



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

**AGENDA**

**Monday, October 12, 2020  
7:00 P.M.**

The October 12, 2020 meeting of the Mayor and Board of Trustees will be held at the Village Hall. **THE MAYOR AND TRUSTEES ARE REQUIRED TO ATTEND IN PERSON EXCEPT AS MAY BE ALLOWED BY SECTION 7 OF THE OPEN MEETINGS ACT (5 ILCS 120/7) AND CHAPTER 2, ARTICLE XI, SECTION 2.64 OF THE BURR RIDGE MUNICIPAL CODE.** The public may attend the meeting or may watch the meeting live on cable channels 6 or 99 and call (630) 850-7222 at the designated time for public comment.

**1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

**- Cub Scout Pack 69 of St. Helena's Church**

**2. ROLL CALL**

**3. PRESENTATIONS AND PUBLIC HEARINGS**

**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, discussed by the Board, opened for public comment, and voted upon during this meeting.

**5. MINUTES**

A. \* Approval of Regular Board Meeting of September 28, 2020

B. \* Receive and File Economic Development Committee Meeting of October 7, 2020

**6. ORDINANCES**

A. Consideration of an Ordinance Granting an Amendment to Ordinances #A-834-10-05 and #A-834-40-06 to Amend the List of First-Floor Permitted and Special Uses in Buildings 1, 2, 3, 4, 5A, 5B, and 6 as Well as an Amendment to Ordinances #A-834-10-05 and #A-834-13-15 to Provide for Amendments to the Approved Common Areas, Including Partial Closure of Village Center Drive and Expansion of Pedestrian Ways, Outdoor Seating Areas, and the Like Adjacent to Buildings 4 and 5A, and Re-Establishment of the Previously Permitted Traffic Circle Adjacent to the Village Green, all at the Burr Ridge Village Center Planned Unit Development

- B. Consideration of Ordinance Amending Section 2.40, Entitled "Creation," of Article VII, Entitled "Police Department," of Chapter 2, Entitled "Administration," of the Burr Ridge Municipal Code Eliminating the Rank of Police Corporal
- C. \* Approval of an Ordinance Amending Chapter 41, Section 41.11 of the Burr Ridge Code to Change the Permitted Halloween Trick or Treat Hours for 2020, Only
- D. \* Approval of an Ordinance Amending Section 55.07 of the Burr Ridge Sign Ordinance to Add "Blade Signs" as a Conditional Sign (S-03-2020: Text Amendment – Blade Signs)
- E. \* Approval of an Ordinance Granting a Variation as Per Section 55.07 of the Village of Burr Ridge Sign Ordinance for Approval of Two Ground Signs in Addition to a Permitted Ground Sign (S-03-2020: 16W361 South Frontage Road – Price)

## **7. RESOLUTIONS**

- A. Consideration of a Resolution Approving an Employment Separation and Release Agreement
- B. \* Approval of Resolution Authorizing an Intergovernmental Agreement Between the Village of Burr Ridge and Cook County for the Provision of Environmental Health Inspection Services

## **8. CONSIDERATIONS**

- A. Consideration of Recommendation to Award a Professional Services Contract for the Downtown Business Development District Feasibility Study and District Plan to SB Friedman, of Chicago, Illinois in the Not-To-Exceed Amount of \$19,970
- B. Consideration of a Recommendation to Purchase Ultraviolet Air Purification Machines for Public Buildings from Aerapy, LLC of St. Charles, Illinois in the Not-To-Exceed Amount of \$31,174
- C. Consideration of Authorization to Fill Vacant Part-Time Positions in Administration and Public Works Departments
- D. \* Approval of Contract with McFarlane Douglass for 2020 Holiday Decorations in the Not-to-Exceed Amount of \$36,180
- E. \* Approval of Recommendation to Approve Agreement Regulating Video Surveillance Cameras for the Neighborhood Video Surveillance Program – Carriage Way Subdivision
- F. \* Approval of Recommendation to Award Contract for 2020-2021 Bulk Rock Salt Purchase to Compass Minerals America, Inc., of Overland Park, Kansas, in the amount of \$116,790
- G. \* Approval of Recommendation to Award Contract for the Purchase of Blended Liquid Chlorides to K-Tech Specialty Coatings, Inc. of Ashley, Indiana, in the Amount of \$11,868.00



- H. \* Approval of Recommendation to Award Contract for the Purchase of Replacement Meter Reading Equipment from Core & Main LP, of West Chicago, Illinois, in the Amount of \$15,700.00
- I. \* Approval of Recommendation to Award Contract for Heating, Ventilation, and Air Conditioning (HVAC) Systems Maintenance at Village Facilities to Dynamic Heating & Piping Company of Crestwood, Illinois, in the Amount of \$13,848.08
- J. \* Approval of Employment Training Agreement with Patrol Officer Mary Murphy
- K. \* Receive and File Letter of Resignation of Records Clerk Adrianna Almendarez
- L. \* Approval of Recommendation to Hire Replacement Records Clerk to Fill Vacancy Created by the Resignation of Adrianna Almendarez
- M. \* Approval of Vendor List Dated October 12, 2020, in the Amount of \$256,690.98 for all Funds, plus \$202,135.06 for Payroll for the Period Ending September 19, 2020, for a Grand Total of \$458,826.04, Which Includes Special Expenditures of \$51,877.81 to ComEd for Tree Trimming

**9. PUBLIC COMMENTS**

**10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS**

**11. ADJOURNMENT**



**TO:** Mayor and Board of Trustees  
**FROM:** Village Administrator Doug Pollock and Staff  
**SUBJECT:** Regular Meeting of October 12, 2020  
**DATE:** October 8, 2020

## 6. ORDINANCES

### A. Amend Village Center PUD

Please find attached an ordinance approving a PUD amendment for the Village Center. Staff was directed to prepare this ordinance at the September 28 Board meeting. It should be noted that the petitioner's request to add "vet clinic" as a permitted use in Buildings 5B and 6 was not included in the ordinance.

**It is our recommendation:** That the Ordinance be approved.

### B. Eliminate Rank of Corporal in the Police Department

The Police Department patrol officers and supervisors started a 12-month trial of a 12-hour shift schedule on October 1, 2019. The two unions, Teamsters for patrol officers and Metropolitan Alliance of Police (MAP) for corporals and sergeants, agreed upon the trial period. I am pleased to report that the trial period was a success. The sworn personnel unanimously approved continuing the 12-hour schedule. I am also pleased to report that an analysis of overtime and sick leave during the trial period show no increases when compared to the same period a year prior (October 2018 to October 2019).

The 12-hour shift schedule is quite different from an 8-hour schedule. The 12-hour schedule requires four teams of five officers working 6:00AM to 6:00PM (day shift) and 6:00PM to 6:00AM (night shift). The officers assigned to each team share the same days off with the exception of benefit leave. The officers continue to work an 80-hour pay period on the 12-hour shift schedule; however, they do not work more than three consecutive 12-hour shifts. The schedule is a significant improvement over their former schedule requiring six consecutive 8-hour shifts before their regular days off.

The current rank structure in the BRPD is patrol officer, corporal (3), sergeant (4, 3 patrol and 1 detective sergeant), deputy chief, and chief. The move to a permanent 12-hour schedule will require either the promotion of a fourth corporal and fifth sergeant, one for each patrol team, or elimination of the corporal rank and promote a fifth sergeant. It is my recommendation to eliminate the corporal rank and promote a fifth

sergeant. Doing so will provide for a sergeant on each patrol team and in Investigations. Supervisory coverage in the absence of the sergeant on each patrol team will be provided by designated Officers-In-Charge (OIC) on each team. As stated earlier, supervisory coverage for regular days off is no longer needed, however, OIC's will be needed for the sergeants vacation leave and training days. Our Department has patrol officers that are appointed and trained as OIC's. OIC's are compensated on the days that they act as the watch commander.

The corporal rank is a tested rank open to all patrol officers by authority of the BR BFPC. The corporal rank was created back in 1989 to serve as an assistant watch commander on an 8-hour shift schedule and perform the duties of sergeant on the sergeant's days off, vacation leave, and training. The MAP Union represents the three corporal positions. Due to the benefits of the 12- hour schedule for their bargaining unit members, MAP accepts the reduction of the bargaining unit by two persons. This proposed change also provides a financial savings to the Village. There is an approximate \$10,000 difference in the top of grade between the corporal and sergeant ranks. Although I am proposing to add one additional sergeant position, eliminating the three corporal positions will still yield an approximate savings to the Village of \$20,000 in annual salary. **This proposal does not reduce the total number of sworn officers; it is only a reduction in the number of supervisory positions.**

Village Attorney Mike Durkin prepared a draft ordinance to amend section 2.40 of the Burr Ridge Municipal Code for the elimination of the corporal rank. Once approved, the three corporals will be promoted to sergeant to fill open positions caused by retirements and the additional position.

**It is our recommendation:** That the Ordinance be approved.

**C. Halloween Trick or Treat Hours for 2020**

Due to Covid 19 and also the fact that Halloween this year is on a Saturday, the Board of Trustees directed staff to prepare an amendment to the Municipal Code that changes the permitted hours for Halloween Trick or Treating to 1 PM to 4 PM. The change in hours is temporary for 2020 only.

**It is our recommendation:** That the Ordinance be approved.

**D. Sign Ordinance Text Amendment – Blade Signs**

Please find attached an ordinance approving a text amendment to Section 55.07 of the Sign Ordinance establishing “blade signs” as a conditional sign.

Staff was directed to prepare this ordinance at the September 28 Board meeting.

**It is our recommendation:** That the Ordinance be approved.

**E. Variation from Sign Ordinance (Price)**

Please find attached an ordinance approving a variation from Section 55.07 of the Sign Ordinance for two ground signs in addition to a permitted ground sign. Staff was directed to prepare this ordinance at the September 28 Board meeting.

**It is our recommendation:** That the Ordinance be approved.

**7. RESOLUTIONS**

**A. Employment Separation and Release Agreement**

Please find attached a Resolution approving an Agreement with Village Administrator Doug Pollock relative to his retirement as Village Administrator. Mr. Pollock has announced his intent to retire effective November 6, 2020.

**It is our recommendation:** That the Agreement be approved.

**B. IGA with Cook County for Health Inspection Services**

Attached is a Resolution authorizing an agreement with the Cook County Health Department to provide health inspection services for the period of December 1, 2020 through November 30, 2021. The agreement is identical to that which has been signed in previous years with no increase in the per-inspection fee of \$100.00. The fee is billed to the businesses for which an inspection is required.

**It is our recommendation:** That the resolution be adopted.

**8. CONSIDERATIONS**

**A. Downtown Business Development District Feasibility Study**

On September 14, the Board approved the release of an RFP to solicit proposals for a downtown Business Development District (BDD) feasibility study and district plan creation. Staff has since received three proposals from qualified firms, with the EDC recommending that the Village award a contract to SB Friedman of Chicago, Illinois in the not-to-exceed amount of \$19,970 to perform all necessary work related to this consideration. SB Friedman's response scored highly in that their project approach was very thorough, detailing a 14-step plan to accomplish the work specified by the RFP in a specific 60-75 day turnaround time. SB Friedman has significant experience in

this field and has worked for the Village in a previous capacity, performing a fiscal impact analysis of the then-proposed Village Center in 2007. The same personnel who performed this analysis would perform the work specified in the current RFP on behalf of the Village.

If approved, staff would create a contract with SB Friedman for consideration of approval at the Board's October 26 meeting. It should be noted that all expenditures related to the creation of a District, including authorship of these analyses, may be reimbursed by the District's revenue if one is ultimately created. Once results of the feasibility study are created and presented, the Board will have full authority as to when and how the Village moves forward with further steps related to implementation of the BDD, if at all.

**It is our recommendation:** That the Board direct staff to prepare a contract with SB Friedman for the proposed work in the RFP in a not-to-exceed amount of \$19,970.

**B. Purchase of Ultraviolet Air Purification Equipment for Public Buildings**

Early in the COVID-19 pandemic, Village buildings were closed to the public, reopening in mid-June with modifications to maximize health safety for both staff and visitors to these buildings, including Plexiglas barriers, vehicle-disinfecting sprays, distancing stickers, touchless hand sanitizers, etc. As the COVID-19 pandemic will now coincide with flu season, staff has identified an additional health protection measure for consideration of purchase to improve air quality in public buildings: ultraviolet air purification machines. As COVID-19 has been generally identified to be spread by airborne transmission, constant exposure of UV-C germicidal energy with moderate air circulation (the existing HVAC systems) has been scientifically proven to mitigate pathogens such as SARS-CoV-2 coronavirus as well as other bacteria, viruses, and molds in the air stream, providing a highly sanitized working environment for staff and visitors. The machines would be installed on the ceiling of high-traffic staff and public spaces in Village Hall, Police Station, and Public Works (such as the Board Room) and operate 24 hours a day. The machines require no routine maintenance and can be installed by Village staff. The total cost to equip all public buildings with this technology is \$31,174, with possible reimbursement from FEMA available for the purchase. All equipment comes with a five-year equipment warranty and a one-year lamp warranty.

**It is our recommendation:** That the Board approve the purchase of ultraviolet air purification machines.

**C. Re-Classify and Fill Vacant Part-Time Positions in Administration and Public Works**

Staff requests consideration to reclassify one part-time clerical position within each of the Administration and Public Works Departments to "intern". Many municipalities in the Chicagoland region hire graduate interns on a recurring

basis as a method to identify potential new employees who could appropriately fill permanent full-time roles should they become vacant. Interns generally work for a two-year period in their communities before moving on to full-time work either within the community in which they intern or another community. In the case of Burr Ridge, staff has identified Northern Illinois University as the preferred program that would source interns, as their students carry a local government management focus combined with staff having a pre-existing relationship with the program from several previous communities.

The interns would act as administrative assistants for either department, handling all inbound communications and assisting visitors with inquiries while also tasked with standing responsibilities, such as assisting with the permitting process that would be otherwise delegated to the part-time receptionist. Interns would also be tasked with special projects on an as-needed and available basis, which allow them to grow in their career development while providing additional strategic capacity for the Village. Examples in the Administration Department may include conducting fee surveys or re-designing existing business processes, while examples in the Public Works Department may include researching and drafting an RFP, preparing bid documents and contracts, seek opportunities for grant funding, and assist in tracking expenditures and budget forecasts.

A salary survey provided by Northern Illinois University showed that the average intern is paid approximately \$15 per hour with no benefits and works approximately 20 hours per week. The Village would pay these interns \$15 per hour, capped at 999 hours per year; each position would cost the Village approximately \$15,000 per year. This compares favorably to the current part-time administrative assistant classification that is typically budgeted at \$17,000 to \$20,000 per year. The interns would not be eligible for COLA or merit raises over the course of the two-year program.

**It is our recommendation:** That the Board approve the re-classification of the positions and direct staff to fill both positions.

**D. Contract with McFarlane Douglass for 2020 Holiday Decorations**

At the September 28, 2020 meeting, the Board of Trustees discussed various budget expenditures for the current fiscal year. At that time, the Board directed staff to proceed with a contract for holiday decorations not to exceed \$36,180. The proposed contract with details of the holiday decorations is attached. Funding for this project would come from surplus Hotel Fund revenues (revenues that exceed the budget).

**It is our recommendation:** That the Board approve the contract.

**E. Carriage Way Subdivision Entryway Surveillance Cameras**

The Carriage Way Property Owners Association approved an Agreement Regulating Video Surveillance Cameras at their last Homeowners' Association meeting (see attached). Carriage Way will be the 15<sup>th</sup> neighborhood to take advantage of the Neighborhood Video Surveillance Program. The Carriage Way Property Owners Association is investing \$32,512 into their system.

**It is our recommendation:** that the request from Carriage Way Property Owners Association to install cameras at the entrance to their subdivision be approved and that the Mayor be authorized to sign an agreement memorializing the approval of this request.

**F. Purchase of Bulk Rock Salt for 2020-2021**

The Illinois Department of Central Management Services (CMS) has renewed, with no adjustment to its prices, the bulk rock salt contract in which the Village participated in 2019-2020. The CMS-awarded price specifically for Burr Ridge is \$77.86 per ton from Compass Minerals America, Inc., of Overland Park, Kansas. At the Village's order for 1,500 tons of bulk rock salt, the contract cost will be \$116,790. CMS contracts are typically in two-year periods; therefore, the Village's FY 2020-21 budget accurately identifies this price and contract amount.

Again this year, the CMS contract is 4.2% less than a similar contract bid through DuPage County. This year's DuPage County bid was opened March 31, 2020, and resulted in a price to municipalities of \$81.13 per ton from the same vendor as awarded by CMS. While the Village has used DuPage County bid prices in the past, the Director of Public Works switched to the CMS contract last year. Using the State bid process saved \$4,905 when compared to this year's DuPage County bid for the Village's contract total salt quantity. However, other municipalities received higher prices through the CMS bid compared to the DuPage County bid.

**It is our recommendation:** That the Village Board award the 2020-2021 Bulk Rock Salt Purchase Contract to Compass Minerals America, Inc., of Overland Park, Kansas, in the amount of \$116,790, using prices renewed by the Illinois Department of Central Management Services.

**G. Purchase of Blended Liquid Chlorides**

The Department of Public Works incorporates liquid chlorides into snow and ice control operations by pre-wetting rock salt on a truck's spreader during a snow or ice event to increase its effectiveness, and by applying the liquid to the pavement before an event for anti-icing and inhibiting the development of bonded ice. Overall, liquid chlorides reduce the use of solid rock salt while maintaining roads in the best conditions possible, which increases safety, reduces operational costs, and lessens our impact on the environment.

KTech Specialty Coatings, Inc., of Ashley, Indiana, the vendor selected for the Village's liquid chloride supply, has renewed this season's contract with no adjustment to its prices as shown on the attached 2020-2021 Price Quote. DuPage County Division of Transportation, the Illinois Tollway, and several neighboring municipalities utilize the Beet Heat liquid chloride product from this same supplier in their winter operations. Beet Heat is a concentrated, corrosion inhibited, organically enhanced, liquid highway deicer and carries the USEPA "Designed for the Environment" label. The Village has used this supplier and its Beet Heat liquid chloride blends over the past two winter seasons with good results.

The Public Works Department anticipates using two (2) truckloads at the full-truckload unit price, for a total amount of \$11,868.00. This amount is \$2,132 less than the FY20-21 budget for this line item.

**It is our recommendation:** That the Village Board award the blended liquid chlorides purchase contract to KTech Specialty Coatings, Inc., of Ashley, Indiana, in the amount of \$11,868.00.

#### **H. Purchase of Replacement Meter Reading Equipment**

The existing equipment used by the Water & Wastewater Division of the Department of Public Works for bi-monthly collection of water meter readings and on-going replacement of older meters has become obsolete and unable to be serviced. The equipment is seven years old and although still accurate, the units' batteries and interface hardware are unreliable and unrepairable. Two (2) units should be replaced with new Sensus AutoRead® Hand-Held Devices (HHD) for employees to work on these tasks simultaneously, as is frequently needed for utility billing deadlines. Sensus is the manufacturer of the Village's residential and commercial water meters, and these meters interact only with Sensus electronic devices.

The authorized Sensus distributor for this region is Core & Main, LP, of the Carol Stream, Illinois, branch office. Therefore, additional quotes for Sensus meter reading equipment are not available, and this is a sole source procurement. The Water & Wastewater Division Supervisor recommends purchasing those items listed on the attached quote from Core & Main, which includes the HHD units and accessory hardware, in the amount of \$15,700.00. Adequate funds are available in the Water Fund equipment account for this purchase.

**It is our recommendation:** That the Village Board award the meter reading equipment purchase contract to Core & Main, LP, of Carol Stream, Illinois, in the amount of \$15,700.



**I. Contract for HVAC Maintenance at Village Facilities**

The Village currently contracts with Dynamic Heating & Piping Company, of Crestwood, Illinois, for its Heating, Ventilation, and Air Conditioning (HVAC) Systems Maintenance Contract at Village facilities. This contract provides routine maintenance, inspections, lubrication, and replacement of filters and belts for HVAC units at four buildings (Village Hall, Police Station, Public Works, and Pump Center). This contract expires on November 30th of each year and allows up to four (4) annual renewals through November 30, 2021. The annual renewals are at the Village's discretion, and rates can be adjusted by no more than the Chicago Area Consumer Price Index, which is currently 1.0 percent.

Dynamic Heating & Piping Company was awarded the Village's contract in November 2016 for the initial period. The Department of Public Works has been very pleased with the responsiveness, knowledge, and contract awareness of this contractor's technicians; and the contractor has been awarded the maintenance contract in each subsequent annual renewal. As seen in the attached proposed agreement, Dynamic Heating & Piping Company has agreed to a fourth renewal with no increase from the 2019-2020 period in the amount of \$13,848.08.

**It is our recommendation:** That the contract for the Heating, Ventilation, and Air Conditioning (HVAC) Systems Maintenance with Dynamic Heating & Piping Company, Crestwood, Illinois, be renewed in the amount of \$13,848.08, for the term expiring November 30, 2021.

**J. Employment Training Agreement of Mary Murphy**

The Village has had a standard Employment Training Agreement for the past several years that each Police Officer signs at the start of employment. The Village Attorney has recommended that this agreement be approved by the Village Board and signed by the Mayor. Attached is the Training Agreement signed by new Patrol Officer Mary Murphy.

**It is our recommendation:** That the Employment Training Agreement for Patrol Officer Mary Murphy be approved and that the Mayor be directed to sign the Agreement.

**K. Resignation of Records Clerk Adrianna Almendarez**

Enclosed please find a letter of resignation from Police Records Clerk Adrianna Almendarez tendering her resignation from the Burr Ridge Police Department effective October 22, 2020.

**It is our recommendation:** That the letter of resignation be received and filed.

**L. Hire Replacement to Fill Vacancy of Records Clerk**

Chief John Madden is recommending the records clerk vacancy created by Adrianna Almendarez' resignation be filled. The records clerks at the Police Department are vital to the daily operation of the Department as they also answer the non-emergency calls and provide customer service to visitors at the police department.

**It is our recommendation:** That Chief Madden be authorized to fill the vacancy of Records Clerk.

**M. Vendor List of August 10, 2020**

Attached is the vendor list dated October 12, 2020, in the amount of \$256,690.98 for all funds, plus \$202,135.06 for payroll for the period ending September 19, 2020, for a grand total of \$458,826.04, which includes special expenditures of \$51,877.81 to ComEd for tree trimming.

**It is our recommendation:** That the October 12, 2020, vendor list be approved.

**9. PUBLIC COMMENTS**

**REGULAR MEETING**  
**MAYOR AND BOARD OF TRUSTEES**  
**VILLAGE OF BURR RIDGE**

**September 28, 2020**

**CALL TO ORDER** The Regular Meeting of the Mayor and Board of Trustees of September 14, 2020, was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:01 p.m. by Mayor Gary Grasso.

**PLEDGE OF ALLEGIANCE** Pledge of Allegiance was led by Mayor Grasso.

**ROLL CALL** was taken by the Deputy Village Clerk and the results denoted the following present: Trustees Franzese, Schiappa, Paveza, Snyder, Mital and Mayor Grasso.

Trustee Mottl answered that he was present telephonically.

Mayor Grasso stated he needed a motion to allow Trustee Mottl to participate by phone. Motion was made by Trustee Franzese and seconded by Trustee Schiappa.

Trustee Mottl called a point of order stating that he did not feel that a motion was necessary per the Governor's Executive Order which suspends those portions of the Open Meeting Act and does not require any motion. Trustee Mottl argued that the Board is being subjective and punitive in deciding when he can participate in the meetings. Mayor Grasso stated that he has consulted with counsel and that under Section 7a, a motion is required because we are having a regular meeting with a full quorum present in the boardroom. Trustee Mottl wanted to know why the board members were willing to make a motion this time and not at the last meeting. Village Attorney Mike Durkin responded by saying that in all the prior meetings since March 9, there was no physical quorum which is required by Section 7e of the Open Meetings Act that was amended during the COVID crisis to allow boards to meet without a quorum being physically present. Since today a physical quorum is present, that provision is not operative and Section 7a, which requires consent of a majority of the Board to allow remote attendance, is applicable. Mayor Grasso called for a roll call.

On Roll Call, Vote Was:

AYES: 2 – Trustees Franzese, Paveza

NAYS : 3 – Trustees Schiappa, Snyder, Mital

ABSENT: 1 – Trustee Mottl

There being three negative votes the motion failed.

Mayor Grasso informed Trustee Mottl that he could not participate but he could listen.

In addition, present in the Board Room were Village Administrator Doug Pollock, Police Chief John Madden, Assistant Village Administrator/Deputy Village Clerk Evan Walter, Public Works Director David Preissig, Assistant Finance Director Amy Nelson, and Village Attorney Mike Durkin.

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**PRESENTATIONS AND PUBLIC HEARINGS** - There were none.

**CONSENT AGENDA – OMNIBUS VOTE** After reading the Consent Agenda by Mayor Gary Grasso, motion was made by Trustee Mital 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. Any item removed from the Consent Agenda will be discussed by the Board, opened for public comment, and voted upon during this meeting.

Mayor Grasso asked if there was any discussion. There was none.

On Roll Call, Vote Was:

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

NAYS : 0 – None

ABSENT: 1 – Trustee Mottl

There being five affirmative votes the motion carried.

**APPROVAL OF REGULAR BOARD MEETING OF SEPTEMBER 14, 2020** were approved for publication, under the Consent Agenda by Omnibus Vote.

**RECEIVE AND FILE PATHWAY COMMISSION MEETING OF SEPTEMBER 10, 2020** were noted as received and filed under the Consent Agenda by Omnibus Vote.

**RECEIVE AND FILE PLAN COMMISSION MEETING OF SEPTEMBER 21, 2020** were noted as received and filed under the Consent Agenda by Omnibus Vote.

**APPROVAL OF PLAN COMMISSION RECOMMENDATION TO AMEND THE SIGN ORDINANCE AND APPROVE A VARIATION TO THE BURR RIDGE SIGN ORDINANCE (S-03-2020: 16W36 SOUTH FRONTAGE ROAD – PRICE)** the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

**APPROVAL OF RECOMMENDATION TO RATIFY EMERGENCY PURCHASE OF PARTS AND SERVICES FOR THE TEMPORARY PUMPING SYSTEM AT THE CHASEMOOR SANITARY SEWAGE LIFT STATION FROM UNIQUE PLUMBING COMPANY OF BROOKFIELD, ILLINOIS IN THE AMOUNT OF \$24,622.24** the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

**APPROVAL OF RECOMMENDATION TO AMEND A PROFESSIONAL SERVICES CONTRACT WITH RJN GROUP, INC. OF WHEATON, ILLINOIS TO INCLUDE DESIGN ENGINEERING SERVICES FOR THE CHASEMOOR SANITARY SEWAGE LIFT STATION IN THE AMOUNT OF \$54,780.00** the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

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**APPROVAL OF EMPLOYMENT TRAINING AGREEMENT WITH PATROL OFFICER ROBERT DUMITRU** the Board, under the Consent Agenda by Omnibus Vote, Approved the Agreement.

**RECEIVE AND FILE LETTER OF RESIGNATION OF PROBATIONARY PATROL OFFICER RAUL CAMPOS** the Board, under the Consent Agenda by Omnibus Vote, noted the letter as received and filed.

**APPROVAL OF RECOMMENDATION TO HIRE REPLACEMENT PATROL OFFICER TO FILL THE VACANCY CREATED BY THE RESIGNATION OF RAUL CAMPOS** the Board, under the Consent Agenda by Omnibus Vote, Approved the Recommendation.

**APPROVAL OF VENDOR LIST DATED SEPTEMBER 28, 2020 IN THE AMOUNT OF \$695,886.92 FOR ALL FUNDS, PLUS \$191,570.19 FOR PAYROLL FOR THE PERIOD ENDING SEPTEMBER 5, 2020 FOR A GRAND TOTAL OF \$887,457.11, WHICH INCLUDES NO SPECIAL EXPENDITURES** the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List.

**ORDINANCES** – There was none

**RESOLUTIONS** – There was none.

**CONSIDERATION OF PLAN COMMISSION RECOMMENDATION TO APPROVE AMENDMENTS TO THE VILLAGE CENTER PLANNED UNIT DEVELOPMENT INCLUDING REVISIONS TO THE LIST OF PERMITTED AND SPECIAL USES AND MODIFICATIONS TO THE STREET AND SIDEWALK PLAN**

Evan Walter, Assistant Village Manager explained that this was a petition from the ownership of the Village Center to close one of the blocks of Village Center Drive as well as amend some of the uses that are listed at the Village Center. Some of the special uses would be moved to permitted uses and some other uses that are not currently named into some specifically names uses. Also, the ownership is attempting to petition the Village to allow three separate leasing corridors or districts at the Village Center. Those three districts would include a retail and general services district, a health, wellness, and medical offices district and lastly, a restaurant and entertainment district.

Mr. Walter added that the petitioner is additionally requesting consideration for the addition of a veterinary clinic as a permitted use in Building 5B and 6 at the Village Center. Restaurants were recommended for approval with liquor and live entertainment in buildings 2, 3, 4, & 5 which would become a permitted use. Entertainment could include a comedy club, escape rooms, indoor mini golf, arcades and an axe lounge. Mr. Walter noted there were two items requiring conditional review. Mr.

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Walter explained that a conditional review requires Plan Commission and Board review and approval to put into legal practice but does not necessarily require a public hearing notice. This saves time but allows the village to retain control over what does ultimately gets approved. Mr. Walter went on to state there was an overwhelming amount of support for this petition. Two open houses were held with approximately 50 people in attendance and with 90% in support of the petition.

Mayor Grasso asked if any of the Trustees had any questions or comments on this item.

Mayor Grasso asked if there would still be access to the circle if you are coming off Burr Ridge Pkwy. Mr. Walter stated there would be. Mayor Grasso asked what an axe lounge was and if it is an axe similar to those found in Colorado. Mr. Walter stated yes, that he had done it personally, and it is actually quite safe. It is family friendly but also could have alcohol there. Mayor Grasso was very glad to see the residents from the Village Center showing up in support of these changes. Mayor Grasso believes that the Village was showing flexibility and were willing to work with the Village Center to remake itself. Trustee Franzese wanted to know the percentages of each building that were permitted general office space. Mr. Walter advised it was 40% in building 1, 20% in buildings 2 & 3 and it would be a special use in building 4 and 5A and a permitted use in buildings 5B and 6. Trustee Franzese felt that there needed to be more valet parking spaces on the street. Mr. Walter reminded the Board that they are looking at a concept tonight not a final plan, and all suggestions would be taken into consideration. Mr. Hassan talked about ideas that they were hoping to include for the winter to make it a year round district.

Mayor Grasso advised that anyone who wishes to call in and comment were permitted to do so at this time.

A resident of the Village Center Building 6 called in and stated that he supported the plan. He attended the Plan Commission meeting and was against the Veterinary Clinic being added on tonight. He felt it would be a disaster. Discussion continued about the possibility of a Vet Clinic and the concerns of boarding and keeping dogs overnight.

Mayor Grasso asked for a motion. Motion was made by Trustee Franzese and seconded by Trustee Schiappa.

Mayor Grasso asked if there was any further discussion by the Trustees or any other comments from the public. There were none.

On Roll Call, Vote Was:

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

NAYS : 0 – None

ABSENT: 1 – Trustee Mottl

There being five affirmative votes, the motion carried.

## **DISCUSSION OF FY 2020-21 BUDGET AND BUDGET WAITLIST**

Assistant Finance Director Amy Nelson pointed out the highlights of the FY 2020-21 budget that was included in the Trustees packets. She pointed out the general fund surplus from FY 2019-20 of \$178,798 and the anticipated revenue that will be coming in from FEMA and the CARES funding of over \$430,000. Ms. Nelson stated that the sales tax revenue exceeded the budgeted forecast in both May and June and we have seen an increase in use tax that includes a portion of the online sales. Places of Eating Tax are following the same trends as the sales tax increasing since May and income tax revenue surpassed our projections by 16%. Shortfalls to date include permits and fees, telecommunication tax and fines and forfeitures. Some of these are due to the rebates given on liquor license fees and the courts being closed. Ms. Nelson went on to review expenditures by department, the hotel/motel fund, motor fuel tax fund and the water fund.

Mayor Grasso asked if there were any questions from the Trustees.

Trustee Franzese asked which month the Village had data about water consumption. Ms. Nelson said data was available through September. Mayor Grasso advised he had gotten several emails from residents about the higher water bills. Mayor Grasso explained they were higher due to the drier summer, people being home and increase in water rates. The Trustees thanked the staff for being fiscally prudent and putting such a comprehensive report together.

Mayor Grasso asked if there was any comments from the public. There was none.

Mr. Pollock wanted to give the Board the opportunity to talk about the budget waitlist. These items were all removed from the budget with the intention that the Board would revisit them once funds were available. The waitlist is based on the Staff's priorities but it is ultimately up to the Board to decide. Staff is recommending proceeding with a handful of these items that staff believes are important and critical to the Village now that we have funds available.

Mr. Pollock reviewed the waitlist and went through the items that Staff recommended moving forward. Those items included Guard Rail Replacement, Parkway Tree Trimming, Enterprise Leasing Contract, Public Works Garage Light Replacement, Public Works Union Cola's and Additional Pension Funding. Mr. Pollock stated that the department heads are present to answer any questions and take any feedback the Board may have. Mr. Pollock also added that any items given the OK to move ahead with tonight would still come back to the Board in the form of a contract or an approval on a future agenda before the money was spent.

Discussion followed on some of the items listed in the second priority list. Trustee Paveza stated that with all the uncertainty in the economy right now, that he felt a little uneasy about the extra funding for the police pension at this time. Mayor Grasso agreed and wanted to have a more comprehensive

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plan on funding the police pension before they committed to the \$100,000 at this time. Mr. Walter added that at the DuPage Mayors and Managers Conference (DMMC) there is a lot of discussion that the State will take action on extending the amortization schedule from 2040 to 2050 on the employee pension side. With this in mind, it might be better to wait and take a year and see what happens before committing to the additional funding. Mayor Grasso agreed that it would be best to wait and see at this time.

Mr. Pollock summarized the direction the Board wanted to proceed. This would include proceeding with all of priority #1 items and only the part time positions in the #2 priorities. For future consideration, the Village Hall HVAC Controls Upgrade would move to a higher priority. Mayor Grasso stated that was the consensus.

### **UPDATE AND DISCUSSION REGARDING VILLAGE ADJUDICATION PROGRAM**

Police Chief John Madden gave an update on the Village Adjudication Program project. Chief Madden stated that staff are currently working on lining up hearing officers for the Board to interview, have finalized the software contract, and are working toward a holding the first hearing in January 2021. Chief Madden wanted to make sure that the Board understood the scope of adjudication. Violations that cannot be adjudicated include speeding violations, suspended licenses violations and almost all vehicle code offenses that are reportable to the state. Those violations have to go to field court, which is currently in Downers Grove but will soon move to Wheaton. Chief Madden stated that one of the many advantages of municipal adjudication is that the burden of proof at a hearing is preponderance of the evidence not beyond a reasonable doubt, which means that the officer does not have to be at the hearing for the tickets they wrote. Chief Madden emphasized that was a huge advantage and improvement over the current process. Chief Madden then went over examples of what can be brought into the adjudication hearing. These included vehicle tows and impound fees, compliance violations, parking tickets and building or zoning violations. Violations under the Burr Ridge Municipal Code Chapter 41, which include criminal trespass to land, residence or property, disorderly conduct, retail theft and offenses involving alcohol and minors. Solicitor and animal code violations are also included. Chief Madden explained how we could charge administrative fees for costs related to towing and impoundment and those related to booking and processing prisoners. These fees are not considered punitive and unrelated to the criminal case. These fees can range from \$20-\$500.

Chief Madden went over a sample of an adjudication fine schedule from another municipality. The schedule included a discount on some types of violations to help gain compliance. Chief Madden advised that they were currently looking at this type of fine schedule. Chief Madden explained that Deputy Chief Marc Loftus is currently seeking quotes from hearing officers that neighboring municipalities are using. They have three solid responses back and hope to present three hearing officers to the Board to interview. Chief Madden reviewed the qualification for the hearing officers and added that they were staying away from any residents of Burr Ridge for a possible conflict of



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interest. Discussion went on about having a retired judge as a hearing officer, the amount the hearing officer would be paid, the need for a prosecutor and how they are hired and paid. Chief Madden believes that a prosecutor is necessary to read the case into the record and they plan to have the hearings in the boardroom where everything can be recorded. Mayor Grasso thanked the Chief for the presentation and advised him to continue program development.

**CONSIDERATION TO DIRECT THE PLAN COMMISSION TO HOLD A PUBLIC HEARING TO CONSIDER TEXT AMENDMENTS TO ALLOW FOR STAFF APPROVAL OF TEMPORARY INDOOR ACTIVITIES AT RESTAURANTS**

Assistant Village Administrator Evan Walter explained to the Board that when the staff was directed to proceed with the outdoor dining program (tent program), this action required no zoning approval because the Zoning Ordinance empowers the staff to approve “temporary outdoor activities”. However, there is no such ordinance in reference to “temporary indoor activities”. Mr. Walter stated that there are two restaurants looking to expand their indoor space to create a safer indoor dining environment for the winter. This would be for a temporary basis. Staff is requesting that the Board direct the Plan Commission to hold a public hearing to amend the Zoning Ordinance to allow “temporary indoor activities” which can be approved by staff, including waiver of any parking requirements that may be otherwise required under normal circumstances. This would only apply to current restaurants.

Mayor Grasso asked for a motion. Motion was made by Trustee Snyder and seconded by Trustee Mital.

Mayor Grasso asked if there was any discussion by the Trustees or any comments/questions from the public. There were none.

On Roll Call, Vote Was:

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

NAYS : 0 – None

ABSENT: 1 – Trustee Mottl

There being five affirmative votes the motion carried.

**PUBLIC COMMENTS**

Mayor Grasso asked if there was any comments from the public on any item. There was none.

**REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS**

Mayor Grasso asked if any of the Trustees had any announcements.

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Trustee Mital reported on the Events Committee and mentioned that Janet Kowal, the Communications and Public Relations/Event Coordinator has put together some COVID friendly events for this fall. One of these events is the Turkey Trot, which will be on Saturday, November 21, 2020, and the Santa Stop at the Village Hall, which will be held in December. It will be a drive thru setting like the mask give-a-ways where people can stop and pick up a bag of goodies and drive thru.

Trustee Mital thanked the Census Committee, including Patricia Schiappa and staff, who has put in a lot of work. The current self-response rate is at 79.8%, which does not include Census workers who have gone door to door.

Trustee Franzese asked about the \$60,000 proposal from McFarlane Douglas on Christmas decorations. Mr. Pollock apologized and stated he had skipped over it when they were talking earlier about the waitlist. Mr. Pollock stated that last year the Village spent about \$22,000 on holiday decorations. This year's budget has \$9,000 and he has received requests to increase that. The proposal from McFarlane Douglas for Village decorations is for \$36,180 and includes all of the entry markers and stone monument entryways along with the I-55 exchange. Mayor Grasso stated he had spoken to Ms. Kowal and it appeared that we would have extra money because event expenditures had not been made. Mayor Grasso asked staff to work with McFarlane Douglas on preparing a final quote. Ms. Kowal spoke to the Board about the usual decorations that the Village does at Christmas, and that this year there was consideration to add the entryways into Burr Ridge with some holiday décor and to work with the Homeowner Associations to see if they might want to incorporate some of our designs into their entryways. It would be up to the Homeowner Associations if they wanted to do it and the cost to them would be around \$1000. Mayor Grasso added that he would like the village to stand out this holiday season to show that we are all going to come out of this. Mr. Pollock stated the staff would come back next meeting with a contract.

Mayor Grasso stated that early voting begins on October 19 at various locations in Cook and DuPage County. You can find these locations on your counties website or call the Village Hall. There is none in Burr Ridge. Mayor Grasso added that the first Presidential Debate would air Tuesday evening. The final movie night at the Village Center will be October 7 at 7pm. Visit the Village Center website for more information and to sign up for tickets. The next two Sundays will be your final chance to support out local farmers and small businesses at the Farmers Market. It is open from 9am to 1pm at the Village Center.

Mayor Grasso wanted to thank the five trustees, especially Trustee Franzese, for how closely they have worked with him and the staff over the last several months. Mayor Grasso stated that the five trustees have worked well together through these difficult times.

Finally, Ms. Kowal spoke about Halloween. She stated that the Village Hall had been getting many calls on Halloween. She presented a flyer with information and recommendations from the CDC. The board reviewed the recommendations and agreed to go forward with them. The information will be

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posted online, posted on social media and sent out in the E-briefs. The hours for Halloween this year will be from 1pm to 4pm.

**CLOSED SESSION**

Motion was made by Trustee Schiappa and seconded by Trustee Paveza that the Regular Meeting of September 28, 2020 be adjourned to a Closed Session to discuss the Appointment, Employment, Compensation, or Performance of Specific Employees of the Public Body(ILCS 120/2(c)(1)).

On Roll Call, Vote Was:

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

NAYS : 0 – None

ABSENT: 1 – Trustee Mottl

There being five affirmative votes, the motion carried and the meeting was adjourned at 9:09 p.m.

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

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Evan Walter  
Deputy Village Clerk  
Burr Ridge, Illinois

APPROVED BY the Mayor and Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**MINUTES**  
**ECONOMIC DEVELOPMENT COMMITTEE MEETING**  
**October 7, 2020**

**CALL TO ORDER:** Mayor Gary Grasso called the meeting to order at 5:03 p.m. The meeting was held in person at the Village Hall.

**ROLL CALL:** **Present:** Mayor Gary Grasso, Trustee Tony Schiappa, Ramzi Hassan, Paul Stettin, Michael Simmons, Leslie Bowman, Debbie Hamilton, and Bhagwan Sharma (arrived at 5:13 pm.). Sam Odeh participated by phone.

**Absent:** Kirsten Jepsen and Mark Stangle

**Also Present:** Assistant Village Administrator Evan Walter, Communications & Public Relations Coordinator Janet Kowal, Management Analyst Andrez Beltran

**MINUTES:** A **MOTION** was made by Mr. Schiappa to approve the Minutes from the September 2, 2020 meeting. The **MOTION** was seconded by Ms. Hamilton and approved by a vote of 7-0.

**CONSIDERATION OF DOWNTOWN BUSINESS DISTRICT CONSULTANT RFP RESPONSES AND RECOMMENDATION REGARDING AWARD OF CONTRACT**

Mr. Walter stated that on September 14, the Board of Trustees approved the release of an RFP intended to solicit proposals related to the creation of a Business Development District (BDD) Feasibility Study and District Plan within downtown Burr Ridge. The Village received three responses to this RFP prior to its October 2 deadline from Kane, McKenna and Associates; SB Friedman; and Teska and Associates. Staff is recommending that the contract to perform necessary services be awarded to SB Friedman due to their expertise in the field, their thorough and under-budget response, and their previous experience in the Village in analyzing the Village Center development. Mr. Walter introduced Geoff Dickinson, Vice President at SB Friedman, to answer any questions.

(Mr. Sharma arrived at 5:13 p.m.)

Mayor Grasso asked what the report that SB Friedman provides would contain. Mr. Dickinson said that they would analyze the legal eligibility of the proposed District, suggesting changes if necessary to conform with law, as well as a general economic projection for the performance of the District. Mayor Grasso asked why the Village should hire a consultant at all. Mr. Dickinson said that a third party such as SB Friedman can provide independent opinion that is based on objective analysis, providing reliability and dependability for the process. Mayor Grasso asked how the Village can depend on the projections provided, considering COVID-19's impact. Mr. Dickinson said that SB Friedman usually provides a range for potential revenue collection.

Mr. Hassan asked if performing the analysis was necessary. Mr. Walter said that the District, if established, would reimburse the Village for any costs incurred in creating the District, and that no time would be saved by moving forward without said analysis. Mr. Walter said that this analysis would build market confidence in the Village's desire to develop the downtown.

Mr. Stettin said that the analysis had no obvious downside, supporting the award to SB Friedman.

A **MOTION** was made by Mr. Simmons to recommend that the Board award a contract to SB Friedman for services described in the RFP in the not to exceed amount of \$19,970; the **MOTION** was seconded by Mr. Stettin. Approved by a vote of 8-0.

### **CONSIDERATION OF WINTER DINING OPTIONS IN BURR RIDGE**

Mr. Walter said that staff had spent a significant amount of time exploring how to support winter dining in the coming months, and is returning a general plan for consideration. First, the Board has directed the Plan Commission to hold a public hearing to consider amendments to the Zoning Ordinance regarding the temporary expansion of indoor dining at existing restaurants. Existing regulatory language allowed staff to permit the use of parking spaces for outdoor tents on a temporary basis, but no such language exists to allow for the use of indoor spaces for temporary purposes. If these amendments are approved, they will allow restaurants (or any business if they are limited in their productive ability due to COVID-19) to temporarily expand their indoor footprint. Two such restaurants have already secured pending leases for temporary indoor expansion at County Line Square. This hearing is scheduled for October 19.

Staff has met with the Village's tent company and has secured pricing for winterizing the existing tents through sturdier exterior side and roof panels. Tents are currently heated at the sole expense of the restaurants. Staff has been informed that the winter upgrades will carry a 40% premium on existing tent rentals. Staff estimates that the cost of tent rental with winter upgrades will cost the Village approximately \$75,000 if the tents are kept at Capri, Eddie Merlot's, and Falco's for the entirety of the 25-week winter dining season (November 1-May 1) on a 60/40 restaurant/Village cost sharing agreement. Patti's Cafe has stated that they would consider these upgrades but are unlikely to pursue them due to their agreement for additional indoor space. Complete tent rental costs for both restaurants and Village for the entirety of the winter dining season will exceed \$170,000 if each of the three aforementioned restaurants keep their tent in place.

Staff has identified several sanitizing vendors that could assist in cleaning the restaurants in the Village over the winter. If the Village were to perform one sanitizing routine per month for seven months at the thirteen full-service restaurants, it would cost the Village approximately \$30,000.

Mr. Walter said that many businesses inquired about establishing a winter marketing campaign. This campaign would target local residents in local publications i.e. The Doings, Hinsdale Magazine, etc. as well as via a digital campaign to market Burr Ridge as one of the safest places to dine and shop throughout the winter. Several restaurants have engaged in additional sanitization regimens (Capri, La Cabanita, and Hampton Social) as well as incorporated unique distancing methods (Capri has built high-quality dividers stained dark brown to match the flooring) which create a safe dining experience without loss of atmosphere. Staff recommends that the campaign be approximately \$20,000 to ensure that a winter-long campaign is possible, and all businesses are prepared for pent-up demand in the spring. It is anticipated that a vaccine will be available on some level by spring 2021, thus allowing for potentially additional shopping and dining capacity.

Staff continues to work with restaurants about the possibility of creating all-season rooms (such as Viewpoint Enclosures' product) in 2021, primarily working to secure land agreements with property owners in preparation for eventual zoning petitions. This particular item is not intended as a winter dining strategy, but remains as a general business growth strategy that is currently pending.

Mayor Grasso stated that with only three tents remaining, further subsidization of the tents did not seem equitable, as the initial purpose of the tents was to help restaurants survive the initial phases of the COVID-19 pandemic. That goal has been accomplished. The EDC generally agreed with this statement.

Ms. Bowman suggested that the Village invest in a digital marketing campaign for all businesses downtown. Mr. Hassan agreed that digital marketing should be a focus of the campaign, also noting that he would like staff to explore a coupon book mailer to all residents. The EDC discussed further ideas to this extent.

Mayor Grasso, with the concurrence of the EDC, directed staff to prepare a draft budget for the marketing campaign and a sanitizing program for all downtown businesses for the October 26 Board meeting, while subsidization of the tents would likely be discontinued after October 26.

(Mr. Stettin left the meeting at 6:33 p.m.)

### **OTHER CONSIDERATIONS**

Mr. Beltran stated that the Business License application was available online on the website.

Mr. Hassan stated that he would like to continue the discussion of incentivizing the outdoor three season rooms from Viewpoint Enclosures as a long-term strategy.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURNMENT**

Mr. Schiappa made the **MOTION** to adjourn the meeting to November 4, 2020 at 5:00pm, **SECONDED** by Mr. Sharma. **APPROVED 7-0**. The meeting was adjourned at 6:45pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'Andres Beltran', with a stylized, cursive script.

Andrez Beltran  
Management Analyst

## ORDINANCE NO. A-834-\_\_-20

AN ORDINANCE GRANTING AN AMENDMENT TO ORDINANCES #A-834-10-05 AND #A-834-40-06 TO AMEND THE LIST OF FIRST-FLOOR PERMITTED AND SPECIAL USES IN BUILDINGS 1, 2, 3, 4, 5A, 5B, AND 6 AS WELL AS AN AMENDMENT TO ORDINANCES #A-834-10-05 AND #A-834-13-15 TO PROVIDE FOR AMENDMENTS TO THE APPROVED COMMON AREAS, INCLUDING PARTIAL CLOSURE OF VILLAGE CENTER DRIVE AND EXPANSION OF PEDESTRIAN WAYS, OUTDOOR SEATING AREAS, AND THE LIKE ADJACENT TO BUILDINGS 4 AND 5A, AND RE-ESTABLISHMENT OF THE PREVIOUSLY PERMITTED TRAFFIC CIRCLE ADJACENT TO THE VILLAGE GREEN, ALL AT THE BURR RIDGE VILLAGE CENTER PLANNED UNIT DEVELOPMENT

(Z-11-2020: Village Center PUD - Hassan)

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**WHEREAS**, an application for an amendment to a special use for certain real estate has been filed with the Assistant Village Administrator 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 September 21, 2020, 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 special uses, including its findings and recommendations, to this Mayor and Board of Trustees, and this Mayor and Board of Trustees has duly considered said report, findings, and recommendations.

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

**Section 1:** All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This Mayor 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 Mayor and Board of Trustees, after considering the report, findings, and recommendations of the Plan Commission and other matters properly before it, in addition to the findings set forth in Section 1, finds as follows:

- A. That the Petitioner for the special use for the property located at 450/501/510/705/720/801/850 Village Center Drive, Burr Ridge, Illinois, also known as the "Burr Ridge Village Center PUD" (hereinafter "Village Center PUD"), is Ramzi Hassan (hereinafter "Petitioner"). The Petitioner requests an amendment to



Ordinances #A-834-10-05 and #A-834-40-06 to amend the list of first-floor permitted and special uses in Buildings 1, 2, 3, 4, 5A, 5B, and 6 as well as an amendment to Ordinances #A-834-10-05 and # A-834-13-15 to provide for amendments to the approved common areas, including partial closure of Village Center Drive and expansion of pedestrian ways, outdoor seating areas and the like, adjacent to Buildings 4 and 5A, and re-establishment of the previously permitted traffic circle adjacent to the Village Green, all at the Burr Ridge Village Center Planned Unit Development.

- B. The Village Center's request for additional uses are those which are otherwise not available to the Village, as no such uses are present in the Village. The Village Center represents the ideal location for these uses, as it is intended to be mixed-use, thus creating a public expectation of said development on site. Additionally, an amenity such as a pedestrian-oriented streetscape such as that proposed by the petition would be unique to not only the Village but also the surrounding suburbs. The addition and reorganization of the Center's uses combined with the improved streetscape will create the legal framework for an inviting and vibrant town-center feel such as was envisioned by the original PUD.
- C. All uses listed are generally family-friendly and will not bring salacious or unwelcome members of the public to the Village. The uses proposed are intended to drive high-quality tenants to the property, and thus attract high-quality visitors to Burr Ridge. The revised streetscape will similarly enhance public health and safety as it will allow for open-air enjoyment of the Village Center, in plain sight and view of all who frequent, while ensuring that public health effects of recreational and enjoyment are mitigated. The revised streetscape will capture the essence of Burr Ridge in a way not readily observed elsewhere in the community. That the amendment will not adversely impact any adjacent properties.
- D. The addition of and reorganization of the Center's uses and revised streetscape will expand the enjoyment of the downtown and increase property values to those investing in the Village's downtown. Car noises and traffic will be mitigated on the street side of the residential buildings and limit all traffic to areas less oriented towards residential or in the parking garages of the Center. Both will be welcome improvements to both businesses and residents of downtown Burr Ridge.

- E. The proposed uses will fit into the general plan of the Village Center PUD without need for site revisions, whereas the revised streetscape will require only revision to the surface infrastructure already on site. No other parcels will be affected by either proposal.
- F. A traffic circle is proposed on the west end of the entertainment district, while the traffic circle shall be reconstructed on the east end for ease of ingress and egress. Two valet lanes will be constructed immediately to the east and west boundaries of the proposed entertainment district, while emergency access is also provided for those in need of said services. Drainage will be created through standard engineering revisions in compliance with Village and County ordinance.
- G. Affirmed; the intent of the revised streetscape is to necessarily limit ingress and egress and minimize traffic congestion in the proposed area. Improvements have been proposed to promote normal traffic circulation otherwise, with special care paid to ensuring that patrons may utilize either a valet lane or the existing parking decks. No revisions are proposed for any surface or deck parking area otherwise outside of the scope of the entertainment district. No additional points of ingress or egress will be added to Burr Ridge Parkway, while none will likewise be removed, therefore adding traffic at any egress point.
- H. The petition is intended to drive home the primary intentions of the Village Center PUD in its desire to be a mixed-use town center.
- I. The petition is intended to drive home the primary intentions of the Village Center PUD in its desire to be a mixed-use town center. As part of its regulatory structure, Section XIII.L of the Zoning Ordinance permits the establishment of Planned Unit Developments (PUD's) in the Village, with the purpose of PUD's being present to:

*Provide a mechanism to accommodate development of an area of the minimum size established in specific district regulations set forth in this Ordinance which is in the public interest, and which would not otherwise be permitted pursuant to this Ordinance. It is anticipated that Planned Unit Developments will offer one or more of the following advantages: designs which reflect the historic open*

character of single-family areas of the Village, designs which enhance the appearance of neighborhoods by conserving streams, areas of natural beauty, and natural green spaces, designs which counteract possible urban monotony and congestion in streets, designs which promote compatible architecture between adjacent buildings and structures, and designs which will substantially buffer and provide appropriate transitions between differing types of land use and intensities of development from each other so as to minimize any adverse impact which new development may have on existing or zoned development. These provisions are also intended to provide an opportunity to accommodate developments that involve one or more uses and that may be located in more than one zoning district.

In summary, the PUD represents a land use tool that permits the Village to use discretion in permitting development at specific locations otherwise not readily permitted otherwise under standard zoning. The Village Center represents one of the most prominent examples of a PUD in Burr Ridge, characterized by the vision statement that was laid out in its original 2005 ordinance establishing the Center as: "A mixed-use town center with retail, residential, and office uses in a traditional pedestrian environment." While the Village Center's PUD has been revised in minor detail over the years, a wholesale consideration of the PUD's fundamental stance has not occurred since its establishment. These revisions are indeed compatible with the standards and uses of the Zoning Ordinance as they are necessarily related to one development: the Village Center. The petition fulfills the purpose and intent of the original PUD because the Center cannot fulfill its intent without the revisions; that is, the Center will struggle to achieve necessary critical mass in terms of occupancy, thus limiting its ability to serve as the center of the Village's economic and social identity as was its original intent.

**Section 3:** That the amendment to Ordinances #A-834-10-05 and #A-834-40-06 to amend the list of first-floor permitted and special uses in Buildings 1, 2, 3, 4, 5A, 5B, and 6 as well as an amendment to Ordinances #A-834-10-05 and # A-834-13-15 to

provide for amendments to the approved common areas, including partial closure of Village Center Drive and expansion of pedestrian ways, outdoor seating areas, and the like adjacent to Buildings 4 and 5A, and re-establishment of the previously permitted traffic circle adjacent to the Village Green, all at the Burr Ridge Village Center Planned Unit Development is **hereby granted** for the property commonly known as 450/501/510/705/720/801/850 Village Center Drive and identified by the Permanent Real Estate Index Numbers: **18-30-300-042-000;**  
**18-30-300-056-1001; 18-39-300-032-0000; 18-300-037-0000; 18-30-**  
**300-038-0000; 18-30-300-044-0000; 18-30-300-045-0000; 18-30-**  
**300-047-0000; 18-30-300-048-0000; 18-30-300-057-1001; 18-30-**  
**300-050-0000; 18-30-300-054-1001; and 18-30-300-058-1001.**

**Section 4:** That approval of the amended Village Center PUD shall be subject to the found in **Exhibit A**, as well as subject to the following conditions:

1. The amendment shall be consistent with the submitted site plans and list of permitted and special uses.
2. The petitioner must receive conditional approval from the Plan Commission and Board of Trustees regarding the Restaurant/Entertainment District's final streetscape design, such as the final site plan design, color and design of surface materials, street furniture and bollard design, landscape and lighting design, etc.
3. All cars operated on valet bailment at the Village Center must be parked either in the surface parking lot adjacent to Building 5B or in any parking deck.
4. The petitioner must submit a revised on-site wayfinding plan for the Village Center for consideration within six months of approval of this petition.

5. The amount of permitted general office space shall not exceed 40% of gross leasable area in Building 1 and 20% in Buildings 2 and 3, a special use in Buildings 4 and 5A, and a permitted use in Buildings 5B and 6.
6. Entertainment uses as described in the petition that serve or sell alcohol be limited as permitted uses in Buildings 4 and 5A. Entertainment uses in Buildings 1, 2 and 3 shall be listed as permitted uses without alcohol consumption or sales and special uses if alcohol is consumed or sold.

**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 Deputy Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

**PASSED** this 12<sup>th</sup> day of October, 2020, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by the Mayor of the Village of Burr Ridge on this 12<sup>th</sup> day of October, 2020.

---

Mayor

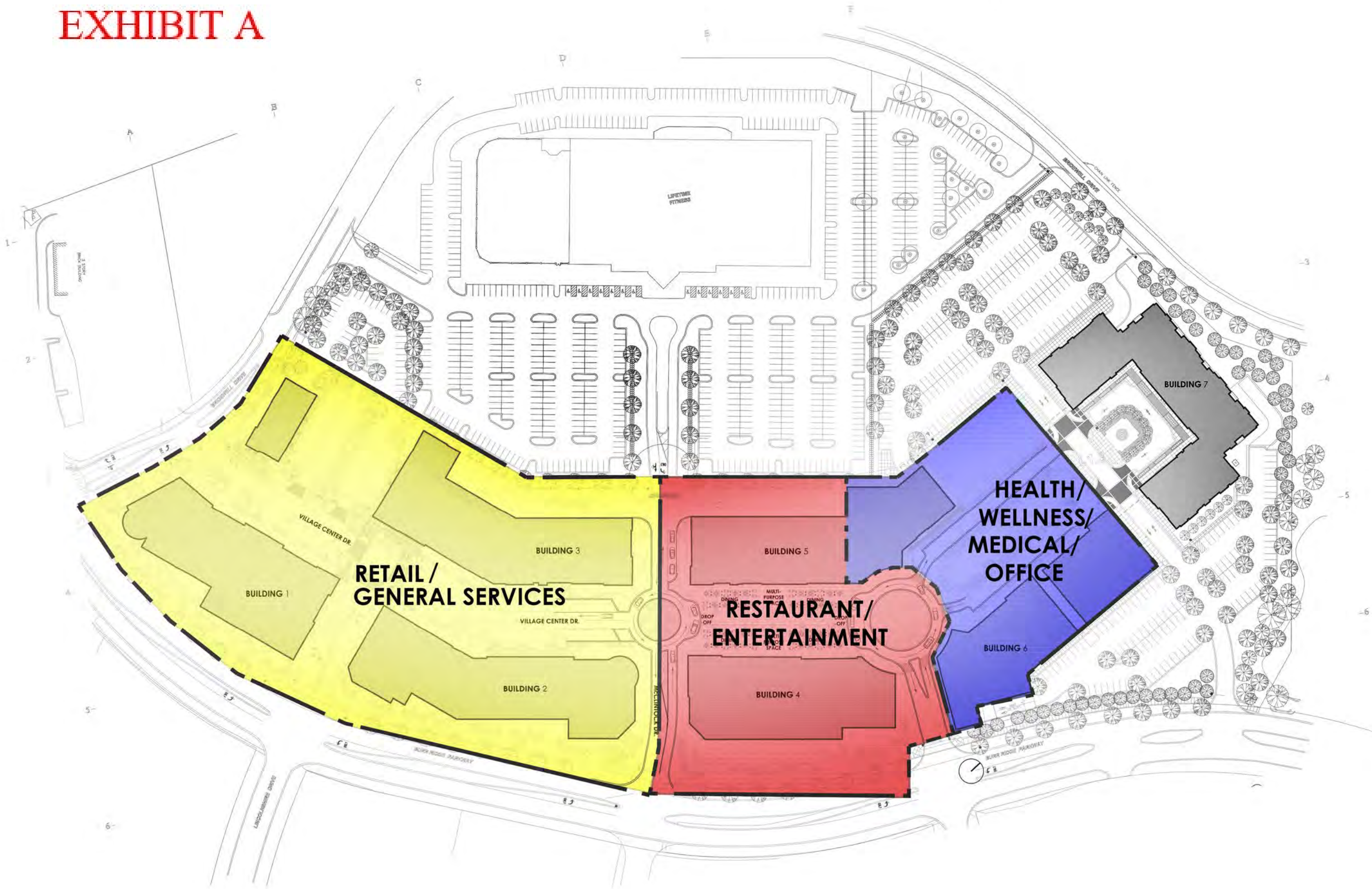
ATTEST:

---

Deputy Village Clerk



# EXHIBIT A



#### Add to all Buildings

- Medical office, including but not limited to:
  - Dentist
  - Dermatologist
  - Chiropractor
  - Physical Therapy
  - Cryotherapy
  - General Practice Office
  - Immediate care
- Financial Services
- Co-Work
- Construction/Home Builder
- General Retail (wherein 51% or more of total revenue / 75% of total net floor space is dedicated to retail sales)

#### Add to Building 1/2/3/4/5A

- Entertainment Uses including but not limited to:
  - Comedy club
  - Arcade
  - Inflatable play space
  - Axe lounge
  - Escape room
  - Golf simulator
  - Indoor mini golf
  - Bowling alley
  - Board game lounge
  - Kids Science Labs

#### Move to Permitted Use in Building 2/3/4/5A

- Restaurants without drive-through facilities and with any one of the following: live entertainment, dancing, or sales of alcoholic beverages

#### Add to Building 2/3/4/5A

- General office use as long as the office use does not encompass more than 50% of the square footage of the building

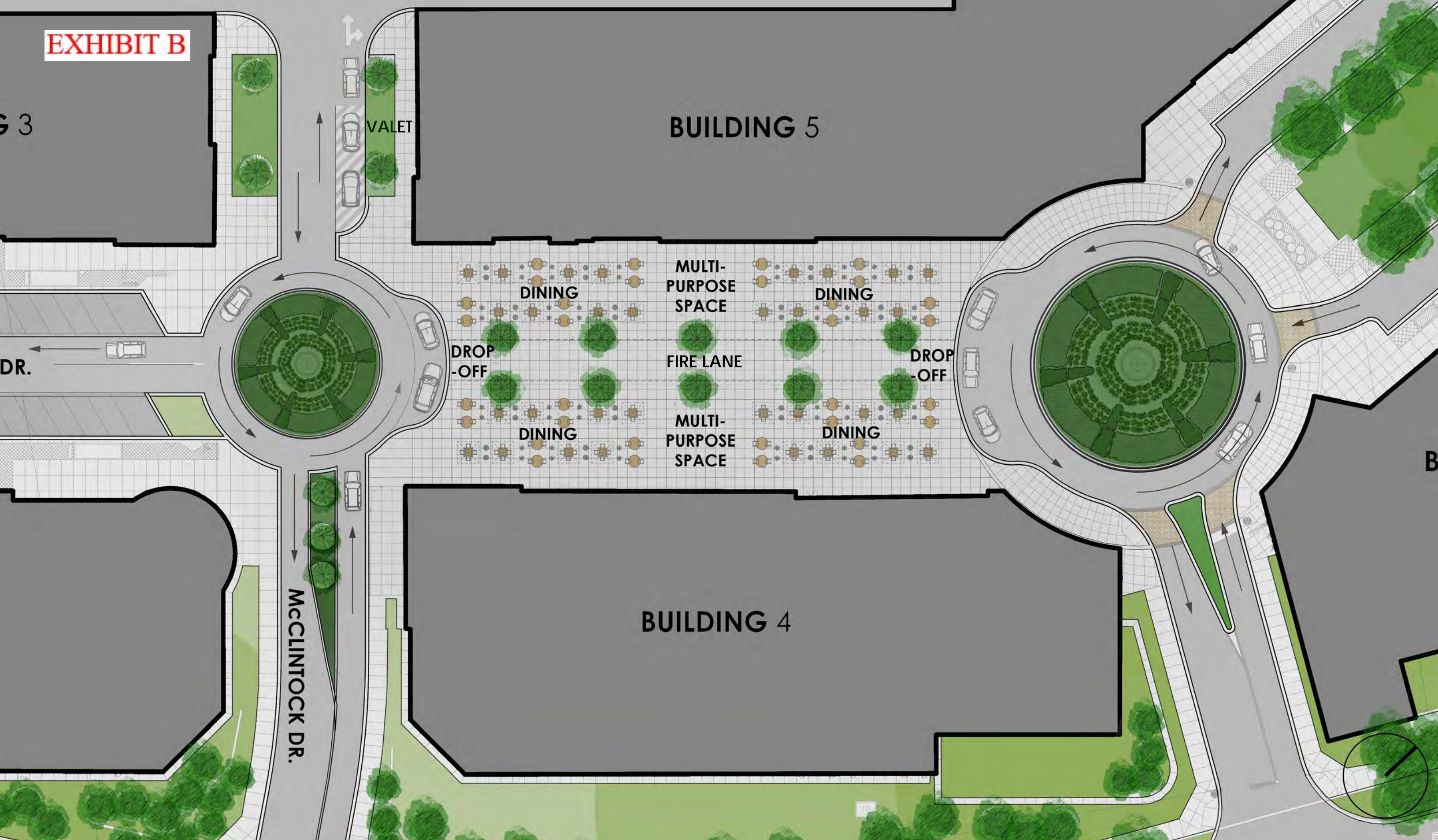
#### Add to Building 1/5B/6

- General Office Use

#### Add as Requiring Conditional Review

- Amendments to Approved Facades
- Amendments to Outdoor Pedestrian Areas/Entertainment District Streetscape









The HAMPTON SOCIAL

MODERN KITCHEN

MODERN KITCHEN







## ORDINANCE NO. A \_\_ - \_\_ - 20

ORDINANCE AMENDING SECTION 2.40, ENTITLED "CREATION," OF  
ARTICLE VII, ENTITLED "POLICE DEPARTMENT,"  
OF CHAPTER 2, ENTITLED "ADMINISTRATION," OF THE  
BURR RIDGE MUNICIPAL CODE ELIMINATING THE  
RANK OF POLICE CORPORAL

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

**Section 1.** Section 2.40, entitled "Creation," of Article VII, entitled "Police Department," of Chapter 2, entitled "Administration," of the Burr Ridge Municipal Code is hereby amended as follows:

**Sec. 2.40. Creation.**

There is hereby created and established the Police Department of the Village of Burr Ridge. The Police Department shall consist of the Chief of Police, Deputy Police Chief, the rank of sergeant, and such other police officers whose number shall from time to time be determined by the Board of Trustees.

**Section 2.** This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form, as provided by law.

**ADOPTED** this 12<sup>th</sup> day of October, 2020, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

**APPROVED** this 12<sup>th</sup> day of October, 2020.

---

Mayor

ATTEST:

---

Deputy Village Clerk

## ORDINANCE NO. A-274-01-20

**AN ORDINANCE AMENDING CHAPTER 41, SECTION 41.11  
OF THE BURR RIDGE CODE TO CHANGE THE  
PERMITTED HALLOWEEN TRICK OR TREAT HOURS FOR 2020, ONLY**

---

**WHEREAS**, due to the ongoing COVID-19 Pandemic and the need to exercise caution and promote public health and safety; and

**WHEREAS**, Halloween happens to be on a Saturday in 2020, thus accommodating limiting Halloween Trick or Treating to daytime hours;

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

**Section 1.** That Chapter 41 of the Burr Ridge Municipal Code be and is hereby temporarily amended to modify the permitted hours for Halloween Trick or Treating to 1 PM to 4 PM on Saturday, October 31, 2020.

**Section 2.** That this amendment shall be temporary and shall expire immediately after October 31, 2020.

**Section 3.** This Ordinance shall be in full force and effect from and after its passage and approval, as provided by law.

**ADOPTED** this 12<sup>th</sup> day of October 2020, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABS this 12th day of October 2020.

---

Village Mayor

ATTEST:

---

Deputy Village Clerk

## ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 55.07 OF THE BURR RIDGE SIGN  
ORDINANCE TO ADD "BLADE SIGNS" AS A CONDITIONAL SIGN(S-03-2020: Text Amendment - Blade Signs)

---

**WHEREAS**, an application for a text amendment to the Village of Burr Ridge Zoning Ordinance has been filed with the Assistant Village Administrator 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 considered the question of granting said text amendment on September 21, 2020, at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

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

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

**Section 1:** All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This Mayor 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 Mayor 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 55.07 of the Burr Ridge Sign Ordinance to add "blade signs" as a conditional use.
- B. That the amendment described is consistent with the purpose and intent of the Zoning Ordinance.

**Section 3:** That Section 55.07 of the Burr Ridge Sign Ordinance shall be **amended** by adding the following language:

**Blade Signs (wall): Not more than 18 inches extending from the building; 9 inches in total height; and 3 inches in thickness, with no other writing other than address numerals on the face of the sign.**

**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 Deputy Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

**PASSED** this 12th day of October, 2020, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by the Mayor of the Village of Burr Ridge on this 12<sup>th</sup> day of October, 2020.

---

Mayor

ATTEST:

---

Deputy Village Clerk



## ORDINANCE NO. A- - -20

AN ORDINANCE GRANTING A VARIATION AS PER SECTION 55.07 OF  
THE VILLAGE OF BURR RIDGE SIGN ORDINANCE FOR APPROVAL OF TWO  
GROUND SIGNS IN ADDITION TO A PERMITTED GROUND SIGN

---

(S-03-2020: 16W361 South Frontage Road - Price)

---

**WHEREAS**, an application for a sign variation has been filed with the Assistant Village Administrator 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 considered the question of granting said sign variation on September 21, 2020, at the Burr Ridge Village Hall, at which time all persons desiring to be heard were given the opportunity to be heard; and

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

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

**Section 1:** All Exhibits submitted at the aforesaid public hearing are hereby incorporated by reference. This Mayor and Board

of Trustees find that the granting of the sign variation 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 Article I thereof.

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

- A. That the applicant for the sign variations for the property located at 16W361 South Frontage Road, Burr Ridge, Illinois, is Don Price (hereinafter "Applicant"). The applicant requests a sign variation as per Section 55.07 of the Burr Ridge Sign Ordinance to permit two ground signs in addition to a permitted ground sign.
- B. The proposed signs have simple design features and intend to act as directory signs for businesses located at the subject property.
- C. The variation is necessary due to the petitioner's property having a large number of tenants.
- D. The proposed signs are intended to serve members of the public.
- E. The proposed signs will not be distracting from the character of the locality.

**Section 3:** That sign variations from the Sign Ordinance are ***hereby granted*** for the property commonly known as 16W361 South Frontage Road and subject to compliance with the submitted sign elevations attached hereto as **Exhibit A.**

**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 Deputy Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form.

**PASSED** this 12<sup>th</sup> day of October, 2020 by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** by the Mayor of the Village of Burr Ridge on this 12<sup>th</sup> day of October, 2020.

---

Mayor

ATTEST:

---

Deputy Village Clerk



**BURR RIDGE OFFICE CENTER / MONUMENT SIGN**  
**ONE (1) DOUBLE SIDED, NON-ILLUMINATED MONUMENT SIGN**  
**CUSTOM FABRICATED ALUMINUM SIGN BODY W/ MAP PAINTED FINISH**  
**1/4” DIMENSIONAL LETTERING STOOD OFF SIGN FACE 1/2” W/ THREADED STUDS**

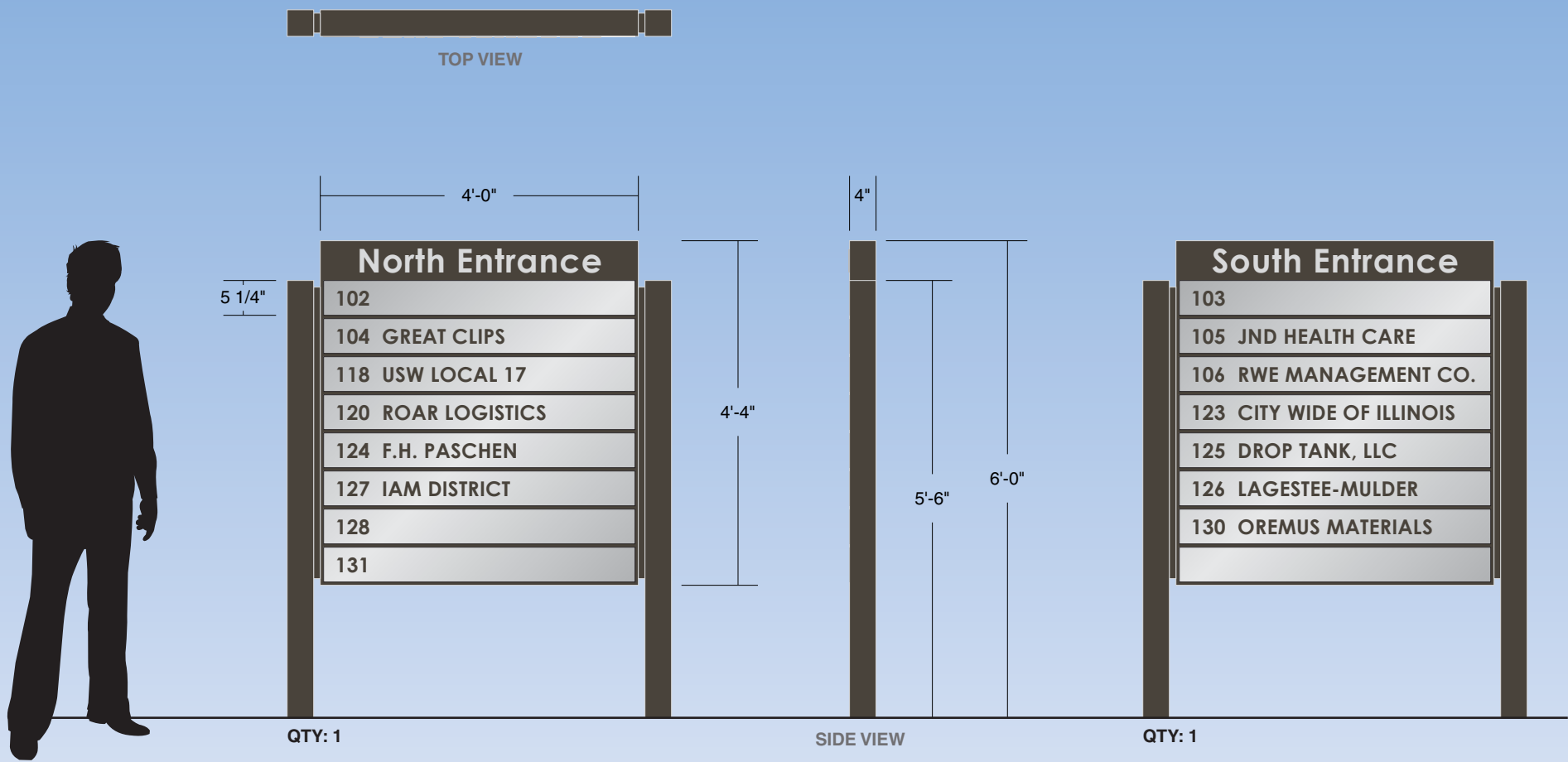


PH: (262) 554-6066  
TOLL FREE: (800) 554-8110

Client: <b>BURR RIDGE OFFICE CENTER</b>	Date: <b>8-17-20</b>	REVISION		ILLUMINATION: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TYPE _____	<input type="checkbox"/> SINGLE SIDED <input checked="" type="checkbox"/> DOUBLE SIDED	Paint Colors (AkzoNobel): <input checked="" type="checkbox"/> MAP DARK BRONZE <input type="checkbox"/> MAP BRUSHED ALUMINUM	Vinyl Film Colors (3M Scotchcal):	Client Signature:  Signature _____ Date _____
	Drawing #: <b>1(1)</b>	<input checked="" type="checkbox"/> 8-18-20	<input type="checkbox"/>	Electrical Requirements: <input type="checkbox"/> 120 <input type="checkbox"/> 277	Quantity: <b>1</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Address: <b>361 S FRONTAGE RD</b>	Sheet: <b>1 of 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	Sign Specifications: <b>NOTED ABOVE</b>				NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - <b>RESPONSIBILITY OF OTHERS</b>  The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
City, State: <b>BURR RIDGE, IL 60527</b>	Scale: <b>1/2"=1'</b>	<input type="checkbox"/>	<input type="checkbox"/>					
Sales Rep: <b>TONY MATALONIS</b>	Designer: <b>KD</b>	<input type="checkbox"/>	<input type="checkbox"/>					

NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK INVOLVED IN THIS PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH TO THE ACTUAL FINISHED PAINTED PRODUCT.

DIRECTIONAL SIGNAGE



**BURR RIDGE OFFICE CENTER / DIRECTIONAL SIGN**

**TWO (2) SINGLE SIDED, NON-ILLUMINATED DIRECTIONAL SIGNS**

**4” DEEP ALUM. SIGN BODY & 4“ SQUARE ALUM. POSTS W/ MAP PAINTED FINISHES**

**“SOUTH & NORTH ENTRANCE” 1/4“ ALUMINUM PLATE LETTERING W/ MAP PAINTED FINISH**

**REMOVABLE 1/8” ALUMINUM TENANT PANELS W/ MAP PAINTED FINISHES & 3M VINYL GRAPHICS**



"We Project Your Image"

PH: (262) 554-6066  
TOLL FREE: (800) 554-8110

Client: <b>BURR RIDGE OFFICE CENTER</b>	Date: <b>8-17-20</b>	REVISION		ILLUMINATION: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TYPE _____	<input checked="" type="checkbox"/> SINGLE SIDED <input type="checkbox"/> DOUBLE SIDED	Paint Colors (AkzoNobel): <div><input checked="" type="checkbox"/> MAP DARK BRONZE</div> <div><input type="checkbox"/> MAP BRUSHED ALUMINUM</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	Vinyl Film Colors (3M Scotchcal): <div><input checked="" type="checkbox"/> 3M DURANODIC</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>	Client Signature: <div>Signature _____ Date _____</div>	
	Drawing #: <b>2(0)</b>	<div><div></div></div>	<div><div></div></div>	Electrical Requirements: <input type="checkbox"/> 120 <input type="checkbox"/> 277	Quantity: <b>2</b>				
Address: <b>361 S FRONTAGE RD</b>	Sheet: <b>1 of 1</b>	<div><div></div></div>	<div><div></div></div>	Sign Specifications: <b>NOTED ABOVE</b>					NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - <b>RESPONSIBILITY OF OTHERS</b>  The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.
City, State: <b>BURR RIDGE, IL 60527</b>	Scale: <b>1/2”=1’</b>	<div><div></div></div>	<div><div></div></div>						
Sales Rep: <b>TONY MATALONIS</b>	Designer: <b>KD</b>	<div><div></div></div>	<div><div></div></div>						

NOTICE: Michael's Signs, Inc. does NOT provide primary electrical to sign location - **RESPONSIBILITY OF OTHERS**

The ideas and designs contained in this original and unpublished drawing are the sole property of Michael's Signs, Inc. and MAY NOT BE USED OR REPRODUCED in whole or in part without written permission.

## RESOLUTION NO. R-\_\_\_\_-20

**A RESOLUTION APPROVING AN  
EMPLOYMENT SEPARATION AND RELEASE AGREEMENT**

---

**WHEREAS**, Village Administrator Doug Pollock has submitted a letter indicating his desire to resign as Village Administrator for the Village of Burr Ridge effective November 6, 2020; and

**WHEREAS**, Mr. Pollock and the Mayor and Board of Trustees have agreed on the terms and conditions of Mr. Pollock's separation from the Village of Burr Ridge;

**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 Board of Trustees hereby approves the Employment Separation and Release Agreement between the Village of Burr Ridge and Mr. Pollock attached hereto as **Exhibit A** and authorizes the Mayor to execute said Agreement on behalf of the Village.

**Section 2:** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** this 12<sup>th</sup> day of October 2020, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** this 12<sup>th</sup> day of October 2020, by the Mayor of the Village of Burr Ridge.

---

Mayor

ATTEST:

---

Deputy Village Clerk

**EMPLOYMENT SEPARATION AND RELEASE AGREEMENT**

This **EMPLOYMENT SEPARATION AND RELEASE AGREEMENT** ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between **J. DOUGLAS POLLOCK** (hereinafter referred to as "*Employee*") and the **VILLAGE OF BURR RIDGE, ILLINOIS**, a municipal corporation (hereinafter referred to as the "*Village*"). (Employee and the Village are hereinafter sometimes collectively referred to as "*the Parties*.")

**WHEREAS**, the Village and Employee now desire to mutually set forth the terms of Employee's separation from employment with the Village.

**NOW, THEREFORE**, in consideration of the foregoing recitals and their mutual promises set forth herein, the Village and Employee hereby agree as follows:

**1. Separation of Employment.** The Employee hereby submits his notice of resignation as Village Administrator, to be effective at the close of business on November 6, 2020 ("*Retirement Date*"). Thereafter, the Employee will be completely relieved of all obligations and authority to perform services on behalf of the Village.

Employee acknowledges that, as of the Retirement Date, Employee shall be required to remove all of Employee's personal property from the Village premises. Employee agrees to return all of the Village's property, keys, identification badge(s), etc., that he has in his possession or under his control by close of business on the Retirement Date. Employee shall return or otherwise surrender possession of all Village technology resources (including computers, software programs, computer peripherals, electronically stored data [including all client confidences and/or attorney work product, data storage devices, keys, and written passwords]) in his possession, custody or control by close of business on the Retirement Date. The Village will terminate user access to Village technology resources by the Retirement Date.

**2. Employment Separation Benefits.** As consideration for entering into this Agreement and the waiver of rights and releases contained herein, and provided Employee timely executes this Agreement, does not revoke his acceptance, as set forth in paragraph 8 below, and fully complies with his obligations under this Agreement, the Village will pay to Employee the lump sum amount of \$37,899.32, as severance pay ("*Severance Pay*"), on or before December 18, 2020.

It is agreed that Employee will be paid out all earned and unused benefit time in accordance with the practices, policies and Personnel Rules and Regulations of the Village. Such payment shall be subject to all regular withholdings and deductions and the net amount after such withholdings and deductions shall be payable to Employee on the first regular payroll date following Employee's Retirement Date.

Employee may be entitled to elect continued group health insurance coverage, if eligible, pursuant to the terms of 215 ILCS 5/367j, for which Employee would be responsible to pay the continued group health insurance premiums. In addition, if eligible, the Employee may continue medical insurance benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to 18 months following Employee's Separation Date. The Employee shall be required to pay 102% of the COBRA insurance premiums so long as Employee is eligible for such coverage,

according to COBRA and its attendant regulations. All other employment benefits shall cease on the Separation Date.

Employee acknowledges and agrees that Employee is not entitled to any other severance payments or severance benefits, except as provided in this paragraph 2.

**3. Valid Consideration.** Employee and Village acknowledge that certain of the Village's payments (in particular, Severance Pay) described hereinabove is not required by the Village's policies or procedures or any contractual obligation, and is offered by the Village solely as consideration for this Agreement, along with the mutual promises contained herein. The Parties acknowledge that these constitute good and adequate consideration.

**4. Waiver of Rights Under the Age Discrimination in Employment Act.** In consideration of the Village's obligations contained in paragraph 2. hereinabove, Employee does hereby knowingly and voluntarily waive, release, satisfy, and forever discharge the Village and all of its officers, board members, trustees, employees, insurers, reinsurers, predecessors, successors, assigns, agents, attorneys, and representatives (past, present and future) (hereinafter the "*Released Parties*"), of and from any and all claims, actions, causes of action, demands and liabilities of any kind or character whatsoever, in law or in equity, which Employee ever had or now has against said above-named persons and entities or any of them, for, upon or by reason of any rights arising prior to the date at this Agreement under the **Age Discrimination in Employment Act** (42 U.S.C. § 621 *et seq.*). It is the intent of the Village and Employee that this be a full, complete and general release of the Employee's rights arising prior to the date of this Agreement under the **Age Discrimination in Employment Act**.

**5. General Release.** In addition to the waiver of rights set forth above and as a material inducement for the Village to enter into this Agreement, Employee does hereby remise, release, acquit, satisfy, and forever discharge the Village and all Released Parties, of and from any and all claims, actions, causes of action, demands and liabilities of any kind or character whatsoever, in law or in equity, which Employee ever had, now has, or which any personal representative, successor, heir or assign of Employee, hereafter can, shall or may have, against said above-named persons and entities or any of them, for, upon or by reason of any matter, cause or thing arising out of Employee's employment with the Village. It is the intent of the Village and Employee that this be a full, complete and general release. It is also the intent of the Village and Employee that this Agreement releases all claims of Employee, including specifically, without limitation, any and all claims or causes of action for employment discrimination; any other claims or causes of action arising under, or any conduct which violates, the Consolidated Omnibus Budget Reconciliation Act of 1985; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Rehabilitation Act of 1973; 42 U.S.C. §§ 1981, 1983 or 1985; the Civil Rights Act of 1991; the Illinois Human Rights Act; or any other provision of the Illinois Constitution or any provision of the Constitution of the United States; the Employee Retirement Income Security Act of 1974; the Illinois Insurance Code; the Fair Labor Standards Act; the Family Medical Leave Act; or any other statute, ordinance, rule or regulation of any state, federal, county, or municipal government regulating any aspect of the employment relationship; any and all claims or causes of action for breach of contract or breach of personnel policies or employee handbooks; promissory estoppel; infliction of emotional distress; invasion of privacy; wrongful or retaliatory discharge; defamation; libel; slander; any act contrary to the public policy of Illinois; or any other violation



of the common law of Illinois or of any other state; any and all claims or causes of action for wages, vacation pay, or benefits, including, but not limited to, all claims arising under, or based on any conduct which violates the Illinois Wage Payment and Collection Act; any and all claims or causes of action which were or could have been asserted as arising under the Illinois Personnel Records Review Act; and any claims which might be asserted in any way related to Employee's employment. Employee represents that he has not suffered any work related injury or incurred any occupational disease as of the Effective Date of this Agreement.

**6. Additional Representation.** Employee hereby warrants and represents that Employee presently is not, nor has Employee ever been enrolled in Medicare Part A or Part B or applied for such benefits, and that Employee has no pending claim for Social Security Disability benefits nor is Employee appealing or re-filing for Social Security Disability benefits. Employee further warrants and represents that Employee did not incur any physical injuries or receive medical care arising from or related to any of the claims released by this Agreement. Employee also warrants and represents that Medicare has not made any payments to or on behalf of Employee, nor has Employee made any claims to Medicare for payments of any medical bills, invoices, fees or costs. Employee agrees to indemnify and hold the Village and the Released Parties harmless from (a) any claims of, or rights of recovery by Medicare and/or persons or entities acting on behalf of Medicare as a result of any undisclosed prior payment or any future payment by Medicare for or on behalf of Employee, and (b) all claims and demands for penalties based upon any failure to report the settlement payment, late reporting, or other alleged violation of Section 111 of the Medicare, Medicaid and SCHIP Extension Act that is based in whole or in part upon late, inaccurate, or inadequate information provided to the Village by Employee. Employee agrees to hold harmless the Village and the Released Parties from and/or for any loss of Medicare benefits or Social Security benefits (including Social Security Disability) Employee may sustain as a result of this Agreement.

**7. Time to Review and Attorney Consultation.** Employee agrees and acknowledges that the Village has advised Employee to consult with an attorney regarding this Agreement prior to signing below. Employee acknowledges that Employee has twenty-one (21) days after this Release was given to Employee to execute Employee's Release and deliver a copy to the Village (although Employee may choose to sign and deliver the Release sooner).

**8. Revocation and Effective Date.** Employee agrees and understands that Employee may revoke this Agreement at any time prior to 11:59 PM on November 6, 2020 (the "*Effective Date*") which is at least seven (7) days after Employee signs this Agreement. If Employee wishes to revoke the Agreement, Employee should deliver written revocation to the Mayor. The Mayor must actually receive it on or before November 6, 2020. If Employee does not revoke it, this Agreement shall become effective and enforceable on the Effective Date. Employee will then be entitled to be paid the Severance Pay as set forth in paragraph 2 of this Agreement.

**9. Covenant Not to Sue and Recourse for Employee Breach.** The Employee promises never to file or participate in a lawsuit, arbitration or other legal proceeding asserting any claims that are released pursuant to this Agreement, except to enforce rights created by this Agreement. If the Employee breaches Employee's promise and files or participates in a legal proceeding based on any such released claim, the Village's obligations under paragraph 2 above shall terminate immediately, and the Employee will (i) repay to the Village any payments made to

Employee as consideration pursuant to this Agreement, including Severance Pay; (ii) pay for all costs incurred by the Village, including reasonable attorneys' fees, in defending against Employee's claim and seeking repayment of the payments made under this Agreement; and (iii) pay all other damages awarded by a court of competent jurisdiction.

Employee further understands that nothing in this release generally prevents Employee from filing a charge or complaint with or participating in an investigation or proceeding conducted by the EEOC, Illinois Human Rights Commission, or any other federal, state or local agency charged with the enforcement of any employment laws, although by signing this Employment Separation and Release Agreement, Employee acknowledges that Employee is waiving Employee's right to individual relief based on claims asserted in such a charge or complaint.

**10. Neutral Construction.** The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either of the parties regardless of the drafter.

**11. Complete Agreement.** The Employee understands this Agreement sets forth all of the terms and conditions of the agreement between the Parties and that, in signing this Agreement, the Employee cannot rely and has not relied upon any prior verbal statement regarding the subject matter, basis or effect of this Agreement, and that all clarifications and/or modifications of this Agreement must be in writing.

**NOTICE TO EMPLOYEE: BY SIGNING THIS AGREEMENT YOU ARE WAIVING YOUR RIGHTS ARISING PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT, IF ANY, UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT.**

**YOU ARE ALSO GENERALLY RELEASING THE VILLAGE FROM ANY AND ALL OTHER CLAIMS YOU MAY HAVE AS OF THE EFFECTIVE DATE OF THIS AGREEMENT.**

**EMPLOYEE HAS BEEN ADVISED TO CONSULT WITH A LAWYER PRIOR TO SIGNING THIS AGREEMENT.**

**IN WITNESS WHEREOF,** the parties hereto have executed this **EMPLOYMENT SEPARATION AND RELEASE AGREEMENT** the day and year first above written.

**EMPLOYEE:**

**VILLAGE:**

\_\_\_\_\_  
**J. DOUGLAS POLLOCK**

By: \_\_\_\_\_  
**GARY GRASSO**  
Mayor



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](http://www.burr-ridge.gov)

**Gary Grasso**  
Mayor

**J. Douglas Pollock**  
Village Administrator

October 8, 2020

Mayor Gary Grasso and Board of Trustees  
Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, IL 60527

Mayor and Board of Trustees:

It is with great humility and gratitude that I hereby notify you of my intent to resign from the position as Village Administrator for the Village of Burr Ridge. I have been fortunate to serve in this capacity since July 2017 after previously serving the Village as Community Development Director since October 1995.

As per the Employment Separation and Release Agreement submitted for Board approval at the October 12, 2020 Board of Trustees meeting, my last day as the full time employee of the Village is scheduled for Friday, November 6, 2020.

Thank you for the support you have provided to me and to our staff. It has been my good fortune to serve the Village of Burr Ridge for these many years.

Sincerely,

J. Douglas Pollock, AICP

## RESOLUTION NO. R-\_\_ -20

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF BURR RIDGE AND COOK COUNTY  
FOR THE PROVISION OF ENVIRONMENTAL HEALTH INSPECTION SERVICES**

**WHEREAS**, the Corporate Authorities of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, did consider a certain Intergovernmental Agreement for the Provision of Environmental Health Inspectional Services in that form attached hereto and made a part hereof as **EXHIBIT A**; and

**WHEREAS**, the Intergovernmental Cooperation clause of the Constitution of the State of Illinois (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq) both authorize and encourage this type of agreement; and

**WHEREAS**, the Corporate Authorities of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, have determined that it is in the best interests of said Village that said Agreement be entered into by the Village of Burr Ridge;

**NOW, THEREFORE, Be It Resolved** by the Mayor and Trustees of the Village of Burr Ridge, Cook and Du Page 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:** That the Mayor and Board of Trustees of the Village of Burr Ridge hereby find that it is in the best interests of the Village of Burr Ridge and its residents that the aforesaid Intergovernmental Agreement for the Provision of Environmental Health Inspectional Services be entered into and executed by said Village of Burr Ridge, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT A**.

**Section 3:** That the Mayor and Clerk of the Village of Burr Ridge, Cook and DuPage Counties, Illinois, are hereby authorized to execute for and on behalf of said Village of Burr Ridge the aforesaid Agreement.

**Section 4:** This Resolution shall be in full force and effect upon its adoption and approval as required by law.

**ADOPTED** this 12<sup>th</sup> day of October, 2020, by a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**APPROVED** this 12<sup>th</sup> day of October, 2020, by the Mayor of the Village of Burr Ridge.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk

**INTERGOVERNMENTAL AGREEMENT FOR THE PROVISION OF  
ENVIRONMENTAL HEALTH INSPECTIONAL SERVICES**

This **AGREEMENT** entered into as of December 1, 2020 by and between the Village of Burr Ridge, Cook County, Illinois a municipal corporation (hereinafter called the **VILLAGE**), and the County of Cook, Illinois a body corporate and politic (hereinafter called the **COUNTY**).

**WITNESSETH:**

**WHEREAS**, The **VILLAGE** wishes to provide environmental health inspectional services relating to food service sanitation and retail food store sanitation; and

**WHEREAS**, the **COUNTY** is willing to provide the **VILLAGE** with certain environmental health services through the work of its Department of Public Health, (hereinafter called the **DEPARTMENT**) upon the terms and conditions as hereinafter set forth; and

**WHEREAS**, the **COUNTY** is a home rule unit as provided in the 1970 Illinois Constitution (Art. VII, Sec. 6); and

**WHEREAS**, the **VILLAGE** is a municipality deriving its authority as provided in the Illinois Compiled Statutes (65 ILCS 5); and

**WHEREAS**, the 1970 Illinois Constitution (Art. VII, Section 10) and the Illinois Compiled Statutes (5 ILCS 220) provide authority for intergovernmental cooperation; and

**WHEREAS**, the Illinois Compiled Statutes (55 ILCS 5/5-25013 (B) 5), provides that the **DEPARTMENT** may contract for the sale of health services; and

**WHEREAS**, the parties hereto seek to protect the health of the citizens of the **COUNTY** and the **VILLAGE** by undertaking the **AGREEMENTS** contained herein through their joint effort.

**NOW THEREFORE**, in consideration of the premises, and such other considerations as hereinafter set forth, the parties hereto agree as follows:

1. The **DEPARTMENT**, through its Environmental Health Division Staff, shall provide the following environmental services to the **VILLAGE**:
  - a. Make inspections as required by the food sanitation provisions of the Code of Ordinances of the **VILLAGE** (hereinafter called the **VILLAGE CODE**) of all food service establishments and retail food stores licensed or permitted by the **VILLAGE** as scheduled by the **VILLAGE** and the **DEPARTMENT** during the term of this **AGREEMENT** to assure compliance with the **VILLAGE CODE**;

- b. Reinspect all food service establishments and retail food stores to monitor the correction of violations identified at the time of the initial inspection pursuant to (a.) above;
  - c. Provide the **VILLAGE** with reports of inspections undertaken;
  - d. Report immediately to the **VILLAGE** on matters which in the opinion of the inspector are of serious concern;
  - e. Testify as required in any court cases brought by the **VILLAGE** for correction of food sanitation code violations cited pursuant to inspections conducted by the **DEPARTMENT**;
  - f. Review plans for any new or extensively remodeled food service establishment or retail food store in the **VILLAGE** to assure compliance with current Federal, State, **COUNTY**, and **VILLAGE** Food Service Establishment and Retail Food Store Regulations.
2. The **DEPARTMENT** agrees to furnish its employees with means of transportation to, from, and within the **VILLAGE** in order to carry out the duties and inspections as described herein.
3. The **VILLAGE** agrees:
- a. To maintain in force during the term and any extension of this intergovernmental **AGREEMENT**, ordinances or regulations at least equivalent to the **COUNTY** Food Service Establishment and Retail Food Store Ordinances;
  - b. To maintain files and records of inspections and licensing or permitting of food service establishments and retail food stores, and to provide the **DEPARTMENT** with one copy of inspection reports prepared by **DEPARTMENT** personnel and upon reasonable notice provide the **COUNTY** with access to said files and records;
  - c. To provide any legal action in the determination of the **VILLAGE** necessary to enforce the **VILLAGE** ordinances or regulations.
4. To provide the **DEPARTMENT** with the necessary authority to perform the duties and services referred to above.
5. The **DEPARTMENT** agrees to provide all of the services outlined in Paragraph Number 1 above, at a cost of **\$100.00 per inspection** billed to the **VILLAGE** for the term of the **AGREEMENT**.



6. The **VILLAGE** agrees to hold harmless and to indemnify the **COUNTY**, its Board members, officers, agents and employees from liabilities, costs, judgments, attorneys' fees or other expenses resulting from any negligence or act or failure to act under this **AGREEMENT** by the **VILLAGE**, its officers, agents or employees. The **COUNTY** agrees to hold harmless and to indemnify the **VILLAGE**, its Board members, officers, agents and employees from liabilities, costs, judgments, attorneys' fees or other expenses resulting from any negligence or act or failure to act under this **AGREEMENT** by the **COUNTY**, its officers, agents or employees. Nothing herein shall be construed to require the **VILLAGE** to indemnify the **COUNTY** for the negligence of the **DEPARTMENT** or its officers, agents, or employees; and further, nothing herein shall be construed to require the **VILLAGE** to indemnify or make any payments in connection with any claim for which the **COUNTY** or the **DEPARTMENT** otherwise would not be liable, nor shall it be construed to waive any defenses that the **COUNTY**, the **DEPARTMENT** or the **VILLAGE** may otherwise have to any such claim. Furthermore, nothing herein shall be construed to require the **COUNTY** to indemnify the **VILLAGE** for the negligence of the **VILLAGE** or its officers, agents or employees; and further, nothing herein shall be construed to require the **COUNTY** to indemnify or make payments in connection with any claim for which the **VILLAGE** otherwise would not be liable.
7. This **AGREEMENT** shall become effective as of December 1, 2020 and shall continue through November 30, 2021 unless otherwise terminated by either party as hereinafter provided. This **AGREEMENT** may be renewed on an annual basis by resolution of the corporate authority of both parties or with the written agreement of the parties through their designated representatives. For purposes of the renewal of the terms and conditions contained in this **AGREEMENT** the **COUNTY** authorizes the Chief of the Bureau of Health Services or the Director of the **DEPARTMENT** to renew on its behalf.
8. The parties hereto shall at any time during the term of this **AGREEMENT** have the right to terminate same upon 30 days written notice to the other party, said notice to be sent certified mail, return receipt to: Director, Cook County Department of Public Health, 10220 S. 76th Avenue, Room 250, Bridgeview, IL 60455; or to the Village Clerk, with a copy each to the Village President and the Village Administrator, Village of Burr Ridge, 7660 South County Line Road, Burr Ridge, Illinois 60521.
9. It is expressly agreed by the parties hereto that all environmental health staff members of the **DEPARTMENT** shall be deemed its employees and shall be under the sole supervision and control of the **DEPARTMENT**.



10. This intergovernmental **AGREEMENT** may be amended only by resolution of the corporate authority of each party hereto.
11. If any provision of this **AGREEMENT** is invalid for any reason, such invalid portion shall not render invalid the remaining provisions of this **AGREEMENT** which can be given effect without the invalid provision to carry out the intent of the parties as stated herein.
12. Neither party hereto may assign this **AGREEMENT** in whole or in part without the written consent of the other party.
13. The waiver by a party or any breach or failure of the other party to perform any covenant or obligation contained herein shall not constitute a waiver of any subsequent breach.
14. This **AGREEMENT** represents the entire **AGREEMENT** between the parties and supersedes any and all prior **AGREEMENTS**, whether written or oral. Any modification of this **AGREEMENT** shall be valid only if in writing and signed by all parties hereto.
15. This **AGREEMENT** shall be governed by and construed in accordance with the laws of the State of Illinois.
16. All notices relating to the **AGREEMENT** shall be either hand delivered to the party or mailed to the party by certified mail, return receipt requested to all respective parties at addresses as both appear in Section 8 of this **AGREEMENT**.
17. None of the provisions of this **AGREEMENT** is intended to create nor shall be designed or construed to create any relationship between the **COUNTY** and the **VILLAGE** other than of independent entities contracting with each other hereunder solely for effecting the provisions of the **AGREEMENT**. Neither of the parties hereto nor any of their respective representatives shall be construed to be the agent, the employer or representative of the other. The **VILLAGE** and the **COUNTY** will maintain separate and independent managements and each has full unrestricted authority and responsibility regarding its own organization and structure.
18. The execution of this **AGREEMENT** by the **COUNTY** shall be subject to the authorization of the Cook County Board of Commissioners adopted in accordance with applicable law.

**IN WITNESS WHEREOF**, the undersigned governmental units have caused this **AGREEMENT** to be duly executed and attached herewith are copies of the respective resolutions authorizing the signing official to execute this **AGREEMENT**.

**VILLAGE OF BURR RIDGE**  
a municipal corporation

By: \_\_\_\_\_

Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk

Dated:

**COUNTY OF COOK**, a body  
corporate and politic

\_\_\_\_\_  
Dated

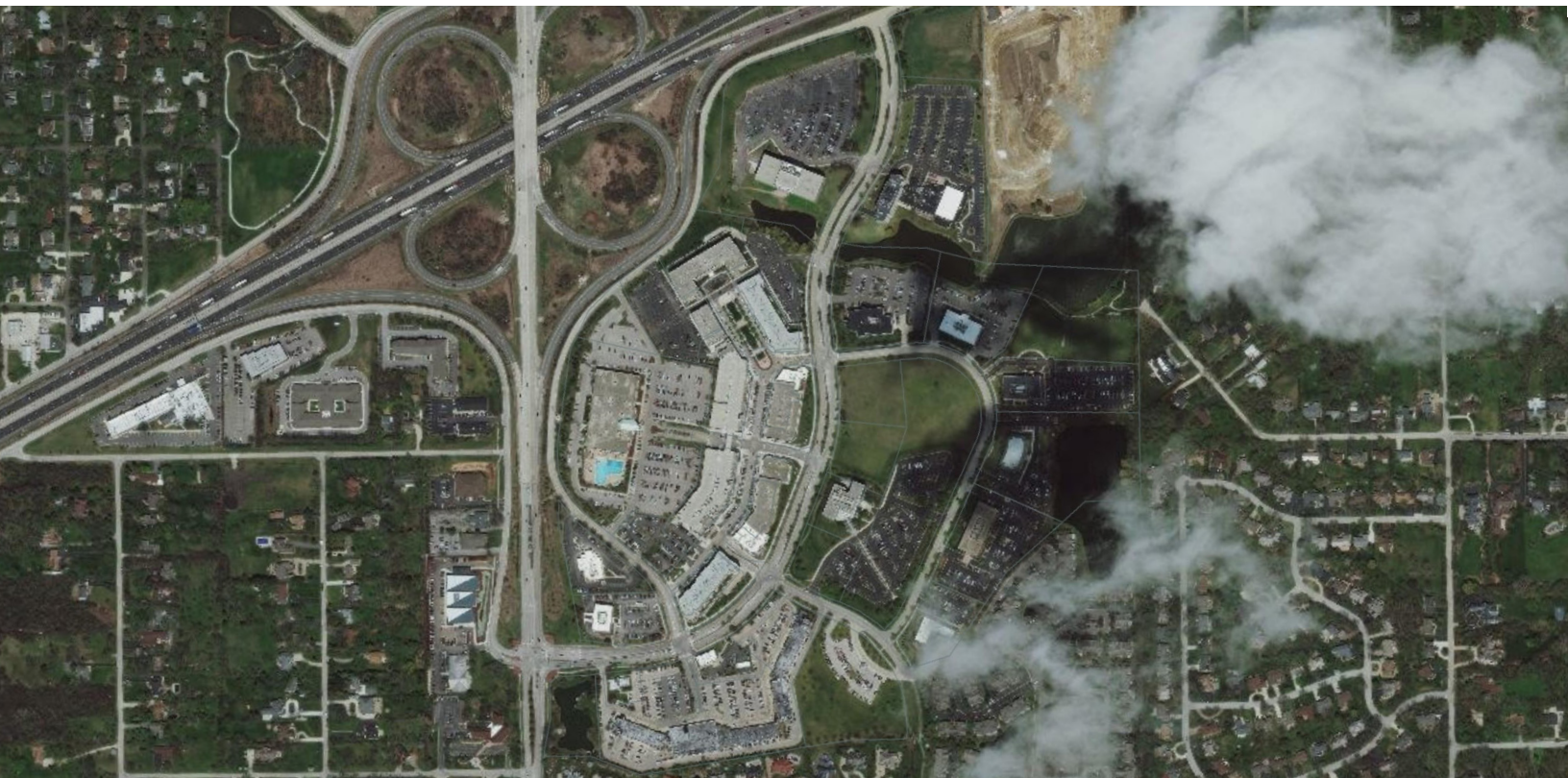
By: \_\_\_\_\_  
Director, Cook County  
Department of Public Health



**SBFRIEDMAN**

**8A**

VISION  
ECONOMICS  
STRATEGY  
FINANCE  
IMPLEMENTATION



**VILLAGE OF BURR RIDGE, IL**

**REQUEST FOR PROPOSALS:  
CREATION OF BUSINESS DEVELOPMENT DISTRICT (BDD)  
FEASIBILITY STUDY AND DISTRICT PLAN**

**DEADLINE: OCTOBER 2, 2020 | 2:00 PM CT**

Village of Burr Ridge, IL

### **RFP: CREATION OF BUSINESS DEVELOPMENT DISTRICT (BDD) FEASIBILITY STUDY AND DISTRICT PLAN WITHIN DOWNTOWN BURR RIDGE**

- 1 COVER LETTER**
- 2 STATEMENT OF PROJECT UNDERSTANDING**
- 3 SCOPE OF SERVICES AND TIMELINE**
- 4 COST PROPOSAL**
- 5 FIRM PROFILE**
- 6 KEY PERSONNEL**
- 7 REFERENCES AND RELATED EXPERIENCE**
- 8 FINANCIAL STABILITY AND INSURANCE**

### **SB FRIEDMAN DEVELOPMENT ADVISORS**

221 North LaSalle Street, Suite 820

Chicago, IL 60601-1317

T: (312) 424-4250

E: [info@sbfriedman.com](mailto:info@sbfriedman.com)

[sbfriedman.com](http://sbfriedman.com)



VISION  
ECONOMICS  
STRATEGY  
FINANCE  
IMPLEMENTATION

October 2, 2020

Evan Walter  
Assistant Village Manager  
Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, Illinois 60527

**RE: Request for Proposals – Creation of Business Development District (BDD) Feasibility Study and District Plan Within Downtown Burr Ridge**

Dear Mr. Walter:

SB Friedman Development Advisors ("SB Friedman") is pleased to present this proposal to the Village of Burr Ridge (the "Village") to provide consulting services related to the creation of a Business District (BD) to support the revitalization of downtown Burr Ridge.

Our firm has deep experience in all aspects of special district creation/eligibility analysis, including Business District designation. We have provided communities with feasibility analyses, visioning, public outreach, financial analysis, boundary definition and other technical aspects of establishing and amending various special taxing/incentive districts. Our approach to this assignment includes working closely with Village staff to determine the eligibility of the study area to be designated as a Business District and analyzing the relative revenue potential of the area. Based on our findings, we will then recommend designation and assist the Village.

Founded in 1990, SB Friedman is a real estate and development advisory firm in its 30th year of business. We have substantial and notable experience with assisting public sector clients in the designation and support of special districts; we have not only led the establishment/amendment of over 90 special districts, including business districts, tax increment financing districts and special service areas, but have also provided over 200 evaluations of proposed TIF transactions/requests to more than 100 clients.

Additionally, our firm has deep experience in providing comprehensive development advisory services for public bodies, including market studies, redevelopment strategies, economic and fiscal impact analyses, financial projections, developer solicitation and RFP/Q evaluation, financial structuring of public-private partnerships, and negotiation assistance.

SB Friedman supported the Village of Burr Ridge when the Town Center project was proposed in 2005 and we look forward the opportunity to work with the Village again. Please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Geoff Dickinson".

Geoffrey Dickinson, AICP  
Senior Vice President  
(312) 384-2404, gdickinson@sbfriedman.com

A handwritten signature in blue ink, appearing to read "Caitlin Johnson".

Caitlin Johnson, AICP  
Project Manager  
(312) 384-2403, cjohnson@sbfriedman.com



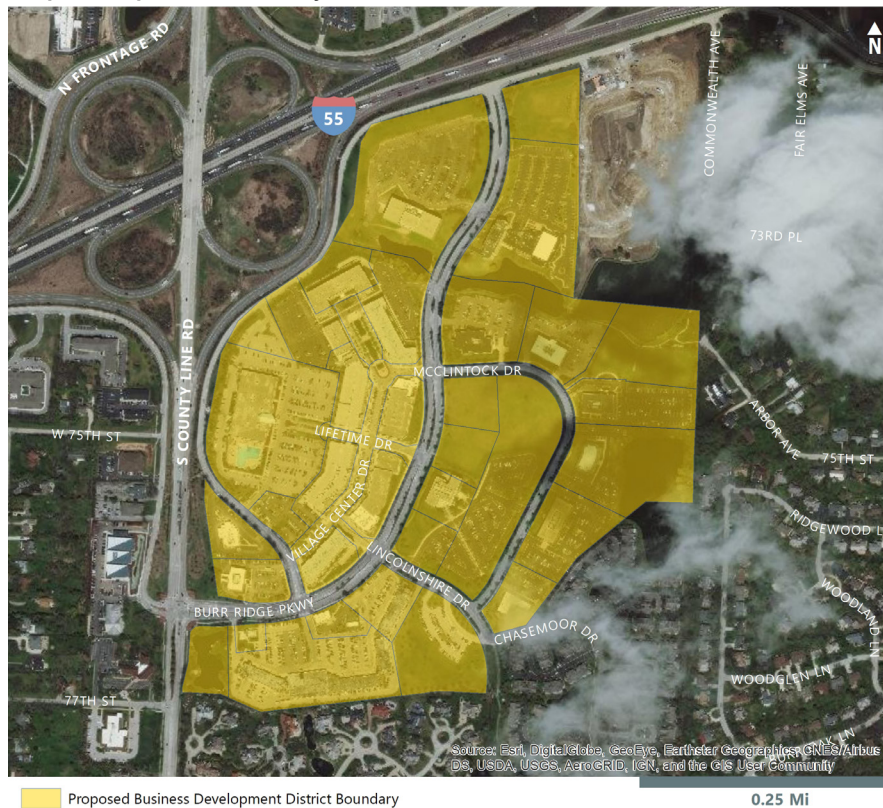
## 2. STATEMENT OF PROJECT UNDERSTANDING

### BACKGROUND AND APPROACH

Burr Ridge Village Center's strategic location off I-55 has fostered its position as a prime commercial location in the western suburbs. This area has experienced significant development activity over the past 15 years, including retail and office projects associated with the County Line Square and Village Center. However, in recent years, the area has struggled to attract the new commercial development desired by the Village. Additionally, the global COVID-19 pandemic has significantly impacted tax returns as many businesses remain closed, or operating at partial capacity. To unlock unrealized development potential and support local businesses, the Village is exploring options for public financial assistance.

It is our understanding that the Village is considering utilizing Business District (BD) financing to support revitalization and public infrastructure investment in the area surrounding the Burr Ridge Village Center (Study Area). The Village seeks to understand the eligibility of and the optimal boundary for the potential BD, as well as the potential sales tax revenue that the district could generate if designated as a BD. The proposed Study Area comprises approximately 36 parcels, as shown on the following map:

**Map 1. Proposed BD Study Area**



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Under this proposed scope of services, SB Friedman will work with Village staff to determine the eligibility and revenue potential of the Study Area. We have organized our proposed scope of services into three primary tasks:

- 1. Conduct BD Eligibility Analysis.** We will begin the engagement by completing a BD Eligibility Study for the Study Area. We will document the eligibility criteria by parcel. As we confirm and document eligibility findings required by the BD Act, we will work with Village staff to identify and finalize the optimal BD boundary.
- 2. Prepare BD Sales and Hotel Tax Projections and Briefing Book.** Following confirmation of an optimal BD boundary, we will work with the Village to prepare BD sales and hotel tax projections from existing stores and businesses. The projections will be provided annually for the life of the BD. To summarize our findings, we will prepare a briefing book documenting the eligibility findings, projections and potential revenue associated with the Study Area, as well as recommendations regarding the boundary that appears to best meet eligibility and the objectives of the Village.
- 3. Prepare BD Plan and Conduct Public Approval Process for One Business District.** We will prepare the formal Redevelopment Plan and Project document required under the BD Act and work with the Village and the Village's legal counsel to conduct the public approval process required for establishment of a Business District.

A detailed scope of service and budget for each of these tasks is provided in the following sections.

### SCOPE OF SERVICES

#### TASK 1: CONDUCT BD ELIGIBILITY ANALYSIS

##### 1. Conduct Project Kickoff Call

We will conduct a call with the Village to:

- » Discuss the project scope and timeframe;
- » Confirm the initial boundary of the Study Area and fieldwork approach;
- » Review any existing documents compiled by the Village; and
- » Identify additional key sources of data that we will need for our analysis.

##### 2. Obtain and Review Background Data

We will pursue key data to determine whether the Study Area qualifies for BD designation, based on the criteria outlined in the BD Act. In order to complete our eligibility study for each Study Area, we will:

- » Obtain current GIS parcel shape files and/or existing base maps from the Village;
- » Prepare internal base maps;
- » Confirm current municipal boundaries and whether parcels anticipated to be included in BD are annexed into Village;
- » Obtain and review five-year history of building permit data for parcels within the Study Area;
- » Obtain information about properties in the Study Area through interviews, as appropriate;
- » Obtain any traffic studies and roadway capital improvement plans;
- » Prepare PIN list;
- » Obtain six-year history of equalized assessed values (EAV) for the Study Area and Village from Cook and DuPage Counties; and
- » Enter, proof and map eligibility criteria, as required.

##### 3. Conduct Field Research

We will conduct field research in the Study Area and, generally, the surrounding context of the Study Area, to document field-observable eligibility factors. Our budget estimate assumes one day of field work for approximately 36 parcels.

##### 4. Conduct Analyses for Required Findings and Tests

To test eligibility, we will analyze the growth in EAV over the past six years (five year-to-year periods) and compare EAV growth in the Study Area to growth in the Village EAV overall and the Consumer Price Index over those periods. We will conduct additional analyses of data from the Village and our field research to determine whether the Study Area meets other required findings and tests outlined in the BD Act, which include:

- » Lack of growth and private investment;
- » "But for" analysis;
- » Conformance to the plans of the Village; and
- » Contiguity of parcels and benefit from BD designation.

##### 5. Analyze Eligibility and Potential Boundary

Based on our field research and other data, we will analyze eligibility of the Study Area and determine the optimal boundary. The eligibility findings and boundary will be documented in a series of maps for each Study Area.



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## **6. Conduct Call with Village to Discuss Findings and Boundary**

We will conduct a call with the Village to discuss our findings and recommendations and to finalize the BD boundary.

### **TASK 2: PREPARE REVENUE PROJECTIONS AND BRIEFING BOOK**

## **7. Project BD Sales and Hotel Tax Revenue for the Study Area**

Using the preferred BD boundary determined through the eligibility analysis, we will prepare BD sales tax revenue projections.

- » BD sales tax revenue projections. We anticipate collecting any available information from the Village regarding recent sales tax revenue for existing businesses in the proposed BD for the last five years. We have assumed that the Village will provide the development program and anticipated tenants for any proposed or under-construction sales tax generating projects within the Study Area. Our projections will account for those proposed or under-construction projects identified by the Village. Using that data, industry sources, research of potential ongoing impacts to retail from COVID-19, and our experience with retail analysis, we will estimate potential sales within the potential BD and project sales tax revenue under alternate scenarios (e.g., imposition of a 0.25%, 0.5%, 0.75% or 1.0% BD sales tax rate).
- » BD hotel tax revenue projections. There is currently a hotel located within the proposed BD Study Area. Using data on hotel sales tax from the Village, average daily rate data, industry sources on the potential impact of COVID-19 on the hotel industry, and data on proposed hotel developments (if any), we will estimate potential hotel sales tax for the potential BD and project hotel sales tax revenue under alternate scenarios (e.g., imposition of a 0.25%, 0.5%, 0.75% or 1.0% BD sales tax rate).

## **8. Prepare Draft Briefing Book**

We will prepare a Briefing Book to document our eligibility findings, revenue projections and recommendations regarding the potential BD. This Briefing Book will be similar in format to an annotated presentation and will not be a formal report. The Briefing Book will provide sufficient information for the Village to decide whether to proceed with BD designation.

## **9. Discuss with Village Staff and Finalize Briefing Book**

We will hold a conference call to discuss the draft Briefing Book with Village staff. We will make one round of revisions to the document based on consolidated feedback from the Village and issue a final deliverable.

### **TASK 3: PREPARE BD PLAN AND CONDUCT PUBLIC APPROVAL PROCESS FOR ONE BD**

This task assumes that the Study Area will have been found to meet eligibility criteria for designation as a Business District in Task 1. If, at this point, it appears unlikely that a Business District can be established, we will discuss options regarding potential alternative approaches going forward and will stop work until a clear path can be defined, working jointly with the Village.

## **10. Prepare Draft Eligibility Study and Plan Document**

We will draft a formal Eligibility Study, as well as the Redevelopment Plan and Project for the proposed BD. As required by the Act, the document will include:

- » District boundary, including a map;
- » Eligibility analysis;
- » Required findings and tests, including the “but for” test;
- » General description of proposed projects;
- » Location of proposed projects;

- 
- » District name;
  - » Estimated project costs;
  - » Anticipated sources of funds to pay project costs;
  - » Anticipated type and term of obligations to be issued; and
  - » Tax rate(s) to be imposed.

Preliminary projections of Business District taxes will be included for the purpose of confirming the supportable budget for the district, as required by the Act. A series of maps of the proposed Business District will be prepared for inclusion in the plan. These maps will include: community context, proposed boundary, and the documentation of eligibility factors.

#### **11. Obtain and Proof Boundary Legal Description**

Based on the Village's preference, we will either directly engage and manage a licensed surveyor, or coordinate with the Village, who may elect to work directly with a licensed surveyor, to obtain a boundary legal description for the BD. Once the boundary description has been prepared, we will proof the text to ensure its accuracy prior to inclusion in the Plan.

#### **12. Prepare Business Address List for Submittal to IDOR**

Using data collected from the Village and validated during our fieldwork, we will prepare a list of sales and/or hotel tax generating businesses within the BD boundary for submittal to the Illinois Department of Revenue ("IDOR"). Our budget assumes the Village will work with IDOR after submittal to refine the list as needed.

#### **13. Finalize Business District Plan**

We will submit the draft plan to the Village and the Village's legal counsel for review. We will conduct a call to discuss edits and incorporate one round of revisions. We will then finalize the plan and send to the Village for filing with the Village Clerk.

#### **14. Complete Public Approval Process**

The Village will be required to provide public notice per the Act. We will work with the Village's legal counsel to ensure appropriate noticing, though the Village and legal counsel will be responsible for preparing and publishing required notices. We will attend and present at one virtual Public Hearing/Village Approval meeting.

## **TIMEFRAME**

We will work closely with the Village to meet any specific deadlines for the analyses, where possible. On the basis of the scope of the work outlined herein and our experience with similar projects, we estimate it will take approximately 60 to 75 days to complete Tasks 1 and 2. The precise timing will depend in part on the length of time it takes for the Village, Cook County and other potential data sources to provide key data for our analyses. We will work with the Village to determine the timing of Task 3, which would occur following the completion of Task 2.

### COST PROPOSAL

Professional fees for our services will be based on time required at the then-current billing rates of the assigned SB Friedman personnel. The scope of the engagement and our experience with similar services indicate that our professional fees and expenses will not exceed **\$19,970**, as shown below and in the detailed budget estimate table.

Task 1: Conduct BD Eligibility Analysis	\$ 8,260
Task 2: Prepare Revenue Projections and Briefing Book	4,805
Task 3: Prepare BD Plan and Conduct Public Approval Process	6,405
Reimbursable Expenses	500
<b>TOTAL SB FRIEDMAN FEES AND EXPENSES</b>	<b>\$ 19,970</b>

The above fee estimate is based upon the work steps described in the Scope of Services, and the time budgets shown in the detailed budget estimate. This fee proposal contemplates our attendance at the following virtual meeting:

- » One Public Hearing for Business District designation

The fee estimate has been prepared based on certain assumptions as to the time required and the amount of data available from the Village. The fee estimate is subject to upward revision if the engagement entails more time than estimated due to problems that are encountered which could not reasonably have been foreseen at the commencement of the engagement, or if the scope is changed. In this event, we will discuss the matter with you so that a mutually agreeable revision may be made. Fees and expenses for our services will not exceed the total budget estimate without further authorization from the Village.

## DETAILED BUDGET ESTIMATE

TASK STEP			Senior Vice President	Project Manager	Associate
		TOTAL BD	\$255	\$225	\$160
TASK 1: CONDUCT BD ELIGIBILITY ANALYSES					
1	Conduct Project Kickoff Call	\$800	1	1	2
2	Obtain and Review Background Data	\$865	0	1	4
3	Conduct Field Research	\$2,785	0	1	16
4	Conduct Analyses for Required Findings and Tests	\$1,665	1	2	6
5	Analyze Eligibility and Boundary for Study Area	\$1,345	1	2	4
6	Conduct Call with Village to Discuss Findings and Boundary	\$800	1	1	2
Task 1: Subtotal Professional Fees		\$8,260	4	8	34
TASK 2: PREPARE REVENUE PROJECTIONS AND BRIEFING BOOK					
7	Project BD Tax Revenue for Study Area	\$1,665	1	2	6
8	Prepare Draft Briefing Book	\$1,795	1	4	4
9	Discuss with Village Staff and Finalize Briefing Book	\$1,345	1	2	4
Task 2: Subtotal Professional Fees		\$4,805	3	8	14
TASK 3: PREPARE BD PLAN AND CONDUCT PUBLIC APPROVAL PROCESS FOR ONE BD					
10	Prepare Draft BD Eligibility Study and Plan Document	\$2,435	1	4	8
11	Obtain and Proof BD Boundary Legal Description	\$545	0	1	2
12	Prepare BD Business Address List for Submittal to IDOR	\$1,120	1	1	4
13	Finalize Business District Plan	\$1,025	1	2	2
14	Complete Public Approval Process	\$1,280	2	2	2
Task 3: Subtotal Professional Fees		\$6,405	5	10	18
Total Hours		104	12	26	66
Total Professional Fees		\$19,470	\$3,060	\$5,850	\$10,560
Plus Reimbursable Travel and Expenses		\$500			
Boundary Legal Description		Not included			
Mailing and Noticing Costs		Not included			
TOTAL ESTIMATED BUDGET		\$19,970			

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Please note that this fee proposal does not include expenses or allowances for third-party costs, such as:

- » The boundary legal description for the BD, which will need to be performed by a licensed surveyor. Typically, fees for a boundary legal description range from \$2,000 to \$4,000;
- » Legal costs; and
- » Costs of noticing and publication of meetings.

Actual billings will be based on time expended at the Special District Designation Project Hourly Rates, currently as follows:

Senior Vice President	\$255
Vice President	\$225
Associate Project Manager	\$190
Associate	\$160
Research Associate	\$140
Editor	\$115

These rates will be in effect until December 31, 2020 except in the case of promotions of individuals. After this date, rates are subject to adjustment.

Travel, publications, maps, telephone toll charges, photocopies, report reproduction, color reproduction, faxes, messenger and express services, data purchased specifically for this project, use of company-owned or -licensed data bases, and other out-of-pocket expenses will be billed as incurred without mark up. Travel time in excess of normal commuting time at the beginning or end of the day will be billed. Travel time during business hours will be billed in full.

Additional meeting time and additional services, beyond what has been included in the budget, will be billed at then-current billing rates.

Invoices will be rendered monthly as our work progresses for services and costs incurred. Invoices are payable within 30 days.

If at any point the decision is made to discontinue our services, our fee will be based upon the actual time expended and out-of-pocket costs incurred to that date.

### FIRM OVERVIEW

Founded in 1990, SB Friedman Development Advisors (“SB Friedman”) provides analytical, strategic and financial consulting services in support of complex, high-impact development projects. **Our mission is to guide and enable our clients to create high-quality places through the practice of real estate economics, development finance and urban planning.**

SB Friedman is noted for: our rigorous “but for” analyses, underwriting and structuring of successful public-private financing partnerships to facilitate high-quality redevelopment projects; our breadth of knowledge in tax increment financing, tax abatements, tax credits, bonds and other related “gap financing” tools; and our related capabilities in market analysis, fiscal and economic impact analysis, and developer evaluation and solicitation.

Our firm has reviewed the feasibility of hundreds of development projects throughout the country. We are currently providing these services for the following clients under term agreements: City of Chicago (IL), City of Milwaukee (WI), District of Columbia (DC), Economic Development Corporation of Kansas City (MO), Michigan Economic Development Corporation (MI), and the Commonwealth of Kentucky (KY). We have also completed reviews of major projects in Boise, Cincinnati and Dallas.

**OVER THE PAST 12 YEARS, SB FRIEDMAN HAS SERVED AS ANALYST AND ADVISOR FOR \$4.7 BILLION OF PUBLIC-PRIVATE FINANCING IN SUPPORT OF \$27.1 BILLION OF PROJECTS.**

#### Core Services

- » Business Districts and tax increment financing (TIF) districts, as well as other special taxing districts
- » Gap financing and “but for” underwriting
- » Public-private partnership structuring and negotiation support
- » Real estate financial feasibility
- » Market analysis
- » Development strategy and planning
- » Developer recruitment and selection
- » Fiscal and economic impact analysis
- » New Markets Tax Credits (NMTC)
- » Value capture and infrastructure finance
- » Housing needs analysis and affordability strategies
- » Economic development and policy studies

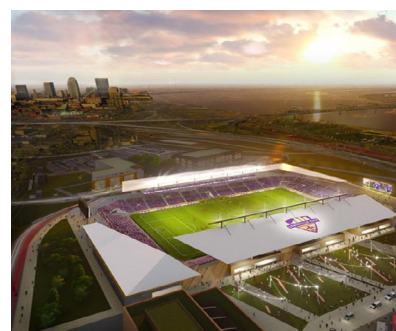
Images (from top to bottom):

*Corporate Campus Redevelopment Strategy & Developer Solicitation, Omaha, NE*  
*The Fowler Financial Deal Review, Boise, ID*

*Butchertown Stadium District Feasibility Study, Louisville, KY*

*Manpower World Headquarters Economic Feasibility Analysis, Milwaukee, WI*

*Lincoln Yards Underwriting Analysis & Deal Structuring, Chicago, IL*



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## BUSINESS DISTRICT AND OTHER SPECIAL DISTRICT ADVISORY SERVICES

SB Friedman has expertise in providing communities with feasibility analyses, visioning, public outreach, financial analysis, boundary definition and other technical aspects of establishing and amending various special taxing/incentive districts. We have assisted with the development of these districts in a variety of environments, including big city commercial corridors, urban industrial areas, and downtowns in suburban and smaller communities. In particular, we have led the establishment and use of Business Districts to support commercial development and redevelopment. Services including the following:

**Eligibility Studies.** The firm has led the establishment of over 90 special districts, including numerous Business Districts in multiple states under multiple statutes.

**Revenue Projections for Sales and Hotel Taxes.** We have prepared revenue projections for numerous districts and projects covering residential, retail, office, research, industrial, hotel, parking, sports facility and other land uses. We have particular expertise in projecting sales tax and hotel tax revenue under alternate tax rate scenarios.

**Preparation of Business District Plans and Public Approval Support.** We have experience drafting formal eligibility studies as well as other components of the full Business District Plan document, and have led municipalities through the public approval process.

**Partnership Negotiation Support/Term Sheet Development.** The main goal in negotiating a public-private partnership is to strike a business agreement that is clear, fair and complete. Often, these agreements are initially summarized in a term sheet that serves as the backbone of the final contract between the municipality and applicant. SB Friedman has assisted public sector clients in crafting term sheets as part of redevelopment agreements.

## THOUGHT LEADERS IN PUBLIC-PRIVATE DEVELOPMENT FINANCE

SB Friedman is active in the Council of Development Finance Agencies (CDFA), a national association for the advancement of development finance concerns and interests. Several senior personnel have served or currently serve as national tax increment financing (TIF) curriculum advisors and/or instructors for various programs. We also served as lead editor of its "Advanced Tax Increment Finance Reference Guide." We are also involved in other local and national organizations like the Urban Land Institute focused on public private partnerships. We have served on the board of the Illinois Tax Increment Association (ITIA) for over a decade.

### KEY PERSONNEL

The following key individuals are committed to this project. Detailed resumes summarizing background and experience for each key team member follow.

**Geoff Dickinson, AICP, Senior Vice President.** Geoff is a real estate and economic development advisor with expertise in public-private development finance, financial gap analysis, and special district eligibility studies and establishment. He has advised numerous municipalities throughout Illinois, as well as in Idaho and Kentucky, on matters related to Business District designation and tax increment financing (TIF) districts. He has helped the Villages of Roselle, Glenview, and Grayslake establish Business Districts. He has also evaluated developer tax projections for a redevelopment project in Burr Ridge, Illinois. Geoff is registered with the MSRB as a Series-50 Qualified Municipal Advisor Representative.

*Projected number of hours: 12 / Hourly rate: \$255*

**Caitlin Johnson, AICP, Project Manager.** Caitlin brings a background in community and economic development, public-private development finance, and urban planning. She specializes in market analysis and redevelopment strategy as well as special district eligibility studies/designation. Her experience at SB Friedman includes TIF/Business District designations and reporting for the Cities of Chicago and Milwaukee, and numerous municipalities in Illinois. She has also conducted numerous market analyses and provided redevelopment strategies as part of broader planning efforts across the country.

*Projected number of hours: 26 / Hourly rate: \$225*





## GEOFFREY DICKINSON, AICP

### SENIOR VICE PRESIDENT

Geoff is a real estate and economic development advisor with expertise in public-private development finance, financial gap analysis, and special district eligibility studies and establishment. He has advised numerous municipalities throughout Illinois, as well as in Idaho and Kentucky, on matters related to Business District designation and tax increment financing (TIF) districts. He has helped the Villages of Roselle, Glenview, and Grayslake establish Business Districts. He has also evaluated developer tax projections for a redevelopment project in Burr Ridge, Illinois. Geoff is registered with the MSRB as a Series-50 Qualified Municipal Advisor Representative.

### EDUCATION

Master of Urban Planning, University of Michigan, 2004

Bachelor of Arts Degree in History, Northwestern University, 1993

### PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association /American Institute of Certified Planners (AICP)

Illinois Tax Increment Association (ITIA) (Board Member)

Lambda Alpha International- Ely Chapter (Board Member)

### SELECT PUBLICATIONS

2017, "Constructing Effective Public-Private Partnerships" (with L. Dorn), American Planning Association PAS Memo

2016, "Reviewing a Deal: Finding the Right Size and Structure" (with L. Dorn), ILCMA Newsletter

2014, "(Re-)Development Strategy: The Bridge from Goals to Implementation" (with S. Friedman and F. Lefor Rood), ILCMA Newsletter

2013, "What's Next?" (with S. Friedman), ILCMA Newsletter

### SELECT PRESENTATIONS

"Public-Private Partnerships: Best Practices for a Successful Deal" (CDFA, 2019)

"TIF Legal & Procedural Nuts & Bolts" (CDFA TIF Webcourse, 2019)

"Public-Private Partnerships and Economic Development Tools" (Chicago Bar Association, 2018)

"Beyond TIF: Economic Development Tools and Strategies" (ILCMA Metro Luncheon, 2017)

"Reinventing Resource-Rich Midwestern Cities" (APA National Conference, 2016)

### PROJECT EXPERIENCE

#### Business District Designations • Various Locations

- » Managed an eligibility study and designation for the Chestnut/Waukegan Business District for the Village of Glenview, Illinois
- » Managed an eligibility study and designation for the Gary Avenue Business District for the Village of Roselle, Illinois

#### TIF District Consulting Services • Various Locations

- » Provided eligibility studies for and designated the Thorndale and Wood Dale Road TIFs in Wood Dale, Illinois
- » Provided an eligibility study for and designated the Deerfield Road TIF in Riverwoods, Illinois
- » Provided an eligibility study and designation services to the City of Fulton for the IL84 and 31st Avenue TIF
- » Provided an eligibility study and designation services to the City of Warrenville, Illinois, for the Old Town/Civic Center TIF
- » Provided eligibility studies and designation services to the Village of Cordova for three TIF districts
- » Provided TIF services, development advisory services and financial deal reviews to the City of Joliet, with a focus on revitalizing the City's downtown district and neighborhoods around hospitals
- » Managed preparation of a TIF amendment for the Gateway TIF in Lemont, Illinois
- » Managed preparation of a TIF amendment for Joliet City Center TIF in Joliet, IL
- » Managed preparation of a TIF amendment for the Village Center TIF in Hanover Park, Illinois

#### Special Service Area Establishments/ Reconstitutions • Various Locations

- » Provided financial modeling services to establish Special Service Area (SSA) 43 on Devon Street in Chicago, Illinois
- » Managed reconstitution support services for SSA 47 in the Bronzeville neighborhood of Chicago, Illinois
- » Managed reconstitution support services for SSA 31 in the Ravenswood neighborhood of Chicago, Illinois
- » Managed reconstitution support services for SSA 34 in the Uptown neighborhood of Chicago, Illinois
- » Supported decision-making for a proposed Economic Improvement District in Indianapolis, Indiana

#### Public-Private Development Finance • Various Locations

- » Assisted the Village of Burr Ridge in reviewing a developer's tax projections for a proposed development



## CAITLIN JOHNSON, AICP

### PROJECT MANAGER

Caitlin brings a background in community and economic development, public-private development finance, and urban planning. She specializes in market analysis and redevelopment strategy as well as special district eligibility studies/designation. Her experience at SB Friedman includes TIF/Business District designations and reporting for the Cities of Chicago and Milwaukee, and numerous municipalities in Illinois. She has also conducted numerous market analyses and provided redevelopment strategies as part of broader planning efforts across the country.

### EDUCATION

Master of Science in City Design and Social Science, London School of Economics

Master of Business and Master of Arts in Community Development and Planning, Clark University

Bachelor of Arts in Economics, Wheaton College (MA)

### PROFESSIONAL/CIVIC ORGANIZATIONS

American Planning Association/American Institute of Certified Planners (AICP)

### SELECT PUBLICATIONS

"Exchange Publics" (with Ibrahim, D., Martin Sainz de los Terreros, J., and M. Morel), Public City, MSc City Design and Social Science Studio Publication 2011-2012 (pp. 114-135). London, UK: The Cities Programme, The London School of Economics and Political Science.

"Retail Metamorphosis: Planning for Retail Space in a Post-Pandemic Era" (ILCMA Newsletter, October 2020)

### SELECT PRESENTATIONS

"The Changing Retail Real Estate Landscape" (ITIA Fall Conference, 2018)

"E-Commerce and Vibrant Communities: Planning for Retail and Industrial Development" (Chicago Metro Section, APA IL, June 2018)

"The Red Zone: Right-Sizing Retail for Comprehensive Planning" (Speed Planning Session, APA IL Conference, 2017)

### PROJECT EXPERIENCE

#### Business District Designations • Various Locations, Illinois

- » Determined eligibility for/designated four business districts and two TIF districts in La Grange Park
- » Determined eligibility for/designated two business districts in Fox Lake
- » Prepared two Business District (BD) eligibility studies, and a BD amendment for the Village of Antioch

#### TIF District Consulting Services • Various Locations, Illinois

- » Prepared a TIF eligibility study for the Route 83 TIF in the Village of Antioch
- » Prepared a TIF eligibility study for/designated the Roselle Road-Nerge TIF in the Village of Roselle
- » Prepared a TIF eligibility study for/designated the Downtown TOD TIF in the Village of Homewood
- » Prepared a TIF eligibility study for/designated the Presence Saint Joseph Medical Center TIF in the City of Joliet
- » Prepared a TIF amendment for the Gateway TIF in Lemont
- » Prepared a TIF amendment for the Barrington-Higgins TIF in Hoffman Estates
- » Prepared a TIF amendment for the Spring Hill Center for Commerce and Industry TIF in Carpentersville
- » Prepared a TIF amendment for Joliet City Center in Joliet
- » Analyzed TIF district project data, redevelopment agreements and financial reports to compile Five-Year Strategic Review Reports for the City of Chicago
- » Analyzed the return on public investment and additional community, economic and fiscal impacts of three TIF districts located within the Village of Oak Park

#### Public-Private Development Finance • Various Locations

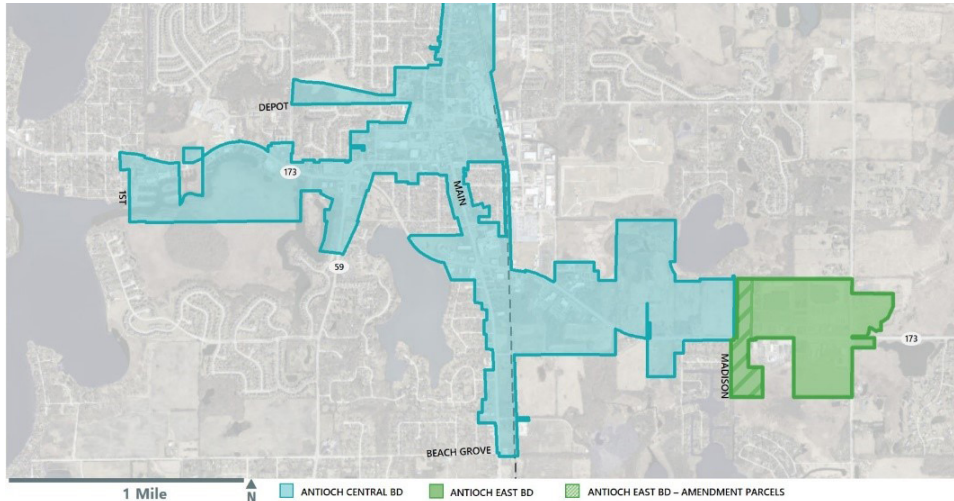
- » Reviewed financial gap and deal structure for a project requesting general obligation and TIF assistance; project involved the development of a market-rate multifamily apartment building in the City of West Allis, Wisconsin
- » Reviewed a request for assistance from an auto dealership to expand their facilities for the City of Joliet, Illinois by analyzing public and private costs
- » Reviewed a developer's request for TIF assistance, including preparing incremental property tax projections and evaluating revenues and returns for Geneva, Illinois

#### Market Analysis and Development Strategy • Various Locations

- » Managed a real estate market assessment for multifamily residential, retail, industrial and office uses within the City of Waukegan in order to guide future planning and development efforts citywide

## 7. REFERENCES AND RELATED EXPERIENCE

### TIF AND BUSINESS DISTRICT ADVISORY SERVICES VILLAGE OF ANTIOCH, IL



#### LOCATION

Antioch, IL

#### REFERENCE

Mr. Michael Garrigan, Esq,  
AICP, CNU-A  
Director of Community  
Development  
Village of Antioch  
(847) 395-1000 x 311  
mgarrigan@antioch.il.gov

As part of the Village of Antioch's efforts to spur new development within key commercial areas and greenfield sites, the Village engaged SB Friedman to complete tax increment financing (TIF) and Business District (BD) eligibility analyses and designate the potential districts.

In 2017, the Village sought to designate an area of primarily Village-owned land (along West Grimm Road, between Illinois Route 83 and Illinois Route 173) as a potential TIF district. SB Friedman conducted a TIF Eligibility Study and prepared a Redevelopment Plan and Project to support the development of vacant land in this area as a mix of light industrial and commercial space. Upon approval, the Village elected to amend the TIF district to include two additional improved parcels and again engaged our firm to lead that process. In 2018 and 2019, SB Friedman assisted the Village with evaluating the feasibility of designating Business Districts (BDs) to fund infrastructure improvements and attract development within the primary commercial corridors in the Village.

Our key work steps included:

- » Evaluating the ability of each commercial district to meet the eligibility factors and required tests outlined in the Illinois TIF Act and BD Act;
- » Identifying optimal boundaries for the potential TIF district and Business Districts;
- » Preparing estimates of TIF and BD revenue generation; and
- » Advising Village staff on potential implementation strategies.

**Results:** The Village approved the TIF district in May 2018 and approved the amendment in December 2018. The Village also approved its first Business District, the Antioch BD, in March 2019. Since adoption, a new Tractor Supply Company has located within the TIF district. In March 2020, the Antioch Central BD was adopted. The Antioch BD was amended to include three additional parcels and renamed as the Antioch East BD, also in March 2020. Both business districts are anticipated to support new commercial development.

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## TIF AND BUSINESS DISTRICT ADVISORY SERVICES

### VILLAGE OF LA GRANGE PARK, IL



#### LOCATION

La Grange Park, IL

#### REFERENCE

Ms. Julia Cedillo  
Village Manager  
Village of La Grange Park  
(708) 354-0225  
[jcedillo@lagrangepark.org](mailto:jcedillo@lagrangepark.org)

SB Friedman assisted the Village of La Grange Park in initiating its commercial district revitalization efforts by designating the first TIF and BD's in the history of the Village.

The Village of La Grange Park is a historic bedroom community that has not seen new commercial development in many years. Seeking to expand its tax and employment base and capitalize on the significant redevelopment activity occurring in nearby downtown La Grange, Village officials wanted to evaluate the feasibility of designating Tax Increment Financing (TIF) districts and Business Districts (BDs) to attract development. It would be the first time the Village explored designating these special districts.

Our preliminary work included:

- » Evaluating the ability of each commercial district to meet the eligibility factors and required tests outlined in the Illinois TIF Act;
- » Identifying optimal boundaries for the potential districts;
- » Preparing estimates of TIF and BD revenue generation; and
- » Advising Village staff on potential implementation strategies.

We were later engaged to assist the Village with implementation by:

- » Preparing formal TIF and BD eligibility studies and Redevelopment Project Area (RPA) Plan and Project documents;
- » Assisting with required public noticing; and
- » Leading the Village through the public approval process.

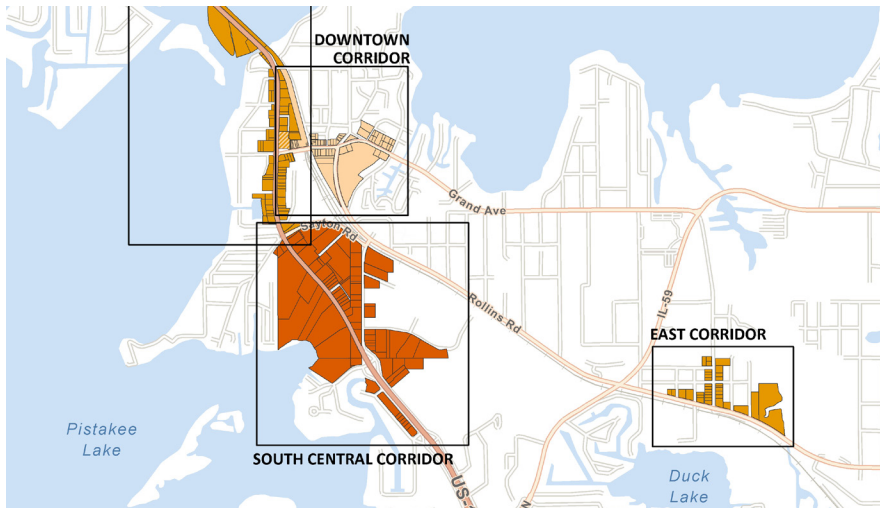
**Results:** The Village Board approved two TIF districts and four Business Districts in early 2017 and is currently marketing the availability of TIF and BD financing to developers and property owners whose redevelopment plans align with Village objectives.



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## BUSINESS DISTRICT ELIGIBILITY STUDY, PLAN AND DESIGNATION SUPPORT

### VILLAGE OF FOX LAKE, IL



#### LOCATION

Fox Lake, IL

#### REFERENCE

Ms. Anne Marrin  
Village Administrator  
Village of Fox Lake  
(847) 587-3942  
[marrina@foxlake.org](mailto:marrina@foxlake.org)

In order to spur redevelopment and improve public infrastructure in several commercial corridors, the Village of Fox Lake sought to explore the potential of designating one or more BD's.

The Village engaged SB Friedman to evaluate Business District (BD) eligibility and to project potential revenue in five study areas. We found that three of the areas qualified for designation as a BD based on the presence of deterioration and obsolete platting, which were affecting the economic potential of each area.

Following our presentation of findings, the Village Board decided to proceed with designation of two BDs. SB Friedman prepared formal eligibility studies, drafted redevelopment plans, and assisted the Village in conducting the public approval processes required under state law.

**Results:** The Village Board approved the Central and South Business Districts in September 2017.

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## BUSINESS DISTRICT ELIGIBILITY STUDY, PLAN AND DESIGNATION SUPPORT

### VILLAGE OF ROSELLE, IL



#### LOCATION

Roselle, IL

#### REFERENCE

Mr. Pat Watkins  
(Former Community  
Development Director,  
Village of Roselle)  
(224) 415-2743  
watkinsnine@msn.com

The Village of Roselle identified certain conditions along Gary Avenue and Colby Commerce Drive that they believed inhibited economic development in that part of the Village. They sought to explore the potential for designating the area as a Business District under Illinois law in order to generate a source of funds to ameliorate those conditions.

In October of 2013, SB Friedman was engaged to conduct a Business District eligibility study for the study area. We gathered background data, including building permits, traffic studies, the Village Comprehensive Plan, and other relevant documents. We also conducted field research and data analysis to determine whether the study area met eligibility criteria of the Business District law.

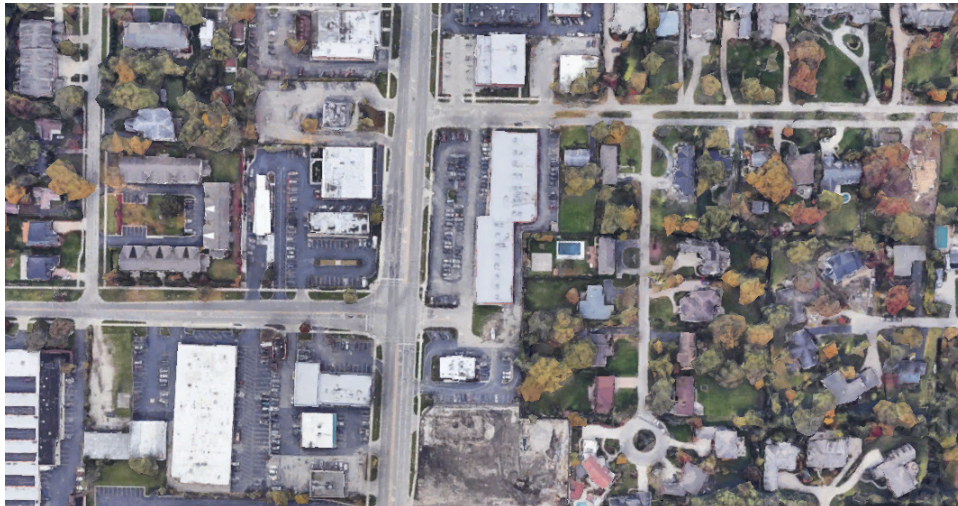
After determining the area's eligibility, we completed a Redevelopment Plan for the Gary Avenue Business District, and worked with Village staff and the property owner to develop a budget for the Redevelopment Project. In addition, we assisted the Village and their legal counsel with noticing and other public process aspects of the designation.

**Results:** The Village of Roselle adopted the Gary Avenue Business District in March of 2014. The Village and the hotel owner entered into a redevelopment agreement to use BD taxes to help fund the buildout of the attached banquet space and the owner subsequently made that investment.

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## BUSINESS DISTRICT ELIGIBILITY STUDY, PLAN AND DESIGNATION SUPPORT

### VILLAGE OF GLENVIEW, IL



#### LOCATION

Glenview, IL

#### REFERENCE

Ms. Ellen Dean  
(Former Economic  
Development Manager,  
Village of Glenview)  
Economic Development  
Director  
Village of Gurnee  
(847) 599-7574  
[edean@village.gurnee.il.us](mailto:edean@village.gurnee.il.us)

The Village of Glenview identified certain conditions along Waukegan Road which they believed inhibited economic development and endangered public health and safety in that part of the Village. They sought to explore the potential for designating the area a Business District under Illinois law in order to generate a source of funds to help ameliorate those conditions.

In February of 2012, SB Friedman was engaged to conduct a Business District eligibility study for the study area. We gathered background data including sub-area plans, traffic studies, the Village comprehensive plan, and other relevant documents. We also conducted field research and data analysis to determine whether the study area met eligibility criteria of the Business District law.

We completed a Redevelopment Plan for the Chestnut Waukegan Business District, and worked with Village staff and the property owner to develop a budget for the Redevelopment Project. In addition, we assisted the Village and their legal counsel with noticing and other public process aspects of the designation.

**Results:** The Village of Glenview adopted the Chestnut Waukegan Business District in August of 2012. The Village used BD taxes to help fund transportation improvements around the Chestnut/Waukegan intersection. Significant private investments including a new Culver's were subsequently made in the BD.





Village

8D

McFarlane Douglass & Companies

143 Tower Drive, Burr Ridge, IL 60527  
800-339-2900  
630-325-2399 Fax

www.mcfarlanedouglass.com  
info@mcfarlanedouglass.com

Quote Number: 58514  
Quote Date: 09/10/20  
Customer No.: MD101370  
Page: 1  
Salesperson House Account

Billing information: VILLAGE OF BURR RIDGE  
7660 County Line Road  
Burr Ridge, IL 60527

Service address: VILLAGE OF BURR RIDGE  
7660 County Line Road  
Burr Ridge, IL 60527

Description		Item Location	Qty.	Unit Price	Total Price
Village Holiday Proposal					
Large full 10-12' lit white birch in container winter interest at base	7-9 per side	55 Stevenson expressway bridge	2	9,500.00	19,000.00
Lit red spheres multiple sizes	15 per side		0		
Isicle lights hanging from all rock ledges	150-200 linear ft. per side		0		
Large full 10' lit birch in terracotta container winter interest at base NE corner-3, SW-1, SE-2, NW-2 20% discount		Village corners	8	875.00	7,000.00
			-8	175.00	-1,400.00
Large full 10' lit birch in terracotta container winter interest at base 20% discount		Madison/Plainfield	3	875.00	2,625.00
Lit red spheres			-3	175.00	-525.00
			3	125.00	375.00
Large full 10' lit birch in terracotta container winter interest at base 20% discount		County line / Carriage Way	3	875.00	2,625.00
Lit red spheres			-1	175.00	-175.00
			3	125.00	375.00
Lit bushes 8 strands each		Plainfield/Garywood	3	160.00	480.00
Large full 10' lit birch in terracotta container winter interest at base			1		
Large full 10' birch in terracotta container with winter interest at base 20% discount		91st and County Line	1	875.00	875.00
			-1	175.00	-175.00
Large full 10' birch in terracotta container with winter interest at base 20% discount		Burr Ridge Parkway	2	875.00	1,750.00
			2	175.00	350.00
Holiday Installation Labor			1	2,000.00	2,000.00
Removal			1	1,000.00	1,000.00
Lit birch in container with winter interest recommended for all Village Subdivision entrances \$875.00 ea plus \$150.00 for install and take down					

Subtotal: \$ 36,180.00  
Tax: \$ 0.00  
**Total Amount including Taxes: \$ 36,180.00**

See "Terms and Conditions" attached





Burr Ridge Holiday 2020

 McFarlane Douglass & Companies





Sample of Birch Element















**AN AGREEMENT REGULATING VIDEO SURVEILLANCE CAMERAS  
(Carriage Way Subdivision)**

**THIS AGREEMENT** is made and entered into by and between the Village of Burr Ridge (hereinafter "VILLAGE"), an Illinois municipal corporation, and the Carriage Way Property Owners Association (hereinafter "ASSOCIATION"), by and through their respective duly authorized agents and/or representatives, relative to the public streets and open, visible property area comprising the entrance area to the Carriage Way Subdivision in the VILLAGE (hereinafter "AGREEMENT").

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10(a) of the Illinois Constitution, and applicable law, authorizes a municipality to contract or otherwise associate with individuals, associations, and corporations in any manner not prohibited; and

**WHEREAS**, the VILLAGE has received a written request for such an agreement from the ASSOCIATION, which represents a subdivision of townhomes located in Burr Ridge, Illinois at the intersection of County Line Road and Carriage Way Drive commonly referred to as Carriage Way Subdivision; and

**WHEREAS**, the Mayor and the Board of Trustees of the VILLAGE find it is in the best interests of the community, and in furtherance of the health, safety, and welfare of the residents of the ASSOCIATION, to cooperate with the ASSOCIATION in the installation and use of surveillance cameras at the entrance to the Subdivision; and

**WHEREAS**, the ASSOCIATION seeks to cooperate with the VILLAGE and wants to allow the VILLAGE and its Police Department to install and have access to the data from video surveillance cameras for security and investigative purposes.

**NOW, THEREFORE**, in consideration of the foregoing and in consideration of the parties' mutual understandings, promises, covenants, and agreements as set forth below, the parties hereby agree and covenant as follows:

1. *Purpose.* This Agreement is intended to provide for the installation, maintenance and operation of surveillance cameras at the entrances of the Carriage Subdivision of Burr Ridge ("SUBDIVISION"). The ASSOCIATION has asked the VILLAGE to use surveillance cameras at the entrances to the SUBDIVISION at Carriage Way Drive and County Line Lane and Carriage Place and County Line Road to enhance security for the area. The ASSOCIATION hereby agrees to the installation and use of such surveillance cameras, and



agrees to allow the Police Department of the VILLAGE access to any and all information from the camera feeds. It is expressly understood that the Police Department will not provide any live surveillance, but will passively monitor the camera data, with the intention of utilizing the data when needed or relevant to an investigation.

2. *Work To Be Performed.* The Village agrees to extend its wireless network to Carriage Way Drive and County Line Lane and Carriage Place and County Line Road. The Village will install eight cameras, said installation to be on the post in the landscape median at both entrances to the subdivision, as depicted on Exhibit A-1. Installation of the cameras will be completed on or before November 30, 2020. The camera feeds/data will be recorded and stored on VILLAGE servers.
3. The VILLAGE will purchase the equipment and services outlined in the Video Surveillance System Proposal conditioned on reimbursement to the Village by the Association as provided hereinafter below. The cameras and equipment used will be Bosch, generally described on Exhibit A-2 ("Equipment"). It has been represented to the parties by Bosch that this equipment carries a 3 year warranty and has an average life span of 10 years. The VILLAGE agrees to maintain the equipment in good working condition for the term of this AGREEMENT. If the equipment becomes non-functional (meaning it becomes inoperable, it is vandalized, or it is damaged through an act of God, or the ASSOCIATION desires upgrades or replacement of the equipment, it shall be at the sole expense of the ASSOCIATION.
4. *Costs.* The VILLAGE will arrange for the installation of these eight cameras at the entrances to the SUBDIVISION at Carriage Way Drive and County Line Lane and Carriage Place and County Line Road. The ASSOCIATION agrees to pay the VILLAGE half of the cost of the cameras and installation, in the amount of \$16,256 upon the execution of this Agreement. The ASSOCIATION agrees to pay the remaining cost of an additional \$16,256 to the VILLAGE upon the completion of the installation of the eight cameras. The ASSOCIATION shall at all times, upon receipt of an invoice, be required to reimburse the VILLAGE for the full amount of any and all costs and expenses required by this Agreement.
5. *Administration.* There will be no live monitoring or surveillance by the VILLAGE using these cameras. The ASSOCIATION agrees that the VILLAGE will have unlimited access

to the camera images and data, as may be determined necessary by the VILLAGE, in the VILLAGE's sole discretion.

6. *Compliance With Laws.* The cameras and information from these cameras shall be operated and used at all times in compliance with all applicable laws and regulations. These cameras are not intended for use for any individual, private or commercial purpose, nor are they intended to be used for any purpose which would constitute an invasion of any protected personal privacy interest nor to interfere with any person's reasonable expectation of personal privacy. The cameras shall be used in such a manner as to minimize or eliminate the capturing of any images or information inside any residence or private areas in the SUBDIVISION. Under no circumstances shall the information from the cameras be used in violation of any law or right of any person or persons. The VILLAGE reserves the unfettered right to determine when any particular use of certain information from the cameras may be in violation of any law or right of any person, persons or group and to take appropriate steps to properly address any such potential violation.
7. *Record-keeping.* The VILLAGE agrees to maintain the camera feeds/data on its server(s) for a period of 30 days or as may otherwise be required by law. The parties understand and agree that if such information and data is maintained by the VILLAGE, it may be subject to public release, if required by law. The VILLAGE shall have the discretion to determine if such information, records or data are required to be released under any applicable law. Information and communication regarding this Agreement and its implementation shall be between the President of the ASSOCIATION or his/her designated representative in cooperation with the VILLAGE Police Chief or his/her designated representative.
8. *Liability.* The VILLAGE, its Police Department or any of its staff or consultants shall have the right, but no legal duty, to monitor, analyze or otherwise review the camera feeds/data from these surveillance cameras, as needed in furtherance of the work of the Police Department. The VILLAGE agrees in good faith to operate the cameras in good working order but shall assume no liability or responsibility for any improper or negligent installation, positioning, temporary malfunction or inoperability, maintenance or monitoring of the cameras, or the information generated therefrom.
9. *Assumption of Risk.* The ASSOCIATION hereby acknowledges that there are liability risks and issues which may arise due to surveillance activities hereunder, and the



ASSOCIATION agrees to assume, and does hereby assume, the full risk of any claims, including possible legal claims for damages, which the ASSOCIATION may experience or sustain as a result of entering into this AGREEMENT. The ASSOCIATION acknowledges that any such claims, which the ASSOCIATION may, or does, sustain as a result of entering into this AGREEMENT will not be covered by any insurance policy of which the VILLAGE is an insured.

10. *Waiver and Release of Claims.* The ASSOCIATION agrees to waive and relinquish, and hereby waives and relinquishes, all claims that the ASSOCIATION may have, or which may arise, against, involving or related to the VILLAGE stemming from, involving or related to this AGREEMENT and the video surveillance hereunder. The ASSOCIATION fully releases and discharges the VILLAGE from any and all claims for injuries, damages or violations of any rights of any kind, which the ASSOCIATION or any person or homeowner may have or which may accrue in the future, stemming from, involving or related to this AGREEMENT and the video surveillance hereunder.
11. *Term.* This AGREEMENT shall be for a term of ten (10) years. Either party may elect to terminate this AGREEMENT by providing thirty (30) days' written notice to the other provided however, that the responsibility for costs and reimbursement as set forth in paragraph 4 hereof shall remain that of the ASSOCIATION, and that the ASSOCIATION shall remain responsible for payment and/or reimbursement of any costs incurred by the VILLAGE for the purchase of the cameras and installation, as shall be due and owing at such time as the ASSOCIATION may elect to terminate the AGREEMENT pursuant to this paragraph 11.
12. *Notice.* Whenever notice is required to be sent to the VILLAGE, it shall be addressed as follows:

Village Clerk  
Village of Burr Ridge  
7660 S. County Line Rd.  
Burr Ridge, IL 60527

with a copy to:

Police Chief  
Burr Ridge Police Department  
7700 S. County Line Rd.  
Burr Ridge, IL 60527

and whenever notice is required to be sent to the ASSOCIATION, it shall be addressed as follows:

Carriage Way Property Owners Association  
Attn: Anabel McFarlin  
PO Box 401  
Hinsdale, IL 60522

The ASSOCIATION shall be responsible for advising the VILLAGE in writing of any change in the above contact information. All notices shall be sent by personal delivery or certified mail, return receipt requested, and shall be deemed given as of the date of the personal delivery or, if given by certified mail, three (3) days from the date of mailing.

13. *Authority to Execute.* The ASSOCIATION hereby warrants and covenants that it has the full power and authority to enter into this AGREEMENT with the VILLAGE and with the execution of this AGREEMENT will provide the VILLAGE with satisfactory proof of the current legal status of the ASSOCIATION, as well as the authority of the undersigned to act on behalf of the ASSOCIATION and make the commitments set forth herein, including a written copy of a motion or resolution adopted by its Board of Directors regarding such authority. Any changes in the status of the ASSOCIATION, its authority or its legal structure shall be reported immediately to the VILLAGE.
14. *Entire Understanding.* This Agreement constitutes the entire understanding between the VILLAGE and the ASSOCIATION with respect to the subject matter contained herein and supersedes any and all prior understandings and/or agreements between the parties, whether written, oral, or otherwise. Any and all representations, agreements, promises, and/or understandings not expressly set forth herein are hereby null, void, and of no legal effect.
15. *Amendments.* This Agreement may be modified or amended only by the mutual consent of the parties. Any modification or amendment of this Agreement must be in writing, signed by the parties, and duly executed. Any attempt to modify or amend this Agreement that fails to conform to the aforementioned requirements shall be null, void, and of no legal effect.
16. *Counterparts.* This Agreement may be executed in any number of counterparts, with each counterpart deemed to be an original. This Agreement shall be effective on the last date executed by the parties below.
17. *Severability.* The terms, conditions, and provisions of this Agreement shall be severable, and if any terms, condition, or provision is found to be unenforceable for any reason

whatsoever, the remaining terms, conditions, and provisions shall remain in full force and effect.

18. *Illinois Law*. This Agreement is entered into under, and shall be governed for all purposes by, the laws of the State of Illinois.

**IN WITNESS WHEREOF**, the VILLAGE, pursuant to authority granted by its Board of Trustees, has caused this Agreement to be executed by its Mayor and attested by its Clerk, and the ASSOCIATION, pursuant to the authority duly granted by the adoption of a [Motion/Resolution] by its Board of Directors, has caused this instrument to be signed by its President and attested by its Secretary.

VILLAGE OF BURR RIDGE

By: \_\_\_\_\_  
Village Mayor


CARRIAGE WAY PROPERTY OWNERS  
ASSOCIATION

By:  \_\_\_\_\_ 10/7/2020  
President

ATTEST:

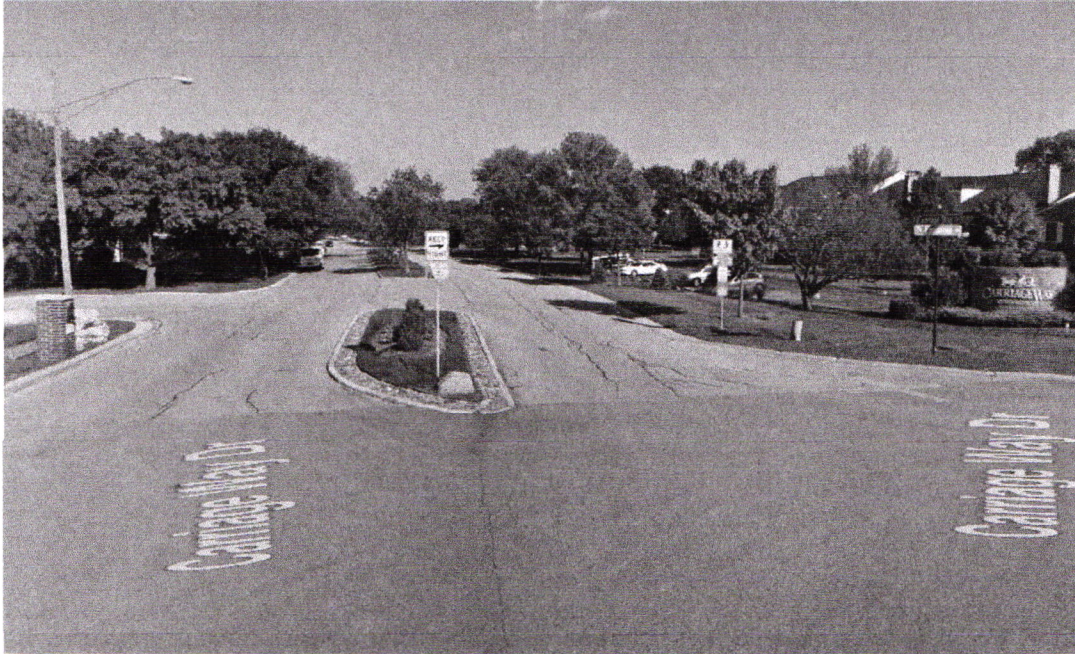
By: \_\_\_\_\_  
Village Clerk

ATTEST:

By:  \_\_\_\_\_ 10-7-2020  
Secretary



**EXHIBIT A-1**  
[Location of cameras]



## EXHIBIT A-2

[Equipment]

### NORTH ENTRANCE

#### CAMERA SYSTEM

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	2	Bosch NIN-733-V03PS Bosch Flexidome IP Starlight Camera 7000 VR	\$895.00	\$1,790.00	\$360.00	\$720.00	\$2,510.00
	2	Bosch Security Systems NBE-6502-AL DINION IP BULLET 2MP HDR STARLIGHT 2.8-12mm AVF IP67 IK10	\$1,500.00	\$3,000.00	\$360.00	\$720.00	\$3,720.00
	1	Ubiquiti Networks ES-8-150W EdgeSwitch, 8-Port, 150W	\$200.00	\$200.00	\$135.00	\$135.00	\$335.00
	1	Sealfab SF-TS8MNT Wall Mount for Ubiquiti Toughswitch TS-8-PRO ES-8XP	\$20.00	\$20.00	\$0.00	\$0.00	\$20.00
	4	Samsung MB-ME512GA/AM 512GB 100MB/s (U3) MicroSDXC Evo Select Memory Card with Adapter	\$95.00	\$380.00	\$45.00	\$180.00	\$560.00
	4	Orbis CAT5-DB Direct Burial outdoor CAT5, installed from camera to head end.	\$120.00	\$480.00	\$0.00	\$0.00	\$480.00
	4	HD 4x4 4 in. x 4 in. x 10 ft. #2 Pressure-Treated Timber	\$14.00	\$56.00	\$90.00	\$360.00	\$416.00
	1	Vons Electric Power Labor Labor to install power at location for camera equipment	\$450.00	\$450.00	\$0.00	\$0.00	\$450.00
	1	Signs USS Neighborhood Under Surveillance Sign	\$85.00	\$85.00	\$0.00	\$0.00	\$85.00
	1	Altelix NF141208VFA1 14x12x8 Fiberglass Weatherproof Vented NEMA Enclosure with Cooling Fan and 120 VAC Outlets	\$325.00	\$325.00	\$90.00	\$90.00	\$415.00
CAMERA SYSTEM TOTAL							\$8,991.00
NORTH ENTRANCE TOTAL							\$8,991.00













## EXHIBIT A-2 (Continued)

[Equipment]

### SOUTH ENTRANCE


#### CAMERA SYSTEM

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	2	Bosch NIN-733-V03PS Bosch Flexidome IP Starlight Camera 7000 VR	\$895.00	\$1,790.00	\$360.00	\$720.00	\$2,510.00
	2	Bosch Security Systems NBE-6502-AL DINION IP BULLET 2MP HDR STARLIGHT 2.8-12mm AVF IP67 IK10	\$1,500.00	\$3,000.00	\$360.00	\$720.00	\$3,720.00
	1	Ubiquiti Networks ES-8-150W EdgeSwitch, 8-Port, 150W	\$200.00	\$200.00	\$135.00	\$135.00	\$335.00
	1	Sealfab SF-TS8MNT Wall Mount for Ubiquiti Toughswitch TS-8-PRO ES-8XP	\$20.00	\$20.00	\$0.00	\$0.00	\$20.00
	4	Samsung MB-ME512GA/AM 512GB 100MB/s (U3) MicroSDXC Evo Select Memory Card with Adapter	\$95.00	\$380.00	\$45.00	\$180.00	\$560.00
	4	Orbis CAT5-DB Direct Burial outdoor CAT5, installed from camera to head end.	\$120.00	\$480.00	\$0.00	\$0.00	\$480.00
	4	HD 4x4 4 in. x 4 in. x 10 ft. #2 Pressure-Treated Timber	\$14.00	\$56.00	\$90.00	\$360.00	\$416.00
	1	Signs USS Neighborhood Under Surveillance Sign	\$85.00	\$85.00	\$0.00	\$0.00	\$85.00
	1	Vons Electric Power Labor Provide and install 1-120/240 underground meter with built in breaker spaces on the south corner area by the ComEd pole with transformer (approximately 50ft from pole) 2-120v / 20amp outlet located on the 1st and 2nd Islands on Carriage Way drive powered by new underground meter and panel Excludes: City permit and fees or ComED service charges	\$10,100.00	\$10,100.00	\$0.00	\$0.00	\$10,100.00
	1	Atelix NF141208VFA1 14x12x8 Fiberglass Weatherproof Vented NEMA Enclosure with Cooling Fan and 120 VAC Outlets	\$325.00	\$325.00	\$90.00	\$90.00	\$415.00
CAMERA SYSTEM TOTAL							\$18,641.00
SOUTH ENTRANCE TOTAL							\$18,641.00

**EXHIBIT A-2 (Continued)**

[Equipment]

**VILLAGE HALL DATA CENTER****CAMERA SYSTEM**

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT	LABOR	LABOR EXT	TOTAL
	1	Bosch DIP-5244IG-4HD DIVAR IP ALL-IN-ONE 5000 4X4TB	\$3,800.00	\$3,800.00	\$1,080.00	\$1,080.00	\$4,880.00
CAMERA SYSTEM TOTAL							\$4,880.00
VILLAGE HALL DATA CENTER TOTAL							\$4,880.00

**FINANCIAL****PAYMENT SCHEDULE**

50% due at contract, Remainder due upon completion.

EQUIPMENT TOTAL	\$27,022.00
SHIPPING TOTAL	\$0.00
LABOR TOTAL	\$5,490.00
SUBTOTAL	\$32,512.00
TOTAL SALES TAX	\$0.00
PROJECT TOTAL	\$32,512.00





## Results

### Ballot: Board Approval to Execute Agreement with Village on Cameras

Results by Question:

**Given the approval by a voting majority of Carriage Way Property Owner Association Members, the CWPOA Board empowers its current President, Anabel McFarlin to enter into an agreement with the Village of Burr Ridge to install Security Cameras on behalf of Carriage Way Property Owner Association.**

Choice	Percentage	# of Votes
Approved	 100%	8 votes
Not Approved	 0%	0 votes



**From:** Eck, Jack <Jack.Eck2@illinois.gov>  
**Sent:** Monday, October 5, 2020 9:03 AM

8F

**Subject:** P-12695 Renewal  
**Attachments:** P12695 Rock Salt Renewal Details.xlsx

If you are getting this email, that means that you chose to renew your Rock Salt for FY21. You can view the rock salt line items by going to [www.bidbuy@illinois.gov](http://www.bidbuy@illinois.gov) and logging in or searching on the PO number P-12695. I have attached the Renewal detail of line specifications for you to easily search for your entity and line number.

For assistance contact the Vendor BidBuy Help Desk by email at [il.bidbuy@illinois.gov](mailto:il.bidbuy@illinois.gov) or by phone at 866-455-2897

Hours of Operation: Monday through Friday from 8:30am to 4:30pm CT.

I would suggest that you register in BidBuy so that you can get notifications of updates to renewals or contracts that deal with rock salt. You will want to register under the correct NIGP code(s) (775-45) to receive these notifications. Note, you can choose as many NIGP codes as necessary to receive notifications. The reason I would recommend this is because the emails that I send out are getting returned as undeliverable. The biggest reason for this is the number of email addresses that I am sending. Some firewalls will redirect this type of email as spam. So, please register so that you can receive all the documents that your entity requires. Thank you.



**Jack Eck**  
**Buyer, BOSS**  
**Central Management Services**  
**1000 E Converse St, Springfield, IL 62702**  
**Phone: 217-785-1859**  
**[jack.eck2@illinois.gov](mailto:jack.eck2@illinois.gov)**

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.



ILLINOIS

JB Pritzker, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Acting Director

October 1, 2019

**Dear Joint Purchasing Participant:**

**Subject: 2019 - 2020 Rock Salt, Bulk Contract Information**

In completing the 2019 – 2020 Rock Salt season contract re-procurement the State of Illinois did encounter supply-related issues experienced in previous seasons, which resulted in significantly higher pricing. We have made every effort to secure Road Salt at the best available price for participants in our contract solicitation and gladly report the State was able to obtain an offer for your location requirements through the State's procurement efforts.

We again recommend that participating agencies examine their application rates and roadway priorities in order to minimize next season's maintenance program cost while also ensuring the safety of the public.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including purchase commitment, can be used to submit your requirements to this year's contract vendor:

**BidBuy PO# 20-416CMS-BOSS4-P-12695**

**Term: 09/27/2019 – 09/26/2020**

**Compass Minerals America Inc.**

**FEIN Number: 48-1047632**

**9900 West 109-th. Street**

**Overland Park, KS 66210**

**Phone (800) 323-1641 or (913) 344-9330    Contact Name: Sean Lierz**

Your unit is **Contract Line No: \_ 126 \_ / Price per ton F.O.B. destination, is \$ 77.86**

Emergency pickup of salt from vendor's warehouse is not made available in this contract.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain chute openings in the tailgate to permit controlled off-loading of rock salt onto conveyors was not provided for by this vendor in this season's procurement process.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. ***You are strongly encouraged to order and store as much salt as possible in order to help prevent potential salt shortages this winter.*** Also, you must place orders in full truckload ( typically 22-25 tons ) delivery quantities or multiples of such.

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment ( as noted on your Requisition ) is met before the end of the winter season, June 30, 2020. The vendor is required to furnish not less than 120-percent ( if needed ) of the contract quantity by March 1, 2020. Your governmental unit is responsible for processing vendor invoices in a timely manner.

Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2019 through April 1, 2020 shall not exceed seven working days, unless as modified in the Order Guidelines herein.

For orders placed between December 1, 2019 and April 1, 2020, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain as liquidated damages, not as a penalty, 5.% per working-day on the undelivered portion of the order, but not to exceed 50.%. For orders placed prior to 9:00 a.m. on a given day, that day to be considered as the first calendar day of the seven-day delivery period. For an order placed after 9:00 a.m. on a given day, the following day shall be considered as the first calendar day of the seven-day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against a vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20.% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working-days after receipt of order. Quantity ordered above the 20.% threshold shall have an extended deliver time of one-working-day for each one-percentage-point above the 20.% guideline. For example, if an agency orders 25.% of their awarded total 100 ton, delivery of the first 20 ton ( 20.% ) shall be within 7 working-days after receipt of order, the remaining 5 ton should be delivered within 12 working-days after receipt of order.

If after seven working-days of liquidated damages assessment, the vendor has still failed to deliver, local governmental unit shall have the right to terminate an order and purchase road salt or abrasives from another source, or take action consistent with public safety as needed to continue daily business. Any and all additional costs incurred may be collected from the original vendor, in addition to liquidated damages, by participant's legal action.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that delivery person inspects the inside of the trailer and that all salt is removed from the trailer before leaving a delivery point. The vendor will ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.

In December 2019, the contract vendor shall have in place stockpile(s) located in or near Illinois covering the tonnage awarded for the northern regions of the State, and in January of 2020 the contract vendor shall have in place stockpile(s) in or near to Illinois covering the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that vendor commitments to the stockpiles are with the users of this contract.

Enhanced rock salt 2019 - 2020 season availability:

The Department of Central Management Services surveyed vendors for availability of an enhanced rock salt option in the invitation for bid, and received an offering from Cargill Salt Division. Locations interested in this enhanced salt option must call the vendor for product availability information and to facilitate potential ordering arrangements.

Their product is made available to any joint purchasing participant awarded in the Cargill Salt Division Contract as an up-charge per ton option and would be added to your order as a separate line item. Contact Sean Lierz at 913-344-9330 for the details.

The enhanced salt product features additional pre-treatment of approved road salt with a product providing enhanced melting performance, with reduced corrosion and clumping.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Ilsley, CPPB, Buyer  
Bureau of Strategic Sourcing

# K-TECH 8G

SPECIALTY COATINGS, INC.

**Road Maintenance  
Specialist  
High Performance  
De-Icers - Anti-Icers  
Pre-Wetting Agents**

## 2020-2021 Price Quote

**Notes:** BEET HEET Concentrate is an intelligently designed deicer/salt pre-wetting agent. BEET HEET Concentrate contains the most active ingredient of any deicer in North America. That's why **BEET HEET Concentrate outperforms all other deicers in North America**. BEET HEET Concentrate is also the most environmentally friendly salt pre-wet in North America. Call, text or email for documentation and explanation.

8/25/2020

Mr. John Wernimont  
Operations Supervisor  
Burr Ridge, Village of  
451 Commerce Street  
Burr Ridge, IL 60527  
630-441-0461  
jwernimont@burr-ridge.gov  
190

Salesperson	Customer Name	Terms	Expiration
D. Preston	Burr Ridge, Village of	Net 30	5/1/2021
Quantity	Product Description/Details	Delivered Price/Gal.	Line Total
(+/- 100 gal.)			
4,600	BEET HEET Super Severe - Ready-to-use anti-icer, deicer and pre-wetting agent	\$1.29	\$5,934.00
	K-Tech Full Load Pricing		
4,600	BEET HEET Severe - Ready-to-use anti-icer, deicer and pre-wetting agent	\$1.19	\$5,474.00
	K-Tech Less than Full Load Pricing		
4,600	BEET HEET Moderate - Ready-to-use anti-icer, deicer and pre-wetting agent	\$1.09	\$5,014.00
	K-Tech Full Load Pricing		
	<b>BEET HEET Concentrate contains much more active ingredients!</b>		
	• 93% more than 55% solids waste-stream beet juice deicers, on average.		
	• 60.9% more than 23.3% sodium chloride brine		
	• 58.2% more than 10/15/75 super-mix deicers		
	• 14.0% more than 32% calcium chloride		
	<b>At 15°F, BEET HEET Concentrate treated salt melts much more ice!</b>		
	• 153.2% more than untreated rock salt		
	• 150.0% more than 23.3% sodium chloride treated rock salt		
	• 54.7% more than 10/15/75 super-mix deicer treated rock salt		
	• 43.9% more than 32% CaCl <sub>2</sub> treated rock salt		
	• More than 37.8% more than 55% solids beet juice treated rock salt		
	<b>Important Information</b>		
	<b>50% OF FULL FREIGHT CHARGES APPLY IF ANY PRODUCT IS ORDERED AND</b>	Subtotal	
	<b>DELIVERED BUT NOT TAKEN. Please don't order more product than you can take.</b>	Sales Tax	
	<b>ALL credit card purchases will be assessed a 4% credit card processing fee.</b>	Total	

**K-Tech Specialty Coatings, Inc. P.O. Box 428 Ashley, IN 46705**  
**Phone (260) 587-3888 Fax (260) 587-3889**  
**Email dpreston@ktechcoatings.com Cell/Text (260) 585-0332**  
**Website: ktechcoatings.com YouTube: ktechcoatings**



8H

# Bid Proposal for SENSUS 6500 HHD, AUTOGUN, COMMAND LINK

CUSTOMER	<b>VILLAGE OF BURR RIDGE</b> PUBLIC WORKS DEPARTMENT 451 COMMERCE STREET BURR RIDGE, IL 60521 Contact: Jim Lukas (T) 630/417-3902 jlukas@burr-ridge.gov	<b>Job</b> SENSUS 6500 HHD, AUTOGUN, COMMAND LINK BURR RIDGE, IL Bid Date: 10/06/2020 Bid #: 1518072
	<b>Sales Representative</b> Cruz Romero (T) 815-469-1450 (F) 815-469-1218 cruz.romero@coreandmain.com	<b>Core &amp; Main</b> 18900 S 82nd Ave Mokena, IL 60448 (T) 815-469-1450
NOTES		



## Bid Proposal for SENSUS 6500 HHD, AUTOGUN, COMMAND LINK

**VILLAGE OF BURR RIDGE****Job Location:** BURR RIDGE, IL**Bid Date:** 10/06/2020**Core & Main** 1518072**Core & Main**

18900 S 82nd Ave

Mokena, IL 60448

**Phone:** 815-469-1450**Fax:** 815-469-1218

Seq#	Qty	Description	Units	Price	Ext Price
10	2	SENSUS 6502-GB GPS / BARCODE SCANNER) HHD	EA	6,500.00	13,000.00
40	2	SENSUS COMMAND LINK	EA	N/C	N/C
60	2	AG6590 AUTOGUN W/BLOCK TOOTH 5390753765901	EA	1,350.00	2,700.00
80		THANK YOU FOR YOUR BUSINESS,			
90					
100					
110		CRUZ A. ROMERO			
120		INVENTORY MANAGER			
130		CORE & MAIN WATERWORKS-MOKENA			
				<b>Sub Total</b>	<b>15,700.00</b>
				<b>Tax</b>	<b>0.00</b>
				<b>Total</b>	<b>15,700.00</b>

**Branch Terms:**

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



October 5, 2020

Village of Burr Ridge  
7660 County Line Road  
Burr Ridge, IL 60527

Attn: David Preissig

RE: Preventive Maintenance Contract Renewal

Dear Mr. David Preissig

Thank you for allowing us to provide you with our mechanical service for your HVAC system at your facility. Your contract is up for renewal on December 1, 2020. There will be no increase to your 2020-2021 Preventative Maintenance contract, however the new T&M contract rate based on the Prevailing Wage increase in now \$116.60.

Power Washing of Contracted Condenser Coils will need to be approved before moving forward with work, Coils will be brushed and cleaned during the Contract period but again Power Washing with time included, will be deemed Extra Work and approval will be needed.

If you agree with this please sign and return to us at your earliest convenience.

Thank you again for allowing Dynamic Heating & Piping Company the opportunity to continue to take care of all your HVAC needs.

Sincerely,  
DYNAMIC HEATING & PIPING CO.

*Michael Schuler*

Michael Schuler  
Service Coordinator/Manager

Village of Burr Ridge  
Accepted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

“OVER 40 YEARS OF QUALITY SERVICE”

HEATING • PROCESS PIPING • AIR CONDITIONING • 24 HR. SERVICE • CLEANROOM PROCESS PIPING SPECIALIST



## AGREEMENT

This AGREEMENT is entered into this 7th day of October, 2020, by and between the VILLAGE OF BURR RIDGE and Mary Murphy. (hereinafter referred to as the Employee) for the assignment of the financial responsibilities of the parties hereto for expenses incurred in training, equipping and uniforming Employee as a police officer for the Village of Burr Ridge (sometimes the "Village").

WHEREAS, the Village of Burr Ridge desires to have Employee occupy the position of police officer with the Village of Burr Ridge; and

WHEREAS, Employee shall begin employment with the Village on October 7, 2020; and

WHEREAS, Employee shall be a probationary police officer for a period of 18 months after successful completion of the minimum standards basic law enforcement training program approved by the Illinois Law Enforcement Training Standards Board (hereinafter referred to as "Basic Training Academy") or certification as a law enforcement officer by the Illinois Law Enforcement Training Standards Board, which ever comes last, said probationary period being subject to the Village of Burr Ridge Board of Fire and Police Commissioners' Rules and Regulations; and

WHEREAS, as a police officer, Employee will be required to undergo various training, including but not limited to successful completion of the Basic Training Academy; and

WHEREAS, Employee is required to be certified as a law enforcement officer by the Illinois Law Enforcement Training Standards Board (hereinafter referred to as "Police Training Board") within 6 months of initial full-time employment pursuant to the Illinois Police Training Act, 50 ILCS 705/8.1; and

WHEREAS, a number of the training courses are located outside of the immediate area of the Village of Burr Ridge, in such locations as Champaign, Chicago, and Springfield, Illinois; and

WHEREAS, the Village of Burr Ridge Police Department personnel will expend significant time and effort training Employee throughout his/her probationary period in the Police Department's Field Training Officer's Program and other training; and

WHEREAS, as a probationary police officer, Employee shall be required to wear and/or maintain a Burr Ridge Police Department uniform and equipment, including but not necessarily limited to the following identified items: shirts, slacks, jackets, raincoats, other outerwear, head gear, badges, department-issued firearm, department identification, bullet-proof vest, and leather goods; and

WHEREAS, the parties hereto desire to equitably assess between them the costs of the above training, uniform and equipment expenses subject to Employee's continued employment with the Burr Ridge Police Department, as defined in this Agreement;

NOW THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

Section 1. The Provisions stated in the preamble above are incorporated herein and made operative provisions hereof, as if fully set forth herein.

Section 2. The Village hereby employs Employee as a police officer and Employee hereby accepts such employment in accordance with the terms and conditions of this Agreement.

Section 3. Employee shall commence work hereunder on the 7th day of October, 2020.

Section 4. The initial services to be performed by Employee shall be those of a police officer trainee until successful completion of the Basic Training Academy and certification as a law enforcement officer by the Police Training Board, and thereafter as those of a probationary Village of Burr Ridge police officer.

Section 5. The Village may terminate this Agreement at any time based upon Employee's violation of instructions, policies, ordinances or rules of the Village, violation of rules of the Basic Training Academy, failure to attend classes as may be required during training without an adequate excuse, failure to successfully complete any training which the Burr Ridge Police Department deems necessary, or for any cause whatsoever during the probationary period (during which period such Employee shall be an employee at will only).

Section 6. Employee agrees to successfully complete any training which the Burr Ridge Police Department deems necessary.

Section 7. Upon employment and until successful completion of the Basic Training Academy and certification as a law enforcement officer by the Police Training Board, the Village shall pay Employee a salary at the rate of \$68,150.00 per year in accordance with this Agreement. The payments will be bi-weekly.

Section 8. Upon the successful completion of the Basic Training Academy and certification as a law enforcement officer by the Police Training Board, the Village shall pay Employee a salary at a rate of \$68,150.00 per year, in accordance with this Agreement. The payments will be made bi-weekly. Subsequent increases in salary shall be based upon Village and Police Department policy.

Section 9. The Village shall advance, on behalf of Employee, all expenses attendant with the costs of said uniforms, equipment, and training, including the costs associated with the Basic Training Academy and training conducted by Burr Ridge Police Department personnel at or about the Village of Burr Ridge, and any other direct or indirect charges to which the Village agrees in writing.

Section 10. Employee agrees to work in the capacity of police officer for the Village for a period of not less than two years from and after the date of successful completion of the Basic Training Academy or certification as a law enforcement officer by the Police Training Board, whichever occurs last, and in no event shall Employee's wage be reduced below the statutory minimum hourly wage in order to collect the amount owed in Section 11 below.

Section 11. If Employee terminates by any means employment as a police officer with the Village in breach of the terms set forth in section 10 above, Employee agrees to reimburse the Village, as agreed liquidated damages, for all expenses incurred by the Village in Employee's ~~training~~, uniforming and equipping. Such expenses shall include but are not limited to the cost of ~~Employee's training, including the cost of the Basic Training Academy, the salaries of Burr Ridge Police Department personnel conducting Employee's field or other training, as well as~~ equipment provided to Employee and the cost of Employee's uniforms. Further, Employee shall return to the Village, in as good a condition as when initially received, any department-issued firearm(s), and any and all badges, identification and/or other materials, containing the insignia and/or name of the Village of Burr Ridge or Burr Ridge Police Department, which shall be used as a credit, after appropriate depreciation, against the reimbursement costs provided in this section.

Section 12. Upon completion of the first full year that Employee works in the capacity of police officer for the Village after the date determined in Section 10, Employee will receive a credit of 50% against the reimbursement costs that have accrued and are subject to assessment in Section 11.

Section 13. If Employee fails, after due notice, to reimburse the Village in accordance with the provisions of Section 11, Employee shall be liable for the Village's costs to file suit and any and all attorney's fees necessary to bring suit based upon Employee's breach of this Agreement. Such costs shall be in addition to the reimbursement costs provided in Section 11 above

Section 14 No repayment will be required in the event that Employee is required to terminate employment due to a disabling illness or injury.

Section 15. The waiver by the Village of a breach of any provision of this Agreement by Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.

Section 16. Nothing in this Agreement shall be construed to prohibit the Village from pursuing any other remedies for such breach.

Section 17. If any clause or provision herein shall be and judged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable laws, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

Section 18. This Agreement shall be governed by the law of the State of Illinois.

In Witness Whereof, the undersigned have executed this Agreement the date and year first above written.

Mary Murphy  
Employee

\_\_\_\_\_  
VILLAGE OF BURR RIDGE

ATTEST:

Evan Horne  
Deputy Village Clerk

\_\_\_\_\_  
Village Mayor

ADDENDUM TO AGREEMENT

Dated: October 7, 2020

Employee's first pay check (64 hours) will be on October 23, 2020 and the gross sum will be \$2,096.91 and thereafter shall be paid \$2621.14 (80 hours) on a bi-weekly basis.

Mary Murphy  
Employee

Date Signed: October 7, 2020

VILLAGE OF BURR RIDGE

ATTEST:

Erin Hume  
Deputy Village Clerk

\_\_\_\_\_  
Village Mayor



8K

# Memo

**To:** Chief  
Tina Henderson  
**From:** Adriana Almendarez  
**Date:** 10/06/2020  
**Re:** Letter of Resignation

---

Through this Memo I would like to take the time and announce my resignation from the Burr-Ridge Police Department effective Thursday 10/22/2020. This was a difficult decision to make but I accepted a position closer to home with the Plano Police Department. It's been a pleasure working with you and the entire Department for the past 8 months. I would like to Thank you and everyone in the Department and wishing you all the Best.

Sincerely  
Adriana Almendarez

A handwritten signature in black ink, appearing to read "Adriana", followed by a stylized flourish or second name.



VILLAGE OF BURR RIDGE

8M

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 10/12/2020

PAYMENT DATE: 10/13/2020

FISCAL 20-21

FUND	FUND NAME	Pre-Paid	PAYABLE	TOTAL AMOUNT
10	General Fund	\$ 18,559.00	\$ 119,300.39	\$ 137,859.39
23	Hotel/Motel Tax Fund		41,081.93	41,081.93
31	Capital Improvements Fund		1,395.00	1,395.00
34	Storm Water Management		21,840.00	21,840.00
51	Water Fund		32,198.23	32,198.23
52	Sewer Fund		8,666.80	8,666.80
61	Information Technology		9,080.83	9,080.83
71	Police Pension Fund		4,568.80	4,568.80
	TOTAL ALL FUNDS	\$ 18,559.00	\$ 238,131.98	\$ 256,690.98

PAYROLL

PAY PERIOD ENDING September 19, 2020

	TOTAL
	PAYROLL
Board	\$ 2,000.00
Administration	19,270.22
Finance	7,822.03
Police	122,064.69
Public Works	19,888.85
Water	24,989.21
Sewer	6,100.06
TOTAL	\$ 202,135.06
GRAND TOTAL	\$ 458,826.04

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DB: BURR RIDGE

INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE  
POST DATES 10/12/2020 - 10/12/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
10-0000-16-1600	Postage Meter 29150976	United States Postal Servi	09/29/20	09/29/20	3,000.00
10-0000-22-2240	Reimbursable Tree Purchases	Spring Grove Nursery, Inc.	10/01/20	180774	15,559.00
Total For Dept 0000 Assets, Liabilities, Fund Ba.					18,559.00
Dept 1010 Boards & Commissions					
10-1010-40-4040	Chicago Tribune 4 weeks	Chicago Tribune	09/02/20	09/02/20	27.72
10-1010-40-4040	FY21 Conference Dues	DuPage Mayors & Managers C	07/24/20	11046A	2,983.24
10-1010-40-4042	Mileage to Deliver Packets	Village of Burr Ridge	09/30/20	09/30/20	11.67
10-1010-40-4042	Reimbursement for Staff Training	Village of Burr Ridge	09/30/20	09/30/20	15.22
10-1010-40-4042	Mileage to Deliver Packets	Village of Burr Ridge	09/30/20	09/30/20	22.60
10-1010-50-5010	General Legal Services	Storino, Ramello, & Durkir	09/25/20	09/25/20	5,924.00
10-1010-50-5010	Sterigenics	Storino, Ramello, & Durkir	09/25/20	09/25/20	2,016.00
10-1010-50-5010	FOIA	Storino, Ramello, & Durkir	09/25/20	09/25/20	2,058.00
10-1010-50-5010	Devon Woods Easement Litigation	Storino, Ramello, & Durkir	09/25/20	09/25/20	70.00
10-1010-50-5010	Falling Waters Subdivision Annex	Storino, Ramello, & Durkir	09/25/20	09/25/20	196.00
10-1010-50-5010	County Line Square Violations	Storino, Ramello, & Durkir	09/25/20	09/25/20	252.00
10-1010-50-5015	Prosecution Services	Storino, Ramello, & Durkir	09/25/20	09/25/20	2,453.10
10-1010-50-5030	Cell Phone Mayor	Gary Grasso	10/06/20	10/06/20	50.00
10-1010-80-8010	Lunch for Village Staff	Panera	08/21/20	612526	192.49
10-1010-80-8025	Pre-Employment Psychological Exa	Personnel Strategies, LLC	09/26/20	09/26/20	550.00
10-1010-80-8035	Meal Reimbursement for EDC	Village of Burr Ridge	09/30/20	09/30/20	24.26
Total For Dept 1010 Boards & Commissions					16,846.30
Dept 2010 Administration					
10-2010-40-4040	ILCMA Annual Membership	Illinois City/County Mgmt	08/28/20	12004	188.50
10-2010-40-4042	Lunch Meeting	Patti's Sunrise Cafe	09/11/20	287834	67.37
10-2010-40-4042	Professional Development Event	Village of Burr Ridge	09/30/20	09/30/20	30.00
10-2010-40-4042	Mileage Reimbursement	Village of Burr Ridge	09/30/20	09/30/20	31.00
10-2010-40-4042	Reimbursement for Staff Meeting	Village of Burr Ridge	09/30/20	09/30/20	23.62
10-2010-40-4042	Mileage Reimbursement	Village of Burr Ridge	09/30/20	09/30/20	34.50
10-2010-40-4042	Mileage to Lisle/Oak Brook	Village of Burr Ridge	09/30/20	09/30/20	29.33
10-2010-40-4042	Mileage Reimbursement	Village of Burr Ridge	09/30/20	09/30/20	34.50
10-2010-50-5030	Cell Phone Admin	Verizon Wireless	08/21/20	9861261183	227.00
10-2010-50-5075	Plan Review Permit 20-229	B&F Construction Code Serv	09/17/20	54525	375.00
10-2010-60-6000	Reimburse for License Paper	Village of Burr Ridge	09/30/20	09/30/20	41.75
10-2010-60-6010	Office Chair Principal Office As	Staples	08/25/20	9821301908	155.00
10-2010-60-6010	Building Dept. Blueprint Filing	Tiger Supplies	09/09/20	197933	59.98
Total For Dept 2010 Administration					1,297.55
Dept 4010 Finance					
10-4010-50-5030	Cell Phone Finance	Verizon Wireless	08/21/20	9861261183	47.40
10-4010-50-5060	Actuarial Report Tax Levy Police	Lauterbach & Amen, LLP	09/14/20	48980	2,790.00
Total For Dept 4010 Finance					2,837.40
Dept 4020 Central Services					
10-4020-50-5081	Insurance FSA Aug20	Discovery Benefits, Inc.	08/31/20	0001214107	50.00
10-4020-50-5085	3rd Quarterly Lease Postage Mach	Pitney Bowes Global Fin. S	09/18/20	3104065322	458.88
10-4020-50-5085	Traffic Blocks	RoadSafe Traffic Systems,	08/31/20	RT261440	5,177.00
10-4020-60-6010	Shredder	Amazon.com Credit	09/11/20	11200907814120254	139.99
10-4020-60-6010	Kitchen Supplies - PD	Amazon.com Credit	09/15/20	1132864193426609	51.93
10-4020-60-6010	Kitchen Coffee Supplies VH	Commercial Coffee Service,	09/21/20	158922	103.50
10-4020-60-6010	Kitchen Coffee Supplies PD	Commercial Coffee Service,	09/15/20	158898	119.60
10-4020-60-6010	Copy Paper	Impact Networking, LLC	09/15/20	1897689	277.00

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 4020 Central Services					
Total For Dept 4020 Central Services					6,377.90
Dept 5010 Police					
10-5010-40-4032	M.E.R.I.T Star	Artistic Engraving	08/19/20	15360	194.00
10-5010-40-4032	Initial Issue Uniform Allowance	JG Uniforms, Inc.	09/21/20	75843	18.50
10-5010-40-4032	Armor w/Blk Carrier	JG Uniforms, Inc.	09/17/20	75753	815.00
10-5010-40-4032	FEDE-XM193 Federal #SM193 Federa	Kiesler's Police Supply, I	09/17/20	146167	627.20
10-5010-40-4032	Uniform Allowance/Dumitru	Special T Unlimited	09/19/20	6957533	220.00
10-5010-40-4042	Juvenile Specialist Skills Progr	North East Multi-Regional	09/18/20	274870	150.00
10-5010-50-5020	Notary Renewal Valentino, B	Illinois Notary Discount F	08/27/20	08/27/20	30.00
10-5010-50-5020	Notary for Patla, Patrick	Illinois Notary Discount F	09/14/20	09/14/20	30.00
10-5010-50-5030	Cell Phone Police	Verizon Wireless	08/21/20	9861261183	958.70
10-5010-50-5050	WebBrix Upgrade	Computer Power System, LLC	09/28/20	51493	1,707.50
10-5010-50-5050	Unit 6-7 Maintenance	Public Safety Direct, Inc	09/25/20	96709	185.55
10-5010-50-5050	Unit 7 Maintenance	Public Safety Direct, Inc	08/26/20	96541	125.00
10-5010-50-5051	Squad 1711 Maintenance	B & E Auto Repair Service	09/25/20	137637	88.46
10-5010-50-5051	Maintenance-Vehicles	B & E Auto Repair Service	09/25/20	137642	27.95
10-5010-50-5051	Squad 3 Maintenance	B & E Auto Repair Service	09/25/20	137643	27.95
10-5010-50-5051	Squad 1809 Maintenance	B & E Auto Repair Service	09/28/20	137656	57.95
10-5010-50-5051	Squad 1809 Maintenance	Willowbrook Ford	09/11/20	6332844	332.45
10-5010-60-6010	Adult CPR-D Padz ( 0970-0500 )	Cardio Partners Inc.	09/15/20	679534	845.00
10-5010-60-6010	Pedi Padz II ( 0970-0519 )	Cardio Partners Inc.	09/15/20	679534	178.00
10-5010-60-6010	Notary Stamp	Illinois Notary Discount F	08/27/20	08/27/20	23.95
10-5010-60-6010	Notary Stamp	Illinois Notary Discount F	09/14/20	09/14/20	23.95
10-5010-60-6010	FEDE-XM193 Federal Rifle ( 5.56	Kiesler's Police Supply, I	09/22/20	146804	2,822.40
10-5010-60-6010	Investigations	Liveview GPS Inc.	09/01/20	42206141827	41.90
10-5010-60-6020	Gasoline & Oil PD	Wex Bank	09/23/20	67622953	122.43
Total For Dept 5010 Police					9,653.84
Dept 6010 Public Works					
10-6010-40-4032	Uniform rentals/cleaning	Breens Inc.	09/22/20	393268	79.18
10-6010-40-4032	Uniform rentals/cleaning	Breens Inc.	09/15/20	393114	79.18
10-6010-40-4042	Reimburse for CDL Driver's Licen	Michael Wolfram	10/06/20	10/06/20	50.00
10-6010-40-4042	Reimburse Class A Permit for CDL	Village of Burr Ridge	09/30/20	09/30/20	6.00
10-6010-40-4042	Reimburse Class A Permit for CDL	Village of Burr Ridge	09/30/20	09/30/20	5.00
10-6010-50-5030	Cell Phone PW	Verizon Wireless	08/21/20	9861261183	407.25
10-6010-50-5051	Maintenance-Vehicles PW	Burr Ridge Car Care, Inc.	09/15/20	54856	184.05
10-6010-50-5051	Install lettering & logos F250 T	Car Reflections	09/24/20	20-186	375.00
10-6010-50-5051	Replace Ignition Coil/Spark Plug	Sandi Auto Truck Repair	08/31/20	34588	418.90
10-6010-50-5051	Maintenance-Vehicles PW	Wilrae, Inc.	09/03/20	243862	1,035.68
10-6010-50-5054	Maintenance Street Lighting	Rag's Electric, Inc.	09/09/20	22632	556.30
10-6010-50-5054	Maintenance Street Lighting	Rag's Electric, Inc.	09/09/20	22622	4,828.06
10-6010-50-5054	Maintenance Street Lighting	Rag's Electric, Inc.	09/15/20	22533	4,265.36
10-6010-50-5054	Maintenance Street Lighting	Rag's Electric, Inc.	09/15/20	22626	263.34
10-6010-50-5054	Maintenance Street Lighting	Rag's Electric, Inc.	09/15/20	22641	403.18
10-6010-50-5055	Madison & 97th St Rail horn	Meade Electric Company, Ir	09/02/20	693697	152.03
10-6010-50-5056	Tree Trimming	COMED	09/17/20	1255	51,877.81
10-6010-50-5065	Village Street Lighting	Constellation NewEnergy, I	09/15/20	4153080065 Sept20	1,437.08
10-6010-50-5085	Shop Towel Rentals	Breens Inc.	09/22/20	393268	4.50
10-6010-50-5085	Shop Towel Rentals	Breens Inc.	09/15/20	393114	4.50
10-6010-60-6010	Cherry Bomb	ZEP Sales & Service	09/24/20	9005566694	99.09
10-6010-60-6040	Supplies-Equipment	Monroe Truck Equipment, Ir	09/16/20	330075	141.84
10-6010-60-6041	Supplies-Vehicles	Amazon.com Credit	09/11/20	11113976863703466	313.19

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 6010 Public Works					
10-6010-60-6041	Car Power Inverter	Amazon.com Credit	09/02/20	11111891506886659	39.96
10-6010-60-6041	Fuel Filter	FleetPride, Inc.	09/16/20	59616650	67.48
10-6010-60-6041	Supplies-Vehicles	Monroe Truck Equipment, Ir	09/11/20	329933	197.83
10-6010-60-6041	Power Unit Reservoir	Monroe Truck Equipment, Ir	09/14/20	330055	191.78
10-6010-60-6042	Street Signs	Traffic Control & Protecti	09/10/20	105112	361.30
10-6010-60-6043	Supplies-Trees	Hinsdale Nurseries, Inc.	09/29/20	1696534	108.00
10-6010-60-6043	Wheelbarrow	Russo's Power Equipment	09/29/20	SP10423846	132.99
Total For Dept 6010 Public Works					68,085.86
Dept 6020 Buildings & Grounds					
10-6020-50-5052	Replace Battery in FACP	Alarm Detection Systems, I	09/16/20	SI534931	45.10
10-6020-50-5052	Rain Hood - PD	Dynamic Heating & Piping C	08/31/20	203645	1,254.68
10-6020-50-5052	Maintenance-Buildings	Rag's Electric, Inc.	09/15/20	22586	1,969.40
10-6020-50-5052	Annual Maintenance	Trane U.S. Inc.	09/04/20	311110253	3,983.00
10-6020-50-5052	Maintenance-Buildings VH	Trane U.S. Inc.	06/25/20	310916156	1,883.87
10-6020-50-5058	Mat rentals Sept	Breens Inc.	09/22/20	393264	20.50
10-6020-50-5058	Mat rentals - PW	Breens Inc.	09/15/20	393110	20.50
10-6020-50-5058	Additional Cleaning due to Covid	Eco-Clean Maintenance, Inc	09/29/20	9000	1,017.50
10-6020-50-5058	Janitorial Services PD	Eco-Clean Maintenance, Inc	09/29/20	8999	855.36
10-6020-50-5058	Janitorial Services VH	Eco-Clean Maintenance, Inc	09/29/20	8999	673.74
10-6020-50-5058	Janitorial Services PW	Eco-Clean Maintenance, Inc	09/29/20	8999	401.28
10-6020-50-5080	Sewer - PD	DuPage County Public Works	09/11/20	30506969-01 May-Jul2	267.19
10-6020-50-5080	Public Works	NICOR Gas	09/10/20	22944400005 Sept20	127.81
10-6020-50-5080	Police Station	NICOR Gas	09/17/20	66468914693 Sept20	302.75
10-6020-50-5080	Village Hall	NICOR Gas	09/16/20	47025700007 Sept20	124.48
10-6020-50-5080	Rustic Acres	NICOR Gas	09/16/20	81110732419 Sept20	38.55
10-6020-60-6010	First Aid PD	AUCA Western First Aid & S	06/16/20	5-003709	13.42
10-6020-60-6010	First Aid Supplies/Covid 19	AUCA Western First Aid & S	08/15/20	5-004175	363.07
10-6020-60-6010	Operating Supplies	Industrial Electric Supply	09/09/20	8785	225.00
10-6020-60-6010	Operating Supplies	Industrial Electric Supply	09/23/20	9092	148.00
10-6020-60-6010	Operating Supplies	Industrial Electric Supply	09/23/20	9095	75.00
10-6020-60-6010	Electrical Supplies	Industrial Electric Supply	09/24/20	9171	381.00
10-6020-60-6010	Reimburse for Bleach Covid-19	Village of Burr Ridge	09/30/20	09/30/20	10.34
Total For Dept 6020 Buildings & Grounds					14,201.54
Total For Fund 10 General Fund					137,859.39
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5069	Vet Memorial Spec. Landscape Mai	Premier Landscape Contract	10/01/20	100679	363.43
23-7030-50-5069	Repair Concert Tent	Riggs Bros. Auto Interiors	09/02/20	149505	1,456.00
23-7030-80-8050	FY21 Annual Dues 1 of 2 Installm	DuPage Convention & Visits	09/14/20	4625	18,750.00
23-7030-80-8050	FY20 Annual Dues 2 of 2 installm	DuPage Convention & Visits	09/01/20	4624	20,312.50
23-7030-80-8050	Interstate Business Sign on I55	Illinois Dept of Transport	09/24/20	137660	200.00
Total For Dept 7030 Special Revenue Hotel/Motel					41,081.93
Total For Fund 23 Hotel/Motel Tax Fund					41,081.93
Fund 31 Capital Improvements Fund					
Dept 8010 Capital Improvement					
31-8010-70-7080	Concrete Field Testing	Interra, Inc.	09/24/20	16949	1,395.00
Total For Dept 8010 Capital Improvement					1,395.00



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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 31 Capital Improvements Fund					
Total For Fund 31 Capital Improvements Fund					1,395.00
Fund 34 Storm Water Management Fund					
Dept 8040 Storm Water Management					
34-8040-70-7051	Elm Street Culvert Phase II	Hampton, Lenzini & Renwick	09/15/20	000020201607	21,840.00
Total For Dept 8040 Storm Water Management					21,840.00
Total For Fund 34 Storm Water Management Fund					21,840.00
Fund 51 Water Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
51-0000-22-2200	Hydrant Water Refund	McNaughton Development Inc	09/17/20	09/17/20	732.00
Total For Dept 0000 Assets, Liabilities, Fund Bal					732.00
Dept 6030 Water Operations					
51-6030-40-4032	Uniform rentals/cleaning	Breens Inc.	09/22/20	393268	72.14
51-6030-40-4032	Uniform rentals/cleaning	Breens Inc.	09/15/20	393114	72.14
51-6030-50-5020	(13) Coliform Samples	Envirotest Perry Laboratory	09/17/20	20-134720	123.50
51-6030-50-5020	Bench Test on Water Meter	HBK Water Meter Service, Inc.	09/29/20	200432	41.47
51-6030-50-5020	Disinfectant/Disinfection	PDC Laboratories, Inc.	09/17/20	19433526	400.00
51-6030-50-5025	Permit #1877 Water Bills Postage	Postmaster	09/15/20	09/30/20	4,500.00
51-6030-50-5030	Well Pumping Line	AT&T	08/22/20	630325420908 Aug20	342.31
51-6030-50-5030	Cell Phone Water	Verizon Wireless	08/21/20	9861261183	470.74
51-6030-50-5030	Water Modems	Verizon Wireless	08/21/20	9861261183	183.24
51-6030-50-5070	Tollway Relocation Project	Mackie Consultants, LLC	09/10/20	72893	9,244.58
51-6030-50-5080	Well #4	COMED	09/15/20	0029127044 Sept20	420.71
51-6030-50-5080	Pump Center Sept20	Dynegy Energy Services, LLC	09/08/20	310428720091	7,433.69
51-6030-60-6010	Operating Supplies PW	EJ USA, Inc	09/10/20	110200070929	2,882.90
51-6030-60-6010	Operating Supplies PW	EJ USA, Inc	09/10/20	110200070930	2,882.90
51-6030-60-6010	Operating Supplies PW	EJ USA, Inc	09/10/20	110200070931	537.20
51-6030-60-6010	Sedum (Stonecrop) Gr Cover	Hinsdale Nurseries, Inc.	09/10/20	1693456	236.00
51-6030-60-6010	Sedum (Stonecrop) Gr Cover	Hinsdale Nurseries, Inc.	09/10/20	1693492	59.00
51-6030-60-6010	Bedding Stone	Ozinga Materials, Inc.	09/11/20	117591	1,563.71
Total For Dept 6030 Water Operations					31,466.23
Total For Fund 51 Water Fund					32,198.23
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4032	Uniform rentals/cleaning	Breens Inc.	09/22/20	393268	24.63
52-6040-40-4032	Uniform rentals/cleaning	Breens Inc.	09/15/20	393114	24.63
52-6040-50-5030	Sewer Modems	Verizon Wireless	08/21/20	9861261183	30.54
52-6040-50-5068	Maintenance Utility System	Metropolitan Industries, Inc.	10/25/20	021309	7,776.00
52-6040-50-5068	Sanitary Lift Station Maintenance	Metropolitan Industries, Inc.	10/24/20	021243	811.00
Total For Dept 6040 Sewer Operations					8,666.80
Total For Fund 52 Sewer Fund					8,666.80
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-40-4040	GIS Community Analyst Tool	ESRI Inc.	08/28/20	55421350241627	67.67
61-4040-40-4040	Hulu Streaming Services	Hulu, LLC	08/26/20	1109228167627	64.98
61-4040-50-5020	Video Post Production 09/14/20	Electric Brain Media, LLC	09/22/20	09/22/20	200.00
61-4040-50-5020	Video Tape Board Meetings Sept	Garron, Fernando	09/30/20	09/30/20	650.00

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE  
POST DATES 10/12/2020 - 10/12/2020  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 61 Information Technology Fund					
Dept 4040 Information Technology					
61-4040-50-5020	IT Support Remote/Onsite	Orbis Solutions	09/17/20	5570606	2,625.00
61-4040-50-5020	IT Support Remote/Onsite	Orbis Solutions	09/24/20	5570631	1,825.00
61-4040-50-5030	Mobile Hot Spot	Verizon Wireless	08/21/20	9861261183	36.01
61-4040-50-5061	Email Management	Constant Contact	09/08/20	293481476	21.25
61-4040-50-5061	Microsoft Teams Conferencing	Microsoft	08/23/20	E0700C057F	60.02
61-4040-50-5061	Video Conferencing	Zoom Video Communications,	09/01/20	39166023	14.99
61-4040-60-6010	IPAD Case	Amazon.com Credit	08/28/20	11176780163356267	25.98
61-4040-60-6010	IPAD Pen & Tips	Amazon.com Credit	08/25/20	11225418225530607	143.98
61-4040-60-6010	HP W2020X - Black	Runco Office Supply	08/28/20	800139-0	168.99
61-4040-60-6010	HP W2021X - Cyan	Runco Office Supply	08/28/20	800139-0	229.99
61-4040-60-6010	HP W2022X - Yellow	Runco Office Supply	08/28/20	800139-0	229.99
61-4040-60-6010	HP W2023X - Magenta	Runco Office Supply	08/28/20	800139-0	229.99
61-4040-70-7000	Apple iPad Pro	Amazon.com Credit	08/25/20	11243267102319411	899.99
61-4040-70-7000	Canon Image Scanner	Amazon.com Credit	08/25/20	11234542340726634	337.00
61-4040-70-7000	(2) Canon Image Document Scanner	Orbis Solutions	09/17/20	5570606	800.00
61-4040-70-7000	HP LaserJet Pro Laser	Orbis Solutions	09/17/20	5570606	450.00
Total For Dept 4040 Information Technology					9,080.83
Total For Fund 61 Information Technology Fund					9,080.83
Fund 71 Police Pension Fund					
Dept 4050 Police Pension					
71-4050-40-4040	2021 Annual Dues	Illinois Public Pension F	09/14/20	2742	795.00
71-4050-50-5063	Police Pension Annual Filing Fee	Illinois Dept. of Insuranc	05/05/20	G71336	3,773.80
Total For Dept 4050 Police Pension					4,568.80
Total For Fund 71 Police Pension Fund					4,568.80

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
<hr/>					
Fund Totals:					
Fund 10 General Fund					137,859.39
Fund 23 Hotel/Motel Tax Fund					41,081.93
Fund 31 Capital Improvements Fund					1,395.00
Fund 34 Storm Water Management Fund					21,840.00
Fund 51 Water Fund					32,198.23
Fund 52 Sewer Fund					8,666.80
Fund 61 Information Technology Fund					9,080.83
Fund 71 Police Pension Fund					4,568.80
Total For All Funds:					<hr/> 256,690.98