



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 on Thursday, February 17, 2022. 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 Hannon  
Trustee Evans  
Trustee Claucherty  
Trustee Gallegos (on Zoom)

Absent: None

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

Also in attendance: Director of Public Safety Buckley, Village Engineer Galey, Public Works Director Tabb, Village Planner Jimenez and Assistant Village Manager Monroe.

*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 Resolution Amending the Village of Riverside Employee Manual and recognizing and establishing Juneteenth as a paid holiday in the Village of Riverside, County of Cook, State of Illinois

President Ballerine stated that the Village's employee manual has been updated multiple times since its adoption in 2007, with the most recent update occurring on November 18, 2021, with the adoption of the Transition Facilitation Incentive.

Ballerine also mentioned that the most recent revision to the list of recognized Village holidays occurred on December 17, 2007, when the Village recognized Martin Luther King Jr. Day.

**Trustee Evans made a motion** to approve. **Trustee Hannon seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

President Ballerine then recited the resolution.

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

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

**A. Parks & Recreation Update**

Village Manager Frances stated that the Parks & Recreation Department has been working very hard to update their online registration system. Frances stated that the updates will permit online registration for both summer camps and the before and after school program next fall. Frances announced that registration is currently open for returning campers, while new camper registration will open at 7:30 a.m. on Tuesday, February 22nd.

Village Manager Frances recognized Finance Director Johns, other department heads, Assistant Village Manager Monroe, Management Analyst Ethan Sowl and Analyst Ian Splitt for their work on the budget document. Frances also thanked the Board for their guidance during the budget process.

Village Manager Frances recognized and thanked the Public Works Department for handling the recent snow events and water main breaks. Frances noted that on January 30<sup>th</sup>, Public Works staff worked for over 24 hours straight on 2 water main breaks. Only after a short rest, did staff have to begin clearing the roads of snow from the early February snow events. Frances thanked Public Works Director Dan Tabb, Superintendent Joe Coons, and the rest of the Public Works Department for their hard work in handling these issues.

**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.)*

**A. President Ballerine recognized Ms. Schumacher, who volunteered to speak on the 40 Kimbark Road variation agenda item. Ballerine noted that Schumacher was on call at the hospital and would like to speak in case she had to leave early.**

Schumacher stated that her comments were in regard to the variation request for a

fence at 40 Kimbark Road, located on a corner lot right when you come into town. Schumacher stated that it would be very detracting to the community, feeling that it would not be within Frederick Law Olmsted's vision. Schumacher stated that the fence would obstruct the sightline as you come off of Kimbark Road. Schumacher stated that granting this variation would create a liability for the Village and that there is an existing fence, which she owns, on the property line that was grandfathered in. Schumacher stated that she has no intention of taking her fence down or having a fence placed next to it or on top of it. Schumacher was also concerned that by granting the variation, there would be a snowball effect of more fence variations being granted throughout the Village, which may affect its National Landmark status. Schumacher also stated that she sent emails and pictures to each Village Trustee on the matter.

**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.)*

- A. Ratify Voucher List of Bills January 20, 2022
- B. Ratify Voucher List of Bills February 3, 2022
- C. Approve Voucher List of Bills February 17, 2022
- D. Approve Village Board of Trustees Regular Meeting Minutes January 6, 2022
- E. Review and File Fire, Finance, and Public Works December 2021 Monthly Reports
- F. Review and File Fire and Public Works January 2022 Monthly Reports
- G. An Ordinance Authorizing the adoption and publication of the official updated zoning map of the Village of Riverside
- H. A Resolution Authorizing the Village Manager to approve a change order for the not to exceed amount of \$39,098.99 for the purchase of water during 2021
- I. A Resolution Authorizing the Village Manager to approve a change order for the not to exceed amount of \$2,188 for the Central Business District bicycle racks
- J. A Resolution Authorizing the Village Manager to approve a change order for the not to exceed amount of \$4,952 for the purchase of a snow plow
- K. A Resolution Authorizing the Expenditure of \$150,000 for 2022 maintenance under the Illinois Highway Code
- L. A Resolution Approving and Authorizing execution of a 2022 tree and stump removal and emergency storm damage response services contract with D Ryan Tree and Landscape Service, LLC and authorizing the Village Manager to issue a purchase order or orders regarding same, in an amount not to exceed \$50,000 annually
- M. A Resolution Approving and Authorizing execution of a 2022 Cyclic and Demand Tree Pruning Contract with Ryan D Tree and Landscape Service, LLC and authorizing the Village Manager to issue a purchase order or orders regarding same, in an amount not to exceed \$50,000 annually
- N. A Resolution Authorizing the Village Manager to create a purchase order in the amount of \$110,000 for Christopher B. Burke Engineering, Ltd., to provide professional design and construction engineering services as part of the Selborne

Road Reconstruction Project

- O. A Resolution Authorizing the sale or disposal of personal property owned by the Village of Riverside
- P. Motion to Approve a Resolution Approving and Authorizing execution of a crisis service agreement with Presence Behavioral Health regarding crisis services and Authorizing the Village Manager to issue a purchase order or orders regarding same, in an amount not to exceed \$32,000.00 annually
- Q. Motion to Approve a memorandum of agreement regarding lateral hires between the Village of Riverside and Illinois Fraternal Order of Police Labor Council/Lodge #39
- R. Motion to Accept the 2022 Budget Document - <https://www.riverside.il.us/Archive.aspx?ADID=428>
- S. Motion to Approve a special event application for the Boy Scout Troop 24 Drive-Thru Pancake Breakfast to be held on March 5, 2022

President Ballerine, after reading the titles of the Consent Agenda items aloud, asked if any of the Trustees required 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 Evans seconded the motion.**

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

NAYS: None.

**Motion passed.**

#### ***VIII. 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. Landscape Advisory Commission – Presentation on Proposed 2022 Work Plan**

President Ballerine announced that Chairperson Lambros, who was supposed to give the presentation, was unable to make it to the meeting due to weather conditions and that staff liaison and Public Works Director Dan Tabb would give it instead.

Director Tabb stated that the Landscape Advisory Commission is focused on exceeding expectations as written in their duties to the Village of Riverside in Chapter 14 of the Village Code. The Commission is focused on collaboration efforts with other commissions, village departments, organizations, and members of the public. The Commission is looking forward to a special year ahead, where the Village will be celebrating the 200<sup>th</sup> birthday of Frederick Law Olmsted. The Commission aspires to tie their events as closely as possible to the National Olmsted 200 Calendar to promote Riverside.

Director Tabb announced upcoming events put on by the Landscape Advisory Commission. On March 5<sup>th</sup>, there will be a Seed Starting Class & Seed Swap in

collaboration with the Riverside Community Garden and Public Library. On April 29<sup>th</sup>, there will be an Arbor Day planting in collaboration with Village Forester Mike Collins. In May, there will be another Seed and Plant Swap event in collaboration with the Riverside Community Garden and Public Library. In May and June, there will be two triangle refreshes in collaboration with the Girl Scouts. In June, the commission will also be putting on training events for commissioners in Swan Pond. The Commission also plans to operate a booth during the Village's celebrations on July 3<sup>rd</sup> and 4<sup>th</sup>. Throughout the summer, the commission will also have a table at the Riverside Farmers Market. During August, there will be cleanup of additional triangles throughout the Village in collaboration with the Frederick Law Olmsted Society. On September 18<sup>th</sup>, the commission will hold its annual picnic by the pond. In October, there will be a month long celebration of Oaktober in collaboration with the Department of Public Works.

The Commission would like to thank Village Manager Frances and Village Clerk Sowl for helping connect them with Parks and Recreation Department to obtain input on advertising upcoming events. The Commission also thanked the Riverside Community Garden and Public Library for their collaboration with upcoming events.

Trustee Evans announced that Hauser Junior High School and the Riverside TV Commission will be collaborating on an upcoming project. Hauser teacher and Riverside TV Commission member Karin Koncius will be leading an 8<sup>th</sup> Grade class that will be creating content for Riverside TV. Every student will prepare videos based on their ideas and input from the commission and final selections will be aired on Riverside TV. Evans stated that Koncius has over 30 students enrolled in her two classes regarding this project, which will begin on March 8<sup>th</sup>.

***IX. Pending Business***

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

**A. Olmsted Overlook Proposal by the Frederick Law Olmsted Society**

Public Works Director Dan Tabb summarized the Frederick Law Olmsted Society's proposal, which was presented to the Village Board on June 17, 2021. The proposal called for the installation of a plan grove of trees and bench to commemorate the 200<sup>th</sup> birthday of Frederick Law Olmsted. For the first 3 years, watering of the trees will be completed by volunteers; the Village would incur the cost of water which is expected to be less than \$50 annually. The trees would be trimmed by the Village Forester for the first 15 years during normal business hours and is estimated to be done every 5 years. Staff received 3 comments throughout the process, which were all in favor of the project.

Frederick Law Olmsted Society President Yvonne Lucero provided some observations for the proposed project. Lucero stated that the Olmsted Overlook Proposal seems to be a unique and fitting tribute to landscape design in the United States. The proposal and financial plan was passed by a clear majority of votes at

previous Frederick Law Olmsted Society meetings and will be funded and maintained by volunteers for the first 3 years of its existence. It is estimated that there will be around 200 hours of volunteer time, equating to around \$10,000 worth of hourly efforts according to typical grant allocations.

Frederick Law Olmsted Society Board Member Cathy Maloney stated that the site was chosen in concert with Director Tabb and Forester Collins to provide the public with the best accessibility to the site. The Overlook aims to recognize Olmsted as the father of American landscape architecture, which is why it was important to the Society that this was a professionally designed grove. The grove will also include all native trees. Maloney stated that the idea for the overlook proposal came from a poll that was administered by the Society a few years ago, with the results suggesting that Riverside residents' favorite thing about the Village's green spaces is just being able to look at it.

Frederick Law Olmsted Society volunteer and former board member Bob Finn stated his support for the proposal, stating that he would be present for many hours of the volunteer work associated with it.

Frederick Law Olmsted Society Board Member and volunteer Dan Murphy stated his support for the proposal, citing a unique opportunity to contribute to the community that aligns with the Society's vision and that of the community.

Trustee Evans addressed that one of the resident comments expressed concern regarding the parking situation surrounding the overlook site. President Ballerine reminded Director Tabb about the addition of two handicap parking spaces at the end of trail. Tabb answered that Public Works and the Police Department will be assessing the area this spring.

Trustee Hannon asked if it would be possible to integrate the proposed overlook project with addressing the routine overgrowth along the hill off of Fairbank Road so that the view of the landscape is not obstructed. Director Tabb stated that he walked the area with Forester Collins in response to this issue, finding that the topography of the pond itself does not lend itself to viewing the river easily. Tabb noted that as the terrain slopes down, the canopies of the trees will inherently block the view of the landscape in that area. Tabb stated that invasive plants in the area may be removed, but that based on previous projects it may not be the best option due to increased chances for erosion. Hannon stated that resident concern in that area mainly lies with the undergrowth and not with the trees. Tabb responded, stating that Public Works would work with the Village Forester to address that situation when time permits.

Trustee Marsh-Ozga thanked everyone involved in this collaborative effort, stating that it will be unique compared to other Olmsted 200 projects across the country

this year.

Commissioner Cathy Maloney asked if the item could be approved this evening. With consensus observed, President Ballerine asked for a motion and second to approve the proposal.

**Trustee Marsh-Ozga made a motion** to approve the Olmsted Overlook Proposal as planned. **Trustee Gallegos seconded** the motion.

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

**NAYS:** None.

**Motion passed.**

- B. Update on Proposed Text Amendment – Accessory Structures Permitted Uses
- Village Planner Francisco Jimenez stated that at the Village Board meeting on November 18, 2021, an ordinance was tabled regarding proposed text amendments to the Village Code regarding accessory structures and use standards. The discussion at the meeting led to an agreement by the Board for Trustee Pollock to act as a liaison with staff to explore a more comprehensive approach to the code sections and refine the proposed code language. Jimenez provided a brief update on progress for further review of the draft text amendment. Major items for further research include: researching how zoning amendments and communities are accommodating the rise in work from home professions and possible ways to tailor ordinance language appropriate for Riverside, analyzing current building design and construction requirements to determine what structurally would be necessary to allow habitable, non-sleeping space and accessory buildings if an alternative use is desired, refining language for clarity and inserting charts that make accessory and principle building bulk regulations easy to interpret and explain, and researching comparable communities ordinances to better understand how accessory structures are defined and regulated.

Trustee Pollock stated the key issue is whether or not the Village wants to expand how residents may use accessory buildings. Currently, the Village Code is very restrictive in this area.

Village Attorney Marrs stated that there will be a need for a new public hearing, as the item is significantly different from where it started. An ordinance will need to be brought back to the Board and then referred back to the Planning and Zoning Commission to setup a public hearing. Staff agreed to place this item on the agenda for the March 17<sup>th</sup> Regular Meeting of the Board of Trustees.

**X. *New Business***

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

**A. Consideration of the Planning and Zoning Commission’s findings and recommendation to deny a variation for construction of a fence on a corner lot and street yard at 40 Kimbark Road – Schiemann**

Village Planner Francisco Jimenez provided a brief overview of the variation request, stating that the property owner, John Schiemann, submitted an application requesting a privacy fence of up to 6 feet in height on a corner lot and in a street yard. The Planning and Zoning Commission received 6 letters from the public in opposition to the proposed fence. During the meeting, concerns were brought up regarding visibility near the alley and the petitioner’s driveway. The proposed fence would enclose the entire yard that faces Forest Avenue to the south. The petitioner is also proposing a privacy fence on the northern end of the property. Jimenez stated that Trustee Pollock submitted a proposal, suggesting that a fence would be placed 40 feet from the corner of the property down to the back of the alley. Pollock’s proposal includes a 4 foot fence with open spacing along with a 6 foot privacy fence on the north end of the property. The petitioner also provided a proposal, which was slightly different than Trustee Pollock’s in that the fence would go all the way down to the sidewalk.

Petitioner John Schiemann stated there are 7 other properties within the Village that have similar fencing to his suggested proposal. Schiemann stated that the properties at 106 Northgate and 100 Forest Avenue have a 6 foot privacy fence, with 285 Herrick, 478 Kent, 471 Longcommon, 479 Longcommon, and 180 Scottswood all having open sight line fences. President Ballerine stated that, while on the Board for 9 years, only one of the 7 properties listed above has come as a variation. Ballerine added that most of those fences have been there for a while, and that zoning does evolve, meaning the fences could’ve been put up when zoning allowed it.

Trustee Hannon asked what the Board is being asked to do. Village Attorney Marris stated that the Board may approve the findings and recommendations of the Planning and Zoning Commission or grant the relief contrary to their recommendation, including any of the subsequent proposals. Marris also stated that granting relief would require a super majority of 4 trustees, with President Ballerine not receiving an opportunity to vote per state statute.

President Ballerine asked staff about Schiemann’s request for a fence to be placed along the neighbor’s fence. Assistant Village Manager Monroe stated that current code does not allow directly abutting fences.

**Trustee Marsh-Ozga made a motion** to approve the Planning and Zoning Commission’s findings and recommendation to deny the variation request. **Trustee**

**Claucherty seconded** the motion.

Trustee Pollock stated he agrees with the Planning and Zoning Commission, a 6 foot privacy fence encroaching into a street yard is not appropriate and that there are not any unique conditions or hardships justifying that fence. Pollock added, however, that there are unique conditions to the property that create a hardship relative to compliance with the zoning ordinance. The corner side yard is on the busier street and as a result, the rear yard is exposed to the street as well, which is very busy. As a result, Pollock stated the hardship as not having a usable backyard that Schiemann can enclose. In order to do that, Pollock's proposal calls for a 4 foot open fence that encloses the yard and encroaches 5 feet into the street yard, adding that it would be appropriate to send back to the Planning and Zoning Commission. President Ballerine then asked Schiemann if he would like the Board to vote on approving or denying the Planning and Zoning Commission's recommendation to deny the variation request or if he would rather go back to the Planning & Zoning Commission and have them consider Pollock's proposal. Schiemann agreed to go back to the Planning & Zoning Commission.

Trustee Marsh-Ozga stated her concern with Trustee Pollock's suggestion, stating that the Planning and Zoning Commission discussed a survey of comparable properties and stopped counting at 24 because they did not find Schiemann's property to be overwhelmingly unique. Marsh-Ozga stated that because of this, granting the relief could be precedent setting.

Trustee Claucherty asked the Board what the purpose is in sending Schiemann back to the Planning and Zoning Commission when the Board had the power to vote on the variation proposals at the current meeting. Trustee Evans stated that she is more comfortable putting the item back into the process, following Village protocol.

**Trustee Claucherty rescinded her second** of Trustee Marsh-Ozga's motion to approve the Planning & Zoning Commission's findings. Claucherty stated she agrees with the Planning & Zoning Commission and does not see the hardship in this variation request, but likes the idea of sending it back to the Planning & Zoning Commission if the Board does not feel comfortable acting on it tonight. **Trustee Evans seconded Trustee Marsh-Ozga's motion.**

**AYES:** Trustee Marsh-Ozga and Evans

**NAYS:** Trustee Pollock, Hannon, Claucherty and Gallegos

Motion fails.

**Trustee Pollock made a motion** to remand the petition for a variance to the Planning & Zoning Commission with the specific direction to only consider a variation that would allow a 5 foot encroachment into the corner side street yard, with that being a 4 foot open fence, and that the only other fencing present would be to enclose the north side. By an open fence, Trustee Pollock stated that for every one foot of

lineal horizontal length of the fence, 50 percent must remain open. Before the Planning & Zoning Commission considers the variation, Pollock stated he would also like the petitioner to provide an elevation of the fence that is being proposed.

**Trustee Hannon seconded** the motion.

**AYES:** Trustee Pollock, Hannon, Claucherty and Gallegos

**NAYS:** Trustee Marsh-Ozga and Evans

**Motion passed.**

Village Attorney Marrs and Staff clarified that this matter will be heard by the Planning & Zoning Commission on February 28, 2022, at 7:00 p.m.

- B. A Resolution Approving a hardscape permit application for the installation of a carriage walk to be located at 310 Maplewood Rd

Public Works Director Tabb stated that Matthew and Lauren Gorski of 310 Maplewood Road have submitted the hardscape permit application for the installation of a carriage walk in front of their residence. The carriage walk would allow access to the house for relatives that park on Maplewood Road; the property does not have driveway access. The permit requires the homeowner to maintain and repair the carriage walk. Tabb stated that the Preservation and Landscape Advisory Commissions have recommended the approval of the proposed hardscape permit application. Tabb then recited both of the commissions' comments of approval for the hardscape permit.

President Ballerine stated that neighboring properties both have carriage walks.

**Trustee Evans made a motion** to approve the hardscape permit application. **Trustee Marsh-Ozga seconded** the motion.

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

**NAYS:** None.

Motion passed.

Trustee Pollock asked the Board for consensus to direct the Landscape Advisory and Preservation Commissions to take a look at the Village's regulations about improvements like this. Pollock added that the direction would be to evaluate the exception of putting in carriage walks, not a general review of the zoning regulations. Village Manager Frances asked if the Board is looking at creating a set of standards where similar requests could reviewed and approved administratively, similar to the Village process for right-of-way plantings. The Board confirmed.

**Consensus:** To direct the Landscape Advisory and Preservation Commissions to evaluate the Village's regulations about the installation of carriage walks at properties without a driveway.

- C. A Resolution Authorizing the Village Manager to execute a sales agreement and issue a purchase order with Foster Coach Sales, Inc. for the purchase of a 2022

Horton Ambulance for an amount not to exceed \$300,410.00

Public Safety Director Buckley stated during the 2022 Capital Improvement planning process, discussion on replacement of the 2003 ambulance occurred. The item was incorporated into the 2022 Budget because the Village received funding through the American Rescue Plan Act (ARPA). Foster Coach Sales provided the low bid, which was made through the Suburban Purchasing Cooperative bidding process. Buckley stated that the average life expectancy of an ambulance is 8-10 years, adding that the Village's current ambulance has outlived its expectancy. Over the past two years, the ambulance served as the Village's COVID response vehicle, meaning that it has been used a lot more and as such, is showing a lot more wear. Buckley added that the manufacturer and dealer for the new ambulance stated that there will be a price increase of 9% in the next few months.

President Ballerine stated if the Village's main ambulance goes down and the other ambulance is not certified by the hospital, the Village would be relying on mutual aid, which would likely increase response time.

**Trustee Gallegos made a motion** to authorize the Village Manager to execute the sales agreement and issue the purchase order. **Trustee Marsh-Ozga seconded** the motion.

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

**NAYS:** None.

Motion passed.

- D. A Resolution Approving and Authorizing execution of an independent contractor agreement for plan review and building inspection services with T.P.I. Building Code Consultants, Inc. and Authorizing the Village Manager to issue a purchase order or orders regarding same, in an amount not to exceed \$135,000 annually

Assistant Village Manager Ashley Monroe stated this agreement came as a result of not being able to hire a qualified candidate to serve as the Village's building inspector following the retirement of the Village's longtime inspector last year. T.P.I. would provide building plan review and inspection services, which is a commonly used service throughout the region. Monroe stated that the Village considered 4 firms to provide these services for the Village. Monroe stated that the agreement is for 2 years and would be able to be extended in one year increments two times, meaning that it could potentially be a 4 year agreement. As long as the Village does not have their own inspector on staff, T.P.I. would provide the services. If the Village was able to hire someone, the agreement could modify the level of services provided within the agreement.

President Ballerine asked if the \$135,000 is a pass through, meaning that the services are billed through building permits and things alike. Monroe said yes, the majority of building permits cover the expenses listed in the agreement.

**Trustee Evans made a motion** to approve the independent contractor agreement and authorize the Village Manager to issue a purchase order. **Trustee Gallegos seconded** the motion.

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

**NAYS:** None.

Motion passed.

- E. A Resolution Amending the Village of Riverside Park Bench Donation Policy  
Public Works Director Dan Tabb summarized the suggested policy amendments, stating a need to accommodate the rise in costs observed throughout the supply chain. Over the past year, material costs alone have proven to meet and at times exceed the original \$2,500 fee. The amended policy will provide a real-time cost estimate that can be provided to the donor when the application is submitted. The new fee structure will also include a 2.5% administrative fee, which will cover a portion of staff's time spent processing the application. The amendments also include removal of language referencing the creation of a maintenance fund and the option of a plaque only donation.

President Ballerine recommended the removal of the 2.5% administrative fee for the Frederick Law Olmsted Society's installation of a bench as part of the Olmsted Overlook Proposal. Tabb stated that the Village would be able to accommodate that if the Board sees fit.

**Consensus:** Removal of the 2.5% administrative fee for the Frederick Law Olmsted Society's installation of a bench as part of the Olmsted Overlook Proposal

**Trustee Gallegos made a motion** to amend the Park Bench Donation Policy. **Trustee Marsh-Ozga seconded** the motion.

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

**NAYS:** None.

Motion passed.

- F. Lead Service Line Replacement Discussion  
Public Works Director Dan Tabb summarized the Lead Service Line Replacement and Notification Act, which became effective on January 1, 2022. The Act states that all lead service lines must be replaced by the owner or operator of any community water supply. Beginning in 2022, the Village will be required to create an inventory containing the number of service lines located within the Village and the material of each line. The inventory must be initially submitted by 2023 and fully submitted by April 15, 2024. Once completed, a lead service line replacement plan is required to be drafted, which will identify the course of action that each water supplier will take to replace all lead service lines within its area. The initial plan will be due in early 2024, with the final version due in 2027. Once submitted, the Village will have 17 years at a rate of no less than 6 percent per year to replace all lead service lines

within the Village. If a property owner refuses to allow access to the property for lead service line replacement, the owner will be requested to sign a waiver provided by the Illinois Department of Public Health (IDPH). If the owner refuses to sign a waiver, then IDPH will be notified by the Village. If the property owner initiates a repair or replacement of the lead service line themselves, they must provide a 45 day notice to the Village. If the circumstance arose where the property owner were to do a partial repair or replace their portion of the lead service line, the Village would be required to replace the remainder of the lead service line within 30 days, or up to 120 days if necessary due to weather conditions. In the event of an emergency where repair of a lead service line would be required, all occupants will be notified of the completed repair and be provided with a point of use filter by the Village. The remainder of the lead service line must be replaced within 30 days of the emergency repair. Community water suppliers are responsible to cover the costs created by the lead service line replacement projects unless state or federal funding is available. If expending its own funds, the community water supplier can require the owner of the private portion of the lead service line to cover that cost.

President Ballerine asked Director Tabb when lead was regulated. Tabb stated that it has been regulated since 1986.

Trustee Marsh-Ozga asked if the Village has detected significant lead levels during the water monitoring process. Tabb stated that every 3 years the Village completes lead and copper sampling and that there has never been an issue with unhealthy lead levels. Tabb added that, as the service lines stand, they are safe, also adding that the lead service line replacement legislation was enacted by the State of Illinois. Marsh-Ozga added that if the replacement process poses any health concerns to residents. Tabb stated that there will not be health concerns due to the replacement process; potential lead problems within private properties will not be exacerbated.

President Ballerine asked Director Tabb how the Lead Service Line Legislation coincides with the Village's Water Meter Exchange program beginning in the spring of 2022. Tabb stated that the Village will be using the exchange program to complete the lead service line inventory because it requires staff to enter residents' homes anyway.

Director Tabb stated that there is funding opportunities for the replacement of lead service lines and that, in conjunction with the Village Engineer, the Village is creating a plan for that.

Trustee Evans asked Director Tabb when the Village will be replacing the pipes in residents' yards. Tabb stated that the Village is currently working on an application for funding that would be available in 2023. Evans also asked if residents would be responsible for paying the replacement of their lead service lines. Tabb stated that

if the Village secures outside funding, the assumption would be that there is no cost to the resident. If funding is not secured and a lead service line has to be replaced, the Village has the option to charge the homeowner for their portion of the lead service line. Tabb added that the total average cost for replacing a lead service line at a particular property within the Village is \$7,500.

President Ballerine asked if a line has to be replaced if a water main breaks today and the Village finds out it is a lead service line. Tabb stated that it would. Ballerine asked how likely it is that the Village will receive funding for lead service line replacement. Village Engineer Orion Galey stated that the Illinois Environmental Protection Agency (IEPA) has a program where water providers can receive up to \$4 million in forgivable loans for lead service line replacement.

Director Tabb asked the Board for direction on the following items:

- 1) Does the Board want staff, in conjunction with the Village Engineer, to submit applications through the IEPA for possible funding for lead service line replacement?

**Consensus:** Yes.

- 2) If a funding source is not secured, does the Board want the property owner to pay for their portion of the lead service line replacement, and if yes, is this to be paid back over a period of time?

Village Manager Frances stated that the Board could consider that the fees for lead service line replacement will be funded by the water and sewer fund, stating that they may need to consider a water rate increase in the future. Frances also stated that there have already been properties that have replaced their lead service lines. Trustee Hannon stated the Village should differentiate between those who have to replace their lead service line due to emergency and those who voluntarily choose to replace their lead service line.

**Consensus:** If a scenario requires emergency repair, the Village will cover the cost of that service line replacement in full.

- 3) How much does the Village want to set aside for lead service line replacement? Tabb stated that he has suggested \$100,000, but that he is not sure if that is an accurate number; it is important to see how things play out. Frances stated that the Village could start tracking lead service line replacements and expenses, incorporating it into the Public Works monthly reports.

**Consensus:** None at this time.

- 4) If it is determined to be practical, is the Board willing to move up water main replacement projects to help facilitate the lead service line replacement schedule?

**Consensus:** To bring any analysis back to the Board for consideration.

Trustee Evans asked if the Village has a plan in place to communicate with residents about the Lead Service Line Replacement & Notification Act. Tabb noted that while it is uncertain when the Village will begin implementing its lead service line

replacement plan, the Village will be communicating a summary put together by Christopher Burke Engineering on the Village Website and on social media. Village Manager Frances stated there will also be a communication piece put together by Riverside TV to communicate the topic due to all the nuances and details of this matter.

Trustee Marsh-Ozga asked who will bear any hardscape and landscape disruptions due to the lead service line replacements. Village Engineer Galey stated that the \$7,500 estimated average cost for replacement does take some restoration into account. Any contractor would have to restore to as good or better condition and hardscape or landscape disrupted by the lead service line replacement.

President Ballerine asked if the Village should set a dollar per foot that the Village will cover for any lead service line replacement in the case that different plumbers are charging different amounts. Village Engineer Galey stated that would be a good thing to implement.

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

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

None.

***XII. Adjournment***

**Trustee Gallegos made a motion** to adjourn to executive session. **Trustee Evans seconded** the motion.

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

**NAYS:** None.

President Ballerine declared the meeting adjourned at 9:26 p.m.

Respectfully submitted:



\_\_\_\_\_  
Village Clerk Sowl

\_\_\_\_\_  
Date Approved

***XIII. Executive Session***

- A. To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body (5 ILCS 120/2(c)(1))
- B. To discuss the setting of a price for sale or lease of village property (5 ILCS 120/2(c)(6))