

REGULAR MEETING
MAYOR AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

March 13, 2023

CALL TO ORDER The Regular Meeting of the Mayor and Board of Trustees of March 13, 2023, was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 6:00 p.m. by Mayor Gary Grasso.

PLEDGE OF ALLEGIANCE Mayor Grasso asked Pam Foy to lead the Pledge of Allegiance.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Paveza, Snyder, Mital, and Smith. Mayor Grasso was also present. Trustee Schiappa was not in attendance due to illness. Also present were Village Administrator Evan Walter, Police Chief John Madden, Deputy Police Chief Marc Loftis, Public Works Director Dave Preissig, Financial Consultant Annmarie Mampe, Community Development Director Janine Farrell, Special Projects Manager Hannah Weyant, Management Analyst Claire Nass, and Village Executive Assistant Pam Foy. Village Attorney Michael Durkin arrived at 6:45 pm.

PRESENTATIONS AND PUBLIC HEARINGS

There were no presentations or public hearings.

CONSENT AGENDA – OMNIBUS VOTE

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

APPROVAL OF THE AMENDED MINUTES OF REGULAR BOARD MEETING OF FEBRUARY 13, 2023 were approved for publication under the Consent Agenda by Omnibus Vote.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF FEBRUARY 27, 2023 were approved for publication under the Consent Agenda by Omnibus Vote.

APPROVAL OF VENDOR LIST DATED MARCH 13, 2023, IN THE AMOUNT OF \$482,588.93 FOR ALL FUNDS, PLUS \$199,169.74 FOR PAYROLL PERIOD ENDING MARCH 4, 2023, FOR A GRAND TOTAL OF \$681,758.67 the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List Dated March 13, 2023, and Payroll for the Period Ending March 4, 2023.

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After reading the Consent Agenda, Mayor 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 Grasso asked for any discussion from the Board and/or public. There was none.

On Roll Call, Vote Was:

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

NAYS : 0 - None

ABSENT: 1 – Trustee Schiappa

There being five affirmative votes the motion carried.

CONSIDERATION OF DRAFT FISCAL YEAR 2024 BUDGET

Village Administrator Evan Walter started the FY2024 budget presentation, stating that it was a high-level overview and that the trustees and mayor were given copies of the budget in advance so that most questions could be answered prior to this meeting. Mr. Walter continued, stating that the budget process has been ongoing, and he reviewed the budget adoption process, with March 27 being the last opportunity for direction. The FY2024 budget will be on the agenda for approval at the board meeting on April 18. Mr. Walter said that the budget meets all specified policies and principles adopted by the village, and that Burr Ridge is a debt-free community with a significant fund balance. He also gave an overview of the short-term and long-term strategic goals, which follow the direction of the board.

Financial Consultant Annmarie Mampe continued, stating that the village is expected to go into FY2024 in the black, with just under \$6 million in the general-fund balance. She said that capital improvements should carry forward \$2 million and the police pension fund balance should hit about \$21.3 million. Ms. Mampe continued, stating that in the general fund, the village expects to bring in just over \$12 million in FY2024 and spend just under \$12 million in the general fund, leaving the fund balance at just over \$6 million at the end of FY2024. She said that all the individual fund categories are expected to remain healthy, though the police pension does appear to be down nearly a quarter of a million dollars against FY2023 at the end of FY2024, but that the pension fund is still solid and well-funded beyond state requirements.

Trustee Smith said he would like to fund the pension at a higher level, especially since the fund is spending more on pensions than it has in the past. Ms. Mampe said that the fund is mature, so less income and more expenditure is normal, and all pension funds hit that at some point. She said the village is adding \$84,000 more than the required contribution, so it is a very healthy pension fund.

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Trustee Snyder asked Mr. Walter where Burr Ridge is with their budget in relation to surrounding communities in relation to the fund balance. Mr. Walter said that compared to villages in the five-mile radius, that Burr Ridge is in the top half or third. Mayor Grasso said that the pension is healthy but that he would like to eventually get to 75%. Trustee Mital asked if the village chose to fund the police pension up to the 75% mark by moving some funds around, could the village do that. Ms. Mampe said yes.

Trustee Franzese asked Mr. Walter to explain the Business Development Fund. Mr. Walter said that this was set up as a special review fund about two years ago, and that it is for development in the business district of the village. Revenues are generated from sales tax from businesses and hotels, which includes out of town guests and shoppers. Mayor Grasso said this gives the village an option to incentivize businesses to come to the Burr Ridge if that is something the board wants to do.

Mr. Walter continued, stating that personnel is the largest element of the budget, and that two personnel additions are planned in Public Works, a planner and a building technician. He said that the service level has increased, with personnel costs forecasted to be the lowest percentage of both general fund and all-fund revenue since FY2006.

Ms. Mampe reviewed the general fund, stating that the total revenue from FY2021 to FY2024 is about \$3.2 million more for the general fund. She said that personnel grew about 4.5% per year over the past four years, some of which is tied to union positions. She said that transfers out of the fund have grown significantly, but now that revenue is growing, the village can now transfer funds out of the general fund. Trustee Smith asked about the category "other", and Mr. Walter said that this covered items that were smaller revenue numbers outside of the major categories.

Mr. Walter went on to cover the departments of the general fund, and that Boards & Commissions covers stipends, legislative issues, and legal services. He said that Administration covers central services, such as customer service, human resources, labor relations, special events, FOIA's, risk management, labor relations, etc. He said that the village recently updated the personnel handbook and expanded resident communications. He gave an overview of the streamlined processes and some of the highlights for 2024 such as facilities, communication, a unique zip code, and a service request module for residents. Mayor Grasso said that significant steps and adjustments were made to improve the quality of service and qualified staff.

Trustee Franzese asked about the difference between a FOIA request and a FOIA extension. Mr. Walter said that requests must be done in five days, but that the village can take an extension to ten days if needed should it be needed to secure the information requested. He said that the number of FOIA's that required extensions has been low. Trustee Franzese noted that FOIA requests have significantly increased, and staff are keeping up with these requests.

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Mr. Walter said that Information Technology services budget has been increased largely due to the SAFE-T Act and to keep the village compliant with state law.

Ms. Mampe said that the Finance Department has two full time and two third party consultants in FY2024 and that the budget covers some training as well. She also covered FY2024 budget highlights which includes moving to an automated meter and sewer reading, as well as enhancing revenue collection processes.

Chief John Madden gave an overview of the Police Department budget and covered the enhancements made in 2023 (adding a second Deputy Chief, staff technology upgrades in compliance of the SAFE-T Act, upgraded station security access, added drone program training, and also lateral entry hiring program for officers.) and those planned for 2024 (continued leasing program for police vehicles, village wide emergency preparedness exercise, CALEA accreditation compliance, updated training and a license plate recognition program throughout the village.

Trustee Smith complemented Police Chief Madden on the enhanced services and improvements, and that this is what the residents have asked for. Mayor Grasso added that the Board approved the body cams ahead of schedule to protect the police officers and the public. Trustee Franzese agreed with Trustee Smith and commended Police Chief Madden on the improvements that they have brought to the Village.

Public Works Director Dave Preissig gave an overview of the Public Works budget and said that it was structured into four divisions - Community Development, Operations, Municipal Land & Forestry, and Water & Wastewater. He said that there are 20 full time and four part-time employees, which were the largest part of the budget. He mentioned the two additional employees budgeted for FY2024 that were mentioned earlier, which will focus on enforcement and assist with the growing work load. He said that the FY2024 budget also covers modernizing building codes and permit fee structures, as well as overseeing some large department projects for the village, as well as constructing major CIP projects totaling \$6.1 million.

Trustee Snyder thanked Mr. Preissig for the work of his staff for the prompt work that has been done when there have been water pipe breaks, and for the excellent work that his staff does. Trustee Franzese said that with 52 water main breaks in one year, that the village will need to expect more in the future. He said that the Board has allocated funds for future breaks or for system repairs or replacements. He said that he supports the additional staff to get back to the previous staffing level and increased work load, especially with all the special projects that are coming up in the village. Trustee Mital also thanked Mr. Preissig and the department for being so proactive for the residents.

Special Projects Manager Hannah Weyant covered the Hotel/Motel Fund and said that the village is recovering financially in this area, in part, because it is the top destination in DuPage County for occupancy and average daily room rate. She said that the board has supported business which has

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allowed for support of the Veteran's Memorial Committee, and that the entry way signs are currently being developed. She said that the sound systems for village special events have been updated to enhance the experience of the attendees, and that in FY2024, that funding is expected to increase which will allow for increased marketing and social events in the community. Mayor Grasso said that while the village does not have authority on how to spend the funds, that the village is trying to use the funding to the best interests of the community while following the law.

Trustee Franzese said that the entry gateway project is a multiphase project covering several years as it is completely renovating the entrance and landscaping. He said that with the scope of the project that it made better fiscal sense to spread it out over a few years.

Trustee Mital introduced Management Analyst Claire Nass, who spoke about past village events and what was planned for this year. Events include the Mecca Moves 5K run, Armed Forces Day, Concerts on the Green, Deck the Green, Secretary of State Mobile Services, the Car Show & Taste of Burr Ridge, and the Mayors Ball. She said that in 2024 that the Mayors Ball will include a fundraising element.

Ms. Mampe Annmarie gave a brief overview of the Downtown District Fund, Capital Improvements Fund, and Stormwater Management Fund. Mayor Grasso said that there were many years in the past where stormwater was a big concern and the problems were dealt with by prior boards, so the current board has benefited from the planning. Ms. Mampe went on to review the Water Fund, Sewer Fund, and Police Pension Fund. She said that the pension fund is well funded.

Trustee Smith pointed out that in FY2021 the pension balance was the \$23.6 million and in FY2023 it was \$21.2M in FY2023, so to keep that in mind, as FY2024 is projected to be \$21M. Trustee Mital said that the outflow is larger than the inflow because it's a mature pension fund and it is also market related. Ms. Mampe confirmed that was the case. Trustee Franzese said that expenses are only going up by \$90K between FY 2021-2024 and that revenue has gone down by over \$2.5M largely due to the market. Ms. Mampe confirmed.

Mayor Grasso asked about budgeted fees and if those have gone down. Ms. Mampe said that investment fees changed for downstate pension funds as they were all consolidated, which resulted in part for the savings. The village also changed the ways the fund was assessed as well. Mayor Grasso said that there were over 685 funds in Illinois and now they are down to one, which is part of the reason for the fee reduction. Mayor Grasso also said that the village is staying fiscally healthy.

Mr. Walter asked for comments, discussion, or questions. Mayor Grasso added that Mr. Walter also met with each trustee to review the budget in advance so that there was ample time to answer any questions or concerns.

Mayor Grasso asked for any discussion from the public. There was none.

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Trustee Snyder commended on Mr. Walter and the staff and mentioned that additional planning will need to be done with the expenses that are coming up. Mr. Walter thanked his staff for their help and that it was a team effort. Trustee Franzese said that it was an easy-to-read budget and well thought out from what has been presented years ago and commended staff. He said that it was very easy to understand. He also asked the board to consider an additional payment to the police pension fund with some of the surplus. Trustee Paveza he said that the police pension fund is in good shape and that many municipalities are not prepared, and their funds are underfunded. Mr. Walter added that the board consulted with Trustees Smith and Mital on the pension fund and that he will get back to the board next month on that payment recommendation.

PUBLIC COMMENT

Mayor Grasso asked for any public comment. There were none.

REPORTS AND COMMUNICATIONS

Trustee Mital said that the next event will be Armed Forces Day on May 21, and that more information on the upcoming events will be forthcoming.

Trustee Franzese said that the LTHS Board of Education is putting the sale of the Willow Springs road property on hold. He thanked the residents who came out to speak out on this issue to help make this decision happen.

Mayor Grasso said that the Ray Graham Hanson Center Boys Special Olympic team recently won the state championship. He welcomed them back to Burr Ridge and congratulated them.

ADJOURNMENT

Mayor Grasso asked for a motion to adjourn the Regular Board meeting.

Motion was made by Trustee Franzese seconded by Trustee Paveza, to adjourn the meeting.

On Roll Call, Vote Was:

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

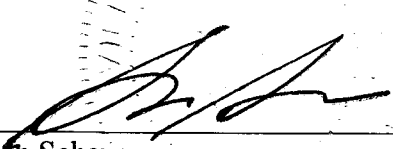
NAYS : 0 - None

ABSENT: 1 - Schiappa

There being five affirmative votes the motion carried, and the regular meeting was adjourned at 7:18 p.m.

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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 Mayor and Board of Trustees this 27th day of March, 2023.

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

Monday, March 13, 2023 - 6:00 P.M.

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PRESENTATIONS AND PUBLIC HEARINGS**
- 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 the Amended Minutes of Regular Board Meeting of February 13, 2023
- B. * Approval of Regular Board Meeting of February 27, 2023

6. ORDINANCES

7. RESOLUTIONS

8. CONSIDERATIONS

- A. Consideration of Draft Fiscal Year 2024 Budget
- B. * Approval of Vendor List Dated March 13, 2023, in the Amount of \$482,588.93 for all Funds, plus \$199,169.74 for Payroll Period Ending March 4, 2023, for a Grand Total of \$681,758.67

9. PUBLIC COMMENTS

10. REPORTS AND COMMUNICATIONS

11. ADJOURNMENT – MARCH 27, 2023 at 7:00PM

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.