

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

**June 26, 2017
7:00 p.m.**

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

- Mia Vari, Pleasantdale Elementary School

2. ROLL CALL

**Police Department Commendation
Officer Timothy Lesniak**

3. RESIDENTS COMMENTS

4. CONSENT AGENDA – OMNIBUS VOTE

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

5. MINUTES

- *A. Approval of Regular Board Meeting of June 12, 2017
- *B. Receive and File Draft Scavenger Franchise Agreement Sub-Committee Meeting of June 12, 2017
- *C. Receive and File Draft Plan Commission Meeting of June 19, 2017

6. ORDINANCES

- *A. Approval of Ordinance Amending the Village of Burr Ridge Personnel Manual Adopted by Ordinance Number 661
- *B. Approval of An Ordinance Amending Section VIII.B.2.nn of the Burr Ridge Zoning Ordinance to Revise the Special Use Listing for Wine Boutique to include Live Entertainment Z-07-2017: Text Amendment B-1 District (County Wine Merchant)
- *C. Approval of An Ordinance Granting Special Use Approvals Pursuant to the Burr Ridge Zoning Ordinance to Extend the Hours of Operation and to Permit Live Entertainment for a Wine Boutique (Z-07-2017: 208 Burr Ridge Parkway – County Wine Merchant)

7. RESOLUTIONS

- A. Consideration of Resolution Adopting the Prevailing Wage Rate for Laborers, Workers and Mechanics Employed in Public Works of the Village of Burr Ridge, Cook and DuPage Counties, Illinois
- *B. Adoption of Resolution Recommending Denial of DuPage County Zoning Board of Appeals Petition Z17-028 (9900 S. Route 83 – Lorig Construction Co.)
- *C. Adoption of Resolution of Appreciation Recognizing Retirement After 27 Years and 10 Months of Dedicated Service to the Village of Burr Ridge – Steve Stricker
- *D. Adoption of Resolution Appointing an Authorized Delegate and Alternate Delegate to the South Central DuPage County Benefit Pool (SCDCBP)

8. CONSIDERATIONS

- A. Consideration of Scavenger Franchise Agreement Sub-Committee Recommendation to Approve Requests from Certain Homeowners' Associations to Opt Out of the Village's Scavenger Franchise Agreement
- B. Consideration of Recommendation to Award Contract for Repair of A/C Unit for the Village Hall
- *C. Approval of Plan Commission Recommendation to Approve Subdivision Fence Approval and Variations (PC-02-2017: Burr Ridge Club)
- *D. Approval of Plan Commission Recommendation to Appoint Jim Broline as Vice Chairperson of the Plan Commission for a One-Year Term Expiring June 26, 2018
- *E. Approval of Recommendation to Award Contract for Installation of Plow Equipment on Public Works Unit 31
- *F. Approval of Recommendation to Award Contract for Purchase of Replacement for Public Works Unit 30 (Dump Truck with Plow)
- *G. Approval of Recommendation to Award Contract for Police Squad Car Equipment Installation
- *H. Approval of Recommendation to Appoint Trustee Al Paveza as the Mayor's Alternate Voting Delegate to the DuPage Mayors and Managers Conference for FY 2017-18
- *I. Approval of Recommendation to Appoint Evan Walter as the Administrator's Alternate Voting Delegate to the DuPage Mayors and Managers Conference for FY 2017-18
- *J. Approval of Recommendation to Appoint J. Douglas Pollock as the Village's Representative on the DU-COMM Board of Directors

- *K. Approval of Recommendation to Appoint J. Douglas Pollock as Delegate to the Intergovernmental Risk Management Agency (IRMA)
- *L. Approval of Recommendation to Appoint Evan Walter as Alternate Delegate to the Intergovernmental Risk Management Agency (IRMA)
- *M. Approval of Recommendation to Appoint J. Douglas Pollock as the Village's Representative for the DuPage County Community Development Commission (CDC)
- *N. Approval of Recommendation to Authorize Revised Road Closures and Sign Placements Requested by the Burr Ridge Park District Foundation for the Pedal the Parks Event on Sunday, September 10, 2017
- *O. Approval of Request from the Flagg Creek Heritage Society for Donation from Hotel/Motel Tax Funds for the Robert Vial House Museum
- *P. Approval of Vendor List in the Amount of \$438,440.32 for all Funds, plus \$213,753.65 for payroll, for a grand total of \$652,193.97 which includes Special Expenditures of \$13,772.10 to Kramer Tree Specialists for Imidacloprid soil injection in May; \$75,437.25 to State of Illinois Treasurer for the German Church Road Pathway Project
- Q. Other Considerations – For Announcement, Deliberation and/or Discussion only – No Official Action will be Taken

9. RESIDENTS COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. NON-RESIDENTS COMMENTS

12. ADJOURNMENT

TO: Village President and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of June 26, 2017
DATE: June 23, 2017

POLICE DEPARTMENT COMMENDATION AWARD

- **Officer Timothy Lesniak**

On Monday June 26, 2017, Officer Tim Lesniak will be presented with a Department Commendation for his actions on April 28, 2017, when he observed a fire on the balcony of one of the apartments located at Route 83 & Honeysuckle, alerted residents and extinguished the fire. Officer Lesniak's attention to duty and quick actions were vital to protecting the lives of numerous residents of the apartment complex and preventing additional property loss.

Incidents such as this remind us that we have a very fine Department composed of truly dedicated Officers and Civilians.

PLEDGE OF ALLEGIANCE

- **Mia Vari, Pleasantdale Elementary School**

6. ORDINANCES

A. Amend Personnel Manual

Every few years, Staff reviews and updates the Personnel Manual, as well as its five Appendixes. Enclosed is an Ordinance amending Ordinance No. 661 to implement this year's proposed revisions. Also enclosed please find the list of proposed changes to the Personnel Manual. This is basically a housekeeping exercise that reflects previously approved changes in personnel policies.

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

B. Revise Special Use Listing for Wine Boutique (County Wine Merchant)

C. Special Use – Hours of Operation; Permit Live Entertainment (County Wine Merchant)

Please find attached a letter from the Plan Commission recommending approval of a request by Halcorp, Inc. d/b/a County Wine Merchant for special use approval to extend the permitted hours of operation for a Wine Boutique beyond the permitted 10 pm closing time and for a text amendment and special

use approval to permit said Wine Boutique to have live entertainment. Also attached are Ordinances approving the text amendment and the special use requests.

Due to a conflict between the liquor code and Zoning Ordinance, the business has been allowed to remain open beyond the hours permitted by the Zoning Ordinance. This petition seeks to rectify that conflict by extending the hours to match the hours allowed for restaurants. The petition also seeks to add limited live entertainment as a permitted use along with the Wine Boutique.

There were a few residents in attendance in support of the special use approval. The Plan Commission concluded that the business has operated as a benefit to the community and without any adverse impacts on surrounding properties. The Commission does recommend conditions for the special use approvals that will limit the approval to the current operator, that continue the requirement for minimum food service and maximum seating, and that they limit the live entertainment to 2 persons. The recommendation for hours of operation is to match the hours permitted for restaurants (12 midnight closing Sunday through Wednesday; 1 am closing on Thursdays and 2 am closing on Friday and Saturday evenings).

It is our recommendation: that the Board concur with the Plan Commission and approve the Ordinances.

7. RESOLUTIONS

A. Prevailing Wage Rate

Enclosed is a Resolution that the Village is required to approve each June. The State Department of Labor requires that laborers, mechanics and other workers employed in any Public Works projects undertaken by the Village be paid at the prevailing wage rates for construction workers in Cook and DuPage Counties. A schedule of these rates is included as an attachment to the Resolution.

It is our recommendation: that the Resolution be adopted.

B. Object to DuPage County ZBA Case (Lorig Construction Co.)

Please find attached a letter from the Plan Commission recommending adoption of a Resolution requesting that the Du Page County Zoning Board of Appeals deny a request for a conditional use to permit an asphalt batching plant at 9900 Route 83 in unincorporated Downers Grove Township. Also attached is a legal notice for the public hearing and a location map for the property. The subject property is located south of Burr Ridge but within approximately 2,000 feet of existing Village borders and 1,000 feet from the planned border of the Village.

The petition does not provide information about the potential impacts of the use. There is no indication whether the use will comply with the Village's performance standards for industrial uses (Section IV.W of the Zoning Ordinance). Those standards regulate noise, vibration, and air pollution emissions for all land uses in the Village. Failure to comply with these standards may adversely impact Village residents.

Based on the above, the Plan Commission recommends that the Village of Burr Ridge adopt a resolution objecting to the conditional use approval. If approved, said Resolution will be forwarded to the DuPage County Zoning Board of Appeals for consideration at their June 29, 2017 public hearing.

It is our recommendation: that the Board concurs with the Plan Commission and approves the Resolution.

C. Resolution of Appreciation – Steve Stricker

Enclosed please find a Resolution of Appreciation for Village Administrator Steve Stricker recognizing his 27 years and 10 months of employment with the Village and congratulating him on his retirement on June 30, 2017. A framed Resolution will be presented to Steve at his Retirement Party on June 30.

It is our recommendation: that the Resolution be adopted.

D. Appoint Delegate and Alternate Delegate to SCDCBP

Enclosed is a Resolution appointing J. Douglas Pollock as Delegate to the South Central DuPage County Benefit Pool and Barbara Popp as the Alternate Delegate to the Pool, effective June 26, 2017.

It is our recommendation: that the Resolution be adopted

8. CONSIDERATIONS

A. Scavenger Franchise Opt Out Requests

Homeowners' Associations were given until June 15 to request Board approval to opt out of the Village's existing Franchise Agreement with Groot Industries. On Monday, June 12, the Scavenger Franchise Agreement Sub-Committee recommended that the Village Board approve opt-out applications from seven HOAs, including:

- Lake Ridge Club (Groot)
- Pine Tree (Groot)
- Savoy Club (Republic Services)
- Ambriance! (Groot)
- Chasemoor (Groot)

- Oak Creek Club (Groot)
- Fieldstone Club (Groot)

You will note that all but one of the Associations will continue to use Groot, but will be allowed to negotiate a more lucrative contract than what is called for under the Franchise Agreement, due to the fact that there is only one bill sent to the HOA, as well as the fact that these Associations do not require landscape waste pickup services. The one HOA that has opted not to go with Groot at this time is allowed to do so (Savoy Club), due to the fact that they have a current contract at a lower price than the Franchise Agreement price offered by Groot. The Savoy Club will be required to allow Groot Industries to match the price offered by Republic Services when their existing contract expires in May 2019, with the understanding that, if Groot Industries matches the price offered by Republic Services, it must accept a contract from Groot.

Subsequent to the June 12 meeting and prior to June 15, two HOAs have also submitted opt-out applications, including:

- Chestnut Hills (Groot)
- Burr Ridge Club (Groot)

It is our recommendation: that the recommendation of the Scavenger Franchise Agreement Sub-Committee to approve opt-out applications for the Homeowners' Associations listed above be approved.

B. Contract for Repair of Village Hall A/C Unit

The Village Hall air conditioning system was recently found to have substantial failures in key components during a routine cleaning and maintenance inspection. Public Works Operations Supervisor John Wernimont was immediately informed and witnessed the flaws in the Village Hall chiller system, for which our maintenance contractor has provided the attached quotation to complete the repairs.

The chiller at the Village Hall is currently operating with only one (1) of two compressor circuits, and the other remaining circuit has refrigerant leaks. The chiller system is designed to operate primarily on one compressor circuit but to alternate between the two or utilize both when temperatures demand additional cooling capacity. With one failed circuit and the remaining circuit already degrading, the system is prone to a break-down that would leave the building without air conditioning. This work is urgent but is not an emergency at this time, and it can be scheduled soon during a week without public meetings.

Our maintenance contract provides pre-determined labor and material rates that will be used to complete the repair at the most advantageous cost to the Village. The work can be completed in four days, so this project will also include rental of portable air-cooled air conditioners for the Village Hall offices. The

estimated cost for this project will not exceed \$16,934.00.

This expense is not included in the FY17-18 budget. However, we can defer or reduce the scope and costs of budgeted projects including HVAC modifications at the Police Department and replacement of the Public Works entry sign, which total to an estimated cost of \$24,000. Also, the project in progress to paint the Village Hall and Police Department is \$1,600 under budget. Therefore, adequate funds are available in the FY17-18 budget to incur the urgent expense for repairs to the Village Hall HVAC system.

It is our recommendation: that the Village Board authorize repairs to the Village Hall HVAC system using rates provided by the current HVAC Systems Maintenance Contract with Dynamic Heating & Piping Company, Crestwood, Illinois, in the amount not to exceed \$16,934.00.

C. Plan Commission Recommendation – Subdivision Fence (Burr Ridge Club)

Please find attached a letter from the Plan Commission recommending approval of a request by the Burr Ridge Club Homeowners Association for approval of a replacement subdivision fence and for variations from the Subdivision Ordinance to allow a solid fence located on interior lot lines. The Subdivision Ordinance requires approval by the Board of Trustees of all subdivision fences and restricts fences to arterial street lot lines and requires that subdivision fences be at least 50% open.

Burr Ridge Club is relatively unique in that it is one of only three subdivisions previously approved with gates AND with perimeter fences (Ambriance! and Fallingwater being the others). All three of these subdivisions include a combination of solid wood fences and decorative fences. The proposed fence for Burr Ridge Club replaces a solid wood fence and chain link fence with a combination of wood fencing and decorative fencing. The only concern from the Commission is that the wood fence be decorative on both sides rather than the style of fence that has a front and a back. The Commission recommends approval based on the relatively unique character of Burr Ridge Club and its existing fencing.

It is our recommendation: that the Board concurs with the Plan Commission and approve the subdivision fence (an Ordinance or Resolution is not typically done for a subdivision fence).

D. Plan Commission Recommendation – Appoint Jim Broline as Vice Chair

At its June 19, 2017 meeting, the Plan Commission approved a motion recommending the appointment of Commissioner Jim Broline as Vice Chairperson of the Plan Commission for a one year term. This is rotating position whose only responsibility is to chair meetings in the absence of the

Chairman. Commissioner Broline is the newest Plan Commission member and the only Commissioner who has not yet served as Vice Chair.

It is our recommendation: that the Board concurs with the Plan Commission and approve the appointment.

E. Contract for Plow Equipment Installation

Unit 31 was purchased by the Public Works Department in FY 2012-13 and is a heavy-duty one-ton pickup truck used primarily by the Forestry & Grounds Division. It currently is without a plow or salt spreader for use during snow and ice control operations, but it has the engine and weight capacity for plowing equipment. Adding a snow plow onto Unit 31 will expand the Department's capabilities and help to expedite snow removal on dead-end streets, cul-de-sac roads, and Village parking lots for which a larger vehicle's operation is inefficient.

The existing equipment and up-fitting on Unit 31 was provided and installed by Monroe Truck Equipment, of Joliet, Illinois. This is the only authorized installer of Monroe equipment, which has been installed on this truck and most others in the Department's fleet. Therefore, this prohibits obtaining additional quotes for installation of new equipment to the existing.

The attached quotation for this work from Monroe Truck Equipment is \$ 7,053.00, which is \$623 more than the FY17-18 budget of \$6,430 for this equipment. The existing light bar that provides conspicuity during nighttime operations has failed and will also be purchased for replacement as part of this project. Adequate funds are budgeted in the Equipment account, therefore the additional cost can be accepted without exceeding the FY17-18 budget.

It is our recommendation: that a contract for the installation of snow plow and related equipment on Unit 31 be awarded to Monroe Truck Equipment, of Joliet, Illinois, in the amount of \$ \$7,053.00.

F. Contract for Dump Truck Purchase

The FY17-18 Capital Equipment Replacement Budget includes the replacement of Unit 30, which is a 2004 GMC 6500 Lo-Pro dump truck with a snow plow. Repairs have totaled over \$7,000 in the past year on this 13-year-old truck, while its salt spreading conveyor system is no longer functioning and its dump bed is deteriorating with rust holes. This is a front-line truck in snow and ice operations, and is used year-round for material hauling and pavement patching repairs.

The Department of Public Works recommends that the Village utilize competitive bid prices obtained through the Suburban Purchasing Cooperative (SPC). SPC is a joint purchasing program of 144 municipalities and townships

in northeastern Illinois, and is sponsored in part by the DuPage Mayors & Managers Conference. SPC provides the benefits of intergovernmental cooperation by combining resources and purchasing power of local governments to jointly negotiate advantageous contract terms on high-quality products at the lowest possible price. The Village is eligible to participate and permitted by State law to use these bulk-discount prices awarded in SPC contracts.

The Department recommends that the Village replace Unit 30 with a 2017 Ford F-550 Super Duty truck including snow-fighting equipment. SPC awarded their contract for 2017 Ford trucks to Currie Motors of Frankfort, Illinois. Up-fitting of this truck will include installing the dump body, lights, salt spreading and anti-icing equipment, and snow plow.

A summary of costs to purchase the dump truck and snow plow from Currie Motors is detailed in the attached quotation and summarized below, which costs includes delivery, title, and license of the vehicle to Burr Ridge:

2017 Ford F-550 Super Duty 4x4 Regular Cab	\$ 46,878.00
Stainless dump body, plow, lights, chloride tanks, sprayer, and spreader:	\$ 67,184.00
<hr/>	
Total costs :	\$ 114,062.00

The total costs for this vehicle replacement are \$25,938 less than FY17-18 Capital Equipment Replacement Budget of \$140,000.

It is our recommendation: that a contract for the purchase of one (1) 2017 Ford F-550 Super Duty 4x4 dump truck with snow plow, salt spreading and anti-icing equipment, using Suburban Purchasing Cooperative contract prices from Currie Motors, of Frankfort, IL, in the amount not to exceed \$114,062.

G. Contract for Squad Car Equipment Installation

The FY 17-18 budget includes the replacement of three police vehicles and associated emergency equipment. The three new vehicles were delivered in May. The cost of the second police vehicle to be up-fitted is \$6,583.55. The total price of the installation includes \$1,795 labor and \$4,788.55 in equipment/ radio mounts, emergency warning equipment, and secure mobile storage vault. Public Safety Direct in Crestwood Illinois performs this specialized work for Burr Ridge Police vehicles.

Chief John Madden requests the approval of \$6,583.55 which is included in the FY 17-18 Budget.

It is our recommendation: that the request to purchase equipment to

up-fit the second of three new squad vehicles in the amount of \$6,583.55 be approved.

H. Reappoint Trustee Al Paveza Mayor's Alternate to DMMC

I. Appoint Evan Walter as Administrator's Alternate to DMMC

The DuPage Mayors and Managers Conference bylaws specify that each member municipality has two voting delegates, who are the mayor/president and the manager/administrator/or equivalent. The bylaws also allow each delegate to select an alternate who is allowed to vote at Conference Business Meetings in the absence of the delegate. Mayors/Presidents must designate a Village Board member as their Alternate Delegate. Managers/Administrators may designate any person as their alternate. The Alternate Voting Delegates must be renewed each fiscal year (May 1-April 30). I am recommending that Trustee Al Paveza be reappointed as the Mayor's Alternate Voting Delegate and that Assistant to the Administrator Evan Walter be appointed as the Administrator's Alternate Voting Delegate to the DuPage Mayors and Managers Conference for FY 2017-18.

It is our recommendation: that the recommendation to reappoint Trustee Al Paveza as the Mayor's Alternate Voting Delegate and that Assistant to the Administrator Evan Walter be appointed as the Administrator's Alternate Voting Delegate to the DuPage Mayors and Managers Conference for FY 2017-18 be approved.

J. Appoint J. Douglas Pollock as Representative on DU-COMM Board of Directors

Due to my upcoming retirement, the Village will need to appoint a new representative to the DU-COMM Board of Directors. Since Doug will be taking over the position of Village Administrator on July 1, it is appropriate that he be named to that position.

It is our recommendation: that the recommendation to appoint J. Douglas Pollock as Village Representative on the DU-COMM Board of Directors be approved.

K. Appoint J. Douglas Pollock as Delegate to IRMA

L. Appoint Evan Walter as Alternate Delegate to IRMA

Due to my upcoming retirement, the Village will need to appoint a new Delegate to the Intergovernmental Risk Management Agency (IRMA), our Workers Comp and Liability insurance pool. Doug has been the Alternate Delegate for a several years now and, since Doug will be taking over the position of Village Administrator on July 1, it is appropriate that he be named to the position of Delegate. In addition, Doug's appointment to Delegate leaves the position of

Alternate Delegate open. Doug and I recommend that Assistant to the Administrator Evan Walter be named as Alternate Delegate to IRMA.

It is our recommendation: that the recommendation to appoint J. Douglas Pollock as Delegate to IRMA and Evan Walter as Alternate Delegate to IRMA be approved.

M. Appoint J. Douglas Pollock as Representative to DuPage County Community Development Commission (CDC)

Due to my upcoming retirement, the Village will need to appoint a new representative to the DuPage County Community Development Commission (CDC). Since Doug will be taking over the position of Village Administrator on July 1, it is appropriate that he be named to that position.

It is our recommendation: that the recommendation to appoint J. Douglas Pollock as Village Representative to the DuPage County CDC be approved.

N. Road Closures. Sign Placements for Pedal the Parks Event

Enclosed is a letter from Jamie Janusz, Superintendent of Finance for the Burr Ridge Park District and Staff Liaison to the Burr Ridge Community Park Foundation, requesting approval of road closure on Madison Street from 94th to 97th from 9:00 a.m. to 11:00 a.m. and sign placements for the Foundation's Pedal the Parks fundraising event on Sunday, September 10, 2017. Temporary sign placement is requested at the following locations:

- MB Financial Bank, 83rd and Madison Streets (southwest corner)
- County Line Road and Burr Ridge Parkway (southwest corner)
- Madison Street and South Frontage Road (southeast corner)
- Gower Middle School

It is our recommendation: that the request from the Burr Ridge Community Park Foundation for road closure and installation of temporary signage for the Pedal the Parks Event in September be approved.

O. Flagg Creek Heritage Society Request for Donation

Enclosed is a letter from Linda Petrasek, Secretary of the Flagg Creek Heritage Society, requesting a contribution toward the continued operation of its museum. \$2,500 has been placed in the Hotel/Motel Tax Fund Budget for this purpose.

It is our recommendation: that the request from the Flagg Creek Heritage Society for a contribution toward operation of its museum in the amount of \$2,500 from the Hotel/Motel Tax Fund be approved.

P. Vendor List

Enclosed is the Vendor List in the Amount of \$438,440.32 for all Funds, plus \$213,753.65 for payroll, for a grand total of \$652,193.97 which includes Special Expenditures of \$13,772.10 to Kramer Tree Specialists for Imidacloprid soil injection in May; \$75,437.25 to State of Illinois Treasurer for the German Church Road Pathway Project.

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

REGULAR MEETING
PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

June 12, 2017

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of June 12, 2017 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 Straub

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was recited by the Board.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Mottl, Paveza, Mital, Snyder (via teleconference) Schiappa and President Straub. Also present were Village Administrator Steven Stricker, Police Chief John Madden, Public Works Director Dave Preissig, Community Development Director Doug Pollock, Assistant to the Administrator Evan Walter and Village Clerk Karen Thomas.

RESIDENT COMMENTS There were none.

CONSENT AGENDA – OMNIBUS VOTE After reading the Consent Agenda by President Straub, motion was made by Trustee Schiappa and seconded by Trustee Paveza 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 Schiappa, Paveza, Snyder, Mital, Mottl and Franzese

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

APPROVAL OF REGULAR BOARD MEETING MINUTES OF MAY 22, 2017 were approved for publication under the Consent Agenda by Omnibus Vote.

APPROVAL OF RECOMMENDATION TO AWARD CONTRACT FOR POLICE SQUAD CAR EQUIPMENT INSTALLATION The Board, under the Consent Agenda by Omnibus Vote, awarded the contract to Public Safety Direct, of Crestwood, Illinois, in the amount of \$8,463.77.

APPROVAL OF RECOMMENDATION TO AWARD CONTRACT FOR TREE REMOVAL The Board, under the Consent Agenda by Omnibus Vote, awarded the contract to Desiderio Landscaping, of Grant Park, Illinois, in the amount not to exceed \$66,673.00.

APPROVAL OF REQUEST FOR RAFFLE LICENSE FOR RAY GRAHAM ASSOCIATION AND HOSTING FACILITY LICENSE FOR BURR RIDGE VILLAGE

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
June 12, 2017

CENTER FOR CHARITY EVENT ON JUNE 11, 2017 The Board, under the Consent Agenda by Omnibus Vote, approved the request.

APPROVAL OF VENDOR LIST IN THE AMOUNT OF \$213,667.30 FOR ALL FUNDS, PLUS \$489,258.17 FOR PAYROLL, FOR A GRAND TOTAL OF \$702,925.47 WHICH INCLUDES SPECIAL EXPENDITURES OF \$86,777.28 TO SCHROEDER ASPHALT SERVICES FOR PAYMENT #1 ON THE 2017 ROAD PROGRAM AND \$22,956.35 TO BURR RIDGE BANK AND TRUST FOR PRINCIPAL AND INTEREST ON THE INSTALLMENT LOAN FOR THE COUNTY LINE ROAD/BURR RIDGE PARKWAY LANDSCAPE IMPROVEMENTS

The Board, under the Consent Agenda by Omnibus Vote, approved the Vendor list for the period ending June 12, 2017 in the amount of \$213,667.30 and payroll in the amount of \$489,258.17 for the period ending May 20, 2017 and June 3, 2017.

CONSIDERATION OF AN ORDINANCE DENYING A SPECIAL USE PURSUANT TO THE BURR RIDE ZONING ORDINANCE TO PERMIT OUTDOOR SALES OF AUTOMOBILES IN A GI GENERAL INDUSTRIAL DISTRICT (Z-06-2017: 16W260 83RD – ODEH)

Community Development Director Doug Pollock said this Ordinance denies a special use request for outside display of automobiles for the property at 16W260 83rd Street and was prepared per Board direction from the May 22 meeting.

Motion was made by Trustee Mottl and seconded by Trustee Schiappa to approve the Ordinance.

On Roll Call, Vote Was:

AYES: 6 – Trustees Mottl, Schiappa, Franzese, Paveza, Mital and Snyder

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

THIS IS ORDINANCE NO. A-834-11-17

CONSIDERATION OF AN ORDINANCE GRANTING A SPECIAL USE PURSUANT TO THE BURR RIDE ZONING ORDINANCE TO PERMIT INDOOR SALES OF AUTOMOBILES IN A GI GENERAL INDUSTRIAL DISTRICT (Z-06-2017: 16W260 83RD – ODEH)

Community Development Director Doug Pollock said this Ordinance grants a special use to permit indoor sales of automobiles at 16W260 83rd Street with the condition recommended by the Plan Commission and accepted by this Board at the May 22 meeting. The condition includes that all automobiles sold must meet specific sales value as follows:

- All automobiles sold must have a sale price of \$30,000 except that 15% may be sold for \$10,000 to \$29,999.
- 75% of all automobiles sold must have an average sales price of \$75,000.

Motion was made by Trustee Mottl and seconded by Trustee Mital to approve the Ordinance

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
June 12, 2017

On Roll Call, Vote Was:

AYES: 6 – Trustees Mottl, Mital, Schiappa, Franzese, Paveza and Snyder

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

THIS IS ORDINANCE NO. A-834-12-17

PRESENTATION OF EMERALD ASH BORER ANNUAL REPORT. Village Engineer Dave Preissig presented the Emerald Ash Borer, Management Program Annual Report. He said in 2008 the Emerald Ash Borer was detected in Burr Ridge, at that time the strategy was to contain and quarantine. In 2011 the Ash Borer was discovered Village wide and the strategy was changed to treatment of all parkway ash trees. He continued that the Village received a \$20,000 grant from the Metropolitan Mayor's Caucus and with the grant we developed an inventory of all parkway trees. A new plan was created to restrain the costs, help control the mortality, improve forest diversity and retain the neighborhood aesthetics. In March 2013, the Managed Decline Scenario began and treatments were prioritized by condition and size, selected trees were removed and re-planting was prioritized by location and need. He explained how the Ash trees are evaluated and the condition rating that is assigned to them. He said that in the last four years more than 1,125 Ash trees have been removed. In the current evaluation, the Arborist found 211 trees for immediate removal, the budget included 400 trees. He continued, that after the summer 2017 removal, there will be 720 ash trees remaining, none of which are hazardous even though they may look completely bare. He explained that the Village maintains an accelerated parkway tree planting which has been increased to 150 this year and will be planted by Public Works staff.

There was a brief discussion.

**CONSIDERATION OF ECONOMIC DEVELOPMENT COMMITTEE
RECOMMENDATION TO UPDATE THE ECONOMIC DEVELOPMENT PLAN FOR FY
17-18**

Village Administrator Steve Stricker presented the Economic Development Committee's recommendations for update to the Economic Development Plan that was approved last year. He said they reviewed the Plan, looked at the strategies and goals and made recommendations to remove items they considered completed and added the following new goals:

RETAIL 10: Encourage another Starbuck's to be built on the north end of the Village Center.

RESTAURANT 9: Encourage use of sun shades, in lieu of umbrellas, to compliment outdoor dining.

SUB-AREA 1.4: Conduct a traffic study at the entrance/exit of the Village Center off of Bridewell Drive to determine if the "No Left Turn" sign is still required.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
June 12, 2017

SUB-AREA 1.5: Conduct a traffic study to determine ways to alleviate traffic backup coming from the County Line Square Shopping Center onto Burr Ridge Parkway.

Trustee Franzese pointed out that the Plan Update should include a current picture of the Village Center, updated list of stores in the Village Center and County Line Square. He asked who would pay for the traffic studies for the plan update. Mr. Stricker said that, if the plan is approved, Staff will present the costs at a later meeting. In answer to Trustee Franzese, Mr. Stricker said that the Falls Event Conference Center has not been able to secure the necessary parking spaces from the adjacent office buildings and that they would want more events scheduled during the day which would increase the need for parking.

Motion was made by Trustee Franzese and seconded by Trustee Mital to approve the Economic Development Plan update.

On Roll Call, Vote Was:

AYES: 6 – Trustees Franzese, Mital, Paveza, Schiappa, Snyder and Mottl

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried.

OTHER CONSIDERATIONS Mr. Stricker reminded the new Trustees of the June 17 and June 29 workshops for New Trustees.

RESIDENT COMMENTS There were none.

REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS Trustee Franzese commented on the successful car show yesterday at the Village Center, 140 cars, great attendance, outstanding automobiles, great supporters and organization by Staff.

Trustee Mottl said he has been researching a zip code for Burr Ridge. He explained that if there was a favorable response from a Village Survey of the residents, then the post office would begin the internal review process. He said one zip code would help unify and keep the community together.

Mayor Straub thanked the Staff and Police Department for their work in conjunction with the Right Fit Run the Ridge and the Car Show.

NON-RESIDENTS COMMENTS Dolores Cizek, LaGrange, commented on the Western Suburban Concert Band, the \$10,000 donation by Howard Heil, the EAB Report and the lack of culture venues in Burr Ridge.

Regular Meeting
President and Board of Trustees, Village of Burr Ridge
June 12, 2017

ADJOURNMENT Motion was made by Trustee Schiappa and seconded by Trustee Franzese that the Regular Meeting of June 12, 2017 be adjourned to Closed Session to discuss Approval of Closed Session Minutes of February 27, 2017, Approval of Closed Session Minutes of March 14, 2017, Collective Bargaining Issues and Employment of Employee.

On Roll Call, Vote Was:

AYES: 6 – Trustees Schiappa, Franzese, Snyder, Paveza, Mottl and Mital

NAYS: 0 – None

ABSENT: 0 – None

There being six affirmative votes, the motion carried and the meeting was adjourned to a Closed Session to 7:43 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 _____, 2017.

RECONVENED REGULAR MEETING

PRESIDENT AND BOARD OF TRUSTEES,
VILLAGE OF BURR RIDGE, IL

June 12, 2017

CALL TO ORDER The Regular Meeting of the President and Board of Trustees of June 12, 2017 was reconvened at 8:48 p.m. with the same Trustees in attendance as immediately preceding the Closed Meeting from 7:48 p.m. to 8:47 p.m. (Trustee Snyder left the meeting at 8:05 p.m.)

RECONVENE REGULAR MEETING Motion was made by Trustee Franzese and seconded by Trustee Paveza that the Regular Meeting of June 12, 2017 be reconvened.

Motion carried by Voice Vote.

CONSIDERATION OF RECOMMENDATION TO APPROVE UNION CONTRACT FOR SERGEANTS AND CORPORALS Motion was made by Trustee Paveza and seconded by Trustee Schiappa to approve the union contract with M.A.P. for Sergeants and Corporals for May 1, 2017 to April 30, 2020 and that the Mayor be authorized to sign the agreement.

On Roll Call, Vote Was:

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

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the motion carried

There being no further business, Motion was made by Trustee Paveza and seconded by Trustee Schiappa that the Closed Meeting of June 12, 2017 be adjourned.

On Roll Call, Vote Was:

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

NAYS: 0 – None

ABSENT: 1 – Trustee Snyder

There being five affirmative votes, the Regular Meeting of June 12, 2017 was adjourned at 8:50 p.m.

Karen J. Thomas
Village Clerk
Burr Ridge, Illinois

Zachary Mottl
Village Clerk Pro-Tempore
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2017.

MINUTES
SCAVENGER FRANCHISE AGREEMENT
SUB-COMMITTEE
Meeting of June 12, 2017

CALL TO ORDER

The meeting was called to order by Chairperson Guy Franzese at 6:05 p.m.

ROLL CALL

Present: Chairperson Guy Franzese, Trustee Tony Schiappa and Trustee Al Paveza

Absent: None

Also Present: Village Administrator Steven Stricker, Community Development Director Doug Pollock, Assistant to the Administrator Evan Walter and Groot Industries Municipal Manager Frank Hillegonds

APPROVAL OF MINUTES

A **motion** was made by Trustee Tony Schiappa to approve the minutes of April 24, 2017. The motion was **seconded** by Trustee Al Paveza and **approved** by a vote of 3-0.

REVIEW OF OPT-OUT APPLICATIONS FROM HOAs

Village Administrator Steve Stricker stated that Homeowners Associations have until June 15 to request Board approval to opt-out of the Village's existing Franchise Agreement with Groot Industries. He stated that, to-date, the Village had received requests from seven Associations to opt-out. However, only one of the seven is not using Groot as its scavenger company. Administrator Stricker stated that Frank Hillegonds, of Groot Industries, and he had been working closely with Oak Creek Club and Burr Ridge Club to work out special arrangements that are unique to those Associations to allow Groot to provide service to these Subdivisions. He stated that Fieldstone Club has already requested the opt-out and that the Burr Ridge Club will not need an opt-out since they do not have a contract. He stated that he had prepared letters to send out after the Board approves the opt-outs on June 26 to the Savoy Club and to all the other Associations that are opting out but are using Groot.

Chairperson Guy Franzese stated that he felt the first letter is fine, but that he suggested that, in the second letter, a sentence or two be added to remind the Associations that they cannot solicit bids from any other company in the future.

Administrator Stricker passed out a letter from King Bruwaert House indicating that they use Groot and that they would be opting out of the Village's Franchise Agreement for Disposal Services. He stated that the Village could handle this as a normal opt-out or consider the property either a condominium facility, which is automatically excluded, or as a commercial facility. After some discussion, it was agreed that King Bruwaert should be treated as a condominium-type facility and that they would automatically be excluded from the Franchise Agreement.

After some discussion, a **motion** was made by Trustee Al Paveza to recommend to the Village Board that the requests from seven Associations to opt-out of the Village's existing Franchise Agreement with Groot be approved. The motion was **seconded** by Trustee Tony Schiappa and **approved** by a vote of 3-0.

GROOT FLYER TO RESIDENTS

Administrator Stricker stated that the Groot flyer should have been received by all residents late last week or early this week. He passed out additional copies of the flyer.

VILLAGE LETTER TO RESIDENTS

Administrator Stricker stated that a letter from the Village to the residents was sent out on Monday, June 12. Chairperson Franzese stated that there was one typo in the letter and that the word "the" should have been included in the first line.

Administrator Stricker asked if the Committee would be interested in taping the meeting on June 20 to place on the website. After some discussion, it was agreed that it was not necessary.

UPCOMING RESIDENT MEETINGS

Administrator Stricker reminded the Committee that resident meetings will be held on June 20 and July 12. He suggested that, due to his pending retirement, he not be involved in the June 20 meeting. He suggested that Chairperson Franzese begin the meeting and state the goals of the program, especially the cost savings and less wear and tear on Village streets, etc., followed by an overview of the program by soon-to-be Village Administrator Doug Pollock and an explanation of the recycling program, landscape waste program, special pickups, etc., by Frank Hillegonds, of Groot Industries. After some discussion, it was agreed that this approach should be used. Chairperson Franzese suggested that a new PowerPoint slide presentation be prepared and that he would like to review it before it is finalized.

Trustee Al Paveza suggested that the issue of the new scavenger contract be added to the Board agenda for its second meeting in July to remind residents of the new program.

Chairperson Franzese indicated that he received a letter from Mr. Morton, President of the Lake Ridge HOA, opposing the franchise agreement and requesting other Homeowners Associations join him in his opposition. In response to a question from Chairperson Franzese, Administrator Stricker stated that he received no letters of opposition to-date.

Frank Hillegonds stated that he had not heard yet from Chestnut Hills and that he was unsure what that Subdivision is going to do. Administrator Stricker stated that he would call the HOA president to find out.

ADJOURNMENT

There being no further business, a **motion** was made by Trustee Al Paveza to adjourn the meeting. The motion was **seconded** by Trustee Tony Schiappa and **approved** by a vote of 3-0. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Stricker', written in a cursive style.

Steven Stricker
Village Administrator

SS:bp

PLAN COMMISSION/ZONING BOARD OF APPEALS
VILLAGE OF BURR RIDGE
MINUTES FOR REGULAR MEETING OF
JUNE 19, 2017

I. 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: 7 – Stratis, Hoch, Grunsten, Praxmarer, Broline, Scott, and Trzupek

ABSENT: 0 – None

Also present was Community Development Director Doug Pollock, Assistant to the Village Administrator Evan Walter, and Trustee Joe Snyder.

II. APPROVAL OF PRIOR MEETING MINUTES

A **MOTION** was made by Commissioner Praxmarer and **SECONDED** by Commissioner Scott to approve the minutes of the May 15, 2017 Plan Commission meeting.

ROLL CALL VOTE was as follows:

AYES: 5 – Stratis, Praxmarer, Broline, Scott, and Trzupek

NAYS: 0 – None

ABSTAIN: 2 – Grunsten, Hoch

MOTION CARRIED by a vote of 5-0.

At this time, Mr. Pollock introduced Evan Walter to the Plan Commission and discussed that he would be taking on some of the staff work involved with the Commission.

III. PUBLIC HEARINGS

Chairman Trzupek confirmed all those wishing to speak during the public hearing on the agenda for tonight's meeting.

Z-07-2017: 208 Burr Ridge Parkway (Halleran/County Wine Merchant); Special Use, Text Amendment, and Findings of Fact.

As directed by Chairman Trzupek, Mr. Pollock described this request as follows: The petitioner requests two special use approvals and a text amendment; a special use was granted for this business in 2008 under the classification of "Wine Boutique and ancillary wine tasting". That special use category was added concurrent with the 2008 special use approval. In 2011, the Village amended that category and the petitioner was granted a special use for a "Wine Boutique with ancillary service of wine and beer by the glass and with service of pre-packaged food for consumption on-site". Both the 2008 and 2011 approvals were subject to several conditions and as per other regulations of the Zoning Ordinance, required that the business comply with the hours

of operation for a retail business. At this time, petitioner is asking to expand the definition of the classification of this category to include live entertainment (Wine Boutique with live entertainment); the petitioner is also asking for an extension of their hours to coincide with restaurants in County Line Square, which includes midnight (Sunday-Wednesday), 1 a.m. (Thursday), and 2 a.m. (Friday-Saturday). The current zoning ordinance allows any business to request extending their hours in the B-1 and B-2 Districts. They have been operating with the extended hours due to a conflict between the liquor code and the zoning code, in which the liquor code allowed them to stay open later than the zoning code permitted.

Chairman Trzupek asked the petitioner to make their presentation.

Gene Halleran summarized his request. He said that their potential closing time of 10 p.m. is difficult because they have a difficult time getting customers to leave at what he felt was an early time. He also said that live entertainment is a benefit to the customers and adds to his business.

Chairman Trzupek asked for public comments and questions.

John Bittner, 2 Hidden Lake Drive, said that he has met Gene and has frequented County Wine Merchant on several occasions. He recommends that the Plan Commission approve his request.

Alice Krampits, 7515 Drew, asked when the live entertainment usually stops in the evening. She then asked what kind of music is played and if residents can hear it.

Mr. Halleran said that music generally stops before close of business. He also mentioned that the music consists of a one or two-person band with an acoustic guitar or keyboard to provide background atmosphere.

Chairman Trzupek said that one of the conditions would be that live entertainment would be limited to one- or two-person acoustic bands.

Chairman Trzupek asked for comments and questions from the Plan Commission.

Commissioner Scott asked for clarification regarding the code, specifically about other businesses that serve alcohol but close at 10 p.m., in trying to define what the use of County Wine Merchant is. Mr. Pollock said that it would be somewhere in the middle and referred to the text for the special use in the current ordinance.

Commissioner Scott said that he was concerned about setting a precedent for other retail businesses by allowing the use as to whether they were a bar, restaurant, etc. Mr. Halleran said that they only serve pre-packaged foods and is not competing with the neighboring restaurants in terms of food.

Chairman Trzupek said that a precedent wouldn't be set because they were discussing a special use at a specific address.

Commissioner Praxmarer asked about Capri's hours and whether there would be any conflict. Mr. Pollock said that Capri currently operates on hours that County Wine Merchant is requesting.

Commissioner Broline asked Mr. Halleran to characterize the clientele of County Wine Merchant. Mr. Halleran said that the demographics of Burr Ridge are his normal client.

Commissioner Grunsten said that event planning at the Village Center is a concern and that County Wine Merchant provides a means to alleviate those concerns.

Commissioner Hoch clarified the Findings of Fact as to when live entertainment would be permitted. Mr. Pollock noted that the conditions recommended by staff should state that live entertainment would be permitted on Friday and Saturday if approved.

Commissioner Hoch asked why the petitioner was limiting their request for live entertainment to Friday and Saturday. Mr. Halleran said that he would prefer allowing other days of the week for live entertainment but is trying to work with the Village.

Commissioner Hoch asked why there would be no tapped beer at this location. Mr. Pollock said that it is an artifact from the 2011 approval.

Commissioner Stratis said that the condition of not permitting tapped beer is that the Village did not want it converting into a bar.

Commissioner Stratis asked if any nearby tenant or resident objected to this. Mr. Pollock said that no objections had been received by staff.

Commissioner Stratis asked where entertainment is usually set up. Mr. Halleran said that a small space at the front of the facility is usually reserved for musicians with no stage.

Commissioner Stratis asked what the occupancy limit was for the building. Mr. Halleran said that on a typical Friday night they get about 40 customers. Mr. Pollock said that the fire department independently established an occupancy limit.

Chairman Trzupek asked if the text amendment would be for the live entertainment. Mr. Pollock said the text amendment would add to their special use "and live entertainment." Chairman Trzupek asked if the text amendment would expand the liquor policy. Mr. Pollock said that this is the first non-restaurant to be permitted to have extended hours and that it extended our policy.

Chairman Trzupek said that he wanted to be sure that the Plan Commission was not setting a precedent. Mr. Pollock said that no precedent would be set, as the special use is only permitted for this owner at this location.

Commissioner Hoch asked if the Commission wanted to define live entertainment. Chairman Trzupek said that the conditions are defined in the proposed text amendment.

Chairman Trzupek said if we include businesses that sell alcoholic beverages as a primary part of the business then it sounds like a bar. He clarified by saying that if alcoholic beverages are a part of the business but the retail sales of carryout is the primary part, it is not a bar.

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

At 7:54 p.m. a **MOTION** was made by Commissioner Grunsten and **SECONDED** by Commissioner Scott to close the hearing for Z-07-2017.

ROLL CALL VOTE was as follows:

AYES: 7 – Grunsten, Scott, Stratis, Hoch, Praxmarer, Broline, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Hoch to recommend that the Board of Trustees approve a text amendment to Section VIII.B.2.nn of the Zoning Ordinance to revise the classification for Wine Boutique to read as follows: "Wine

Boutique with ancillary service of wine and beer by the glass, with service of pre-packaged food for consumption on-site, and with live entertainment” as a special use in the B-1 District.

ROLL CALL VOTE was as follows:

AYES: 7 – Stratis, Hoch, Grunsten, Praxmarer, Broline, Scott, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Hoch to adopt two special use approvals as per Sections VIII.B.2.p and the amended VIII.B.2.nn of the Burr Ridge Zoning Ordinance to extend the permitted hours of operation for a Wine Boutique to match the permitted hours for restaurants in the Business Districts and permitting live entertainment seven days per week subject to the following conditions:

- A. The terms and conditions from the prior special use approval (Ordinance #A-834-02-11) shall continue; said conditions being:
 - 1. Seating shall be limited to four tables with a maximum of 16 chairs plus 8 seats at the bar.
 - 2. There shall be no service of tapped beer.
 - 3. The establishment must provide the sale of pre-packaged food such as cheese, meats and crackers at all times that service of wine and beer is provided.
- B. The special use permit shall be limited to Halcorp, Inc. and shall expire at such time that Halcorp, Inc. no longer operates the business at 208 Burr Ridge Parkway.
- C. Live entertainment shall be limited to a 1 or 2 person band (for example, acoustic guitars and keyboards) and karaoke.

ROLL CALL VOTE was as follows:

AYES: 7 – Stratis, Hoch, Grunsten, Praxmarer, Broline, Scott, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

IV. CORRESPONDENCE

There was no discussion on correspondence.

V. OTHER CONSIDERATIONS

PC-02-2017: Subdivision Fence Approval and Variations; Burr Ridge Club

Mr. Pollock summarized the request of the Burr Ridge Club. He clarified that the Zoning Ordinance treats residential fences on a single lot differently than subdivision fences. He said that Burr Ridge Club is seeking approval of a subdivision fence around the perimeter as well as two variations; the first allowing the subdivision fence to be located on an interior lot, the second allowing a portion of the fence to be solid rather than 50% open. Mr. Pollock noted that Burr Ridge Club is one of several subdivisions in the Village that is gated and currently surrounded by fencing. Mr. Pollock also made a staff recommendation that the fence be two-sided in lieu of the proposed stockade fence.

Chairman Trzupek asked for clarification that the current fence was approved to be there. Mr. Pollock said that it was.

Chairman Trzupek asked for public comments and questions. None were offered.

Chairman Trzupek asked for comments and questions from the Plan Commission.

Commissioner Stratis asked how a two-sided fence works. Mr. Pollock said that it would ultimately be up to the petitioner to choose a two-sided fence in the style they preferred and that many styles are available.

Commissioner Scott asked why the petitioner is trying to install a solid fence instead of chain link. Mr. Pollock said that chain link is not permitted by the Zoning Ordinance.

Commissioner Scott said that aluminum fence is going up at the front of the property and asked if that is a cost issue. Bill Rybek, 502 Burr Ridge Club Drive, stated that cost is a factor, but also said that a solid fence is more secure, as the County Line Road portion of their subdivision is monitored by the guard at their property.

Chairman Trzupek said that given the layout the fence will be seen from more than just the petitioner's location, that they recommend the fence be two-sided.

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Praxmarer to adopt a recommendation to replace the existing fence with two variations; to allow the fence to be located on the interior lot line and that it be replaced with a an aluminum fence on County Line Road and a solid shadow-box type fence on other portions.

ROLL CALL VOTE was as follows:

AYES: 7 – Scott, Praxmarer, Stratis, Hoch, Grunsten, Broline, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

PC-03-2017: Annual Appointment of Plan Commission Vice Chairperson

Chairman Trzupek nominated Commissioner Broline to serve as Vice Chairperson for the Plan Commission for 2017-18.

A **MOTION** was made to nominate Commissioner Broline as Vice Chairperson for 2017-18.

ROLL CALL VOTE was as follows:

AYES: 7 – Stratis, Hoch, Grunsten, Praxmarer, Broline, Scott, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

PC-04-2017: DuPage County ZBA Hearing; Z17-028; Lorig Construction Co.; 9900 S. Route 83, Lemont, IL

Mr. Pollock summarized the matter as a conditional use before the DuPage County Zoning Board of Approvals. The property lies approximately 2000 feet south of the Village borders and the use is for an asphalt batching plant. Since the use exists outside of the Village's jurisdiction, the Village can request that DuPage County confirm that the use complies with the Village's performance standards for manufacturing uses. Staff recommends that the Plan Commission forward to the Village Board a recommendation to authorize a resolution indicating objection to the use unless they can demonstrate full compliance with the Village's performance standards.

Chairman Trzupek asked the petitioner if they wanted to submit any comments.

Jason Doran said that he was an attorney representing the petitioner, Lorig Construction. He said that they had previously filed with DuPage County but were continued and have a letter from Burr Ridge on file stating that they should comply with the Village's performance standards. He said that they had engaged experts to conduct analyses to determine that the use would comply with the Village's performance standards, and that they anticipate obtaining a report of their analyses by the end of the week.

Chairman Trzupek asked why the Village is being asked to comment on this if it is outside of the Village's jurisdiction. Mr. Pollock said that requests like this are rare and that staff will bring it to the attention of governing bodies in the Village if they feel that it is important to authorize a resolution for or against such a request.

Chairman Trzupek asked if staff wanted the Plan Commission to draft a recommendation to the Village Board to object to the proposed use based on non-compliance. Commissioner Stratis said concerns include emissions, vibrations, and noise.

Chairman Trzupek asked if Burr Ridge's standards are stricter than the County's. Commissioner Stratis said that generally speaking communities are stricter than the County in terms of performance standards.

Mr. Doran said that the recommendation depended on compliance with Burr Ridge's performance standard, not non-compliance. He said there is no finding of non-compliance at this time. Mr. Pollock said that the recommendation would be to object to the approval of the conditional use unless and until it is proven that the use will comply with our performance standards.

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Praxmarer to adopt a recommendation to the Village Board objecting to the conditional use until compliance with the Village's performance standards has been demonstrated.

ROLL CALL VOTE was as follows:

AYES: 7 – Scott, Praxmarer, Stratis, Hoch, Grunsten, Broline, and Trzupek

NAYS: 0 – None

MOTION CARRIED by a vote of 7-0.

VI. FUTURE SCHEDULED MEETINGS

Mr. Pollock said the filing deadline for the July 17, 2017 has passed, but a meeting is still scheduled. No filings had been made for the August 7, 2017, meeting.

VII. ADJOURNMENT

A **MOTION** was made by Commissioner Stratis and **SECONDED** by Commissioner Praxmarer to **ADJOURN** the meeting at 8:20 p.m. **ALL MEMBERS VOTING AYE**, the meeting was adjourned at 8:20 p.m.

Respectfully

Submitted:

Evan Walter, Assistant to the Village Administrator

ORDINANCE NO. A-661- -17**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**"; and

WHEREAS, the President and Board of Trustees intend, by the adoption of this Ordinance, to incorporate changes into said 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 revisions to the Personnel Manual only of "**The Village of Burr Ridge Personnel Manual**", attached hereto and made a part hereof as **EXHIBIT A.**

Section 2: 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.

Section 3: 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 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.

ADOPTED this 26th day of June, 2017, 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 June, 2017, by the President of the Village of Burr Ridge.

Village President

ATTEST:

Village Clerk



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

M E M O

TO: Mayor and Board of Trustees
FROM: Steven Stricker, Village Administrator
DATE: June 26, 2017
SUBJECT: **Revised Personnel Manual**

Listed below are the proposed revisions to the Village of Burr Ridge Personnel Manual:

ARTICLE II (GENERAL EMPLOYMENT CONDITIONS)

1. Page 11, Section XIV – Gratuities

Paragraph F: Flowers for Death/Illness – added inclusion of “step” family members.

ARTICLE III (MERIT AND COMPENSATION)

2. Page 16, Section II – Definitions

Deleted “Planner” from and added “Communications and Public Relations Coordinator” to list of employees not eligible for overtime pay.

3. Page 23, Section VII – Overtime

In paragraph 3, added “sick days” considered as hours worked. Deleted last sentence of that paragraph.

4. Page 24, Section VIII – Compensatory Time in Lieu of Overtime

In 6th bullet point, added “no limit in the amount of compensatory hours that can be used in any one fiscal year” and deleted the remainder of that sentence.

5. Page 24, Section IX – Longevity Bond

Added 30th and 35th employment anniversaries as eligible for \$1,000 longevity bond.

6. Page 25, Section XII – Record Keeping and Pay Periods

Paragraph C: Deleted entire paragraph regarding requesting an advance paycheck if pay day falls within an employee's authorized leave. Now that all paychecks are direct deposited, this is no longer applicable.

ARTICLE IV (LEAVES)

7. Page 31, Section IV – Sick Leave

Paragraph D: Changed "non-union employees" to "all employees" may use sick time for illness, injury or medical appointments of relatives and deleted the restriction of "residing in the home of the employee."

Paragraph F: Changed "non-union employees" to "all employees" may use sick leave to doctor and dentist visits of the employee and relatives and deleted the restriction of "residing in the home of the employee."

8. Page 41, Section X – New Section – Child Bereavement Leave

Added new section to comply with State "Child Bereavement Leave Act" (P.A. 099-0703) to provide employees up to 10 days of unpaid leave for the death of a child and up to six weeks of unpaid leave for the death of a second child in a 12-week period.

Subsequent Section numbers in Article IV re-numbered accordingly.

ATTACHMENTS

9. Page 63, Attachment #1 – replaced with updated Salary Schedule effective May 1, 2017.
10. Page 65, Attachment #3 – deleted, due to elimination of Advanced Check Request section as noted in Item 6 above.
11. Page 66, Attachment #4 – replaced with updated PAR form.
12. Page 67, Attachment #5 – replaced with updated Request for Leave form.

SS:bp

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, including "step" family members. **(Added 7-03) (Revised 6-17)**

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. 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.

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 6-17:**

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

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.

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 (OR see Attachment #1).

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 a job description are to be prepared by the responsible department head. The questionnaire and job description are 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)**

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 Village Employees

Village employees are eligible for two types of pay increases - annual merit increases 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)**

Merit increases are pay increases within the pay range, whereas promotion increases are granted when employees move from one pay grade and range to another. 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 composed of two components - a merit increase which is based upon the employees' annual evaluation and the amount of the annual range adjustment. Based upon their evaluation rating, employees will be eligible for a merit increase to be determined on an annual basis by the Village Board. **(Revised 2-08)**

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 the annual range adjustment is made by the Village Administrator and is 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.

B. **Employees at Pay Range Maximum**

If an employee 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)**

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

Each March, department heads and/or supervisors are to appraise the performance of their employees. In April, the Village Administrator determines individual merit increases for all employees, based upon the evaluation rating and the approved range adjustment. Most of the merit increases planned for these employees will become effective in early May. The annual cycle is explained in more detail below.**(Revised 2-94)**

Each Year

On or By:

January 15

The Following Occurs

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 (see Attachment #2) (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 1st pay period In May	The revisions to the pay ranges, if any, become effective. Most of the merit increases for employees become effective. (Revised 2-96)
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)**

E. Unacceptable Performers

Merit increases may be delayed for up to three months for employees whose performance is considered to be 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 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 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)**

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

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

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 28 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, personal days, vacation days, sick days and 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 6-17)**

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)**

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, with no limit in the amount of compensatory hours that can be used in any one fiscal year ~~and non-union employees may not use more than 60 hours of compensatory time in any one fiscal year.~~ **(Revised 2-08) (Revised 6-17)**
- 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 Bond**

All full-time permanent 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 fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth and thirty fifth years of employment. **(Revised 6-17)** 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)**

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**

~~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 (see 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)** **(Revised 6-17)**~~

D. **Status Change**

Payroll and status changes shall only be made after execution of a Personnel Action Report form approved by the Village Administrator (see attachment #4). 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 recognized holidays and one half-day recognized holiday 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 #5). **(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 (see attachment #5). **(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, per the Illinois Employee Sick Leave Act (P.A. 099-0841), all ~~non-union~~ employees may also use sick time for illness, injury or medical appointments of a spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, step child, domestic partner or other relative(s). ~~residing in the home of the employee.~~ **(Revised 2-08) (Revised 6-17)** 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. ~~All Non-union~~ employees may use sick leave for employee doctor and dentist visits and for doctor and dentist visits for the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, step child, domestic partner or other relative(s) ~~residing in the home of the employee.~~ ~~caring for illnesses of relative(s)~~ **(Added 7-03) (Revised 2-08) (Revised 6-17)**

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 Service member - 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 service member in the line of duty that renders the service member medically unfit to perform the duties of his or her office, grade, rank or rating. “Outpatient status,” means the service member 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 service member.

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

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

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

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

However, the covered service member 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 service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. The Village may require an employee to provide confirmation of the family relationship to the covered service member.

The Village may also require certification of the service member’s illness or injury using Form WH-385 (available from Village Administrator) that must be completed by the employee or covered service member 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 service member 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 service member 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 service member 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 service member, 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 service members or to care for the same service member 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 (see attachment #5), 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 (see attachment #5) 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 (see attachment #5). (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, ~~or~~ grandfather, grandson, ~~or~~ granddaughter and "step" family members of both the employee and the employee's spouse. (Revised 2-08) (Revised 6-17)

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 #5) 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. **Child Bereavement Leave**

In accordance with the State "Child Bereavement Leave Act" (P.A. 099-0703), employees will be provided up to 10 days of unpaid leave for the death of a child and up to six weeks of unpaid leave for the death of a second child in a 12-week period. (Added 6-17)

XI. **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)

XII. **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 on the employee's final day of full-time Village employment. 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. However, any money left over in the FSA account at the end of the year is NOT returned to the employee, so you must be careful to deduct only what you

are confident will be spent during the specified 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)**

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 (see Attachment #6). **(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 (see Attachment #7). **(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. See Chapter 2, Article XVI, of the Municipal Code for provisions contained in the Local Government Travel Expense Control Act. **(Revised 12-16)**

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. Entertainment and alcoholic beverages are not eligible expenses. Gratuities are reimbursable above the amounts allowed but cannot exceed 15% for any receipt. No accumulation to other meals or days is allowed. **(Revised 12-16)**

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:

- answer the telephone
- mail or supply pick-up
- supply ordering
- filing
- copying
- 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:

Doug Pollock, Village Administrator
ADA Coordinator
Village of Burr Ridge
7660 S. County Line Road
Burr Ridge, Il.
Ph.: (630) 654-8181, ext. 2000
Email: dpollock@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.

VILLAGE OF BURR RIDGE SALARY SCHEDULE FOR FY 2017-2018
EFFECTIVE MAY 1, 2017

RANGE	TITLE	5/1/17 MINIMUM	5/1/17 MIDPOINT	5/1/17 MAXIMUM
103A	Receptionist Receptionist (PT)	\$36,717 \$14,108	\$43,160 \$16,583	\$49,603 \$19,059
104	Police Data Clerk I Police Data Clerk (PT) General Utility Worker I General Utility Worker I (PT) Meter Reader (PT)	\$38,805 \$14,910 \$41,330 \$16,873 \$16,873	\$45,637 \$17,535 \$48,537 \$19,815 \$19,815	\$52,468 \$20,160 \$55,744 \$22,757 \$22,757
105	Principal Office Clerk Accounting Clerk Administrative Secretary Acct Clerk/Admin Secretary (PT)	\$42,631 \$42,631 \$42,631 \$16,380	\$51,103 \$51,103 \$51,103 \$19,635	\$59,574 \$59,574 \$59,574 \$22,890
105A	Police Data Clerk II Building & Zoning Assistant	\$45,180 \$45,180	\$54,198 \$54,198	\$63,217 \$63,217
106	Executive Secretary Communications/PR Coordinator General Utility Worker II	\$47,731 \$47,731 \$47,715	\$57,297 \$57,297 \$57,283	\$66,861 \$66,861 \$66,851
107	Water Operator	\$52,624	\$64,470	\$76,315
107A	Police Officer	\$63,130	\$77,334	\$91,536
108A	Assistant Finance Director Crew Leader/Supervisors PW Operations Supervisor	\$60,073 \$60,073 \$60,073	\$73,591 \$73,591 \$73,591	\$87,108 \$87,108 \$87,108
108B	Police Corporal	\$68,195	\$83,541	\$99,846
110	Project Engineer Code Inspector (PT)	\$65,950 \$16,105	\$80,798 \$19,556	\$95,645 \$23,007
110A	Police Sergeant Assistant to the Administrator	\$75,591 \$75,591	\$92,614 \$92,614	\$109,631 \$109,631
112	Deputy Chief of Police	\$83,507	\$102,406	\$121,304
114	Finance Director Community Development Director	\$89,814 \$89,814	\$110,998 \$110,998	\$132,182 \$132,182
114A	Police Chief Public Works Director	\$94,305 \$94,305	\$116,548 \$116,548	\$138,795 \$138,795
116	Village Administrator	\$128,344	\$146,672	\$165,000

**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. **(Revised 6-17)**

VILLAGE OF BURR RIDGE PERSONNEL ACTION REPORT

☐ Original - Adm Personnel file / white
☐ Dept Head Copy / yellow
☐ Finance Copy / pink
☐ Employee Copy / orange

EMPLOYEE NAME: _____		EMPLOYEE # _____
ADDRESS: _____		DRIVERS LIC. # _____
CITY, STATE, ZIP: _____		SOC. SEC. # _____
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: _____		_____ %
DEPARTMENT HEAD: _____		_____ %

APPOINTMENT: Hire Date: _____

<input type="checkbox"/> Full-Time Status	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-Time Status	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-exempt

Qualified Pension? ☐ Yes ☐ No

Pay Rate: \$ _____ / Hour

\$ _____ / Annual O/T Rate: \$ _____ / Hour

PERSONNEL STATUS CHANGE: Effective Date: _____

<input type="checkbox"/> Pay Increase	<input type="checkbox"/> Suspension	<input type="checkbox"/> COLA Increase	<input type="checkbox"/> Transfer To _____
<input type="checkbox"/> Promotion	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Demotion	<input type="checkbox"/> MERIT Increase
<input type="checkbox"/> Pay Change: \$ _____ / Hour	<input type="checkbox"/> Longevity Pay	<input type="checkbox"/> Anniv. Vacation Accrual	<input type="checkbox"/> Police Range Adjustment
\$ _____ / Annual	O/T Rate: \$ _____ / Hour	<input type="checkbox"/> Union Dues: \$ _____	<input type="checkbox"/> Police Anniversary Step Increase

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"/> <input type="checkbox"/> Personal Leave <input type="checkbox"/> <input type="checkbox"/> Sick Leave <input type="checkbox"/> <input type="checkbox"/> Leave of Absence w/o Pay* <input type="checkbox"/> <input type="checkbox"/> Jury Duty/Court Attendance <input type="checkbox"/>	<input type="checkbox"/> Death in Immediate Family Leave <input type="checkbox"/> <input type="checkbox"/> Personal Necessity Leave w/o Pay* <input type="checkbox"/> <input type="checkbox"/> Medical/Disability Leave* <input type="checkbox"/> <input type="checkbox"/> Other* <input type="checkbox"/> <p style="text-align: center;">* Explanation Required.</p>
---	---

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



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

6B & C Michael Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Village Administrator

June 20, 2017

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: Z-07-2017; 208 Burr Ridge Parkway (County Wine Merchant)

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to approve a request by Halcorp, Inc. d/b/a County Wine Merchant for special use approval as per Section VIII.B.2.p of the Burr Ridge Zoning Ordinance to extend the permitted hours of operation for a Wine Boutique beyond the permitted 10 pm closing time and requests a text amendment and special use approval as per Section VIII.B.2.nn of the Zoning Ordinance to permit said Wine Boutique with live entertainment..

After due notice, as required by law, the Plan Commission held a public hearing on June 19, 2017. The petitioner has been in business at this location since 2008. Due to a conflict between the liquor code and Zoning Ordinance, the business has been allowed to remain open beyond the hours permitted by the Zoning Ordinance. This petition seeks to rectify that conflict by extending the hours to match the hours allowed for restaurants. The petition also seeks to add limited live entertainment as a permitted use along with the Wine Boutique.

There were a few residents in attendance in support of the special use approval. The Plan Commission concluded that the business has operated as a benefit to the community and without any adverse impacts on surrounding properties.

After due consideration, the Plan Commission, by a vote of 7 to 0, ***recommends that the Board of Trustees approve*** an amendment to Section VIII.B.2.nn of the Zoning Ordinance to revise the classification of Wine Boutique as follows "Wine Boutique with ancillary service of wine and beer by the glass, with service of pre-packaged food for consumption on-site, and with live entertainment" and to grant special use approvals as per Section VIII.B.2.p as amended to extend the permitted hours of operation for a Wine Boutique to match the permitted hours for restaurants in the Business Districts and permitting live entertainment seven days per week subject to the following conditions:

- A. The terms and conditions from the prior special use approval (Ordinance #A-834-02-11) shall continue; said conditions being:
 - 1. Seating shall be limited to four tables with a maximum of 16 chairs

plus 8 seats at the bar.

2. There shall be no service of tapped beer.
 3. The establishment must provide the sale of pre-packaged food such as cheese, meats and crackers at all times that service of wine and beer is provided.
- B. The special use permit shall be limited to Halcorp, Inc. and shall expire at such time that Halcorp, Inc. no longer operates the business at 208 Burr Ridge Parkway.
- C. Live entertainment shall be limited to a 1 or 2 person band (for example, acoustic guitars and keyboards) and karaoke.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:JDP/mm
Enclosures

ORDINANCE NO. A-834-____-17

AN ORDINANCE AMENDING SECTION VIII.B.2.nn OF THE BURR RIDGE ZONING
ORDINANCE TO REVISE THE SPECIAL USE LISTING FOR WINE BOUTIQUE TO
INCLUDE LIVE ENTERTAINMENTZ-07-2017: Text Amendment B-1 District (County Wine Merchant)

WHEREAS, an application for a text amendment to the Village of Burr Ridge Zoning Ordinance 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 text amendment on June 19, 2017 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 Doings Weekly, 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 text amendment to the Burr Ridge Zoning Ordinance, 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 the proposed text amendment 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 recommendation is to amend Section VIII.B.2.nn of the Zoning Ordinance to revise the current listing to read "Wine Boutique with ancillary service of wine and beer by the glass, with service of pre-packaged food for consumption on-site, and with live entertainment" in the list of special uses in the B-1 District.
- B. That the amendment described more fully in Section 3 hereof is consistent with the purpose and intent of the Zoning Ordinance.

Section 3: That Section VIII. B.2.nn of the Zoning Ordinance be and is hereby amended to revise the current listing to read "Wine

Boutique with ancillary service of wine and beer by the glass, with service of pre-packaged food for consumption on-site, and with live entertainment" in the list of special uses in the B-1 District.

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 June, 2017, 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 June, 2017.

Village President

ATTEST:

Village Clerk

ORDINANCE NO. A-834-____-17

AN ORDINANCE GRANTING SPECIAL USE APPROVALS PURSUANT TO THE
BURR RIDGE ZONING ORDINANCE TO EXTEND THE HOURS OF OPERATION
AND TO PERMIT LIVE ENTERTAINMENT FOR A WINE BOUTIQUE

(Z-07-2017: 208 Burr Ridge Parkway - County Wine Merchant)

WHEREAS, an application for a special use 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 June 19, 2017 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 Doings Weekly, 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 208 Burr Ridge Parkway, Burr Ridge, Illinois, is Halcorp, Inc. d/b/a County Wine Merchant (hereinafter "Petitioner"). The Petitioner requests special use approvals as per Sections VIII.B.2.p to extend the permitted hours of operation for a Wine Boutique to match the permitted hours for restaurants in the Business Districts and permitting live entertainment.
- B. That the business is not adjacent to any residences and the late hours will not impact any adjacent properties.

C. That this business has operated at this location since 2008 without any negative impacts on the surrounding area.

Section 3: That special use approvals as per Sections VIII.B.2.nn to extend the permitted hours of operation for a Wine Boutique to match the permitted hours for restaurants in the Business Districts and permitting live entertainment ***are hereby granted*** for the property commonly known as 208 Burr Ridge Parkway and identified by the Permanent Real Estate Index Numbers (PIN) of: **18-30-301-001** and **18-30-305-003**

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

A. The terms and conditions from the prior special use approval (Ordinance #A-834-02-11) shall continue; said conditions being:

1. Seating shall be limited to four tables with a maximum of 16 chairs plus 8 seats at the bar.

2. There shall be no service of tapped beer.

3. The establishment must provide the sale of pre-packaged food such as cheese, meats and crackers at all times that service of wine and beer is provided.

B. The special use permit shall be limited to Halcorp, Inc. and shall expire at such time that Halcorp, Inc. no longer operates the business at 208 Burr Ridge Parkway.

C. Live entertainment shall be limited to a 1 or 2 person band (for example, acoustic guitars and keyboards) and karaoke.

D. That the hours of operation shall comply with the hours permitted for restaurants as per Section VIII.A.11.c of the Zoning Ordinance.

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 June, 2017, 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 June, 2017.

Village President

ATTEST:

Village Clerk

RESOLUTION NO. R- -17

**RESOLUTION ADOPTING THE PREVAILING WAGE RATES
FOR LABORERS, WORKERS AND MECHANICS EMPLOYED IN
PUBLIC WORKS OF THE VILLAGE OF BURR RIDGE
COOK AND DU PAGE COUNTIES, ILLINOIS**

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and

WHEREAS, the aforesaid Act requires that the President and Board of Trustees of the Village of Burr Ridge investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Cook County and DuPage County employed in performing construction of public works, for said Village.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF BURR RIDGE, COOK AND DU PAGE COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, County, City or any public body or any political subdivision or by anyone under contract for public works, "approved June 26, 1941, as amended, the general

prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Village is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County and DuPage County area as determined by the Department of Labor of the State of Illinois as of June, 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Village. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Village to the extend required by the aforesaid Act.

Section 3: The Village Clerk shall publicly post or keep available for inspection by any interested party in the main office of the Village this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the

current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4: The Village Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Village Clerk shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

Section 6: The Village Clerk shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

ADOPTED this 26th day of June, 2017 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 this
26th day of June, 2017.

Village President

ATTEST:

Village Clerk

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COOK COUNTY
PREVAILING WAGE
RATES EFFECTIVE
JUNE 5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	48.84	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER	All	BLD		37.81		1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMM. ELECT. ELECTRIC PWR EQMT	All	BLD		42.02	44.82	1.5	1.5	2.0	8.88	12.78	0.59	0.75
OP	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRIC PWR GRNDMAN	All	All		38.14	53.90	1.5	1.5	2.0	8.90	12.78	0.00	2.75
ELECTRIC PWR LINEMAN	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRICIAN ELEVATOR	All	All		46.10	49.10	1.5	1.5	2.0	14.33	15.52	0.70	1.00
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	All	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72

IRON WORKER	All	All		46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
LABORER	All	All		40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
LATHER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	1.30
MARBLE FINISHERS	All	All		33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
MARBLE MASON	All	BLD		44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All		30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MATERIALS TESTER II	All	All		35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MILLWRIGHT	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
OPERATING ENGINEER	All	BLD	1	49.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	2	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	3	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	4	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	5	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	6	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	7	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	FLT	1	54.75	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	2	53.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	3	47.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	4	39.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	5	56.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35

OPERATING ENGINEER	All	FLT	6	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	All	All		45.75	48.25	2.0	2.0	2.0	13.65	18.99	0.00	0.75
PAINTER	All	All		44.55	49.30	1.5	1.5	1.5	11.50	11.10	0.00	1.27
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILED RIVER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
PIPE FITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		43.03	46.47	1.5	1.5	2.0	10.73	21.87	0.00	0.75
SIGN HANGER	All	BLD		31.31	33.81	1.5	1.5	2.0	4.85	3.28	0.00	0.00
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	All	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79

TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	39.50	1.5	1.5	2.0	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	All	1	35.60	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	2	35.85	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	3	36.05	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	4	36.25	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	All	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCK POINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment

used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara,

sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle

Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete

Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks;
Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists,
Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine;
Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled);
Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,
All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator;
Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling
or renovation work); Hydraulic Power Units (Pile Driving, Extracting,
and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300
ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick
Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing

endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge);
Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane
(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch
Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall,
Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment
Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane
Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000
pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials
that may be used by the Mosaic Terrazzo Mechanic, and the mixing,

grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation;

Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted

crane trucks with hoist and accessories; Foreman; Master Mechanic;
Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer,

operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

DUPAGE COUNTY
PREVAILING WAGE
RATES EFFECTIVE JUNE
5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER	All	BLD		37.81	37.81	1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMMUNICATION TECH	All	BLD		33.00	35.40	1.5	1.5	2.0	10.10	17.19	2.07	0.61
ELECTRIC PWR EQMT OP	All	All		37.89	51.48	1.5	1.5	2.0	5.00	11.75	0.00	0.38
ELECTRIC PWR EQMT OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR GRNDMAN	All	All		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR LINEMAN	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45
ELECTRIC PWR LINEMAN	All	HWY		48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85

ELECTRIC PWR TRK												
DRV	All	All		30.34	51.48	1.5	1.5	2.0	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK												
DRV	All	HWY		31.40	53.29	1.5	1.5	2.0	5.00	9.73	0.00	0.31
ELECTRICIAN	All	BLD		38.74	42.74	1.5	1.5	2.0	12.10	20.81	4.43	0.68
ELEVATOR												
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	NE	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
FENCE ERECTOR	W	ALL		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD		48.45	50.95	1.5	1.5	2.0	11.47	12.16	0.00	0.72
IRON WORKER	E	All		46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
IRON WORKER	W	All		45.56	49.20	2.0	2.0	2.0	11.02	21.51	0.00	0.70
LABORER	All	All		40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
LATHER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE FINISHERS	All	All		33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
MARBLE MASON	All	BLD		44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All		30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MATERIALS TESTER II	All	All		35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MILLWRIGHT	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
OPERATING ENGINEER	All	BLD	1	49.10	34.50	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	2	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	3	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	4	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	5	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	6	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	7	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	FLT		37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30

OPERATING ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	E	All		45.00	47.50	2.0	2.0	2.0	13.55	17.94	0.00	0.65
ORNAMNTL IRON WORKER	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
PAINTER	All	All		42.93	44.93	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILEDRIIVER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
PIPEFITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		44.63	47.31	1.5	1.5	2.0	10.25	15.03	0.00	0.85
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		45.77	47.77	1.5	1.5	2.0	10.65	14.10	0.00	0.82
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	E	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STEEL ERECTOR	W	All		45.06	48.66	2.0	2.0	2.0	10.52	20.76	0.00	0.70
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79
TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	35.10	1.5	1.5	2.0	8.10	7.62	0.00	0.25
TRUCK DRIVER	All	All	1	36.30	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	2	36.45	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	3	36.65	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TRUCK DRIVER	All	All	4	36.85	36.85	1.5	1.5	2.0	8.10	9.76	0.00	0.15
TUCKPOINTER	All	BLD		43.62	44.62	1.5	1.5	2.0	10.25	14.11	0.00	0.48

Explanations

DUPAGE COUNTY

IRON WORKERS AND FENCE ERECTOR (WEST) - West of Route 53.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from

ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRAFFIC SAFETY - work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor

surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS TECHNICIAN

Low voltage installation, maintenance and removal of telecommunication facilities (voice, sound, data and video) including telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, micro waves, V-SAT, bypass, CATV, WAN (wide area networks), LAN (local area networks), and ISDN (integrated system digital network), pulling of wire in raceways, but not the installation of raceways.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by

setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting

proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators;

Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump
Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum
Bulk and Pump; Raised and Blind Hole Drill; Roto Mill Grinder;
Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation
of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom;
Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete
Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks;
Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists,
Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine;
Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled);
Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,
All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator;
Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling
or renovation work); Hydraulic Power Units (Pile Driving, Extracting,
and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300
ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower

Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.;

Derricks, All; Derrick Boats; Derricks, Traveling; Dredges;

Elevators, Outside type Rack & Pinion and Similar Machines; Formless

Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader,

Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard

Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy

Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes;

Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig;

Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid

Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill

Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck

Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel);

Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor

Drawn Belt Loader (with attached pusher - two engineers); Tractor with

Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine;

Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole

Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5

ft. in diameter and over tunnel, etc; Underground Boring and/or Mining

Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender;

Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of

like nature.

OPERATING ENGINEER - FLOATING

Diver. Diver Wet Tender, Diver Tender, ROV Pilot, ROV Tender

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards;

Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available.

If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this

determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves

the same job duties as the classification entitled "Material Tester/Inspector II".



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

7B Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Village Administrator

June 20, 2017

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: PC-04-2017: Du Page County ZBA Hearing; Z17-028; Lorig Construction Co.; 9900 S. Route 83

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to adopt a Resolution requesting that the Du Page County Zoning Board of Appeals deny a request for a conditional use to permit an asphalt batching plant at 9900 S. Route 83 in unincorporated Downers Grove Township. Attached is a legal notice for the public hearing and a location map for the property. The subject property is located south of Burr Ridge but within approximately 2,000 feet of existing Village borders and 1,000 feet from the planned border of the Village.

The petition does not provide information about the potential impacts of the use. There is no indication whether the use will comply with the Village's performance standards for industrial uses (Section IV.W of the Zoning Ordinance). Those standards regulate noise, vibration, and air pollution emissions for all land uses in the Village. Failure to comply with these standards may adversely impact Village residents.

Based on the above, the Plan Commission recommends that the Village of Burr Ridge adopt a resolution objecting to the conditional use approval. If approved, said Resolution will be forwarded to the DuPage County Zoning Board of Appeals for consideration at their June 29, 2017 public hearing.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:JDP/mm
Enclosures

RESOLUTION NO. R-____-17

RESOLUTION RECOMMENDING DENIAL OF DU PAGE COUNTY ZONING BOARD OF
APPEALS PETITION Z17-028

(9900 S. Route 83 - Lorig Construction Co.)

Whereas, the Village of Burr Ridge has received notice of a request for conditional use approval for an asphalt batching plant at 9900 S. Route 83 in unincorporated Du Page County; and

Whereas, the location of the batching plant is within the planning jurisdiction of the Village of Burr Ridge approximately 2,000 feet from existing Burr Ridge borders and 1,000 feet from anticipated Village borders; and

Whereas, the petitioner has not shown that the use will comply with the Village's performance standards relative to noise, vibration, and air pollution; and

Whereas, failure to comply with said performance standards may result in negative impacts on the use and enjoyment of properties in Burr Ridge as well as on property values and the general welfare;

Therefore, Be It Resolved by the President and Trustees of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, as follows:

Section 1: That the Village of Burr Ridge hereby requests that the Du Page County Corporate Authorities deny the request for conditional use approval as per Z17-028 unless and until it is proven that the use will comply with the Village's performance standards.

Section 2: This Resolution shall be in full force and effect upon its adoption and approval as required by law.

ADOPTED this 26th day of June, 2017, by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 26th day of June, 2017 by the President of the Village of Burr Ridge.

Village President

ATTEST:

Village Clerk



**DUPAGE
COUNTY**

Building
Division

Zoning &
Planning Division

Environmental
Division

BUILDING & ZONING DEPARTMENT

630-407-6700
Fax: 630-407-6702

www.dupageco.org/building

DU PAGE COUNTY ZONING BOARD OF APPEALS

Zoning Petition Z17-028 Lorig Construction Co.

Please review the information herein and return with your comments to: Paul Hoss DuPage County Building and Zoning Department, 421 North County Farm Road, Wheaton, Illinois 60187; or paul.hoss@dupageco.org or via facsimile at 630-407-6702 by June 28, 2017.

COMMENT SECTION:		
<input type="checkbox"/> : NO OBJECTION/CONCERNS WITH THE PETITION.		
<input type="checkbox"/> : NO OBJECTION/CONCERNS WITH THE CONCEPT OF THE PETITION. ADDITIONAL INFORMATION MAY BE REQUIRED AT TIME OF PERMIT APPLICATION.		
<input type="checkbox"/> : I CAN NOT COMMENT AT THIS TIME. ADDITIONAL INFORMATION REQUIRED.		
<input type="checkbox"/> : I OBJECT/ HAVE CONCERNS WITH THE PETITION.		
COMMENTS:		
SIGNATURE: _____ DATE: _____		
MUNICIPALITY/TOWNSHIP/AGENCY/DEPARTMENT: _____		
GENERAL ZONING CASE INFORMATION		
CASE #/PETITIONER	Zoning Petition Z17-028 Lorig Construction Co.	
ZONING REQUEST	Conditional Use to allow an asphalt batching plant.	
OWNER	Jean Road Properties, LLC	
ADDRESS/LOCATION	9900 S. Route 83, Lemont, IL 60439	
PIN	10-11-302-001	
TWSP./CTY. BD. DIST.	10 - Downers Grove S.	District 3
ZONING/LUP	I-2	Open Space
AREA	21.73 acres	
UTILITIES	Septic	well
PUBLICATION DATE	Daily Herald: June 13, 2017	
PUBLIC HEARING	June 29, 2017 at 6 PM 3500 B	

PLEASE NOTE: FILING OF THIS FORM DOES NOT SUBSTITUTE FOR A FORMAL OBJECTION PURSUANT TO THE ILLINOIS STATE STATUTES.

PC-04-2017: Du Page County ZBA Hearing; Z17-028; Lorig Construction Co.; 9900 S. Route 83, Lemont IL





**DUPAGE
COUNTY**

Building
Division

Zoning &
Planning Division

Environmental
Division

BUILDING & ZONING DEPARTMENT

630-407-6700
Fax: 630-407-6702

www.dupageco.org/building

**DU PAGE COUNTY ZONING BOARD OF APPEALS
JACK T. KNUEPFER ADMINISTRATION BUILDING
421 NORTH COUNTY FARM ROAD WHEATON, ILLINOIS 60187/ 630-407-6700**

Zoning Petition Z17-028 Lorig Construction Co.

The DuPage County Zoning Board of Appeals will conduct the following public hearing:

PUBLIC HEARING: 6:00 p.m. June 29, 2017, Room 3500-B, JACK T. KNUEPFER ADMINISTRATION BUILDING 421 NORTH COUNTY FARM ROAD WHEATON, ILLINOIS 60187

PETITIONER: Lorig Construction Company

REQUEST: Conditional Use to allow an asphalt batching plant.

ADDRESS OR GENERAL LOCATION: 9900 S. Route 83, Lemont, IL 60439

LEGAL DESCRIPTION:

THAT PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 11, TOWNSHIP 37 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING NORTH OF THE NORTHERLY LINE OF THE SANITARY DISTRICT OF CHICAGO AND SOUTH OF THE SOUTHEASTERLY LINE OF A TRACT OF LAND CONVEYED BY WARRANTY DEED FROM WALTER KEMPA AND WIFE, TO THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY, RECORDED FEBRUARY 8, 1949 AS DOCUMENT 562617, AND WEST OF THE WESTERLY LINE OF STATE BOND ISSUE ROUTE 54, AS DEDICATED BY INSTRUMENT OF DEDICATION DATED DECEMBER 14, 1933 AND RECORDED ON JANUARY 18, 1934 AS DOCUMENT 342456 (NOW KNOWN AS STATE HIGHWAY ROUTE 83, OR TRI-STATE HIGHWAY) (EXCEPT THAT PART TAKEN BY CONDEMNATION CASE 95ED-60) IN DUPAGE COUNTY, ILLINOIS.

**Respectfully Submitted,
ROBERT J. KARTHOLL, CHAIRMAN,
DUPAGE COUNTY ZONING BOARD OF APPEALS**

Notice of this hearing is being sent to property owners within 300 feet of the subject property and as one of them you are invited to attend the meeting and comment on the petition. A reduced scaled sketch or drawing of the petitioner's request is included for your review. If you have any questions or require a full scale version of the site plan, please contact the Zoning Division at (630) 407-6700.

Please be advised that access to the 421 JACK T. KNUEPFER ADMINISTRATION BUILDING is limited to the main entrance located in the center on the east side of the building.



**DUPAGE
COUNTY**

Building
Division

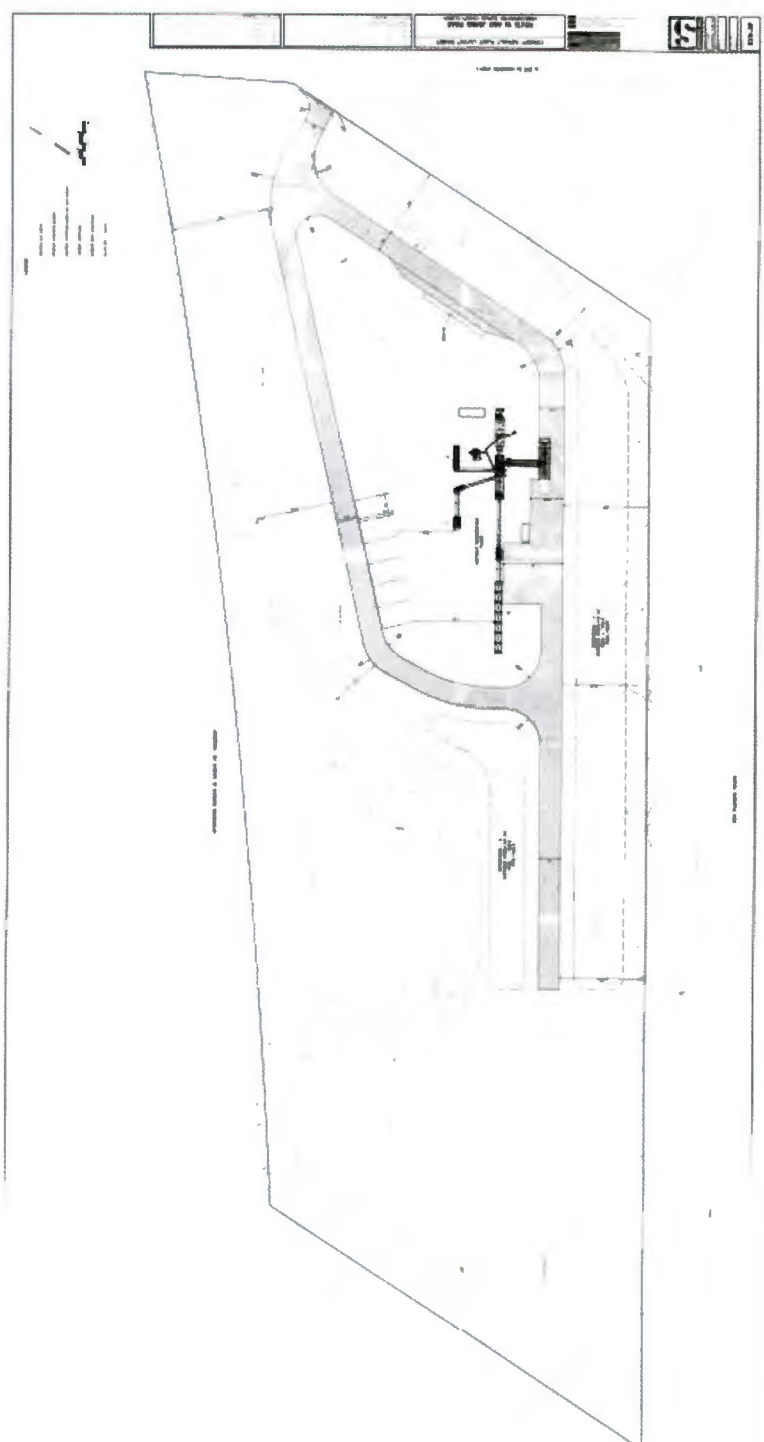
Zoning &
Planning Division

Environmental
Division

BUILDING & ZONING DEPARTMENT

630-407-6700
Fax: 630-407-6702

www.dupageco.org/building



RESOLUTION NO. R-____-17

**RESOLUTION OF APPRECIATION RECOGNIZING RETIREMENT AFTER 27 YEARS AND
10 MONTHS OF DEDICATED SERVICE TO THE VILLAGE OF BURR RIDGE
STEVE STRICKER**

WHEREAS, Steve Stricker has provided exceptional service to the Village of Burr Ridge since August 28, 1989 and will, on June 30, 2017, retire as the Village Administrator; and

WHEREAS, Steve Stricker's extraordinary career in public service began in 1982 as Administrative Assistant with the Village of LaGrange, progressing to its Acting Village Administrator in five short years; and

WHEREAS, Steve Stricker accepted the challenge of Village Administrator with the Village of Burr Ridge in 1989, rapidly leading the Village to a highly professional and progressive status; and

WHEREAS, Steve Stricker, since joining Burr Ridge, has worked with 7 Presidents/Mayors and over 30 Trustees promoting tremendous growth and change in the Village; coordinating the creation of several commercial and residential developments too numerous to list here, most notably the Burr Ridge Village Center; coordinating the construction of the Bedford Park water main extension, bringing Lake Michigan water to our residents and businesses; establishing and working with committees and sub-committees to promote both commercial and residential growth and prosperity within Burr Ridge, and strengthening the financial health of the Village by preparing the Village's first 5-year Operating and Capital Improvement Budget, resulting in the receipt of the Government Finance Officers Association Award for Distinguished Budget Presentation; and

WHEREAS, Steve Stricker, over the years, has actively participated in 10 civic and governmental organizations, including Illinois City Management Association, DuPage Mayors and Managers Conference, Intergovernmental Risk Management Agency (IRMA), Intergovernmental Personnel Benefit Cooperative (IPBC), South Central DuPage County Benefit Pool, International City/County Management Association, and Burr Ridge and Hinsdale Rotary Clubs; and

WHEREAS, Steve Stricker, by virtue of his 35 years of dedicated public sector employment, has provided outstanding service to Burr Ridge residents over the past 27 years 10 months and has brought to his position the qualities of dedication, integrity, loyalty and hard work; and

WHEREAS, residents and businesses in Burr Ridge are urged to recognize Steve Stricker's exemplary service and contributions to the Village of Burr Ridge.

NOW, THEREFORE, Be It Resolved by the Mayor and Board of Trustees of the Village of Burr Ridge, DuPage and Cook Counties, Illinois, that Steve Stricker shall hold a place of high esteem in the minds and hearts of the residents and employees of the Village and is offered our sincere gratitude, congratulations, and best wishes on the occasion of his retirement after completing 27 years 10 months of service to the Village.

ADOPTED this 26th day of June, 2017, by roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the Mayor this 26th day of June, 2017.

Mayor

ATTEST:

Village Clerk

RESOLUTION NO. R-____-17

**RESOLUTION APPOINTING AN AUTHORIZED DELEGATE AND ALTERNATE
DELEGATE TO THE SOUTH CENTRAL DUPAGE COUNTY BENEFIT POOL
(SCDCBP)**

WHEREAS, the VILLAGE OF BURR RIDGE participates in the South Central DuPage County Benefit Pool (SCDCBP); and

WHEREAS, it is necessary for each member of the SCDCBP to appoint a delegate and alternate delegate to serve on the agency's Board of Directors; and

WHEREAS, the delegates should have a close working knowledge and access to matters regarding the operation of the agency.

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

SECTION 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

SECTION 2: J. Douglas Pollock, Village Administrator of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, be appointed authorized delegate to the SCDCBP and that he be delegated the powers and duties as specified in the Intergovernmental Agreement creating the SCDCBP.

SECTION 3: Barbara Popp, Executive Secretary of the Village of Burr Ridge, be appointed alternate delegate to the SCDCBP and that she be delegated the powers and duties as specified in the Intergovernmental Agreement creating the SCDCBP.

Section 4: This Resolution shall take effect from and after its adoption and approval.

ADOPTED this 26th day of June, 2017, 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 June, 2017, by the Mayor of the Village of Burr Ridge.

Mayor

ATTEST:

Village Clerk



Dynamic Heating & Piping Company

HVAC SYSTEMS & SERVICE

www.dynamicpiping.net

"A Minority Owned Business"

4739 West 136th Street • Crestwood, IL 60445 • (708) 388-8120 • FAX (708) 388-8140

Village of Burr Ridge
7600 S. County Line Road
Burr Ridge, Illinois 60527

June 14, 2017
Quote # M1736
Attn: John Wernimont

Re: TRANE Chiller Leak Repairs for the Village Hall of Burr Ridge

Dynamic Heating & Piping Company proposes to provide labor and material to complete the following during normal business hours unless otherwise noted:

Work Included:

- Rental of (10) 1 Ton Assorted 115v Air Cooled SPOT COOLER Air Conditioners which includes related accessories as discussed: hoses and electrical cords. Delivery, Installation, and Pickup for (1) Week install that serves the Front Offices, Finance Offices, Board Room, Lobby, Lunch Room and Basement.
- Perform Lock out – Tag Out on Trane Chiller Model # CGABC606AF00 - Serial # J86A-80017.
- Recover refrigerant from unit.
- Provide and Install (1) Liquid Line Solenoid Valve.
- Replace O-Rings for both Suction and Liquid side.
- Replace O-Rings and Gaskets for piping end to Barrel of Chiller.
- Replace standard Capillary hose with Braided hose.
- Replace (4) Contactors (8) Auxiliary Switches.
- Provide and Install (1) Dual Pressure High Low Controller.
- Replace Sight Glass and Indicator Element.
- Pull a Vacuum overnight Prior to adding refrigerant.
- Provide Acid Away to neutralize acids that are left in the refrigeration system.
- Supply and Install up to 90 lbs. of R-22 refrigerant.
- Leak check system to industry standards.
- Perform a complete start-up of system and check for proper operation.

Not Included:

- Overtime labor.
- Fees and Permits.
- Other repair parts or services not listed in this proposal.

Total cost for the above as listed with Time and Material not to exceed..... \$16,934.00

CUSTOMER WILL ONLY BE CHARGED FOR HOURS SPENT ON PROJECT.



Dynamic Heating & Piping Company

HVAC SYSTEMS & SERVICE

www.dynamicpiping.net

"A Minority Owned Business"

4739 West 136th Street • Crestwood, IL 60445 • (708) 388-8120 • FAX (708) 388-8140

Sincerely,

Dynamic Heating & Piping

Mike Schuler
Service Manager/
Coordinator

ACCEPTED FOR:

Village of Burr Ridge

BY

DATE

TITLE

PURCHASE ORDER NUMBER



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

8C Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Village Administrator

June 20, 2017

President Straub and Board of Trustees
7660 County Line Road
Burr Ridge, Illinois 60527

Re: PC-02-2017; Burr Ridge Club Subdivision Fence

Dear President and Board of Trustees:

The Plan Commission transmits for your consideration its recommendation to approve a request by the Burr Ridge Club Homeowners Association for approval of a replacement subdivision fence and for variations from the Subdivision Ordinance to allow a solid fence located on interior lot lines. The Subdivision Ordinance requires approval by the Board of Trustees of all subdivision fences and restricts fences to arterial street lot lines and requires that subdivision fences be at least 50% open.

The Plan Commission considered this request at their June 19, 2017 meeting. Burr Ridge Club is relatively unique in that it is one of only three subdivisions previously approved with gates and with perimeter fences (Ambriance! and Fallingwater being the others). All three of these subdivisions include a combination of solid wood fences and decorative fences. The proposed fence for Burr Ridge Club replaces a solid wood fence and chain link fence with a combination of wood fencing and decorative fencing. The only concern from the Commission is that the wood fence be decorative on both sides rather than the style of fence that has a front and a back.

Based on the relatively unique character of Burr Ridge Club and its existing fencing, the Plan Commission recommends that the Board of Trustees approve the subdivision fence and subdivision fence variations for the Burr Ridge Club with the condition that the solid wood fence be a two sided fence.

Sincerely,

Greg Trzupek, Chairman
Village of Burr Ridge
Plan Commission/Zoning Board of Appeals

GT:JDP/mm
Enclosures



QUOTATION
 Monroe Truck Equipment
 812 Draper Avenue
 Joliet, IL 60432
 Phone: 815-280-4237
 Fax: 815-727-5429
 Email: bdrews@monroetruck.com
www.monroetruck.com

Quote Number: 48D0001320-2
 Job Order Number:
 Quote Date: 6/19/2017
 Quote valid until: 7/19/2017
 Terms: NET 30
 Salesperson: MARKEL, TOM
 Quoted By: Bob Drews

8E

Customer: BURR RIDGE, VILLAGE OF, (1841450)
 7660 S. COUNTY LINE ROAD
 BURR RIDGE, IL 60527

Contact: JOHN W.
Phone: 630-323-4733 **Fax:** 630-323-4798
Email:

Dealer Code: _____

P.O. Number: _____

Accepted by: _____

Date: _____

Customer must fill out the information above before the order can be processed.

Chassis Information

Year: 2015	Make: FORD	Model: F-350	Chassis Color:	Cab Type: REGULAR
Single/Dual: SRW	CA: 60.0	CT: -1.0	Wheelbase:	Engine: DIESEL
			F.O. Number #:	Vin:

Comments: PLOW AND LIGHTBAR

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

DESCRIPTION	AMOUNT
9' BOSS SUPER DUTY STEEL STRAIGHT BLADE SNOWPLOW	\$4,687.00
- SMARTHITCH 2	
- SMARTTOUCH 2 CONTROLLER	
- SL3 L.E.D. LIGHTING W/ ICE SHIELD TECHNOLOGY	
- SMARTSHIELD	
- HIGH-PERFORMANCE HYDRAULIC PACKAGE	
- ENCLOSED HYDRAULICS	
- CHAINLESS HYDRAULIC CYLINDER LIFTING SYSTEM	
- HEAVY-DUTY PUSH FRAME	
- REINFORCED STEEL MOLDBOARD	
- CAST-IRON PLOW SHOES	
- INSTALLED	
- TWO-YEAR LIMITED WARRANTY	
 RUBBER SNOW DEFLECTOR	 \$184.00
 INSTALLATION OF PLOW AND SNOW DEFLECTOR	 \$729.00
 FEDERAL SIGNAL VPX SIGNALMASTER DIRECTIONAL LIGHTBAR	 \$1,453.00
- 320882, 42" (8) LED MODULES, AMBER W/ 30' CABLE	
- 331105, FULL FUNCTION CONTROL MODULE	
- 320340, UNIVERSAL MOUNTING BRACKET	
*** NOT INSTALLED ***	

Quote Total: \$7,053.00

Notes: CUSTOMER TO DROP OFF AND PICK UP IF INSTALLED IN JOLIET

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ◆ State and Federal taxes will be added where applicable.
- ◆ Restocking fees may be applicable for cancelled orders.



Currie Motors Frankfort Inc
9423 W Lincoln Hwy, Frankfort, Illinois, 604231388
Office: 708-479-1100

Customer Proposal

Prepared for:

Village Of Burr Ridge

Prepared by:

THOMAS SULLIVAN
Office: 708-479-1100

Date: 06/22/2017

Vehicle: 2017 F-550 Chassis XL
4x4 SD Regular Cab 169" WB DRW

Quote ID: burr





Currie Motors Frankfort Inc
9423 W Lincoln Hwy, Frankfort, Illinois, 604231388
Office: 708-479-1100

2017 F-550 Chassis, SD Regular Cab
4x4 SD Regular Cab 169" WB DRW XL(F5H)
Price Level: 755 Quote ID: burr

Pricing - Single Vehicle

MSRP

Vehicle Pricing

Base Vehicle Price	\$41,740.00
Options & Colors	\$15,045.00
Upfitting	\$67,184.00
Destination Charge	\$1,295.00

Subtotal	\$125,264.00
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Pre-Tax Adjustments

Description

Municipal Discount thru the NWMC Contract	-\$11,202.00
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Total	\$114,062.00
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Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Village Of Burr Ridge
By: THOMAS SULLIVAN Date: 06/22/2017



Board of Directors

David Baran	Mary Harrell
Kathy Bergholz	Paul Hailoran
Laurie Chang	Tom Loneragan
Barbara Dohrman	Kim Wenkus

15W400 Harvester Dr. Burr Ridge, IL 60527 Phone: 630-920-1969 Fax: 630-920-1973
www.brparcs.org click on "Foundation"

June 15, 2017

Village of Burr Ridge
Board of Trustees
7660 S. County Line Road
Burr Ridge, IL 60527

RE: Pedal the Parks Request for Road Closure & Sign Placement

The Burr Ridge Community Park Foundation is holding its 5th Annual Pedal the Parks fundraiser to benefit the Burr Ridge Park District on Sunday, September 10, 2017 at 9AM. New this year, we would like to add what is known to professional cyclists as KOM King of the Mountain at Mad Wall. Mad Wall is a famous cyclist challenge for cyclists to ride up the hill from 97th street to approximately 94th on Madison. Including this as an actual scheduled event for professional cyclists only who are preregistered will generate additional revenue for the foundation. Our regular 10 mile tour through the Village and parks will remain the same for families and casual riders. Our past events enabled the Foundation to provide funding for the new Outdoor Fitness Court at Harvester Park.

In order to add this venue, we are requesting a road closure on Madison street from 94th to 97th from 9AM to 11AM on Sunday, September 10th. We have already spoken to Deputy Chief Marc Loftus and are aware of the details including payment for officers, medical personnel on site, and insurance requirements.

We would also like to request the placement of signage on certain intersections in the Village from Saturday, August 12 until Sunday, September 10. The signs are the same as last year and are tent frame style and 24 inches wide by 26 inches long. The same signage will also be printed in a smaller size similar to a political sign to be placed within Burr Ridge Park District park boundaries and in the front yards of foundation members/staff homes. These addresses are available if necessary. Signage will be placed on the same corners where existing Burr Ridge concert/Run the Ridge signs are located. Permission is being received from any property owners where the signs will be located. The locations are:

MB Financial Bank – 83rd and Madison (southwest corner)
Burr Ridge Pkway & County Line Rd. SW Corner
Madison & Frontage SE Corner
Gower Middle School

Thank You,


Jamie Janusz
Supt. Of Finance, Burr Ridge Park District
Staff Liaison, Burr Ridge Community Park Foundation

Bridging the gap between community spirit and park district needs



Flagg Creek Heritage Society

80

June 19, 2017

Village of Burr Ridge
7600 County Line Road
Burr Ridge, IL 60527-4721

Attn: Village Board

Dear Board Members,

We are interested in obtaining the funds for the historic Robert Vial House Museum which you have so generously provided each year from the Hotel/Motel Tax Fund.

The present exhibit at the House features some recently obtained wedding gowns from different eras. It will run through October 7th.

We have six different exhibits at the museum - including a tool exhibit and an exhibit of fabrics sewn into quilts and other items. Also, ongoing, is a smaller version of our "Short Histories of Early Settlers" exhibit.

With your kind support we are able to provide these exhibits and also put on historical programs at no charge to the public.

We thank you,

Linda Petrasek,
Secretary

✓ Cc: Steven Stricker

VILLAGE OF BURR RIDGE

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 06/26/17

PAYMENT DATE: 06/27/17

FI SCAL 17- 18

FUND	FUND NAME	PRE-PAID	PAYABLE	TOTAL AMOUNT
10	General Fund	1,500.00	53,914.57	55,414.57
23	Hotel/Motel Tax Fund		52,486.31	52,486.31
32	Sidewalks/Pathway Fund		75,437.25	75,437.25
51	Water Fund		249,922.56	249,922.56
52	Sewer Fund		478.69	478.69
61	Information Technology Fund		4,700.94	4,700.94
TOTAL ALL FUNDS		<u>\$ 1,500.00</u>	<u>\$ 436,940.32</u>	<u>\$ 438,440.32</u>

PAYROLL

PAY PERIOD ENDING JUNE 17 , 2017

	TOTAL PAYROLL
Legislation	2,624.69
Administration	14,612.77
Community Development	13,591.62
Finance	9,099.30
Police	114,629.21
Public Works	23,908.86
Water	27,170.62
Sewer	7,819.46
IT Fund	297.12
TOTAL	<u>\$ 213,753.65</u>

GRAND TOTAL	<u>\$ 652,193.97</u>
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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 06/09/2017 - 06/17/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
10-0000-20-2010	Road salt/less return crdt-Apr'	Compass Minerals America,	04/20/17	71629796	704.94
10-0000-20-2010	Reimb. legal services-Apr'17	Klein, Thorpe & Jenkins,	05/22/17	May2017	397.00
10-0000-20-2010	General legal services-Apr'17	Klein, Thorpe & Jenkins,	05/22/17	May2017	1,076.50
10-0000-20-2010	Groot Scavenger agt-Apr'17	Klein, Thorpe & Jenkins,	05/22/17	May2017	3,178.50
10-0000-20-2010	Stanley complaint (tree buffer)	Klein, Thorpe & Jenkins,	05/22/17	May2017	234.00
10-0000-20-2010	10S681 Oak Hill Ct lig-Apr'17	Klein, Thorpe & Jenkins,	05/22/17	May2017	171.00
10-0000-20-2010	Kulis EEOC chg-Apr'17	Klein, Thorpe & Jenkins,	05/22/17	May2017	88.00
Total For Dept 0000 Assets, Liabilities, Fund Ba					5,849.94
Dept 1010 Boards & Commissions					
10-1010-40-4040	DMMC membership dues-May'17	DuPage Mayors & Managers	05/10/17	9912	5,966.47
10-1010-40-4040	DMMC debt assmnt/princ-May'17	DuPage Mayors & Managers	05/10/17	9912	929.74
10-1010-40-4040	DMMC debt assmnt/int-May'17	DuPage Mayors & Managers	05/10/17	9912	2.45
10-1010-40-4040	Mun. Clks DuPg Co dues/Thomas-M	Municipal Clerks of DuPag	05/31/17	May2017	20.00
10-1010-40-4042	DMMC Recognition Dinner-Jun'17	DuPage Mayors & Managers	06/07/17	9983	60.00
10-1010-50-5015	Ordinance Prosecution-Jun'17	Christine Charkewycz	06/01/17	24	870.00
10-1010-50-5025	Replenish permit #94/res. maili	Postmaster	06/08/17	94/Jun17	1,500.00
10-1010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	53.94
10-1010-60-6010	SOU-564C Cotton Linen paper-Jun	Runco Office Supply	06/05/17	5527/686715-0	29.67
10-1010-60-6010	AVE-5392 Name Badge inserts-Jun	Runco Office Supply	06/05/17	5527/686715-0	12.50
10-1010-80-8010	Trustee recognition plaque/3-Ma	Metal Decor	05/31/17	569308	272.55
10-1010-80-8010	Commission recognition plaque/9	Metal Decor	05/31/17	569308	817.65
10-1010-80-8010	Shp/hndl chg-May'17	Metal Decor	05/31/17	569308	25.77
10-1010-80-8020	Rcd lien release/7606 Hamilton-	DuPage County Recorder	05/31/17	201705310081	8.00
10-1010-80-8020	Rcd Meadowbrook 3rd amendmt-Jun	DuPage County Recorder	06/09/17	201706090147	38.00
10-1010-80-8020	Rcd Schoenthaler annex agmt-Jun	DuPage County Recorder	06/09/17	201706090147	39.00
10-1010-80-8020	Rcd Schoenthaler annex plat-Jun	DuPage County Recorder	06/09/17	201706090147	62.00
Total For Dept 1010 Boards & Commissions					10,707.74
Dept 2010 Administration					
10-2010-40-4042	DMMC Recognition Dinner-Jun'17	DuPage Mayors & Managers	06/07/17	9983	60.00
10-2010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	350.64
Total For Dept 2010 Administration					410.64
Dept 3010 Community Development					
10-3010-40-4042	DMMC Recognition Dinner-Jun'17	DuPage Mayors & Managers	06/07/17	9983	120.00
10-3010-50-5020	Elevator insp per#16-246/May17	Elevator Inspection Servi	05/16/17	68646	100.00
10-3010-50-5020	Elevator insp/prmt #JELV-16-001	Elevator Inspection Servi	05/19/17	68698	100.00
10-3010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	539.45
Total For Dept 3010 Community Development					859.45
Dept 4010 Finance					
10-4010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	269.72
Total For Dept 4010 Finance					269.72
Dept 4020 Central Services					
10-4020-50-5081	FSA monthly fee-May'17	Discovery Benefits, Inc.	05/31/17	760399-IN	83.00
10-4020-60-6000	10X14 file envelopes/2bxs-May17	Runco Office Supply	05/30/17	5527 686072-0	113.98
10-4020-60-6000	PRB-04128 Perforated paper-Jun'	Runco Office Supply	06/05/17	5527/686715-0	9.27
10-4020-60-6000	UNV-83412 Invisible tape-Jun'17	Runco Office Supply	06/05/17	5527/686715-0	7.92
10-4020-60-6000	QUA-44182 Redi-Strip env 6" x 9	Runco Office Supply	06/05/17	5527/686715-0	59.94
10-4020-60-6000	UNV-10200 Small binder clips-Ju	Runco Office Supply	06/05/17	5527/686715-0	3.00
10-4020-60-6010	2cs coffee, tea & supls/VH-Jun'	Commercial Coffee Service	06/01/17	539 142409	77.90
10-4020-60-6010	Plastic forks/PD-Jun'17	Warehouse Direct, Inc.	06/13/17	111835 3514588-0	15.50

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 4020 Central Services					
10-4020-60-6010	Plastic spoon/PD-Jun'17	Warehouse Direct, Inc.	06/13/17	111835 3514588-0	15.50
10-4020-60-6010	Plastic knives/PD-Jun'17	Warehouse Direct, Inc.	06/13/17	111835 3514588-0	15.50
10-4020-60-6010	8.5" paper plates/PD-Jun'17	Warehouse Direct, Inc.	06/13/17	111835 3514588-0	50.29
10-4020-60-6010	Palmolive dish soap/PD-Jun'17	Warehouse Direct, Inc.	06/13/17	111835 3514588-0	3.75
Total For Dept 4020 Central Services					455.55
Dept 5010 Police					
10-5010-40-4042	DuPage Chief's Ex. Bd mtg exp-0	Village of Burr Ridge	06/08/17	Jun2017	68.50
10-5010-40-4042	FBINAA mtg/Loftus-May'17	Village of Burr Ridge	06/08/17	Jun2017	25.00
10-5010-40-4042	FBINAA mtg/Madden-May'17	Village of Burr Ridge	06/08/17	Jun2017	25.00
10-5010-40-4042	ITOA annual trg conf/Weeks-Jun'	Illinois Tactical Officer	06/08/17	4904	325.00
10-5010-40-4042	ITOA annual trg conf/Moravecek-	Illinois Tactical Officer	06/08/17	4904-A	325.00
10-5010-50-5020	L/N searches/reports-May'17	LexisNexis Risk Solutions	05/31/17	1267894-20170531	81.10
10-5010-50-5020	County notary filing fee/Morave	Will County Clerk	06/19/17	Jun2017	10.00
10-5010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	1,483.48
10-5010-50-5030	Outside emergency phone-Jun'17	Call One	06/15/17	1213106-Jun17	44.06
10-5010-50-5040	Police case order envelopes/250	Grasso Graphics	06/12/17	28659	403.46
10-5010-50-5050	Tasercam assurance plan/11-May1	Axon Enterprise, Inc.	05/26/17	SI1484427	1,625.00
10-5010-50-5050	Radio equipment maint-Jul'17	J&L Electronic Service, I	07/01/17	1000886	37.90
10-5010-50-5051	Vehicle washing-May'17	Fuller's Car Wash	05/31/17	4780	102.01
10-5010-50-5051	Remove radio from veh-Jun'17	Public Safety Direct, Inc	06/07/17	90478	100.00
10-5010-50-5051	Rpl headlight/#1416-Jun'17	Willowbrook Ford	06/14/17	6244221/1	30.80
10-5010-50-5095	Starcom21 network-Jun'17	Motorola Solutions - STAR	06/01/17	296294272017	68.00
10-5010-60-6010	Prisoner meal-05/24/17	Village of Burr Ridge	06/08/17	Jun2017	6.16
10-5010-60-6010	CPA refreshments-06/06/17	Village of Burr Ridge	06/08/17	Jun2017	8.16
10-5010-60-6010	Prisoner meal-05/24/17	Village of Burr Ridge	06/08/17	Jun2017	11.83
10-5010-60-6010	Verbatim DVD+R/2pks-Mar'17	Runco Office Supply	06/01/17	5901 677904-0	62.00
10-5010-60-6010	Impulse evid. bag sealer-Jun'17	Sirchie Fingerprint Labs	06/02/17	0303292-IN	315.50
10-5010-70-7020	Police stripe pkg/#1705 & 1706-	Car Reflections	06/15/17	17-150	1,670.00
10-5010-70-7020	Strip/remove equip/unit #1405-J	Public Safety Direct, Inc	06/14/17	90512	325.00
Total For Dept 5010 Police					7,152.96
Dept 6010 Public Works					
10-6010-40-4032	Uniform rental/cleaning-06/06/1	Breens Inc.	06/06/17	9027 365409	72.14
10-6010-40-4032	Uniform rental/cleaning-06/13/1	Breens Inc.	06/13/17	9027 365583	72.14
10-6010-50-5030	PW fax line-Jun'17	Call One	06/15/17	1213106-Jun17	44.05
10-6010-50-5030	PW phone line-Jun'17	Call One	06/15/17	1213106-Jun17	155.52
10-6010-50-5030	PW Rustic Acres line-Jun'17	Call One	06/15/17	1213106-Jun17	44.05
10-6010-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	449.54
10-6010-50-5050	Safety test flatbed trailer-Jun	Courtney's Safety Lane, I	06/02/17	9818	35.00
10-6010-50-5054	Street light maint/2 locs-May'1	Rag's Electric	05/15/17	21236	421.12
10-6010-50-5054	Street light maint/2locs-May'17	Rag's Electric	05/15/17	21243	348.51
10-6010-50-5054	Street light maint/7locs-May'17	Rag's Electric	05/15/17	21247	2,522.75
10-6010-50-5055	Electric/Madison St R.R. crossi	COMED	06/06/17	3699071070/Jun17	40.30
10-6010-50-5055	Traffic signal maint/Bridewell-	Meade Electric Company, I	06/30/17	680011	175.00
10-6010-50-5055	CC Dept of Trans/bond renewal-M	Rag's Electric	05/09/17	05-02-2017	250.00
10-6010-50-5085	Shop towel rental-06/06/17	Breens Inc.	06/06/17	9027_365409	4.50
10-6010-50-5085	Shop towel rental-06/13/17	Breens Inc.	06/13/17	9027 365583	4.50
10-6010-50-5096	Weed mowing/8001 Drew-Jun'17	Vince's Flowers & Landsc	06/05/17	7534-L	999.00
10-6010-50-5097	Imidacloprid soil injection-May	Kramer Tree Specialists,	05/25/17	66037	13,772.10
10-6010-60-6000	NCR4642 Carbonless paper-Jun'17	My Office Products	06/08/17	WO-11789820-1	47.64
10-6010-60-6010	Specco patch/mortar & concrete	Carroll Distributing &	06/07/17	LE025634	129.49
10-6010-60-6040	Chainsaw chain 16"/5-Jun'17	Alexander Equipment Co.	06/13/17	134341	84.75

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Fund 10 General Fund					
Dept 6010 Public Works					
10-6010-60-6042	Topsoil/1cu. yd-Jun'17	Hinsdale Nurseries, Inc.	06/12/17	1574136	26.50
10-6010-60-6042	Street light bulbs/6-Jun'17	Industrial Electric Suppl	06/08/17	VILLA02/249599	90.00
10-6010-60-6042	Cold patch/4 tons-May'17	K-Five Hodgkins, LLC	05/12/17	821	560.00
Total For Dept 6010 Public Works					20,348.60
Dept 6020 Buildings & Grounds					
10-6020-50-5052	FD alarm monitor/PW-Jul/Sep-17	Alarm Detection Systems,	06/04/17	107215-1065	413.19
10-6020-50-5052	FD alarm monitor/VH-Jul/Dec'17	Alarm Detection Systems,	06/04/17	107658-1034	866.82
10-6020-50-5052	FD alarm monitor/RA-Jul/Sep'17	Alarm Detection Systems,	06/04/17	600807-1047	142.92
10-6020-50-5052	Rpr HVAC humidifier piping/VH-M	Dynamic Heating & Piping	05/05/17	202391	853.00
10-6020-50-5052	HVAC maint/VH-May'17	Dynamic Heating & Piping	05/31/17	SM16007-2B	1,135.82
10-6020-50-5052	Generator maint/PD-May'17	Nationwide Power Solution	05/31/17	401729	572.50
10-6020-50-5052	Generator maint/PW-May'17	Nationwide Power Solution	05/31/17	401729	420.00
10-6020-50-5052	Generator maint/VH-May'17	Nationwide Power Solution	05/31/17	401729	412.50
10-6020-50-5057	Aquatic weed control-Jun'17	Marine Biochemists of Ill	05/31/17	92893585	1,106.66
10-6020-50-5057	Aquatic weed control-Jul'17	Marine Biochemists of Ill	05/31/17	92893585-A	1,106.66
10-6020-50-5057	Aquatic weed control-Jun'17	Marine Biochemists of Ill	05/31/17	92893588	826.66
10-6020-50-5057	Aquatic weed control-Jul'17	Marine Biochemists of Ill	05/31/17	92893588-A	826.66
10-6020-50-5058	Mat rental/PD-06/06/17	Breens Inc.	06/06/17	9028 365403	18.00
10-6020-50-5058	Mat rental/PW & VH-06/06/17	Breens Inc.	06/06/17	9028 365403	12.00
10-6020-50-5058	Mat rental/PD-06/13/17	Breens Inc.	06/13/17	9028 365577	18.00
10-6020-50-5058	Mat rental/PW & VH-06/13/17	Breens Inc.	06/13/17	9028 365577	12.00
10-6020-50-5058	Cell cleaning-Jun'17	Service Master	06/01/17	185730	275.00
10-6020-50-5080	Electric/Lakewood aerator-Jun'1	COMED	06/06/17	9258507004/Jun17	42.01
10-6020-50-5080	Electric/Windsor aerator-Jun'17	COMED	06/06/17	9342034001/Jun17	55.61
10-6020-60-6010	First aid cabinet supls/PD-Jun'	American First Aid Servic	06/12/17	51391	10.50
10-6020-60-6010	Light ballasts/2-VH/May'17	Grainger	05/24/17	9454084188	205.42
10-6020-60-6010	Ideal garden fertilizer/1-Jun'1	Menards - Hodgkins	06/02/17	32060290/71068	9.98
10-6020-60-6010	8ft Adj Arc Nozzle	SiteOne Landscape Supply	06/05/17	80884765	9.24
10-6020-60-6010	4" Pop-Up Spray Body	SiteOne Landscape Supply	06/05/17	80884765	4.44
10-6020-60-6010	Insert Tee	SiteOne Landscape Supply	06/05/17	80884765	2.02
10-6020-60-6010	Insert Coupling	SiteOne Landscape Supply	06/05/17	80884765	2.36
Total For Dept 6020 Buildings & Grounds					9,359.97
Total For Fund 10 General Fund					55,414.57
Fund 23 Hotel/Motel Tax Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
23-0000-20-2010	Replace CLR trees/10-Apr'17	Desiderio Landscaping LLC	04/21/17	8786	4,995.00
Total For Dept 0000 Assets, Liabilities, Fund Ba					4,995.00
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5075	Electric/gateway sign-Jun'17	COMED	06/05/17	1153168007/Jun17	24.66
23-7030-50-5075	Electric/median lighting-Jun'17	COMED	06/06/17	1319028022/Jun17	75.67
23-7030-50-5075	Electric/entryway sign-Jun'17	COMED	06/07/17	2257153023/Jun17	34.98
23-7030-80-8012	GMRC band concert-Jun'17	Annivar Salgado	06/14/17	Jun2017	1,500.00
23-7030-80-8012	Generation concert-Jun'17	Generation Sixties	06/20/17	Jun2017	1,500.00
23-7030-80-8012	Mason Rivers concert-Jun'17	Mason Rivers	06/20/17	Jun2017	1,200.00
23-7030-80-8012	Photography/car show-Jun'17	Matthew P. Curtis	06/11/17	061117 1	250.00
23-7030-80-8055	H/M marketing-May'17	Boost Creative Marketing	05/31/17	1157	18,050.00
23-7030-80-8055	H/M advertising-May'17	Boost Creative Marketing	05/31/17	1158	20,881.00
23-7030-80-8055	H/M marketing-May17	Boost Creative Marketing	05/31/17	21057	3,975.00
Total For Dept 7030 Special Revenue Hotel/Motel					47,491.31

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 23 Hotel/Motel Tax Fund					
Total For Fund 23 Hotel/Motel Tax Fund					52,486.31
Fund 32 Sidewalks/Pathway Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
32-0000-20-2010	German Ch. Rd pathway proj-Aug/	Treasurer, State of Illin	06/01/17	120637	75,437.25
Total For Dept 0000 Assets, Liabilities, Fund Ba					75,437.25
Total For Fund 32 Sidewalks/Pathway Fund					75,437.25
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4032	Uniform rental/cleaning-06/06/1	Breens Inc.	06/06/17	9027 365409	79.18
51-6030-40-4032	Uniform rental/cleaning-06/13/1	Breens Inc.	06/13/17	9027 365583	79.18
51-6030-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	404.58
51-6030-50-5052	FD alarm monitor/PC-Jul/Sep'17	Alarm Detection Systems,	06/04/17	50347 1079	335.16
51-6030-50-5080	Electric/well #1-Jun'17	COMED	06/07/17	0793668005/Jun17	79.42
51-6030-50-5080	Electric/well #5-Jun'17	COMED	06/06/17	4497129016/Jun17	31.41
51-6030-50-5080	Electric/2M tank-Jun'17	COMED	06/06/17	9256332027/Jun17	171.13
51-6030-50-5095	UB water billing/2217-Jun'17	Third Millennium Assoc. I	06/13/17	20859	684.68
51-6030-50-5095	UB late notices/394-Jun'17	Third Millennium Assoc. I	06/13/17	20859	301.30
51-6030-60-6010	Husky 12 in adjustable wrench	Home Depot Credit Service	05/04/17	9050026	14.97
51-6030-60-6010	Gator grip 3/8" socket	Home Depot Credit Service	05/04/17	9050026	11.96
51-6030-60-6010	Husky 3 pc adjustable wrench se	Home Depot Credit Service	05/04/17	9050026	19.97
51-6030-60-6010	10 in 1 square drive multi bit	Home Depot Credit Service	05/04/17	9050026	29.94
51-6030-60-6010	Dewalt 1 inch Security maxfit s	Home Depot Credit Service	05/04/17	9050026	4.97
51-6030-60-6010	20 pc 3/8" drive 100P socket se	Home Depot Credit Service	05/04/17	9050026	34.97
51-6030-60-6010	Dewalt 1 inch tx security 7 pc	Home Depot Credit Service	05/04/17	9050026	7.97
51-6030-60-6010	Brass gate valve 1.5"/6-May'17	Home Depot Credit Service	05/11/17	2646979	145.20
51-6030-60-6010	1.5" gate valve/1-May'17	L. A. Fasteners	05/09/17	1-126560	25.08
51-6030-60-6010	1.5"x1" HX bushing/1-May'17	L. A. Fasteners	05/09/17	1-126560	7.43
51-6030-60-6010	Food Grade Hydrant Oil/12-May'1	USA Blue Book	05/30/17	660436 271327	155.88
51-6030-60-6010	Shipping Chg-May'17	USA Blue Book	05/30/17	660436 271327	19.39
51-6030-60-6010	Food Grade Anti-Seize/12-Jun'17	USA Blue Book	06/01/17	660436 273913	217.68
51-6030-60-6010	Shp chg-Jun'17	USA Blue Book	06/01/17	660436 273913	20.09
51-6030-60-6040	Ductile Iron watermain pipe-Jun	Ziebell Water Service Pro	06/02/17	237623-000	956.40
51-6030-60-6041	Oil/air filter-unit #36/May'17	Westown Auto Supply Co. I	05/24/17	2901 73975	24.17
51-6030-60-6070	Bedford water pchs/47,030,000ga	Village of Bedford Park	06/06/17	0020060000May17	244,556.00
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3101225/Jun17	68.77
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3101236/Jun17	192.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3107810/Jun17	27.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108351/Jun17	60.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108362/Jun17	68.77
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108491/Jun17	555.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108511/Jun17	126.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108531/May17	126.52
51-6030-60-6070	Hnsdl water pchs-May'17	Village of Hinsdale	06/02/17	3108540/May17	134.77
51-6030-60-6070	Hnsdl wate pchs-May'17	Village of Hinsdale	06/02/17	3108560/Jun17	143.02
Total For Dept 6030 Water Operations					249,922.56
Total For Fund 51 Water Fund					249,922.56
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4032	Uniform rental/cleaning-06/06/1	Breens Inc.	06/06/17	9027 365409	24.63
52-6040-40-4032	Uniform rental/cleaning-06/13/1	Breens Inc.	06/13/17	9027 365583	24.63

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-50-5030	Telephone-Jun'17	Call One	06/15/17	1213106-Jun17	44.95
52-6040-50-5080	Electric/H'Flds L.S.-Jun'17	COMED	06/01/17	0099002061/Jun17	46.30
52-6040-50-5080	Electric/C'Moor L.S.-Jun'17	COMED	06/06/17	0356595009/Jun17	192.15
52-6040-50-5080	Electric/A'Head L.S.-Jun'17	COMED	06/07/17	7076690006/Jun17	146.03
Total For Dept 6040 Sewer Operations					478.69
Total For Fund 52 Sewer Fund					478.69
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-50-5061	Cylance annual anitivirus-Jun'1	Orbis Solutions	06/09/17	5566857	3,600.00
61-4040-60-6010	Freight chg/Toshiba toner/PD-Ma	Proven Business Systems	05/25/17	396987	10.00
61-4040-60-6010	CC530 blk toner crtrdg/1-PW/Jun	Runco Office Supply	06/01/17	5649 686378-0	103.99
61-4040-60-6010	CC531 cyan toner crtrdg/1-PW/Ju	Runco Office Supply	06/01/17	5649 686378-0	103.99
61-4040-60-6010	CC532 yell oner crtrdg/1-PW/Jun	Runco Office Supply	06/01/17	5649 686378-0	103.99
61-4040-60-6010	CC533 mgnta toner crtrdg/1-PW/J	Runco Office Supply	06/01/17	5649 686378-0	103.99
61-4040-60-6010	CE400X blk toner/1-PW/Jun17	Runco Office Supply	06/01/17	5649 686378-0	169.99
61-4040-60-6010	HP CF410A LJ toner/blk-PD-Jun17	Runco Office Supply	06/12/17	5901/687311-0	73.00
61-4040-60-6010	HP CF411A LJ toner/cyan-PD/Jun1	Runco Office Supply	06/12/17	5901/687311-0	102.00
61-4040-60-6010	HP CF412A LJ toner/yel-PD/Jun17	Runco Office Supply	06/12/17	5901/687311-0	102.00
61-4040-60-6010	HP CF413A LJ toner/mgnta-PD/Ju	Runco Office Supply	06/12/17	5901/687311-0	102.00
61-4040-60-6010	HP CE400A blk toner/1-PD/Jun'17	Runco Office Supply	06/13/17	5901_687423-0	125.99
Total For Dept 4040 Information Technology					4,700.94
Total For Fund 61 Information Technology Fund					4,700.94

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User: scarman
DB: Burr Ridge

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
EXP CHECK RUN DATES 06/09/2017 - 06/17/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
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Fund Totals:

Fund 10 General Fund	55,414.57
Fund 23 Hotel/Motel Tax Fund	52,486.31
Fund 32 Sidewalks/Pathway Fund	75,437.25
Fund 51 Water Fund	249,922.56
Fund 52 Sewer Fund	478.69
Fund 61 Information Technology F	4,700.94
Total For All Funds:	438,440.32