

**VILLAGE OF NORTH RIVERSIDE
BOARD OF TRUSTEES MEETING JANUARY 18, 2021
ZOOM MEETING 7:00 PM**

Mayor Hermanek called the meeting to order with Roll Call. In attendance were Trustee Czajka, Trustee Flores, Trustee Demopoulos, Trustee Mandel, Trustee Mengoni and Trustee Sarro.

Others in attendance were Administrator Scarpiniti, Attorney Hayes, Police Chief Garcia, Fire Chief McDermott, Recreation Director Mrozik and Public Works Director Kutt.

APPROVAL OF AGENDA

Trustee Czajka moved seconded by Trustee Demopoulos to approve the agenda for this meeting as presented. Roll Call Vote:

AYES: Trustees Czajka, Demopoulos, Flores, Mandel, Mengoni, Sarro

NAYS: None. Motion carried

BIDS-None

CASH RECEIPT REPORT- No report

APPROVAL OF MINUTES

Trustee Mengoni moved and Trustee Flores seconded to approve the amended minutes of the January 4, 2021 Village Board Meeting. Roll Call Vote:

AYES: Trustees Czajka, Demopoulos, Flores, Mandel, Mengoni, Sarro

NAYS: None. Motion carried

REPORT OF TRUSTEES

Trustee Czajka- No report

Trustee Demopoulos- No report

REPORT OF TRUSTEES (continued)

Trustee Flores- No report

Trustee Mandel

Trustee Mandel addressed the board with a concern. Trustee Mandel feels the administration is withholding information from the village board and feels they are violating our Village Ordinance. Most recently, she had requested contract information from our garbage company, Roy Strom which she was denied. Mayor Hermanek responded by saying the Village has not spoken to Strom regarding the selling of the company and reminded her that we are in the middle of our ten year contract with them and there was nothing to discuss.

Trustee Mengoni

Trustee Mengoni read the Development Committee Meeting Minutes held on Monday January 15, 2021 as follows:

Committee Members Present:

Trustee Mengoni, Chairman
Trustee Flores
Trustee Mandel
Trustee Czajka

Committee Members Absent:

Trustee Demopoulos

Others in attendance were Mayor Hermanek, Trustee Sarro, Administrator Scarpiniti, Village Planner Kallien, Superintendent Dr. Todd Fitzgerald, Caitlin DiLallo, District 94 Principal/Director of Student Services, and representatives from Komarek's Redevelopment team, including George Demarakis, Aaron Mikottis, and Matt Schumacher.

The meeting was held remotely via zoom and was called to order at 7:18 pm. The following is a summary of the meeting:

Item #1: PUD Pre-Application Presentation-Komerek School:

Chairman Mengoni yielded the floor to the representatives from Komarek School and their architectural firm Arcon for a video presentation of the Komarek School planned redevelopment. The Committee was provided with preliminary drawings showing the proposed redesign of the school including the new addition and the development of the 13th Avenue right of way.

Village Planner Kallien explained that the presentation was the first step in the PUD process. The next steps include numerous community and zoning meetings to review the detailed PUD application once submitted. According to the Village's newly enacted PUD ordinance, village staff and the Joint ZBA/Plan Commission will review and address all aspects of the redevelopment plan, including impact studies, traffic flow, the partial vacation of 13th Avenue, and integration of the newly proposed addition with the

REPORT OF TRUSTEES (continued)

surrounding neighborhood. Once the application is fully reviewed, the Joint ZBA/Plan Commission will make a formal recommendation for approval by the full Board of Trustees.

At this time, the Committee is reviewing a pre-application presentation of the proposed redevelopment project for Komarek School. This is an information process to review the conceptual plans for redevelopment prior to receipt of a completed PUD application on this project.

The Committee unanimously agreed with the conceptual plan proposed by Komarek School and directed school representatives to submit a formal PUD application for review by the Village. Trustee Sarro and Mayor Hermanek also agreed to move this project forward to the next step of the PUD process.

Item #2: Sign Ordinance Revisions:

During the comprehensive review of the Building and Code Enforcement Department, Mr. Kallien noted the Village's sign regulations have existed for over 30 years with minimal changes over the past years. As outlined during the village's strategic planning process, Trustees and Staff met to discuss the vision of North Riverside moving forward. Language in our existing sign ordinance is not only out of date, but is also incompatible with this outlined vision. Mr. Kallien, in conjunction with Administrator Scarpiniti, recommended modernizing the codes to make them more consistent with the goals and objectives of the Village.

Mr. Kallien is recommending the Board repeal the village's existing sign ordinance and replace it, in its entirety, with the newly proposed regulations as referenced in his memorandum dated January 6th that was included in the agenda packet. A brief summary of the proposed changes are as follows:

- Dividing the Village into sign zoning districts, allowing for the creation of signage regulations specific to different areas within the Village.
- Setting very strict parameters for the number of temporary signs as well as limiting the display time. Temporary signs will be limited to 60 days with 5 days for removal. If a business wants to renew or extend, the time they would need to go before the Board.
- Changing the current code of 50% of window coverage to 30%, with strict enforcement as part of the Village's annual business licensing/sign inspection process.
- Allowing for the limited use of one sandwich board in certain zoning districts, with the stipulation that they be removed from view during non-business hours.
- Eliminating the requirement that all changes to the sign ordinance must go through the zoning review process and the Joint ZBA/Plan Commission; thereby, reducing the need for additional public hearings and processing time. The Mayor and Village Board will review and approve any future amendments to the sign ordinance directly.
- Addressing electronic message boards, which aren't mentioned in the current ordinance. The new codes will specify usage, moving away from commercial to more informational use.

After some additional discussion, Administrator Scarpiniti reiterated the direction provided by the Board to change the long term aesthetics of the Village and update its building and zoning codes to set North Riverside apart from neighboring communities. The modernization of the sign ordinance would be a positive step forward in achieving this goal.

REPORT OF TRUSTEES (continued)

Mr. Kallien recommended that the Committee thoroughly review his memorandum and share any comments or concerns with the proposed changes directly with staff. The intent will be for staff to work directly with the Village Attorney in the upcoming weeks to codify these changes into a draft ordinance for passage at the February 1st Village Board Meeting.

When asked, the committee members had no additional questions.

There being no further business, the meeting was adjourned at 8:10 pm.

Respectfully submitted,

Joe Mengoni

Trustee Mengoni, Chairman

Trustee Sarro

Trustee Sarro read the Administrative Committee Meeting Minutes from the January 15, 2021 meeting as follows:

Committee Members Present:

Trustee Sarro, Chairwoman
Trustee Flores
Trustee Mengoni
Trustee Czajka

Committee Members Absent:

Trustee Demopoulos

Others in attendance were Mayor Hermanek, Trustee Mandel, Administrator Scarpiniti, Village Planner Kallien and Attorney Mike Hayes.

The meeting was held remotely via zoom and was called to order at 6:04 pm. The following is a summary of the meeting:

Item #1: Open Meetings Act Procedures

Chairwoman Sarro yielded the floor to Attorney Hayes. Mr. Hayes explained that the Village doesn't have any restrictions in the code regarding public comments at Board Meetings. He recommended the Village institute procedures that are codified in the municipal code. He referred his memorandum to the Board dated January 4, 2021 referencing the Open Meetings Act which requires the Board to "set aside time for public comment during open meetings and that public bodies must publish their public comments rules". He explained that while the Act does not provide specific details regarding potential regulations on public comment, the Illinois Public Access Counselor (PAC) has provided some guidance to public bodies within the framework of their decisions. The general rule being that public bodies may only adopt "content-neutral" rules and may not limit speech based on its content. Attorney Hayes went

REPORT OF TRUSTEES (continued)

on to say that PAC has upheld rulings asking a commenter to state their name, but asking for their address was not allowed. He then asked the Board what type of restrictions they would like to put into place.

Chairwoman Sarro opened the floor to questions.

Trustee Czajka asked if it was possible to only allow questions on agenda items. Attorney Hayes replied that you can have multiple places throughout the meeting for public comments, but you have to provide a time in the meeting for any comment regarding any aspect of the local government.

Trustee Mengoni asked if you can limit comments to only those in attendance. Since the pandemic has created a need for meetings to be held remotely, Attorney Hayes stressed how in person appearances are not possible and most villages are allowing public content to be read into the minutes to comply with the Act. The Village modified its procedures during the pandemic to accept written public comments received prior to 3pm the day of the meeting. Those procedures are clearly published at the end of the meeting agendas. Trustee Mengoni also questioned whether the public comments that were referenced but not read at the last two Board Meetings should have been read. Attorney Hayes stated that technically they should have been read.

Trustee Mandel read a prepared written statement questioning why the VIP controlled administration and attorney did not have guidelines already in place to manage the public comment portion of the meetings and accused the VIP Party for not instituting fair procedures on public comments while only allowing their supporters the opportunity to participate in public meetings. She asked that new procedures require the identification of any person submitting public comments to be verified. Trustee Sarro objected to this characterization and responded that she and other Trustees were trying to keep politics out of village meetings and found Trustee Mandel's reference to some Trustees as "VIP Minions" to be offensive and inappropriate. Attorney Hayes responded that formal procedures were not deemed necessary in the past as this situation has never occurred before. Trustee Mengoni asked Trustee Mandel who wrote the statement she was reading.

In response, Mayor Hermanek urged Trustees to leave politics out of public meetings and emphasized his belief that public meetings should be conducted with a high degree of professionalism and transparency. He asked Trustees to adhere to these standards and suggested everyone voluntarily honor and agree to his request moving forward.

After more discussion, it was determined that many Trustees were primarily concerned with public comments submitted using aliases and fake names. Attorney Hayes reiterated that the Village cannot restrict the public from making public statements or the content of the comments submitted, but would look into the feasibility of validating the authenticity of the comment's author, although this might be difficult to accomplish.

Chairwoman Sarro recapped the consensus of those in attendance by summarizing that all letters are to be read if they are submitted according to the established guidelines if they pertain to the Village of North Riverside or to any elected official and employee and pertain to any village business, although this is a very broad scope.

All committee members present, including Trustee Mandel, agreed.

REPORT OF TRUSTEES (continued)

Chairwoman Sarro yielded the floor to Administrator Scarpiniti who noted that FOIA requests can be anonymous and that the Open Meeting Act states that we can ask people to share their name, but we can't require them to give it. She then asked Mr. Hayes what type of verification could be required. Attorney Hayes responded by stating that asking for a name is common, but according to PAC you cannot require an address to be given. Ms. Scarpiniti suggested that going forward, the Board consider providing a sign-up sheet for those wanting to address the Board during the public comment section of a meeting.

Attorney Hayes stated he provided a list of best practices in his memo, and was willing to draft a policy based on these for review by the Board. All Trustees agreed with Attorney Hayes's recommendation and thought that was a good idea.

Item #2: Website Update and Enhancements

Administrator Scarpiniti updated the Committee on the progress of the Village's new website. Staff has been working with CivicPlus to create the framework of the website and design a new logo. The logo options are being narrowed down and should be ready for the Committee's review in the near future.

The anticipated go-live date is the first week in April. Ms. Scarpiniti put forward some additional CivicPlus modules that weren't included in the original Website RFP but would enhance the functionality of the website:

- **CivicClerk:** This module is designed to provide easy access for website visitors to view agenda packets and minutes of all public meetings. This module would allow the Village to manage and archive the Village meetings in all applicable applications (audio, visual, and written). Module cost: \$10,000
- **CivicReady:** This module would replace our current emergency notification system, Everbridge. In addition to the emergency notification via email and telephone, CivicReady also utilizes social media as a venue for notification. Residents will be able access their account to keep it their information current, increasing the effectiveness of the emergency alerts. Module cost: \$3,100
- **SeeClickFix:** This interactive module allows residents contact Village staff to report problems and create on-line work order tickets within village departments. Administrator Scarpiniti gave the example of a resident reporting a pothole to Public Works. SeeClickFix is a streamlined way for residents and employees to interact. Module cost: \$5,000

Chairwoman Sarro opened the floor for questions.

Trustee Czajka asked for clarification on pricing and Ms. Scarpiniti explained that in the first year there is a higher cost to purchase the software and the following years would incur a maintenance fee. CivicPlus products are subscription based services, so all updates would be included in the maintenance plan and the Village would never need to "purchase" new software. She explained there is approximately a 7 month lead time to implement these additional modules, but that she was looking for feedback, to see if she should provide additional information for next year's budget. She felt the Civic Clerk product specifically should be considered for immediate implementation to allow for greater transparency and accessibility on our new website.

REPORT OF TRUSTEES (continued)

Trustee Mandel questioned these added costs and why they were not included in the original proposal approved by the Village Board. She further questioned whether the other vendors who provided proposals included these features in their original cost proposals. The Administrator reminded the Committee that these additional enhancements were not part of the Village’s base proposal and were submitted as extra costs for consideration. CivicPlus was the lowest cost received and their base package provided all the same functionality as the other vendor proposals. Since the other vendors did not provide similar features of these add ons, the consensus of the full Board was to only authorize the base package submitted by all vendors so there was an apples to apples comparison. The Board elected not to authorize the additional cost due to budgetary constraints. Staff elected to readdress these enhancements with the Committee due to the value added to the basic website redesign.

After some discussion, Chairwoman Sarro polled the Committee. All Committee Members and Trustee Mandel agreed to table these additional requests until after the launch of the new website.

Chairwoman Sarro asked if there were any other concerns and Trustee Mengoni asked about the recent sale of the Roy Strom Company and whether or not the Village had to honor the contract?

Mayor Hermanek stated that he thought the Village could pull out of the contract within a certain time limit and recommends that the Village waits to see what changes under the new ownership.

Trustee Mengoni asked Administrator Scarpiniti to stay aware of the situation and she responded affirmatively.

There being no further business the meeting was adjourned at 7:13 pm.

Respectfully submitted,

Terri Sarro

Trustee Sarro, Chairwoman

MAYORAL REPORT

Mayor Hermanek announced that the Village was a recipient of two upcoming federal grants. The first is a \$200,000.00 Community Development Block Grant to be used to upgrade existing water services from an 8 inch to a 12 inch water main on 26th Street. The second is a Federal Surface Transportation Grant in the amount of \$691,619.00 for upgrading the lighting system on DesPlaines Avenue from Cermak to 26th Street. This grant has a 20% local match which has been approved for funding in the federal fiscal year ending September 30, 2023. Completion of this project will be budgeted for the Village’s 2024 municipal budget. Mayor Hermanek thanked all involved for these grants.

MAYORAL REPORT (continued)

Suburban Cook County including North Riverside will be moving from tier 3 to tier 2 which means indoor dining is still prohibited but video gaming is allowed.

CORRESPONDENCE

- Three thank you cards from residents addressed to the Mayor and Village Board regarding the Aldi Holiday gift cards for families in need.

APPROVAL OF BILLS

Trustee Sarro moved, seconded by Trustee Czajka to approve the list of bills submitted for this meeting totaling \$312,186.10 and to have them paid out of proper funds when such funds become available. Roll Call Vote:

AYES: Trustees Czajka, Demopoulos, Flores, Mandel, Mengoni, Sarro

NAYS: None. Motion carried

ORDINANCES AND RESOLUTIONS

Trustee Sarro moved and Trustee Mengoni seconded to approve an Ordinance Approving a COVID-19 Stimulus Package in the Village of North Riverside **(21-O-01)** and to waive the reading. Roll Call Vote:

Trustee Mandel asked Attorney Hayes as to when the stimulus package would take place. Mayor Hermanek stated the east end of town would get their relief in February and the west end would see theirs in March.

AYES: Trustees Czajka, Demopoulos, Flores, Mandel, Mengoni, Sarro

NAYS: None. Motion carried

UNFNISHED BUSINESS-None

NEW BUSINESS- None

AUDIENCE

There were no audience comments.

ADJOURNMENT

Trustee Mengoni moved and Trustee Demopoulos seconded for adjournment of this meeting at 7:50pm. Motion carried unanimously.

Respectfully Submitted,
