



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, September 2, 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 Clauncherty

Absent: None

Also Present: Village Manager Frances  
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. National Suicide Prevention + Action Month Proclamation

President Ballerine asked Manager Frances to give her report prior to reading the proclamation.

V. **Manager's Report**

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

A. Recognition of recently promoted Fire and Police Department Personnel

Village Manager Frances announced the following promotions and noted that the

swearing in ceremony for the officers had taken place in front of the Township Hall just prior to the start of the Village Board meeting. She congratulated the following Police and Fire officers on their promotions: Director of Public Safety Matt Buckley, Deputy Police Chief Frank Lara, Police Commander Leo Kotor, Police Sergeant Brian Greenenwald, Deputy Fire Chief James Mulligan, Fire Battalion Chief Dan Tabb and Fire Battalion Chief Ray Williamson.

Manager Frances also noted that there is a new mailing address for water bill remittances. Bills will now be directed to a lock box in Carol Stream and payments will be processed directly by the bank. Residents should confirm the new mailing address with their bank, if there bank mails payments on their behalf.

Manager Frances provided an update the Swan Pond Path project. She noted that the project has begun, shoreline stabilization features have been installed and removal of the existing asphalt path has started. She stated that weekly progress reports will be available on the village website.

Return to Village President's Report –

President Ballerine read the National Suicide Prevention + Action Proclamation aloud and encouraged anyone who may be experiencing depression or suicidal thoughts to please seek assistance. Help is available.

**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 William Sircher of Lincoln Avenue, addressed the board regarding the need for relief from flooding and sewer backups.

**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 items aloud.

- A. Approve Voucher List of Bills September 2, 2021
- B. Approve Village Board of Trustees Regular Meeting Minutes August 19, 2021
- C. Motion to approve a Special Event Application for the Parks & Recreation Department's Drive Through Haunted House
- D. A Resolution authorizing the Village Manager to approve a Change Order for the not to exceed amount of \$2,250 for the increased costs of steel and permitting fees related to the installation of the communication tower at the public works facility

President Ballerine asked if any of the Trustees needed an item to be removed from the Consent Agenda for discussion. Hearing no requests, he called for a motion and

second to approve the Consent Agenda.

**Trustee Gallegos made a motion** to approve the Consent Agenda. **Trustee Marsh-Ozga 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.)*

- None.

**IX. *Pending Business***

*(This agenda item includes discussion and/or action on matters previously presented to the Board of Trustees.)* - None.

**X. *New Business***

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

**A. Discussion of Economic Incentives for New Business**

Assistant Village Manager Monroe noted that economic development is important to the Village and in recent years, the Village Board has established business districts and provided incentives to new businesses including fee waivers and tax rebates in order to enhance the village's sales tax revenues, increase the commercial property tax base, fill vacant commercial spaces and enhance the vitality of the Central Business District. Ms. Monroe stated that MEV Riverside, LLC, approached the village in July regarding the former Bank of America building at the intersection of Harlem Avenue and Burlington Street. The developer proposes to tear down the existing structure, which has been vacant for approximately two years, and build a Sherwin Williams store at the site. The developer is requesting a waiver of all permit, inspection and plan review fees and a share of annual business district and sales tax receipts over a ten year period until \$180,000 has been received by MEV Riverside, LLC.

Ms. Monroe noted that Kevin Vernick of MEV Riverside, LLC, was attending the meeting by Zoom and both she and Mr. Vernick were available to respond should the Board have questions regarding the proposal.

President Ballerine confirmed that Mr. Vernick was able to see and hear the Board.

Trustee Hannon thanked Mr. Vernick for considering Riverside and inquired about a timeline for demolition and construction. Mr. Vernick stated that commencement of the project was contingent upon the Board's willingness to come to terms on the proposed incentive package. He stated that he has already

received feedback from staff regarding the proposed elevations for the new building. He is also in lease negotiations with Sherwin Williams.

Trustee Hannon asked Manager Frances how the waived fees would be addressed should the development not move forward for some reason. Frances stated that prior incentive agreements have called for the developer to reimburse the village for costs incurred by the village if a project does not move forward. He asked if the agreement would include a timeline for development and Manager Frances indicated that this could be part of the agreement.

Mr. Vernick stated that the current plan is to close on the property prior to the end of the year or early next year and begin construction as soon as weather permits.

Trustee Hannon expressed support for an agreement that includes a timeline.

Trustee Hannon then asked if the sales tax split would be transferrable should the tenant change. Manager Frances stated that the tax rebate would not be transferrable. She will work with Attorney Marrs to craft the agreement should the Board decide to move forward.

Trustee Marsh-Ozga asked for clarification regarding the status of the tax benefit as respects a change of property ownership vs. a change of tenant and Manager Frances stated that the agreement would be with the development company, not the tenant.

Mr. Vernick asked if he would still be eligible for the rebates should a rental agreement with Sherwin Williams fail to materialize and he instead brought in a different, suitable tenant.

Manager Frances stated that one of the purposes of the agreement is to deter turnover. Mr. Vernick concurred that stability was his goal as well.

Trustee Marsh-Ozga stated that Sherwin Williams is a known commodity with strong corporate support. She does not favor free assignment of the agreement to a lesser known entity. President Ballerine and Trustee Evans concurred.

Manager Frances stated that the proposed agreement calls for the village to retain 20% of taxes in total; however, in order to afford the village maximum flexibility, she and Finance Director Johns recommend the agreement be formulated so the village retains 40% of regular sales tax and 100% of the business district tax would be paid toward the rebate agreement.

Trustee Pollock asked if the village would incur out of pocket costs as a result of the requested permit fee waivers. Manager Frances stated that there would be out of pocket costs; however, those costs could be reimbursed with business district taxes.

Trustee Pollock noted that if there is concern regarding up front incentives, the Board could consider offering rebates instead; however, he favors incentives. He believes this development will be a good addition to the village, but he asked if the incentives were needed in order to fill a gap to make the project workable. Mr. Vernick confirmed that the funds were needed to fill a gap because construction costs have gone up dramatically.

Trustee Evans asked what would happen to the existing Sherwin Williams on Harlem Avenue in Berwyn. Mr. Vernick stated that the Berwyn location would close.

President Ballerine asked how Mr. Vernick arrived at his sales projections for Riverside. Mr. Vernick stated that the numbers are based on average sales of stores throughout the Chicagoland market and how those trends should progress. The information does not contemplate exact sales numbers for the Berwyn store. President Ballerine asked if it would be possible to get the sales information for the Berwyn store, but Mr. Vernick did not think that was possible.

**Consensus:** Direct staff to draft an incentive agreement for Board consideration at the first meeting in October. The agreement should adjust the sales tax distribution percentages, retain the maximum \$180,000 waiver and address Board concerns regarding reassignment of incentives.

Mr. Vernick thanked the Board for their time and stated that he is looking forward to working with the community and excited to begin work on the project.

Resident Dale Yates stated that he is glad the village is welcoming to potential new businesses, but expressed concern regarding the overall costs the village will incur in order to put together an incentive package. He noted that there will be legal expenses for review and drafting of the incentive agreement and contracts, engineering and consultant costs. He believes the Board should be more focused on resident safety and public health. He is especially concerned about the village sewer system.

B. Discussion of Capital Improvement Plan

Finance Director Johns noted that the Board has previously discussed 10-year capital plans for water and sewer improvements, street improvements, parking lot improvements and parks and recreation improvements. Tonight she will present the complete Capital Improvement Plan for all village funds. Before beginning her presentation, Director Johns informed the Board that she is estimating the assigned general fund balance will increase by \$125,000 to \$668,985 at the end of fiscal year

2021. Some of this surplus will need to be transferred to the Capital Fund to pay for proposed capital improvements being presented by staff. She then called attention to the village's facilities needs and noted that approximately \$250,000 is budgeted for facility repairs annually. Staff recommends using a limited tax debt issuance to fund future facility needs starting with a redesign of village offices in 2022.

Trustee Hannon asked if the limited tax debt issuance would be timed to coincide with the expiration of old debt. Director Johns confirmed that it would and issuing the debt would not result in a tax increase. This is how construction of the Public Works Facility was funded. Most recently, the village issued limited tax debt for Selborne Road improvements.

Trustee Claucherty inquired about cost sharing between the Village and the Township. Manager Frances noted that the Village and the Township are each responsible for parts of the building. The Village owns the property on which the Township Hall is built, but the Township owns the historic part of the building. The various additions to the original structure and the parking lots are owned by the Village. Each entity maintains the spaces it owns. The expense of tuckpointing the exterior of the building would be paid for based on ownership and Public Works Director Tabb has been trying to coordinate tuckpointing of the entire exterior with the Township. The budgeted amount of \$187,000 covers only a portion of the exterior of the village owned property. Tabb noted that Riverside Township has been advised that they should repair the roof of the building and the gutters prior to tuckpointing, so tuckpointing of the village's portion of the building may be delayed until roof and gutter repairs have been made. The goal is to get the entire building tuckpointed at the same time so it all looks the same. Because the building is a local landmark, all exterior work must be approved by the Preservation Commission.

President Ballerine inquired about the Youth Center building and noted that the Board may need to right-size expectations for the site. He asked if it might be prudent to have an architect provide input on rehabbing the building rather than tearing it down and building a new facility.

Trustee Claucherty asked if the Board has ever considered a public/private partnership to redevelop the site. Manager Frances stated that there are not many public/private partnerships in the Chicago metropolitan area, but noted that the Village of Mundelein recently partnered with a private company to develop a facility that houses municipal and private offices. Staff can discuss with Williams Architects to see what is possible and report back to the Board. Manager Frances noted that the building currently houses the Riverside TV Studio, Fire Department offices, vehicle and document storage, a workout space for village staff and public safety

personnel and staff training space. She also noted that the existing structure will not accommodate new public safety equipment.

Trustee Hannon expressed concern regarding possible systemic problems with the building noted in the prior facility study but suggested that if the building could be rehabbed and repurposed rather than torn down, that option should be considered. He favors prioritizing sewer separation and flood control projects because there is an immediate need. Manager Frances noted that water and sewer improvements must be funded by the Water and Sewer Fund, which is an enterprise fund. She asked Director Johns to outline possible funding options for Water and Sewer improvements.

Director Johns stated that she has spoken to the village's financial adviser regarding an accelerated timeline for water and sewer improvements. She stated that the village could issue \$15 million in debt in 2023 and complete all of the sewer projects proposed for the next ten years. In order to do this, the infrastructure fee paid by residents with each water bill would need to be increased as follows:

- 10 year repayment schedule - \$92.61 infrastructure fee per utility bill
- 15 year repayment schedule - \$67.00 infrastructure fee per utility bill
- 20 year repayment schedule - \$56.00 infrastructure fee per utility bill

This would impact the timing of road improvement projects which would be delayed for 2 – 3 years.

Trustee Hannon expressed concern that without an accelerated timeline for sewer separations, the Longcommon corridor project will not be completed until 2030, and he believes this is too long to wait because rains are becoming more intense and flooding is becoming more of a problem. He does not believe the proposed infrastructure fee associated with the 10 year repayment option is feasible, but asked if there was some way to accelerate the projects somewhat.

Director Johns noted that there are no large projects slated for 2022. She asked if the Board was supportive of the proposed plan for 2022. Trustee Marsh-Ozga stated that the plan for 2022 looks fair and reasonable and addresses immediate needs in order to buy time for further study.

Director Johns then called attention to the General CIP worksheet which includes over \$4 million in expenditures for public safety vehicles over the next 10 years including several vehicles classified as heavy duty Fire Department vehicles. She noted that some Fire Department vehicles are over 20 years old and need to be replaced. Staff is recommending using ARPA funds to purchase a rescue pumper in 2023. Even with the ARPA funds, there is still a shortfall. Director Johns noted that funds held in surplus at IRMA could be used to close the gap. She has also requested

Cook County ARPA funding for an ambulance and fire truck, but has not received a response yet.

President Ballerine expressed reluctance to spend three quarters of a million dollars on a fire engine when so few emergency responses are actual structure fire calls. He inquired about repair costs. Public Safety Director Buckley stated that the village spends approximately \$30,000 - \$40,000 annually on vehicle repairs and maintenance. He noted that the ladder truck radiator is leaking and this will be a significant repair that will necessitate the truck being out of service for more than a week.

Trustee Claucherty expressed support for the Fire Department but echoed President Ballerine's concern regarding the cost of replacing the fire truck. She asked if purchasing a used fire truck was an option. Public Safety Director Buckley stated that used fire trucks are available, but the department might be taking on someone else's problems by purchasing used equipment. He noted that the department is very careful when it comes to maintenance and upkeep and that may not be the case with used equipment.

Trustee Evans noted that in prior discussions, there has been concern expressed regarding the ability to park new, larger vehicles in existing village facilities. Director Buckley concurred that this is definitely a concern, especially with regard to the village's ladder truck, which is slated for replacement in 2026. He noted that the door of Fire Station 1 required modifications to accommodate the vehicle's height when the most recent ladder truck was purchased.

President Ballerine asked Director Buckley to explain Mutual Aid and how it works. Buckley stated that Riverside has automatic aid agreements with the Villages of Lyons, McCook and Forest View. He noted that if one of Riverside's vehicles is out of service, the other vehicle becomes the front line vehicle. If that vehicle is busy on a call, the other communities respond, but there may be a delay. He also noted that if the other departments are busy with incidents in their own villages, Riverside may need to seek assistance elsewhere.

Trustee Hannon agreed that the price tag for the vehicle is stunning, but the age and use of the existing vehicles is also significant. He believes they need to be replaced.

Trustee Claucherty asked how long the vehicles should last and Director Buckley estimated a life expectancy of approximately 20 years, but noted that they could last as long as 25 – 30 years with careful maintenance.

Trustee Evans expressed support for replacing the vehicles.

Trustee Gallegos asked if the vehicles have any trade in value. Director Buckley stated that there is some trade in value; however, it is difficult to determine what the market will bear.

Manager Frances asked if it would be helpful to the Board if Director Buckley explained how the equipment works and how it impacts the village's ISO rating. President Ballerine said it would.

Director Buckley stated that the Riverside Fire Department has an ISO 2 rating which is unheard of in paid on call departments. He attributed the rating to the village's pumping capacity and the size of structures in the village. Any changes in these factors such as a decrease in pumping capacity would be detrimental to the ISO rating and would result in an increase in insurance costs for residents and businesses. Buckley then outlined the equipment each vehicle carries.

Battalion Chief Tabb stated that the vehicles are designed to convey all of the Fire Department's tools and equipment to the scene of a call so the department is prepared for whatever they encounter. He described the engines as rolling tool boxes.

Trustee Pollock noted that spending money on large purchases like this is always a difficult decision, but he supports the purchase. He encouraged staff to pursue grant funding to offset the costs if possible.

A discussion ensued regarding the merits of going to referendum for funding vs. using funds held in reserve at IRMA and losing the interest income those funds generate. There was also a discussion of how issuing debt might impact the village's bond rating. Manager Frances noted that some communities have a policy of drawing down IRMA funds once they reach a certain level.

President Ballerine noted that the village would not need to draw down all of the funds held in reserve at IRMA in order to purchase the second fire vehicle. He asked if it would be possible to use half of the IRMA funds to pay for the vehicle. Manager Frances stated that IRMA has always been flexible about allowing member communities access to the funds when needed.

President Ballerine expressed confidence that all of the trustees appreciate the importance of fire safety and understand that the Fire Department would not request replacement vehicles unless they have determined that replacing them is necessary for public safety.

**Consensus:** Keep fire department vehicle replacement in the CIP.

President Ballerine inquired about the likelihood of Cook County providing ARPA funding for a fire truck. Director Johns stated that it is possible that the county will award the funds and she will follow up again. There are two rounds of funding and she has submitted multiple items for Cook County's consideration.

Director Johns then called attention to the items that are classified as Grant Contingent. She noted that the EDC has recommended prioritizing improvements to the Riverside Train Station such as electrical upgrades and ADA accessible bathrooms that would make the train station more attractive as a special event venue. Other projects that remain unfunded and grant contingent are improvements at the Historic Water Tower and former water works building adjacent to Fire Station 2.

Director Johns asked if any of the Trustees felt that the unfunded projects merited reprioritization over what is currently slated for funding.

**Consensus:** No. Do not reprioritize.

Director Johns then asked if the Board supported Staff submitting grant applications to seek funding for the unfunded projects.

**Consensus:** Yes. Apply for grants.

Director Johns then addressed the capital items that are Unfunded.

Johns noted that the Economic Development Commission did not prioritize funding for façade improvement grants for local businesses because of the waivers the Board has already issued.

The 26<sup>th</sup> Street Trolley Stop is in need of repair; however, because it is no longer in use as part of a bus or streetcar line, funds have not been allocated for repairs. Trustee Marsh-Ozga stated that the Preservation Commission had hopes that repairs might be accomplished as an Eagle Scout project or through an in kind donation by a general contractor. Another option would be to approach the Illinois Railway Museum to see if they might be interested in acquiring the structure for one of their exhibits.

Electrical upgrades in Guthrie Park near the Gold Star Memorial have been discussed for several years, but it has been determined that the amount of power that could be supplied is not sufficient to power events in the park without utilizing the power supply from the Train Station. President Ballerine asked that his item not be removed from budget discussions because he recently received a letter from the American Legion and they may be willing to provide some funding.

Gateway and wayfinding signage and gateway landscaping remains unfunded. The Economic Development Commission does not feel that this project is the best use of village funds.

The Building Inspector vehicle is shared with Riverside TV and needs to be replaced. It will be replaced with a former Police Department vehicle.

Trustee Evans inquired about an electric vehicle charging station. She asked if residents are asking for a charging station. Director Johns noted that village's electric aggregation agreement includes a \$10,000 annual incentive to be paid to the village to be used for facilitating green initiatives. Staff is investigating locations for a charging station. Possible locations are the Green Parking Lot on Burlington Street and Commuter Parking Lot 1.

Director Johns asked for final comments on the CIP.

President Ballerine noted that rain events are becoming more frequent and more serious and asked what the village can do collectively to alleviate flooding. He would like the village to encourage the installation of rain gardens and consider permit fee waivers for permeable surface installation. Director Johns noted that fee waivers would be more of a Budget discussion item, not a CIP item. She stated that she would make sure to include a discussion of fee waivers in the Budget materials. Manager Frances stated that if there is Board support, Staff can incorporate an estimate into the 2022 Budget.

President Ballerine encouraged everyone to order rain barrels from the MWRD website.

Resident Dale Yates again addressed the Board to express concern regarding the way projects are being prioritized. He stated that he is very concerned about the village sewer system and he believes it should be a priority for the Board too. He is skeptical that the Groveland Levy will be built and would like to see the village employ pumps to vacate the storm sewers on Groveland when necessary. He asked that the Board survey residents in the area of the proposed floodwall to gauge support for the project.

#### ***XI. Trustee Reports and Communications***

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

Trustee Marsh-Ozga noted that 2022 is the 200<sup>th</sup> anniversary of Frederick Law Olmsted's birth. Celebrations are being planned nationwide. Residents can find information on upcoming events on the Olmsted Society website.

Trustee Gallegos noted that Riverside American Legion Post 488 and the Riverside

Township Lions Club are sponsoring Music by the River on Sunday to commemorate the 20<sup>th</sup> anniversary of September 11<sup>th</sup>. Trustee Gallegos also announced that tickets are now on sale for the Person of the Year dinner which will honor 2020 Person of the Year Peter Boutsikakis. The event will be held at the Riverside Golf Club and COVID guidelines will be observed.

*XII. Adjournment*

President Ballerine stated that there was no need for Executive Session. He 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 9:11 p.m.

Respectfully submitted:

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Village Clerk Haley

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Date Approved

*XIII. ExecutiveSession* – None.