

AGENDA
REGULAR MEETING – VILLAGE PRESIDENT & BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

January 26, 2015
7:00 p.m.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
Grace Kirschbaum, Pleasantdale Middle School
- 2. ROLL CALL**
- 3. AUDIENCE**
- 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 January 12, 2015
- *B. Receive and File Draft Pathway Commission Meeting of January 8, 2015
- *C. Receive and File Draft Personnel Committee Meeting of January 12, 2015
- *D. Receive and File Draft Plan Commission Meeting of January 19, 2015
- *E. Receive and File Draft Hotel Marketing Committee Meeting of January 20, 2015
- *F. Receive and File Economic Development Committee Meeting of January 20, 2015

6. ORDINANCES

- A Consideration of An Ordinance Granting a Special Use Pursuant to the Burr Ridge Zoning Ordinance to Amend the Village Center PUD to Add Dental Office with Ancillary Retail Sales to the List of Special Uses on the First Floor of the Building Commonly Known as 450 Village Center Drive (Z-01-2015: 450 Village Center Drive – 1st Family Dental)
- B. Consideration of An Ordinance Granting a Special Use Pursuant to the Burr Ridge Zoning Ordinance and the Burr Ridge Village Center PUD to Allow a Dental Office with Ancillary Retail Sales (Z-01-2015: 410 Village Center Drive – 1st Family Dental)
- *C. Approval of An Ordinance Granting a Special Use Pursuant to the Burr Ridge Zoning Ordinance to Allow Retail Sale of Bottles of Wine for Consumption Off Premises and in conjunction with the Operation of a Restaurant (Z-02-2015: 201 Bridewell Drive – Eddie Merlot's)

- *D. Approval of An Ordinance Denying a Variation or Amendment to the Village of Burr Ridge Sign Ordinance for the Extension of Hours for Temporary Right-of-Way Signs (S-09-2014: McNaughton Development)
- *E. Approval of Ordinance Amending Chapter 25 of the Burr Ridge Municipal Code by Adding a New Class "R" Liquor License
- *F. Approval of Ordinance Amending the Village of Burr Ridge Personnel Manual Adopted by Ordinance Number 661

7. RESOLUTIONS

- *A. Adoption of Resolution Regarding MFT Funds for the 2015 Road Program

8. CONSIDERATIONS

- A. Consideration of Request from John Manos, Owner of Brookhaven Marketplace, to Amend the Liquor Code to Allow for the Sale of Packaged Alcohol on Sundays Prior to the Current 11:00 a.m. Start Time
- B. Consideration of Recommendation to Purchase Wireless Network Equipment
- C. Consideration of Economic Development Committee Recommendation to Approve a Sub-Committee to Oversee the Creation of an Economic Development Plan
- *D. Approval of Request from Pauline Ozols, of Run for Veterans, to Conduct a 5K Run/Walk Fundraiser on Sunday, July 26, 2015, and for the Village to Sponsor the Event
- *E. Approval of Plan Commission Recommendation to Approve an Amendment to the Zoning Ordinance to Add Business Vocational School to the List of Special Uses in the O-2 Office and Hotel District; to Approve a Special Use to Permit a Business Vocational School in an Existing Office Building; and to Approve a Variation for a Reduction in Parking for a Vocational School (Z-13-2014: 1333 Burr Ridge Parkway – InSite Real Estate)
- *F. Approval of Plan Commission Recommendation to Approve a Special Use to Permit a Restaurant with Alcoholic Beverage Sales and with Outdoor Dining (Z-03-2015: 505 Village Center Drive – Stix and Stones)
- *G. Approval of Recommendation to Award Contract for Brush Pick-up
- *H. Approval of Recommendation to Award Contract for Tree Trimming
- *I. Approval of Recommendation to Award Contract for Purchase of Residential Water Meters
- *J. Approval of Request for Raffle License for Gower PTO and Hosting Facility License for Gower Middle School for Event on March 13, 2015 (Raffle Ticket Sales from 2/1/15 to 3/13/15)

- *K. Approval of Request for Raffle License for the West Suburban Symphony Society and Hosting Facility License for Chicago Marriott Southwest at Burr Ridge for the Society's Fundraising Dinner-Dance on March 7, 2015
- *L. Approval of Recommendation to Approve Request from WB/BR Chamber of Commerce for Placement of Temporary Promotional Signs for the Business Expo on June 3, 2015, and the Cruisin' 66 Fest on August 8, 2015
- *M. Receive and File Resignation Letter of Probationary Police Officer Jennifer Keil
- *N. Approval of Recommendation to Authorize the Board of Fire and Police Commissions to Fill the Vacancy on the Police Force Created by the Resignation of Officer Jennifer Keil
- *O Approval of Vendor List in the Amount of \$641,571.05 for all funds, plus \$205,200.19 for Payroll, for a Grand Total of \$846,771.24, which includes a Special Expenditure of \$22,956.35 to Burr Ridge Bank and Trust for principal and interest on installment loan for County Line Road/Burr Ridge Parkway landscaping improvements
- P. Other Considerations – For Announcement, Deliberation and/or Discussion only – No Official Action will be Taken

9. AUDIENCE

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. CLOSED SESSION

- A. Approval of Closed Session Minutes of June 23, 2014
- B. Receive and File Draft Personnel Committee Closed Session Minutes of January 12, 2015
- C Probable and Imminent Litigation

12. RECONVENED MEETING

13. ADJOURNMENT

TO: Village President and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of January 26, 2015
DATE: January 23, 2015

PLEDGE OF ALLEGIANCE – Grace Kirschbaum, Pleasantdale Middle School

6. ORDINANCES

A. Amend PUD (450 & 410 Village Center Drive – 1st Family Dental)

B. Special Use (450 and 410 Village Center Drive – 1st Family Dental)

Attached are Ordinances amending the Village Center PUD and granting special use approval for the dental office with ancillary retail sales in the tenant space at 410 Village Center Drive. At its January 12, 2015 meeting, the Board concurred with the Plan Commission's recommendation to approve the PUD amendment and special use and directed staff to prepare the attached Ordinances.

It is our recommendation: that the Ordinance be approved.

C. Special Use (201 Bridewell Drive – Eddie Merlot's Restaurant)

Attached is an Ordinance granting special use approval to Eddie Merlot's Restaurant to permit sales of packaged wine for off-site consumption accessory to the continued use of the property as a restaurant. At its January 12, 2015 meeting, the Board concurred with the Plan Commission's recommendation to approve this special use and directed staff to prepare the attached Ordinances.

It is our recommendation: that the Ordinance be approved.

D. Deny Sign Ordinance Variation (S-09-2014)

Attached is an Ordinance denying a request to extend the permitted hours for temporary right of way signs. The Sign Ordinance restricts such signs to the hours of 9 am to 6 pm on Saturdays and on Sundays. The applicant sought an amendment or variation to the sign regulations to permit the signs to stay up overnight on Saturdays and to be picked up on Monday mornings. At its January 12, 2015 meeting, the Board concurred with the Plan Commission's recommendation to deny this request use and directed staff to prepare the attached Ordinances.

It is our recommendation: that the Ordinance be approved.

E. Amend Chapter 25 (New Class "R" Liquor License)

Attached is an Ordinance amending the Municipal Code to accommodate the sale of packaged wine for Eddie Merlot's. The amendment adds a new class of liquor license which provides for "the sale of packaged wine only for off-site

consumption” and in conjunction with the licensee’s operation of a restaurant on the premises. The amendment also establishes a \$1,000.00 fee for the Class R license.

It is our recommendation: that the Ordinance be approved.

F. Amend Personnel Manual

Every few years, Staff reviews and updates the Personnel Manual, as well as its five Appendixes. This year, only the Personnel Manual itself has been revised. Enclosed is an Ordinance amending Ordinance No. 661 to implement these revisions. The updated Manual has been reviewed by the Village Attorney and the Village’s Personnel Committee (see Item #5C on this agenda) and has been found to be in order. Also enclosed please find the list of proposed changes to the Personnel Manual.

It is our recommendation: that the Ordinance revising the Personnel Manual be approved.

7. RESOLUTIONS

A. MFT Funds for the 2015 Road Program

Attached please find a Resolution regarding Motor Fuel Tax (MFT) funding for the Year 2015 Road Program. This Resolution declares the Year 2015 Road Program as an MFT project and allows the Village to appropriate an allotment of MFT funds for construction of the Road Program.

It is our recommendation: that the Resolution be adopted.

8. CONSIDERATIONS

A. Sale of Packaged Alcohol on Sundays Prior to 11:00 a.m.

The Village has received a request from John Manos, one of the owners of Brookhaven Marketplace, to allow his grocery store to sell alcohol on Sundays prior to the current 11:00 a.m. start time. Mr. Manos feels that, since other communities allow for the sale of alcohol on Sundays earlier than 11:00 a.m., he is potentially losing business (see attached memo). Mr. Manos will be present on Monday evening to discuss this matter with the Board.

The results of a survey of area communities concerning their start time for the sale of packaged liquor on Sunday is as follows:

Hinsdale	10:00 am	Oak Brook	10:00 am
LaGrange	11:00 am	Lombard	9:00 am
Woodridge	6:00 am	Westmont	9:00 am
Willowbrook	10:00 am	Countryside	10:00 am
Darien	9:00 am	Western Springs	7:00 am

Board direction is requested.

B. Purchase Wireless Network Equipment

For the fiscal year 2014-15 Information Technology fund budget, funds are allocated for the continuing expansion on the Village’s wireless

network. Since 2009 the Village has been constructing a Village wide wireless network to provide network and phone connections between Village facilities; field access for Police squad cars; and video feeds for the subdivision video surveillance program. To date a wireless backbone was built connecting the Village Hall, Police Station, and Public Works facilities data and voice networks. Fourteen wireless access points were installed in order to provide Police squad cars with network access out in the field. Areas of concentration for the access points were the municipal properties; the Village Center and County Line Square shopping centers; and the main thoroughfare of County Line Road.

For the current year, the areas of concentration will be four access points providing coverage for Veteran's Boulevard, Fieldstone Drive, Carriage Way, Tower Drive, Burr Ridge Parkway, McClintock, Lincolnshire, Chasemoor Drive, and 79th street. The areas provide both network access for the Police and improved coverage for neighborhoods interested in the video surveillance program. The cost of the current year expansion is:

2014-15 Budget	National Tek Sales Inc.	Winncom Technologies, Corp.	Converging Network Group, Inc.
\$33,260	\$32,268	\$33,873	\$35,981

Finance Director Jerry Sapp will provide the Village Board with a brief presentation of the networked areas, current and proposed, and the status of the subdivision video surveillance program.

It is our recommendation: that the purchase of wireless access points and installation equipment be awarded to National Tek Sales, Inc. in the amount of \$32,268.

C. Economic Development Committee Recommendation – Sub-Committee to Oversee Creation of Economic Development Plan

At its meeting on January 20, the Economic Development Committee passed a motion to recommend to the Village Board that a sub-committee be formed to oversee the creation of an Economic Development Plan. While both the Economic Development Committee and the Village Board will be involved in the process, it was felt that a smaller sub-committee working directly with Staff should be created to oversee the work. The EDC is recommending that the following members be included on this sub-committee:

Mayor Mickey Straub, Chairperson
Trustee Guy Franzese
Trustee Len Ruzak
EDC Member Zach Mottl

It is our recommendation: that the recommendation of the Economic Development Committee to establish a sub-committee for the purpose of creating an Economic Development Plan be approved.

D. 5K Run/Walk Fundraiser

Attached please find a letter from Pauline Ozols, Executive Director of Run for Veterans, a not-for-profit group dedicated to creating awareness and generating funds to help our nation's veterans' mental health care needs, requesting approval for their annual 5K Run/Walk fundraiser scheduled on

Sunday, July 26, 2015, from 8:00 a.m. to 11:00 a.m. The route is the same as was approved by the Village Board in 2014 and Ms. Ozols is once again requesting street closures on Burr Ridge Parkway, McClintock Drive, Lincolnshire Drive, Bridewell Drive and in the Village Center. Ms. Ozols has contacted the Village Center and they have agreed to allow this organization to utilize the Village Green for the pre- and after-race activities.

The purpose of the event is as a fundraiser to raise money for veterans' mental health care. The 2015 beneficiary will be the Lone Survivor Foundation.

In addition, Ms. Ozols is requesting that the Village become a sponsor to this race and waive the costs of Police and Public Works services, as we do for the Right Fit race.

In accordance with the Special Events Ordinance, prior to final approval, a letter will need to be sent to the affected property owners notifying them of this request.

It is our recommendation: that the Board table the request from Run for Veterans to its February 23 meeting to allow Staff to notify residents along the race course of this request and its possible impacts.

E. Plan Commission Recommendation – Text Amendment/Special Use/Variation (1333 Burr Ridge Parkway – InSite Real Estate)

Please find attached a letter from the Plan Commission recommending approval of a request by InSite Real Estate for an amendment to the Zoning Ordinance to add Business Vocational School to the list of special uses in the O-2 Office and Hotel District; to approve a special use to permit a Business Vocational School in an office building at 1333 Burr Ridge Parkway; and to approve a variation from the Zoning Ordinance for a reduction in parking for a vocational school and office building.

The Plan Commission supports this request based on testimony and conditions that the school will not include any heavy equipment or machinery or any other facilities that would not be typical of and compatible with an office building; that the daytime population of the school will not exceed the required parking for the same amount of office space; and that only in the evening when most of the offices are closed, will the school have parking exceeding the parking that would be required for an office use occupying the same amount of floor area.

It is our recommendation: that the Board concurs with the Plan Commission and directs staff to prepare Ordinances approving this request.

F. Plan Commission Recommendation – Special Use (505 Village Center Drive – Stix and Stones)

Please find attached a letter from the Plan Commission recommending approval of a request by Barker Nestor Architects on behalf of Stix and Stones Wood Fired Pizza for special use approval as per the Village Center Planned Unit Development to permit a restaurant with alcoholic beverage sales and with outdoor dining. The restaurant will be located between Starbuck's and Red Mango at the south end of the Village Center and will occupy approximately 2,100 square feet.

Stix and Stones was described as a fast casual restaurant that will have a limited number of beer and wines for sale and a menu that will include wood fired pizza, sandwiches and some dinner entrees. The outdoor seating area will be fully enclosed with a four foot high railing. It will be located on the sidewalk, a five foot area of the sidewalk will be available for pedestrians, and access to the outdoor dining area will be strictly from inside the restaurant; all as required by the Zoning Ordinance.

It is our recommendation: that the Board concurs with the Plan Commission and directs staff to prepare an Ordinance approving this request.

G. Contract for Brush Pick-up

The Village of Burr Ridge provides spring and fall brush pick-up for community residents each year. This service was performed by Winkler's Tree Service from 1996 – 2013, during which time they adjusted their price very few times. In 2014, Winkler's was no longer able to hold their price due to an increase in the volume of work that they had under contract, as well as the increasing volume of brush to be removed from the Village. Therefore, in Spring 2014 the DPW solicited competitive prices for brush chipping.

The lowest cost proposal received in 2014 was an alternate proposal submitted by Kramer Tree Specialists. The Kramer alternate specified utilization of a grapple collection system which would deposit the brush in a truck/trailer. The truck would then deliver the brush to an off-site location for chipping. This technique was a departure from the mobile chipping operation which was historically utilized in the Village. However, the grapple-claw technique utilized by Kramer was very well received during the 2014 season, and the technique was found to be quieter, quicker, and less disruptive. Additionally, the work was able to be accelerated into a one-week schedule rather than a two week schedule.

This year, the DPW has contacted Kramer to ask them to hold their price for 2015. Kramer advised the Village that they were not able to do so, as the volume of brush collected in 2014 significantly exceeded their expectations. Therefore DPW asked Kramer to provide their best price for the work, after having performed it for one year and having a sound understanding of the volume that should be expected. Kramer has provided a cost of \$36,500 for this work in 2015, and a cost of \$37,412 in 2016 (2.5% year-to-year increase). Based upon the bids received in 2014, Kramer's updated cost would remain the lowest bid by a significant margin (17.3%).

Vendor	Cost/Cycle	Cost/Year
Kramer Tree Specialists (2014)	\$ 13,045	\$ 26,090
Kramer Tree Specialists (2015)	\$ 18,250	\$ 36,500
Kramer Tree Specialists (2016)	\$ 18,706	\$ 37,412
Winkler's Tree Service	\$ 22,080	\$ 44,160
Davey Tree Care	\$ 24,000	\$ 48,000
Groundskeeper, Inc.	\$ 29,416	\$ 58,832
Davey Tree	\$ 48,000	\$ 96,000

The DPW was very pleased with the service provided by Kramer Tree

Specialists in 2014. The increase proposed for 2015 and 2016 results in a cost which remains significantly lower than the other bids received in 2014. Therefore, **it is our recommendation** that a two-year contract be awarded to Kramer Tree Specialists, of West Chicago, for the spring and fall curbside brush pick-up program at a 2015 cost of \$36,500, and a 2016 cost of \$37,412.

H. Contract for Tree Trimming

The area scheduled to be pruned during the 2014-15 winter season is area 4. This area is bordered by Plainfield Rd on the north, 79th St. on the south, County Line Rd on the east, and Madison Rd on the west.

The diameter and quantity of trees within this area has been calculated based on past cyclical numbers, measurements, and growth rates. Trees with a diameter of 8" or less are trimmed by Village DPW forces. Trees with diameters greater than 8" are trimmed contractually. Approximately 545 trees, with a projected diameter total of 11,954 inches, will be contractually pruned by this year. The diameter inch cost is \$3.60 for an estimated cost of \$43,034, final cost to be determined based upon total inches trimmed.

The Village has maintained a tree trimming contract with Winkler's Tree Service, of LaGrange Park, for over 15 years. Winkler's has become proficient at providing this service to the Burr Ridge standard and the Village has been pleased with the quality of work performed by Winkler's crews. Winkler's has agreed to hold their previous year's price, which they have held since 2008.

It is our recommendation: that the contract for tree trimming be awarded to Winkler's Tree Service in the amount not to exceed \$50,000.

I. Contract for Purchase of Residential Water Meters

The FY2014-15 Budget includes \$130,000.00 for the purchase of Sensus water meters intended for use in the residential Meter Replacement Program. This program's goal is to replace all existing Badger water meters with the Sensus metering system within four (4) years.

The most technologically advanced Sensus residential water meter is the iPERL; it combines both touch read and radio read capabilities which enables the Village to achieve a greater degree of automation of the meter reading process. Since April 2013, the Village has initiated in-house water meter reading after several years of contracting with DuPage County Public Works to accomplish system wide meter reading requirements. The Sensus meter automated reading capabilities make this task much easier and efficient with the ultimate goal of reading the entire Village metering system in a few hours when all meters are converted to the Sensus Radio Read model. The Sensus iPERL water meter is capable of very low flow accuracy with high flow durability. It incorporates electromagnetic technology and allows for the capture of previously unmeasured low flow water usage. The iPERL system is 100% lead-free with no moving parts and maintains its accuracy over a 20-year lifetime. In combination with the MXU-SmartPoint radio read unit this meter system provides the capability of continual connectivity with conditional, diagnostic and lifetime alarms. The Sensus iPERL meter complies with and exceeds requirements set by The Safe Drinking Water Act and NSF/ANSI 61 Annex F and G that became standard in 2012.

In order to continue with a residential meter replacement program, it is necessary to restock the inventory of water meters at this time. Water meters are a proprietary item which are only distributed by authorized regional distributors. The authorized Sensus water meter distributor for this region is HD Supply Waterworks, Carol Stream, Illinois branch office. This purchase will include the following items:

- 178- 3/4" meters (Sensus iPERL)(7 ½" LL) - @ \$118.00 per meter
- 292 - 1" meters (Sensus iPERL) - @ \$172.00 per meter
- 470 – MXU-SmartPoint 510M (Touchcoupler / Radio Read Unit) - @ \$125.00 per unit

Note: Please be advised that although the FY 13-14 meter order was made in Spring, 2014, the asset was not delivered until after May 1, 2014. Therefore, the cost for the FY 13-14 meter order has been accounted for in FY 14-15 based on the delivery date rather than the order date, in accordance with GASB standards. This accounting will result in a zero cost for meters in FY13-14 and a double-cost in FY 14-15.

It is our recommendation: that a contract to purchase Sensus iPERL water meters be awarded to HD Supply Waterworks in the amount of \$129,978.00 to enable continuation of the Village's water meter replacement program.

J. Raffle License/Hosting Facility License for Gower PTO

Enclosed is an application from the Gower PTO to conduct a raffle on Friday, March 13, 2015, as part of their fundraising event, as well as a letter requesting waiver of the fidelity bond requirement. Raffle ticket sales will be conducted between February 1 and March 13, 2015. In addition, enclosed is a letter from Gower Middle School, the hosting facility, requesting that a license be issued to allow them to hold this event at their facility.

It is our recommendation: that a Raffle and Chance License be issued to the Gower PTO for its March 13 raffle, with the fidelity bond waived, and that Gower Middle School be licensed to host the event.

K. Raffle License/Hosting Facility License for West Suburban Symphony

Enclosed is an application from the West Suburban Symphony Society to conduct a raffle on Saturday, March 7, 2015, as part of their fundraising dinner-dance event, as well as a letter requesting waiver of the fidelity bond requirement. Also enclosed is a letter from the Chicago Marriott Southwest at Burr Ridge requesting that they be issued a hosting facility license to allow them to hold this event at their location.

It is our recommendation: that a Raffle and Chance License be issued to the West Suburban Symphony Society for its March 7 raffle, with the fidelity bond waived, and that the Chicago Marriott Southwest at Burr Ridge be licensed to host the event.

L. WB/BR Chamber of Commerce Temporary Signs

The Village once again received a letter from Cheryl Collins, Executive Director of the Willowbrook/Burr Ridge Chamber of Commerce, requesting

that the Chamber be allowed to erect temporary signs at the usual locations for their upcoming Business Expo on June 3, 2015, and the Cruisin' 66 Fest on August 8, 2015.

It is our recommendation: that the request from the WB/BR Chamber of Commerce to erect temporary signage for the Business Expo and Cruisin' 66 Fest be approved.

M. Resignation Letter – Police Officer Jennifer Keil

Enclosed please find a letter from Probationary Police Officer Jennifer Keil tendering her resignation from the Burr Ridge Police Force effective December 16, 2014.

It is our recommendation: that Jennifer Keil's letter of resignation be received and filed.

N. Authorize BFPC to Fill Vacancy

Officer Jennifer Keil's resignation will bring the Police Force to a critical personnel level and Chief Madden is recommending the vacancy be filled as quickly as possible. The Board of Fire and Police Commissioners will need to initiate background investigations on the next three candidates on the Eligibility List immediately in order to have a new hire ready to go to Academy in April 2015.

It is our recommendation: that the BFPC be authorized to fill the vacancy created by Jennifer Keil's resignation.

O. Vendor List

Enclosed is the Vendor List in the amount of \$641,571.05 for all funds, plus \$205,200.19 for Payroll, for a Grand Total of \$846,771.24, which includes a Special Expenditure of \$22,956.35 to Burr Ridge Bank and Trust for principal and interest on installment loan for County Line Road/Burr Ridge Parkway landscaping improvements.

It is our recommendation: that the Vendor List be approved.

REGULAR MEETING**PRESIDENT AND BOARD OF TRUSTEES**
VILLAGE OF BURR RIDGE, IL**January 12, 2015**

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of January 12, 2015 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 President Pro-tem Paveza.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited by Ryan Johnson of Pleasantdale Elementary School.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Grasso, Franzese, Bolos, Ruzak, Manieri, and Paveza. Absent was President Straub. Also present were Village Administrator Steve Stricker, Public Works Director Paul May, Police Chief John Madden, Deputy Police Chief Marc Loftus, Community Development Director Doug Pollock, and Village Clerk Karen Thomas. There being a quorum, the meeting was open to official business.

7:00 P.M.

POLICE DEPARTMENT PROMOTION RECOGNITION
CORPORAL MICHAEL BARNES PROMOTION TO SERGEANT
OFFICER MICHELE GLOSKY PROMOTION TO CORPORAL

Police Chief John Madden introduced Corporal Michael Barnes and announced his promotion to Sergeant. Village Clerk Karen Thomas administered the Oath of Office.

Police Chief John Madden introduced Officer Michele Glosky and announced her promotion to Corporal. Village Clerk Karen Thomas administered the Oath of Office.

ILLINOIS D.A.R.E OFFICERS ASSOCIATION RECOGNITION AWARD
24 YEARS OF OUTSTANDING SERVICE
OFFICER ANGIE WILHELMI

Police Chief John Madden introduced Officer Omar Brucal of the Addison Police Department and President of the Illinois D.A.R.E. Association. Officer Brucal discussed Officer Angie Wilhelmi's service and accomplishments as a D.A.R.E. Officer and presented her with a Longevity Award.

Village Administrator Steve Stricker read a Letter of Commendation for Officer Angie Wilhelmi from the Superintendent of School District 62.

Trustee Grasso commented on her positive experience with Officer Wilhelmi as the instructor for the Citizens Police Academy.

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President and Board of Trustees, Village of Burr Ridge
January 12, 2015

Trustee Bolos added that her children were fortunate to have Officer Wilhelmi as their D.A.R.E. instructor and they have fond memories of the experience.

AUDIENCE Dolores Cizek discussed a Doings letter written by a Burr Ridge resident urging that the Police Pension Fund be fully funded. She also noted that she saw an advertisement in the Doings for Global Luxury Imports offering storage and service for vehicles. Ms. Cizek stated that Oak Park pays its bills with a credit card that provides rebates and suggested the Village of Burr Ridge explore paying its bills in that manner.

Village Administrator Stricker responded to Ms. Cizek stating that the Police Pension Fund is fully funded according to state law although it may not be at the level that some would like it to be.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Pro-tem Paveza, motion was made by Trustee Franzese and seconded by Trustee Grasso 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: 6 – Trustees Franzese, Grasso, Bolos, Paveza, Ruzak, Manieri

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

APPROVAL OF REGULAR BOARD MEETING OF DECEMBER 8, 2014 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE (DRAFT) RESTAURANT MAKETING COMMITTEE MEETING OF DECEMBER 10, 2014 were noted as received and filed under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE (DRAFT) HOTEL MAKETING COMMITTEE MEETING OF DECEMBER 10, 2014 were noted as received and filed under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE (DRAFT) STREET POLICY COMMITTEE MEETING OF DECEMBER 17, 2014 were noted as received and filed under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE (DRAFT) PLAN COMMISSION MEETING OF JANUARY 5, 2015 were noted as received and filed under the Consent Agenda by Omnibus Vote.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
January 12, 2015

APPROVAL OF ORDINANCE OF THE VILLAGE OF BURR RIDGE TERMINATING SPECIAL AREAS 3,4,5,6,7,8,9,10,11 AND 16 The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.
THIS IS ORDINANCE NO. 1144

APPROVAL OF ORDINANCE ANNEXING CERTAIN REAL ESTATE (ESPOSITO – 15W627 89TH STREET The Board, under the Consent Agenda by Omnibus Vote, approved the Ordinance.
THIS IS ORDINANCE NO. 1145

ADOPTION OF RESOLUTION ACCEPTING THE KRELINA AND PIZZUTO VINE STREET WATER MAIN EXTENSION The Board, under the Consent Agenda by Omnibus Vote, adopted the Resolution.
THIS IS RESOLUTION NO. R-01-15

APPROVAL OF PLAN COMMISSION RECOMMENDATION TO DENY A SIGN ORDINANCE VARIATION REGARDING TEMPORARY RIGHT OF WAY SIGNS (S-09-2014) The Board, under the Consent Agenda by Omnibus Vote, directed staff to prepare an Ordinance denying this request.

APPROVAL OF RECOMMENDATION TO AWARD CONTRACT FOR PURCHASE OF NEW COPIER FOR VILLAGE HALL The Board, under the Consent Agenda by Omnibus Vote, awarded a contract for the purchase of a Savin MPC8002 color copier to Image Systems & Business Solutions, of Elk Grove Village, in the amount of \$15,084.

APPROVAL OF REQUEST FOR BLANKET RAFFLE LICENSE FOR 2015 FOR THE WB/BR CHAMBER OF COMMERCE AND HOSTING FACILITY LICENSES AS NEEDED FOR VARIOUS LOCATIONS IN CONJUNCTION WITH THE CHAMBER'S FUNDRAISING EVENTS THROUGHOUT THE YEAR The Board, under the Consent Agenda by Omnibus Vote, issued a blanket 2015 Raffle and Chance License to the WB/BR Chamber of Commerce for its various fundraising events throughout the year, with the fidelity bond waived, and issued a blanket hosting facility license to allow the raffles to be held at various locations throughout the year.

APPROVAL OF THE VENDOR LIST IN THE AMOUNT OF \$328,992.10 FOR ALL FUNDS, PLUS \$458,294.78 FOR PAYROLL, FOR A GRAND TOTAL OF \$787,286.88 WHICH INCLUDES NO SPECIAL EXPENDITURES The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor List for the period ending January 12, 2015 in the amount of \$787,286.88.

CONSIDERATION OF PLAN COMMISSION RECOMMENDATION TO APPROVE PUD AMENDMENT TO ADD "DENTAL OFFICES WITH ANCILLARY RETAIL

Regular Meeting
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SALES” OR A SIMILAR USE TO THE LIST OF SPECIAL USES ON THE FIRST FLOOR OF THE BUILDING COMMONLY KNOWN AS 450 VILLAGE CENTER DRIVE AND TO APPROVE A SPECIAL USE TO PERMIT A DENTAL OFFICE WITH ANCILLARY RETAIL SALES WITHIN THE TENANT SPACE AT 410 VILLAGE CENTER DRIVE (Z-01-2015: 450 AND 410 VILLAGE CENTER DRIVE – 1ST FAMILY DENTAL

Community Development Director Doug Pollock stated that the Plan Commission unanimously recommends approval of the request by 1st Family Dental for a PUD Amendment to add dental offices with ancillary retail sales to the list of special uses on the first floor of 450 Village Center Drive and permit special use for a dental office with ancillary retail sales in the tenant space at 410 Village Center Drive. Mr. Pollock noted that the PUD Amendment would be limited to the building at 450 Village Center Drive.

Mr. Pollock explained the location will have three dentists and it is expected to achieve \$400,000 in retail sales per year servicing 250 visitors per week in the retail and dental areas. He clarified that the retail business will operate under a separate name, Dental Essentials, and would serve both patients and walk-in customers.

Mr. Pollock noted that at the public hearing, an email was read into the record from Commissioner Stratis, who was not in attendance, expressing his support for the business. Mr. Pollock added that the Plan Commission acknowledged that this location was unique within the Village Center due to its location and parking challenges.

Mr. Pollock explained that subsequent to the Public Hearing, an additional condition was added requiring that the petitioner must submit window treatment proposals for staff review that will screen patients in the dental treatment area from public view. He noted that the screening is required to support HIPPA regulations.

Mr. Pollock concluded that the Plan Commission unanimously approved the PUD amendment as well as the special use.

Trustee Grasso inquired if the petitioner presented any support for the \$400,000 in annual retail sales. In response, business owner Dr. Abboud explained it is based on projections given the expected patient volume. Trustee Grasso asked Dr. Abboud if he considered any of the locations in the Village Center that are already zoned for medical offices. He responded that a first floor corner location is preferable for the dentistry business. Trustee Grasso asked if there is sales tax involved with dental services such as implants or crowns. Dr. Abboud explained that sales tax would only be applicable to the retail products.

Trustee Bolos inquired if there would be a pharmacy component at the location. Dr. Abboud stated there would not.

Trustee Franzese asked Mr. Pollock to explain the notification process for the public hearing. In response, Mr. Pollock stated that notices were sent to property owners within 750 feet of the 450

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Village Center Drive location. Trustee Franzese inquired if public hearing signs were installed and Mr. Pollock explained that in the Village Center, window signs are placed at the location.

Trustee Franzese inquired why the PUD Amendment is being modified for the entire building rather than just this tenant space. In response, Mr. Pollock explained it is due to the way the land uses are specified in the Village Center. Mr. Pollock also confirmed that other dental offices could open in the first floor of this building but would require special use approval. He added that the Plan Commission granted the approval for this space based on the unique parking situation in the location.

Trustee Franzese inquired as to why the parking situation is more challenging in this location than others in the Village Center, such as Kohler Water Spa. In response, Village Center Manager Scott Rolston explained that there is no direct parking in front of the unit making it an undesirable location for a retail outlet. Mr. Rolston added that by having an appointment-based destination tenant, patrons will seek the business out and utilize it.

In response to Trustee Grasso, Mr. Pollock explained that the restriction of the special use granted by the Plan Commission applies to the current tenant only and the Plan Commission restricted the special use to this tenant and the proposed business.

Trustee Bolos inquired about the outlot that is located across from the 450 Village Center Drive building. In response, Mr. Rolston explained it is currently for lease or sale and there is no intention to convert it to additional parking.

Motion was made by Trustee Ruzak and seconded by Trustee Manieri to direct staff to prepare Ordinances approving this request.

Trustee Manieri inquired about incorporating the window concealing treatment to the motion. Mr. Pollock responded that it should be incorporated into the motion.

Trustee Ruzak amended his motion to include the review of the proposed window treatment by staff. Trustee Manieri seconded the amended motion.

Trustee Franzese commented that when the Village Center development was being discussed, it was stated that the first floor units would contain retail stores and restaurants and other offices such as medical facilities and legal offices would be located on the second floor. He added that those residents who purchased condominium units were also given the same information and the approval of this special use is contradictory to that.

Trustee Bolos inquired if complaints have been received regarding this request.

Village Administrator Steve Stricker responded that at the public hearing, there was one individual who objected to the special use. He also stated that one letter was received in opposition to the use but that objection has since been withdrawn.

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Bob Sodikoff, Attorney for the Petitioner, stated he received a call from the Building Homeowners Association President stating they may have objections to the dental office. Mr. Sodikoff stated he later received another call from the Homeowners Association President who stated the Association Board had been polled and they did not object to the dental office.

Mr. Sodikoff pointed out that the dental office will bring in clients that will use the hotels and restaurants in the area which would provide additional sales tax revenue for the Village. He concluded that there is no opposition to the dental office that he is aware of.

Laurie Chang, 9550 Pacific Court, stated that she and her husband own two condominium units in the building and they are in favor of the dental office and like the idea of an appointment-based business that will not be as hectic as something like the Starbucks. Ms. Chang feels that 1st Family Dental it will be an asset to the Village Center and will help in the appreciation of her investment.

Dr. Anton Fakouri, 15W110 83rd Street, stated he supports the project and is in favor of bringing more doctors and dentists to the area.

Trustee Paveza stated that he was also under the impression that the first floor was reserved for retail tenants but since this space has been vacant for seven years, it would be better to have a tenant in the space than a vacant space.

Trustee Franzese added that the favorable approval of the building Homeowner's Association weighed heavily in his decision on this matter.

On Roll Call, Vote Was:

AYES: 5 – Trustees Ruzak, Manieri, Franzese, Paveza, Bolos

NAYS: 1 – Trustee Grasso

ABSENT: 0 – None

There being five affirmative votes, the motion carried.

Trustee Manieri stated that the special use granted is site-specific to the building located at 450 Village Center Drive.

CONSIDERATION OF PLAN COMMISSION RECOMMENDATION TO APPROVE A SPECIAL USE TO PERMIT THE SALE OF PACKAGED WINE AT AN EXISTING RESTAURANT (Z-02-2014: 201 BRIDEWELL DRIVE – EDDIE MERLOT'S RESTAURANT) Community Development Director Doug Pollock stated that Eddie Merlot's Restaurant located at 201 Bridewell Drive would like to add the carryout sale of packaged wine services to the restaurant. He explained that because the Zoning Ordinance classifies packaged liquor sales separately from the special use for liquor sales that the restaurant already has, a separate special use is required for this service. He noted that the Plan Commission unanimously approved the special use. Mr. Pollock added that at the public

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hearing, the petitioner explained that the packaged wine sales would be a small portion of their business and Eddie Merlot's would continue to operate primarily as a restaurant.

Motion was made by Trustee Bolos and seconded by Trustee Ruzak to direct staff to prepare an Ordinance approving a special use to permit the sale of packaged wine at an existing restaurant (Z-02-2014: 201 Bridewell Drive – Eddie Merlot's Restaurant).

On Roll Call, Vote Was:

AYES: 6 – Trustees Bolos, Ruzak, Franzese, Paveza, Manieri, Grasso

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

**CONSIDERATION OF STREET POLICY COMMITTEE RECOMMENDATION TO
APPROVE THE PROPOSED 2015 ROAD PROGRAM**

Public Works Director Paul May presented a summary of the 2014 Road Program. He explained that the program consisted of resurfacing, preventative maintenance, and improvements under grant projects. The program was completed on time and under budget at \$634,000.

Mr. May presented some of the metrics of the roadways in the Village noting there are 1,000,000 square yards of pavement in the Village with the allowance for 15 years between treatments. He stated that the resurfacing of the entire system would cost \$20,000,000.

Mr. May explained that the Village receives approximately \$300,000 in Motor Fuel Tax (MFT) revenue which then brought the Village expense for 2014 to \$334,000.

Mr. May presented the recommended Road Program for 2015 noting that \$630,500 was budgeted for the Road Program. He explained the process used by Engineering to identify the specific areas targeted for the program. He stated that for 2015, the areas recommended are High Grove Industrial Park, Tower Drive, Dougshire Court, Wildwood Subdivision, and Madison Ridge Subdivision. In addition, Mr. May noted that maintenance and ancillary services which encompass pavement marking, crack filling, and material testing have been budgeted at \$60,000 bringing the total cost to \$690,500. The projected MFT contribution this year is \$264,000, which will result in a \$426,000 local contribution.

Mr. May explained that the Village may be able to obtain favorable prices due to low cost of petroleum and by soliciting bids early, as is the intention.

In response to Trustee Bolos, Village Administrator Stricker explained that sufficient funds are available due to lower than expected prices for the 2014 Program and a surplus in the Capital Projects Fund which is available for the 2015 Road Program, due to the transfer of funds last year from the General Fund to the Capital Project Fund. He added that the concern about funds

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for future road programs is based upon future work that was intended to be funded by grants that were not received by the Village resulting in changes made to future road programs. Village Administrator Stricker explained that the road program for the next four years has been spread out to approximately the same level as past years. He added that in the past, the Village spent approximately \$1,000,000 funding the program and is now spending \$600,000.

Trustee Bolos questioned the future projections from the General Fund contribution to be lesser amounts and suggested eliminating something from this year's program to account for that. Village Administrator Stricker responded that there is no need for a transfer from the General Fund for this year and that there is sufficient money in the Capital Project Funds to cover the 2015 Road Program. He added that may not be the case in future years.

Trustee Bolos noted that the cost to resurface the High Grove Industrial Park this year is almost \$500,000 and suggested scaling that back to allow funds for next year. She also wondered if assessments were discussed for this area. Village Administrator Stricker stated that the Street Policy Committee discussed that and he noted that a business park has not been assessed in that manner since the mid-1980's. Village Administrator Stricker pointed out that there are ramifications to assessments and would hurt economic development if they were to be considered. He added that if streets in need of repair are not addressed now, they will further deteriorate and cost more to repair in the future.

Trustee Ruzak, a Street Policy Committee member, explained that the assessment was discussed by the Committee but it was felt that the assessment may discourage new businesses from coming into the area due to the impending assessment. He stated the Committee felt that since the roads are in need of repair now, they should be addressed to avoid higher costs in the future. Trustee Ruzak feels that by getting the bids out early it may result in a favorable price.

Trustee Franzese inquired as to why the contribution of MFT Funds is lower for this year. In response, Mr. May explained that it fluctuates from year to year and the number provided is based upon a projection. He stated the MFT Fund contribution is tied to the number of gallons of gasoline sold, not the price, and the contribution may actually be higher in which case the budget will be adjusted.

Trustee Franzese stated he is in agreement with Trustee Ruzak and feels that the roads should be addressed now since the cost will only increase in the future. He also stated he does not feel an assessment would be appropriate in a business park with vacancies and it might be detrimental to filling those vacancies.

Trustee Manieri inquired if there are any other options for High Grove Industrial Park such as repair or only do a portion of it. He added he agrees that the special assessment would not be appropriate at this time and would like to see some of the funds for the industrial park spent in a residential subdivision. In response, Public Works Director Paul May explained that the High

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Grove area has been shifted back two or three times already and that last year, Fieldstone Subdivision was done instead of High Grove since it was a residential area. Mr. May stated it is his opinion that High Grove is at the point where the cost will increase beyond the benefit that would be gained by delaying it further. He explained that in an effort to reduce the cost, the asphalt thickness was reduced to the minimum state specification but will still be adequate for the area.

Trustee Manieri stated he does not feel the area is in significantly bad shape as he has driven through it and would like to see half of the area resurfaced and save the rest of the budgeted funds for residential areas.

In response to Trustee Paveza, Mr. May confirmed that the timing for resurfacing High Grove is this year and that it the most cost effective time to do so. He explained that the streets are at the point where the base will begin to deteriorate and as a professional engineer feels the time is right.

Motion was made by Trustee Grasso and seconded by Trustee Ruzak to approve the 2015 Road Program as prepared by staff and recommended by the Street Policy Committee.

On Roll Call, Vote Was:

AYES: 4 – Trustees Grasso, Ruzak, Franzese, Paveza

NAYS: 2 – Trustees Manieri, Bolos

ABSENT: 0 – None

There being four affirmative votes, the motion carried.

OTHER CONSIDERATIONS Village Administrator Stricker stated the budget season is in process and it is usually initiated with a goals session. He inquired if the Board wishes to hold the session after the next Board meeting or as a separate meeting. The Board agreed that a separate meeting would be better.

AUDIENCE Dolores Cizek stated that previously she commented the Village receives its water from Burbank and she meant to say Bedford Park. Ms. Cizek inquired if the collapse of the Morton Salt wall would affect the Village salt prices. Village Administrator Stricker responded that the price is based on a contract and would not be affected.

Ms. Cizek commented that the illuminated signs on the DuPage County side of County Line Road say Cook County. Village Administrator Stricker responded that Cook County paid for and put the signs up and they maintain all of County Line Road.

REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS Trustee Ruzak stated he has received many positive comments about the County Line Road Bridge and the Village Christmas decorations.

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ADJOURNMENT Motion was made by Trustee Ruzak and seconded by Trustee Franzese that the Regular Meeting of January 12, 2015 be adjourned.

On voice vote the motion carried and the meeting was adjourned at 8:25 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 _____ day of _____, 2015.

PATHWAY COMMISSION

VILLAGE OF BURR RIDGE

MINUTES FOR REGULAR MEETING OF JANUARY 8, 2015

1. **CALL TO ORDER:** The meeting was called to order at 7:09 p.m.
2. **ROLL CALL:**
 - PRESENT:** Commissioner Marilou McGirr, Commissioner John Pacocha, Commissioner Luisa Hoch and Commissioner Todd Davis
 - ABSENT:** Chairperson Pat Liss
 - ALSO PRESENT:** Community Development Director Doug Pollock and Public Works Director Paul May

Due to the absence of Chairperson Liss, Commissioner McGirr served as acting chairperson.

3. APPROVAL OF NOVEMBER 13, 2014 MINUTES

A **MOTION** was made by Commissioner Pacocha and **SECONDED** by Commissioner Davis to approve the November 13, 2014 minutes. The **MOTION** was **APPROVED** by a 3 - 0 voice vote of the Pathway Commission with Commissioner McGirr abstaining.

Commissioner McGirr suggested that the Commission first discuss the German Church Road project which is item #5 on the agenda and move item #4 to later on the agenda. The other Commissioners agreed.

5. GERMAN CHURCH ROAD SIDEWALK PROJECT UPDATE

Mr. May provided a summary of the German Church Road sidewalk project as follows. The project is located on the north side of German Church Road between Greystone Court and County Line Road. Due primarily to the need to construct a substantial retaining wall and other requirements imposed by conditions of the grant funding, costs for this project will far exceed the preliminary cost estimates. The costs overrun mean that the Village funding of this project will go up from an estimated \$50,000 to \$230,000. This will result in the pathway fund budget showing a \$160,000 deficit in the year 2016-17 when the County Line Road sidewalk project is constructed. Further direction from the Pathway Commission is requested.

Commissioner Pacocha reiterated that the costs were driven up in part because the grant imposes extra costs. He asked if those extra costs were anticipated. Mr. May said they were to some extent but not to the degree that was actually realized. Mr. May said his original estimate was low primarily because of the requirement for a retaining wall.

Commissioner McGirr said that she still wants to do the project. The other Commissioners indicated their agreement.

Mr. Pollock said that he wanted to be sure the Pathway Commission understood that proceeding with this project and the 79th Street project could put the County Line Road project in jeopardy as there will be no money left in the pathway fund for County Line Road.

Commissioner Davis said that the Village Board should understand that we have already invested significant money into the County Line Road project and the grant has already been approved.

Commissioner Davis said that given these facts, the Village Board should fund the County Line Road project from other funding sources.

Commissioner Pacocha said that all three projects are important and he suggested that it is not the Pathway Commission's job to find the funding for this project but rather to recommend sidewalk projects that are important to the Village. He said that he thinks the Village Board should proceed with all three projects previously recommended and approved.

A **MOTION** was made by Commissioner McGirr and **SECONDED** by Commissioner Hoch to recommend that the Board of Trustees proceed with the German Church Road, 79th Street and County Line Road projects as previously recommended and as outlined in the draft pathway fund budget for fiscal year 2015-2016.. The **MOTION** was **APPROVED** by a 4 - 0 voice vote of the Pathway Commission.

A **MOTION** was made by Commissioner Pacocha and **SECONDED** by Commissioner Davis to recommend that the Board of Trustees proceed with final engineering for the County Line Road project as outlined in the draft pathway fund budget for fiscal year 2015-2016.. The **MOTION** was **APPROVED** by a 4 - 0 voice vote of the Pathway Commission.

6. ASPHALT SIDEWALK MAINTENANCE UPDATE

Mr. May reported that he will have temporary summer help in 2015 and will have all of the asphalt sidewalks re-inspected to determine where patching may be done or if additional work is necessary. Mr. Pollock added that he would bring this back to the Commission after the summer work is completed.

7. STREET AND PATHWAY MAP UPDATE

Mr. Pollock reported that the map is ready to go to print and he confirmed that the three planned sidewalks will be shown with dotted lines and marked as "planned sidewalks".

8. BOARD REPORT

Commissioner Pacocha asked for clarification regarding the status of the grant funded projects. He said the written update makes it sound as if the funding has not yet been approved. He suggested that it should read something like "pending receipt of previously approved grant funding". The Commission and staff agreed to this clarification.

4. REVIEW OF 2015-16 PATHWAY FUND BUDGET

Mr. Pollock referenced the draft budget that was included in the agenda packet. Mr. May said it was a very preliminary draft and some of the future year numbers had not been added.

Commissioner McGirr questioned the line item for banking fees. Mr. Pollock explained that about \$900 of the \$1,300 is for investment fees and those relate to the interest income that is generated for the pathway fund. Mr. Pollock acknowledged that there were a couple of years in the past where the interest income was taken out of the pathway fund and transferred to the general fund.

Commission McGirr suggested that the minutes reflect that the amount of the banking fees is excessive compared to the amount of interest that is earned.

9. OLD/NEW BUSINESS

Commissioner Pacocha suggested the Commission look at the dollar value that is used to calculate the sidewalk donation for subdivisions. He said that we currently use \$5 per square foot but that when we construct a sidewalk it always costs more than \$5 per square foot. Mr. Pollock explained that by law we have to charge what it would cost the developer to construct the sidewalk. He said it always costs the developer less as they are already doing the grading and street work as opposed to a Village project where those costs are added to the project. Mr. May said that recent sidewalk work was done for \$5 per square foot when removing the grading and street work.

Commissioner Pacocha asked about changing the requirement for a quorum given the lack of members on the Commission. He said with only five members it is hard to establish a quorum of four as required by the pathway ordinance. He suggested an Ordinance change to allow a majority of the present members as a quorum. Mr. Pollock said he was not sure if there was another requirement beyond the Ordinance that establishes a quorum but he would find out.

A **MOTION** was made by Commissioner Pacocha and **SECONDED** by Commissioner Davis to recommend that the Board of Trustees amend Ordinance 678, Section 5.4 to state that a quorum shall be the lessor of four members or a majority the Commissioners as may be appointed at any given time. The **MOTION** was **APPROVED** by a 4 - 0 voice vote of the Pathway Commission.

Commissioner Pacocha asked about the Commission's recommendation regarding sidewalk benches. Mr. Pollock said he was planning to present that to the Board of Trustees but had not yet done so. He also asked if the Commission would go ahead and pick some locations to present to the Board.

Commissioner McGirr said she wanted it to be clear that the Commission does not want money for benches to be taken out of the pathway fund. She said that this information should be given to the Board in whatever report is given to the Board summarizing the Pathway Commission meetings.

Mr. Pollock said that the minutes of the Pathway Commission meeting are given to the Board and serve as a report to the Board of Commission activities and recommendations. Commissioner McGirr said that was satisfactory and that if the Board wanted any further action by the Pathway Commission they could so direct.

10. ADJOURNMENT

A **MOTION** was made by Commissioner Davis and **SECONDED** by Commissioner Hoch to **ADJOURN** this meeting. **ALL MEMBERS VOTING AYE**, the meeting was adjourned at 8:34 p.m.

Respectfully Submitted:

J. Douglas Pollock, AICP

**MINUTES
PERSONNEL COMMITTEE
Meeting of January 12, 2015**

CALL TO ORDER

The meeting was called to order by Acting Chairperson Al Paveza at 6:10 p.m.

ROLL CALL

Present: Trustee John Manieri and Trustee Al Paveza

Absent: Mayor Mickey Straub

Also Present: Village Administrator Steve Stricker

APPROVAL OF MINUTES

A **motion** was made by John Manieri to approve the September 10, 2014, minutes. The motion was **seconded** by Al Paveza and **approved** by a vote of 2-0.

PROPOSED UPDATES TO PERSONNEL MANUAL

Village Administrator Steve Stricker presented the Committee with an update to the Village's Personnel Manual. He stated that the Staff revises the Personnel Manual every 2-3 years to keep it updated. He stated that the Village Attorney had reviewed the changes and found them to be in order.

Administrator Stricker reviewed with the Committee the various changes to the Manual. He stated that the majority of the changes were found in Article III dealing with the issue of merit and compensation. He stated that he has stripped out the old language regarding a set merit-based program for non-union employees and added language that provided for possible merit and/or cost of living adjustments based on a decision of the Village Board on a year-to-year basis.

After some discussion, a **motion** was made by Trustee John Manieri to accept the proposed changes and recommend that the amendments to the Personnel Manual be approved. The motion was **seconded** by Trustee Al Paveza and **approved** by a vote of 2-0.

CLOSED SESSION

A **motion** was made by Trustee John Manieri and **seconded** by Trustee Al Paveza to go into Closed Session to discuss Employment of Employee issues.

ROLL CALL VOTE was as follows:

AYES: 2 – Trustee John Manieri and Trustee Al Paveza
NAYS: 0 – None
ABSENT: 1 – Mayor Mickey Straub

Motion carried by a vote of 2-0 and the Personnel Committee went into Closed Session at 6:30 p.m.

RECONVENED MEETING

The Personnel Committee reconvened to Open Session at 6:51 p.m., with Trustee John Manieri, Trustee Al Paveza and Village Administrator Steve Stricker still present.

ADJOURNMENT

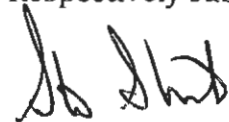
There being no further business, a **motion** was made by Trustee John Manieri and **seconded** by Trustee Al Paveza to adjourn the meeting.

ROLL CALL VOTE was as follows:

AYES: 2 – Trustee John Manieri and Trustee Al Paveza
NAYS: 0 – None
ABSENT: 1 – Mayor Mickey Straub

Motion carried by a vote of 2-0 and the meeting was adjourned at 6:52 p.m.

Respectively submitted,



Steve Stricker
Village Administrator

SS:bp

PLAN COMMISSION/ZONING BOARD OF APPEALS**VILLAGE OF BURR RIDGE****MINUTES FOR REGULAR MEETING OF****JANUARY 19, 2015****1. ROLL CALL**

The Regular Meeting of the Plan Commission/Zoning Board of Appeals was called to order at 7:30 P.M. at the Burr Ridge Village Hall, 7660 County Line Road, Burr Ridge, Illinois by Chairman Trzupek.

ROLL CALL was noted as follows:

PRESENT: 6 – Stratis, Hoch, Praxmarer, Grela, Scott, and Trzupek

ABSENT: 2 – Grunsten and Sheth

Also present was Community Development Director Doug Pollock. Trustee Diane Bolos was in attendance.

2. APPROVAL OF PRIOR MEETING MINUTES

A **MOTION** was made by Commissioner Grela and **SECONDED** by Commissioner Praxmarer to approve minutes of the January 5, 2015 Plan Commission meeting.

ROLL CALL VOTE was as follows:

AYES: 4 – Grela, Praxmarer, Hoch, and Trzupek

NAYS: 0 – None

ABSTAIN: 2 – Stratis and Scott

MOTION CARRIED by a vote of 4-0.

3. PUBLIC HEARINGS

Chairman Trzupek asked all persons in attendance who may speak at any of the public hearings to stand and affirm to tell the truth. Chairman Trzupek affirmed all those who stood.

A. Z-13-2014: 1333 Burr Ridge Parkway (InSite Real Estate); Text Amendment, Special Use and Findings of Fact

Chairman Trzupek asked Mr. Pollock to provide a summary of this hearing.

Mr. Pollock summarized the hearing as follows: The petitioner manages the office building at 1333 Burr Ridge Parkway commonly known as the McGraw Hill building. The petitioner has vacant office space that they would like to lease to a business vocational school. The property is within an O-2 District which currently does not list schools as a permitted or special use. The petitioner is seeking to amend the Zoning Ordinance to add business vocational school to the list of permitted or special uses and if added as a special use, the petitioner seeks special use approval.

Chairman Trzupek asked the petitioner for their presentation.

Mr. Uebelhor introduced himself as real estate broker and employee of In Site Realty, which is the property owner. He asked that the petition be revised to seek 20,000 square feet for the school rather than 14,500 square feet. He said the school would be general classrooms with no equipment. He said in the evening when the school is at its peak, there will be plenty of parking as the offices are closed at that time. He said he went through the parking lot at 7 pm this evening and there were only 10 cars.

In response to Chairman Trzupek, Mr. Uebelhor said they are negotiating a lease with ITT Technical School but that a lease has not yet been signed.

Chairman Trzupek asked for public comments.

Mr. Mark Thomas, 7515 Drew Avenue, said that the parking lot is full during the day. He said he did not realize until this evening that the school would operate primarily in the evening.

There being no further public comments, Chairman Trzupek asked for comments and questions from the Plan Commission.

Commissioner Stratis asked if the other tenants in the office building were notified. Mr. Pollock said they would not have received the legal notice. Mr. Uebelhor said that the other tenants are aware and that they have approval rights for any new tenant. In response to further questions from Commissioner Stratis, Mr. Uebelhor said that ITT would not sign a lease until they are sure the Village will approve the land use.

Commissioner Hoch questioned the evening start time for classes. She was concerned that a 5:30 start time would create conflicts with office workers and she suggested a 6 pm start time. She added that she would expect parking to be greater than the one space per three students as most students would be adults that drive themselves to class.

Commissioner Praxmarer said she was also concerned about parking. Mr. Uebelhor said that maybe the one space per three students assumed some students would be dropped off.

Commissioner Grela said he cannot support an amendment that would make this a permitted use and would only consider if it is a special use for a specific user. He agreed with Commissioner Hoch that a later start time for evening classes was necessary so that there would not be conflict with office workers before they leave for the day.

Commissioner Scott asked if a parking variation had been done before based on shared parking at different peak times. Mr. Pollock was not aware of the Village having done this type of variation before but noted that it is similar to the PUD for the Village Center in that there is some assumption of shared parking for tenants with different peak hours. Commissioner Scott added that he agrees with the 6 p.m. start and also will not support unless it is for a specific tenant or specific type of school.

Chairman Trzupek asked if there was a parking shortage during the day. Mr. Uebelhor said there was not a parking problem during the day. Chairman Trzupek agreed that the 6 p.m. start time works better.

Chairman Trzupek said more qualifications and limits need to be specified for the staff recommendation condition prohibiting heavy equipment. Commissioner Grela suggested prohibiting laboratories and medical devices. Mr. Uebelhor said that the school would be traditional classrooms with desks and computers only.

In response to further questions and discussion regarding parking, Mr. Uebelhor said that they are very unlikely to use 20,000 square feet and that the original 14,500 square feet would probably be the maximum area.

Commissioner Scott asked if there should be condition limiting the number of students and teachers in the evening and, thus, limiting the parking in the evening. Mr. Pollock said that the school would be limited by the number of parking spaces in the parking lot and they could not exceed the ratio of students and teachers that would be accommodated by the existing parking lot.

There being no further questions or comments, Chairman Trzupek asked for a motion to close the hearing.

A **MOTION** was made by Commissioner Hoch and **SECONDED** by Commissioner Praxmarer to close the hearing for Z-13-2014.

ROLL CALL VOTE was as follows:

AYES: 6 – Hoch, Praxmarer, Grela Scott, Stratis, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

Chairman Trzupek suggested separate motions for the text amendment and special use.

A **MOTION** was made by Commissioner Grela and **SECONDED** by Commissioner Hoch to adopt the findings of fact as submitted by the petitioner and recommend that the Board of Trustees approve an amendment to Section IX.D of the Burr Ridge Zoning Ordinance to add Business Vocational School to the list of special uses in the O-2 Office and Hotel District.

ROLL CALL VOTE was as follows:

AYES: 6 – Grela, Hoch, Scott, Stratis, Praxmarer, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

A **MOTION** was made by Commissioner Grela and **SECONDED** by Commissioner Scott to adopt the findings of fact as submitted by the petitioner and recommend that the Board of Trustees grant special use approval to permit a Business Vocational School in an office building at 1333 Burr Ridge Parkway and for a variation from Section XI.C.13 of the Burr Ridge Zoning Ordinance for a reduction in parking for a vocational school and office building subject to the following conditions:

1. The special use and variation shall be limited to ITT Technical School or a similar technical and engineering school.
2. The school shall be traditional classrooms with no heavy machinery, mechanical equipment, medical devices, forensic devices or any other appurtenances that would be inconsistent with an office use.
3. The floor area occupied by the school shall not exceed 14,500 square feet.
4. The maximum number of students and employees for the school between the hours of 8 AM and 6 PM on Mondays through Fridays shall not result in the required

parking for the school exceeding the number of parking spaces that would be required for the same amount of office floor area.

ROLL CALL VOTE was as follows:

AYES: 6 – Grela, Scott, Stratis, Hoch, Praxmarer, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

B. Z-03-2015: 505 Village Center Drive (Stix and Stones); Special Use

Chairman Trzupek asked Mr. Pollock to provide a summary of this hearing.

Mr. Pollock summarized the hearing as follows: The petitioner seeks to open a restaurant in the Village Center that would include the service of alcoholic beverages and an enclosed outdoor dining area with table service. Special use approvals are required for service of alcoholic beverages and for the outdoor dining area.

Chairman Trzupek asked the petitioner if they had anything they wanted to add.

Mr. Ryan Nestor introduced himself as the architect for the business owner. He briefly described the design elements of the restaurant and outdoor dining area.

Chairman Trzupek asked for questions and comments from the public. There being none, he asked for questions and comments from the Plan Commission.

Commissioner Scott confirmed that this is a retail location. He asked if the tables and chairs were heavy enough to resist movement in the wind. Mr. Nestor said they would be sure to use tables and chairs that would not move in the wind.

Commissioner Grela expressed his appreciation that the Village Center was finally getting a family friendly pizza restaurant. He asked about the core market for the restaurant and if it was primarily a lunch or dinner restaurant. Mr. Nestor introduced Mr. Jeremy Samatas, one of the owners of the restaurant, who said that their goal was to be both a lunch and dinner restaurant. He said the restaurant would provide counter service only where customers order at the counter and food is brought to the tables. He said they are using very fine finishes for the restaurant to also attract evening customers. Mr. Samatas said he and his partner own a microbrewery and may serve their own beer but may also serve local brews. He said they would use all fresh ingredients and would include sandwiches and some dinner entrees in addition to wood fire pizza.

In response to another question from Commissioner Grela, Mr. Samatas said that they may provide delivery service in the future but not initially.

Commissioners Praxmarer and Hoch had no questions and wished the best for the business.

Commissioner Stratis confirmed that there would be five feet of clearance between the light pole and the railing for the outdoor seating area.

Chairman Trzupek asked how the restaurant would be vented. Mr. Rolston said the vent has to go through the various levels of the parking deck and that was a challenge.

There being no further questions or comments, Chairman Trzupek asked for a motion to close the hearing.

A **MOTION** was made by Commissioner Hoch and **SECONDED** by Commissioner Praxmarer to close the hearing for Z-03-2015.

ROLL CALL VOTE was as follows:

AYES: 6 – Hoch, Praxmarer, Stratis, Grela, Scott and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Hoch to adopt the findings of fact as submitted by the petitioner and recommend that the Board of Trustees grant special use approvals as per Village Center Planned Unit Development Ordinance A-834-10-05 to permit a restaurant with alcoholic beverage sales and with outdoor dining subject to the following conditions:

- a. The restaurant and outdoor dining area shall substantially comply with the submitted plans.
- b. The dining area shall be enclosed by an open fence of approved design preventing access to the outdoor dining area except by a doorway from the interior of the restaurant.
- c. The door to the dining area shall be self-closing.
- d. Tables shall be cleaned promptly following use.
- e. Furniture and umbrellas shall be weighted to prevent their movement in the wind;
- f. Seating shall not exceed one chair for every 10 square feet devoted to outdoor dining and shall be counted in determining restroom and parking requirements;
- g. No outdoor dining area shall be located so as to impede pedestrian traffic or proper access to and from the restaurant;
- h. No public sidewalks or public area may be used for a private restaurant's outdoor dining unless specifically approved by the Village;
- i. Outdoor food preparation, storage or display is prohibited;
- j. Hours of operation of an outdoor dining area shall be as specifically approved by the Village.

ROLL CALL VOTE was as follows:

AYES: 6 – Scott, Hoch, Praxmarer, Stratis, Grela, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

C. Z-04-2015: 324 Burr Ridge Parkway (Capri); Special Use and Variation

Chairman Trzupek acknowledged that the staff was recommending a continuance of this hearing and asked Mr. Pollock to explain.

Mr. Pollock said that the petitioner was working with a neighboring property owner to obtain offsite parking for the valet service. He said the petitioner reported having a verbal agreement with the owner of the PACE park and ride lot but were still working on a formal, written agreement.

Chairman Trzupek asked if there was anyone in attendance wishing to speak on this matter. There were none.

Commissioner Hoch suggested that the plans be revised to show the existing sidewalk seating area for Capri and that the parking should be calculated to include the deck area.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Grela to continue the hearing for Z-04-2015 to February 16, 2015.

ROLL CALL VOTE was as follows:

AYES: 6 – Stratis, Grela, Hoch, Praxmarer, Scott and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

4. CORRESPONDENCE

There were no questions or comments regarding the Board Report or the Building Report.

5. OTHER CONSIDERATIONS

There were no other considerations scheduled.

6. FUTURE SCHEDULED MEETINGS

Chairman Trzupek said the next scheduled meeting of the Plan Commission is February 2, 2015 but that there are no public hearings scheduled.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Scott to cancel the February 2, 2015 meeting.

ROLL CALL VOTE was as follows:

AYES: 6 – Stratis, Scott, Grela, Hoch, Praxmarer, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 6-0.

7. ADJOURNMENT

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Praxmarer to **ADJOURN** the meeting at 8:36 p.m. **ALL MEMBERS VOTING AYE**, the meeting was adjourned at 8:36 p.m.

**Respectfully
Submitted:**

February 16, 2015

J. Douglas Pollock, AICP

MINUTES
HOTEL MARKETING SUBCOMMITTEE
Wednesday, January 20, 2015

CALL TO ORDER

Village Administrator Steve Stricker called the meeting to order at 3:00 p.m.

ROLL CALL

Present: Scott Gibson, of Marriott Hotel, Vicki Kroll, of Spring Hill Suites; Benjamin Lester, of Extended Stay; and Russell Smith, of Quality Inn

Absent: None

Also Present: Village Administrator Steve Stricker, Communications and PR Coordinator Janet Kowal, and Phil Yaeger and Mike Yaeger, of Boost Creative Marketing

APPROVAL OF MINUTES

A **motion** was made by Vicki Kroll to approve the minutes of December 10, 2014. The motion was **seconded** by Scott Gibson and **approved** by a vote of 4-0.

FY 15-16 HOTEL/MOTEL TAX FUND BUDGET

Village Administrator Steve Stricker thanked the Committee members for meeting on such short notice. He stated that the purpose of the meeting was to review the Staff's proposed Hotel/Motel Tax Fund Budget for FY 2015-16. He stated that revenues next year are projected to increase 3% for all the hotels, except for the Quality Inn. After some discussion, the Committee agreed that this was an appropriate increase for next year. Administrator Stricker also indicated that this year, donations to the concert series that the Village receives will be placed in this fund. In addition, the Village will receive a \$2,500 donation from All-Bry Construction for the planting of trees within the gateway landscaped area on County Line Road.

Administrator Stricker stated that there are several new items included in the FY 15-16 Budget, including all of the Village's landscaping, i.e., gateway landscaping, the bridge area landscaping, landscaping along County Line Road and landscaping around the Village Hall. He stated that the total cost was actually less than what was proposed to be spent in FY 15-16, due to better prices that the Village received when it went out to bid within the past month.

Administrator Stricker stated that the costs for all special events are now found in the Hotel/Motel Tax Fund, including the additional cost to have a sound system professional at the concerts and 50% of the Communication and Public Relations Coordinator's salary. He also indicated that the overtime costs for the two 5k races were also included in the Budget. Finally, he stated that the \$15,000 that is to be set aside each year for emergency maintenance for the bridge project is also included in the budget.

Vicki Kroll, of Spring Hill Suites, stated that she was pleased to see that the \$250,000 Hotel Marketing Budget was included intact within the Administrator's proposed Budget.

After some discussion, a **motion** was made by Vicki Kroll to recommend approval of the Village Administrator's proposed FY 15-16 Hotel/Motel Tax Fund Budget. The motion was **seconded** by Scott Gibson and **approved** by a vote of 4-0.

Administrator Stricker stated that the proposed FY 15-16 Budget would be presented to the Economic Development Committee later that evening.

ADJOURNMENT

There being no further business, a **motion** was made by Vicki Kroll to adjourn the meeting. The motion was **seconded** by Scott Gibson and **approved** by a vote of 4-0. The meeting was adjourned at 3:20 p.m.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Steve Stricker', is written above the printed name.

Steve Stricker
Village Administrator

SS:bp

**MINUTES
ECONOMIC DEVELOPMENT COMMITTEE
Tuesday, January 20, 2015**

CALL TO ORDER

The meeting was called to order by Mayor Mickey Straub at 7:10 p.m.

ROLL CALL

Present were Mayor Mickey Straub, Trustee Len Ruzak, Sheryl Kern and Zach Mottl (arrived at 7:25 p.m.)

Absent were Trustee John Manieri and Bhagwan Sharma

Also present were Village Administrator Steve Stricker, Communication and Public Relations Coordinator Janet Kowal; Phil Yaeger and Mike Yaeger, of Boost Creative Marketing; Trustee Diane Bolos; Trustee Guy Franzese; Hotel Marketing Committee Representative Vicki Kroll; Restaurant Marketing Committee Representative Kirsten Jepsen

APPROVAL OF MINUTES

Since there was no quorum at this time, approval of the September 16, 2014, minutes was temporarily tabled.

There not being a quorum at this time, Mayor Straub asked Administrator Stricker to review informational items that may be of interest to the Committee.

MARKETING CONSULTANT INTERVIEWS

Administrator Stricker stated that, in the fall, the Village solicited proposals from marketing consultants. The Village received four proposals and three firms were interviewed. He stated that the consensus of the interviewing committee was to retain Boost Creating Marketing to do the majority of the marketing for the hotels and restaurants. He stated, however, that the committee was impressed with the special event experience of Prime Time Marketing and that they had recommended that Prime Time Marketing be hired to handle the marketing for the annual Restaurant Week program that would occur in September. He stated that \$25,000 of the \$50,000 restaurant marketing budget would be dedicated to this event. In response to a question from Trustee Ruzak, Administrator Stricker stated that a formal contract would not be entered into with PTM until the budget was approved. He stated that PTM felt that they would have sufficient time to develop a plan, once the budget is approved in April.

VILLAGE CENTER UPDATE

Administrator Stricker explained that he was disappointed that the Village Center has yet to complete their proposed plans regarding improvements to the Village Center, but that he hoped a presentation could be made to the Economic Development Committee at a special meeting sometime in early February. He stated that a meeting was held earlier that evening

with Homeowners' Association Presidents to inform them of the proposed improvements the owners of the Village Center would like to make.

Mayor Straub stated that he attended the meeting and stated that he felt it was well-attended. He stated that, obviously, the lifestyle center does not have one large anchor, but that, in general, in lifestyle centers of this size and type the experience becomes the anchor or the reason to come to shop.

In response to a question from Trustee Franzese, Mayor Straub stated that some of the things they are proposing would be expanding the Green and eliminating the traffic circle, more seating, more landscaping, additional parking along the street by removing the parallel parking and including diagonal parking, installing a fireplace within the Village Green area near the traffic circle, improving the alleyways and installing better signage.

In response to a question from Trustee Bolos, Mayor Straub stated that they are talking to a couple of new businesses, but nothing has been announced at this point. Administrator Stricker stated his concern that the necessary approvals and final plans will not be ready in time for construction to start prior to the start of the concert series and that he had already indicated to Opus that they should not think about starting construction until after Labor Day.

Zachary Mottl arrived at 7:25 p.m.

APPROVAL OF MINUTES

As a result of the arrival of Zachary Mottl, a quorum was established and Mayor Straub officially called the meeting to order. Due to the fact there was now a quorum, a **motion** was made by Len Ruzak to approve minutes of September 16, 2014. The motion was **seconded** by Sheryl Kern and **approved** by a vote of 4-0.

EDC 2015 MEETING SCHEDULE

Administrator Stricker presented the Committee with the proposed 2015 EDC meeting schedule, which is on the third Tuesday of every other month, same as in previous years. A **motion** was made by Zach Mottl to approve the 2015 EDC Meeting Schedule. The motion was **seconded** by Len Ruzak and **approved** by a vote of 4-0.

VILLAGE BOARD GOAL TO CREATE AN ECONOMIC DEVELOPMENT PLAN

Administrator Stricker stated that one of the top goals that the Village Board recently developed was the creation of an Economic Development Plan. He presented a memo that included an outline of what he thought should be included in an Economic Development Plan. He also stated that he assumed that the Village would not be interested in hiring a consultant and felt that the work would need to be done in-house by Village Staff. He stated that, in order to generate input into the process, he felt that a SWOT analysis should be conducted with the Village Board and the Economic Development Committee to help determine the strengths,

weaknesses, opportunities and threats as it relates to economic development in Burr Ridge across all the various sectors, including retail, restaurants, offices, manufacturing, banking, fitness/recreation and tourism/hospitality and conventions.

Administrator Stricker introduced Trustee Guy Franzese, who he stated initiated the idea of creating an Economic Development Plan. Trustee Franzese suggested that a steering committee and sub-committee be formed to provide guidance and to actually perform the work necessary in creating a Plan. He suggested a smaller committee made up of Board members and possibly EDC members.

In response, Zach Mottl stated that he was in agreement that a Plan should be created and that the Village should consider hiring a consultant. He also agreed that a small group to create the framework would be a good idea and that this would be an excellent project for the Economic Development Committee. Trustee Ruzak stated that it is important that we solicit input from our businesses. Mayor Straub stated that, although he did not think we should hire a consultant, there may be residents in the Village who have this level of expertise that could volunteer.

Trustee Franzese passed out some additional information regarding his ideas for proceeding with the Economic Development Plan and stated that he would be willing to participate on a steering committee or a sub-committee.

Restaurant Marketing Committee Representative Kirsten Jepsen stated that the Village needs to be business-friendly, but that has not always been the reputation the Village has had over the years. She agreed that there is a need for the Board to solicit concerns of businesses before finalizing a Plan.

After considerable discussion, it was agreed that only a sub-committee should be formed to oversee the work. Zach Mottl, Trustee Franzese, Mayor Straub and Trustee Ruzak all agreed to participate. With this in mind, a **motion** was made by Zach Mottl to recommend to the Village Board the creation of a sub-committee to create an Economic Development Plan, with the sub-committee to include Zach Mottl, Trustee Franzese, Mayor Straub and Trustee Ruzak. The motion was **seconded** by Sheryl Kern and **approved** by a vote of 4-0.

PROPOSED FY 15-16 HOTEL MARKETING PLAN

Phil Yaeger, of Boost Creative Marketing, presented the Hotel Marketing Committee's proposed marketing plan for FY 2015-16. He stated that, as in the past, the Hotel Marketing Committee works closely with the Burr Ridge Restaurant Marketing Committee, the Village Center and the Village of Burr Ridge to market not only the hotels, but the Village in general, and by doing so, extend the limited dollars available.

Mr. Yaeger provided an overview of the current Chicago market hotel industry, which he stated as being healthy and strong, with occupancy up 2.2% for the first half of 2014 and with downtown hotels hitting a record month in July. He stated that he expected this to continue through 2015, but that supply is expected to grow faster than demand, as new hotels are

being built. He stated that the business is out there and we need to bring as much business as possible to Burr Ridge.

Mr. Yaeger showed a chart comparing the performance of the Burr Ridge hotels vs. their competition, including Oak Brook, Willowbrook and Midway Airport. He stated that, since 2009, the Burr Ridge hotels have closed the gap with its top competitors and that there is now only a 4% gap in occupancy between Burr Ridge and the Oak Brook and Midway Airport markets. He stated that this would have been even closer, if you were to take out the Quality Inn.

Mr. Yaeger stated that the advertising that was done over the past year generated a total estimated annual amount of impressions of over 11.5 million.

Mr. Yaeger listed several competitive market issues that face the Burr Ridge hotels, including the fact that the competing hotels maintain a marketing presence of their own in targeting business and leisure travelers and the event market, that hotel inventory is being increased throughout the Chicago area and that there is an increased amount of competition, especially downtown, McCormick Place and Midway Airport hotels. He stated that the Burr Ridge geographic location remains vague among many Chicagoland residents, as well as things to do in Burr Ridge. He stated that Burr Ridge still lacks a significant brand awareness, which impacts hotel revenue and occupancy.

Mr. Yaeger stated that the primary target audience segments include residents in Burr Ridge and surrounding communities, businesses residents in Burr Ridge and surrounding communities, leisure travelers within a day's drive of Burr Ridge, meeting planners in both the Chicago market and regionally and group tour bus operators within a one-day drive of Chicago.

Mr. Yaeger presented several marketing objectives for FY 15-16, including increasing awareness of the Village of Burr Ridge, enhancing economic growth, creating an increasing source of tourism revenue, educating target audience of the exact geographic location of the Village of Burr Ridge, providing unique and compelling reasons for each audience segment to stay in Burr Ridge and to maximize the budget by working with Burr Ridge restaurants and the Village Center where appropriate.

He stated that marketing strategies for FY 15-16 include concentrating the majority of the marketing budget on reaching Chicago area residents and businesses; expanding the use of visual display, Pandora radio and Social Media; and continuing to maximize the marketing potential of Choose Chicago. In addition, he stated that other marketing strategies include maintaining a constant presence with meeting planners, using local media to maintain top-of-mind awareness, increasing the use of wedding publications to encourage the use of banquet facilities in the Village, using local newspapers and magazines to promote events and create top-of-mind awareness, continuing to utilize the holiday music radio promotion, as well as other radio promotions throughout the year, and maintaining the hotel website as a primary gateway to individual hotels.

Mr. Yaeger introduced a new slogan for the hotels this year, "It's Better in Burr Ridge." He stated that this sub-logo will be placed on ads going forward. Mayor Straub stated that he like the slogan, but stated that he would like to see the word "better" be smaller and the words "Burr Ridge" be larger.

Mr. Yaeger showed several ads that will appear in the next few months, prior to the end of the fiscal year, utilizing this new slogan.

Mr. Yaeger presented the marketing calendar for FY 15-16 and stated that the total budget is in the amount of \$250,000.

After some discussion, a **motion** was made by Zach Mottl to recommend approval of the FY 15-16 Hotel Marketing Budget in the amount of \$250,000. The motion was **seconded** by Len Ruzak and **approved** by a vote of 4-0.

FY 15-16 HOTEL/MOTEL TAX FUND BUDGET

Administrator Stricker passed out the proposed FY 15-16 Hotel/Motel Tax Fund Budget. He stated that there is sufficient revenues to cover the cost of the proposed \$250,000 Hotel Marketing Plan and that there were several additions that were made to the Budget that, in balance, meet the needs of both the hotels and the Village. He stated that this year for the first time, all landscape maintenance will be included in the Hotel/Motel Tax Fund Budget, including not only gateway landscaping and bridge landscaping, but landscaping along County Line Road that was previously placed in the Pathway Fund and landscaping around the Village Hall. He stated that there are several additional gateway projects this year to enhance the look of the gateway beautification area. He stated that all the special events costs for the Village are now found in the Hotel/Motel Tax Fund, including additional funds to have a sound system engineer at each concert, \$4,000 for additional speakers and an additional \$25,000 that represents approximately 50% of the salary for the Communication and Public Relations Coordinator, which takes into account her time in administering the special events. He stated that all of this, along with the \$15,000 that is set aside annually for emergency maintenance for the County Line Road Bridge Project, is all included in the Budget. He stated that the Hotel Marketing Committee has reviewed the Hotel/Motel Tax Fund Budget and approved it unanimously.

After some discussion, a **motion** was made by Zach Mottl to recommend approval of the FY 15-16 Hotel/Motel Tax Fund Budget. The motion was **seconded** by Len Ruzak and **approved** by a vote of 4-0.

PROPOSED FY 15-16 RESTAURANT MARKETING PLAN

Phil Yaeger, of Boost Creative Marketing, presented the proposed Restaurant Marketing Plan for FY 2015-16. He stated that \$25,000 is to be set aside for the Restaurant Week program, which leaves \$25,000 for other marketing efforts. He stated that marketing objectives for FY 15-16 include increasing awareness for Burr Ridge restaurants among adults within a 20-mile radius, establishing top-of-mind awareness for Burr Ridge as a destination for a variety

of restaurant choices, encouraging trial repeat visits and loyalty to the restaurants, educating target audience about the diversity of dining options and leveraging the marketing efforts of both the restaurants and hotels to use budget dollars as efficiently and effectively as possible. He stated marketing strategies this year will be to continue to have a mix of online and print media, actively using Social Media, updating and maintaining the restaurants' website, and employing the use of strategic couponing to encourage trial and re-trial of Burr Ridge restaurants. He stated that the Burr Ridge brochure would continue to be updated, the summer concert series would continue to be sponsored by the restaurants and the tote bags would continue to be distributed. He also stated that there would be a limited use of radio and Pandora to promote Burr Ridge and the Burr Ridge restaurants throughout the year. Mr. Yaeger showed several ads that were generated over the past year.

Trustee Bolos stated that she felt that the Village should create an app, not just for restaurants, but for all events that occur in the Village. In response, Mr. Yaeger stated that an app could be created, but that the cost would be between \$4,000 and \$5,000 to create, which would not be within the current marketing plan. He stated, however, that the website has been designed for cell phone use and that it is easy to utilize.

After some discussion, a **motion** was made by Len Ruzak to recommend approval of the proposed FY 15-16 Restaurant Marketing Plan in the amount of \$50,000, with understanding that the Plan being handled by Boost Creative Marketing and \$25,000 would be set aside for the Restaurant Week campaign utilizing the services of Prime Time Marketing. The motion was **seconded** by Zach Mottl and **approved** by a vote of 4-0.

PACE BUS MARKETING UPDATE

Communication and Public Relations Coordinator Janet Kowal stated that, at long last, she has set up a meeting that will occur the week of January 26 with Pace representatives to begin discussion regarding co-promoting the Pace Bus facility in Burr Ridge.

NEW DEVELOPMENT UPDATE REPORT

Administrator Stricker briefly presented the New Development Update Report to the Committee, which included two commercial additions.

FUTURE AGENDA ITEMS

Administrator Stricker asked if the Committee had any suggestions for future agenda items. None were forthcoming. Administrator Stricker stated that the Committee could discuss whether or not to hold an Economic Development breakfast and/or a lunch meeting with local Realtors, as has been discussed in the past. Trustee Bolos suggested that the lunch include commercial Realtors and not residential Realtors. In response, Administrator Stricker stated that, in the past, the Committee had discussed the need to better inform residential Realtors about what was happening in Burr Ridge. Mayor Straub agreed and stated that there was more that needs to be done to dispel the perception that School District 180 is inferior and that home buyers should shy away from that area. He stated that he

recently met with the Superintendent and the President of the School Board and that he learned a lot about the many positive things that are occurring at that School District and that message should get out to the area Realtors. Administrator Stricker stated that there is no reason why we could not include both and generate a message for both groups and that that is something the EDC could discuss in greater detail at the next meeting.

ADJOURNMENT

There being no further business, a **motion** was made by Zach Mottl to adjourn the meeting. The motion was **seconded** by Sheryl Kern and **approved** by a vote of 4-0. The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steve Stricker', written over a horizontal line.

Steve Stricker
Village Administrator

SS:bp

ORDINANCE NO. A-834-____-15

AN ORDINANCE GRANTING A SPECIAL USE PURSUANT TO THE BURR RIDGE ZONING ORDINANCE TO AMEND THE VILLAGE CENTER PUD TO ADD DENTAL OFFICE WITH ANCILLARY RETAIL SALES TO THE LIST OF SPECIAL USES ON THE FIRST FLOOR OF THE BUILDING COMMONLY KNOWN AS 450 VILLAGE CENTER DRIVE

(Z-01-2015: 450 Village Center Drive - 1ST Family Dental)

WHEREAS, an application for a special uses for certain real estate has been filed with the Village Clerk of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, and said application has been referred to the Plan Commission of said Village and has been processed in accordance with the Burr Ridge Zoning Ordinance; and

WHEREAS, said Plan Commission of this Village held a public hearing on the question of granting said special uses on January 5, 2015 at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

WHEREAS, public notice in the form required by law was provided for said public hearing not more than 30 nor less than 15 days prior to said public hearing by publication in the Suburban Life, a newspaper of general circulation in this Village, there being no newspaper published in this Village; and

WHEREAS, the Village of Burr Ridge Plan Commission has made its report on the request for a special use, including its findings and recommendations, to this President and Board of Trustees, and this President and Board of Trustees has duly considered said report, findings, and recommendations.

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This President and Board of Trustees find that the granting of special use indicated herein is in the public good and in the best interests of the Village of Burr Ridge and its residents, is consistent with and fosters the purposes and spirit of the Burr Ridge Zoning Ordinance as set forth in Section II thereof.

Section 2: That this President and Board of Trustees, after considering the report, findings, and recommendations of the Plan Commission and other matters properly before it, in addition to the findings set forth in Section 1, finds as follows:

- A. That the Petitioner for the special use for the property located at 450 Village Center Drive, Burr Ridge, Illinois, is 1st Family Dental (hereinafter "Petitioner"). The Petitioner requests an amendment to the Burr Ridge Village Center Planned Unit Development, Ordinance #A-834-10-05, to add "dental offices with ancillary retail sales" to the list of special uses on the first floor of the building commonly known as 450 Village Center Drive.
- B. That the addition of dental offices with ancillary retail sales is consistent with other special uses already listed including health and beauty services and banks and financial institutions.
- C. That the special use designation allows the Village to limit the number of such uses to tenant spaces that may be less suitable for retail sales and thus ensure that the Village Center remains primarily a retail and restaurant destination.

Section 3: That an amendment to the Burr Ridge Village Center Planned Unit Development, Ordinance #A-834-10-05, to add "dental

offices with ancillary retail sales" to the list of special uses on the first floor of the building commonly known as 450 Village Center Drive ***is hereby granted*** for the property commonly known as 450 Village Center Drive and identified by the Permanent Real Estate Index Numbers (PIN) of: **18-30-300-042**

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

PASSED this 26th day of January, 2015, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the President of the Village of Burr Ridge on this 26th day of January, 2015.

Village President

ATTEST:

Village Clerk

ORDINANCE NO. A-834-____-15

AN ORDINANCE GRANTING A SPECIAL USE PURSUANT TO THE BURR RIDGE
ZONING ORDINANCE AND THE BURR RIDGE VILLAGE CENTER PUD TO
ALLOW A DENTAL OFFICE WITH ANCILLARY RETAIL SALES

(Z-01-2015: 410 Village Center Drive - 1ST Family Dental)

WHEREAS, an application for a special uses for certain real estate has been filed with the Village Clerk of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, and said application has been referred to the Plan Commission of said Village and has been processed in accordance with the Burr Ridge Zoning Ordinance; and

WHEREAS, said Plan Commission of this Village held a public hearing on the question of granting said special uses on January 5, 2015 at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

WHEREAS, public notice in the form required by law was provided for said public hearing not more than 30 nor less than 15 days prior to said public hearing by publication in the Suburban Life, a newspaper of general circulation in this Village, there being no newspaper published in this Village; and

WHEREAS, the Village of Burr Ridge Plan Commission has made its report on the request for a special use, including its findings and recommendations, to this President and Board of Trustees, and this President and Board of Trustees has duly

considered said report, findings, and recommendations.

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This President and Board of Trustees find that the granting of special use indicated herein is in the public good and in the best interests of the Village of Burr Ridge and its residents, is consistent with and fosters the purposes and spirit of the Burr Ridge Zoning Ordinance as set forth in Section II thereof.

Section 2: That this President and Board of Trustees, after considering the report, findings, and recommendations of the Plan Commission and other matters properly before it, in addition to the findings set forth in Section 1, finds as follows:

- A. That the Petitioner for the special use for the property located at 450 Village Center Drive, Burr Ridge, Illinois, is 1st Family Dental (hereinafter "Petitioner"). The Petitioner requests a special use approval to permit a Dental Office with Ancillary Retail Sales within the tenant space at 410 Village Center Drive.
- B. That retail uses that depend on walk in customers have not shown interest in the space because it is at the far end of the shopping center and it does not have on-street parking directly in front of the store and fewer on-street parking places in the vicinity of the storefront. Other spaces even within this same building do not have the same parking limitations.
- C. That the business will include retail sales and will attract customers to the facility that will generate

potential customers for other retail stores and restaurants.

Section 3: That special use approval to permit a Dental Office with Ancillary Retail Sales within the tenant space at 410 Village Center Drive ***is hereby granted*** for the property commonly known as 410 Village Center Drive and identified by the Permanent Real Estate Index Numbers (PIN) of: **18-30-300-042**

Section 4: That the approval of this special use is subject to compliance with the following conditions:

- A. The special use approval shall be limited to the petitioner and not transferable to another entity.
- B. The special use approval shall be limited to 4,237 square feet within the tenant space commonly known as 410 Village Center Drive.
- C. The dental office with ancillary retail sales shall operate in substantial compliance with the plans attached hereto as **Exhibit A.**
- D. That window treatments that are to be provided to block visibility of patient exam rooms shall be subject to staff review and approval prior to issuance of a permit for any interior build-out of the tenant space.

Section 5: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

PASSED this 26th day of January, 2015, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

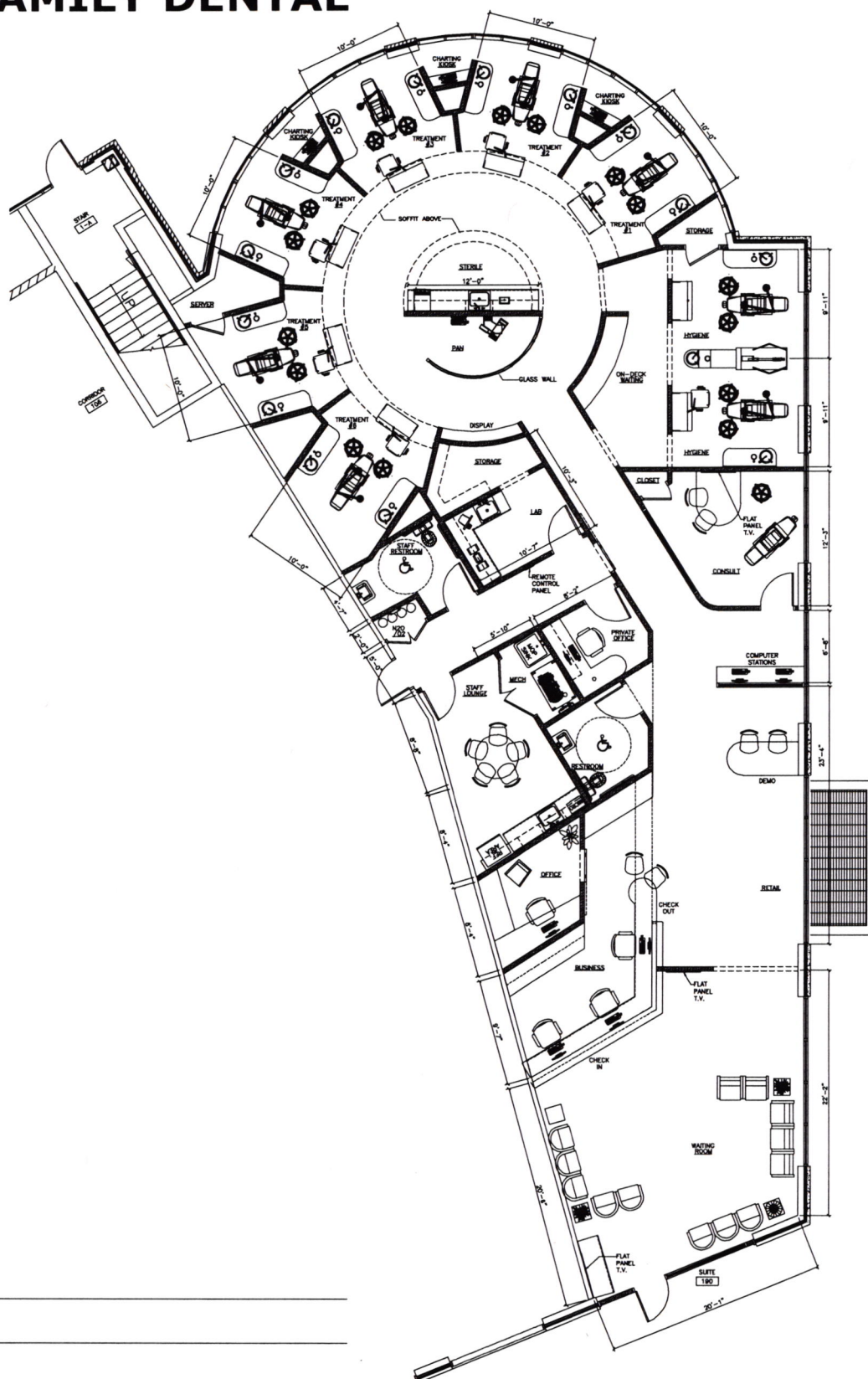
APPROVED by the President of the Village of Burr Ridge on this 26th day of January, 2015.

Village President

ATTEST:

Village Clerk

410 Village Center Drive, Suite 190 Burr Ridge, IL. 60527



DATE _____



REVISION 2
PROJECT #: S01445-MEH
DRAWN BY: MEH
DATE: 9.18.14
SCALE: N.T.S.

ALL PLANS, DRAWINGS, SPECIFICATIONS, SKETCHES AND OTHER INSTRUMENTS OF SERVICE, INCLUDING ELECTRONIC MEDIA (COLLECTIVELY "INSTRUMENTS OF SERVICE") ARE THE SOLE PROPERTY OF BENCO. BENCO RESERVES THE EXCLUSIVE COPYRIGHT AND LICENSE TO USE THE INSTRUMENTS OF SERVICE. ANY REPRODUCTION OR REUSE OF THE INSTRUMENTS OF SERVICE FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO, REPRODUCTION, CONSTRUCTION AND ANY OTHER PURPOSE, IS STRICTLY PROHIBITED. BENCO DOES NOT REPRESENT THAT THE INSTRUMENTS OF SERVICE HAVE BEEN REVIEWED FOR COMPLIANCE WITH ANY ZONING OR LOCAL BUILDING CODES. BENCO DENIES ANY SPECIAL EXCLUSION OR INVOLVEMENT IN RESPONSIBILITY FOR AND ADVICE REGARDING ANY LOCAL BUILDING CODES, ZONING APPLICATIONS AND/OR BUILDING USE ISSUES OF ANY KIND.

1st Family Dental of Burr Ridge

Retail & Reception Areas Concept Development

Merchandise Display Table



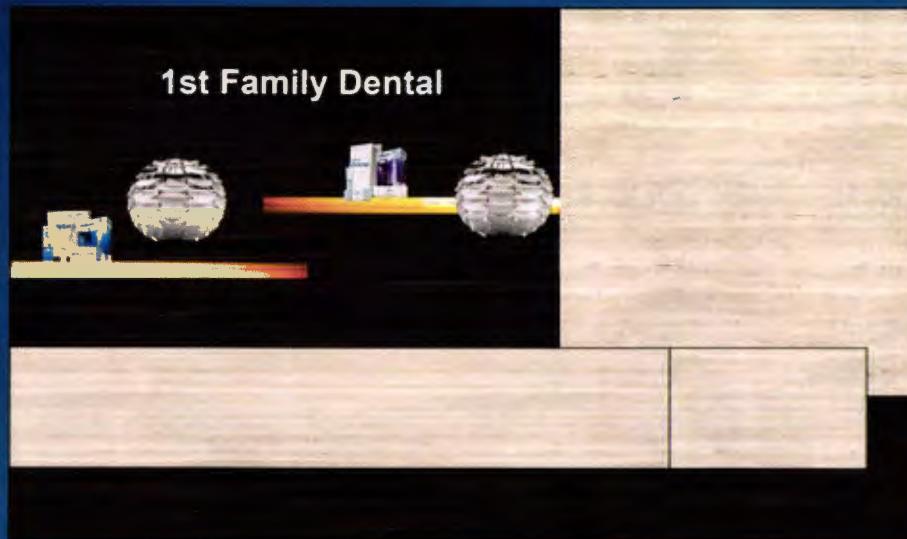
Display Table - Opt. 1



Display Table - Opt. 2

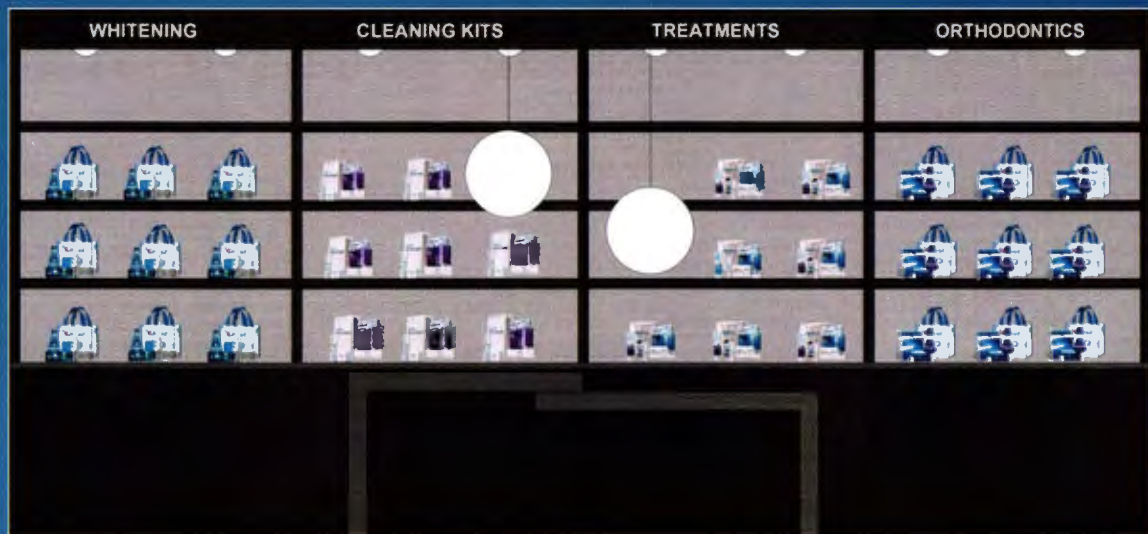
Two Large Merchandise Display Tables in the Space to feature the Product Materials: Zebra Wood Veneers ,

Reception Desk and Retail Wall

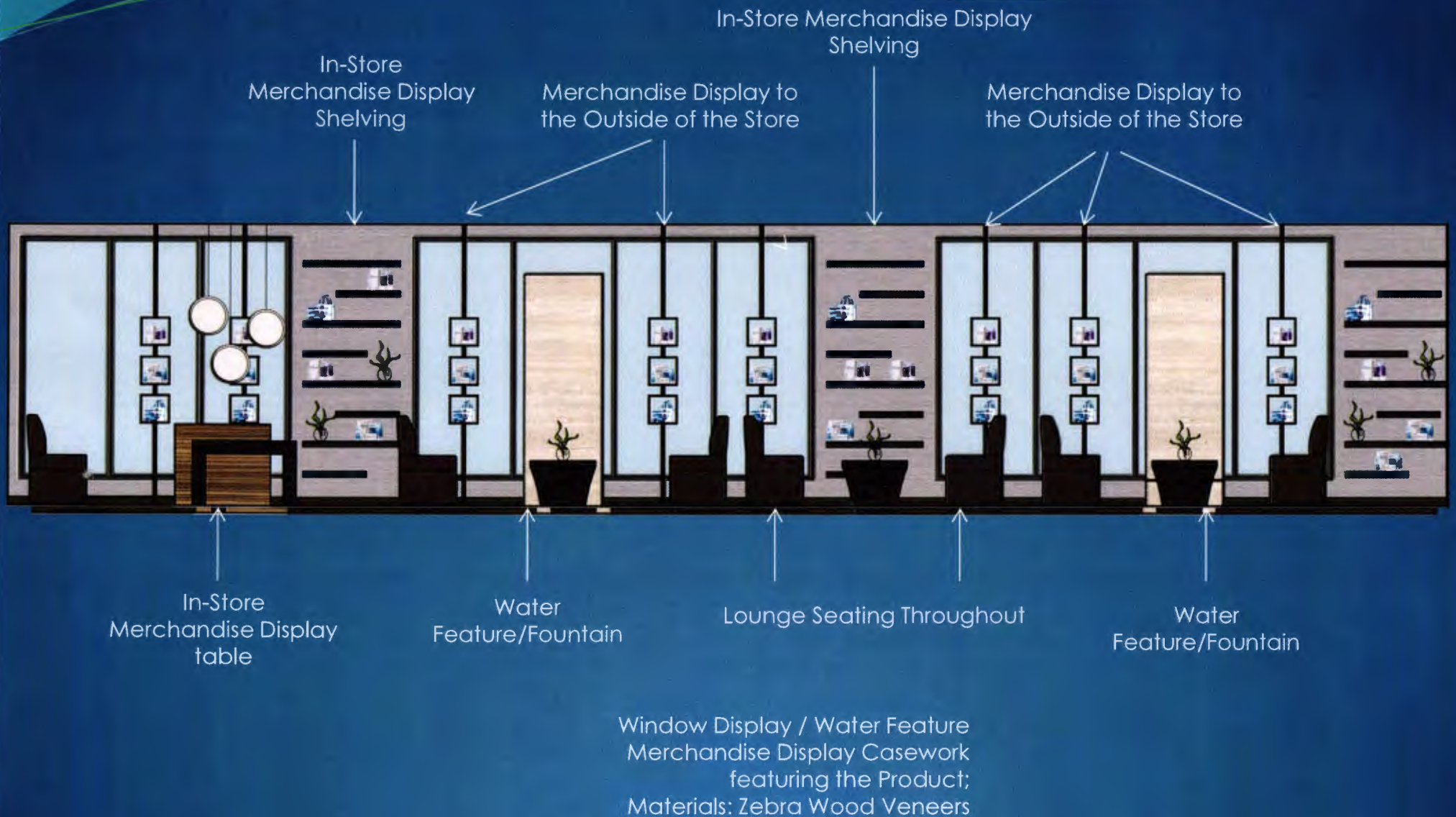


Reception Counter ; High End
Materials: Zebra Wood Veneer,
Natural Travertine Stone

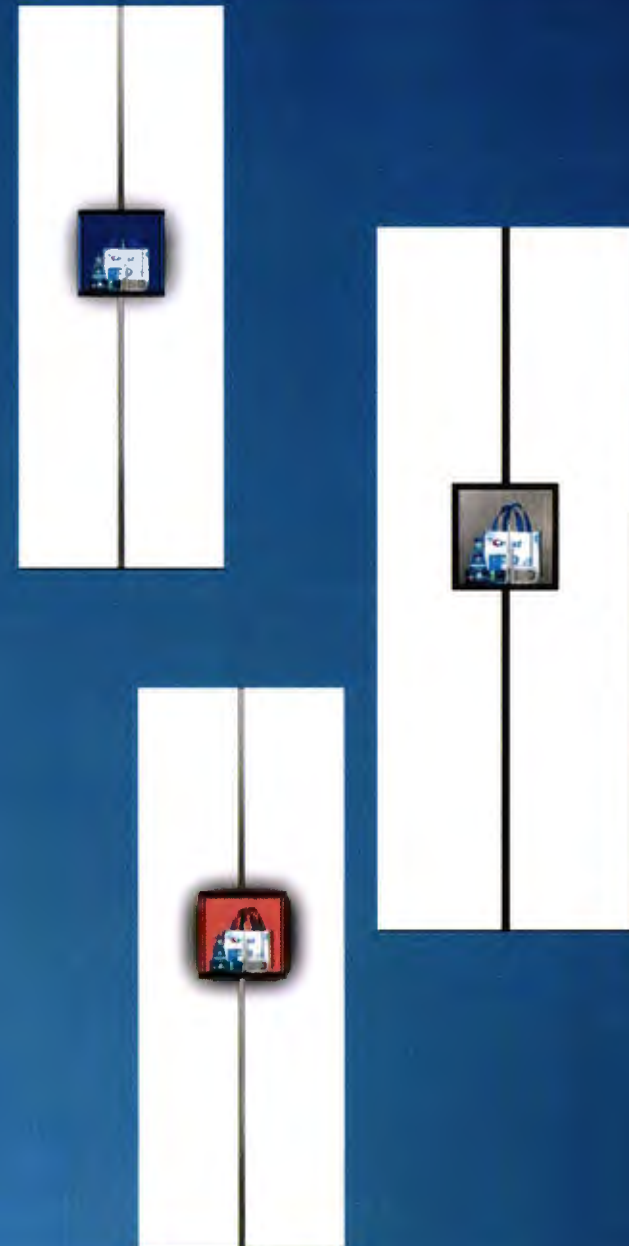
Merchandise Display Casework
featuring the Product;
Materials: Zebra Wood Veneers



Window Display and Retail Wall



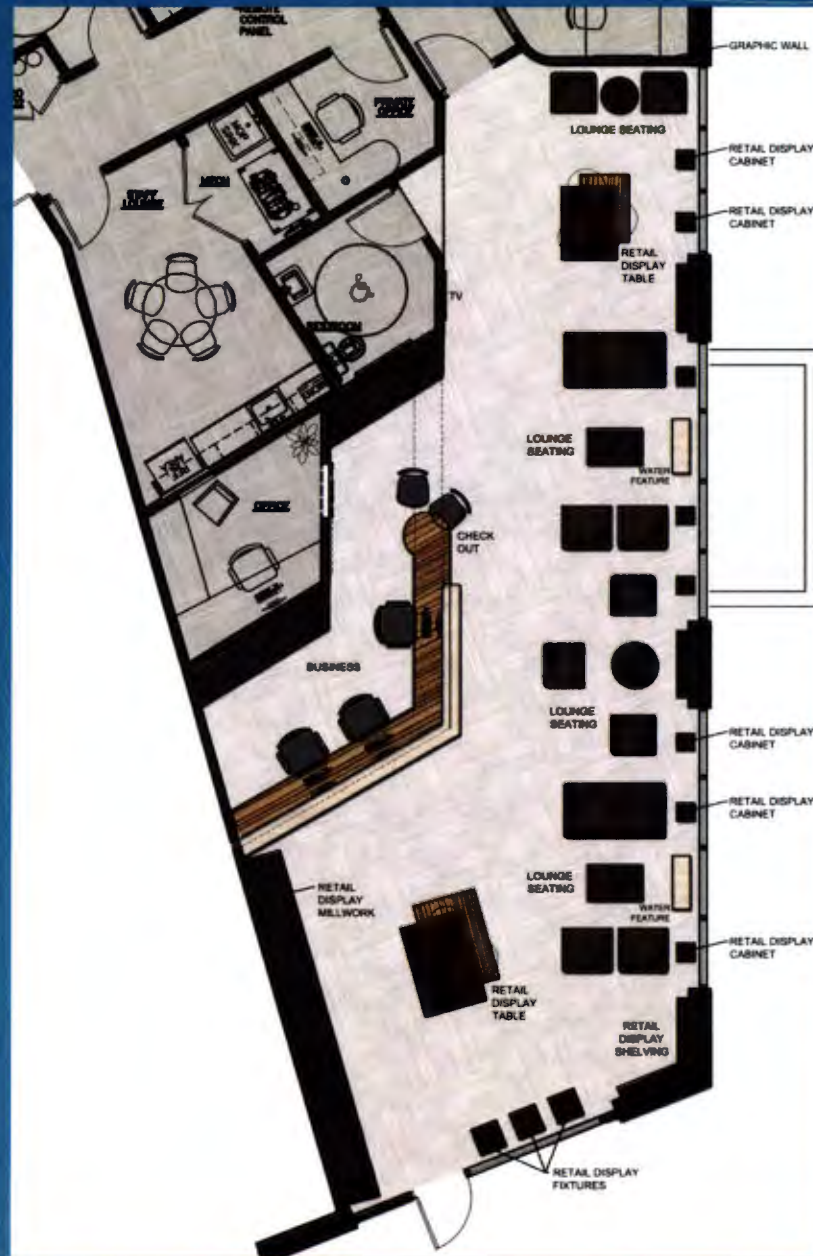
Floor Plan & Window Display



Floor Plan



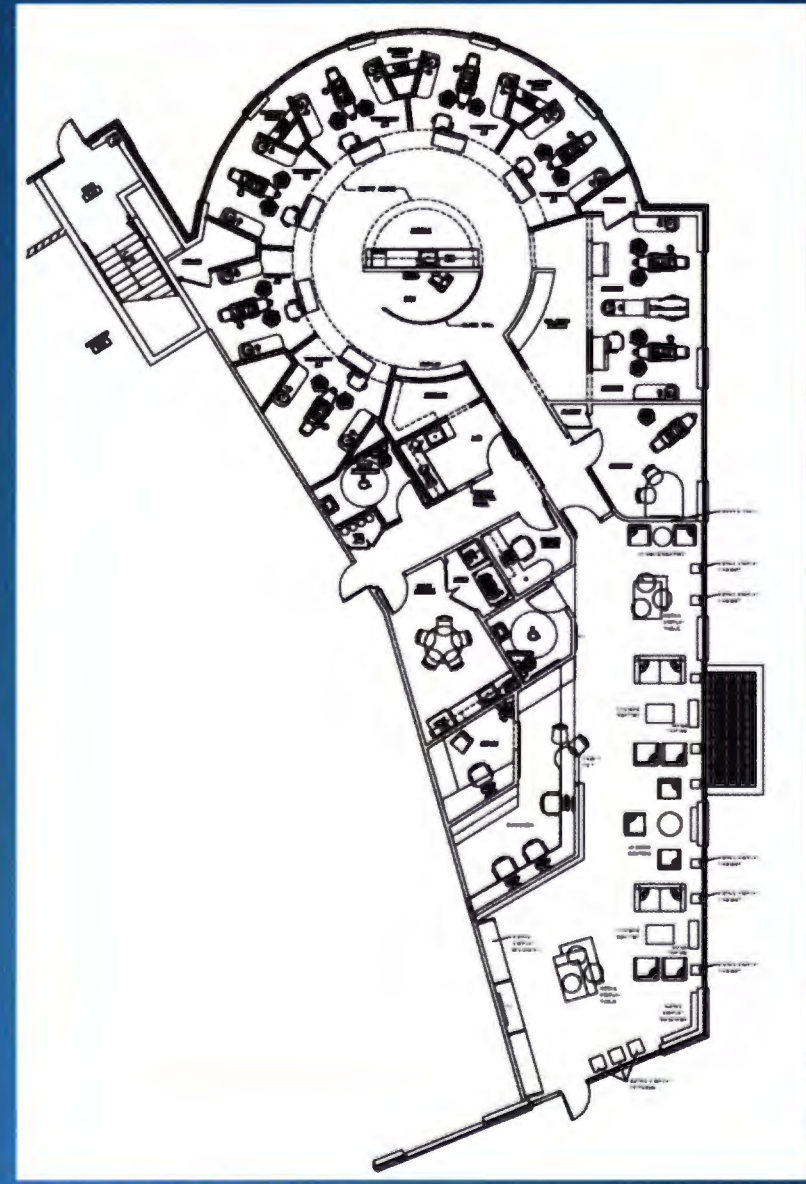
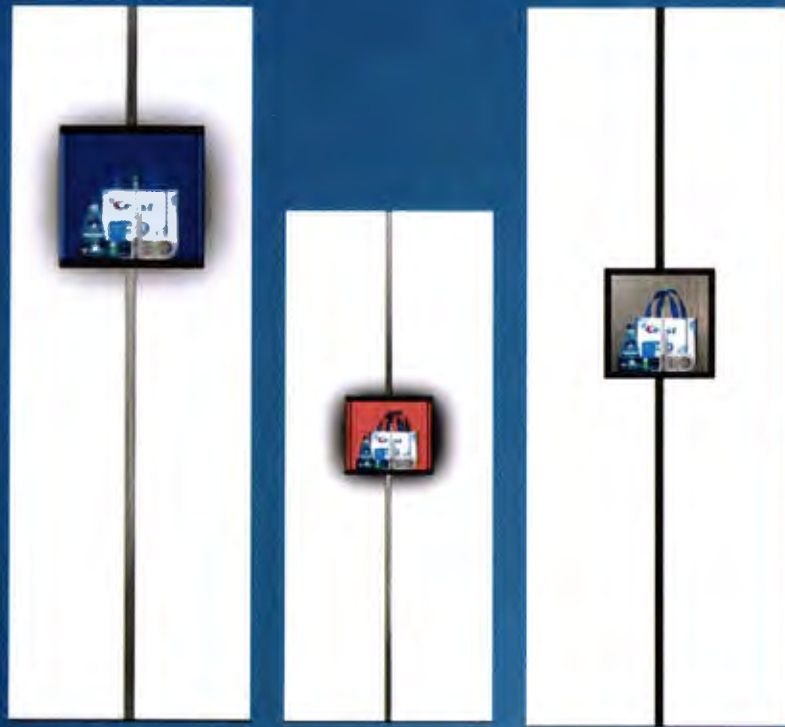
Display Table - Opt. 1



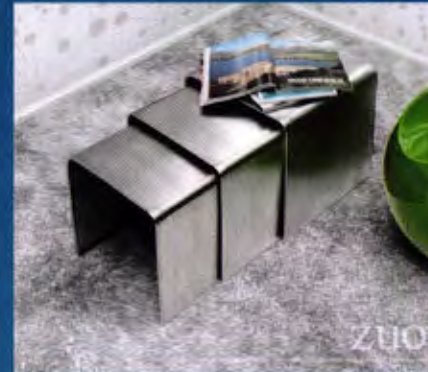
Two Large Merchandise Display Tables in the Space to feature the Product

Materials: Zebra Wood Veneers

Full Floor Plan & Window Display



Furniture & Lighting Ideas



ORDINANCE NO. A-834-____-15

AN ORDINANCE GRANTING A SPECIAL USE PURSUANT TO THE BURR RIDGE
ZONING ORDINANCE TO ALLOW RETAIL SALE OF BOTTLES OF WINE FOR
CONSUMPTION OFF PREMISES AND IN CONJUNCTION WITH THE OPERATION OF
A RESTAURANT

(Z-02-2015: 201 Bridewell Drive - Eddie Merlot's)

WHEREAS, an application for a special uses for certain real estate has been filed with the Village Clerk of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, and said application has been referred to the Plan Commission of said Village and has been processed in accordance with the Burr Ridge Zoning Ordinance; and

WHEREAS, said Plan Commission of this Village held a public hearing on the question of granting said special use on January 5, 2015 at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

WHEREAS, public notice in the form required by law was provided for said public hearing not more than 30 nor less than 15 days prior to said public hearing by publication in the Suburban Life, a newspaper of general circulation in this Village, there being no newspaper published in this Village; and

WHEREAS, the Village of Burr Ridge Plan Commission has made its report on the request for a special use, including its findings and recommendations, to this President and Board of Trustees, and this President and Board of Trustees has duly considered said report, findings, and recommendations.

NOW THEREFORE, Be It Ordained by the President and Board of

Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This President and Board of Trustees find that the granting of special use indicated herein is in the public good and in the best interests of the Village of Burr Ridge and its residents, is consistent with and fosters the purposes and spirit of the Burr Ridge Zoning Ordinance as set forth in Section II thereof.

Section 2: That this President and Board of Trustees, after considering the report, findings, and recommendations of the Plan Commission and other matters properly before it, in addition to the findings set forth in Section 1, finds as follows:

- A. That the Petitioner for the special use for the property located at 201 Bridewell Drive, Burr Ridge, Illinois, is Eddie Merlot's Restaurant (hereinafter "Petitioner"). The Petitioner requests a special use approval to permit retail sale of bottles of wine for consumption off premises and in conjunction with the operation of a restaurant.
- B. That the Zoning Ordinance classifies the sale of packaged liquor as a special use in the B-1 District and the proposed sale of packaged wine for consumption off-premises requires special use approval under this classification.
- C. That the restaurant is within downtown Burr Ridge in which the Comprehensive Plan encourages a wide variety of retail and restaurant uses.
- D. That the sale of packaged wine will be secondary to the continued use of the property as a restaurant.

Section 3: That special use approval to permit retail sale of bottles of wine for consumption off premises and in conjunction with

the operation of a restaurant ***is hereby granted*** for the property commonly known as 201 Bridewell Drive and identified by the Permanent Real Estate Index Numbers (PIN) of: **18-30-304-003**

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

PASSED this 26th day of January, 2015, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the President of the Village of Burr Ridge on this 26th day of January, 2015.

Village President

ATTEST:

Village Clerk

ORDINANCE NO. A-923- -15

AN ORDINANCE DENYING A VARIATION OR AMENDMENT TO THE
VILLAGE OF BURR RIDGE SIGN ORDINANCE FOR THE EXTENSION OF HOURS FOR
TEMPORARY RIGHT-OF-WAY SIGNS(S-09-2014: McNaughton Development)

WHEREAS, an application for an amendment to or variation from the Village of Burr Ridge Sign Ordinance has been filed with the Community Development Director of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, and said application has been referred to the Plan Commission of said Village and has been processed in accordance with the Burr Ridge Sign Ordinance; and

WHEREAS, said Plan Commission of this Village considered the question of granting said sign amendment or variation on January 5, 2015, at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

WHEREAS, the Village of Burr Ridge Plan Commission has made its report on the request for sign amendment or variation, including its findings and recommendations, to this President and Board of Trustees, and this President and Board of Trustees has duly considered said report, findings, and recommendations.

NOW THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: All documentation submitted at the aforesaid Plan Commission meeting is hereby incorporated by reference. This

President and Board of Trustees find that the granting of the sign amendment or variation indicated herein is not in the public good and is not in the best interests of the Village of Burr Ridge and its residents, is not consistent with and does not foster the purposes and spirit of the Burr Ridge Sign Ordinance as set forth in Article I thereof.

Section 2: That this President and Board of Trustees, after considering the report, findings, and recommendations of the Plan Commission and other matters properly before it, in addition to the findings set forth in Section 1, finds as follows:

- A. That the applicant for the sign amendment or variation is Paul McNaughton of McNaughton Development, Inc. (hereinafter "Applicant"). The applicant requests either an amendment or variation from Section 55.09.E of the Burr Ridge Sign Ordinance to expand the hours of use for temporary right of way signs. Mr. McNaughton is building homes at the corner of 87th and Madison and 89th and Madison and is seeking approval to use advertising signs in the public right of way.
- B. That the current limit on hours of use for temporary right of way signs is 9 am to 6 pm on Saturdays and Sundays and the applicant seeks approval to allow the signs to remain after 6 pm on Saturdays and until Monday mornings before the opening of business; and
- C. That the number and duration of temporary signs in the public right of way must be limited to prevent sign clutter and to prevent such signs from being a blight on the community; and
- D. That a variation would not be appropriate as it would allow the applicant to use signs in a manner for which other similar parties would not be allowed; and
- E. That amending the Sign Ordinance to permit all temporary right of way signs to extend the hours of use would lead to sign clutter and be detrimental to the community.

Section 3: That the amendment or variation from Section 55.09.E of the Burr Ridge Sign Ordinance to expand the hours of use for temporary right of way signs *is hereby denied*.

Section 4: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

PASSED this 26th day of January, 2015, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the President of the Village of Burr Ridge on this 26th day of January, 2015.

Village President

ATTEST:

Village Clerk

**ORDINANCE AMENDING CHAPTER 25 OF THE BURR RIDGE MUNICIPAL
CODE BY ADDING A NEW CLASS “R” LIQUOR LICENSE**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: That Section 25.09 of Chapter 25 of the Burr Ridge Municipal Code be and is hereby amended to add a new sub-section “S” thereof adding provisions for a Class R liquor license reading in its entirety as follows:

S. Class R License: Restaurant - Wine Only for Off-Site Consumption

A Class “R” - License shall be issued for a period of one year. A Class “R” License shall permit the sale of sealed and unconsumed bottles of wine in their original packaging, on the premises of a restaurant that holds an “H” liquor license under Section 25.09(H) of this Code. Such bottles of wine shall be sold only for consumption off premises from the restaurant. Sale of such wine shall not be permitted until all food services equipment is installed and fully operating and such licensed premises meet the qualifications set forth in 235 ILCS 5/1-3.23. No person shall sell or give away any such wine between the hours of 1:00 A.M. and 6:00 A.M. on weekdays, and between 2:00 A.M. and 6:00 A.M. on Saturdays, and between 2:00 A.M. and 11:00 A.M. on Sundays. Provided further, however, that it shall be the duty of the license holders of such establishments to require that all persons, other than employees of said establishments, leave the premises within fifteen (15) minutes after the foregoing stated closing times. A Class “R” license holder must also apply for and receive a Class “H” license and conform to all provisions of this Chapter relating to said Class “H” licenses. Nothing in the issuance of a Class “R” license shall be considered to relieve the licensee of any responsibility for complying with all applicable state and federal regulations relating to the sale of wine and with all applicable business and other regulations of the Village.

Section 2: That Section 25.09 of Chapter 25 of the Burr Ridge Municipal Code be and is hereby further amended by adding the following sentence at the end thereof:

“The number of Class “R” licenses shall be limited to one (1)”

Section 3: That Section 25.11 of Chapter 25 of the Burr Ridge Municipal Code be and is hereby further amended by adding the following sentence at the end thereof:

“The fee for any Class “R” license shall be One Thousand Dollars (\$1,000.00)”

Section 4: This Ordinance shall be in full force and effect immediately upon its passage, approval and publication as required by law.

Section 5: The Village Clerk is hereby authorized and directed to publish this Ordinance in pamphlet form.

PASSED this ____ day of _____, 2015, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this ____ day of _____, 2015, by the President of the Village of Burr Ridge.

President

ATTEST:

Village Clerk

ORDINANCE NO. A-661- -15

ORDINANCE AMENDING THE VILLAGE OF BURR RIDGE
PERSONNEL MANUAL ADOPTED BY ORDINANCE NUMBER 661

WHEREAS, the President and Board of Trustees have previously adopted Ordinance No. 661 entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended", including subsequent amendments thereto; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this ordinance, to revise and/or otherwise amend information contained in the aforementioned "**Village of Burr Ridge Personnel Manual**";

NOW, THEREFORE, Be It Ordained by the President and Board of Trustees of the Village of Burr Ridge, DuPage and Cook Counties, Illinois, as follows:

Section 1: That Ordinance No. 661, as amended, entitled "Ordinance Adopting the Village of Burr Ridge Personnel Manual and Repealing Ordinance Numbers 403 and 415, As Amended" is hereby further amended by the adoption of a revision to "**The Village of Burr Ridge Personnel Manual**", with the Personnel Manual attached hereto and made a part hereof as **EXHIBIT A.**

Section 2: Any and all other ordinances in conflict with the provisions of this Ordinance and **EXHIBIT A** adopted hereby, are hereby repealed to the extent of such conflict.

Section 3: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law. The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

BP
1/21/15

PASSED this 26th day of January, 2015, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 26th day of January, 2015, by the President of the Village of Burr Ridge.

Village President

ATTEST:

Village Clerk

V I L L A G E O F
B U R R R I D G E

PERSONNEL MANUAL

Revised
January 2015

ARTICLE I

PURPOSE AND SCOPE

This manual, which was first prepared in 1990, contains a comprehensive, up-to-date version of the personnel policy of the Village of Burr Ridge. It is intended for the use of all employees. **(Revised 2-94)**

The personnel policy of the Village is based upon the following principles:

- A. Equal opportunity employment without discrimination based on race, color, religion, sex, age, national origin, ancestry, place of residence, marital status, political affiliation, physical or mental handicap or unfavorable discharge from military service (except when it is a bona fide occupational qualification).
- B. To provide a good compensation and benefit package as determined in the judgment of the Board of Trustees.
- C. To improve and utilize employee skills in order to provide high-quality performance, personal growth and satisfaction.
- D. To reward employees for meeting or exceeding performance standards, to improve inadequate performance and to separate those whose inadequate performance cannot be improved.
- E. To provide mechanisms which encourage understanding and communication between employees at all levels of the organization, relating to workplace occurrences.
- F. To recruit, select and retain employees based upon their knowledge, skills and ability to perform the duties of their positions.
- G. To provide a professionally administered personnel system based upon rules and regulations which are uniform, reasonable and fair, and to provide protection against arbitrary and capricious decisions.
- H. To provide safe working conditions conducive to efficient and effective public service.

NOTICE

This manual contains certain policies of the Village of Burr Ridge relating to your employment. The policies serve as guidelines to help Village employees: (1) understand the personnel program of the Village; (2) clarify action to be taken to minimize the possibility of unauthorized personnel action; and (3) work together in achieving our common goals.

The contents of this Manual are presented for your information. Nothing in this Manual is intended to, or shall, create any contractual obligations of any kind, and all provisions in the Manual are subject to change by the Village at any time if it is in the best interests of the Village to do so. No policy, benefit or procedure set forth in the Manual implies or may be construed to imply this Manual to be an obligation of the Village or an employment contract. No promise of employment or employment-related benefit(s) for any specific period of time is offered, established or to be implied in or from anything in this Manual,

and no representative of the Village has any authority to enter into any agreement for employment for any specified period of time or agreement for remuneration or any other benefit of employment, except its Village Administrator and Board of Trustees, and even then only if that agreement is in writing and is signed by the Village President and the employee. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee. Employees are free to terminate their employment at any time, and the Village reserves the same right.

To the extent that a collective bargaining agreement with any employees of the Village is more or less restrictive than the provisions of this Personnel Manual, the provisions of such collective bargaining agreement shall control as to all such covered employees, even though such collective bargaining agreement may provide lesser privileges than this Personnel Manual. **(Added 6-03)**

ARTICLE II
GENERAL EMPLOYMENT CONDITIONS

I. General

Upon the approval of the Village Board, the Village Administrator is empowered to hire, appoint and terminate or remove all Village employees and officers (except department heads, professional consultants such as the Village Consulting Engineer, auditor, attorney and treasurer) unless such hiring, appointment, termination or removal is otherwise expressly provided for by applicable statute; provided, however, that the hiring or appointment of such employees and officers shall be on an "at will" or month-to-month basis, and further provided that the salaries of such employees or officers shall be within the specified limits set in the Village's annual budget. (See Appendix A - Recruitment Manual - for further details.) **(Revised 2-94)**

II. Equal Opportunity Employer - Non-Discrimination

No Village official, agent or employee shall in any way discharge, refuse to employ or discriminate against any person in regard to tenure, terms or conditions of employment, promotional opportunities, training or the like who is otherwise qualified on the basis of race, religion, sex, color, creed, marital status, physical or mental handicap, age, national origin, ancestry or unfavorable discharge from military service. All applicants or employees shall be considered only on the basis of qualifications as required by the position being sought or held relative to experience, training, physical fitness, ability, skills, knowledge and personal characteristics and integrity as a proper representative of Village government. When reasonable, as determined by the President and Board of Trustees, accommodations shall be made by the Village in order to permit handicapped employees to perform their job functions.

III. Prohibition of Employment of Relative

- A. The family of any elected official in the Village is disqualified from holding any compensated office or employment within the Village organization during the term for which said official is active within the Village organization.
- B. The Village shall not employ family members of then current Village employees.

IV. Physical Examinations

Prospective employees may be asked to undergo and satisfactorily pass a complete physical (and psychological, if required) examination, including a drug test, prior to employment by the Village. The purpose of this examination is to determine whether the prospective employee possesses the standards of health and fitness required for the position to which the employee will be appointed. When a pre-employment physical is required, a physician's certificate shall be completed for all prospective employees. The examining physician shall be appointed by the Village and shall report to the Village. **(Revised 2-94)**

V. Hours of Work

In general, normal working hours for Village employees shall be as follows:

Office Staff	8:00 a.m. to 5:00 p.m. - Monday thru Friday
Public Works	7:00 a.m. to 3:30 p.m. - Monday thru Friday (Revised 3-92)

Sworn Employees (**Revised 8-01**)

Police Dept.	1 st Shift - 11:00 p.m. to 7:00 a.m.
	2 nd Shift - 7:00 a.m. to 3:00 p.m.
	3 rd Shift - 3:00 p.m. to 11:00 p.m.

Non-Sworn Employees

8:00 a.m. to 5:00 p.m., or as approved by the Village Administrator (**Revised 3-92**)

The normal work week shall be forty (40) hours, eight (8) hours per day. However, due to the specific responsibilities of various departments, different hours and days of work and different tours of duty may be established for certain positions. Each employee will be notified by the department head as to the specific hours of work.

VI. **Break Periods** (**Revised 3-92**)

Department heads shall establish reasonable, unpaid lunch periods of no more than one (1) hour (1/2 hour for Department of Public Works) (**Revised 2-08**), two break periods of no more than fifteen (15) minutes each during each work day, and shall arrange them in the most appropriate manner for maintaining departmental operations. Police officers shall receive a half-hour paid lunch period, to be scheduled by their supervisor, between the third and fifth hour of their shift. Work and lunch breaks which are not taken shall not result in additional compensation to the employee.

VII. **Reporting for Work**

Employees shall report promptly at their designated working place and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, the employee's supervisor shall be notified by telephone or messenger at least thirty (30) minutes before the employee's designated starting time. Failure to notify the supervisor as provided herein may result in loss of all or a portion of that day's pay.

VIII. **Absence Without Leave**

Unauthorized and unreported absences shall be considered absent without leave and may constitute grounds for dismissal.

IX. **Identification Cards**

- A. Employees whose duties involve entry upon private premises as representatives of the Village of Burr Ridge are furnished identification cards. The department head shall be responsible for determining which employees require cards in connection with their assignments. No employee may utilize such identification cards to enter upon private premises except as assigned or authorized by the department head.

- B. Department heads shall be responsible for collecting and destroying identification cards of employees upon their separation from service and prior to receiving their last paycheck.

X. **Reports of Injury**

A. **Safe Work Habits**

Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their employment to prevent injuries to themselves and their fellow employees, and to conserve Village property and equipment.

B. **General**

The Village desires to maintain safe working conditions. Employee suggestions concerning safety will be considered fully, and prompt responses will be given. All employees of the Village are protected by worker's compensation insurance to cover medical costs and loss of time due to personal injury sustained while on the job. However, said insurance does not cover ordinary illness unless same can be directly traced to job activities. Personal injuries sustained while off duty are not covered by said worker's compensation. Personal injuries incurred while off duty by full-time salaried employees are covered under the Village's group insurance plan.

C. **Reporting**

Employees shall promptly report all personal injuries incurred while on duty, regardless of how minor. Department heads shall be responsible for reporting all accidents involving personal injury to Village employees that require professional medical attention or loss of time from work responsibilities. Such reports shall be furnished to the Executive Secretary's office and shall include all necessary information to complete the required insurance company reports. Job-related injuries should be reported immediately to the employee's supervisor, who in turn must report the injury to the Executive Secretary, using the appropriate reporting forms, within 5 working days **maximum** of the occurrence **(Revised 6-10)**. This schedule is in compliance with our Workers' Comp insurance carrier's reporting requirements. **(Revised 8-01)**

D. **Attention to Injury**

If professional care is needed, supervisors or department heads shall see that first aid is given, if practical, and shall be responsible for seeing that the injured employee is attended to as soon as practicable by a doctor and/or hospital designated by the Village for treatment. Refusal of an employee to see a doctor designated by the Village when directed to do so by the department head shall be sufficient grounds for disciplinary action.

E. **Return to Work**

Any employee away from work for three or more days due to personal injury must submit a written report from a doctor before returning to work, said report to indicate the employee's ability to return to work and perform normal

duties. Statements from the employee alone that the employee is ready to return to work shall not be sufficient.

In the event the employee is away from work for more than three (3) days, said employee must continually keep the appropriate department head aware of the employee's medical status. A statement from the employee's doctor stating that said employee is still unable to return to work (including the reasons why) must be sent to the department head upon request.

F. Compensation for Lost Time

Village employees who are required to be absent from work due to personal injury while on official business shall be paid for time lost in the following manner:

1. An employee who has been injured on the job and is accepted under worker's compensation for lost time coverage shall receive wages from the Village equal to the difference between the employee's regular salary and the worker's compensation payment during the employee's period of disability for a period not to exceed six (6) months (one year for sworn police officers). If the lost time is less than 3 days, the salary will be accounted for as sick leave. **(Added 10-98) (Revised 6-10)**
2. If an employee is unable to return to work at the end of the aforementioned six month period (one year for sworn police officers), said individual's case will be reviewed by the Village Board, and any appropriate pension boards to determine the employee's disability status. If, after the review of said individual's case, lost time coverage from worker's compensation is to be continued, use of employee's sick leave and/or accumulated vacation time shall be made to the extent possible so as to provide the difference between the worker's compensation payment and the employee's regular salary.

Due to the irregular interval of worker's compensation payments, the Village will continue to pay said disabled employee the employee's regular salary during the aforementioned six month period, or accumulated vacation time/sick leave in the event disability leave is to be continued beyond the aforementioned six month period (one year for sworn police officers). However, it is understood that any payments for lost time during said disability periods that are an obligation of worker's compensation or are covered by any other insurance carried by the Village, shall be turned over entirely to the Village.

3. If, after the review of each individual case, a permanent disability status is not awarded, (except in situations involving sworn police officers), use of employee sick leave, accumulated vacation time, disability allowances from IMRF or other pension plans must be made for any additional lost time coverage. If an employee is awarded a permanent disability, said employee shall receive only those benefits which are provided through the respective pension benefit plan.
4. An employee who has not been accepted under worker's compensation, shall make use of employee sick leave and/or accumulated vacation time as a means of compensation from the Village for time-off from job

responsibilities. Once an employee in this situation has exhausted said sick leave and/or vacation time, there shall be no further amounts paid by the Village, and application should be made to IMRF or Police Pension plans if applicable.

XI. **Use of Village Telephones and Cellular Phones** (Revised 6-10)

A. **Purpose**

This policy is intended to provide guidelines for the proper use of Village-owned telephones, electronic communication devices and cell phones as well as personal cellular telephones during work hours.

B. **Policy**

1. **Personal Use of Village Owned Telephones (Land lines)**

- a. Employees are permitted to use Village telephones (land lines), cell phones and electronic communication devices for personal local calls in cases of necessity. This is a privilege and not a right and may be withdrawn by the department head if abused through excessive personal use, or if telephoning causes interference with work duties.
- b. Long distance personal calls from a Village telephone shall be documented, using the Long Distance Telephone Call form and paid for by the employee.

2. **Conduct**

- a. Employees are expected to treat callers in a helpful and courteous manner and to assist them to the extent possible in resolving their problems in a way that will reflect favorably upon the Village of Burr Ridge.

3. **Use of Personal Cellular Phones/Electronic Communication Devices**

- a. During work hours employees are expected to implement the same discretion in using personal cellular phones/electronic communication devices as is expected for the use of Village phones. Excessive personal calls during the work day, regardless of the phone used, can impede employee productivity and be distracting to others. Flexibility will be provided in emergency situations.
- b. Employees are expected to set their cellular phones and electronic communication devices to no or low volume ring tone during work hours. Loud musical or other distracting ring tones are strongly discouraged.
- c. The Village will not be responsible for lost or stolen cellular phones or electronic communication devices brought into the workplace.

4. Village-Owned Cellular Phones and Electronic Communication Devices

- a. Use of Village provided cell phones and electronic communication devices is intended to be for the conduct of Village business and an employee has no expectation of privacy of any kind relative to the information that is captured, retained or processed through or by equipment owned or paid for by the Village. The Village retains any and all rights, to the maximum extent permitted by law, to view, read, copy or otherwise access any and all data or information sent, retained or otherwise associated with Village owned equipment, including Village telephones and/or cellular phones.
- b. Village provided cell phones and electronic communication devices may be used for personal use within reasonable limits. Under no circumstances is an employee permitted to exceed their allotted minutes due to personal calls. This privilege may be withdrawn or an employee may be required to reimburse the Village if abused through excessive use or if it causes an interference with job duties as determined by the supervisor, Department Head or Village Administrator.
- c. Employees are expected to protect Village-owned cellular phones and electronic communication devices from loss, damage or theft.
- d. Employees will reimburse the Village for all charges determined to be inappropriate by the Department Head or Village Administrator. Employees must also reimburse the Village for all personal use of a Village owned cell phone or electronic communication device that causes an employee to exceed his/her allotted minutes. Reimbursements will be made within 30 days of receipt of invoice by the department.
- e. While driving a vehicle or operating equipment, employees should make every effort not to make outgoing calls or answer incoming calls if it will prohibit the employee from operating the vehicle or equipment in a safe manner.
- f. The use of Village owned cellular phones or electronic communication devices for any private commercial enterprise that an employee may hold an interest in is prohibited.
- g. Directory assistance may only be used when all other means to obtain a phone number have failed or in an emergency situation.
- h. Cellular phones and electronic communication devices are an augmentation to the department's communication system; not a substitute for radio communication designated for transmission through the Village's communication system. Cellular phones and electronic communication devices may be used by employees to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable or inadequate to meet communication needs and when the cellular phone or electronic communication device is used in accordance with this policy.

- i. Cellular phone numbers should not normally be provided to the general public except by the employee assigned to that number.
- j. Cautionary Notes
 - i. Employees are advised that records related to calls made on all Village owned telephones are public information. Telephone numbers called, length of call and time and date of call ordinarily may be obtained through the Freedom of Information Act except in narrowly defined circumstances.
 - ii. Employees should be cognizant that communications via a cellular telephone or electronic communication device are not a secure form of communication. Caution should be used whenever confidential or sensitive information must be discussed and, whenever possible, should be conveyed through a more secure form of communication.

XII. Use of Village Facilities, Vehicles and Equipment

- A. In using the Village's vehicular equipment, employees must keep in mind that they are representatives of the Village government and that their conduct in adhering to the rules of safety and courtesy on the road is a reflection on the Village. It is imperative that such employees abide by these rules. Any fines incurred by an employee while operating a Village vehicle due to traffic or parking violations shall be the sole responsibility of the employee.
- B. Employees operating Village equipment must have a valid driver's license.
- C. Seat belts are to be worn by all employees at all times while the vehicle is in motion.
- D. Village vehicles, equipment, supplies, tools and uniforms shall not be used for private or unauthorized purposes.
- E. Employees shall be responsible for proper care and use of Village facilities, vehicles and equipment, and shall report promptly any accident, breakdown, malfunction or unsanitary condition so that repairs may be made. **(Revised 11-03)**
- F. Village vehicles and equipment storage thereon shall be properly locked whenever the vehicle is left unattended.
- G. Personal Use of Village Vehicles **(Added 3-92)**

Employees who are provided with a Village vehicle for use in Village business are prohibited from the use of Village vehicles for personal purposes other than commuting and other than de minimis personal use.

The Village will use either the "Commuting Value Rule" or the "Automobile Lease Value Rule" to calculate the value of this employer provided benefit. Under the Commuting Value Rule, the value of the benefit is added on at yearend to federal and state taxable wages for W-2 processing. The Village does not pay pension, FICA, or Medicare on this benefit. Under the Automobile Lease

Value Rule, the value of the benefit is treated as wages for reporting purposes, thus increasing gross salaries for W-2 processing. The Village must pay pension, FICA, and Medicare on this benefit. **(Revised 8-01)**

XIII. Mileage Reimbursement

Employees shall use Village vehicles when available. However, any employee utilizing the employee's private vehicle for Village business, as approved by the respective department head or the Village Administrator in the case of department heads, shall be entitled to reimbursement in accordance with IRS guidelines (check with Finance Department for current rate at time of request for reimbursement). **(Revised 8-01)**

XIV. Gratuities

- A. The Village shall comply with the provisions of the State Officials and Employees Ethics Act, set forth as 5 ILCS § 430/1-1 (the "Act"), as required by Section 70-5 thereof. The solicitation, offer, or acceptance of gifts prohibited to be solicited, offered, or accepted under the Act is prohibited by any elected or appointed official or any employee of the Village. All complaints for violations of the Act shall be filed with the DuPage County State's Attorney. **(Added 12-99)**
(Revised 5-04)
- B. In addition to the provisions of the State Officials and Employees Ethics **(Revised 5-04)** Act, employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or any other thing of monetary value, from a person who:
 - 1. Has, or is seeking to obtain, contractual or other business or financial relations with the Village.
 - 2. Conducts operations or activities that are regulated by the Village.
 - 3. Has outside interests that may be substantially affected by the employee's performance or nonperformance as a Village employee.
- C. However, the above rules shall not be interpreted to preclude:
 - 1. Acceptance of a gift, gratuity, favor, entertainment, loan, payment of expenses, fee compensation or other things of monetary value incidental to obvious family or personal relationships (such as those between employee and the parents, children, or spouse of the employee) when the circumstances make it clear that it is the family relationship, rather than the business of the persons concerned, which is the motivating factor.
 - 2. Acceptance of food, flowers, plants, refreshments and other items of nominal value on infrequent occasions, provided that such items from any one "prohibited source," as defined in the State Officials and Employees Ethics Act, during any calendar year have a cumulative total value of less than \$100.00. **(Revised 5-04)**
 - 3. Acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities of employees, such as home mortgage loans.

4. Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value, provided that such items from an one "prohibited source," as defined in the Officials and Employees ethics act, during any calendar year have a cumulative total value of less than \$100.00. **(Revised 5-04)**.
 5. Receipt of bona fide reimbursement, unless prohibited by law, for expenses for travel and such other necessary subsistence as is in keeping with Village policy. However, an employee may not be reimbursed and payment may not be made for excessive personal living expenses, gifts, travel costs, entertainment or other personal benefits while on official business.
- D. Gifts to superiors. An employee shall not solicit contributions from another employee for a gift to an employee in a superior official position. An employee in a superior official position shall not accept a gift presented as a contribution from employees receiving less salary. An employee shall not make a donation as a gift to an employee in a superior official position. However, this does not prohibit a voluntary gift in a nominal amount made on a special occasion; i.e., marriage, illness or retirement.
 - E. To the extent that the above rules are or become less restrictive than the State Officials and Employees Ethics Act, as may be amended from time to time, the provisions of the State Officials and Employees Ethics Act shall prevail, if amendments are either required by law or, if optional, subsequently adopted by the Village Board. **(Added 12-99) (Revised 2-08)**
 - F. Flowers for Death/Illness. The Village will provide flowers to the employee's family in the case of the illness or death of an employee and/or in the case of the death of the employee's spouse, parent or child. **(Added 7-03)**

XV. Employee Solicitations (Added 2-94)

- A. No solicitation of funds or goods for the use of any department of the Village of Burr Ridge or for the use of the Village as a whole shall be conducted by a Village employee or by Village employees unless such solicitation and the method of implementing such solicitation is approved by a majority vote of the Village Board of Trustees.
- B. No employee of the Village of Burr Ridge shall use the employee's official position to coerce or influence others to make donations or to support activities related to the solicitation of donations for any reason whatsoever.
- C. No Village employee shall engage in solicitation of donations while at work or on duty unless such activity is part of a solicitation plan and method approved by the Village Board of Trustees.
- D. No Village employee shall allow the employee's name to be used by others in regard to solicitation for donations or in support of activities related to the solicitation of donations in any manner which would constitute use of the employee's official position to coerce or influence others to make donations or to support activities related to the solicitation of donations.

- E. This in no way restricts the exercise of political rights by Village employees as granted by the Illinois General Assembly in the Illinois Municipal Code (65 ILCS 5/10-2.1-5.1 (1992)).

XVI. **Secondary/Self-Employment (Replaced previous language 8-14)**

The following policy applies to all non-sworn full-time employees engaging in secondary or self-employment outside of their duties as an employee of the Village of Burr Ridge.

DEFINITIONS

Employment: The provision of a service, whether or not in exchange for a fee or other service, including self-employment. This includes any employment in which another may financially benefit from the employee's work, e.g., a family member or other person receiving compensation for the work of the employee. Employment does not include volunteer or charity work.

Secondary/Self-Employment: Any employment other than the employee's regular employment with the specific Village department that the employee undertakes which is not assigned or monitored by their supervisor and/or department head.

Conflict of Interest: Any secondary or self-employment duty that is illegal, inconsistent, incompatible, or in opposition to the duties, functions, and/or responsibilities of employment with the Village.

Employee: Any employee or member of a specific Village department.

GUIDELINES

General Guidelines

The specific Village department has a legitimate interest in regulating its employees' secondary employment. While the Village will not unreasonably restrict secondary employment, it will require responsibility and accountability to the department from employees engaged in secondary employment.

Applicability of Policy

This policy is applicable to all non-sworn full-time employees. Sworn Police Department employees shall refer to the Police Department Extra-Detail Policy.

Mandatory Approval

Prior to commencing any secondary employment, including self-employment, employees must submit a written request to their department head and obtain written approval for such employment from their department head. Such approval shall not be unreasonably withheld; any denial shall be in writing signed by the department head with a basis for the denial set forth therein. All approved requests are subject to periodic review and reconsideration for approval by the department head and must be renewed on the first working day of each new calendar year. Employees shall communicate, in writing, within 7 days, any such change that could

invalidate the secondary employment approval currently on file in the employee's personnel file.

The employee's request for regular off-duty employment shall be on the prescribed Secondary Employment Form (Attachment #1) and will include the following information:

1. The secondary employer's name, address, phone number and the type of business;
2. A complete narrative of the type of work or duties to be performed;
3. The maximum number of days and hours to be worked within a single week;
4. The name and phone number of the person who will be their immediate supervisor;
5. A Secondary Employment Addendum form (Attachment #2) will also be completed and accompany the employee's Secondary Employment Request form.

PROCEDURES

Secondary Employment: Employees may engage in secondary employment that meets the following criteria:

1. Employment that presents no potential conflict of interest between their duties as a department employee and their duties for the secondary employer.
2. Employment that does not have, or could have, an adverse effect on the reputation, status or dignity of the Village.

Limitations on Secondary Employment:

1. In order to be eligible for secondary employment, an employee must be in good standing with the specific Village department, achieving a Meets Expectations or above evaluation. Continued departmental approval of an employee's secondary employment is contingent on maintaining such good standing.
2. Employees who are on medical or other leave due to sickness, temporary disability or on-duty injury shall not be eligible to engage in any secondary employment.
3. Prior to obtaining secondary employment, an employee shall comply with all departmental and/or Village procedures for granting approval of such employment.
4. An employee may work a weekly maximum of 20 hours of secondary employment, or a weekly total of 60 hours in combination with regular work hours in a single week.
5. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of regular Village duties.
6. An employee engaged in any secondary employment is subject to call-out in cases of emergency and shall be expected to leave their secondary employment in such situations when required by the specific Village department.

7. Permission for an employee to engage in secondary employment may be revoked where it is determined pursuant to specific Village departmental procedures that such secondary employment is not in the best interest of the specific Village department. Furthermore, permission may be revoked in any case where an employee fails to perform adequately while performing Village duties or receives disciplinary action in any way related to such secondary employment.
8. No employee shall solicit any person, business, or other entity for secondary employment while performing regular Village duties.

LIABILITY

In working secondary employment, the employee fully understands and agrees to the terms and conditions contained herein. The employee agrees and understands that he/she accepts secondary employment at his/her sole risk. The Village and the specific Village department shall have no liability or responsibility whatsoever to the employee, the employee's family, the secondary employer or any other person whatsoever for any loss, cost, damages, liability, expense or action of any nature whatsoever resulting in any way, directly or indirectly, from an employee's secondary employment. The employee understands that it is their sole duty and responsibility to arrange with the secondary employer for liability, health insurance, workers' compensation and similar protections and benefits.

Accordingly, the employee agrees and understands that:

1. The Village of Burr Ridge shall not be responsible for medical expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
2. The Village of Burr Ridge shall not be responsible for workers' compensation expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
3. The Village of Burr Ridge shall not be responsible for any expenses, losses, and/or costs associated with injury leave incurred from injuries sustained while the employee is working in any secondary employment.
4. The Village of Burr Ridge shall not be responsible for any retirement, pension, or other types of expenses, losses and/or costs incurred from injuries sustained while the employee is working in any secondary employment.
5. The Village of Burr Ridge shall not be responsible for any third party liability incurred or created while an employee is working in any secondary employment.
6. The Village of Burr Ridge shall not be responsible for any expenses, losses, and/or costs incurred for defense of any criminal prosecution against the employee as a result of any secondary employment.

In addition, if the employee, anyone at the employee's direction or on the employee's behalf, or any third party or entity, files a claim or action of any nature whatsoever relating directly or indirectly to the secondary employment of the employee, the employee agrees to defend, hold harmless, and fully indemnify the Village of Burr Ridge for any costs, losses, claims, reasonable attorney fees and/or expenditures incurred by the Village of Burr Ridge. (Replaced previous language 8-14)

~~XVI. Outside or Self-Employment~~

- ~~_____ A. Regular full-time employees may engage in outside or self-employment on other than official duty hours to a maximum of 20 hours/week, provided that approval is secured from their department head and that notice is given the Village Administrator in writing. Employees who engage in outside employment on other than official duty hours for more than 20 hours per week must secure the approval of the Village Administrator.~~
- ~~_____ B. Regular full-time employees must recognize that their primary employment duty and responsibility is to the Village of Burr Ridge and that a department head, in judging approval of outside employment, shall determine that:~~
 - ~~_____ 1. Outside employment must not interfere with the employee's effectiveness as a Village employee.~~
 - ~~_____ 2. Outside employment shall not interfere with an employee's response to emergency calls.~~
 - ~~_____ 3. Outside employment shall not place an employee in a position of conflict of interest with the employee's Village employment.~~
 - ~~_____ 4. Under no circumstances shall Village property be utilized by an employee in outside employment.~~
- ~~_____ C. Should a department head and/or the Village Administrator subsequently determine that if an employee, continuing in the course of any outside employment, fails to satisfy the criteria set forth in Subsection B hereof, the department head and/or Village Administrator may instruct said employee to terminate said outside employment. (Revised 2-94)~~
- ~~_____ D. Sworn Police Department employees should also refer to the Police Department Extra-Detail Policy. (Revised 2-96)~~

XVII. Reduction in Force

A. Authority

The Village Administrator, with the approval of the Village Board, retains full authority to lay off and assign work. Layoffs may be implemented by reason of shortage of work or funds, the abolition of the position, material changes in the duties or organization, or for other reasons which may be determined by the Village. The temporary or permanent separation of an employee from employment as a penalty or disciplinary action shall not be considered a layoff.

B. Notification

Employees to be laid off shall be notified in writing, if at all practicable, at least thirty (30) calendar days prior to the effective date of the layoff, or as soon as practicable, as determined by the Village.

C. **Transfer**

If an employee is scheduled to be laid off, the employee may request a transfer to another position in the employee's occupational category if a vacancy exists, and if, in the judgment of the Village Administrator, the employee is qualified to fill the vacant position.

D. **Layoff Procedure**

The basis for determining layoffs of employees shall include but is not limited to, seniority, performance evaluations, conduct and qualifications.

E. **Recall List**

Employees who are laid off shall be placed on a recall list for a period of one (1) year. If there is a recall, employees who are on the recall list shall be recalled in the inverse order of their layoff, provided that, in the judgment of the Village Administrator, they are presently qualified to perform the work without further training in the position classification to which they are recalled.

F. **Recall Procedure**

Employees who are eligible for recall shall be given written notice of a recall which shall be sent to the employee by certified or registered mail. The employee shall notify the Village Administrator, in writing, of the employee's intention to return within three (3) calendar days after receiving notice of recall or seven (7) calendar days from the date of the mailing of the notice, whichever is less. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice to the employee's last known mailing address, by registered mail, return receipt requested, it being the obligation and responsibility of the employee to provide the Village with the employee's latest mailing address. If the employee does not respond, the employee will no longer be considered for employment. Recalled employees shall report for work within fourteen (14) days after their notification of intent to return (or at some further time as may be designated by the Village).

XVIII. **Resignation**

- A. An employee wishing to leave the Village service in good standing shall file with the department head a written resignation stating the reason(s) for leaving and giving at least ten (10) working days' notice (at least fifteen (15) working days' notice for department heads). The department head may consent to an employee's leaving sooner. A copy of the letter of resignation shall be forwarded to the Village Administrator.
- B. An employee who leaves the Village service without filing a written resignation giving proper notice will forfeit all approved and accrued vacation pay and may be denied re-employment in the Village service in the future.
- C. An employee wishing to leave the Village shall be asked to complete an exit interview form and meet with the Village Administrator and, if requested, the Village President. (See Appendix A - Recruitment Manual) **(Added 2-91)**

- D. An employee may be separated for disability when unable to perform the required duties because of physical or mental impairment. The Village may, at any time, require an employee to be examined by Village appointed physicians for the purpose of determining ability to perform the duties of the assigned position.
- E. Employees planning to retire are encouraged to provide the Village with additional notice so that it may make adequate arrangements for replacement and training of personnel. **(Added 2-91)**
- F. If a Police Officer fails to complete his/her basic training program or terminates by any means his/her employment as a Police Officer with the Village within two years after successful completion of the basic training program and certification, the employee shall become liable to the Village for all expenses incurred by the Village in the employee's training, including but not limited to the cost of the training, any salary paid to the employee during the training period and the cost of the employee's uniforms. Credit will be given to reduce this liability based on the number of months of service during this two-year period. An agreement to this effect is signed by Village officials and the employee on the employee's first day of employment. **(Added 10-98)**

XIX. Personnel Records (Added 2-91)

Original personnel records for all Village employees shall be maintained by the Village Administrator's office. Attendance and late reports shall be maintained by the department heads. All personnel records pertaining to salary, benefits and changes in job status shall be maintained by the Finance Department.

An employee's personnel record, located in the Village Administrator's office, shall consist of the following data:

- Employment application, reference & related materials
- All testing materials & results of physical exam
- Status changes
- Commendation and disciplinary information
- A record of on-the-job accidents
- Performance evaluations
- Other letters and documents which have a bearing upon an employee's standing or promotional potential

Employees may review their personnel records at any time between the hours of 8:00 a.m. and 4:30 p.m. weekdays, in the office of the Village Administrator by setting up an appointment through their department head. No item may be removed from the record by the employee, but the employee shall have the opportunity to enter into the record a written response to any item contained therein. An employee may obtain copies of items within the employee's file by requesting such copy. The Village may charge for duplication costs incurred.

Personnel Records are considered to be confidential. Employees authorized to maintain personnel-related files must adhere to the policy concerning Confidential Village Documents (see below). **(Added 2-96)**

XX. **Confidential Village Documents** (Added 2-94)

Public service is a profession dependent on public trust. The moral and legal objectives of employees in this organization to act solely for the benefit and improvement of the Village cannot be overemphasized.

Security of confidential Village information, records and documents cannot be breached. No employee of the Village of Burr Ridge shall disclose confidential information, records and/or documents to any other person within or outside the organization, or use said confidential information for the employee's personal benefit. Delivery of information, records and documents within the organization shall, unless expressly approved in writing by the Village Administrator, be on a strictly "need-to-know" basis and directly related to the recipient's assigned job duties.

With the direct approval of the Village Administrator, information, records and/or documents can be released, including, but not limited to, the following:

1. All documents relating to Personnel matters
2. All documents relating to the proposed purchase or sale of Village property
3. All memos, letters, reports, etc., relating to issues to be discussed by the Village Board in closed session
4. Any and all other exempt documents under the Illinois Freedom of Information Act.

Nothing herein shall be construed to prohibit release of documents required to be released under, and properly requested under, the Illinois Freedom of Information Act.

Violation of this policy will lead to disciplinary action, including termination, and possible criminal prosecution.

XXI. **Workplace Privacy and Search Policy** (Added 6-10)

An employee has no reasonable expectation of privacy when using Village-owned equipment or property. An employee who may be concerned with this management right should not bring or maintain private effects to or at the workplace. The Village is not responsible for the loss of any personal property. Any Village equipment provided to an employee at work on Village premises or at a Village work site is subject to entry, search and inspection by the Village Administrator, ~~Assistant Village Administrator~~ or department supervisors without advance notice to verify compliance with applicable rules and regulations and for security reasons. Examples of items which could be subject to inspection may include, but are not limited to, Village vehicles, desks, lockers, data, computer files, e-mail and other equipment or property. (Revised 8-14)

ARTICLE III
MERIT AND COMPENSATION

I. Compensation Program

A. Overall Objective and Policy

The Compensation Program of the Village of Burr Ridge is intended to help attract, retain, develop the abilities of, and motivate enough qualified people as needed to achieve the Village's goals and to do so as cost effectively as possible.

In order to accomplish this, it is Village policy that a pay grade and range be established for each of the organization's jobs and that these ranges be (1) internally equitable; i.e., fair when compared with the ranges established for other Village jobs, as well as (2) competitive when compared with the ranges used and rates paid by other employers for comparable jobs. Each employee whose performance meets or exceeds the expectations for the employee's job will receive a wage or salary that falls within the pay range that has been established for that job.

In keeping with the organization's stated commitments, the Compensation Program will be designed and administered to provide fair treatment for all Village employees and to comply with all applicable laws.

While the Village of Burr Ridge is committed to the policies described herein, these policies and procedures may be changed at any time, should conditions warrant.

The language used in this statement of policies and procedures is not intended to create, nor is it to be construed to constitute, a contract between the Village and any of its employees for either employment or the provision of any benefit.

II. Definitions

The following terms and definitions of terms are used in this statement of the Village's pay policies and procedures.

A. Exempt Employees

Exempt employees are those employees who, because of their job duties, responsibilities and salaries, are not covered by (i.e., are exempt from) the minimum wage and overtime pay requirements of the Fair Labor Standards Act. Employees not eligible for overtime include **(Revised 2-08) (Revised 8-14)**:

Village Administrator	Police Chief
Assistant Village Administrator	Deputy Police Chief
Community Development Director	Public Works Director
Finance Director	Project Engineer
Assistant Finance Director	Planner
<u>Communication & Public Relations Coordinator</u>	

B. **Fiscal Year**

The Village's fiscal year is the twelve-month period commencing each May 1 and ending April 30.

C. **Hourly Employees**

Hourly employees are those employees who are paid on an hour-by-hour basis and for each hour worked.

D. **Job**

A job is a single position which is unique to the organization, or two or more positions which are substantially the same in terms of both the duties and responsibilities performed and the overall worth of the work.

E. **Job Content Evaluation**

Job content evaluation is the process used by the Village to determine the relative worth and pay grade assignments for the organization's jobs. One job content evaluation plan is used by the organization, and the factors and factor weights contained in these plans have been chosen by the Village's employees and Board of Trustees.

F. **Job Description**

A job description is a written statement of the major responsibilities of and the job duties performed by the job incumbent(s). These descriptions also contain information regarding the skills and abilities required to perform the jobs as well as information on working conditions and reporting relationships.

G. **Personnel Committee**

The Personnel Committee is a committee of the Village Board. It is responsible for reviewing recommendations provided by the Village Administrator on the pay grade and range assignments for all Village jobs, employee benefits and other non-compensation related concerns of employees. **(Revised 2-94)**

H. **Job Family**

A job family is composed of two or more jobs which are substantially the same in terms of principal duties and responsibilities but different in terms of overall worth (e.g., Accounting Clerk and Accountant). **(Revised 2-94)**

I. **Non-Exempt Employees**

Non-exempt employees are employees who are subject to (i.e., not exempt from) the minimum wage and overtime provisions of the Fair Labor Standards Act.

J. **Pay Grades**

Pay grades are groups of jobs of approximately equal worth as determined by job content evaluation methods. (Pay grades are established as a tool for the administration and control of employee pay).

K. **Pay Ranges**

Pay ranges are the minimum and maximum straight time wages (non-exempt employees) or salaries (exempt employees) assigned to pay grades and, in some cases, individual jobs. (Attachment #3)

L. **Pay Structure**

A pay structure is a hierarchy of pay grades and ranges.

M. **Position**

A position is the collection of tasks or job duties which constitutes the total work assignment of an individual employee. There are as many positions within the Village as there are employees.

N. **Position Analysis Questionnaire**

A position analysis questionnaire is a questionnaire which employees complete in writing to describe the work that they do, the skills and abilities required in order to perform their jobs, the physical environments in which the work is performed and the amount and type of effort that is expended while performing the work.

O. **Salaried Employees**

"Salaried" employees are those employees who are paid a salary for the results they are expected to accomplish, regardless of the number of hours they work. Each of these employees qualifies for the "administrative", "professional" or "executive" exemption from the overtime provisions of the Fair Labor Standards Act. That is, all salaried employees are "exempt" employees.

III. **The Village Pay Structure**

A single pay structure has been established for all of the Village's jobs.

Each job is assigned to a pay grade within this pay structure based on an analysis of the nature of the work involved.

A. **Temporary Exception Pay Ranges**

It is the Village's goal to use the same pay range for all of the jobs assigned to a given pay grade. There are times, however, when this is not possible and when, in order to be competitive, it is necessary to use pay ranges for jobs and job families which are higher than the range(s) used for other jobs in the same grade(s). Usually, this is attributable to temporary supply-demand imbalances in the labor market.

In such cases, temporary exception pay ranges are assigned to the jobs or job families in question, even though their pay grade assignments of the jobs (which are determined through job content evaluation) remains unchanged.

Competitive pay data for jobs which have been assigned temporary exception pay ranges are checked annually and, when possible, exception ranges are discontinued.

B. Illustration

The concepts and process described in this section of the policies and procedures are illustrated on the next page.

IV. Adding New Jobs to the Structure

To add a new job to a pay structure, the position(s) that constitute(s) the new job must be approved by the Village Board. When a new job is approved, a ~~position analysis questionnaire and job description~~ ^{are} is to be prepared by the responsible department head. The ~~questionnaire and job description~~ ^{are} is to be forwarded to the Village Administrator who will verify the accuracy and completeness of the information ~~through follow-up interviews, on-site visits and the like.~~ (Revised 2-94) (Revised 8-14)

V. Starting Rates for New Hires

A. In order to maintain equitable pay relationships, it is important that starting rates of pay be determined consistently for new hires in the Village's various organizational components.

B. Starting Rate Guidelines

New hires possessing the minimum qualifications for their jobs are to receive starting rates of pay equal to the minimums of the pay ranges assigned to their jobs. New hires possessing substantially more than the minimum qualifications for their jobs are eligible to receive starting rates of pay which are above the minimums of the pay ranges assigned to their jobs.

Starting rates of pay in excess of the applicable pay range midpoints are made on an exception basis only and, as such, must be reviewed and approved by the Village Board.

When determining an appropriate starting rate of pay for a new employee, the responsible department head should also analyze the rates paid to other employees within the same or related job classifications so as not to create pay inequities.

VI. Pay Increase Procedures for Non-Union Village Employees

Based on the decision of the Village Board on a year-to-year basis, Non-Union Village employees may be are eligible for three ~~two~~ types of pay increases - annual merit increases, annual range adjustments and promotion increases. The procedures governing merit increases are discussed below, and the procedures governing promotion increases are discussed in Section VI-G. (Revised 2-94) (Revised 8-14)

Merit increases are pay increases within the pay range and range adjustments are pay increases as the range increases, whereas promotion increases are granted when employees move from one pay grade and range to another higher pay grade and range. The purpose of merit increases is to stimulate and reward superior levels of job performance on the part of employees.

A. **Annual Merit Increases**

The ~~annual~~ merit increase is ~~comprised of two components -- a merit increase which is based upon the employees' annual evaluation and the amount of the annual range adjustment~~. Based upon an ~~their~~ evaluation rating of Meets Expectations or above, employees may ~~will~~ be eligible for a merit increase to be determined on an annual basis by the Village Board. (Revised 2-08) (Revised 8-14)

B. **Range Adjustment**

The range adjustment is the amount that each range in the pay plan will need to be adjusted in order to remain competitive with communities in the Western Suburban area. Several indicators are used, including ~~the Cook County Salary Survey~~, annual surveys of municipalities in the Western Suburbs and the Department of Labor Cost-of-Living Statistics, among others. A recommendation regarding a possible ~~the annual~~ range adjustment is made by the Village Administrator and must be approved by the Village Board during the budget process. The amount which is approved is applied to all ranges and is received by all employees who achieve an annual evaluation rating of Average or above. (Revised 8-14)

CB. **Employees at Pay Range Maximum**

If an employee's salary is at the ~~employee's~~ pay range maximum, the Village Board may consider, upon recommendation of the Village Administrator, a lump sum award in place of increases to the employee's base rate. The amount of this payment would be determined with respect to the merit increase guidelines in effect for that fiscal year. (Revised 2-94) (Revised 8-14)

DC. **Annual Performance Evaluation and Pay Increase Cycle**

In October and March of each year, ~~Each March~~, department heads and/or supervisors are to appraise the performance of their non-union employees. If the Village Board deems it appropriate to offer a Merit Increase to individual employees, ~~In April~~, the Village Administrator will calculate ~~determines~~ individual merit increases for all eligible non-union employees, based upon the evaluation rating received in the March evaluation and the approved range adjustment, if any. Approved Merit Increases become effective on the employees anniversary date. Range Adjustments (COLA) are awarded beginning with the first paycheck in May. The annual cycle is explained in more detail below.

(Revised 2-94) (Revised 8-14)

**Each Year
On or By:**

The Following Occurs

January 15	The Village Administrator completes surveys designed to produce data which can be used to evaluate the competitiveness of the pay ranges for the organization's jobs.
January 15	The Village Administrator presents proposed changes (if any) to the pay ranges and a proposed pay increase budget for employees to the Village Board for review and approval.
March 1-31	Employees have their performance appraised and are assigned an overall performance rating (Attachment #4) (Revised 8-01) .
April 1	The Village Administrator prepares a pay increase planning worksheet, which includes the pay increase for each employee.
April 15	The new pay ranges and a merit increase budget for Village employees are approved by the Village Board.
May 1	The Executive Secretary (Revised 10-98) completes the required Personnel Action Report (PAR) form with the new salary for each employee and returns it to the Village Administrator for review and approval. (Revised 2-08)
Beginning of 1 st pay period in May	The revisions to the pay ranges, if any, become effective. <u>Merit increases are awarded on the employee's anniversary date. Range Adjustments are awarded beginning with the first paycheck in May. Most of the merit increases for employees become effective.</u> (Revised 2-96) (Revised 8-14)
October	First six months' performance evaluation review.

D. Interim Performance Evaluations and Merit Increase Effective Dates

~~Performance evaluations for all but newly hired or promoted employees occur twice each fiscal year—near its conclusion (in March) and approximately six months later. Merit increases for eligible employees are awarded on or about May 1 of each year. (Revised 2-94) (Revised 8-14)~~

E. Unacceptable Performers

~~Merit increases may be delayed for up to three months for employees whose performance is considered to be Average or below unacceptable. Within three months of an unacceptable performance evaluation, an employee should receive another performance evaluation. If, within three months, the employee's~~

~~performance has improved to at least a Meets Expectations an acceptable level, they may receive the delayed merit increase, but not retroactively. If the employee's performance has not improved to at least an Average acceptable level, the employee may be demoted to a more suitable position or terminated. The Village reserves the right to terminate unacceptable performers at any time. (Revised 2-94) (Revised 8-14)~~

Range Adjustments may be delayed for up to three months for employees whose performance is considered to be Needs Improvement or below. Within three months of an unacceptable performance evaluation, an employee should receive another performance evaluation. If, within three months, the employee's performance has improved to at least an Average level, they may receive the delayed range adjustment, but not retroactively. If the employee's performance has not improved to at least an Average level, the employee may be demoted to a more suitable position or terminated. The Village reserves the right to terminate unacceptable performers at any time. (Added 8-14)

F. **Merit Increases for New Employees** (Added 2-91)

Unless otherwise determined by the Village Administrator, new non-union employees employed for at least six months, but less than one year, at the time the annual evaluation process is conducted may shall be eligible for a merit increase upon the recommendation of their department head. Those employees employed for less than six months may shall be eligible for a salary increase equal to the amount used to adjust the range. (Revised 2-94) (Revised 8-14)

G. **Promotion Increases**

Pay increases are to be granted when an individual is promoted from a job with a lower pay range to a job with a higher one.

1. **The Size of Promotion Increases**

The size of a promotion increase is to be determined on an individual basis and must be approved by the Village Board. The size and timing of such increases are not to be communicated to employees prior to their being approved by the Village Board. (Revised 2-96) With few exceptions, these increases will be at least five percent of each promotee's base wage or salary and will be granted concurrently with the employee's assumption of the employee's new job duties. The following factors will be considered when determining the size of promotion increases:

- The magnitude of the promotion as measured by the difference between the maximums of the pay ranges assigned to the promotee's old and new jobs;
 - The pay relationships between the promotee and persons occupying identical and similar jobs;
 - The pay relationships between the promotee and his/her supervisor;
 - The pay relationships between the promotee and his/her subordinates.
- (Revised 2-94)

2. Pro-rated Pay Increases at Time of Promotion

Promotion increases are to be in addition to pro-rated merit increases that employees would probably have received had they not been promoted. For example: an employee is promoted nine months after receiving a merit increase and three months prior to the time when the employee would probably have received a merit increase of six percent. Thus, the employee's minimum pay increase at time of promotion is:

9/12 of 6% plus 5%, or 9.5%

In general, promotion increases in combination with pro-rated merit increases should be at least large enough to bring each employee's wage or salary to the minimum of the employee's new pay range regardless of the percentage amount.

H. Interpretations and Exceptions

Questions regarding the interpretation of these policies and procedures should be forwarded to the Village Administrator. Exceptions to these policies must be approved by the Village Administrator or Village Board as described herein.

VII. Overtime

It is recognized by the Village that needs of the Village may require overtime work. The amount and schedule for working overtime will be distributed as equitably as practical among employees. An employee scheduled for overtime shall work unless an adequate reason exists for not doing so, in which event the employee may be excused, provided another qualified full-time employee is available. The employee's supervisor, at the supervisor's sole discretion, shall determine whether to excuse an employee from such overtime. No overtime shall be worked or paid for without the authorization of the supervisor. Public Works employees who are called in from home to work unscheduled overtime for emergency purposes (i.e., snowplowing, water main breaks, etc.) shall receive a minimum of 2 hours pay. **(Added 2-08)**

Employees shall be paid for all authorized hours worked. All non-exempt employees are eligible to be paid an overtime rate for all hours worked, as such, in excess of forty hours in a work week. If these employees work over eight hours in a work day, but forty or fewer hours in a work week, they will not receive overtime pay. The overtime rate paid is to be calculated at one and one-half times the employee's regular hourly rate, in increments of no less than one-quarter of an hour. (Double time for hours worked by non-sworn, non-shift employees **(Revised 10-98)** on the day on which an actual holiday falls). **(See page 26 regarding holidays) (Revised 2-94)** See Article IV, I.F for Police sworn personnel holiday benefits. **(Added 10-98)**

Holidays, holiday time-off in lieu of a holiday, sick time, personal time, vacation time, time off for jury duty and hours covered by workers' compensation will be considered as hours worked for the purpose of computing overtime. ~~Sick days and~~ Other leaves of absence are not to be considered as hours worked for the purpose of computing overtime. **(Revised 2-91) (Revised 3-13) (Revised 8-14)**

~~Public Works employees are allowed to substitute, at their discretion, a personal~~

~~day or vacation day for a sick day, in order for them to maintain their overtime pay. Also, Public Works employees are allowed to use personal time or vacation time to complete their normal 8-hour shift, if they are sent home early by their supervisor due to the fact that they were called in on an emergency basis earlier than the start of their normal shift. (Added 6-10) (Removed 8-14)~~

Exempt employees are paid a salary commensurate with their responsibilities without consideration of hours worked. They are not paid an overtime rate.

VIII. **Compensatory Time in Lieu of Overtime** (Added 5-92)

All non-exempt employees may accrue compensatory time in lieu of overtime pay. The employee shall have the option of taking compensatory time or being paid at the applicable hourly rate for the overtime hours in question. Compensatory time will be allotted at the applicable earned overtime rate. For every one hour of overtime earned at the time and one-half rate, an employee will be entitled to 90 minutes of compensatory time. For every hour of overtime earned at the straight time rate (i.e., court call time in the Police Department), an employee will be entitled to 60 minutes compensatory time.

The use of compensatory time rather than overtime pay is strictly voluntary by the employee and is to be used in accordance with individual departmental procedures. In addition:

- An employee must request that the employee's overtime be granted in compensatory time rather than in payment, prior to the submittal of the time sheet to the Finance Department.
- Compensatory time off shall only be granted when enough employees are available to adequately staff the department. (Revised 6-10)
- A request for compensatory time off must be submitted to a supervisor a minimum of 24 hours in advance of the time requested. (Revised 6-10)
- While employee wishes will be considered, the scheduling of compensatory time off shall be subject to the paramount needs of the individual department. (Revised 6-10)
- Use of compensatory time off cannot create overtime. (Revised 2-08) (Revised 6-10)
- Employees may not accrue more than 32 hours of compensatory time at any one given time and non-union employees may not use more than 60 hours of compensatory time in any one fiscal year. (Revised 2-08)
- Compensatory time may be reconverted to overtime pay twice a year - in November and April. (Added 2-94)
- Except as indicated below, compensatory time must be taken in the fiscal year earned (May 1 - through April). Compensatory time not used prior to the end of the fiscal year will be paid at the applicable hourly rate for the overtime in question. Non-union employees may carry over up to 16 hours of compensatory time at the end of each fiscal year. (Revised 7-03) Comp time carried over can only be used as time off and cannot be converted to overtime pay. (Added 2-08) For

union employees, if accrued compensatory time is not used by the end of the fiscal year, it will be paid off at the employee's straight time hourly rate of pay as of the last day of the fiscal year. **(Added 2-08)**

- No compensatory time may be used in November and December until all vacation, with the exception of up to 5 days (40 hours), which may be carried over into the next calendar year, holiday (sworn personnel only) and personal time has been exhausted. **(Revised 2-08)**

IX. **Longevity Bonus**

All full-time and permanent part-time employees are eligible to receive a one-thousand dollar (\$1,000.00) United States Savings Bond in recognition of their services to the Village of Burr Ridge upon completion of their 5th, 10th, 15th, 20th, 25th, 30th and 35th ~~fifth, tenth, fifteenth, twentieth and twenty-fifth~~ years of employment. Because the purchase price of the Savings Bond must be reported as income, Federal and State Income Taxes will be withheld. In order to provide the employee with a full benefit, the Finance Department will calculate the tax impact on each individual recipient and will add an additional amount to the employee's check, sufficient to cover the cost of the withholding tax. **(Revised 2-96)** Employees may choose to receive \$500 cash instead of a \$1,000 bond. **(Added 2-08) (Revised 8-14)**

X. **Retiree Bonus Plan**

All full-time employees who retire at age 55 years (age 51 for all sworn employees) **(Revised 6-03)** or older with 20 or more years of service are eligible to receive a \$5,000 cash bonus. **(Added 6-90)**

XI. **Emergency Medical Technician Pay**

Any full-time permanent employee who has become certified (or registered, as the case may be) as an Emergency Medical Technician under Illinois law shall be entitled to and shall be paid a supplemental payment of \$40.00 per month so long as the employee remains so certified (or registered) as an Emergency Medical Technician under Illinois law. **(Revised 2-91)**

XII. **Record Keeping and Pay Periods**

A. **Record Keeping of Hours**

It shall be the responsibility of the department head or designee to assure proper recording of hours worked. Before records of time worked are submitted to payroll, they are to be reviewed, approved and signed by the department head. Anyone who knowingly falsifies a record of hours shall be subject to disciplinary action, including dismissal.

B. **Pay Periods**

Employee salaries shall be payable on a bi-weekly basis. Paychecks shall be distributed only to the employee and not to members of the employee's family or others unless the Village is so directed by the employee in writing. Employees who terminate their employment in the middle of the pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final pay check on the first regularly scheduled pay day which follows their date of termination provided, however, that all

Village uniforms, equipment, ID cards, keys and any other Village property in the employee's possession are returned prior to receipt of said payment, and further provided that the employee reimburses the Village for any monies the employee owes to the Village and for any damage to such equipment if the damage is caused by the negligent or willful act of the employee.

C. ~~**Pay Day During Authorized Leave**~~ (Deleted 8-14 due to Direct Deposit of paychecks)

~~If a pay day falls during an employee's authorized leave of five (5) days or more, the employee may request an advancement of the paycheck which is due to be paid to the employee during the authorized period of the absence. An employee's request shall be made in writing, should include a copy of the approved "Request for Leave" form and (Added 10-98) by submitting the form provided by the Finance Department (Attachment #3) to the Village Finance Director at least ten (10) (Revised 10-98) days prior to the regularly scheduled pay day on which the employee requests the advance to be paid. (Revised 2-91)~~

D. **Status Change**

Payroll and status changes shall only be made after execution of a Personnel Action Report form approved by the Village Administrator (Attachment #5). Employees are responsible for informing the Village of any change in status (i.e., address, marital status, dependents, etc.). (Revised 2-91) (Revised 2-08)

ARTICLE IV **LEAVES**

I. HOLIDAYS

- A. The following shall be recognized as holidays with pay by the Village for all non-sworn employees, including the Police Chief and Deputy Chief: **(Revised 3-92)**
(Revised 2-08)

- | | |
|---------------------|----------------------------|
| 1. New Year's Day | 5. Thanksgiving Day |
| 2. Memorial Day | 6. Day After Thanksgiving |
| 3. Independence Day | 7. Christmas Eve |
| 4. Labor Day | 8. Christmas Day |
| | 9. Half Day-New Year's Eve |

- B. Sworn employees, other than the Police Chief and Deputy Police Chief **(Revised 7-03)** shall receive six national holidays (holidays 1 through 5 and number 8 as listed) **(Revised 3-92)**, and shall receive an additional 12 hours of compensatory time off for the additional full day Christmas Eve and one-half day New Years' Eve holiday, to be used between December 23 and April 30 of the following year, and scheduled in advance and approved by the Department Head. **(Revised 2-94)** **(Revised 6-10)**
- C. The holiday shall be the day as established by the national holiday and as determined by the Village of Burr Ridge and not necessarily the observed calendar day. Normally, if a recognized holiday falls on a Saturday, the designated holiday shall be on the previous Friday. If a recognized holiday falls on a Sunday, the designated holiday shall be on the Monday following the holiday. However, for the purpose of holiday pay, the actual day on which the holiday falls shall be considered the day on which holiday pay will be awarded. **(Revised 2-94)** For New Year's Eve, the holiday shall begin at noon and end at midnight. **(Added 12-99)** **(Revised 7-03)**
- D. In years when Christmas Eve and New Year's Eve fall on a Friday, Saturday or Sunday, non-sworn employees, including the Police Chief and Deputy Police Chief **(Revised 7-03)**, will receive a total holiday allowance of 12 hours (8 hours for Christmas Eve and 4 hours for New Years' Eve) **(Revised 7-03)** and will be allowed to use said time off between the 23rd of December and the 30th of April the following year. This holiday allowance time off must be scheduled in advance and approved by the department head. **(Revised 2-94)**
- E. Regular employees of the Village scheduled to work on a holiday shall do so. Any employee who has taken an unauthorized absence on the day before or after a holiday will not receive pay for that holiday. Likewise, any employee absent from work, due to reasons chargeable to sick leave, on a holiday scheduled for work, on the day preceding and/or the day following a holiday, may be required to present a doctor's verification of eligibility for leave in order to receive regular compensation for the holiday.
- F. **Sworn Police Department Shift Personnel**
1. When, due to the employee's standard weekly work schedule, an employee is scheduled to work on any of the above-indicated holidays, the employee shall

receive an additional sixteen (16) hours straight time pay for eight (8) hours worked.

2. When, due to the employee's standard weekly work schedule, an employee is not scheduled to work on any of the above-indicated holidays, the employee shall receive a holiday allowance not to exceed eight (8) hours straight time, provided the employee is entitled to pay from the Village for all of either the employee's scheduled workday preceding or the employee's scheduled workday following the observed holiday. The holiday allowance must be taken in the calendar year it was received and may not be carried over into the new year. An exception to this policy will be made for Christmas Day. Police Department shift personnel who are granted a holiday allowance for this day will be allowed to use said time off between the 23rd of December and the 30th of April. This holiday allowance time off must be scheduled in advance and approved by the employee's supervisor.

II. **Personal Days**

- A. In addition to the eight and half-day recognized holidays above, each non-sworn employee, including the Police Chief and Deputy Chief, will receive three (3) extra days per calendar year as personal days **(Revised 2-94) (Revised 2-08)**. These days can be taken at any time during a calendar year at a time approved by the employee's supervisor, using the Request for Leave form (Attachment #6). **(Revised 2-91) (Revised 2-08)** Sworn employees, other than the Police Chief, shall receive six national holidays (1 - 5 and 8) and five (5) extra days to be taken any time during the calendar year at a time approved by the employee's supervisor. **(Revised 2-94)**
- B. Employees who begin employment between January 1 and April 30 will be eligible to receive three (3) personal days immediately upon employment for non-sworn employees and five (5) for sworn employees. Employees who begin employment between May 1 and August 31 will be eligible to receive two (2) personal days immediately upon employment for non-sworn employees and three (3) for sworn employees. Employees who begin employment between September 1 and December 31 shall be eligible for one (1) personal day immediately upon employment for non-sworn employees and two (2) for sworn employees. **(Revised 2-94)**
- C. Personal Days must be taken in the calendar year they were received and may not be carried over into the new year. An exception to this policy will be made for employees who begin employment on December 1 or later. In this instance, employees will be allowed to use said time off between December 1 and April 30 of the following year upon approval of the employee's supervisor.
- D. An employee leaving the employ of the Village shall not be entitled to be paid for any accumulated, but unused, Personal Days. **(Added 2-96)**

III. **Vacations**

- A. Vacations are provided for the recreation and relaxation of Village employees, and employees are expected to take their leave on an annual basis. Employees will receive one week of vacation leave after completing six months of employment and the second week (second and third week for department

heads) on their one year anniversary. Beginning with the start of the next calendar year after the employee's one year anniversary, employees will receive annual leave in accordance with the following schedule:

After one year	2 weeks
After five years	3 weeks
After ten years	4 weeks
After 17 years	5 weeks

Each department head will be allowed annual leave in accordance with the following schedule:

After one year	3 weeks
After five years	4 weeks
After 17 years	5 weeks

- B. Vacation leave is awarded at the beginning of each calendar year. The additional week of vacation, which is granted to the employee on their 5th, 10th, and 17th years, shall be awarded on the employee's anniversary date. **(Revised 2-94)**. All but 5 days (40 hours), which employees are allowed to carry over to the next calendar year, of the annual vacation days to which the employee is entitled in a calendar year will expire at the end of the calendar year. **(Revised 2-08)** Exceptions to this policy will be granted under the following circumstances:

1. For employees whose one, five, ten or seventeen year anniversary falls between November 1 and December 31. In this instance, employees will be allowed to use said vacation leave between November 1 and April 30 of the following year.
2. For new employees to allow them to take their first week of accrued vacation after six months of service between their six-month anniversary and the end of the calendar year following their one-year anniversary date. **(Revised 2-91)**
3. For unusual circumstances which cause the department head to either revoke or otherwise not grant vacation time, due to the needs of the department, when recommended by the department head and approved by the Village Administrator. **(Added 2-96)**

C. **Vacation Pay**

Vacation pay will be computed at straight time based on the employee's hourly rate. When an employee's vacation includes a holiday on which the employee is not scheduled to work, an additional vacation day will be granted in lieu thereof. **(Revised 2-96)**

D. **Scheduling Vacations**

1. All vacation schedules shall be arranged in advance and approved by the department head, using the Request for Leave form (Attachment #6). **(Revised 2-91) (Revised 2-08)** Up to two weeks' vacation will be granted by seniority, if requested prior to March 1. **(Revised 2-96)** Seniority is based on

the amount of time employed with the Village on a full-time basis in a given position classification. Those in a higher-ranked classification, based on the official Pay Plan of the Village, will be given preference. **(Added 2-96)** After March 1 **(Revised 2-96)**, vacations will be granted on a first come first served basis. Requests for vacation time off in excess of two weeks must receive the approval of the Village Administrator.

2. In case of emergency, the department head may cancel and reschedule any or all approved vacation leaves in advance of their being taken, and, if necessary, may call back an employee from a vacation in progress.
3. The time at which an employee may take vacation leave shall be ultimately determined by the department head, with due regard to seniority, the wishes of the employee and the needs of the department.

E. Vacation for Employees Leaving

When an employee's service with the Village of Burr Ridge is terminated prior to taking vacation to which the employee is eligible during the current appropriate 12-month period, no vacation with pay or allowance in lieu thereof will be granted except:

1. An employee whose service is terminated by layoff and who has worked for the Village for one year or more as of the last day worked, will be granted allowance in lieu of vacation for which the employee was eligible.
2. An employee resigning will be granted allowance in lieu of vacation for which the employee was eligible, provided:
 - a. At least two (2) weeks' advance notice has been given of intention to resign, and
 - b. In the Village's judgment, the employee's record with the Village has been satisfactory.
3. An employee whose services are terminated or relieved may, in accordance with the Village's discretion and judgment, be granted an allowance in lieu of vacation for which the employee was eligible.

IV. Sick Leave

- A. Effective January 1, 2003, during the first year of employment an employee will start earning sick leave at the start of the third full month of employment and will be eligible to earn a total of ten (10) sick leave days during the first year of employment. Commencing with the first month of the second year of employment and each year thereafter, at the start of each of the first ten months of the year in question, an employee will earn one sick leave day per month, i.e., a total of ten sick leave days per year.

Example: An employee whose first day of employment is February 13, 2003, will start earning sick leave as of May 1, 2003 and will earn a total of ten sick leave days during his/her first year of employment. Commencing March 1, 2004, and on March 1 of each succeeding year, such employee will earn one sick leave day for each of the ten consecutive months from March through December. No sick leave days will be earned on either January 1 or February 1.

- B. As of January 1, 2003, any sick leave days that employees had accumulated, but had not used as of January 1, 2003, under the Village's pre-existing sick leave policy will be retained, but no new allotment of sick leave days will be granted under that policy. In addition, there will be no "windfall" as a result of the switch to this new sick leave policy. Employees who received sick leave days under the old policy within the past five years shall not accumulate additional sick leave under the new policy until those days have been taken into account

Example: If an employee was provided 40 days of sick leave on January 1, 2002, 32 of those sick days must be taken into account before additional sick leave is provided ($40 \div 5 \text{ years} = 8 \text{ days per year}$). At the new rate of 10 days per year, that employee would receive no additional sick leave until 2006, when they would begin to receive 1 sick day per month for 8 months and then 10 days per year thereafter.

- C. The above indicated sick leave days with pay are cumulative with no maximum accrual.
- D. Sick leave days may be used if the employee is sick. In addition, non-union employees may also use sick time for illness of a spouse, parent, child, or other relative(s) residing in the home of the employee. **(Revised 2-08)** In the event an employee is unable to work due to personal illness, the employee must inform their department head or his/her designee prior to the start of the scheduled work day. Failure to inform their department head or his/her designee each day of absence, or agreed intervals in the case of an extended illness, will result in loss of pay. Any sick-leave related absences in excess of the allowed sick days with pay for the appropriate period of employment as accumulated shall be without pay.

The Village retains the right to take corrective steps to deal with abuse of sick leave or, if an employee has prolonged and/or frequent and regular absences which hinder in the carrying out of their responsibilities. Such corrective steps may include requiring satisfactory evidence, including a physician's certificate as to the nature and extent of the personal illness (or, in the case of non-union employees, an illness of a spouse, parent or child) upon which the claim for a sick day with pay is based and/or informal or formal disciplinary action, including dismissal.

- E. An employee leaving the employ of the Village shall not be entitled to be paid for any accumulated, but unused, sick days. **(Revised 6-03)**
- F. Non-union employees may use sick leave for employee doctor and dentist visits and for caring for illnesses of relative(s) residing in the home of the employee. **(Added 7-03) (Revised 2-08)**

V. **Family and Medical Leave Act** **(Revised 6-10)**

The Village shall comply with the provisions of the Family and Medical Leave Act of 1993 (Public Law 103-3) and the rules and regulations issued by the U. S. Department of Labor interpreting said Act (collectively referred to as "FMLA").

A. **Definitions**

The terms used in this subsection shall have the same meanings ascribed to said terms in the FMLA.

B. **Family and Medical Leave Act**

Employees who have worked for the Village for the past 12 months and have worked for at least 1,250 hours may request up to 12 weeks in unpaid leave, in accordance with the provisions of the Family and Medical Leave Act (FMLA Leave):

- for the birth or care of a newborn or newly-placed child,
- for the placement by the employee of a child for adoption or foster care,
- related to the serious health condition of the employee or the employee's spouse, parent or child,
- for any qualifying exigency during a family member's active military service, or the family member being called to active military duty
- to care for a member of the Armed Forces who is undergoing medical treatment, recuperation or therapy for a serious injury or illness suffered while on active duty

A "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. "Continuing treatment" includes:

- incapacity for more than three consecutive calendar days plus treatment by a health care provider twice within 30 days of the beginning of the period of incapacity, with the first visit within 7 days of the first day of incapacity
- any period of incapacity related to pregnancy or for prenatal care
- any period of incapacity or treatment for a chronic condition, which requires periodic visits (at least two visits to a health care provider per year) for treatment by a health care provider or nurse under the supervision of the health care provider, continues over an extended period time and may case episodic rather than continuing periods of incapacity

For the purpose of these rules, in computing the 12 month period for FMLA leave privileges, the preceding 12 months from the day of the requested start of FMLA leave shall be used to determine the amount of available FMLA leave time for the employee. FMLA leave taken for any reason, including medical, family or childcare leave, shall not exceed a maximum combined total of 12 weeks in any 12-month period. While the 12 months of employment need not be consecutive, employment prior to a continuous break in service of at least **seven** years can be disregarded.

C. **Military Families (Added 6-10)**

Eligible employees may take FMLA leave for "any qualifying exigency" while the employee's spouse, son, daughter or parent is on active duty in the armed services or is called to active duty in support of a war of national emergency. Any qualifying exigency is one or more of the following:

- Short-notice (seven days or less) deployment
- Military events and related activities
- Childcare
- School activities (for children of military personnel)
- Financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty
- Counseling
- Rest and recuperation, spending up to five days with a covered military member who is on temporary short-term R & R leave during deployment
- Post-deployment activities
- Additional activities arising out of covered military member's active duty or call to active duty that the employer and employee have agreed to.

The Village may require the employee to provide a certification of the qualifying exigency using Form WH-384.

Military Caregiver Leave

An eligible employee who is a spouse, son, daughter, parent, or "next of kin" (the nearest blood relative) of a member of the armed services may take up to 26 weeks of leave during a single 12 month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness suffered while on active duty.

Definitions:

Covered Servicemember - a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

Serious Illness or Injury - an injury or illness incurred by a covered servicemember in the line of duty that renders the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating. "Outpatient status," means the servicemember is assigned to either a military medical treatment facility as an outpatient or is assigned to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Taking Caregiver Leave:

In order to take leave, the eligible employee must be the spouse, son or daughter, parent, or "next of kin" of a covered servicemember.

A "spouse" means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized. [Note: Based on the federal Defense of Marriage Act, this definition does not include a same-sex spouse even if the same-sex marriage is recognized under State law.

A “son or daughter of a covered servicemember” is defined as the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

A “parent” is defined as a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Next of kin” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority:

- blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions,
- brothers and sisters,
- grandparents,
- aunts and uncles,
- first cousins.

However, the covered servicemember can specifically designate in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. The Village may require an employee to provide confirmation of the family relationship to the covered servicemember.

The Village may also require certification of the servicemember’s illness or injury using Form WH-385 (available from Village Administrator) that must be completed by the employee or covered servicemember and a health care provider.

Duration of Caregiver Leave

An eligible employee may take up to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 weeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 weeks of leave entitlement to care for a covered servicemember during this “single 12-month period,” the remaining part of his or her 26 weeks is forfeited.

The leave entitlement applies on a per-covered servicemember, per-injury basis so that an eligible employee may be entitled to take more than one period of 26 workweeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent (different) serious injury or illness.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA qualifying reason during the “single 12-month period”.

D. **Notice**

An eligible employee shall provide the Village with at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. Where the reason for the leave is for planned medical treatment, the employee shall make a reasonable effort, so as not to unduly disrupt the operation of the Village. If a 30-day notice is not practicable, such as because of the lack of knowledge of approximately when leave will be required to begin, a change in circumstances or medical emergency, notice shall be given as soon as practicable. An application for FMLA leave shall be made in writing to the Village Administrator using the Request for Leave form (Attachment #6), stating the reason(s) for the request, the date of the desired start of the FMLA leave and probable date of return. Such requests shall be directed to the Village Board for review and approval.

When an employee requests FMLA medical leave or FMLA family leave to care for a child, spouse or parent, the Village may require an employee to provide medical certification from an appropriate health care provider using forms WH 380-E and WH 380-F (available from Village Administrator). The Village has **five** business days to notify the employee that a medical certification is required. If the certification is not complete, the Village must provide a written notice to the employee disclosing what additional information is necessary to complete the certification and provide the employee seven days to obtain the additional information.

Direct contact between the Village and the health care provider for purposes of clarification of a medical certification form is allowed, as long as the requirements of the HIPAA medical privacy regulations are met (i.e. the employee provides the appropriate authorization to allow the health care provider to disclose PHI). Only a health care provider, a human resources professional, a leave administrator or a management official of the Village may contact the employee’s health care provider. Under no circumstances may the employee’s direct supervisor contact the employee’s health care provider. Employers who contact a provider directly may *not* ask health care providers for additional information beyond that required by the medical certification.

The only information the Village will require the employee to provide in this certification is:

1. That the employee or family member has a serious health condition.
2. The date the serious health condition commenced and its probable duration.
3. The medical facts regarding the serious health condition.
4. If employee medical leave, a description of the extent to which the employee is unable to perform his or her job duties, or
5. If family medical leave, that the employee is needed to care for the child, spouse or parent and the amount of time needed to provide the care.
6. If the employee is requesting partial or intermittent leave, the employer may request verification of the schedule of treatment.

For employee FMLA medical leave, the Village may, at the Village's expense, require the employee to obtain the opinion of a second health care provider chosen by the Village. If the employee-chosen and the Village's health care providers disagree about any of the information in the certification, the parties will mutually select a third medical provider at the Village's expense. The decision of the third provider shall be final and binding.

The Village may deny a requested FMLA leave if the employee fails to provide proper advanced notice, unless the employee was unable to comply because of the need for emergency health care. The Village may deny a requested leave if the employee does not provide the required medical certification, after being requested to do so, unless the employee was unable to comply because of the need for emergency health care.

E. Medical Recertification (Added 6-10)

Recertification may be requested, but no more often than every 30 days. The employer is still permitted to request recertification at any time if the employer receives information that casts doubt upon the stated reason for leave or if the circumstances of the leave have changed significantly. The final rules allow an employer to request a new medical certification each leave year for medical conditions that last longer than one leave year. The regulations also clarify the applicable time period for recertification. For leaves that extend beyond the period designated in the initial medical certification, the employer can request a recertification only after that original time period has expired.

The Village may send the absence schedule of an employee to the health care provider to ask whether the employee's pattern of intermittent leave is consistent with the employee's medical condition.

F. Partial Absences

Some FMLA leave can be taken intermittently or on a reduced schedule. By way of example, employees may take leave in non-contiguous increments (e.g., every afternoon, every Friday, one week each month, etc.). Family leave for birth, adoption or foster care can only be taken on an intermittent or reduced leave basis with the approval of the Village Board. Medical leave may be scheduled as medically necessary. The Village may temporarily transfer an employee after taking intermittent or reduced scheduled leave to an employment position more suitable for recurring periods of absence to better accommodate the leave. Employee wages and benefits will remain the same as if no transfer had occurred during the transfer period.

G. Return from FMLA Leave

A return date shall be agreed to by the employee and the Village at the time FMLA leave is granted. Generally, this will be the probable return date specified in the employee's approved request for FMLA leave application, but must always be within the permitted FMLA leave period. An employee may advance the designated return date by serving written notice on the Village Administrator not less than 14 days before the desired alternative return date, provided such alternative return date must be within the FMLA leave period.

available to the employee. The Village Administrator may waive such 14-day notice if the employee requests to promptly return and an employment position is available. An employee may request an extension of the FMLA leave by making application to the Village in the same manner as on the original application, as stated in ARTICLE IV, Section V.D, provided such extension may not be granted in excess of the total FMLA leave period available to the employee. An employee returning from a FMLA leave will be placed in the employment position held before the leave began, if the employment position is vacant. If the former employment position is not vacant, the employee will be returned to an equivalent employment position having equivalent employment benefits, pay and other terms and conditions of employment.

H. Fitness-for-Duty Certifications

The Village can enforce uniformly applied policies or practices that require all similarly-situated employees who take leave to provide a certification that they are able to resume work. The Village may require that the certification address the employee's ability to perform the essential functions of the employee's own job as long as a list of the employee's essential functions was furnished at the time the leave was designated as FMLA leave and the employee was notified that a certification would be required. Second, where reasonable job safety concerns exist, an employer may require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave. Like the medical certification process, the final rules allow the employer to contact a health care provider directly to clarify or authenticate a fitness-for-duty certification. However, they are only permitted to discuss the serious health condition for which the leave was taken.

I. Light-Duty Assignments

The time spent performing a "light duty" assignment does not count against an employee's FMLA leave entitlement. Also, an employee's right to reinstatement after an FMLA leave is not waived during a period that the employee accepts or performs a light duty assignment.

J. Substitution of Other Paid Leave

Eligible employees on FMLA leave shall be required to substitute until exhausted accrued paid compensatory time, personal leave and any vacation leave in excess of 40 hours and all accrued sick leave in excess of 40 hours, for all of any (otherwise) unpaid FMLA leave relating to birth or placement of a child for adoption or foster care or the eligible employee's own serious health condition. Eligible employees on FMLA leave shall be required to substitute until exhausted all accrued paid compensatory time, personal leave and any vacation leave in excess of 40 hours for all of any (otherwise) unpaid FMLA leave relating to the care of a family member. Approved leave taken as provided above shall be counted as FMLA leave against the total FMLA leave permitted within any 12-month period.

K. Benefits

1. Continuation of Health Benefits

During any FMLA leave, the Village shall maintain the eligible employee's coverages under any group health plan maintained by the Village on the same conditions of coverage as would have been provided if the eligible employee had been continuously employed during the entire leave. If the Village provides a new health plan or benefits, or changes health benefits or plans, while an eligible employee is on FMLA leave, the eligible employee is entitled to the new or changed plan/benefits to the same extent as if the eligible employee was not on leave. Notice of any opportunity to change plans or benefits given generally to Village employees shall also be given to an eligible employee on FMLA leave.

2. Accrual of Employee Benefits

During the period an employee is on FMLA leave, all benefits that are normally accrued shall continue to accrue, but shall be frozen until the employee returns to work, at which time the accrual of benefits will be granted to the employee.

L. Resignation Prior to Return to Work

An employee who fails to return from an FMLA leave on the designated return date, either as originally agreed or as extended, shall be considered as having abandoned and resigned the employment position with the Village. The employee will not be eligible for benefits normally accrued, but frozen, during the period of the FMLA leave.

In addition, the Village may recover its share of health plan premiums during a period of unpaid FMLA leave, if the eligible employee fails to return to work, unless the reason the eligible employee does not return to work is due to (a) the continuation, recurrence or onset of serious health conditions, which would entitle the employee to leave under the FMLA or (b) other circumstances beyond the employee's control.

M. Application to Spouses

Spouses working for the Village who are eligible for FMLA leave shall be permitted to take only a combined total of 12 work weeks of FMLA leave during any 12-month period if the leave is taken:

1. For the birth of a son or daughter, or to care for the child after birth
2. For placement of a son or daughter for adoption or foster care, or to care for the child after placement, or
3. To care for a parent (but not a "parent-in-law") with a serious health condition.

N. Notice

The Village shall post and keep posted at Village facilities in conspicuous places where employees are employed a notice explaining FMLA's provisions and

providing information concerning the procedures for filing complaints or violations of the FMLA with the Wage and Hour Division of the U. S. Department of Labor. The notice shall be posted prominently where it can be readily seen by employees and applicants for employment.

The Village is required to notify the employee of whether they are eligible for FMLA leave using the Eligibility Notice (Form WH-381) and the Designation Notice (Form WH-382).

The Eligibility Notice is used when an employee first requests leave. This form, which the employer must send to the employee within **five** business days after the employee requests leave, may be used to grant the leave or to inform the employee that, while they are eligible for leave, additional information is required in order to make a final determination of eligibility. It may also be used to inform employees of ineligibility and the reason(s) they are ineligible.

The Designation Notice is used to inform the employee that leave will be designated and counted as FMLA leave. The notice must be provided within **five** business days of learning that the leave is being taken for a FMLA reason, absent extenuating circumstances. It is also used to deny the application of FMLA to a period of absence.

If the amount of leave is unknown at the time of the notification, the employer must provide a notice upon request by the employee disclosing the amount of leave that has been designated and counted in the previous 30 days. If the leave is not going to be designated as FMLA leave, the employer must notify the employee of that determination.

O. **Additional Information**

Informational publications describing the FMLA's provisions are on file in the office of the Village Administrator and are available for inspection.

P. **Conflicts**

To the extent that there may be any conflict between the FMLA and this subsection, the provisions of the FMLA shall control. **(Added 12-99)**

VI. **Leaves of Absence**

An employee, upon written request to the Village Administrator using the Request for Leave form (Attachment #6) and after exhausting all available unpaid leave allowed under the Family and Medical Leave Act (see Article IV, Section V) **(Revised 12-99)** and subsequent approval by the President and Village Board, may be granted a leave of absence without pay. The decision to grant a leave of absence without pay will be made on the basis of the operational requirements of the department, budgetary considerations, availability of temporary substitute employees, the performance and attendance record of the individual and the reason for the request. **(Revised 2-91)**

No assurances of reinstatement will be given to an employee who has been granted leave. If the employee's position is in existence and is vacant, an employee returning from leave shall be entitled to reemployment, provided that the employee

is physically and mentally capable of performing the duties of the position involved. In the event that the position previously held by the employee is no longer vacant at the time the employee qualifies for reemployment, every attempt shall be made to offer employment in another position of the same occupational category, or in a closely related position.

An employee who leaves Village employment directly for such leave may elect to be paid for any accrued vacation as the employee may be entitled to if the employee were actually separating from the Village's employment. The employee's decision shall be noted on the Personnel Action Report form effecting the leave. If the employee elects not to be paid for vacation, then accrued vacation credits shall be reinstated upon return of the employee.

An employee unable to work due to a non-work related injury or illness, including pregnancy, may be provided an unpaid leave for disability until physically able to perform the duties of the employee's job.

During any leave of absence without pay, all benefits that are normally accrued shall be frozen until the employee returns to work. All insurance benefits paid by the Village shall terminate during an unpaid leave of absence in excess of two weeks. However, the Village will continue to pay its portion of health and life insurance benefits for an employee on a disability leave of absence according to the following schedule:

At least one (1) year of service - 30 days' extension

Three (3) years or more of service - 6 months' extension

The employee may retain membership in the Village's plans for health and life insurance for the duration of an approved leave of absence without pay. The employee shall be responsible for paying the full cost of those benefits, including the portion normally paid by the Village.

It shall be the employee's responsibility to arrange with the Finance Department to pay for said benefits which the employee wishes to continue while on leave of absence.

VII. Jury Duty or Other Court Attendance

An employee summoned for jury duty or to serve as a witness (not as a plaintiff or defendant), in a court case which necessitates absence from assigned duties within the employee's standard weekly work schedule, shall be granted pay at straight time for such absence. Such an employee shall report for the employee's regular duties while excused from such attendance in court unless it is impossible or unreasonable for the employee to do so. **(Revised 2-91)**

Employees shall remit to the Village all sums, up to the maximum of the employee's daily pay, received for such services, exclusive of travel allowance which may be awarded by the court. **(Revised 2-94)**

VIII. **Death in Immediate Family Leave**

Absence with pay shall be granted to an employee if such absence is occasioned by death in the immediate family of said employee and is reasonable in duration. Pay shall be at straight time for such time lost from assigned Village duties, provided that such absence with pay shall not exceed a maximum of three (3) full working days. Said absence with pay may be granted for a full day, or a portion of a day as is considered reasonable by the employee's supervisor. In determining reasonableness of the extent of a paid absence, consideration shall be given to the relationship of the employee to the deceased and responsibility of the employee for making funeral and other arrangements incidental to the death. All requests shall be approved by the department head, using the Request for Leave form (Attachment #6). **(Revised 2-91)**

For the purpose of this section, an employee's immediate family shall be considered as: husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, sister, brother, grandmother, grandfather, grandson or granddaughter of both the employee and the employee's spouse. **(Revised 2-08)**

IX. **Personal Necessity Leave**

The Village recognizes that on infrequent occasions, events in an employee's personal life will necessitate an employee to request time off from the normal work day. In the event of a "personal necessity" (e.g., severe weather conditions, family emergencies, medical appointments that cannot be scheduled during non-work hours, etc.), an employee, upon approval of the department head, using the Request for Leave form (Attachment #6) may be granted time off from duties. **(Revised 2-91)**

The employee will not be paid for time off granted for personal necessity leave except that an employee may utilize accrued vacation time or personal days or, upon approval of the department head, work additional hours in the week in which the personal necessity time off occurred in order to make up the lost time.

X. **Part-Time, Seasonal and Temporary Employees**

Part-time, seasonal or temporary employees may not work more than 1,000 hours in any given calendar year. Part-time employees who work on a regular schedule shall be granted unpaid time off for personal, vacation and sick days on a pro rata basis. Part-time, seasonal and temporary employees shall not receive any benefits other than their hourly compensation. **(Revised 2-08)**

XI. **Military Leave**

The Village shall comply with the provisions of the Uniformed Service Employment and Reemployment Act of 1994.

ARTICLE V
EMPLOYEE BENEFITS

I. Health, Life and Dental Insurance

All full-time employees of the Village and retired employees who receive pension benefits and their dependents are eligible to participate in the Village group health, and dental insurance programs. Insurance coverage shall commence on the first day of full-time Village employment and shall cease at the end of the month in which ~~on~~ the employee's final day of full-time Village employment occurred. A brochure describing the provisions of the insurance coverages shall be furnished to each employee. The cost and nature of the various Village health, and dental plans may be changed from time to time. **(Revised 2-91)**

All Village employees who retire from Village service and who receive pension benefits are entitled to continue coverage under the Village's group health insurance program. The cost of this coverage shall be paid by the retiree. At age 65, retired employees may elect to continue coverage under the Village's group health plan as a supplement to Medicare. **(Added 2-91)**

II. Premium Conversion Plan (Added 5-92)

All full-time employees who elect to participate in the Village's Health and Dental insurance plans are also eligible to participate in the Village's Premium Conversion Plan, which was established under Section 125 of the Internal Revenue Code. This program allows employees who have elected coverage for health and/or dental insurance to pay their required employee contribution on a pre-tax basis. Currently, employees contribute 10% of the cost of Single coverage and 25% of the cost of the additional premium for Dependent coverage. Specific rules regarding the program are included in the Plan Summary document which shall be distributed to each employee. **(Revised 2-08)**

III. Consolidated Omnibus Budget Reconciliation Act (COBRA)

Federal legislation requires that the Village arrange for an employee to continue certain benefits that may be in force for the employee and/or the employee's dependents upon the occurrence of certain events which would normally result in termination of coverage under the Plan. The cost of this coverage, which shall be paid by the employee, former employee or dependent(s), shall equal 102% of the current cost of health insurance paid by the Village. Further information can be obtained from the Executive Secretary. **(Revised 2-91)**

IV. Employee Assistance Program (Added 2-91)

In keeping with the Village's policy of being supportive to employees who may have personal problems and promoting rehabilitation in case of alcohol or substance abuse, the Village will offer, at no cost to all full-time **(Revised 6-10)** employees, an Employee Assistance Program. At a minimum, the Employee Assistance Program will provide the following services:

- Supervisory training and guides on how to identify and refer problem employees to the EAP;
- Presentations and training programs for employees;

- Employee counseling and follow-up sessions;
- 24 hours a day, seven days a week service;
- Counselors who are licensed and degreed professionals; and
- Other services as may be deemed necessary.

V. **Workers' Compensation and Unemployment**

Every employee of the Village is covered by workers' compensation and unemployment insurance as provided for by state statutes. The total cost of these coverages is paid by the Village. An employee who is injured from a cause arising out of and in the course of the employee's employment may be eligible for benefits under workers' compensation. The employee must comply with the accident reporting procedures outlined elsewhere in these Personnel Rules and Regulations.

VI. **Deferred Compensation**

The Village currently offers all employees the option of participating in the ICMA-RC deferred compensation plan. Deferred compensation is a tax-sheltered retirement plan which involves deducting a portion of the employee's salary, with the money transferred to an investment fund selected by the employee. Currently, under federal tax law, the employee's gross or taxable income is reduced by the amount deferred; therefore, income taxes are reduced. Income taxes are paid when the funds are paid back to the employee (upon retirement, termination of Village employment or in the event of an emergency). The Finance Department can provide further information on this program.

VII. **Credit Union** (Added 12-90)

All Village employees and their families are eligible to participate in the DuPage Schools Credit Union. For further details, please contact the Finance Department.

VIII. **AFLAC Supplemental Insurance**

In 2006, AFLAC Supplemental Insurance was made available to employees. The program is paid for through payroll deductions and is fully funded by the employee. This coverage is supplemental to the HMO coverage and benefits are paid directly to the enrollee at the time of illness or injury. The coverage is divided into policies (i.e., Disability, Cancer, Hospitalization, etc.) and each policy is purchased separately. Payroll deductions are made before taxes, the same as what is currently being done for dependent health and dental coverage. Please contact the Executive Secretary with questions. (Added 2-08)

IX. **Flexible Spending Accounts**

Beginning in March 2007, the Village implemented a Flexible Spending Account (FSA) program for all of its employees. The FSA allows an employee to set aside a portion of their salary before taxes to be used to pay for certain childcare and medical expenses not covered by insurance, including prescription drugs and many over-the-counter medicines. Since the money is deducted from your paycheck pre-tax, you save on federal, state, Social Security and Medicare taxes, which means you keep more of your take-home pay. New regulations effective October 31, 2013, state that employers can modify their Health FSA plan document to allow participants to carry over up to \$500 at the end of the plan year that can be used for the old plan

year or for the first 2 ½ months of the new plan year. Previously, any unclaimed funds were forfeited by the employee. This carry-over applies only to the Health FSA, not the Dependent Care FSA. However, any money left over in the FSA account at the end of the year is NOT returned to the employee. With this in mind, so you must be careful to deduct only what you are confident will be spent during the specified 14½- 12-month period. Full-time employees with 12 months or more of service are eligible to participate in this program and there is no cost to the employee for participation. (Added 2-08) Future continuation of this program is contingent upon a minimum level of participation to be determined by the Village Administrator. (Revised 6-10) (Revised 8-14)

X. **Pension Benefits**

A. **Illinois Municipal Retirement Fund (IMRF)**

All employees (except sworn police officers) who are expected to work a minimum of 1,000 hours annually are covered by the Illinois Municipal Retirement Fund. This fund is a combination of a State security plan and Federal Social Security. An amount is deducted from each employee's paycheck for the employee's contribution to this plan. In addition to the employee's contribution, the Village also contributes matching funds for each employee. Retiring IMRF members will receive from IMRF service credit for unused sick leave at a rate of 1/20 of a month for each full day of accumulated unused sick leave, to a maximum of one year.

The Illinois Municipal Retirement Fund offers contributing members the ability to purchase additional term life insurance. For further details, please contact the Payroll Accounting Clerk. (Revised 10-98).

B. **Police Pension Fund**

All regular members of the Police Department can elect to be covered by the Police Pension Fund. This Pension Fund is supported by both employee contributions and Village funds and is administered by the Police Pension Board. The rate of employee contribution toward this fund is established by the Illinois Revised Statutes.

C. **Social Security**

All Village employees, including sworn police officers, are covered by social security; as such, deductions are made from each employee's paycheck for the employee's contribution to this program.

D. **Pre-Tax Contributions**

Under current law, IMRF and Police Pension contributions are paid on a pre-tax basis. The employee contribution is subtracted from the employee's gross earnings to reduce the amount of reported taxable income and give the employee additional take home pay. Upon retirement or refund of contribution, the amount becomes taxable.

XI. Educational Assistance Program

The following Educational Assistance Program shall be applicable to full-time employees of the Village of Burr Ridge:

- A. This program is offered to encourage employees to improve their job skills, to increase their value to the Village and to assist them in preparing for future advancement with the Village.
- B. The scope of the program does not include special seminars or "short courses" of a few days' duration which will continue to be considered on an individual and departmental training basis as in-service training.
- C. The following provisions are established to govern the administration of the Village's Educational Assistance Program:
 - 1. Application for Educational Assistance may be made by any full-time permanent employee who has completed the designated probationary period.
 - 2. Applications will not be considered if the employee is eligible for or receiving funds for the same course from any other source (G.I. Bill, scholarship, vocational rehabilitation, LEAA, etc.).
 - 3. Applications are to be submitted for approval by the department head and Village Administrator in advance of beginning the course and only for course work directly related to the employee's present job, future responsibilities or directly related to a promotional position.
 - 4. Reimbursement shall be made only for course work completed at accredited high schools, trade schools, junior colleges, colleges and universities.
 - 5. Reimbursement shall be limited to Seven Hundred and Fifty Dollars (\$750.00) per participant per fiscal year for undergraduate credit courses and One Thousand Dollars (\$1,000.00) per participant per fiscal year for graduate credit courses. There shall be a One Hundred Dollar (\$100.00) limitation per participant per fiscal year for non-credit courses. Employees will be reimbursed up to \$100 for textbooks per semester. **(Revised 2-08)**
 - 6. Reimbursement for tuition shall be according to the following schedule:
 - a. 100% reimbursement of eligible costs for courses completed with a "C" or better, or numerical equivalent;
 - b. 0% reimbursement of eligible costs for courses completed with a grade less than a "C" or its numerical equivalent or when the employee receives an indication that the employee did not complete the course requirements.
 - 7. For non-graded courses, when the grade received is "Satisfactory" or "Passing", the reimbursement will be calculated at 50% of eligible costs, subject to maximum amounts established in (5) above.

8. Employees must submit a copy of the school transcript showing final grade received. The employee shall be considered as having completed a class when the term for which the school received the tuition fee is concluded unless the school indicates the employee did not complete the course's requirements.

9. **Degree Program Assistance**

An employee may apply for Educational Assistance toward the attainment of a specific degree (Attachment #7). **(Added 2-96)** Requests for a degree program shall be approved by the Village Board. Courses that are either required or pertinent to the approved degree program shall be considered eligible for Educational Assistance. In order to receive Educational Assistance for a degree program, the employee must sign the Tuition Reimbursement Agreement (Attachment #8). **(Revised 2-96)**

Employees receiving approval of a degree program are eligible to apply for financial assistance in the amount of eighty percent (80%) of eligible tuition costs up to a maximum reimbursement of Three Thousand Dollars (\$3,000.00) per fiscal year. **(Rev. 5-07)**

Once an employee has received approval from the Village Board for Educational Assistance toward the attainment of a specific degree, a renewal of this approval is not needed each fiscal year, provided, however, the employee demonstrates a continuous progression to attainment of the degree as determined by the Village Administrator. **(Revised 2-94)** All other provisions of this section regarding Educational Assistance are applicable.

Employees receiving approval of a degree program may elect, as an alternative to the assistance outlined immediately above, to be reimbursed for tuition as provided in (6) above.

10. As funds for Educational Assistance are limited, priority shall be governed by the time and date that completed applications are received. Approval and reimbursement for Educational Assistance is contingent upon the availability of budgeted funds, the employee's successful completion of the course and adherence to the policies and procedures.

11. After May 1, 1991, employees who apply for and receive Educational Assistance toward a degree must continue employment with the Village for a period of two years following the last award of money towards the degree or be required to pay back the amount received during the two previous years on the following basis:

Less than one year worked after last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;

Between one and two years worked after last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money. **(Revised 3-91)** No reimbursement shall be required in the event of the death or total disability of the employee. **(Revised 2-96)**

12. Expenses such as student fees, matriculation fees, lab fees, parking, mileage, etc. shall not be part of the Educational Assistance Program.
(Revised 3-91)(Revised 2-08)

XII. Travel Regulations

A. General

The Village authorizes attendance at certain training sessions and conferences requiring employees to travel outside the Village to conduct Village business. The Village's objectives are to allow travel arrangements that conserve travel funds and provide uniform treatment for all employees but that also allow the employee to carry out the employee's mission in a manner that is dignified and reflects credit on the Village.

Decisions as to which trips are authorized are made through the budget formulation and hearing process but, in general, no more than one national and one state conference outside the Chicago area are authorized for any department head or other employee in any year and in each case must be approved in advance by the Village Administrator. Various local conferences are authorized as funds and duty conditions permit. An employee is expected to exercise good judgment and a proper regard for economy in incurring travel expense as the employee normally would if the employee were traveling at the employee's own expense.

There is no objection to a spouse and/or other family members accompanying an employee on an official trip, but no expense attributable to them will be reimbursed by the Village.

A travel advance, in an amount not to exceed the budgeted provision for the trip, may be secured by utilizing an Advance Expense Report form signed by the department head and approved by the Village Administrator. If the employee is requesting a travel advance for a conference or a training program, a descriptive brochure or announcement must accompany the travel advance request. This travel advance request must be presented no later than two weeks prior to the employee's departure.

Within one week after returning from a trip, a travel expense report must be forwarded to the Village Administrator along with the unused portion of the travel advance over the amount of the total actual trip expense. All receipts for expenses over \$25.00 must be attached to the travel expense report when submitted. Receipts for expenses under \$25.00 should be submitted if available. If actual qualified expenses exceed the travel advance, the difference will be paid as soon as the expense report has been audited.

B. Transportation

Air travel reimbursement shall be limited to "coach" or "economy" fares where such services are available. Travel to and from airports must be by bus or limousine where available. If at all possible, air travel arrangements must be made at least 30 days in advance, and receipts for air fare are required.

Village owned cars may be used to travel on official business to destinations of up to 200 miles from Burr Ridge. Special approval for longer trips may be granted by the Village Administrator if there will be more than one employee making the trip or upon other justification. Parking, garage charges and tolls are reimbursable, but the employee should exercise care by selecting a facility that charges economical rates, and a receipt must be obtained.

Employees shall use Village vehicles when available. However, upon approval of the Village Administrator, private cars may be used for travel on Village business. Reimbursement shall be in accordance with IRS guidelines. When an employee chooses to drive the employee's car on a longer trip, the reimbursement shall be limited to an amount equal to the fare for air travel (as determined in accordance with the guidelines in 1 above), and the employee shall not be reimbursed for any hotel, meal or other expense incurred en route or parking charges at the employee's destination. When other employees travel in the same private car, this reimbursement shall be made to the owner of the car only, and the other employee(s) shall be reimbursed for their direct expenses en route, but in no event shall such expenses exceed the fare for air travel. Mileage determinations will be set according to current Rand-McNally Road Atlas and the Illinois Official Highway Map.

C. **Lodging**

An employee is expected to make hotel or motel reservations well in advance whenever possible and to take other actions to ensure that lodging is secured at moderate rates. Receipts for lodging are **required**. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned Village business. If, for example, a conference opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. If an employee chooses to arrive earlier or stay later, the additional lodging and other expenses related to this decision are the employee's personal expense.

If an employee's family shares lodging, reimbursement shall be limited to the single rate for the room occupied. An effort should be made by the employee to secure the single room rate for accounting purposes. In the absence of accounting by the employee, the Finance Department will determine the single room rate and deduct the difference between the rates on the hotel or motel bill submitted as a receipt. No lodging expense shall be reimbursed for meetings or conferences held in the Chicago Metropolitan area, defined as Cook, Kane, DuPage, Lake, Will and McHenry counties, unless approved in advance by the Administrator.

D. **Meals**

1. **Conference Held Outside Chicago Metro Area**

It is the intent of the Village that employees receive adequate meals during attendance at conferences. For this reason, the maximum allowable amounts that will be approved for meals not included in the conference cost are as follows:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$25.00
(Revised 2-08)	

Receipts for such meals shall be provided. Any meal costs above the allowable limits shall be paid for by the employee. Liquor shall not be included in determining meal costs. Gratuities are reimbursable above the amounts allowed but cannot exceed 15% for any receipt. No accumulation to other meals or days is allowed.

2. Conference Held within Chicago Metro Area

A receipt and/or notice of the meeting with meal cost noted is acceptable for reimbursement. No reimbursement will be approved unless accompanied by the receipt and/or notice.

3. For all day training programs that occur in the Chicagoland area where meals are not included, employees should be reimbursed up to \$10.00 for costs incurred. No reimbursement will be approved unless accompanied by a receipt. Where meals are reimbursable from a state or other training program, the employee shall receive the amount of such reimbursement received by the Village.

E. Registration Fees

Registration fees are reimbursable, but such reimbursement is subject to the conditions established by the preceding sections and receipts shall be provided.

F. Miscellaneous Items

Some miscellaneous expenses such as baggage charges, personal telephone calls and newspapers, etc. are eligible for reimbursement. Other expenses such as haircuts, shoe shines, dry cleaning, etc. are not. The Village Administrator shall determine what miscellaneous items shall be covered.

When a conference which is ordinarily attended by an employee is held in the Chicago Metropolitan Area, expenses not ordinarily allowed under the provisions of this regulation may be authorized by the Village Administrator.

When an employee is required to contact the Village Hall, a collect telephone call should be placed.

ARTICLE VI

GRIEVANCE PROCEDURE

It is the policy of the Village of Burr Ridge to maintain a working environment which minimizes the grievances of employees. Any disputes, misunderstandings, differences or grievances arising from the working relationship are encouraged to be adjusted informally. Both supervisors and employees are expected to make every effort to resolve any problems as they arise. It is also recognized, however, that certain grievances cannot be resolved on this basis; therefore, a formal procedure is established for dealing with these matters.

Step 1 - The employee must first meet with the employee's immediate supervisor on duty within ten calendar days of the grievance in an attempt to orally and informally resolve the grievance. In the absence of an immediate supervisor, an employee shall meet directly with the department head. If the matter is not resolved, the employee may go to Step 2.

Step 2 - The aggrieved employee shall file a written grievance with the respective department head within ten calendar days of the informal meeting with the supervisor. The department head shall answer said grievance in writing within ten calendar days of receipt of said grievance.

Step 3 - If the case is not settled in Step 2, and the employee decides to appeal, said employee must file within ten calendar days from the receipt of the department head's answer, as indicated in Step 2, a written appeal to the Village Administrator. Within ten calendar days of the receipt of the employee's appeal, the Village Administrator shall convene a meeting with the employee and the department head to review the grievance and the finding arrived at in Step 2. Said meeting will be held at a mutually agreeable time with all parties. The Village Administrator shall render an answer in writing to all parties involved within 20 calendar days of the meeting date. The Village Administrator's decision will be based solely upon interpretation of the meaning or application of the Village Personnel Rules to the facts of the grievance presented.

Step 4 - If the case is not settled in Step 3, and the employee decides to appeal, said employee must file within ten days from receipt of the Village Administrator's answer as indicated in Step 3, a written appeal to the Personnel Committee of the Village Board. Within twenty (20) calendar days of the receipt of the letter, the Personnel Committee shall convene a meeting with the employee, department head and/or the Administrator to review the grievance and the findings arrived at in Step 3. Said meeting will be held at a time mutually agreeable to all parties. The Personnel Committee shall render a decision within 45 calendar days of the meeting date. The decision of the Personnel Committee will be final in resolving each respective grievance. **(Revised 2-94)**

No grievance shall be entertained or processed unless it is filed within the time limits set forth in Step 1, or within ten calendar days after the employee, through use of reasonable diligence, should have obtained knowledge of the occurrence of the event giving rise to the grievance. If a grievance is not appealed within the time limits for appeal set forth in Steps 1, 2, 3 or 4, it shall be deemed settled on the basis of the last answer of the Village; provided, however, that the parties may agree by a mutual written agreement to extend any time limit. Any grievance discussions and investigations shall take place in a manner which does not interfere with Village operations.

Sworn Police Department employees should also refer to the Police Department Chain-of-Command Policy, which was recently passed by the Village Board. **(Added 2-94)**

ARTICLE VII
SMOKING POLICY
(Revised 2-94)

In the interest of complying with the Illinois Clean Indoor Air Act of 1990, providing the safest possible environment within all Village of Burr Ridge facilities, and in promoting and encouraging healthful practices among employees and citizens of Burr Ridge, the following regulations will govern smoking within all Burr Ridge Village facilities:

- A. Smoking will be defined as the act of inhaling the smoke from or possessing a lighted cigar, cigarette, pipe or any other lit product used for smoking.
- B. These regulations reflect consideration of the evidence as to the detriment of smoking to the smoker and the increasing recognition of the health hazards of "passive" smoke to the non-smoker.
- C. **Smoking will be prohibited in all Village facilities and vehicles.**
- D. "No smoking" signs will be appropriately posted throughout all Village facilities.
- E. Applicants for employment will be informed of these regulations.

Policy Revised April 26, 1993
Effective May 1, 1993

ARTICLE VIII
POLICY PROHIBITING DISCRIMINATORY WORKPLACE HARASSMENT

(Added 3-92)

(Revised 3-07)

Statement of Policy

The Village of Burr Ridge is committed to maintaining an environment free from discrimination and harassment. In keeping with this commitment, we will not tolerate any form of harassment that violates this policy. This policy forbids any employee, supervisor, elected official, vendor, client, customer or other person, to harass any employee of the Village of Burr Ridge. All employees should be aware of the Village's and the law's prohibition regarding any form of discriminatory harassment in the workplace.

The purpose of this policy is to also define discriminatory harassment, to set forth a procedure for investigating and resolving internal complaints of harassment. **(Rev. 3-07)**

Prohibited Conduct

Harassment consists of discriminatory employment action and any unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, including race, age, sex, color, religious affiliation, political preference, national origin, disability, ancestry, marital status, unfavorable discharge from the military (except dishonorable), or other protected status under applicable law. The Village of Burr Ridge will not tolerate harassing conduct that results in tangible employment action (a significant change in employment status), that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status;
- Written or graphic material circulated, available on the Village of Burr Ridge computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.

Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, the Village of Burr Ridge discourages any such conduct in the workplace. **(Added 3-07)**

DEFINITIONS

Verbal Harassment: Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexual oriented comments on appearance, including dress or physical features, sexual rumors, code words, and race oriented stories. **(Added 3-07)**

Physical Harassment: Assault, impeding or blocking movement, leering or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This includes pinching, patting, grabbing, or inappropriate behavior in or near bathrooms, sleeping facilities, and eating areas, or making explicit or implied threats or promises in return for submission to physical acts. **(Added 3-07)**

Visual Forms of Harassment: Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender or age. This applies to both posted material maintained in or on the Village of Burr Ridge equipment or personal property in the workplace. **(Added 3-07)**

Sexual Harassment: Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy regardless of whether the individual engaged in harassment and the individual being harassed are of the same or different genders. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. **(Added 3-07)**

Sexual harassment that is sexual in nature includes unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

No employee shall directly or indirectly: (a) threaten or insinuate that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the Village **(Revised 2-94)**, work status evaluation, wages, advancement, assigned duties or any other condition of employment; (b) promise, imply or grant preferential treatment in connection with another employee engaging in sexual conduct; (c) abuse the dignity of another employee through insulting or degrading sexual remarks or conduct; or (d) otherwise commit an act which constitutes sexual harassment. It is also unlawful and a violation of this policy to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. It is also unlawful and a violation of this policy to retaliate in any way against anyone who opposes an act which that person believes in good faith to be sexual harassment, or because an individual in good faith has made a charge, filed a complaint, testifies, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act. **(Revised 2/94)**

Examples of Sexual Harassment

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times the offender may be unaware that his or her conduct is offensive or harassing to others. One example of sexual harassment is where a qualified individual is denied employment opportunities and

benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity. Other examples of conduct which could be considered sexual harassment include:

- (a) persistent or repeated unwelcome flirting, pressure for dates, sexual propositions, sexual comments or touching;
- (b) sexually suggestive jokes, innuendos, comments gestures or sounds (e.g. whistling, "catcalls", "smooching" or "kissing" noises) directed toward another, or sexually oriented or degrading comments about another; humor and jokes about sex, anatomy or gender-specific traits; obscene gestures; leering;
- (c) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- (d) the open display of publications anywhere in the Village of Burr Ridge including but not limited to sexually oriented pictures, posters, calendars, graffiti, objects, slogans or other materials that are sexually suggestive, demeaning, pornographic or offensive to others; **(Rev. 3-07)**
- (e) retaliation against an individual for reporting or complaining about sexually harassing conduct;
- (f) unwelcome physical assaults of a sexual nature, included but not limited to touching, hugging or kissing, pinching, patting, grabbing, brushing the body, unwelcome sexual intercourse or actual assault. **(Rev. 3-07)**

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the most subtle form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the work place:

- "That's an attractive dress you have on."
- "That's an attractive dress. It really looks good on you."
- "That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on the individual's perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution. **(Added 2-94)**

Employee Responsibility

Everyone at the Village of Burr Ridge can help assure that our workplace is free from prohibited discrimination or harassment. Every employee is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment; no employees, not even the highest-ranking people in the Village of Burr Ridge are exempt from the requirements of this policy. **(Added 3-07)**

Reporting an Incident

Any incident of perceived harassment should be reported as quickly as possible orally or in writing, in confidence, to the employee's department head so that an immediate investigation may be conducted. If that should prove uncomfortable for some reason, any employees who believe that they have been the subject of harassment may directly contact the Village Administrator. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Every effort will be made to promptly investigate any allegation of harassment in as confidential a manner as possible and appropriate action will be taken where warranted. The Village of Burr Ridge may put reasonable interim measures in place, such as a leave of absence or a transfer while the investigation takes place. (As an additional aid to employees who feel that they may have been harassed, it is suggested that the employees may wish to consult a counselor associated with the Employee Assistance Program.) **(Rev. 3-07)**

Discipline

Anyone who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination. In addition, because false accusations regarding sexual harassment can have serious effects on the person or persons accused, any false accusation will likewise result in disciplinary action up to and including termination.

The Village of Burr Ridge may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of policy. If the person who engaged in harassment is not employed by the Village of Burr Ridge, then the Village of Burr Ridge will take whatever corrective action is reasonable and appropriate under the circumstances. **(Added 3-07)**

Policy Against Retaliation

The Village forbids any employee from treating any other employee, former employee or applicant adversely for reporting harassment, assisting another employee or applicant in making a report, cooperating in a harassment investigation, or filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Questions

Employees are encouraged to raise any questions they may have regarding this policy with the Village Administrator.

Recourse, Investigative and Complaint Process Through Illinois Department of Human Rights and the Illinois Human Rights Commission

It is hoped that most harassment and discrimination complaints and incidents can be resolved through the Village's internal complaint process established above. However, an employee has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of harassment or of the incident of unlawful retaliation. The time period for filing a claim continues to run during a Village investigation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows **(Rev. 3-07)**:

If the Department: Illinois Department of Human Rights
 100 West Randolph Street, Suite 10-100
 Chicago, IL 60601
 (312) 814-6200 or (312) 263-1579 - TDD

If the Commission: Illinois Human Rights Commission
 100 West Randolph Street, Suite 5-100
 Chicago, IL 60601
 (312) 814-6269

A copy of this policy shall be provided to each employee and shall also be provided to the Department on its request. **(Added 2-94) .(Revised 2-08)**

ARTICLE IX
LIGHT DUTY POLICY
(Added 3-92)

A. **PURPOSE**

The Village of Burr Ridge has developed this policy concerning light duty for several reasons, including:

1. Desire to assist employees recuperating from illness or injury, particularly when light duty is recommended as part of a gradual return to full duty status.
2. Desire to avoid placing a disabled employee in a position that will aggravate the condition or expose the employee or others to damage, as well as determine a disabled employee's fitness for duty.
3. Desire to prevent and discourage abuse of sick leave and/or worker's compensation benefits.
4. Desire to clarify and formalize a past practice in this area.

B. **DEFINITIONS**

1. Light duty Work is work which requires only a minimum of physical exertion and which can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without potential risk of harm to others. An employee assigned to light duty work is expected to work a full work day.

Light duty work is further defined as work necessary to accomplish the mission of the Department as distinguished from a "make work" situation designed solely to accommodate an injured or ill employee on a temporary basis.

2. Part Time Duty is regular duty not restricted in any way to the type or nature of work but restricted by a physician to less than a full work day on a temporary basis.

C. **LIGHT DUTY (Revised 6-10)**

This Light Duty Policy is comprised of the following elements:

1. Light duty assignments are a special benefit by which the employee is placed on full pay status and in return for which the Village expects to receive a fair day's work in a valuable function for the particular department. In recognition of this, the Village has no intention of creating "make work" for any employee regardless of the employee's physical condition, disability or illness.
2. The Village is not obligated to place an employee on light duty unless there is light work available, the performance of which will make a substantial contribution to the mission of the department and the Village.
3. No employee will be moved from the employee's regular job in order to make a light duty situation available to another employee.

4. Some departments may not have light duty work available, and some employees may not be able to perform certain light duty jobs, due to skills required, when such work is available. However, upon request submitted by an employee along with a physician's report, department heads may, in consultation with the Village Administrator, seek to identify light duty work that can be accomplished by the employee.
5. The Village may initiate the process of requiring an employee to return to work on light duty if, after consultation with the Village's physician, it has reason to believe that an injured employee could be performing light duty work.
6. The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.
7. The decision of the Village Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent, and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 90 days.
8. Employees who suffer an injury at work or off duty are encouraged to return to work responsibilities as soon as feasible, in a capacity consistent with their physical capabilities. All light duty assigned must be consistent with an employee's physical or medical condition. If offered a light duty position or responsibilities by the Village, and employee can perform such responsibilities, the employee must engage in such activities as directed by the Village. Refusal of a limited duty assignment can result in discipline, up to and including termination.
9. The Village is not obligated to create or provide a light duty assignment to any employee, or to continue such duty once begun. There is no individual right in any employee to light duty work. An employee will be assigned light duty only if such work is available, in the Village's sole discretion, and if the employee is capable of performing the work. Further, such work must be meaningful and contribute to the fundamental functions and purpose of the Village.
10. The creation or offer of light duty is an interim or temporary measure and is completely discretionary with the Village. The past offer or provision of light duty shall not require or mandate continuation of such duty, or the provision in any particular instance on the part of the Village.
11. Eligibility for light duty shall require written verification from the employee's physician, verifying employee's fitness for such duty and indicating the precise nature of work that can or cannot be performed by the employee, any continued treatment relevant to the employee's condition, and the prognosis and timelines associated with the employee's condition, as it affects work fitness. This physician's written information must precede any return to a light duty assignment.

12. No light duty assignments are allowed which would create any obligation for overtime compensation, without prior, written permission of the Village Administrator.

D. **Return to Work/Light Duty Program (Added 6-10)**

When starting a return to work program:

- review existing job descriptions to determine what tasks/aspects may be considered “light”
- look at what tasks are performed seasonally, occasionally or on a “wish list”
- seek suggestions from employees

What work to include:

- safety related duties – inspections, manuals, hazard analysis
- productive work, not “make” work
- within restrictions of medical provider
- non-hazardous

What not to include:

- repetitive
- driving with ‘one arm’ or ‘one leg’
- work that requires training or physical skills that employee does not have
- climbing of ladders (depending on restrictions)
- lifting (depending on restrictions)

Examples of possible restricted or “light duty” may include, but is not limited to:

Possible police light duty tasks:

- perform finger printing/maintain files
- attend required training programs
- maintain mug shot files
- write reports and research issues
- conduct in-house trainings
- conduct inventories

Possible public works light duty tasks:

- inventory tools, equipment and parts
- perform custodial duties at the garage/shop
- wash vehicles
- perform routine maintenance on vehicles such as greasing of equipment
- perform daily maintenance checks and document activity on checklists
- inventory street signs
- perform general housekeeping
- run parts
- perform clerical duties
- clean municipal buildings
- facility maintenance (repair, clean, organize, paint, etc.)

- vehicle maintenance (repair, clean ,etc.)
- condition surveys
- data entry

Possible other light duty tasks: (Revised 8-14)

- answer the telephone
- mail or supply pick-up
- supply ordering
- filing
- copying
- scanning
- reception work
- data entry

E. **PART-TIME DUTY**

The Part-time Duty Policy is comprised of the following elements:

1. The Village may, at its discretion, allow an employee who has been injured or otherwise disabled to work part-time at the employee's regular job, with no restrictions on the extent or scope of work that may be performed. A recuperating employee seeking to return to part-time status shall submit a written request accompanied by an acceptable physician's report to the employee's department head for consideration.
2. In most cases, it is anticipated that part-time work requests will be granted only where a physician places the recuperating employee on a systematic course of therapy calling for a return to work within thirty (30) days. Physician recommendations for part-time status must certify that the employee is expected to return to full-time work within the 30 day period.
3. The Village will not ordinarily submit the employee to an examination by a Village physician in the case where part-time status is requested, and extensions of the 30-day maximum period will not be granted except in extreme and unusual cases where the employee has incurred unanticipated complications during recovery. Any such extension will not exceed thirty (30) days in any case.
4. This policy will not be construed to create any new, part-time permanent positions. Employees are expected to only be in this position on a temporary basis.
5. In limited circumstances, part-time, light-duty work, where the employee's job duties are restricted, may be available. Requests for part-time light duty are not encouraged and assignments will ordinarily be made only in the most compelling cases.
6. The Village will apply the same guidelines and restrictions as set forth above for both light duty and part-time duty.

F. **LIGHT DUTY FOR PREGNANCIES**

The Village will treat pregnancy as any other non-job related disability. Any restrictions imposed by a pregnant employee's physician or the Village's physician will be reviewed to determine if light-duty and/or part-time duty assignments are available consistent with the employee's pre-natal and/or post natal restrictions.

ARTICLE X
AMERICANS WITH DISABILITIES ACT (ADA) POLICY
AND GRIEVANCE PROCEDURE

A. Notice of Non-discrimination -- Americans with Disabilities Act

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, the Village of Burr Ridge will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The Village of Burr Ridge does not discriminate on the basis of disability in its hiring or employment practices and complies with all applicable regulations promulgated by the U.S. Equal Employment Opportunity Commission pursuant to the ADA, as amended.

Effective Communication: The Village of Burr Ridge will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities to permit equal access in the Village's programs, services, and activities. Such aids and services may include qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Village of Burr Ridge will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Park Ridge offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Burr Ridge, should contact the office of the Village ADA Coordinator, as set forth below, as soon as possible but no later than 48 hours before the scheduled event.

The ADA, as amended, does not require the Village of Burr Ridge to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the Village of Burr Ridge is not accessible to persons with disabilities should be directed to the Village's ADA Complaint Coordinator, as set forth below.

The Village of Burr Ridge will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

B. **ADA Coordinator**

The ADA grievance and complaint coordinator in the Village of Burr Ridge is the Village Administrator or his/her designee. The ADA Coordinator is responsible for directing efforts on behalf of the Village to comply with the ADA and for investigating any complaints alleging the Village has violated the ADA. Verbal or written complaints or grievances can be sent to:

Steve Stricker, Village Administrator
ADA Coordinator
Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, Il.
Phone: (630) 654-8181, ext. 2000
Email: sstricker@burr-ridge.gov

C. **Grievance/Complaint Procedure**

The following procedures are established to attempt to address complaints under the ADA in a fair and prompt manner. Any person who wishes to file a complaint of discrimination by the Village, based on disability, relative to Village services, activities, programs or benefits. The Village personnel policy governs employment-related complaints based on disability. Any complaint should be in writing and set forth the information about the discrimination, including name, address and contact information of complainant, as well as the location, date, time and circumstances related to the problem. Alternative means of "filing" a complaint will be afforded persons with disabilities (such as personal interview or tape-recording) upon request.

The complaint should be filed by the complainant as soon as possible but no later than 60 calendar days after the alleged violation, to the Coordinator listed above. Within 15 calendar days after receipt of the complaint, the ADA Coordinator [or his/her designee] will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar of that meeting to discuss resolution, the ADA Coordinator [or his/her designee] will provide complainant a written response. The response will explain the position of the Village regarding the complaint, including any options for resolving the issues.

If this written response does not resolve the matter, the complainant can appeal the decision within 15 days to the ADA Coordinator who will assign the appeal to a separate responsible, Village official or entity with appropriate authority. Such official or entity will meet with complainant to address any of the issues in the complaint and address possible resolution. Within 15 calendar days of that meeting, the official/entity will respond in writing to the problem, with and options for resolution included.

All documentation related to such complaints shall be retained for at least 3 years. No person is legally required to first file a complaint with the Village, regarding possible discrimination by the Village based on disability, before pursuing any other remedy that may be available through other means or agencies, including the filing of a timely complaint with the U.S. Equal Opportunity Commission, 500 W. Madison Street, Suite 2800, Chicago, Illinois, 60601, or by contacting the Commission at 1-800-669-4000.

SECONDARY EMPLOYMENT	
Employee:	Date:
Secondary Employer:	Address: Telephone No:
Days Per Week (Maximum):	Hours Per Week (Maximum):
Supervisor Name:	Address: Telephone #:
Brief Description of Type of Work To Be Performed:	
Approval of Department Head	Date Expires:
Basis for Denial	
Denial of Department Head	Date:

SECONDARY EMPLOYMENT ADDENDUM

Employee's Name:	I.D. #:
Secondary Employer:	
Secondary Employment Supervisor:	

New Request [] or Annual Request []

If New, Anticipated starting Date _____ Maximum Hours per Week _____

Is the purpose of your prospective secondary employment to utilize specific Village department skills and expertise? **Yes [] No []**

- A. If yes, I fully understand that pursuant to the departmental and municipality Policies, I will not be granted injury leave with pay if I become injured while on secondary employment. I must advise my prospective secondary employer of this policy and his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any accumulated sick leave I have if I become physically incapable of reporting for work due to secondary injury.
- B. I will not represent myself as a specific Village department employee during the performance of my secondary/self-employment duties. Furthermore, I understand that any liability created through my secondary employment, while engaged in such duties or functions, shall be my responsibility and that I shall fully indemnify, defend and hold harmless the Village of Burr Ridge for all costs associated with any legal action stemming from such secondary employment. In addition, I accept the condition that I am not to use any municipality equipment.

Submitting Employee

Date

Department Head

Date

**VILLAGE OF BURR RIDGE SALARY SCHEDULE FOR FY 2014-2015
EFFECTIVE MAY 1, 2014**

RANGE	TITLE	5/1/14 MINIMUM	5/1/14 MIDPOINT	5/1/14 MAXIMUM
103A	Receptionist (PT)	\$13,294	\$15,627	\$17,960
104	Police Data Clerk I	\$36,567	\$43,004	\$49,442
	Police Data Clerk (PT)	\$14,050	\$16,524	\$18,997
	General Utility Worker I	\$36,566	\$43,004	\$49,442
	General Utility Worker I (PT)	\$14,046	\$16,338	\$18,631
	Meter Reader (PT)	\$14,046	\$16,338	\$18,631
105	Principal Office Clerk	\$40,172	\$48,155	\$56,137
	Accounting Clerk	\$40,172	\$48,155	\$56,137
	Administrative Secretary	\$40,172	\$48,155	\$56,137
	Acct Clerk/Admin Secretary (PT)	\$15,435	\$18,503	\$21,570
105A	Police Data Clerk II	\$42,574	\$51,072	\$59,571
	Building & Zoning Assistant	\$42,574	\$51,072	\$59,571
106	General Utility Worker II	\$44,970	\$53,987	\$63,003
	Executive Secretary	\$44,978	\$53,992	\$63,005
	Communication/PR Coordinator	\$44,978	\$53,992	\$63,005
107	Water Operator	\$49,587	\$60,746	\$71,906
107A	Police Officer	\$59,049	\$72,341	\$85,627
108A	Assistant Finance Director	\$56,608	\$69,347	\$82,084
	PW Div. Crew Leader/Supervisor	\$56,608	\$69,347	\$82,084
108B	Police Corporal	\$63,792	\$78,147	\$93,399
110	Project Engineer	\$62,146	\$76,138	\$90,128
	Code Inspector (PT)	\$15,176	\$18,428	\$21,680
110A	Police Sergeant	\$70,712	\$86,634	\$102,552
112	Deputy Chief of Police	\$78,690	\$96,500	\$114,307
114	Finance Director	\$84,634	\$104,596	\$124,558
	Community Development Director	\$84,634	\$104,596	\$124,558
114A	Police Chief	\$88,865	\$109,826	\$130,786
	Public Works Director	\$88,865	\$109,826	\$130,786
116	Village Administrator	\$118,570	\$145,248	\$172,927

**TERMS AND DEFINITIONS TO BE USED IN EVALUATING THE OVERALL JOB
PERFORMANCE OF THE VILLAGE OF BURR RIDGE'S EMPLOYEES**

<u>PERFORMANCE</u>	<u>% OF EMPLOYEES LIKELY TO FALL IN CATEGORY</u>	<u>DEFINITION</u>
Exceeds Expectations	15% - 20%	Performance that consistently and significantly exceeds a level which should be expected. All assignments are handled in a superior manner. Such employees excel or stand out when their performance is compared with that of others. Performance at this level leaves little, if anything, to be desired. In order to achieve an overall rating of "Exceeds Expectations", the total of the relative importance weights of individual performance measures which exceed expectations must be 60 or greater, and the performance level on all measures must be no less than "Meets Expectations".
Meets Expectations	75% - 80%	Performance that is consistently at levels which should be expected from experienced, well-qualified and properly motivated employees. People who are performing at this level are considered to be meeting and occasionally exceeding the quantity and quality standards for their job and are often referred to as "doing a good job." Performance at this level is typical in well-managed organizations. In order to achieve an overall rating of "Meets Expectations", the total of the relative importance weights of individual performance measures which either meets or exceeds expectations must be 70 or greater.
Average	5% - 10%	Performance that is at or slightly above the minimum requirement for the position. Although employee may exhibit a sufficient skill level to complete assigned tasks, some areas of performance have room for improvement. In order to achieve an overall rating of "Average", the total of the relative importance weights of individual performance measures which "exceeds expectations", "meets expectations" or are "average" must be 70 or greater.
Needs Improvement	0% - 5%	Performance that is below that which is expected for the position. Significant performance improvement opportunities exist and performance improvement efforts are necessary.
Unacceptable	0% - 5%	Performance at this level does not meet minimum requirements. Disciplinary actions are required.

VILLAGE OF BURR RIDGE

Advanced Check Request

Employee No.: _____ Date Submitted: _____

Employee Name: _____

Department: _____

Date Check is Requested: _____

For the Pay Period Ending: _____

Requested by: _____
(Employee Signature)

Certified by: _____
(Department Head)

Approved by: _____
(Finance Director)

NOTE:

The Village of Burr Ridge Personnel Manual, Article III, Section XI, Paragraph C, Pay Day During Authorized Leave, states:

"If a pay day falls during an employee's authorized leave of five (5) days or more, the employee may request an advancement of the paycheck which is due to be paid to the employee during the authorized period of the absence. An employee's request shall be made in writing, should include a copy of the approved "Request for Leave" form and be submitted to the Village Finance Director at least ten (10) days prior to the regularly scheduled pay day on which the employee requests the advance to be paid."

Additionally, no paycheck is issued without the completed and authorized timesheet and Request for Leave form. The completed timesheet and Request for Leave form should be forwarded to the Payroll Department.

(Deleted 8-14 due to Direct Deposit of paychecks)

VILLAGE OF BURR RIDGE PERSONNEL ACTION REPORT

☐ Original -Adm Personnel file / white
☐ Dept Head Copy / yellow
☐ Finance Copy / pink
☐ Employee Copy / orange

EMPLOYEE # _____

EMPLOYEE NAME:	_____	DRIVERS LIC. #	_____
ADDRESS:	_____	SOC. SEC. #	_____
CITY, STATE, ZIP:	_____		
PHONE NO:	HOME # _____ CELL _____	SEX:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
BIRTH DATE:	_____	DEPT NO:	_____
MARITAL STATUS:	_____	JOB CODE:	_____
DEPARTMENT:	_____	G/L ACCOUNT #	_____ %
POSITION:	_____		_____ %
SUPERVISOR:	_____		_____ %

APPOINTMENT: Hire Date: _____

☐ Full-Time Status ☐ Seasonal ☐ Exempt

☐ Part-Time Status ☐ Temporary ☐ Non-exempt

Qualified Pension? ☐ Yes ☐ No

Pay Rate: \$ _____ / Hour

\$ _____ / Annual O/T Rate: \$ _____ / Hour

PERSONNEL STATUS CHANGE: Effective Date: _____ ☐ Transfer To _____

☐ Pay Increase ☐ Suspension ☐ COLA Increase ☐ Police Range Adjustment

☐ Promotion ☐ Reinstatement ☐ Demotion ☐ MERIT Increase ☐ Police Anniversary Step Increase

☐ Pay Change: \$ _____ / Hour ☐ \$500 Longevity Pay ☐ Union Dues: \$ _____

\$ _____ / Annual O/T Rate: \$ _____ / Hour

Qualified Pension? ☐ Yes ☐ No

SEPARATION: Effective Date: _____

<input type="checkbox"/> Voluntary Termination (Resignation)	<input type="checkbox"/> Retirement	<input type="checkbox"/> Leave of Absence with Pay
<input type="checkbox"/> Involuntary Termination (<u>Dismissal</u>)	<input type="checkbox"/> Medical/Disability Leave	<input type="checkbox"/> Leave of Absence without Pay
	<input type="checkbox"/> Workers Compensation Leave	<input type="checkbox"/> Death

OTHER CHANGES: Effective Date: _____

<input type="checkbox"/> Address	<input type="checkbox"/> Telephone Number	<input type="checkbox"/> Other _____
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Dependent Status	<input type="checkbox"/> EMAIL _____

INSURANCE: Effective Date: _____

<u>Hospitalization</u>	<input type="checkbox"/> Single	<u>Life Insurance</u>	<input type="checkbox"/> Yes	Coverage: \$ _____
	<input type="checkbox"/> Family Coverage		<input type="checkbox"/> No	
	<input type="checkbox"/> No Coverage			

COMMENTS:	Submitted by: _____	Date: _____
	(Employee)	
	Requested by: _____	Date: _____
	(Department Head)	
	Certified by: _____	Date: _____
	(Finance Director)	
	Approved by: _____	Date: _____
	(Village Administrator)	

VILLAGE OF BURR RIDGE

Request for Leave

Employee No.: _____ Date: _____

Employee Name: _____

Department: _____

Dates Requested: From _____ to _____

Total Number of Hours Requested: _____

Type of Leave (check box below that applies):

- | | |
|--|---|
| <input type="checkbox"/> Vacation Leave
<input type="checkbox"/> Personal Leave
<input type="checkbox"/> Sick Leave
<input type="checkbox"/> Leave of Absence w/o Pay*
<input type="checkbox"/> Jury Duty/Court Attendance | <input type="checkbox"/> Death in Immediate Family Leave
<input type="checkbox"/> Personal Necessity Leave w/o Pay*
<input type="checkbox"/> Medical/Disability Leave*
<input type="checkbox"/> Other* |
|--|---|

* Explanation Required.

EXPLANATION:

Employee Signature: _____

☐ APPROVED ☐ DENIED

Department Head Signature: _____

Supervisor's Signature: _____

Date: _____

COMMENTS (if denied):

NOTE: Advance pay for Vacation Leave requires completing the Advance Check Request form and current timesheet authorized by Supervisor/Department Head.

DISTRIBUTION: Payroll: White Copy, Department Head: Yellow Copy, Employee: Pink Copy.

**VILLAGE OF BURR RIDGE
EDUCATIONAL ASSISTANCE PROGRAM APPLICATION**

Name _____ Department _____

Date Employed _____ Application Date _____

Course Description	Hours	Term Dates
--------------------	-------	------------

Estimated Cost of Course(s) \$_____

CERTIFICATE

I certify that I am not eligible for or will not receive any other funds for the above course(s) from any other source(s) (G.I. Bill, scholarship, vocational rehabilitation, LEAA, etc.). I further certify that the above course(s) is/are required or pertinent to my degree program or is/are directly related to my present job, future responsibilities or to a promotional position. I further understand that as an employee who received educational assistance, I must continue employment with the Village of Burr Ridge for a period of two years following the last award of money that I have received towards a degree or be required to pay back all or part of the amount received according to the requirements of the Educational Assistance Program guidelines.

My degree program is _____

Date _____ Signature _____

Department Head: Application Approval _____

Village Administrator: Application Approval _____

NOTE: Reimbursement for tuition shall be in accordance with the Village of Burr Ridge Personnel Manual.

TUITION REIMBURSEMENT AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 1995, by and between the **VILLAGE OF BURR RIDGE**, Cook and DuPage Counties, Illinois ("Village") and _____ ("Employee").

In consideration of Village approval of Employee's Educational Assistance Program Application and the grant of tuition reimbursement to Employee, Employee agrees as follows:

1. I understand that if I receive tuition reimbursement toward a degree that I must continue employment with the Village for a period of two years following the last award of money towards the degree or I will be required to pay back the amount received during the two previous years (provided however no reimbursement shall be due in the event of my death or total disability) on the following basis:

(a) Less than one year worked after last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;

(b) Between one and two years worked after last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money.

2. If my employment with the Village terminates, through my voluntarily decision or due to my participation or involvement in any wrongdoing or criminal misconduct which is punishable as a felony, on or before the end of two years following the last award of educational assistance monies toward my degree, I will pay the Village that full amount owed hereunder. **I hereby authorize the deduction of all of said sums from my final paycheck** and, should my final paycheck be less than the amount I owe to the Village, I promise to pay the balance within a six-month period (no interest to be assessed on the amount owed during said six-month period), said six-month period to consist of 180 days commencing with my last full day of work with the Village.

3. In case legal action is instituted by the Village to collect money due because of my failure to repay, I agree to pay the reasonable attorney's fees incurred by the Village to enforce this Agreement or collect such money.

VILLAGE OF BURR RIDGE, Cook and
DuPage Counties, Illinois

By: _____
Its _____

Date: _____

EMPLOYEE



Illinois Department of Transportation

Resolution for Improvement by Municipality Under the Illinois Highway Code

7A

BE IT RESOLVED, by the _____ Mayor and Board of Trustees _____ of the
Council or President and Board of Trustees
_____ Village _____ of _____ Burr Ridge _____ Illinois
City, Town or Village

that the following described street(s) be improved under the Illinois Highway Code:

Name of Thoroughfare	Route	From	To
Tower Drive		East End	West End
High Grove Boulevard		Madison Street	Plainfield Road
Commerce Street		High Grove Boulevard	East End
International Street		High Grove Boulevard	Commerce Street
Dougshire Court		East End	West End
Keller Drive		North End	Wildwood Lane
Wildwood Lane		West End	Grant Street

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of Hot-mix asphalt (HMA) surface removal; Class D patches;

HMA binder and surface courses; curb removal and replacement; storm sewer and structure adjustment;

routing and hot-poured joint sealing of asphalt pavements; pavement marking installation;

all appurtenant work to complete the rehabilitation of various streets.

_____ and shall be constructed 25' – 38' wide

and be designated as Section 15-00052-00-RS

2. That there is hereby appropriated the (additional ☒ Yes ☐ No) sum of _____

Two hundred fifty six five hundred eighty Dollars (\$ 256,580) for the

improvement of said section from the municipality's allotment of Motor Fuel Tax funds.

3. That work shall be done by _____ contract _____ ; and,

Specify Contract or Day Labor

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit two certified copies of this resolution to the district office of the Department of Transportation.

Approved

Date

Department of Transportation

Regional Engineer

I, Karen J. Thomas Clerk in and for the

Village of Burr Ridge

City, Town or Village

County of Cook and DuPage, hereby certify the

foregoing to be a true, perfect and complete copy of a resolution adopted

by the Mayor and board of Trustees

Council or President and Board of Trustees

at a meeting on January 26, 2015

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this

_____ day of _____

(SEAL)

City, Town, or Village Clerk

Steve Stricker

From: Karen Thomas
Sent: Monday, January 5, 2015 11:03 AM
To: Steve Stricker
Subject: FW: Brookhaven Marketplace, Liquor sales, Sunday

*Karen J. Thomas
Village Clerk
Village of Burr Ridge
7660 County Line Road
Burr Ridge, IL 60527
Phone: 630-654-8181 ext. 2030*

From: John Manos [mailto:jmanos@att.net]
Sent: Wednesday, October 15, 2014 3:05 PM
To: Mickey Straub; Karen Thomas
Cc: John G. Manos
Subject: Fwd: Brookhaven Marketplace, Liquor sales, Sunday

Dear Mayor Straub,

My name is John Manos and I am one of the owners of Brookhaven Marketplace grocery here in Burr Ridge. We would like to respectfully request consideration for a change as to what time we can begin selling alcohol on Sundays. Our competition and their hours are shown below:

Mariano's, Western Springs - 12pm,

Binny's, Willowbrook - 10am,

Jewel, Westmont - 9am, Darien - 9am, Woodridge - 7am, Lombard - 10am.

We would like to request that we be allowed to sell from when we open the grocery store at 7 am or any time earlier in the morning that you may deem appropriate so as to not lose the business to the adjoining cities.

We appreciate to consideration and thank you in advance for your understanding.

Best

John Manos

President

6302121644

January 15, 2015

Steven S. Stricker
Village Administrator
Village of Burr Ridge
7660 County Line Rd
Burr Ridge, IL 60527

Dear Mr. Stricker:

Run For Veterans, Inc. is an organization focused on raising awareness and support for the mental health issues faced by today's U.S. veterans. We create consciousness and generate funding for our benefactors through run/walks. We hope to once again host our annual 5K Run/Walk in Burr Ridge on Sunday, July 26, 2015.

Please consider this letter our request for use of the following public streets, sidewalks, and other public property. Please note the proposed is the same course approved by the Village and used for our 2014 event. The required special event application has also been included.

- Burr Ridge Parkway
- McClintock Drive
- Lincolnshire Drive
- Bridewell Drive
- Burr Ridge Village Center

I can be reached directly at (630) 370-1988 or pozols@runforveterans.com to provide further detail on our request or answer any other questions.

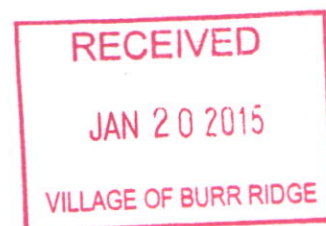
Thank you for your time and attention.

Sincerely,



Pauline Ozols
Executive Director

Run for Veterans
18 W 140 Butterfield Rd
15th Floor
Oakbrook Terrace, IL 60181





SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Sponsoring Organization Run For Veterans, Inc.
Event Organizer/Contact Name Pauline Ozols
Organizer Mailing Address 18W140 Butterfield Rd 15th Fl
City Oakbrook Terrace State, Zip IL, 60181
Primary Phone _____ Cell 630 370 1988
Fax _____ Email p.ozols@runforveterans.com
Event Day On-Site Person in Charge (if different from the event organizer) Same as above
Contact Name _____
Primary Phone _____ Cell _____
Fax _____ Email _____

EVENT INFORMATION

Event Name Run For Veterans 5K Run/Walk
Description/Purpose of Event 5K run/walk to raise awareness and support for veterans' mental health. 2015 benefactor will be Lone Survivor Foundation

Type of Event (circle all that applies) Parade Walk/Run Festival Other _____
Location of event Burr Ridge Village Center Sunday, July 26, 2015
Date(s) of Event 7/26 Time 8am to 11am - flexible on start time
Set-up Date: 7/25, 7/26 Time 7/25 - 7pm - 9pm - flexible on time
7/26 - 5am to 8am
Teardown Date: 7/26 Time 11am to 2pm

Estimated Attendance 400 Event Website runforveterans.com

General Information Phone Number: (630) 370 1988

Is this an annual event? ☒ Yes ☐ No

Is the event open to the general public? ☒ Yes ☐ No

Does your event include the use of a tent? ☒ Yes ☐ No

Will there be amusement rides and/or inflatable devices at the event? ☐ Yes ☒ No

Will you be using speakers and/or sound amplification equipment at your event? ☒ Yes ☐ No

Are you holding a raffle at your event? (chances are sold, not given away) ☐ Yes ☒ No

Are you planning to put up signs to promote your event? ☒ Yes ☐ No

Will you be serving/selling alcohol at your event? ☐ Yes ☒ No

Will you be serving/selling food at your event? ☒ Yes ☐ No

Does your event require the use of Village streets or sidewalks? ☒ Yes ☐ No

Are you requesting the use of any other Village-owned property? ☐ Yes ☒ No

Are you requesting the closing of Village streets? ☒ Yes ☐ No

STREET NAME	FROM	TO	DATE(S)	TIME(S)
<u>Burr Ridge Parkway</u>	<u></u>	<u></u>	<u>7.26.15</u>	<u></u>
<u>McClintock Drive</u>	<u></u>	<u></u>	<u></u>	<u></u>
<u>Lincolnshire Drive</u>	<u></u>	<u></u>	<u></u>	<u></u>
<u>Brodewell Drive</u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

If this is a recurring event, please state any problems and/or incidents that have occurred in the past years and what, if anything, you are doing to address the issue.

The Village of Burr Ridge is not responsible for any accidents or damages to persons or property resulting from a special event nor for the planning or success of the event; the event coordinator for the sponsoring organization is responsible for all costs of the special event and for ensuring that the organization, event participants and spectators abide by all conditions, ordinances, codes and requirements.

I understand that any changes made to this application after approval are subject to Village approval.



Signature of Permit Applicant

1/15/2015

Date

Pauline Ozols

Print Name

I hereby CERTIFY and AFFIRM that I have been granted the lawful authority to make this application and to bind the Sponsoring Organization that is the applicant herein and by my signature above state:

- The information set forth herein is accurate; and
- We will comply with all applicable State and local Ordinances, health and safety requirements; and
- We are qualified in all respects to receive the permits applied for and needed for this event.



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

8E

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Village Administrator

January 20, 2015

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: Z-13-2014: 1333 Burr Ridge Parkway (InSite Real Estate); Text Amendment and Special Use

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to approve a request by InSite Real Estate for an amendment to Section IX.D of the Burr Ridge Zoning Ordinance to add Business Vocational School to the list of special uses in the O-2 Office and Hotel District; to approve a special use to permit a Business Vocational School in an office building at 1333 Burr Ridge Parkway; and to approve a variation from Section XI.C.13 of the Burr Ridge Zoning Ordinance for a reduction in parking for a vocational school and office building.

After due notice, as required by law, the Plan Commission held a public hearing on January 19, 2015. The Plan Commissions recommendation to approve is based on testimony and conditions that the school will not include any heavy equipment or machinery or any other facilities that would not be typical of and compatible with an office building; that the daytime population of the school will not exceed the required parking for the same amount of office space; and that only in the evening when the offices are generally closed, will the school have parking exceeding the parking that would be required for and office use occupying the same amount of floor area.

After due consideration, the Plan Commission, by a vote of 6 to 0, ***recommends approval*** of Z-13-2014 including the text amendment, special use and parking variation with the special use and parking variation subject to the following conditions:

1. The special use and variation shall be limited to ITT Technical School or a similar technical and engineering school.
2. The school shall be traditional classrooms with no heavy machinery, mechanical equipment, medical devices, forensic devices or any other appurtenances that would be inconsistent with an office use.
3. The floor area occupied by the school shall not exceed 14,500 square feet.
4. The maximum number of students and employees for the school between the hours of 8 AM and 6 PM on Mondays through Fridays shall not result in the

required parking for the school exceeding the number of parking spaces that would be required for the same amount of office floor area.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:JDP:sr



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

8F
Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Village Administrator

January 20, 2015

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: Z-03-2015: 505 Village Center Drive (Stix and Stones); Special Use

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to approve a request by Barker Nestor Architects on behalf of Stix and Stones Wood Fired Pizza for special use approval as per the Village Center Planned Unit Development Ordinance, #A-834-10-05, to permit a restaurant with alcoholic beverage sales and with outdoor dining.

After due notice, as required by law, the Plan Commission held a public hearing on January 19, 2015. Stix and Stones was described as a fast casual restaurant that will have a limited number of beer and wines for sale and a menu that will include wood fired pizza, sandwiches and some dinner entrees. The outdoor seating area will be fully enclosed with a four foot high railing. It will be located on the sidewalk, a five foot area of the sidewalk will be available for pedestrians, and access to the outdoor dining area will be strictly from inside the restaurant; all as required by the Zoning Ordinance.

After due consideration, the Plan Commission, by a vote of 6 to 0, **recommends approval** of Z-03-2015, a special use to permit a restaurant with alcoholic beverage sales and with outdoor dining subject to the following conditions:

- a. The restaurant and outdoor dining area shall substantially comply with the submitted plans.
- b. The dining area shall be enclosed by an open fence of approved design preventing access to the outdoor dining area except by a doorway from the interior of the restaurant.
- c. The door to the dining area shall be self-closing.
- d. Tables shall be cleaned promptly following use.
- e. Furniture and umbrellas shall be weighted to prevent their movement in the wind;
- f. Seating shall not exceed one chair for every 10 square feet devoted to outdoor dining and shall be counted in determining restroom and parking requirements;

- g. No outdoor dining area shall be located so as to impede pedestrian traffic or proper access to and from the restaurant;
- h. No public sidewalks or public area may be used for a private restaurant's outdoor dining unless specifically approved by the Village;
- i. Outdoor food preparation, storage or display is prohibited;
- j. Hours of operation of an outdoor dining area shall be as specifically approved by the Village.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:JDP:sr

TENANT:

Seneca Group, LLC

448 Regalia DR.

Inverness, Illinois 60010

PROJECT TITLE:



Burr Ridge Village Center
Building '3', Tenant #505
Burr Ridge, IL

ARCHITECT:

Barker Nestor, Inc.

600 W. Cermak Rd. Unit 2A

Chicago, IL 60616

DRAWING INDEX

CS PROJECT INFORMATION

- A1 PROPOSED KEY PLAN
- A2 PROPOSED SITE PLAN
- A3 PROPOSED INTERIOR PLAN
- A4 PROPOSED EXTERIOR PATIO PLAN
- A5 PROPOSED EXTERIOR ELEVATION
- A6 PROPOSED EXTERIOR ELEVATION
- A7 PROPOSED EXTERIOR FURNITURE

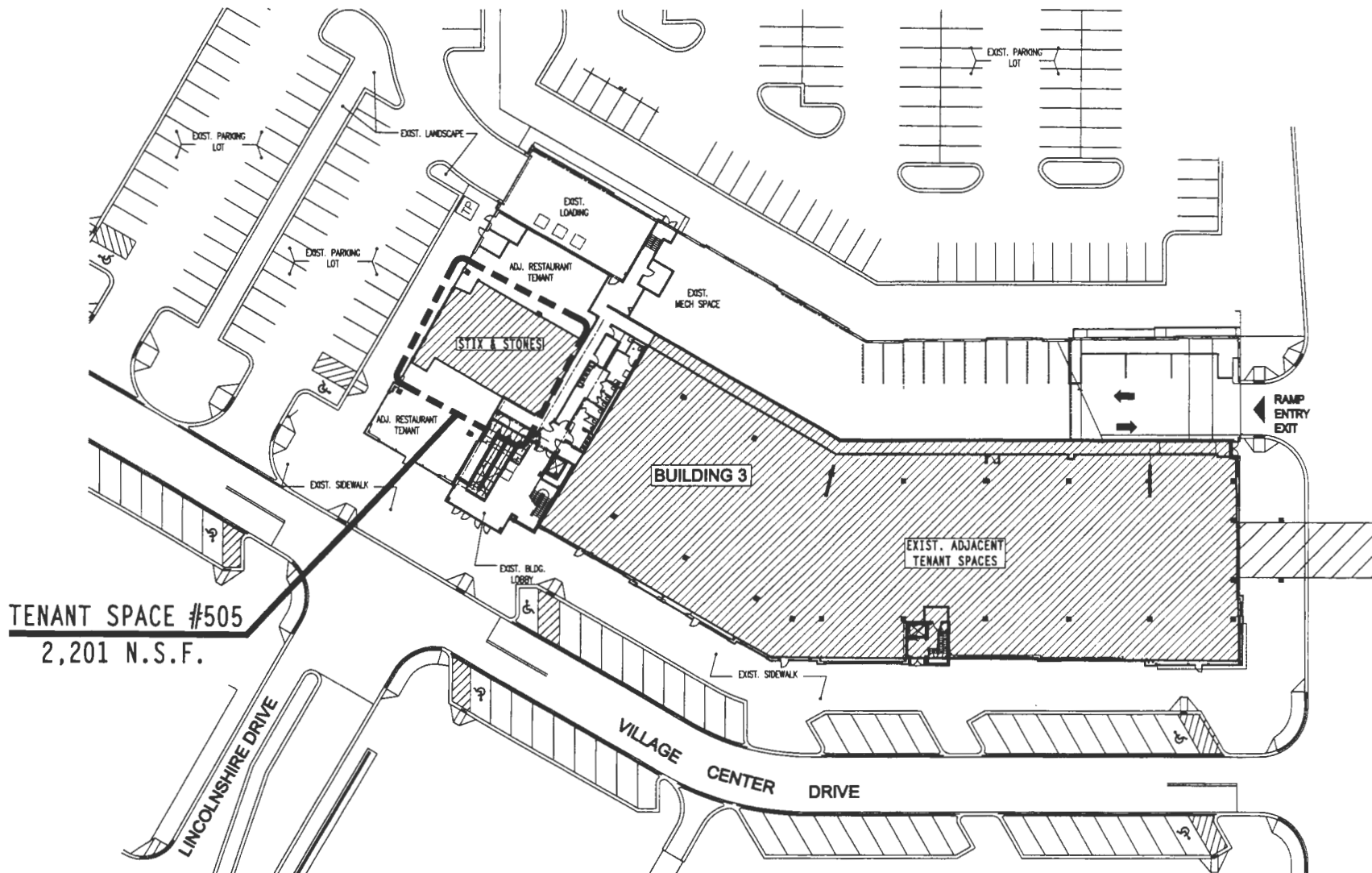
+ barker/nestor +
ARCHITECTURE + DESIGN
900 WEST CERMAK RD. CHICAGO, IL 60616 USA TEL: 847.763.1167 FAX: 847.763.1167



SHEET NUMBER:

CS OF 8

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TENANT SPACE #505
2,201 N.S.F.



A101 EXIST. BUILDING KEY/SITE PLAN (NO CHANGE) - GROUND FLOOR

SCALE: 1/16"=1'-0"



PROJECT NUMBER:	M1408
DRAWING NAME:	BRFC-A1 SITE
ISSUE DATE:	16 DECEMBER 14
DRAWN BY:	VP

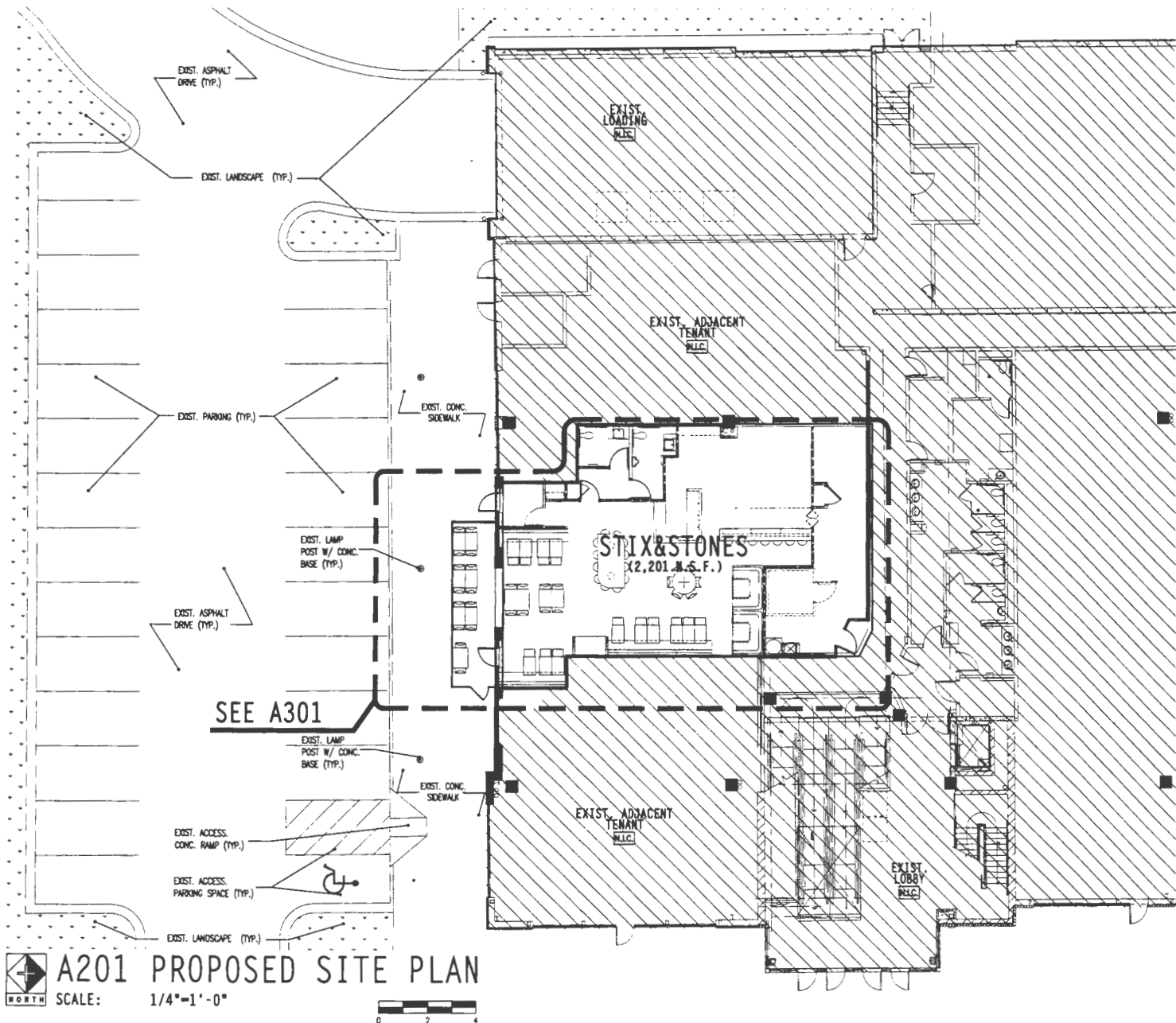
+barker/nestor+
ARCHITECTURE + DESIGN
800 WEST CENNAH RD. CHICAGO, IL 60618 USA TEL: 847-763-1882 FAX: 847-763-1887

PROPOSED ARCHITECTURAL SKETCH FOR:
Stix & Stones
WOOD RIDGE VILLAGE CENTER
BUILDING 3, TENANT #505
WOOD RIDGE, IL

SHEET NUMBER:

A1 of 7

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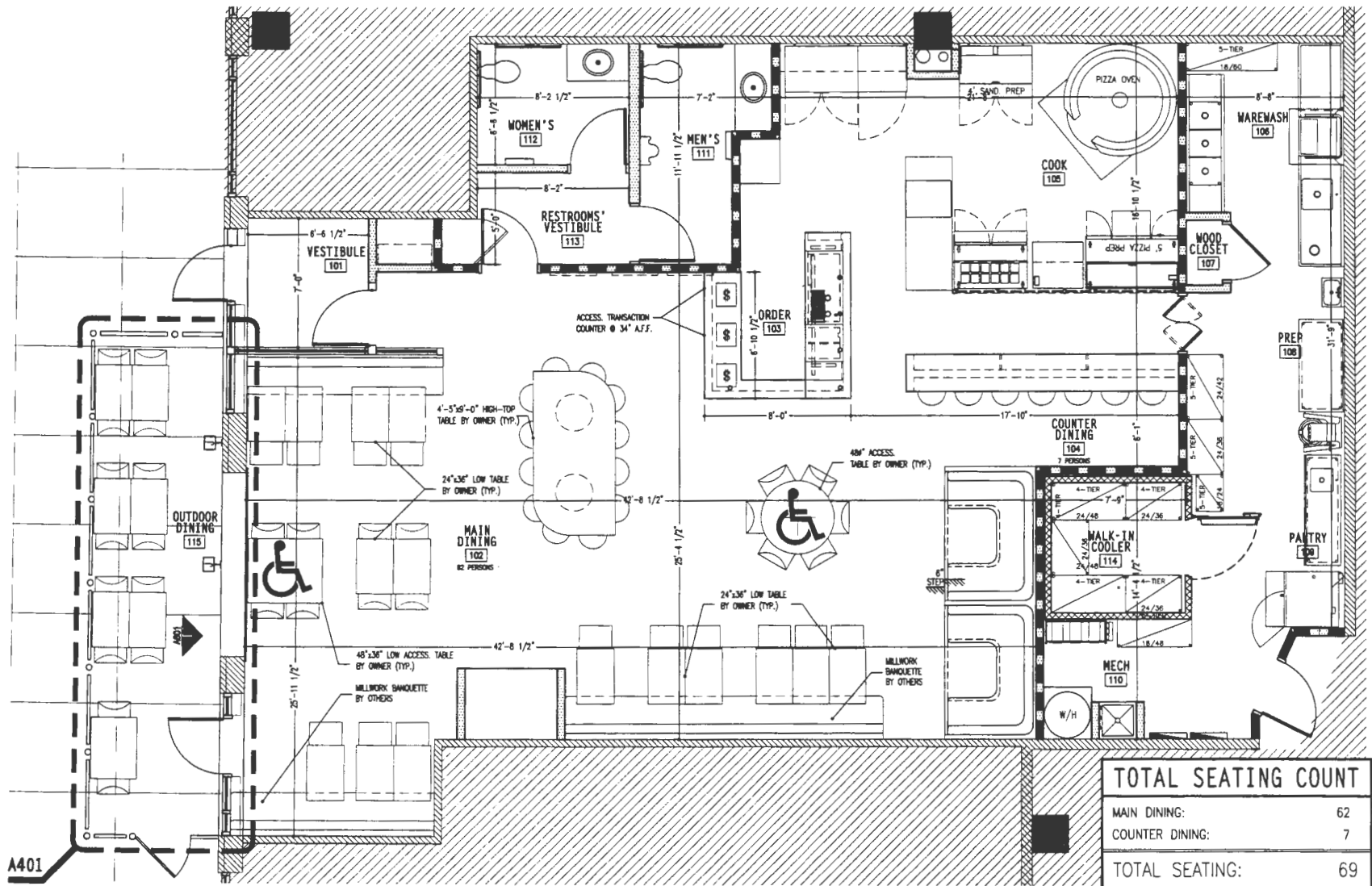


PROJECT NUMBER:	11100
DRAWING NAME:	BRPC-A1 SITE
ISSUE DATE:	16 DECEMBER 14
DRAWN BY:	VP

+barker/ nestor+	
ARCHITECTURE + DESIGN	
600 WEST CORKRAN RD.	CHICAGO, IL 60616 USA
TEL: 847.763.1182	FAX: 847.763.1187

PROPOSED ARCHITECTURAL SKETCH FOR:	Stix & Stones
WOODSTOCK, ILL.	WOODSTOCK, ILL.
WOODSTOCK VILLAGE CENTER	WOODSTOCK VILLAGE CENTER
BUILDING 31, TENANT #505	BUILDING 31, TENANT #505
MARK RIDGE, IL	MARK RIDGE, IL

SHEET NUMBER:	A2 of 7
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A301 PROPOSED INTERIOR CONSTRUCTION PLAN

SCALE: 3/16"=1'-0"



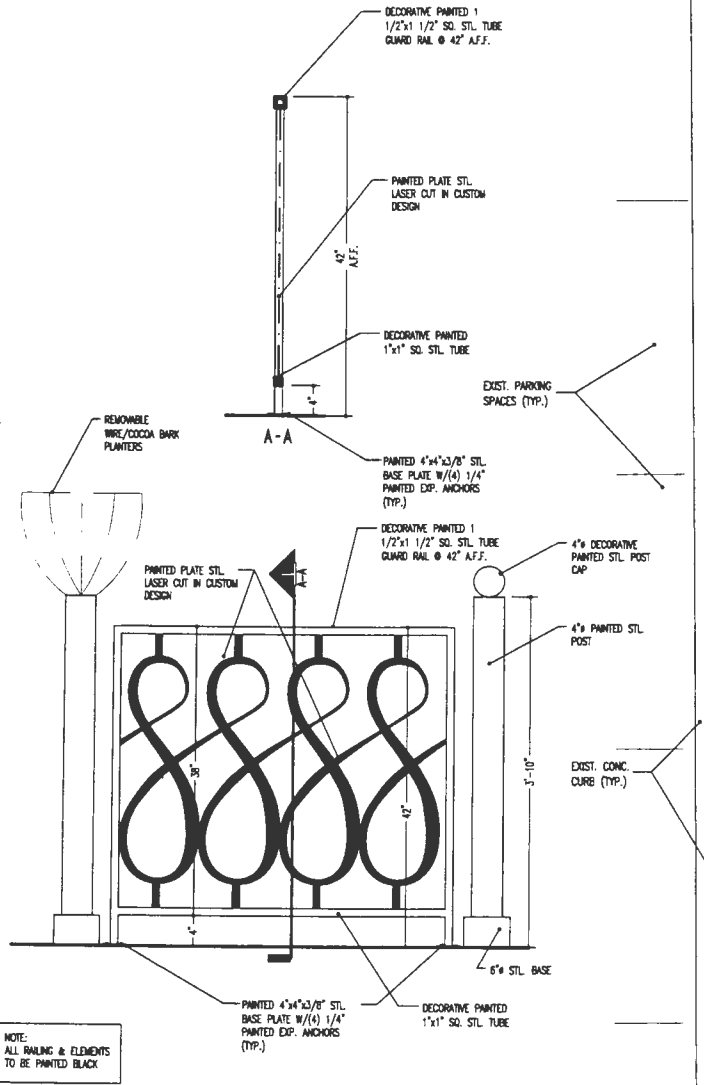
TOTAL SEATING COUNT	
MAIN DINING:	62
COUNTER DINING:	7
TOTAL SEATING:	69

PROPOSED ARCHITECTURAL SKETCH FOR:
Stix & Stones
 WOOD FIRED PIZZA
 BURR RIDGE VILLAGE CENTER
 BUILDING 100 UNIT #505
 BURR RIDGE, IL

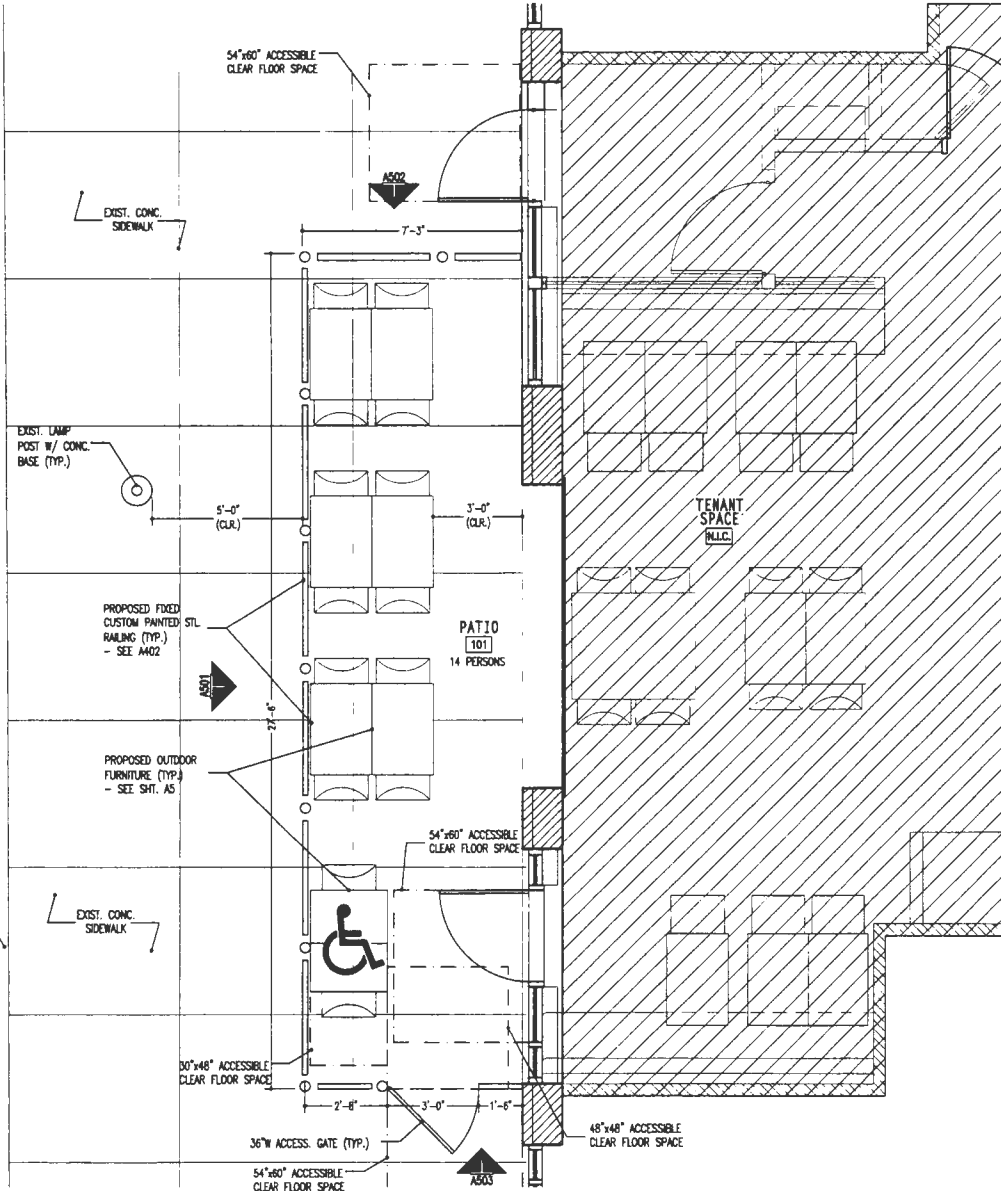
SHEET NUMBER:
A3 #7
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+ baker / nestor +
 ARCHITECTURE + DESIGN
 800 WEST CORKMAN RD. CHICAGO, IL 60618 USA TEL: 847/743-1182 FAX: 847/743-1187

PROJECT NUMBER: N1409
 DRAWING NAME: BRPC-A1 SITE
 ISSUE DATE: 18 DECEMBER 14
 DRAWN BY: VP



A402 RAILING DETAIL
 SCALE: 3/4"=1'-0"
 0 0.5 1



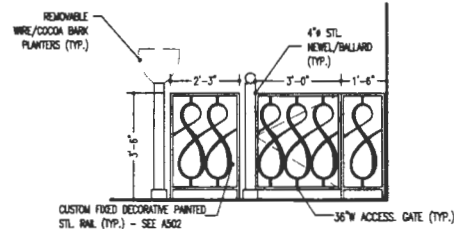
A401 PROPOSED EXTERIOR DEMOLITION PLAN
 SCALE: 1/4"=1'-0"
 0 2 4

PROJECT NUMBER:	N1109
DRAWING NAME:	BRPC-A4 EXT. PLAN
ISSUE DATE:	16 DECEMBER 14
DRAWN BY:	VP

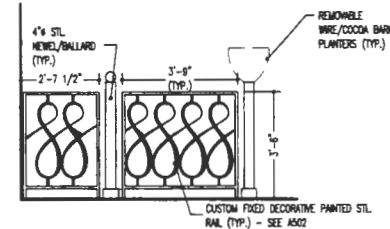
+ barker / nestor +
 ARCHITECTURE + DESIGN
 600 WEST CORKIN RD. CHICAGO, IL 60616 USA
 TEL: 847.763.1882 FAX: 847.763.1887

PROPOSED ARCHITECTURAL SKETCH FOR:
Six & Stones
 BURR RIDGE VILLAGE CENTER
 BUILDING "3", TENANT PODS
 BURR RIDGE, IL

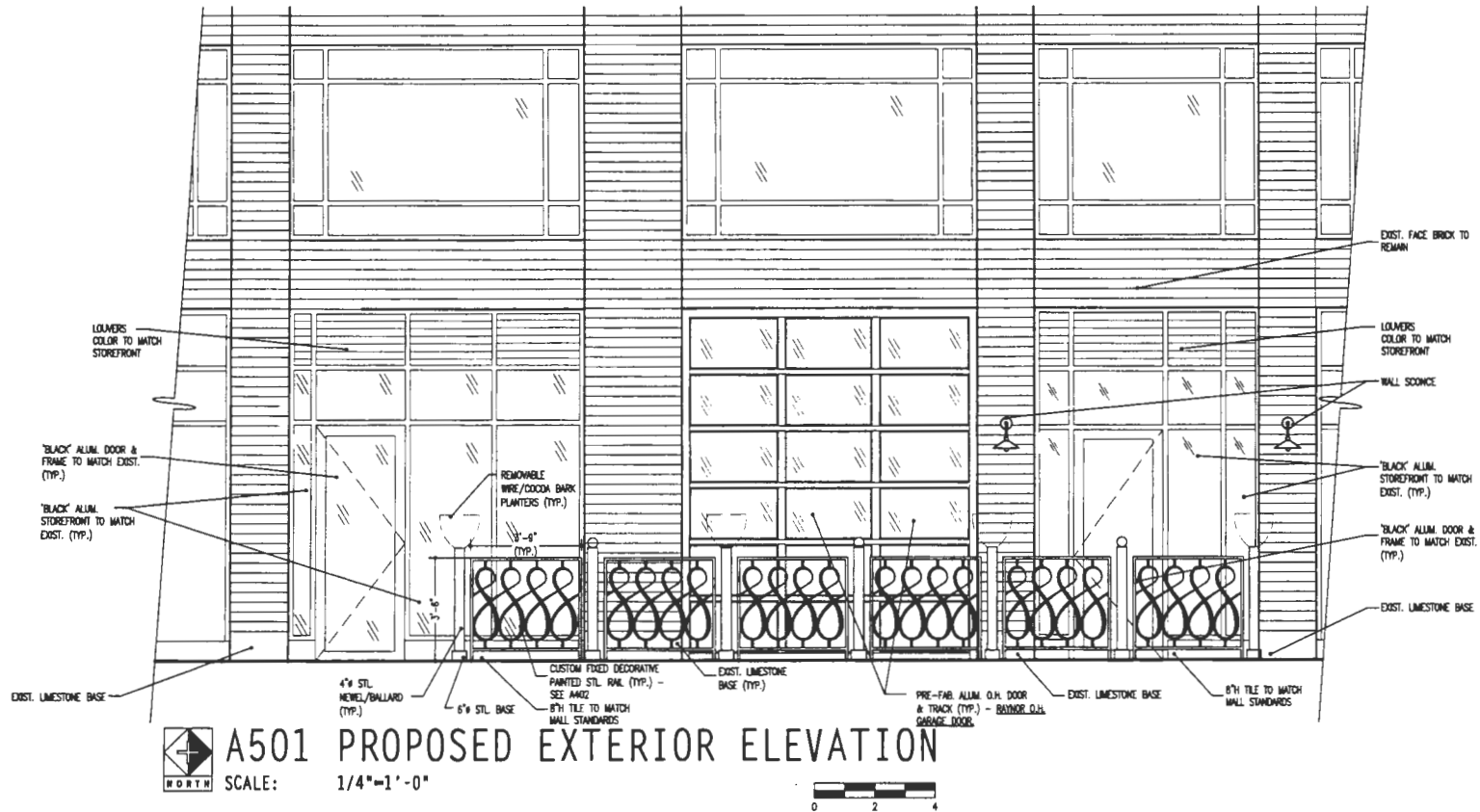
SHEET NUMBER:
A4 of **7**
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A503 RAIL ELEVATION
SCALE: 1/4"=1'-0"



A502 RAIL ELEVATION
SCALE: 1/4"=1'-0"

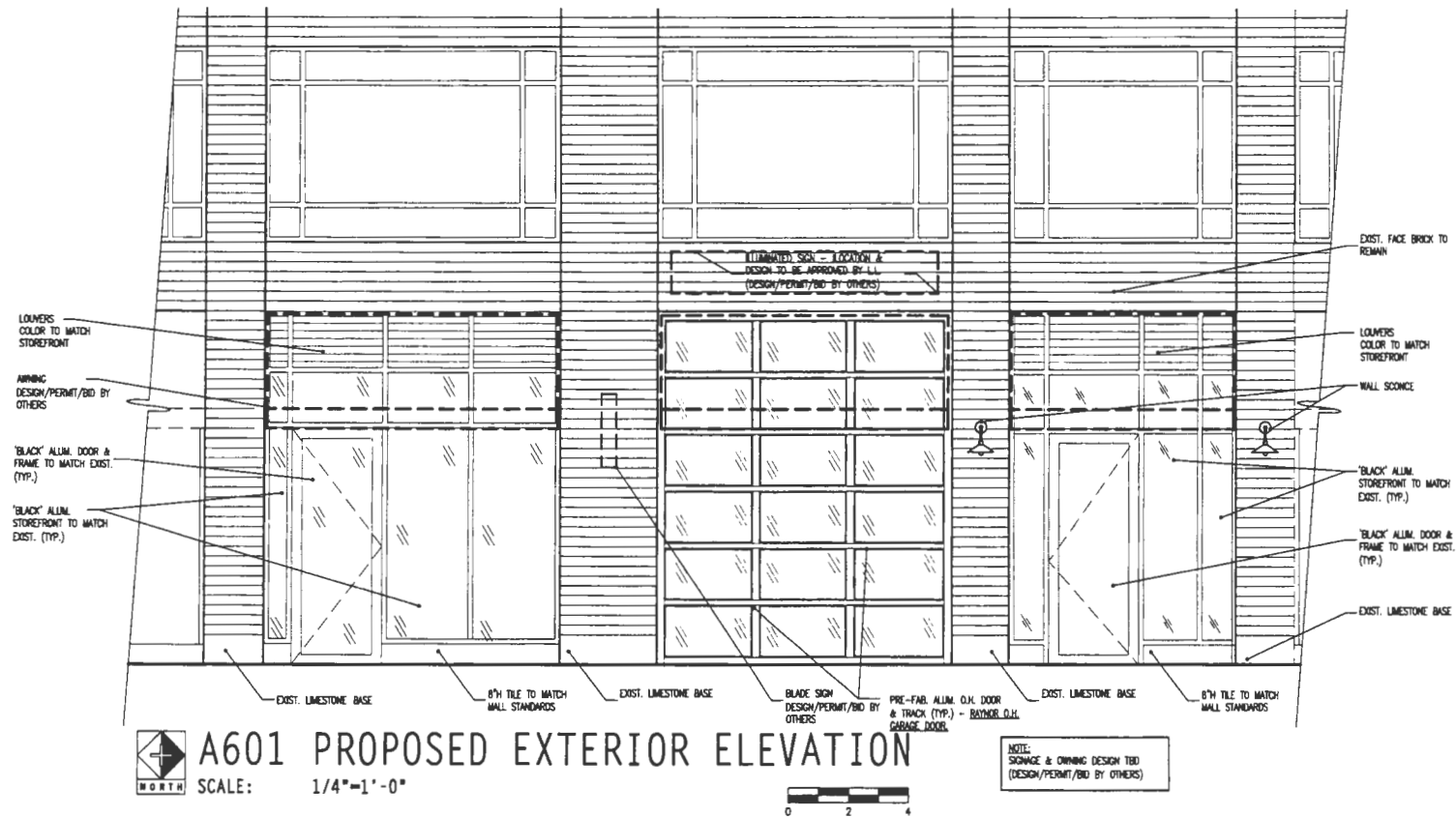


PROJECT NUMBER:	W1409
DRAWING NAME:	BRPC-AS EXT ELEV
ISSUE DATE:	16 DECEMBER 14
DRAWN BY:	VP

+ b a r k e r / n e s t o r +
A R C H I T E C T U R E + D E S I G N
600 WEST CORKLAND RD. CHICAGO, IL 60618 USA TEL: 847-763-1887 FAX: 847-763-1887

PROPOSED ARCHITECTURAL SKETCH FOR:
Stix & Stones
WOOD BRIDGE VILLAGE CENTER
BUILDING "3" 3' TENANT #505
BURR RIDGE, IL

SHEET NUMBER:
A5 of 7
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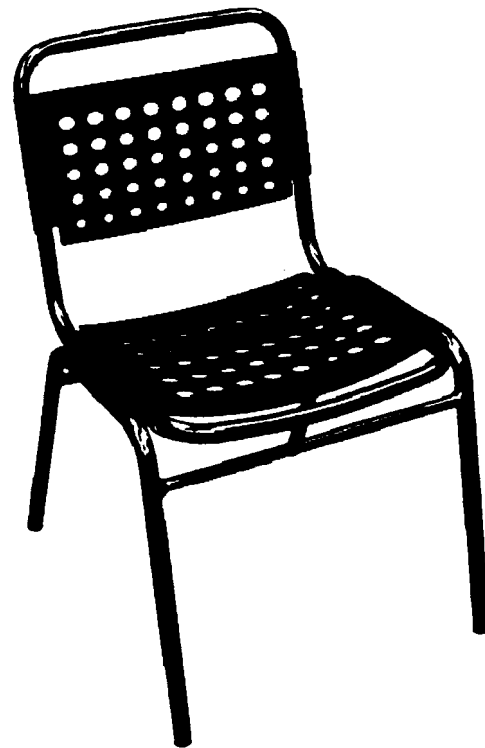


PROJECT NUMBER:	N1609
DRAWING NAME:	BRPC-A6 EXT ELEV
ISSUE DATE:	18 DECEMBER 14
DRAWN BY:	VP

+ baker / nestor +
 ARCHITECTURE + DESIGN
 CHICAGO, IL 60616 USA TEL: 847.763.1882 FAX: 847.763.1887
 600 WEST CERNAN RD.

PROPOSED ARCHITECTURAL SKETCH FOR:
Six Stone
 WOOD FIRED PIZZA
 BURN RIDGE VILLAGE CENTER
 BUILDING '3', TENANT #505
 BURN RIDGE IL

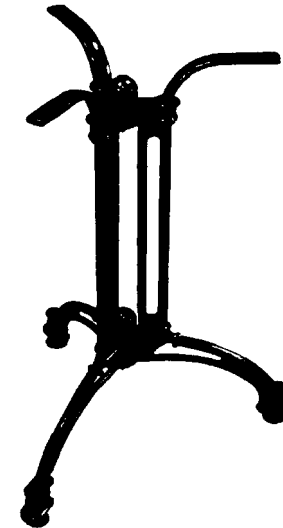
SHEET NUMBER:
A6 of 7
 © 2014, BAKER NESTOR, INC.
 ALL RIGHTS RESERVED



SOUTH BEACH SC CHAIR BY AMERICAN TRADING COMPANY



WERZALIT WOOD LOOK BY AMERICAN TRADING
COLOR : PONDEROSA GREY



ANDALUSIA BASE BY AMERICAN TRADING




A701 PROPOSED EXTERIOR FURNITURE

SCALE: N.T.S.

PROJECT NUMBER:	N1409
DRAWING NAME:	BRPC-A7 FURNITURE
ISSUE DATE:	18 DECEMBER 14
DRAWN BY:	VP

+barker/nestor+ ARCHITECTURE + DESIGN 600 WEST CRAWFORD RD. CHICAGO, IL 60610 USA TEL: 847-763-1882 FAX: 847-763-1887	
---	--

PROPOSED ARCHITECTURAL SKETCH FOR:  WOOD-FIRED PIZZA BURR RIDGE VILLAGE CENTER BUILDING '3', TENANT #605 BURR RIDGE, IL
--

SHEET NUMBER:	A7 of 7
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Kramer Tree Specialists, Inc.

300 Charles Court

West Chicago, IL 60185

Office: (630) 293-5444 www.kramertree.com Fax: (630) 293-7667

10-6010-50-5095



8G
January 8, 2015

Page 1

Commercial Proposal Tree Maintenance

Proposal For:

Gary Gatlin
Village of Burr Ridge
451 Commerce Street
Burr Ridge, IL 60527

Home:

Office: 323-4733

Mobile: 774-2947

Fax:

ggatlin@burr-ridge.gov

Proposal #: 356219

Customer #: 29298

Proposal Date: 1/8/2015

Proposal Status: Issued

KTS Certified Arborist:

Tim Rickerson
twrickerson@kramertree.com

Cell Phone: 630-440-3908

Payment Terms: Net 0

Village of Burr Ridge



Curb-side Brush Pick-Up Program 2015 / 2016



Tim Rickerson
630.293.5444
www.kramertree.com



Thank You For Considering Kramer Tree Specialists, Inc.
Our Company WILL Exceed Your Expectations





Commercial Proposal Tree Maintenance

January 8, 2015

Proposal #: 356219

Please initial the box next to the line item you wish to Authorize, then return All pages of the signed Proposal via Email or Fax.

Item #	Plant Species	Qty	Service Recommended	Condition	DBH	Item Charge
<input type="checkbox"/> 1	Brush		Municipal Brush Removal			\$36,500.00

Notes: 2015 Total Cost for Spring & Fall pick-ups

Remove, haul brush from residential curb sides in Village Limits.

Grapple-loader method for removal of curbside brush from Village residential streets is safer, quieter, faster, cleaner and an overall a more efficient method of a municipal brush removal program. All material gets recycled into landscape mulch

Service:

Item #	Plant Species	Qty	Service Recommended	Condition	DBH	Item Charge
<input type="checkbox"/> 2	Brush		Municipal Brush Removal			\$37,412.00

Notes: 2016 Total Cost for Spring & Fall pick-ups

Remove, haul brush from residential curb sides in Village Limits.

Grapple-loader method for removal of curbside brush from Village residential streets is safer, quieter, faster, cleaner and an overall a more efficient method of a municipal brush removal program. All material gets recycled into landscape mulch

Service:

Payment Due In Full within 0 days of receipt of Invoice

Payment via cash, check or credit card accepted



To Authorize this Proposal...

So that we may schedule this work, please return a signed copy of this Proposal via mail or fax, or you may email your Certified Arborist with your authorization.

This Proposal is valid for 30 days.

Authorized By: _____ Date: _____

THIS PROPOSAL INCLUDES ONLY A VISUAL INSPECTION OF ACCESSIBLE COMPONENTS OF THE TREES TO DETERMINE THE SCOPE OF THE WORK REQUESTED, AND SHALL NOT BE CONSIDERED A TREE RISK EVALUATION.

Kramer Tree Specialists can not be responsible for unmarked underground utilities, structures, sprinkler systems, etc. that may be damaged in the work process. Above listed work includes all hauling, disposal, and rake clean-up of debris-unless otherwise noted.

Certificate of Insurance available upon request





Winkler's Tree Service, Inc.

P.O.Box 1154 • LaGrange Park, Illinois 60526

(708) 544-1219 • Fax (708) 544-0405

e-mail: info@winklertreeservice.com

www.winklertreeservice.com

Illinois's First Nationally Accredited Tree Care Company



January 19, 2015

Village of Burr Ridge
Attn: Gary Gatlin
451 Commerce Avenue
Burr Ridge, IL 60527

Dear Gary,

Winkler's Tree Service, Inc. is willing to hold prices for tree trimming in 2015 and 2016 the same as in 2014. If this is acceptable to you, please let me know within 30 days.

As always, we look forward to being of service to you.

Sincerely,

Vince Winkler
President



Fully Insured • Certified Arborist • State Licensed Pesticide Applicator



APPLICATION FOR LICENSE TO CONDUCT RAFFLE1. Name of Organization: GOWER PTO2. Address: 7941 S. Madison StreetBurr Ridge, IL. 605273. Mailing Address if Different From Above: Burr Ridge, IL. 60527

4. Type of Organization (please attach documentary evidence):

☐ Religious ☐ Charitable ☐ Labor ☐ Business
☐ Fraternal ☒ Educational ☐ Veterans

5. Length of Time Organization Has Been in Existence: 15 years6. Place and Date of Incorporation: Willowbrook, IL. 605277. Number of Members in Good Standing: over 3008. President/Chairperson: Litsa Tsarouhis
Name
Address Telephone
Social Security Number Date of Birth9. Raffle Manager: Litsa Tsarouhis
Name
Address Telephone
Social Security Number Date of Birth

10. Designate Organization Member(s) Who Will Be Responsible for Conduct and Operation of Raffles (attach additional sheet if necessary):

Litsa Tsarouhis
NameSAME AS ABOVE
Address Telephone
Social Security Number Date of Birth

11. Date(s) For Raffle Ticket Sales: 2/1/15 to 3/13/15

12. Location of Raffle Ticket Sales (license will be limited to sales in the specified areas within the Village of Burr Ridge):

Gower Middle & Gower West Schools

13. Date(s) and Time for Determining Raffle Winners: 3/13/15 @ 8:30 pm

14. Location for Determining Raffle Winners (if location is a rented premises, the organization from which the premises is rented must also be licensed pursuant to the Burr Ridge Municipal Code and State law (230 ILCS 15/4(a)(4):

Gower Middle School

Location

7941 S. Madison St, Burr Ridge IL 60527

Address

Telephone (630) 323-8275

15. Total Retail Value of ALL Prizes Awarded in Raffle: \$ 250⁰⁰ to \$300⁰⁰

16. Maximum Retail Value of EACH Prize Awarded in Raffle: \$ 25⁰⁰

17. Maximum Price Charged for Each Chance Sold: \$ 1⁰⁰

18. ATTESTATION:

"The undersigned attests, under penalty of perjury, that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and has been continuously in existence for a period of 5 years preceding the date of this application, and that during the entire 5 year period preceding the date of this application it has maintained a bona fide membership actively engaged in carrying out its objects. The undersigned further states, under penalty of perjury, that all statements in the foregoing application are true and correct, and that the officers, operators and workers of the raffle are all bona fide members of the sponsoring organization, are of good moral character, have not been convicted of a felony, and are otherwise eligible to receive a license pursuant to the Burr Ridge Municipal Code and the laws of the State of Illinois. If a license is granted hereunder, the undersigned will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois, including the Raffles Act (230 ILCS 15/0.01 et seq.) and this jurisdiction governing the conduct of such games."

Gower PTO

Name of Organization

John Samliq

Presiding Officer

Secretary



"Children at their Best!"

**GOWER SCHOOL
DISTRICT 62**

ADMINISTRATION

Victor Simon III, Ed.D.
SUPERINTENDENT

Rebecca Laratta, Ed.S.
ASSISTANT SUPERINTENDENT

Gina Rodewald
GOWER WEST PRINCIPAL

Tracy Murphy
GOWER MIDDLE PRINCIPAL

Colleen Brodhead
GOWER MIDDLE
DEAN OF STUDENTS

Darrell Mittelheuser, Ed.D.
SPECIAL EDUCATION
COORDINATOR

DISTRICT OFFICE
7700 Clarendon Hills Road
Willowbrook, IL 60527

Vesna Nikolic
FINANCE DIRECTOR

Hilda Martinez
ADMINISTRATIVE ASSISTANT TO
THE SUPERINTENDENT

p 630.986.5383
f 630.323.3074

GOWER WEST
7650 Clarendon Hills Road
Willowbrook, IL 60527

Laureen Oswald
SCHOOL SECRETARY

p 630.323.6446
f 630.323.6494

GOWER MIDDLE
7941 S. Madison
Burr Ridge, IL 60527

Ursula McGregory
SCHOOL SECRETARY

p 630.323.8275
f 630.323.2055

www.gower62.com

January 14, 2015

To Whom It May Concern:

The Gower PTO is planning their annual Fun Fair for Friday, March 13, 2015 from 5-8:30 PM. This is a district-approved event, and we are happy to host it at Gower Middle School.

Please contact me at 630-286-4922 if you have further questions.

Sincerely,

Tracy Murphy
Principal



**Gower School District 62 PTO
7650 Clarendon Hills Road
Willowbrook, IL. 60527**

January 14, 2015

Village of Burr Ridge
Attn: Karen Thomas
7660 County Line Road
Burr Ridge, IL 60527

Karen,

The Gower PTO is requesting a waiver of the fidelity bond for our upcoming Family Fun Fair, which is scheduled for Friday, March 13, 2015.

The members of the Gower PTO have requested this waiver by unanimous vote.

Please contact me with any questions you might have.

Thank you for your help.

Litsa Tsarouhis
Gower PTO Fun Fair Committee
lt7090@yahoo.com
(630)850-7090

APPLICATION FOR LICENSE TO CONDUCT RAFFLE1. Name of Organization: WEST SUBURBAN SYMPHONY SOCIETY2. Address: C/O DEBRA ALONZI, 3 GOLF AVE.
CLARENDON HILLS, IL 605143. Mailing Address if Different From Above: P.O. Box 565
HINSDALE, IL 60522

4. Type of Organization (please attach documentary evidence):

☐ Religious
☐ Fraternal☒ Charitable
☒ Educational☐ Labor
☐ Veterans☐ Business501(C)3. PERFORMING
ARTS ORGANIZATION5. Length of Time Organization Has Been in Existence: 26 YEARS6. Place and Date of Incorporation: 7-18-1988, ILLINOIS (ATTACHED)7. Number of Members in Good Standing: 1408. President/Chairperson: RICHARD L. LUKAS
NameAddress
SOCIETY FEDERAL TAX ID # 36-
Social Security Number

Telephone

Date of Birth

9. Raffle Manager: DEBRA ALONZI, member, BOARD OF DIRECTORS
NameAddress
SOCIETY FEDERAL TAX ID # 36-
Social Security Number

Telephone

Date of Birth

10. Designate Organization Member(s) Who Will Be Responsible for Conduct and Operation of Raffles (attach additional sheet if necessary):

KATHRYN MACAL, Society Vice-President
Name CEOAddress
SOCIETY FEDERAL TAX ID # 36-
Social Security Number

Telephone

Date of Birth

NOTE: ORGANIZATIONAL PHONE # FOR ALL OF THE ABOVE IS:
630-887-7464.
MAILING ADDRESS IS SHOWN ABOVE AS WELL.

11. Date(s) For Raffle Ticket Sales: 3-7-15

12. Location of Raffle Ticket Sales (license will be limited to sales in the specified areas within the Village of Burr Ridge):

MARRIOTT HOTEL, Burr Ridge

13. Date(s) and Time for Determining Raffle Winners: 3-7-15 9 pm

14. Location for Determining Raffle Winners (if location is a rented premises, the organization from which the premises is rented must also be licensed pursuant to the Burr Ridge Municipal Code and State law (230 ILCS 15/4(a)(4):

MARRIOTT HOTEL

Location	<u>1200 Burr Ridge Parkway</u>	<u>630-986-4100</u>
Address		Telephone

15. Total Retail Value of ALL Prizes Awarded in Raffle: \$ 1,000

16. Maximum Retail Value of EACH Prize Awarded in Raffle: \$ 600

17. Maximum Price Charged for Each Chance Sold: \$ 20

18. ATTESTATION:

"The undersigned attests, under penalty of perjury, that the above-named organization is a not-for-profit organization under the laws of the State of Illinois and has been continuously in existence for a period of 5 years preceding the date of this application, and that during the entire 5 year period preceding the date of this application it has maintained a bona fide membership actively engaged in carrying out its objects. The undersigned further states, under penalty of perjury, that all statements in the foregoing application are true and correct, and that the officers, operators and workers of the raffle are all bona fide members of the sponsoring organization, are of good moral character, have not been convicted of a felony, and are otherwise eligible to receive a license pursuant to the Burr Ridge Municipal Code and the laws of the State of Illinois. If a license is granted hereunder, the undersigned will be responsible for the conduct of the games in accordance with the provisions of the laws of the State of Illinois, including the Raffles Act (230 ILCS 15/0.01 et seq.) and this jurisdiction governing the conduct of such games."

West Suburban Symphony Society
Name of Organization

[Signature]
Presiding Officer

[Signature]
Secretary

west suburban symphony

December 30, 2014

Karen J. Thomas, Village Clerk
Village of Burr Ridge
7660 County Line Road
Burr Ridge, IL 60527

Dear Ms Thomas,

The West Suburban Symphony Society, based in Clarendon Hills, Illinois, is a 501(c)(3) not-for-profit organization, recognized by the U.S. Internal Revenue Service and the State of Illinois. The Society operates a community chorus and three community orchestras.

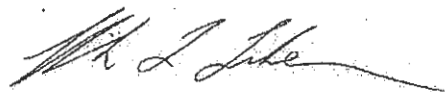
We are seeking the Village's approval to conduct raffles as part of our annual fund-raising dinner-dance on Saturday, March 7, 2015, at the Marriott in Burr Ridge.

Our completed raffle application is enclosed, along with our articles of incorporation and a copy of our Illinois Department of Revenue sales tax exemption letter, September 13, 2013, which documents our not-for-profit status (we can also, if necessary, supply our IRS 501(c)(3) determination letter).

Any questions can be directed to the dinner-dance chair, Debra Alongi; her direct phone number is 630-712-0237.

Thank you very much.

Best regards,



Richard L. Lukes
President

west suburban symphony

December 30, 2014

Karen J. Thomas, Village Clerk
Village of Burr Ridge
7660 County Line Road
Burr Ridge, IL 60527

Dear Ms Thomas,

The West Suburban Symphony Society has applied for a permit to hold a raffle as part of a fund-raising event Saturday, March 7, 2015, at the Marriott in Burr Ridge.

This letter requests a waiver of the fidelity bond for that raffle permit.

Thank you very much.

Best regards,



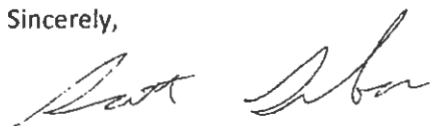
Richard L. Lukes, President
West Suburban Symphony Society

To whom it may concern

Our hotel, the Chicago Marriott Southwest at Burr Ridge will be hosting an event for West Suburban Symphony Benefit that will include a raffle. Our hotel does have a current charitable games license, which can be provided upon request.

If you have any questions or would like to provide any feedback please don't hesitate to reach out to myself or a member of our team. I can be reached directly at 630-568-7831 or by email at scott.gibson@marriott.com.

Sincerely,



Scott Gibson
General Manager
Chicago Marriott Southwest at Burr Ridge



WILLOWBROOK/BURR RIDGE
 CHAMBER OF COMMERCE AND INDUSTRY
 8300 SOUTH MADISON STREET BURR RIDGE, IL 60527
 TEL 630.654.0909 FAX 630.654.0922
 www.wbbrchamber.org

January 16, 2015

Mr. Steven Stricker, Village Administrator
 Village of Burr Ridge
 7660 South County Line Road
 Burr Ridge, IL 60527

Re: Temporary signage for the – *6/3/15*
 Business Expo being held ~~June 4, 2014~~
 Cruisin' 66 Fest being held ~~August 2014~~
8/8/15

*} call Cheryl
 for 2015 dates*

The Willowbrook/Burr Ridge Chamber of commerce and Industry requests authorization to place temporary promotional signs for the events as follows:

Freestanding, tent frame style signs, no larger than 4' x 4'.
 Placed no more than 21 days prior to the day of the event.
 Removed no later than three days after the event.

Locations of signs:

MB Financial – 83rd and Madison Streets (Southwest corner)
 Gower Middle School property along Madison (East side)
 Burr Ridge United Church of Christ – Plainfield Road and County Line Road (Northwest corner)

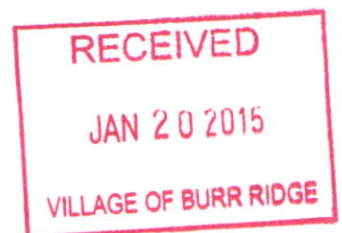
Verbal permission has been received from property owners as of this date. If you have any questions, please do not hesitate to contact me at the Chamber office, 630-654-0909. Thank you again for your continued cooperation and support.

Respectfully submitted,

Cheryl K. Collins

Cheryl Collins, Executive Director

CC





Board Agenda 1/26/15 8M

Burr Ridge Police

Memo

To: Chief John Madden
From: Officer Jennifer Keil
Date: December 15, 2014
Re: Resignation

Chief Madden,

Please accept this memo as my letter of resignation from the Burr Ridge Police Department effective Tuesday December 16, 2014.

Sincerely,

Jennifer Keil

A handwritten signature in black ink, appearing to read "Jennifer Keil", written over the printed name.

VILLAGE OF BURR RIDGE

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 01/26/15

PAYMENT DATE: 01/27/15

FISCAL 14-15

FUND	FUND NAME	PRE-PAID	PAYABLE	TOTAL AMOUNT
10	General Fund		321,997.70	321,997.70
21	E-911 Fund		2,361.60	2,361.60
23	Hotel/Motel Tax Fund		18,093.35	18,093.35
24	Places of Eating Tax		100.00	100.00
31	Capital Improvements Fund		5,078.38	5,078.38
32	Sidewalks/Pathway Fund		1,240.80	1,240.80
41	Debt Service Fund	22,956.35		22,956.35
51	Water Fund		266,496.42	266,496.42
52	Sewer Fund		1,451.58	1,451.58
61	Information Technology Fund		1,794.87	1,794.87
TOTAL ALL FUNDS		\$ 22,956.35	\$ 618,614.70	\$ 641,571.05

PAYROLL

PAY PERIOD ENDING JANUARY 17, 2015

	TOTAL PAYROLL
Legislation	2,788.82
Administration	14,071.00
Community Development	8,856.92
Finance	8,832.66
Police	103,568.91
Public Works	29,009.11
Water	30,299.64
Sewer	7,773.13
IT Fund	
TOTAL	\$ 205,200.19
GRAND TOTAL	\$ 846,771.24

01/22/2015 03:31 PM
User: scarman
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 01/16/2015 - 01/21/2015
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 1010 Boards & Commissions					
10-1010-50-5015	Ordinance prosecution-Dec'14	Linda S. Pieczynski	12/31/14	6314	723.00
10-1010-80-8025	Pol. appl credit checks/3-Dec'1	Metro-Western Cook	12/31/14	408778 68150	108.00
10-1010-80-8025	Pol. appl polygraphs/2-Jan'15	Theodore Polygraph Servic	01/13/15	4685	300.00
10-1010-80-8030	Videotape board mtg-12/08/14	Fernando Garron	01/08/15	Dec2014	450.00
Total For Dept 1010 Boards & Commissions					1,581.00
Dept 2010 Administration					
10-2010-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373 696533	415.95
10-2010-40-4042	Hnsdl rotary dues/Stricker-Jan/	Hinsdale Rotary Club	01/06/15	Jan2015	293.00
Total For Dept 2010 Administration					708.95
Dept 3010 Community Development					
10-3010-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373 696533	227.92
10-3010-50-5020	Elevator inspections/2-Dec'14	Elevator Inspection Servi	12/30/14	49372	64.00
10-3010-50-5020	Forestry/9225 Forest Edge #9-Oc	Urban Forest Management I	12/19/14	141030	225.00
10-3010-50-5020	Forestry/permit #14-235-Oct'14	Urban Forest Management I	12/19/14	141031	337.50
10-3010-50-5020	Forestry/6110 CLR-Nov'14	Urban Forest Management I	12/19/14	141108	575.00
10-3010-50-5020	Forestry/permit #14-236-Nov'14	Urban Forest Management I	12/19/14	141109	270.00
10-3010-50-5035	Public hearing notc-12/19/14	Shaw Media	12/19/14	10074572_1018023	389.88
10-3010-50-5075	B&F plan review/490 Vill Cntr D	B & F Construction Code S	12/17/14	40720	895.50
10-3010-50-5075	B&F plan review/144 Tower Dr-De	B & F Construction Code S	12/17/14	40730	200.00
10-3010-50-5075	B&F plan review/505 Vill Sq Cnt	B & F Construction Code S	12/22/14	40743	1,095.50
10-3010-50-5075	DMorris plan reviews-Dec'14	Don Morris Architects P.C	12/31/14	Dec2014	1,980.00
10-3010-50-5075	DMorris inspections-Dec'14	Don Morris Architects P.C	12/31/14	Dec2014	5,030.00
Total For Dept 3010 Community Development					11,290.30
Dept 4010 Finance					
10-4010-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373 696533	128.71
Total For Dept 4010 Finance					128.71
Dept 4020 Central Services					
10-4020-40-4099	Wellness health screening/Joyce Barb Joyce		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Popp Barbara Popp		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Valen Brandon Valentino		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Pavel Cindy L. Pavelchik		01/13/15	Jan15	100.00
10-4020-40-4099	Wellness health screening/Power David J. Powers		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Pollo Douglas Pollock		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Gatli Gary Gatlin		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Karce Gerald Karceski		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Svenc Jake Svencner		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Miede James Miedema		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Kowal Janet Kowal		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Ekl Jeffery D. Ekl		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Voorh John Voorhees		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Madde John W. Madden		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Werni John Wernimont		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Thoma Karen Thomas		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Weeks Lukas W. Weeks		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Vulpo Luke Vulpo		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Zuraw Lynette Zurawski		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Loftu Marc E. Loftus		01/13/15	jan2015	100.00
10-4020-40-4099	Wellness health screening/Kurek Maximilian Kurek		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Barne Michael J. Barnes		01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Glosk Michele D. Glosky		01/13/15	Jan2015	100.00

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Fund 10 General Fund					
Dept 4020 Central Services					
10-4020-40-4099	Wellness health screening/May	Paul D. May	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Wirth	Robert J. Wirth	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Herdz	Ronald J. Herdzina	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Wilhe	Rosaria A. Wilhelmi	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Husar	Ryan J. Husarik	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Stric	Steven S. Stricker	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Jorda	Timothy Jordan	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Villa	Trinidad Villaseñor	01/13/15	Jan2015	100.00
10-4020-40-4099	Wellness health screening/Kulis	William F. Kulis	01/13/15	Jan2015	100.00
10-4020-50-5081	FSA monthly fee-Dec'14	Discovery Benefits, Inc.	12/31/14	12993-507703IN	83.00
10-4020-50-5081	COBRA notification-Dec'14	HR Simplified	01/15/15	40901	25.00
10-4020-50-5081	2015 IRMA contribution	IRMA	12/23/14	Dec2014	232,016.00
10-4020-60-6010	1cs coffee & supls/VH-Dec'14	Commercial Coffee Service	12/18/14	127932	38.45
Total For Dept 4020 Central Services					235,362.45
Dept 5010 Police					
10-5010-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373_696533	2,099.80
10-5010-40-4032	Uniform shoes/Pavelchik-Jan'15	Cindy L. Pavelchik	01/13/15	Jan2015	64.30
10-5010-40-4032	Uniforms/Gutierrez-Dec'14	Ray O'Herron Co., Inc.	12/30/14	1473676IN	159.97
10-5010-40-4032	Uniforms/Garcia-Dec'14	Ray O'Herron Co., Inc.	12/30/14	1473764IN	97.00
10-5010-40-4032	Uniforms/Allen-Dec'14	Ray O'Herron Co., Inc.	12/22/14	1472292IN	276.08
10-5010-40-4032	Uniforms/Essig-Dec'14	Ray O'Herron Co., Inc.	12/23/14	1472662IN	125.99
10-5010-40-4032	Uniforms/Garcia-Dec'14	Ray O'Herron Co., Inc.	12/30/14	1473678IN	62.99
10-5010-40-4032	Uniforms/Gutierrez-Jan'15	Ray O'Herron Co., Inc.	01/02/15	1500040IN	101.51
10-5010-40-4032	Uniforms/Vulpo-Jan'15	Ray O'Herron Co., Inc.	01/06/15	1500813IN	542.86
10-5010-40-4032	Uniforms/Barnes-Jan'15	Ray O'Herron Co., Inc.	01/13/15	1502115IN	78.00
10-5010-40-4032	Uniforms/McKnabb-Jan'15	Ray O'Herron Co., Inc.	01/14/15	152379IN	533.97
10-5010-40-4032	Uniforms/Husarik-Jan'15	Ray O'Herron Co., Inc.	01/14/15	1502380IN	109.99
10-5010-40-4032	Uniforms/Barnes-Jan'15	Ray O'Herron Co., Inc.	01/14/15	1502382IN	311.21
10-5010-40-4032	Uniforms/Loftus-Jan'15	Ray O'Herron Co., Inc.	01/19/15	1503329IN	85.98
10-5010-40-4032	Uniforms/Madden-Jan'15	Ray O'Herron Co., Inc.	01/19/15	1503330IN	490.64
10-5010-40-4040	2015 DCCOP membership-Madden	DuPage County Chiefs of F	01/08/15	Jan2015	50.00
10-5010-40-4040	2015 DCCOP membership-DC Loftus	DuPage County Chiefs of F	01/08/15	Jan2015-A	50.00
10-5010-40-4040	2015 LERMI membership/Henderson	Law Enforcement Records M	01/20/15	Jan2015	50.00
10-5010-40-4043	Degree pg/tuition reimb-Smith/N	Megan M. Smith	11/10/14	Nov2014	3,000.00
10-5010-50-5020	LexisNexis-Dec'14	LexisNexis Risk Data Mana	12/31/14	1267894-20141231	50.00
10-5010-50-5045	SWCD contract fee-Feb'15	Southwest Central Dispatc	01/20/15	10-1201-126/Feb15	25,431.99
10-5010-50-5050	Radio equipment maint-Jan'15	J&L Electronic Service, I	01/01/15	9576 88318G	37.90
10-5010-50-5050	Rpr radar speedgun S/N 60800035	MPH Industries, Inc.	01/08/15	663285	135.43
10-5010-50-5050	Rpr radar speedgun S/N 60800037	MPH Industries, Inc.	01/08/15	663286	84.95
10-5010-50-5050	Rpr radar speedgun S/N 60800037	MPH Industries, Inc.	01/08/15	663287	84.95
10-5010-50-5050	Shp chg-Jan'15	MPH Industries, Inc.	01/08/15	663287	12.76
10-5010-50-5050	Rpr radar speedgun S/N 60800035	MPH Industries, Inc.	01/12/15	663323	94.60
10-5010-50-5051	Vehicle washing-Dec'14	King Car Wash Inc.	12/31/14	48 Dec14	247.50
10-5010-50-5051	Plug tire-Dec'14	Tom & Jerry Tire & Servic	01/03/15	1625	30.00
10-5010-50-5051	Vehicle maint/ #0515-Dec'14	Willowbrook Ford	12/18/14	6175510/2	746.71
10-5010-50-5051	Vehicle maint/#1302-Dec'14	Willowbrook Ford	12/29/14	6175979/2	130.90
10-5010-50-5051	Vehicle maint/#1405-Dec'14	Willowbrook Ford	12/29/14	6176062/2	42.95
10-5010-50-5051	Vehicle maint/#1301-Dec'14	Willowbrook Ford	12/29/14	6176049/3	485.33
10-5010-50-5051	Vehicle manit/#0110-Jan'15	Willowbrook Ford	01/02/15	6176389/1	433.54
10-5010-50-5051	Vehicle maint/0612-Jan'15	Willowbrook Ford	01/08/15	6176819/2	178.55
10-5010-50-5051	Repl DB5Z 15604B module/#1304-J	Willowbrook Ford	01/09/15	6176905/1	558.85
10-5010-50-5095	Document destruction-Dec'14	Accurate Document Destruc	12/31/14	12848090	35.00

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Fund 10 General Fund					
Dept 5010 Police					
10-5010-50-5095	Tow vehicle/01 Frd CV-Jan'15	Tom & Jerry Tire & Servic	01/03/15	1625	85.00
10-5010-50-5095	Random drug screens/3-Jan'15	Concentra Medical Centers	01/13/15	1008634578	120.00
10-5010-60-6000	UNV-10047 blu copy stamp	Runco Office Supply	01/12/15	5901 600944-0	5.59
10-5010-60-6000	UNV-10048 red copy stamp	Runco Office Supply	01/12/15	5901 600944-0	5.59
10-5010-60-6000	UNV-35260, clasp envelopes	Runco Office Supply	01/12/15	5901 600944-0	21.78
10-5010-60-6000	PEN-BK91ASW-US RSVP pens	Runco Office Supply	01/12/15	5901 600944-0	6.79
10-5010-60-6010	Disposable blankets/16-Dec'14	Ray O'Herron Co., Inc.	12/31/14	1473924IN	104.00
10-5010-60-6010	#3-5002 barricade tape-Jan'15	Ray O'Herron Co., Inc.	01/19/15	1503328IN	71.70
10-5010-60-6010	WLI-386-14W, 1" whi. basic view	Runco Office Supply	01/14/15	5901 601279-0	74.85
10-5010-60-6010	CRD-61038, 1-10 multi-color div	Runco Office Supply	01/14/15	5901 601279-0	61.50
10-5010-60-6010	MEA-17208, econ filler paper	Runco Office Supply	01/14/15	5901 601279-0	9.00
Total For Dept 5010 Police					37,678.00
Dept 6010 Public Works					
10-6010-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373_696533	596.88
10-6010-40-4032	Safety Glasses -XL	Alexander Equipment Co.	12/18/14	108523	39.90
10-6010-40-4032	Safety Glasses	Alexander Equipment Co.	12/18/14	108523	19.95
10-6010-40-4032	Uniform Rental/Cleaning - PW	Breens Cleaners	12/30/14	9027-341962	84.84
10-6010-40-4032	Uniform Rental/Cleaning - PW	Breens Cleaners	01/06/15	9027-342158	84.84
10-6010-40-4032	Uniform Rental/Cleaning - PW	Breens Cleaners	01/06/15	9027-342343	84.84
10-6010-40-4032	Uniform rental-01/20/15	Breens Cleaners	01/20/15	9027-342538	84.84
10-6010-40-4042	2015 ILCA tradeshow reg/4-Jan'1	Illinois Landscape Contra	01/16/15	Jan2015	154.00
10-6010-50-5050	Chipper Knife Grinding Fee (per	Alexander Equipment Co.	12/18/14	108523	39.90
10-6010-50-5050	Ignition Switch	Alexander Equipment Co.	12/23/14	108641	64.95
10-6010-50-5050	Fuel Filter-(5/16 inline)	Alexander Equipment Co.	12/23/14	108641	7.25
10-6010-50-5050	Fuel Filter (66-100HP Kubota)	Alexander Equipment Co.	12/23/14	108641	9.95
10-6010-50-5050	Shop Suppiles	Alexander Equipment Co.	12/23/14	108641	7.21
10-6010-50-5050	Labor	Alexander Equipment Co.	12/23/14	108641	103.00
10-6010-50-5050	Repair plow cylinders/2-Jan'15	Cylinder's Inc.	01/01/15	36415	420.00
10-6010-50-5050	Replace tire/1-590/Dec'14	Gene's Tire Service, Inc.	12/26/14	111522	402.00
10-6010-50-5050	Mower Blades Sharpened	Payne Small Engine, Inc.	12/17/14	A2307329	108.00
10-6010-50-5050	Stihl Trimmer Gasket	Payne Small Engine, Inc.	12/17/14	A2307329	2.00
10-6010-50-5050	StihlTrimmer Air Filter	Payne Small Engine, Inc.	12/17/14	A2307329	6.00
10-6010-50-5050	Stihl Line Trimmer	Payne Small Engine, Inc.	12/17/14	A2307329	80.00
10-6010-50-5050	Pchs/mnt FS R4 tire/2-(backhoe)	Tire Services Company	12/18/14	032148	1,604.14
10-6010-50-5051	Pchs/mount FS 245/70R19.5 tire/	Tire Services Company	12/18/14	032147	551.46
10-6010-50-5051	Pchs/mount FS FD663 tk tires/10	Tire Services Company	01/12/15	032149	3,467.60
10-6010-50-5054	Rpr street light/High Grv-Dec'1	Rag's Electric	12/22/14	9857	127.30
10-6010-50-5055	Electric/Mad RR crossing-Jan'15	COMED	01/07/15	3699071070/Jan15	42.80
10-6010-50-5055	Traffic signal maint/Bridewell-	Meade Electric Company, I	12/31/14	14863_667712	175.00
10-6010-50-5055	97th & Mad RR horn insp/reimb-D	Meade Electric Company, I	01/08/15	14863_667935	140.06
10-6010-50-5085	Shop Towel Rentals	Breens Cleaners	12/30/14	9027-341962	4.50
10-6010-50-5085	Shop Towel Rentals	Breens Cleaners	01/06/15	9027-342158	4.50
10-6010-50-5085	Shop Towel Rentals	Breens Cleaners	01/06/15	9027-342343	4.50
10-6010-50-5085	Shop towel rental-01/20/15	Breens Cleaners	01/20/15	9027-342538	4.50
10-6010-50-5095	Reimb culvert pipe/Angeletti-Ja	Brad & Gina Angeletti	01/06/15	Jan2015	700.00
10-6010-50-5095	Random drug screen/Guth-Jan15	Concentra Medical Centers	01/06/15	1008634203	85.50
10-6010-50-5095	Random drug screen/Kulis-Jan15	Concentra Medical Centers	01/06/15	1008634203	40.00
10-6010-50-5096	Rpr entry/6992 Fieldstone Dr-re	Paver Care, Inc	09/29/14	4980	600.00
10-6010-60-6040	Stihl Brush Cutter Saw Blade	Alexander Equipment Co.	12/18/14	108523	65.90
10-6010-60-6040	MT7-34 battery (580tractor) 2-D	Interstate Battery System	12/17/14	64011695	407.90
10-6010-60-6040	Flow hydraulic fittings	Catching Fluidpower, Inc.	11/21/15	5963319	87.53
10-6010-60-6040	freight	Catching Fluidpower, Inc.	11/21/15	5963319	18.07

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Fund 10 General Fund					
Dept 6010 Public Works					
10-6010-60-6041	Oil pan/seal, bolts/unit #27-De	Coffman Truck Sales, Inc.	12/12/14	09984 1000925019	612.13
10-6010-60-6041	Hydraulic nipple	Catching Fluidpower, Inc.	11/19/14	5962465	55.97
10-6010-60-6041	Freight	Catching Fluidpower, Inc.	11/19/14	5962465	9.52
10-6010-60-6041	Misc vehicle supls-Jan'15	Westtown Auto Supply Co. I	01/19/15	2901 61908	178.39
10-6010-60-6060	Road salt/235.14 ton-Jan'15	Morton Salt, Inc.	01/07/15	5400647837	16,563.26
10-6010-60-6060	Road salt/21.11ton-Jan'15	Morton Salt, Inc.	01/08/15	5400649172	1,486.99
Total For Dept 6010 Public Works					29,437.87
Dept 6020 Buildings & Grounds					
10-6020-50-5052	Rpr electric/RA barn-Dec'14	Rag's Electric	12/10/14	9808	875.78
10-6020-50-5052	Garbage hauling/PW-Jan'15	Waste Management	01/01/15	2417721-2009-3	234.55
10-6020-50-5052	Garbage hauling/VH-01/01/15	Waste Management	01/01/15	2420663-2009-2	102.47
10-6020-50-5052	Garbage hauling/PD-01/01/15	Waste Management	01/01/15	2420704-2009-4	154.39
10-6020-50-5057	Herbicide & fertilizer srvcs-Dec	Green T Lawn Care, Inc.	12/11/14	928921	136.00
10-6020-50-5057	Herbicide & fertilizer srvcs-Dec	Green T Lawn Care, Inc.	12/11/14	928922	123.00
10-6020-50-5058	Mat rental/PD-12/30/14	Breens Cleaners	12/30/14	9028-341956	27.00
10-6020-50-5058	Mat ental/PW-12/30/14	Breens Cleaners	12/30/14	9028-341956	21.00
10-6020-50-5058	Mat ental/VH-12/30/14	Breens Cleaners	12/30/14	9028-341956	18.00
10-6020-50-5058	Mat rental/PD-01/06/15	Breens Cleaners	01/06/15	9028-342152	27.00
10-6020-50-5058	Mat ental/PW-01/06/15	Breens Cleaners	01/06/15	9028-342152	21.00
10-6020-50-5058	Mat ental/VH-01/06/15	Breens Cleaners	01/06/15	9028-342152	18.00
10-6020-50-5058	Janitorial service/PD-Jan'15	CleanNet of Illinois, Inc	01/01/15	Jan2015	820.00
10-6020-50-5058	Janitorial service/PW-Jan'15	CleanNet of Illinois, Inc	01/01/15	Jan2015	380.00
10-6020-50-5058	Janitorial service/VH-Jan'15	CleanNet of Illinois, Inc	01/01/15	Jan2015	675.00
10-6020-50-5058	Cell cleaning-Jan'15	Service Master	01/01/15	171835	265.00
10-6020-50-5058	Scrub PD cell & garage floors-D	Service Master	12/31/14	171958	495.00
10-6020-50-5080	Electric/Lakewood aerator-Jan'1	COMED	01/12/15	9258507004/Jan15	21.12
10-6020-50-5095	Fire alarm monitor/VH-Jan/Jun'1	Alarm Detection Systems,	01/08/15	107658 SI-409838	204.36
10-6020-60-6010	1st aid cabinet supls/PD-Jan'15	American First Aid Servic	01/09/15	164148	16.00
10-6020-60-6010	Mop heads misc. items-Dec'14	Home Depot	12/10/14	5104813	105.80
10-6020-60-6010	Cleaning supplies-Dec'14	Home Depot	12/18/14	7224425	37.81
10-6020-60-6010	Projector lamp/PW-Dec'14	Industrial Electric Suppl	12/24/14	VILLA02 230547	255.00
10-6020-60-6010	Floor cleaner/VH-Dec'14	ZEP Sales & Service	12/19/14	9001381570	134.52
10-6020-60-6010	Floor cleaning supls/VH-Dec'14	ZEP Sales & Service	12/02/14	9001347918	598.52
10-6020-60-6010	First aid cabinet supls/VH-Jan1	American First Aid Servic	01/12/15	178047	44.10
Total For Dept 6020 Buildings & Grounds					5,810.42
Total For Fund 10 General Fund					321,997.70
Fund 21 E-911 Fund					
Dept 7010 Special Revenue E-911					
21-7010-50-5095	E911 surcharge col-Nov'14	Southwest Central 911 Sys	01/06/15	Nov2014	1,202.88
21-7010-50-5095	E911 surcharge col-Oct'14	Southwest Central 911 Sys	12/31/14	Oct2014	1,158.72
Total For Dept 7010 Special Revenue E-911					2,361.60
Total For Fund 21 E-911 Fund					2,361.60
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5075	Electric/gateway sign-Jan'15	COMED	01/09/15	1153168007/Jan15	120.45
23-7030-80-8055	BURR membership/4-Jun14/May15	Boost Creative Marketing	12/20/14	BURR-1096	3,800.00
23-7030-80-8055	H/M marketing-Dec'14	Boost Creative Marketing	12/31/14	BURR-1097	5,250.00
23-7030-80-8055	H/M advertising-Nov14/Feb15	Boost Creative Marketing	12/31/14	BURR-1098	8,880.00
23-7030-80-8055	Reimb MYfm gift cert promo-Jan1	Springhill Suites	01/20/15	Jan2015	42.90

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
Total For Dept 7030 Special Revenue Hotel/Motel					18,093.35
Total For Fund 23 Hotel/Motel Tax Fund					18,093.35
Fund 24 Places of Eating Tax					
Dept 7040 Restaurant/Place of Eating Tax					
24-7040-80-8056	Reimb MYfm promo gift cert/Capr Capri Express		01/22/15	Jan2015	100.00
Total For Dept 7040 Restaurant/Place of Eating T.					100.00
Total For Fund 24 Places of Eating Tax					100.00
Fund 31 Capital Improvements Fund					
Dept 8010 Capital Improvement					
31-8010-70-7010	CLR over I-55 cons observation- Strand Associates, Inc		01/12/15	0109164	83.38
31-8010-70-7072	Repair pavers CLR & P'Field Rds Paver Care, Inc		09/29/14	4979	4,995.00
Total For Dept 8010 Capital Improvement					5,078.38
Total For Fund 31 Capital Improvements Fund					5,078.38
Fund 32 Sidewalks/Pathway Fund					
Dept 8020 Sidewalks/Pathway					
32-8020-70-7053	79th St. sidewalk survey-Dec'14 Thomas Engineering Group		01/05/15	14-217	1,240.80
Total For Dept 8020 Sidewalks/Pathway					1,240.80
Total For Fund 32 Sidewalks/Pathway Fund					1,240.80
Fund 41 Debt Service Fund					
Dept 4030 Debt Service					
41-4030-80-8110	Principal-Hotel/Motel instlmnt- Burr Ridge Bank And Trust		01/12/15	100000729/Dec14	19,282.86
41-4030-80-8111	Interest-Hotel/Motel Instlmnt-D Burr Ridge Bank And Trust		01/12/15	100000729/Dec14	3,673.49
Total For Dept 4030 Debt Service					22,956.35
Total For Fund 41 Debt Service Fund					22,956.35
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373 696533	481.03
51-6030-40-4032	Uniform Rental/Cleaning - Water Breens Cleaners		12/30/14	9027-341962	93.12
51-6030-40-4032	Uniform Rental/Cleaning - Water Breens Cleaners		01/06/15	9027-342158	93.12
51-6030-40-4032	Uniform Rental/Cleaning - Water Breens Cleaners		01/06/15	9027-342343	93.12
51-6030-40-4032	Rbdt fur Avtor Taslan winter ha Gempler's, Inc.		01/07/15	1020447596	192.83
51-6030-40-4032	Safety shoes/Svencner-Jan'15	Red Wing Shoe Store	01/05/15	45-8022	150.00
51-6030-40-4032	Uniform rental-01/20/15	Breens Cleaners	01/20/15	9027-342538	93.12
51-6030-50-5020	Ann. print/E-Mail JULIE Transmi	Julie, Inc.	01/08/15	2015-0202	4,906.24
51-6030-50-5020	THM & HAA wtr tests/4-Dec'14	PDC Laboratories, Inc.	12/31/14	788799	460.00
51-6030-50-5067	Topsoil/3cyd (Tomlin restoratio	Hinsdale Nurseries, Inc.	12/19/14	1488024	78.00
51-6030-50-5067	Emergency Water Main Repair, 14	Vian Construction Co., In	12/14/14	001201301402014	6,037.25
51-6030-50-5080	Electric/well #1-Jan'15	COMED	01/08/15	0793668005/Jan15	299.97
51-6030-50-5080	Electric/well #5-Jan'15	COMED	01/12/15	4497129016/Jan15	282.39
51-6030-50-5081	2015 IRMA contribution	IRMA	12/23/14	Dec2014	58,005.00
51-6030-50-5095	Utility bills/1947-Jan'15	Third Millennium Assoc. I	01/15/15	17738	600.16
51-6030-50-5095	UB late notices/263-Jan'15	Third Millennium Assoc. I	01/15/15	17738	231.00
51-6030-60-6010	Hip boots/2pr-Dec'14	Grainger	12/22/14	9624814738	206.38
51-6030-60-6010	Topsoil/3yds (restorations)Dec'	Tameling Industries	12/25/14	0099817-IN	84.00
51-6030-60-6010	Ratchet Wrench, Double 1-1/16"	USA Blue Book	12/16/14	660436 522773	139.90

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 01/16/2015 - 01/21/2015
BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-60-6010	18" Offset Pipe Wrench, Aluminu	USA Blue Book	12/16/14	660436 522773	177.90
51-6030-60-6010	4' Insulated Soil Probes	USA Blue Book	12/16/14	660436 522773	225.00
51-6030-60-6010	Copper Pipe Rerounding Tool Kit	USA Blue Book	12/16/14	660436 522773	170.95
51-6030-60-6010	Freight chg inv#522773-Dec'14	USA Blue Book	12/16/14	660436 522773	42.54
51-6030-60-6010	1/2" Drive x 1-1/16" Deep Socke	USA Blue Book	12/31/14	660436 531510	73.90
51-6030-60-6010	Freight chg inv#531510-Dec'14	USA Blue Book	12/31/14	660436 531510	15.31
51-6030-60-6040	JCM #161 (6" x18") All SS Clamp	EJ USA, Inc	01/08/15	10927 3799056	427.06
51-6030-60-6040	JCM #161 (6" x 24") All SS Clam	EJ USA, Inc	01/08/15	10927 3799056	258.41
51-6030-60-6040	JCM #161 (8" x18") All SS Clamp	EJ USA, Inc	01/08/15	10927 3799056	478.72
51-6030-60-6040	JCM #161 (8" x 24") All SS Clam	EJ USA, Inc	01/08/15	10927 3799056	560.86
51-6030-60-6040	JCM #161 (12" x12") All SS Clam	EJ USA, Inc	01/08/15	10927 3799056	215.29
51-6030-60-6040	JCM #161 (12" x15") All SS Clam	EJ USA, Inc	01/08/15	10927 3799056	266.51
51-6030-60-6040	JCM #161 (12" x18") All SS Clam	EJ USA, Inc	01/08/15	10927 3799056	349.23
51-6030-60-6040	JCM #161 (12" x 24") All SS Cla	EJ USA, Inc	01/08/15	10927 3799056	373.51
51-6030-60-6040	8" x 20" all Stainless S Clamp	Underground Pipe & Valve	12/16/14	0001526 005989	636.00
51-6030-60-6040	8" x 24" all Stainless S Clamp	Underground Pipe & Valve	12/16/14	0001526 005989	528.00
51-6030-60-6070	Bedford water pchs-38,530,000/D	Village of Bedford Park	01/07/15	0020060000/Dec14	174,155.60
51-6030-70-7000	Sensus 8" Omni F2 Water Meter	HD Supply Waterworks, Ltd	12/31/14	080167 D192214	12,175.00
51-6030-70-7000	Sensus 8" DI Flange Kit (Set of	HD Supply Waterworks, Ltd	12/31/14	080167 D192214	210.00
51-6030-70-7000	Sensus 1.5" Omni C2 Water Meter	HD Supply Waterworks, Ltd	11/20/14	080167 D268361	2,250.00
51-6030-70-7000	Sensus 1.5" LF Brass Flange Kit	HD Supply Waterworks, Ltd	11/20/14	080167 D268361	130.00
51-6030-70-7000	Sensus SmartPoint MXU	HD Supply Waterworks, Ltd	11/20/14	080167 D268361	250.00
Total For Dept 6030 Water Operations					266,496.42
Total For Fund 51 Water Fund					266,496.42
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4030	Dental insurance-Feb'15	Delta Dental of Illinois-	02/01/15	10373 696533	207.28
52-6040-40-4032	Uniform Rental/Cleaning - Sewer	Breens Cleaners	12/30/14	9027-341962	28.97
52-6040-40-4032	Uniform Rental/Cleaning - Sewer	Breens Cleaners	01/06/15	9027-342158	28.97
52-6040-40-4032	Uniform Rental/Cleaning - Sewer	Breens Cleaners	01/06/15	9027-342343	28.97
52-6040-40-4032	Rbbt fur Avtor Taslan winter ha	Gemppler's, Inc.	01/07/15	1020447596	6.92
52-6040-40-4032	Uniform rental-01/20/15	Breens Cleaners	01/20/15	9027-342538	28.97
52-6040-50-5068	Lift stn maint/3-Dec'14	Metropolitan Industries,	12/30/14	0000293104	765.00
52-6040-50-5080	Electric/H'Flds L.S.-Jan'15	COMED	01/12/15	0099002061/Jan15	49.52
52-6040-50-5080	Electric/C'Moor L.S.-Jan'15	COMED	01/12/15	0356595009/Jan15	163.93
52-6040-50-5080	Belctric/A'Head L.S.-Jan'15	COMED	01/12/15	7076690006/Jan15	143.05
Total For Dept 6040 Sewer Operations					1,451.58
Total For Fund 52 Sewer Fund					1,451.58
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-50-5020	IT & phone support-01/06 thru 0	Orbis Solutions	01/19/15	556286	810.00
61-4040-50-5050	Replace battery backup/PW-Jan'1	National Tek Services, In	01/16/15	3352	189.00
61-4040-50-5061	PowerDMS annual lic. renewal-Ja	PowerDMS, Inc.	01/13/15	09954	597.87
61-4040-60-6010	Fargo DTC400 ymcko ribbon/2-Dec	IdentiSys, Inc.	12/09/14	CS-BR05 236424	178.00
61-4040-60-6010	Freight-Dec14	IdentiSys, Inc.	12/09/14	CS-BR05 236424	20.00
Total For Dept 4040 Information Technology					1,794.87
Total For Fund 61 Information Technology Fund					1,794.87

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DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 01/16/2015 - 01/21/2015
BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
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Fund Totals:

Fund 10 General Fund	321,997.70
Fund 21 E-911 Fund	2,361.60
Fund 23 Hotel/Motel Tax Fund	18,093.35
Fund 24 Places of Eating Tax	100.00
Fund 31 Capital Improvements Fund	5,078.38
Fund 32 Sidewalks/Pathway Fund	1,240.80
Fund 41 Debt Service Fund	22,956.35
Fund 51 Water Fund	266,496.42
Fund 52 Sewer Fund	1,451.58
Fund 61 Information Technology F	1,794.87

Total For All Funds:	641,571.05
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