical within the station in addition to the electrical setups at special events taking place within the station. The Board suggested incorporating electrical service guidelines to event hosts and potentially recommending approved electrical vendors.

*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 Evans asked the community to vote for the Riverside Farmers’ Market for the Best Farmers’ Market Award. The link to vote is on the Village website.

Trustee Gallegos stated that the Concert in the Park will take place on Friday.

Trustee Marsh-Ozga stated that the Riverside C4 team is the last week of the month.

XI. Adjournment

RESULT:	Adjourned [5-0] at 8:50 p.m.
MOTION:	Gallegos
SECOND:	Mateo
AYES:	Trustees Gallegos, Mateo, Evans, Pollock, Marsh-Ozga
NAYS:	None

*XII. Executive Session
None.*