

REGULAR MEETING
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

April 23, 2018

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of April 23, 2018 was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:01 p.m. by President Straub

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Olivia Santaniello, Pleasantdale Elementary School.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Mottl, Paveza, Snyder, Schiappa and President Straub. Absent was Trustee Mital. Also present were Village Administrator Doug Pollock, Police Chief John Madden, Public Works Director Dave Preissig, Assistant to the Administrator Evan Walter, Finance Director Jerry Sapp and Village Clerk Karen Thomas.

RESIDENT COMMENTS There were none.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Straub, motion was made by Trustee Mottl and seconded by Trustee Snyder that the Consent Agenda – Omnibus Vote (attached as Exhibit A) and the recommendations indicated for each respective item, be hereby approved.

On Roll Call, Vote Was:

AYES: 5 – Trustees Mottl, Snyder, Paveza, Schiappa, Franzese

NAYS 0 – None

ABSENT: 1 – Trustee Mital

There being five affirmative votes, the motion carried.

APPROVAL OF REGULAR BOARD MEETING MINUTES APRIL 9, 2018 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE DRAFT LOCAL SCHOOL COMMITTEE MEETING MINUTES OF APRIL 3, 2018 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF AN ORDINANCE AMENDING SECTION VIII.B.2 OF THE BURR RIDGE ZONING ORDINANCE TO PERMIT A CUSTOM ART STUDIO AS A SPECIAL USE IN A B-1 BUSINESS DISTRICT (Z-09-2018: TEXT AMENDMENT – CUSTOM ART STUDIO)
The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.
THIS IS ORDINANCE NO. A-834-07-18

APPROVAL OF ORDINANCE GRANTING SPECIAL USE APPROVALS PURSUANT TO THE BURR RIDGE ZONING ORDINANCE TO PERMIT A CUSTOM ART STUDIO IN A

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B-1 BUSINESS DISTRICT (Z-09-2018:306 BURR RIDGE PARKWAY)

The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.

THIS IS ORDINANCE NO. A-834-08-18

APPROVAL OF ORDINANCE AMENDING CHAPTER 25 OF THE BURR RIDGE MUNICIPAL CODE BY ADDING A NEW CLASS "S" LICENSE

The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.

THIS IS ORDINANCE A-222-01-18

ADOPTION OF RESOLUTION RESCINDING THE WITHDRAWAL OF THE VILLAGE OF BURR RIDGE FROM THE INTERGOVERNMENTAL PERSONNEL BENEFIT COOPERATIVE AND THE SOUTH CENTRAL DUPAGE COUNTY BENEFITS POOL

The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION R-14-18

ADOPTED OF A RESOLUTION APPROVING MEMBERSHIP AND PAYMENT OF PROMISSORY NOTE FOR MARKETING SERVICES TO THE DUPAGE CONVENTION AND VISITOR'S BUREAU

The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.

THIS IS RESOLUTION R-15-18

APPROVAL OF PROCLAMATION DESIGNATING MAY 2018 AS "NATIONAL BICYCLE MONTH" IN THE VILLAGE OF BURR RIDGE

The Board, under the Consent Agenda by Omnibus Vote, approved the Proclamation.

APPROVAL OF RECOMMENDATION TO ORDER TWO (2) POLICE SQUAD CARS (INCLUDED IN FY18-19 BUDGET: FOR DELIVERY AFTER MAY 1, 2018)

The Board, under the Consent Agenda by Omnibus Vote, approved the acquisition and pricing to be completed through the Suburban Pricing Cooperative.

APPROVAL OF VENDOR LIST IN THE AMOUNT OF \$288,656.76 FOR ALL FUNDS, PLUS \$248,026.92 FOR PAYROLL, FOR A GRAND TOTAL OF \$536,683.68, WHICH INCLUDES NO SPECIAL EXPENDITURES

The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor list for the period ending April 23, 2018 in the amount of \$288,656.76 and payroll in the amount of \$248,026.92 for the period ending April 7, 2018.

DISCUSSION OF BURR RIDGE ADDRESS SYSTEM

Village Administrator Doug Pollock said the Village address system was discussed in 2004 at which time the Village Board decided not to take action. He continued that the issue relates to addresses used in DuPage County that begin with 15W, 16W, 9S, 10S and 11S. Issues arise when residents and businesses do not use the prefix and service providers can become confused. He explained what was proposed in 2004; north-south streets would follow the street number system (e.g. 6S650 Garfield Avenue becomes



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6150 Garfield Avenue), east-west streets would drop the 15W for addresses between County Line Road and Madison Street (e.g. 15W116 59th Street becomes 116 59th Street, 15W736 79th Street becomes 736 79th Street etc.), 16W addresses west of Madison Street would continue the block numbers between County Line Road and Madison Street (e.g. 16W020 79th Street becomes 820 79th Street). He said the number of addresses that would be effective by this plan is approximately 635. He continued that in 2004 there were quite a few businesses west of Madison Street that objected to the change and that was the primary reason the Board decided not to pursue the change. If directed by the Board, we would update the list of property owners, notify them, schedule time for further consideration and give the effected property owners the opportunity to ask question and voice their support or opposition to the change. Staff is looking for Board direction.

Trustee Paveza said in 2004 the Board was in favor of making the changes and were surprised at the push back of the businesses, the main reason being the stationary, the suppliers, it would be too much of a problem to change everything.

Mayor Straub suggested the change may be easier to be made if it is in conjunction with the Village's request for a zip code change.

Resident Alice Krampits asked if this would have to be approved by the Post Office. She continued that this change would affect the mail for months, maps would need to be updated, tax numbers will not match the PIN numbers. Mr. Pollock said in 2004 the Post Office had no objections to the changes but, if directed, we will look into that again.

Trustee Paveza suggested that this matter be tabled until we hear what the answer is to the possible zip code change.

After discussion, the consensus of the Board was that the address changes should be considered and that the Staff be directed to update the current list of the affected properties, get a response from the Post Office and DuComm and report back to the Board of Trustees. There was further discussion about notifying the impacted property owners but it was agreed to hold off on notifications for the time being pending further information about the zip code change.

CONSIDERATION OF POLICY REGARDING BALANCE BUDGETS Village

Administrator Doug Pollock said Trustee Mottl asked that the Board adopt as policy defining and requiring the Village have a balanced budget. Mr. Pollock said the Village currently has a policy regarding fund balance and he suggests that policy be expanded. Staff drafted an expanded budget policy which is based on past practice of the Village and Village Board and what we consider to be a prudent policy.

Finance Director Jerry Sapp gave an overview of the policy;



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In order to maintain Village services and operations in a prudent and fiscally responsible manner for the present and for the future, it is the policy of the Village of Burr Ridge to maintain a balanced budget defined as follows:

- An unreserved fund balance level of the General Fund should be a minimum of 20% of the current fiscal year's operating expenditures; and
- Total budgeted expenditure's in the General Fund should not exceed total anticipated revenues for a given fiscal year; and
- Total expenditures in all funds should not exceed total anticipated revenues for a given fiscal year plus any unreserved funds over and above the minimum 20% unreserved General Fund balance referenced herein.

Mr. Sapp said the current unreserved fund balance in the General Fund is approximately 62%, far above the 20%, of one-year expenditures in the General Fund. This is comparing our \$5.5 million reserve to the \$8.8 million in expenditures. He continued the current fund policy states that the unreserved fund balance should be range from 10% to 20% of one-year expenditures

Mr. Pollock said there has been a lot of discussion recently regarding the budget process and he feels establishing a policy is a beneficial thing to do for the Village Board and for Administration. The Village will have a balanced budget in FY 2018-19 after we draw down on reserves. The reserve fund has increased in the last few years and our current budget is in very good financial condition. The Village uses Fund Accounting with essentially 12 different budgets. The General Fund covers all day-to-day operating expenses. The General Fund has been balanced every year except for one year which was during the recession of 2008.at which time we had to dip into reserves in the General Fund because revenues had fallen far short of expectations. He said in FY 2018-19 the ending reserves are anticipated to be \$25,000 more than what we started with on May 1, 2018. He then explained the condition of the various funds.

Mr. Pollock said the proposed policy acknowledges that the General Fund will always be balanced; that the current year revenues will always be equal to, or exceed, current year expenditures in the General Fund and that there will always be a 20% minimum reserves in the General Fund. In the other funds, we will be able to spend reserves in a prudent responsible way in that we are saving money in some years and then spending it in other years.

Trustee Mottl said the Village is very responsible and has a budget that many Villages would be envious of, and that we set a great example. He said he thinks the policy sets the tone for what Burr Ridge is; it is a well-run responsible town and he thinks it allows us to agree on terminology on semantics because there is no right answer. He said anyone calling our irresponsible, unbalanced, does not understand the facts.



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Mayor Straub asked the Finance Director to explain why when expenses exceed reserves someone could point and say you have an unbalanced budget. Mr. Sapp said fund accounting is quite a bit different than private sector accounting. In the private sector, they always want the revenues to be more than the expenditures, making profits and investing it in the business. In Governmental Fund Accounting standards, they consider a fund as a separate operating entity, each standing on its own.

Trustee Franzese said he supports the policy. He said he would like to see what the total reserves are, the estimated revenues and the budget expenditures and asked that line be put back into the table in section 2, page 1 of the budget. The reserves increase and decrease, this year the Village is forecasting a \$350,970 decrease in the reserves. He said he understands about fund accounting but the bottom line is, we are dipping into the piggy bank \$350,970. He continued that you cannot predict weather, when a water main is going to break, when a sewer may collapse, etc. The Village is fortunate to have a healthy reserve and we are fortunate to be able to draw on that reserve when we are forecasting \$350,970 to decrease that reserve. As long as we can agree that we are taking in a certain amount of revenue, spending a certain amount of revenue and balancing the budget with the reserves, then he is okay with the policy.

Alice Krampits said she would like a clear picture of the health of the Village. She does want to know whether income meets expenses or are we using money from other funds or assets to make our budget appear balanced. She does not like the way it was said that we are painting a pretty picture what's best for our Village, it makes it sound like we are covering something up. It is important to have these budget discussions and if we are using assets to balance our budget are we going to have to cut services down the road. She worries that if we paint this good picture of the Village when we really have a deficit, what are the residents going to think if we have to ask for a tax increase. Transparency is important, but it is more important, that the Board focuses on ways to increase revenue rather than play the semantics game.

Finance Director Jerry Sapp said the Village is required to file an Ordinance and certify with the County that the Village has enough estimated and available reserves to pay for that budget. Balancing a budget is a "best practice" especially when it comes to the General Fund because it shows the public that you are living within your means. Displaying the other funds shows that you are using those funds for the legal intended purpose. He said the budget process starts in December and ends in March, the revenues are gone through with the Administrator, about three times, so we have a pretty good handle on what the revenue stream is. On the expenditure side, each Department Head reviews each line item with the Administrator, no one just submits a total line item.

Motion was made by Trustee Mottl and seconded by Trustee Snyder to approve the policy regarding balanced budgets as drafted.

On Roll Call, Vote Was:

AYES: 5 – Trustees Mottl, Snyder, Schiappa, Franzese, Paveza

NAYS: 0 – None



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ABSENT: 1 – Trustee Mital
There being five affirmative votes, the motion carried.

REVIEW OF 2017-19 STRATEGIC GOALS – UPDATE FOR FIRST QUARTER 2018

Village Administrator Doug Pollock presented a spreadsheet of the 2018 first quarter update of the strategic goals adopted by the Board of Trustees in 2017. He highlighted a few of the items and said a quarterly report will be provided on an ongoing basis.

CONSIDERATION OF RECOMMENDATION TO CREATE A BICYCLE COMMITTEE

Trustee Schiappa said he was approached by a resident about forming a Committee with goals of increasing awareness and frequency of bicycle riding as a form of recreation as well as promoting bicycle safety and education within the Village.

Resident Luisa Hoch said they are very excited about the possibility of forming a bicycle committee of sub-committee. The committee will be able to increase awareness and remind residents and cyclists of the rules. They will help the Village showcase all the benefits of cycling and encourage others to get on their bikes.

In answer to Mayor Straub, Trustee Schiappa said a committee could create one comprehensive map of the bike routes throughout the Village. Included on the map could be rules and good biking habits to remind bikers and riders how to be a good respectful rider around town. They would also like to explore adding a bike lane to some of the streets as they are repaved.

In answer to Trustee Mottl, Trustee Schiappa said this would be a permanent committee with the intent to eventually work with other communities to connect paths together.

Motion was made by Trustee Schiappa and seconded by Trustee Franzese to create a Bicycle Committee.

On Roll Call, Vote Was:

AYES: 5 – Trustees Schiappa, Franzese, Mottl, Snyder, Paveza

NAYS: 0 – None

ABSENT: 1 – Trustee Mital

There being five affirmative votes, the motion carried

Mr. Pollock said Staff will work with Trustee Schiappa and the interested residents to set some parameters for the committee.

OTHER CONSIDERATIONS

Trustee Franzese said that on April 11 he attended a seminar “10 Best Legal Practices Every Elected Official Should Know” and he would encourage Trustees and Commissioner to attend if the class is offered again.



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Trustee Franzese said the non-resident comments section was not on this agenda.

RESIDENT COMMENTS There were none.


REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS There were none.

NON-RESIDENTS COMMENTS There were none.

ADJOURNMENT Motion was made by Trustee Mottl and seconded by Trustee Snyder that the Regular Meeting of April 23, 2018 be adjourned to a Closed Session to discuss Approval of Closed Session Minutes of March 2, 2018, Consideration of Release of Closed Session Minutes of September 25, 2017 and January 8, 2018, Deliberation of Salary Schedules and Benefits for One or More Classes of Employees and Employment of Employee.

Motion carried by voice vote and the meeting was adjourned at 8:35 P.M.

PLEASE NOTE: Where there is no summary of discussion on any items in the minutes, this reflects that no discussion occurred other than the introduction of the item.



Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this 14th day of May, 2018.



RECONVENED REGULAR MEETING

PRESIDENT AND BOARD OF TRUSTEES,
VILLAGE OF BURR RIDGE, IL
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CALL TO ORDER The Regular Meeting of the President and Board of Trustees of April 23, 2018 was reconvened at 9:24 p.m. with the same Trustees in attendance as immediately preceding the Closed Meeting from 8:38 p.m. to 9:23 p.m.

RECONVENE REGULAR MEETING Motion was made by Trustee Franzese and seconded by Trustee Schiappa that the Regular Meeting of April 23, 2018 be reconvened.

On Roll Call, Vote Was:

AYES: 5 – Trustees Franzese, Schiappa, Mottl, Paveza, Snyder

NAYS: 0 – None

ABSENT: 1 – Trustee Mital

There being five affirmative votes, the motion carried.

CONSIDERATION OF EMPLOYMENT TERMS FOR VILLAGE ADMINISTRATOR

Motion was made by Trustee Paveza and seconded by Trustee Schiappa to renew the Village's Employment Agreement with Doug Pollock for a one-year term with a salary increase of 2%.

Motion carried by Voice Vote

ADJOURN REGULAR MEETING Motion was made by Trustee Paveza and seconded by Trustee Franzese that the Regular Meeting of April 23, 2018 be adjourned

On Roll Call, Vote Was:

AYES: 5 – Trustees Paveza, Franzese, Mottl, Snyder, Schiappa

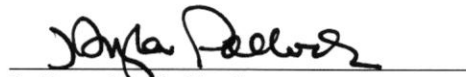
NAYS: 0 – None

ABSENT 1 – Trustee Mital

There being five affirmative votes, the motion carried and the Regular Meeting of April 23, 2018 was adjourned at 9:27 p.m.



Karen J. Thomas
Village Clerk
Burr Ridge, Illinois



J. Douglas Pollock
Village Clerk Pro-Tempore
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this 14th day of May, 2018.



**AGENDA
REGULAR MEETING – MAYOR & BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE**

**April 23, 2018
7:00 p.m.**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
Olivia Santaniello – Pleasantdale Elementary School**
- 2. ROLL CALL**
- 3. RESIDENTS COMMENTS**
- 4. CONSENT AGENDA – OMNIBUS VOTE**

All items listed with an asterisk (*) are considered routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so request, in which event the item will be removed from the Consent Agenda.

5. MINUTES

- *A. Approval of Regular Board Meeting of April 9, 2018
- *B. Receive and File Draft Local School Committee Meeting of April 3, 2018

6. ORDINANCES

- *A. Approval of An Ordinance Amending Section VIII.B.2 of the Burr Ridge Zoning Ordinance to Permit a Custom Art Studio as a Special Use in a B-1 Business District (Z-09-2018: Text Amendment – Custom Art Studio)
- *B. Approval of An Ordinance Granting Special Use Approvals Pursuant to the Burr Ridge Zoning Ordinance to Permit a Custom Art Studio in a B-1 Business District (Z-09-2018: 306 Burr Ridge Parkway – Hennessy)
- *C. Approval of Ordinance Amending Chapter 25 of the Burr Ridge Municipal Code by Adding a New Class "S" License

7. RESOLUTIONS

- *A. Adoption of Resolution Rescinding the Withdrawal of the Village of Burr Ridge from the Intergovernmental Personnel Benefit Cooperative and the South Central DuPage County Benefits Pool
- *B. Adoption of A Resolution Approving Membership and Payment of Promissory Note for Marketing Services to the DuPage Convention and Visitor's Bureau

EXHIBIT A

8. CONSIDERATIONS

- A. Discussion of Burr Ridge Address System
- B. Consideration of Policy Regarding Balanced Budgets
- C. Review of 2017-19 Strategic Goals – Update for First Quarter 2018
- D. Consideration of Recommendation to Create a Bicycle Committee
- *E. Approval of Proclamation Designating May 2018 as “National Bicycle Month” in the Village of Burr Ridge
- *F. Approval of Recommendation to Order two (2) Police Squad Cars (included in FY 18-19 Budget; for delivery after May 1, 2018)
- *G. Approval of Vendor List in the Amount of \$288,656.76 for all Funds, plus \$248,026.92 for payroll, for a grand total of \$536,683.68, which includes no Special Expenditures
- H. Other Considerations – For Announcement, Deliberation and/or Discussion only – No Official Action will be Taken

9. RESIDENTS COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. CLOSED SESSION

- A. Approval of Closed Session Minutes of March 26, 2018
- B. Consideration of Release of Closed Session Minutes of September 25, 2017 and January 8, 2018
- C. Deliberation of Salary Schedules and Benefits for One or More Classes of Employees
- D. Employment of Employee

12. RECONVENED MEETING

- A. Consideration of Employment Terms for Village Administrator

13. ADJOURNMENT