

REGULAR MEETING
MAYOR AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

July 11, 2022

CALL TO ORDER The Regular Meeting of the Mayor and Board of Trustees of July 11, 2022, was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:00 p.m. by Mayor Gary Grasso.

PLEDGE OF ALLEGIANCE Mayor Gary Grasso asked Carter Husarik to lead the Pledge of Allegiance.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Schiappa, Paveza, Snyder, Mital, and Smith. Trustee Franzese gave advance notice that he would not be attending the meeting as he would be out of town. Mayor Grasso was present. Also present were Village Administrator Evan Walter, Police Chief John Madden, Deputy Chief Marc Loftus, Public Works Director Dave Preissig, Community Engagement Analyst Hannah Weyant, and Village Attorney Mike Durkin.

PRESENTATIONS AND PUBLIC HEARINGS

Deputy Chief Ryan Husarik and Sergeant Kristopher Garcia were sworn into their new positions with the Burr Ridge Police Department by the Village Clerk.

CONSENT AGENDA – OMNIBUS VOTE

Mayor Gary Grasso read the Consent Agenda and asked the Board and public if any agenda item needed to be removed from the Consent Agenda. There was no requests to remove any item.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF JUNE 13, 2022 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE ECONOMIC DEVELOPMENT MEETING OF JUNE 8, 2022 were noted as received and filed under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE PLAN COMMISSION MEETING OF JUNE 20, 2022 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF AN ORDINANCE AMENDING CHAPTER 8 (STORM WATER RUN-OFF) OF THE BURR RIDGE MUNICIPAL CODE (ADOPT COOK COUNTY WATERSHED MANAGEMENT ORDINANCE BY REFERENCE) AS AMENDED ON APRIL 7, 2022 the Board, under the Consent Agenda by Omnibus Vote, Approved the Ordinance.

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APPROVAL TO DIRECT STAFF TO PREPARE AN ORDINANCE APPROVING A PLAN COMMISSION RECOMMENDATION TO APPROVE A SPECIAL USE FOR A CHILD CARE CENTER AND A FENCE IN A NON-RESIDENTIAL DISTRICT (6860 NORTH FRONTAGE ROAD: ACTION BEHAVIOR CENTERS-Z-16-2022) the Board, under the Consent Agenda by Omnibus Vote, Approved the preparation of an Ordinance.

APPROVAL OF RECOMMENDATION TO AMEND AN ENGINEERING SERVICES CONTRACT FOR FINAL DESIGN AND CONSTRUCTION SUPERVISION OF THE ELM STREET CULVERT PROJECT TO HAMPTON, LANZINI AND RENWICK OF ELGIN IN THE AMOUNT NOT-TO-EXCEED \$184,230 the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

APPROVAL OF RECOMMENDATION TO AWARD AN ENGINEERING SERVICES CONTRACT FOR DESIGN AND CONSTRUCTION SUPERVISION OF THE WOLF ROAD PEDESTRIAN CROSSING IMPROVEMENT PROJECT TO PATRICK ENGINEERING OF LISLE IN THE AMOUNT NOT-TO-EXCEED \$54,150 the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE MECCA CENTER 5K RUN/1K WALK ON SEPTEMBER 10, 2022 the Board, under the Consent Agenda by Omnibus Vote, Approved the Permit.

APPROVAL OF VENDOR LIST DATED JUNE 27, 2022 IN THE AMOUNT OF \$374,140.25 FOR ALL FUNDS, PLUS \$221,078.54 PAY PERIOD ENDING JUNE 11, 2022, FOR A GRAND TOTAL OF \$595,218.79, WHICH INCLUDES NO SPECIAL EXPENDITURES the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List Dated June 27, 2022, and Payroll for the Period Ending June 11, 2022.

APPROVAL OF VENDOR LIST DATED JULY 11, 2022 IN THE AMOUNT OF \$122,424.97 FOR ALL FUNDS, PLUS \$198,376.54 PAY PERIOD ENDING JUNE 25, 2022, FOR A GRAND TOTAL OF \$320,801.51 WHICH INCLUDES NO SPECIAL EXPENDITURES the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List Dated July 11, 2022, plus Payroll for the Period Ending June 25, 2022.

After reading the Consent Agenda, Mayor Gary Grasso asked for a motion to approve.

Motion was made by Trustee Snyder, seconded by Trustee Mital, to approve the Consent Agenda – Omnibus Vote (attached as Exhibit A), and the recommendations indicated for each respective item be hereby approved.

Mayor Gary Grasso asked for any discussion from the Board and/or public. There were none.

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On Roll Call, Vote Was:

AYES: 5 - Trustees Snyder, Mital, Schiappa, Paveza, Smith

NAYS : 0 - None

ABSENT: 1 - Trustee Franzese

There being five affirmative votes the motion carried.

CONSIDERATION OF AMENDMENTS TO THE VILLAGE PERSONNEL MANUAL

Village Administrator Evan Walter gave an overview of the proposed amendments to the Personnel Manual which contains policies to establish, manage, and enforce its human resource functions. The manual is adopted by the Board and managed by the Village Administrator along with various designees, such as department heads, on a day-to-day basis. Originally adopted in 1990, the Village has occasionally made minor updates to the Manual but has not conducted a full-scale review of the Manual since 1990. The Village Administrator, Village staff, and Village Attorney spent the last several months conducting a comprehensive review of the Manual to ensure that these policies are reflective of modern law and human resource best practices while also creating a competitive employment environment for the Village to attract and retain quality employees. Numerous clarifying revisions are included in the new Manual, but for purposes of discussion, the following substantive changes to the Manual which may be germane to the Board's attention are noted:

- Specifies various Village officers' roles in managing the Manual, such as Elected Officials, Appointed Officials, and various staff levels (Section 1).
- Expands harassment policies to include a more robust complaint reporting and investigation process as well as formalize training standards (Section 2.3).
- Creates a Workplace Violence Policy. Defines "workplace violence" and the mediums in which violence may be conveyed (Section 2.4).
- Creates a Weapons Prohibition Policy; unless required to by nature of their job, employees and officers of the Village are prohibited from carrying any of the listed weapons (guns, knives, bombs, BB gun, harmful chemical agent, etc.) on Village property (Section 2.5).
- Strengthens Drug-Free Workplace policies, clarifies the unpermitted use of substances in workplace, and streamlines investigation procedures (Section 2.6)
- Adds Whistleblower Protections as defined by State law, wherein all employees are protected from retaliation or punishment when reporting workplace improprieties. Denotes to whom and how employees should make such reports (Section 2.14).
- Authorizes the Village Administrator and Board of Police and Fire Commissioners to hire employees without need for Board approval in the case of a vacancy, provided that the replacement employee is in the same department and of the same or lower salary range than the departing employee. Requires Board be notified of employee departures (Section 3.4).
- Establishes a Telework Policy; such a policy was administratively created during the COVID-19 pandemic and continues in use to present day (Section 3.10).
- Revises performance evaluation rating and established three performance evaluation ratings (Below Expectations, Meets Expectations, and Exceeds Expectations); creates 100-point rating system (ten standards specific to each job, 1-10

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performance ratings for each standard). Consolidates (but does not substantively change) pay increase procedures; permits employees who are high- performers (Exceeds Expectations) to be eligible for merit increases and one-time bonuses beyond standard increases based upon Board direction (Section 3.13 and 3.14).

- Grants non-Department Head employees two weeks' vacation at the start of employment; past policy only allows employees to receive a small amount of vacation leave at six months and one year of employment (Section 5.3).
- Creates a Childbirth / Adoption Leave, wherein expectant parents are permitted to take up to 120 hours paid leave concurrent with FMLA if they experience the birth or adoption of a minor child (Section 5.5).
- Creates leave opportunities for employees experiencing child bereavement (Section 5.9), survivors of domestic or sexual violence (Section 5.12), attending school visitations (Section 5.13), and giving blood (Section 5.14), all as required by State law.
- Modernizes the Technology Policy and creates a Social Media Policy; Village establishes comment moderation policy for its social media platforms in the event of threatening, illegal, or other such commentary (Section 9).
- Streamlines employee travel reimbursement processes (Section 10.3).
- Establishes disciplinary options and procedures for administering discipline (Section 11).
- Establishes non-union grievance procedures (Section 14).

The Trustees commended the Village Staff and Village attorney on the well written document. Trustee Schiappa recommended that the policy manual be reviewed in a more consistent manner going forward, Mr. Walter agreed. Trustee Paveza asked about the telework policy, requesting that it should be revised so that the consent of the Mayor should be required prior to hiring. The Childbirth/Adoption leave was discussed, and it was decided to require that the leave must be taken at one time and could not be broken up in increments. Mayor Grasso said he was glad to see the addition on gun control and appropriate use.

Motion was made by Trustee Schiappa, seconded by Trustee Smith, to approve the Ordinance.

Mayor Gary Grasso asked for any discussion from the Board and/or public. There was none.

On Roll Call, Vote Was:

AYES: 5 - Trustees Schiappa, Smith, Paveza, Snyder, Mital

NAYS : 0 - None

ABSENT: 1 - Trustee Franzese

There being five affirmative votes the motion carried.

PUBLIC COMMENT

Mayor Gary Grasso asked for any public comment. There was none.

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REPORTS AND COMMUNICATIONS

Trustee Mital mentioned that the Concerts on the Green would be held again at the Village Center on Thursday, and that more events were being planned.

Trustee Paveza commented on the swearing in ceremony of the Police Officers and that he was glad to see promotion from within.

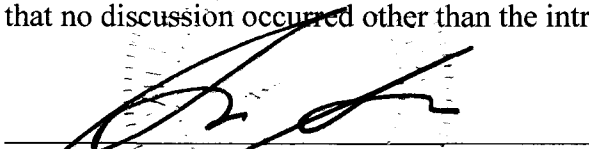
Mayor Grasso encouraged residents to visit some of the new stores and restaurants that recently opened in Burr Ridge.

ADJOURNMENT TO CLOSED SESSION

Mayor Gary Grasso asked for a motion at 7:23 pm to Adjourn to Closed Session for the purpose of Setting a Price for Sale or Lease of Property Owned by the Village.

Motion was made by Trustee Snyder, seconded by Trustee Paveza to Adjourn. The Board unanimously approved.

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



Susan Schaus
Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this 25th day of July, 2022.

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

Monday, July 11, 2022 - 7:00 P.M.

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PRESENTATIONS AND PUBLIC HEARINGS**

Swearing In Ceremony

Deputy Chief Ryan Husarik

Sergeant Kristopher Garcia

- 4. CONSENT AGENDA**

All items listed with an asterisk are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen requests, in which event the item will be removed from the Consent Agenda, discussed, opened for public comment, and voted upon during this meeting.

- 5. MINUTES**

- A. * Approval of Regular Board Meeting of June 13, 2022
- B. * Receive and File Economic Development Meeting of June 8, 2022
- C. * Receive and File Plan Commission Meeting of June 20, 2022

- 6. ORDINANCES**

- A. * Approval of an Ordinance Amending Chapter 8 (Storm Water Run-Off) of the Burr Ridge Municipal Code (Adopt Cook County Watershed Management Ordinance by Reference) as Amended on April 7, 2022

- 7. RESOLUTIONS**

- 8. CONSIDERATIONS**

- A. Consideration of Amendments to the Village Personnel Manual

Public Comment Procedures: Public comments will be accepted in written or statement form prior to or during the meeting. Written public comments shall identify whether the comment is intended to address a specific agenda item or is intended for general public comment under Section 9 – Public Comment. Public comments may also be made during the meeting when discussing specific items on the agenda. Any person seeking to address the Board on topics not on the agenda may do so during Section 9 – Public Comment.

- B. * Approval to Direct Staff to Prepare an Ordinance Approving a Plan Commission Recommendation to Approve a Special Use for a Child Care Center and a Fence in a Non-Residential District (6860 North Frontage Road: Action Behavior Centers - Z-16-2022)
- C. * Approval of Recommendation to Amend an Engineering Services Contract for Final Design and Construction Supervision of the Elm Street Culvert Project to Hampton, Lenzini and Renwick of Elgin in the Amount Not-to-Exceed \$184,230
- D. * Approval of Recommendation to Award an Engineering Services Contract for Design and Construction Supervision of the Wolf Road Pedestrian Crossing Improvement Project to Patrick Engineering of Lisle in the Amount Not-to-Exceed \$54,150
- E. * Approval of a Special Event Permit for the Mecca Center 5K Run / 1K Walk on September 10, 2022
- F. * Approval of Vendor List Dated June 27, 2022 in the Amount \$374,140.25 for all Funds, plus \$221,078.54 Pay Period Ending June 11, 2022, for a Grand Total of \$595,218.79 or Which Includes No Special Expenditures
- G. * Approval of Vendor List Dated July 11, 2022 in the Amount of \$122,424.97 for all Funds, plus \$198,376.54 Pay Period Ending June 25, 2022, for a Grand Total of \$320,801.51 or Which Includes No Special Expenditures

9. PUBLIC COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. CLOSED SESSION

- A. Setting of a Price for Sale or Lease of Property Owned by the Village (5 ILCS 120/2(c)(6))

12. ADJOURNMENT

NEXT MEETING - JULY 25, 2022 - 7:00PM