

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

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

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

Swearing In Ceremony

Deputy Chief Ryan Husarik

Sergeant Kristopher Garcia

4. CONSENT AGENDA

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

5. MINUTES

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

6. ORDINANCES

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

7. RESOLUTIONS

8. CONSIDERATIONS

- A. Consideration of Amendments to the Village Personnel Manual

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

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

9. PUBLIC COMMENTS

10. REPORTS AND COMMUNICATIONS FROM VILLAGE OFFICIALS

11. CLOSED SESSION

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

12. ADJOURNMENT

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

July 11, 2022 Board Meeting – Staff Summary

6A. Cook County Watershed Management Ordinance

The Village has adopted the stormwater management regulations of Cook and DuPage Counties by their respective ordinances in accordance with the Illinois Municipal Code, 65 ILCS 5/1 et seq. The Village incorporates these by reference in Chapter 8 of our Burr Ridge Municipal Code. Regulations in Cook County are administered by the Metropolitan Water Reclamation District of Greater Chicago (District) through its Watershed Management Ordinance; however, the Village is one of only 11 agencies in Cook County authorized to administer these regulations in-house.

To maintain this status as an authorized municipality, the Village must adopt the amended WMO, which became effective on April 7, 2022. As seen in the attached notice from MWRD, the ordinance amendments are minor updates, which generally mirror many of the requirements already adopted on the DuPage side of the Village by separate ordinance. The amended Cook County Watershed Management Ordinance is available in its entirety [here](#).

It is staff's recommendation: That the Ordinance be approved.

8A. Village Personnel Manual

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

- Specifies various Village officers' roles in managing the Manual, such as Elected Officials, Appointed Officials, and various staff levels (Section 1).
- Expands harassment policies to include a more robust complaint reporting and investigation process as well as formalize training standards (Section 2.3).
- Creates a Workplace Violence Policy. Defines "workplace violence" and the mediums in which violence may be conveyed (Section 2.4).
- Creates a Weapons Prohibition Policy; unless required to by nature of their job, employees and officers of the Village are prohibited from carrying any of the listed weapons (guns, knives, bombs, BB gun, harmful chemical agent, etc.) on Village property (Section 2.5).
- Strengthens Drug-Free Workplace policies, clarifies the unpermitted use of substances in workplace, and streamlines investigation procedures (Section 2.6).

- Adds Whistleblower Protections as defined by State law, wherein all employees are protected from retaliation or punishment when reporting workplace improprieties. Denotes to whom and how employees should make such reports (Section 2.14).
- Authorizes the Village Administrator and Board of Police and Fire Commissioners to hire employees without need for Board approval in the case of a vacancy, provided that the replacement employee is in the same department and of the same or lower salary range than the departing employee. Requires Board be notified of employee departures (Section 3.4).
- Establishes a Telework Policy; such a policy was administratively created during the COVID-19 pandemic and continues in use to present day (Section 3.10).
- Revises performance evaluation rating and established three performance evaluation ratings (Below Expectations, Meets Expectations, and Exceeds Expectations); creates 100-point rating system (ten standards specific to each job, 1-10 performance ratings for each standard). Consolidates (but does not substantively change) pay increase procedures; permits employees who are high-performers (Exceeds Expectations) to be eligible for merit increases and one-time bonuses beyond standard increases based upon Board direction (Section 3.13 and 3.14).
- Grants non-Department Head employees two weeks' vacation at the start of employment; past policy only allows employees to receive a small amount of vacation leave at six months and one year of employment (Section 5.3).
- Creates a Childbirth / Adoption Leave, wherein expectant parents are permitted to take up to 120 hours paid leave concurrent with FMLA if they experience the birth or adoption of a minor child (Section 5.5).
- Creates leave opportunities for employees experiencing child bereavement (Section 5.9), survivors of domestic or sexual violence (Section 5.12), attending school visitations (Section 5.13), and giving blood (Section 5.14), all as required by State law.
- Modernizes the Technology Policy and creates a Social Media Policy; Village establishes comment moderation policy for its social media platforms in the event of threatening, illegal, or other such commentary (Section 9).
- Streamlines employee travel reimbursement processes (Section 10.3).
- Establishes disciplinary options and procedures for administering discipline (Section 11).
- Establishes non-union grievance procedures (Section 14).

It is staff's recommendation: That the Personnel Manual be adopted.

8B. Special Use - Child Care Center and Fence (Z-16-2022)

Please find attached a letter from the Plan Commission recommending approval of special uses for a childcare center and fence in a non-residential district by Angie Menendez of Action Behavior Centers. The Plan Commission held a public hearing on June 20, 2022, for the request. While one question was asked at the public hearing, there were no objections. The Plan Commission unanimously recommended approval with conditions which are detailed in the attached letter.

It is staff's recommendation: That the Board direct staff to prepare an ordinance approving the special uses with specified conditions.

8C. Engineering Services Contract - Elm Street Culvert Project

In March 2022, U.S. Representative Sean Casten has awarded the Village a \$785,000 Community Project Funding grant for the Elm Street Culvert project. This amount allows the Village to double the size of the replacement culvert compared to what was recommended by the Stormwater Committee in June 2020 when the Village would be solely funding the entire project. In addition, DuPage County has awarded the Village a \$50,000 grant from their assistance program for constructing and maintain water quality improvements, which would include the streambank enhancements inherent with our culvert project. The Village will use approximately \$150,000 from its allocation provided through the American Rescue Plan Act (ARPA) as the local match to this grant; therefore, the project will be fully funded during the design stage in the current FY2023 and construction in FY2024 (Summer 2023).

The culvert is a large metal pipe that runs under Elm Street, and is outmoded through increased runoff and flooding, but has also exceeded its useful life. The culvert conveys runoff in the 63rd Street Ditch from a regional watershed of surrounding communities, and the Village has identified this pipe as a highest priority for replacement before a catastrophic failure occurs. Use of federal, county, and local funding represents the necessary cooperation needed to complete this vital project.

The firm of Hampton, Lenzini and Renwick of Elgin has provided consulting engineering services throughout the various stages of the Elm Street Culvert Replacement project. This firm initiated a feasibility study in 2020, then continued with the design and permitting process after the June 2020 special meeting of the Stormwater Committee. The Village Engineer has solicited the firm for an amendment to their existing agreement that would use the stream modeling, topographic survey, preliminary plans and permitting documents this firm has already completed, in order to efficiently design the larger, grant-funded project. Besides our phases of the Elm Street culvert, this firm has successfully completed similar projects for the Pleasant Dale Park District, and the Villages of Schaumburg, Woodridge, and Westmont.

The attached Exhibit B provided by Hampton, Lenzini and Renwick is a supplement to the original letter agreement with this firm which was approved by the Board of Trustees at their meeting on June 22, 2020. The proposal for final design engineering and construction inspection is \$184,230, which is \$3,770 under the grant-funded budget for this scope of work.

It is staff's recommendation: The Board approved the amended contract.

8D. Engineering Services Contract - Wolf Road Pedestrian Crossing Project

In April 2022, the Village of Burr Ridge was awarded a \$130,000 grant from the State of Illinois through its Safe Routes to School (SRTS) program for design and construction of the Wolf Road Pedestrian Crossing Improvement Project.

Since 2016, there has been an ongoing coordinated effort between the Village, Pleasantdale School District, and Pleasant Dale Park District to install pedestrian warning devices at the Wolf Road crossing near Pleasantdale Middle School and Walker Park. The Village initiated a coordination meeting with the Cook County

Department of Transportation and Highways (CCDOH), since Wolf Road is under County maintenance and jurisdiction. Anticipating that construction could be completed before the school year resumed in August 2017, the Board awarded a contract in April 2017 to Patrick Engineering of Lisle for engineering services to design the improvement project, submit County permit documents, and prepare the bid specifications. Despite early and persistent coordination with the County, lengthy review times and several unanticipated County requirements emerged during the permit review which added project cost. As a result, the added costs exceeded the budgets of the school and park districts, and the project was tabled until adequate funding could be attained. Subsequent grant applications to the State and County were unsuccessful until the most recent SRTS grant award.

The total SRTS award is \$130,000 with a 20% match for a total cost of \$165,000. As seen in the attached agreement, the Pleasantdale School District and the Pleasant Dale Park District will each contribute \$16,500 to the local match with the Village's contribution being the upfront costs and project management but ultimately bearing no net financial cost as part of the project.

The SRTS grant will be administered by the Illinois Department of Transportation (IDOT), and IDOT will have final review authority, pending Cook County permitting authority. Village staff solicited a proposal for engineering services from Patrick Engineering of Lisle. This firm has successfully provided these services that completed the plans and bid package in 2018. The firm is already familiar with this project and the IDOT processes by which the SRTS grant will be administered. The proposal from Patrick Engineering to provide professional design engineering services that will update accordingly the project study and contract plans, in addition to the construction engineering services for the Wolf Road Pedestrian Improvement Crossing is the amount not to exceed \$54,150. The SRTS grant was not known at the time of the FY2023 budget approval; however, the budget proactively allocated \$25,000 toward the project which is a sufficient amount to proceed with design coordination and permitting. The balance of the funding will be obtained from the school and park district as needed.

It is staff's recommendation: The Board award the contract.

8E. Special Event Permit

The Mecca Center, located at 16W560 91st Street in unincorporated DuPage County requests approval for a 5K run / 1K walk fundraiser through parts of downtown and neighboring residential neighborhoods on Saturday, September 10, 2022, at 8:00 a.m. Due to their use and closure of public streets, a special event permit is required.

According to the event organizer, the event will support community bonds and encourage fitness while supporting Chi-Care charity, which provides services to the homeless such as meals, clothing, and portable shelter. The race route generally mirrors that of the Village's Run the Ridge route, starting at County Line Square while using Chasemoor and Burr Oaks Glen North for the bulk of the route.

Per the Municipal Code, the following regulations exist regarding special event permits:

- The event organizer must provide a letter of authorization from the owner(s) of the property or properties where the special event is to occur.
- The event organizer must provide a certificate of insurance naming the Village as additionally insured per the limits outlined in the Municipal Code.
- The event organizer must sign a hold harmless agreement on a form provided by the Village.
- Race organizers must notify affected property owners of the pending road closures no less than two weeks and no more than three weeks before the event and provide proof of notification to the Village before the event.
- The event organizer must provide adequate volunteers to staff the event and monitor the route.
- Since this is not a Village-sponsored race, the Village requires reimbursement from the event organizer for staff costs.

The event organizer has accepted these conditions as part of the special event permit, while staff is satisfied and confident that all conditions either have been met or will be met during the course of the event's planning. The Village reserves the right to cancel a special event such as this at any time if the terms of the permit are not satisfied.

It is staff's recommendation: That the special event permit be approved.

REGULAR MEETING
MAYOR AND BOARD OF TRUSTEES
VILLAGE OF BURR RIDGE

June 13, 2022

CALL TO ORDER The Regular Meeting of the Mayor and Board of Trustees of June 13, 2022, was held in the Meeting Room of the Village Hall, 7660 County Line Road, Burr Ridge, Illinois and called to order at 7:00 p.m. by Mayor Gary Grasso.

PLEDGE OF ALLEGIANCE Mayor Gary Grasso lead the Pledge of Allegiance.

ROLL CALL was taken by the Village Clerk and the results denoted the following present: Trustees Franzese, Schiappa, Paveza, Smith and Mital. Trustee Snyder gave advance notice that he would not be attending due to an annual charity event commitment. Mayor Grasso was present. Also present were Village Administrator Evan Walter, Police Chief John Madden, Deputy Chief Marc Loftus, Public Works Director Dave Preissig, Community Development Director Janine Farrell, and Village Attorney Mike Durkin.

PRESENTATIONS AND PUBLIC HEARINGS

There were no presentations or public hearings.

CONSENT AGENDA – OMNIBUS VOTE

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

APPROVAL OF REGULAR BOARD MEETING MINUTES OF MAY 23, 2022 were approved for publication under the Consent Agenda by Omnibus Vote.

RECEIVE AND FILE PLAN COMMISSION MEETING MINUTES OF JUNE 6, 2022 were noted as received and filed under the Consent Agenda by Omnibus Vote.

APPROVAL OF ENGINEERING SERVICES CONTRACT WITH RJN ENGINEERING FOR THE IICP ASSESSMENT STUDY the Board, under the Consent Agenda by Omnibus Vote, Approved the Contract.

RECEIVE AND FILE RESIGNATION LETTER FROM ACCOUNTING ANALYST PREETI GOEL the Board, under the Consent Agenda by Omnibus Vote, Approved the Receipt of the Resignation Letter.

Regular Meeting
Mayor and Board of Trustees, Village of Burr Ridge
June 13, 2022

APPROVAL TO CREATE AND FILL THE POSITION OF UTILITY BILLING ANALYST IN THE FINANCE DEPARTMENT the Board, under the Consent Agenda by Omnibus Vote, Approved the Position of Utility Billing Analyst.

APPROVAL OF VENDOR LIST DATED JUNE 13, 2022, FOR THE FISCAL YEAR 2021-2022 IN THE AMOUNT OF \$74,628.77 FOR ALL FUNDS, WHICH INCLUDES NO SPECIAL EXPENDITURES the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List for the Fiscal Year 2021-2022 Dated June 13, 2022.

APPROVAL OF VENDOR LIST DATED JUNE 13, 2022, FOR THE FISCAL YEAR 2022-2023 IN THE AMOUNT OF \$255,350.30 FOR ALL FUNDS, PLUS \$205,236.54, FOR THE PAY PERIOD ENDING MAY 14, 2022 FOR A GRANT TOTAL OF \$460,586.84, WHICH INCLUDES NO SPECIAL EXPENDITURES the Board, under the Consent Agenda by Omnibus Vote, Approved the Vendor List for the Fiscal Year 2022-2023 Dated June 13, 2022, plus Payroll for the Period Ending May 14, 2022.

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

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

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

On Roll Call, Vote Was:

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

NAYS : 0 - None

ABSENT: 1 - Trustee Snyder

There being five affirmative votes the motion carried.

CONSIDERATION OF AN ORDINANCE AMENDING SECTION 25.09 OF CHAPTER 25, ENTITLED “LIQUOR CONTROL”, OF THE BURR RIDGE MUNICIPAL CODE

Village Administrator Evan Walter stated that Kohler voluntarily gave up its liquor license; as such, the Village should reduce the number of licenses in the applicable license class by one. Additionally, the ordinance includes a provision relating to the overall Liquor Code, wherein if licenses are no longer in use for any reason, the Code is automatically considered to be reduced by the number of licenses which are no longer in use. The purpose of this amendment is to ensure that no user could obtain a liquor license in the time between the disuse of a license and the Board’s approval of amendments to the Liquor Code. The Board will continue to approve amendments to the Liquor Code while the legal status of a liquor license will now be clear upon approval of this ordinance on a proactive basis.

Regular Meeting
Mayor and Board of Trustees, Village of Burr Ridge
June 13, 2022

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

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

On Roll Call, Vote Was:

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

NAYS : 0 - None

ABSENT: 1 - Trustee Snyder

There being five affirmative votes the motion carried.

CONSIDERATION OF A PLAN COMMISSION RECOMMENDATION TO APPROVE A MAJOR CHANGE AND AMENDMENT TO THE COTTAGES AT DREW PUD (ORDINANCE #A-834-16-18) (z-15-2022: 7950 DREW AVENUE (PERINO/JARPER PROPERTIES LLC)

Trustee Franzese made a motion to table this agenda item until next Board Meeting on July 11, as there were still outstanding questions that needed to be addressed by the developer. He also mentioned that Trustee Snyder was not at this meeting and knew that he had some thoughts on this Consideration.

Mayor Gary Grasso asked for any discussion from the Board and/or public.

Motion was made by Trustee Franzese, seconded by Trustee Schiappa, to approve tabling the Consideration to the next Board Meeting, which will be held at 7:00 pm on July 11, 2022.

On Roll Call, Vote Was:

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

NAYS : 0 - None

ABSENT: 1 - Trustee Snyder

There being five affirmative votes the motion carried.

PUBLIC COMMENT

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

REPORTS AND COMMUNICATIONS

Trustee Mital thanked Community Engagement Analyst Hannah Weyant on the Oak Leaf newsletter and the Village Staff on the new website that was recently developed. She added that the weekly summer concerts have started and that “The Plant Band” would be featured this coming Thursday.

Regular Meeting
Mayor and Board of Trustees, Village of Burr Ridge
June 13, 2022

ADJOURNMENT

Mayor Gary Grasso asked for a motion to Adjourn the Board Meeting at 7:09 pm.

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

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

Susan Schaus
Village Clerk
Burr Ridge, Illinois

APPROVED BY the President and Board of Trustees this _____ day of _____, 2022.

MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
June 8, 2022

5B

CALL TO ORDER: Chairman Tony Schiappa called the meeting to order at 6:02 p.m. The meeting was held in person and on Zoom at the Village Hall.

ROLL CALL: **Present:** Chairman Tony Schiappa, Trustee Russell Smith, Kirsten Jepsen, Michael Simmons, Mark Stangle, Ramzi Hassan, and Debbie Hamilton. Sam Odeh participated digitally by Zoom. Also present was Economic Development Coordinator Andrez Beltran.

Absent: Paul Stettin, Bhagwan Sharma, and Luka Kaplarevic

MINUTES: A **MOTION** was made by Mr. Simmons to approve the Minutes from the May 4, 2022 meeting. The **MOTION** was seconded by Ms. Hamilton.
Approved 8-0.

2021-2022 ECONOMIC DEVELOPMENT POSITION REPORT

Mr. Beltran stated that as part of the mission of the Economic Development Committee, an annual Economic Position Report must be submitted to the Committee and Village Board. This is the first Economic Development Position Report as due to the pandemic, a report was not submitted last year, and in years prior to that no report was made to be submitted.

Mr. Beltran went over the information included in the report. He highlighted demographic information from the 2020 census including population stating it affects per capita shared revenue from the State such as Local Government Distributive Funds from income tax and Motor Fuel Tax. He also noted Equalized Assessed Values (EAV) and their property classification distributions with how it affects property tax revenues, primarily with residential providing most of the Village's income tax. He showed historical sales tax revenues though noted with the pandemic there was additional outliers. Finally, he highlighted average hotel tax revenues per room and average place of eating tax revenues per restaurant.

Chairman Schiappa asked for questions. There were some questions on the exact dates covered in the years provided. Mr. Beltran stated that he would double check as not all the reporting years from different agencies were the same. Chairman Schiappa thanked him and said it is a good report to show their current strong condition.

NEW BUSINESS IDEAS/ ACTION ITEMS

Chairman Schiappa gave an update on the TCF property. He stated that almost all the proposals put forth to the owners included a large multi-family residential component of roughly four hundred to five hundred apartments. The Village has let the owners know that while it is open to the idea of some residential on the property, it would be only a portion and not that much density. However, the Village has heard there is a signed deal on the contingency of getting such density approved and the zoning changed.

Mr. Simmons asked what would happen next if they came to the Village. Chairman Schiappa explained that any plans would have to be presented to the Plan Commission and likely be presented to the EDC for feedback. Otherwise, the only thing the Village can do is be clear in their expectations and wait. Ms. Jepsen asked what would happen if the Village did not approve it. Chairman Schiappa stated they would have to wait and see.

Mr. Hassan stated that cycle happens in other towns with developments. Essentially, if the plan does not get approved, the buyers will not buy the property. The owners will go to the next highest buyer they think can get approved and start over. Usually after a few tries, which can take years, they will sell it to someone who can get approved at a lower price and it will get developed. Chairman Schiappa asked Mr. Hassan how he would develop the site as if he got it. Mr. Hassan stated it would be a mixed-use development with a residential component, but smaller than the proposed. There would be retail, restaurant, and entertainment options as well.

Mr. Hassan stated that while waiting for that development to go through the process, the Village should look at what can be done now to help the Downtown. He stated at one point they had discussed creating a design guide for wayfinding and other signage. Additionally, he asked about looking into placing signs on I-55 or renting a billboard to promote the shops down there. Mr. Beltran stated that signs on I-55 possibly could use Hotel/Motel funds as it promotes tourism, and any comprehensive planning document could be paid for with Business District money. Both would have to be approved at the Board level.

Chairman Schiappa asked for a motion to send the report to the Village Board. A **MOTION** was made by Mr. Simmons. The **MOTION** was seconded by Ms. Hamilton. **Approved 8-0.**

OTHER CONSIDERATIONS.

Mr. Beltran stated that the developer of a possible hotel north of the Marriott has returned with two other possible options for the site: a Homewood Suites or Fairfield Inn and Suites. He asked for input from the Committee. Due to running short on time, after a brief discussion the Committee requested Mr. Beltran bring some examples to the next meeting.

Mr. Hassan stated that he would like to see the EDC participate in more ribbon cutting events as well as having new business spotlights and other types of business events. Ms. Hamilton stated that the Chamber would be happy to partner with those as well.

Mr. Stangle brought up the idea of a trolley shuttle for the downtown for the hotels to help visitors get around. Other towns have had some success and he thinks it could work in Burr Ridge too. A small pilot program on the weekends might be a good first step.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Mr. Simmons made the **MOTION** to adjourn the meeting to June 6, 2022 at 6:00 pm, **SECONDED** by Mr. Stangle. **APPROVED 8-0.** The meeting was adjourned at 7:03 pm.

Respectfully submitted:

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

Andrez Beltran
Economic Development Coordinator

VILLAGE OF BURR RIDGE PLAN COMMISSION/ZONING BOARD OF APPEALS
MINUTES FOR REGULAR MEETING OF JUNE 20, 2022

I. ROLL CALL

The meeting of the Plan Commission/Zoning Board of Appeals was called to order at 7:00 p.m. at the Burr Ridge Police Department Training Room, 7700 County Line Road, Burr Ridge, Illinois by Vice-Chair Petrich, in the absence of Chairman Trzupek.

ROLL CALL was noted as follows:

PRESENT: 5 – Parrella, Petrich, Broline, Morton, and McCollian

ABSENT: 3 – Irwin, Stratis, and Trzupek

Trustee Guy Franzese and Community Development Director Janine Farrell were also present.

II. APPROVAL OF PRIOR MEETING MINUTES – JUNE 6, 2022

A **MOTION** was made by Commissioner Morton and **SECONDED** by Commissioner McCollian to approve the minutes of the June 6, 2022 Plan Commission meeting.

ROLL CALL VOTE was as follows:

AYES: 5 – Morton, McCollian, Parrella, Broline, and Petrich

NAYS: 0

MOTION CARRIED by a vote of 5-0.

III. PUBLIC HEARINGS

Vice-Chair Petrich conducted the swearing in of all those wishing to speak during the public hearings on the agenda for the meeting.

Director Farrell notified the petitioners that only five Commissioners were present. For an approval, four affirmative votes are required. For the variation request, one of the Commissioners is not a member of the Zoning Board of Appeals and does not vote, so four out of four votes are needed. After the presentation, if any of the petitioners would like to postpone their request, table, or continue, please make that request to Vice-Chair Petrich.

A. V-03-2022: 10S675 Glenn Dr. (Rohan); Variation and Findings of Fact

Vice-Chair Petrich asked for a summary of the petition. Director Farrell stated that there are two variation requests which include locating the detached garage in the corner side yard and have it only 5' from the 94th St. property line. The detached garage is proposed to sit on the southern

side of the property within the corner side yard area. A detached garage is only permitted within the rear yard area behind the eastern wall of the house. The garage should be set back 30' from 94th Street. The petitioners are seeking to locate it only 5' from the 94th Street property line.

Vice-Chair Petrich asked if the petitioner was present. The petitioner, Michael Rohan, owner of 10S675 Glenn Drive and his wife Judy, are seeking the variance so they can build a garage as close to the rear door of the home as possible. They need to have the house as accessible as possible. Mr. Rohan and his wife just purchased a van with a fold out ramp and that is the reason they are looking to build another garage. They do have a two-car attached garage now, but this van takes up more space with the ramp out so they desire to have more garage space. Mr. Rohan disclosed that his wife, Judy, has secondary progressive MS or Multiple Sclerosis and her condition will not improve. Their need for the variance is an accessibility issue. Mr. Rohan indicated there is a steep slope in the rear yard. The slope is about five feet, which really doesn't sound like that much, but in a wheelchair or with a walker, a five-foot slope is significant. The proposed garage is still 25 ft. from the actual street itself. Mr. Rohan stated they are on a dead-end street and no one will see the garage.

Director Farrell stated that building material information was provided in the packets and the grade gets steeper the further east you go on the property. Vice-Chair Petrich confirmed the location where the detached garage would be permitted on the property under current regulations.

Mr. Rohan stated he built a beautiful deck and to place a garage near the deck would hurt his property value.

Vice-Chair Petrich asked if there were any public comments. There were none.

Commissioner Broline asked if it was possible to expand the existing attached garage. Mr. Rohan stated that there were still grade challenges if an addition was built.

Commissioner Morton is sensitive to accessibility concerns and questioned why the existing two car garage is not suitable for the petitioner's wife to get into the house. Mr. Rohan stated that it is a possibility to use the existing garage. Commissioner Morton was not comfortable with a 5' setback and there were other alternatives to locate the garage on the property.

Vice-Chair Petrich stated that extra cost to level the grade would not be a hardship.

Mrs. Rohan stated that the current garage is full and there are four vehicles. Mrs. Rohan asked if greater than a 5' setback would be acceptable. Vice-Chair Petrich stated that approving a variation of this type would be applicable to the entire Village. There was discussion about other locations on the property to place the garage.

A **MOTION** was made by Commissioner Broline and **SECONDED** by Commissioner McCollian to close the public hearing for V-03-2022.

ROLL CALL VOTE was as follows:

AYES: 5 – Broline, McCollian, Morton, Parrella, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

The petitioner requested that the case be continued until July 18, 2022.

A **MOTION** was made by Commissioner McCollian and **SECONDED** by Commissioner Broline to continue V-03-2022 to July 18, 2022.

ROLL CALL VOTE was as follows:

AYES: 5 – McCollian, Broline, Morton, Parrella, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

B. Z-10-2022: 9115 Kingery Highway (Thorntons LLC) AMENDED PETITION; Special Uses, PUD Amendment, Variations, and Findings of Fact [REMANDED BACK FROM MAY 23, 2022 VILLAGE BOARD MEEITING]

Vice-Chair Petrich introduced the case and asked for a summary. Director Farrell stated that Thorntons is seeking 24-hour operation. Director Farrell stated this case was voted upon on at the May 2nd Plan Commission meeting, but the previously requested hours of operation were 5am-11pm. Director Farrell provided information on the two existing gas stations and two proposed gas stations along Route 83 which have 24-hour operation. For the Shell which is within Burr Ridge, it was approved in 1986. The process was different and there was no official request for special use of 24-hour operation at that time. A Speedway at the northeast corner of 91st and Route 83 is 24 hours and located in unincorporated DuPage County. Directly across Route 83, a gas station, car wash, drive-through, and convenience store was recently approved through DuPage County. There were no conditions placed on hours of operation for that site. It could potentially be open 24 hours. The Clark on Bluff Road and Route 83 is open 6:00am-10:00pm and located in unincorporated DuPage County.

Director Farrell received an objection letter from Spectrum Senior Living from Jeffrey Kraus, the Managing Director. This letter was received after the packets were distributed. Mr. Kraus wrote “The proposed gas station south of the McDonalds on along Highway 83 is adjacent to the existing Burr Ridge senior housing property. Not only is it adjacent to the Senior housing property it shares a circulation drive. Our objection is to the 24 hour/7 days a week operational proposal. The McDonald’s is open until 11pm. The Walgreens across the highway is open until 10pm. The Speedway in the County not the city across the street from the McDonald’s was built before the residential and does not share a circulation drive with residential. I am not aware of any Commercial property that backs up to residential and shares a circulation drive that is allowed to be open 24/7. Vehicles would be driving by the residential property all hours of the night. As owner, operator and manager of the adjacent residential property located in the city of Burr Ridge we feel is in not appropriate to have an adjacent business opened 24/7. We would support an

operation that Closed at 11pm like the McDonald's. If you have any questions regarding this email or need any other information. I appreciate your assistance in this matter. Sincerely, Jeffrey D Kraus Manager Spectrum Retirement Communities, LLC."

Vice-Chair Petrich asked if the petitioner was present and wished to add anything. The petitioner, Phillip Bolduc, didn't have anything to add but would answer questions.

Kishori Dattani, 9400 Fallingwater Dr. West, asked if semis and trucks will be parking there. Ms. Dattani stated that trucks after midnight would be a concern. The petitioner replied that there is no truck access or parking on this property, only for delivery vehicles. It is not a semi fueling facility, although they do offer diesel. The petitioner stated that gas tanks are typically refueled during the day.

Vice-Chair Petrich asked if there was parking along the circulation drive. Tad Lagestee, Downers Grove, Illinois, said the drive wasn't intended to have parking along it. The petitioner stated that no parking signs can be posted.

Darren Goshi, Fallingwater Subdivision, stated the Speedway on Route 83 is open 24 hours, and asked why another one is needed.

Mark Walski, 16W371 94th Place, stated there is no need for another 24-hour gas station selling alcohol and cigarettes. Mr. Walski believes it will bring in the bad element to that area. It is busy there at night and cars can be heard racing up Route 83.

Alice Krampis, 7515 Drew, asked if there is a compromise to extending the hours. The petitioner stated it's consistent with the other store chains and it's standard within the industry. The petitioner stated the Thorntons in Westmont is open 24 hours.

Bill Voit, 166 Foxborough, asked the petitioner if it's not 24 hours will he still build it. The petitioner stated he doesn't know.

There were no other public comments.

Commissioner Morton stated the idea of 24-hour operation at that location poses some serious challenges with residential to the east and to the south. Commissioner Morton asked if additional landscaping or sound walls or ways to mitigate headlights flashing was considered. The petitioner stated that they would consider building a living wall but did not support a fence.

Commissioner Parrella had the same concern about Spectrum. Commissioner Parrella requested a revised plan with a fence or additional landscaping to mitigate head light concerns.

The petitioner stated they have 215 stores and 213 are open 24 hours. Many services count on them, police, fire, and nurses, and that it is a 24-hour society. If the Village requests a fence or a living wall, he is happy to comply.

Mr. Kitani, Fallingwater Dr. W, expressed concerns about headlights.

Commissioner McCollian asked the petitioner about different closing times during the week as opposed to weekends. The petitioner stated that was not an option.

Commissioner Broline asked about traffic impacts at various hours of operation. The petitioner stated a lower percentage of traffic between 2am – 5am but doesn't know what those numbers are.

Tad Lagestee stated the site was originally planned for two restaurants with drive-throughs. The actual traffic will be far less than what is permitted and what was envisioned.

Commissioner Broline discussed the proximity of the McDonald's and the Thorntons to Spectrum.

The petitioner stated that putting signage on the building facing Spectrum was to encourage pedestrian traffic.

Tad Lagestee stated the proposed building will block noise. Thorntons has a person in the building at all times which is safer.

Commissioner McCollian asked if the site can accommodate semis. The petitioner stated the tanker trucks are semis but the facility is not designed for semis. Commissioner McCollian stated that the only other point of egress is near the McDonald's egress so there are already cars shining lights.

Vice-Chair Petrich can see why residents would have a problem with 24-hour operation and doesn't know if there is a need for 24 hours. Also, McDonald's might come back and ask for 24-hour operation.

Mark Thoma, 7515 Drew, stated the south entrance has a left turn lane and asked if there a median. Director Farrell confirmed a right in/right out only with no median to cross Route 83. Mr. Thoma commented on the noise such as motorcycles, loud stereos, and pumps with television screens.

There was no further public comment.

A **MOTION** was made by Commissioner McCollian and **SECONDED** by Commissioner Broline to close the public hearing.

ROLL CALL VOTE was as follows:

AYES: 5 – McCollian, Broline, Morton, Parrella, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

Commissioner Morton is unconvinced it's a good idea for a 24-hour operation. Commissioner Morton appreciates the building itself will block light and sound to some extent, but headlights will flash across the western elevation of Spectrum and the residential property to the south. This would be a substantial change for these residents. Commissioner Morton does not support the 24-hour operation unless the residents can be protected.

Commissioner Parrella would like to see the petitioner mitigate issues with Spectrum.

Commissioner McCollian understands the need for 24-hour operation and is concerned about the impact of light and noise on the residents and asks if this can be mitigated.

Commissioner Broline has no problem with 24-hour operation at that location and Spectrum could have expected that when they built.

Commissioner Parrella asked that a living wall or fence be considered and that it still be transparent enough for security.

Vice-Chair Petrich is still concerned about protecting the residents and asked if the petitioner would like to proceed to table or vote upon the request. The petitioner requested a vote to proceed to the Board of Trustees.

There was discussion amongst the Commissioners and petitioner on a motion. The Commissioners recommended that the petitioner work with Spectrum to gain support and submit a revised plan which shows a fence or living wall. The petitioner concurred to continue the request.

A **MOTION** was made by Commissioner Broline and **SECONDED** by Commissioner McCollian to continue Z-10-2022 to August 1, 2022.

ROLL CALL VOTE was as follows:

AYES: 5 – Broline, McCollian, Morton, Parrella, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

C. Z-16-2022: 6860 North Frontage Rd. (Action Behavior Centers); Special Uses and Findings of Fact

Vice-Chair Petrich asked for a summary of the petition. Director Farrell stated that Action Behavior Center (ABC) is proposing to open a child care center and install a fence in a non-residential district at 6860 North Frontage Rd. This is a lot within the High Ridge subdivision and is zoned L-I/Light Industrial. The full business plan was included in the packets. Action Behavior Center performs applied behavioral analysis therapy or ABA therapy for children ages 2 to 7 years old. It is 20 to 40 hours per week for each individual child which is more like a child care center than a medical office. There would be 30 children at maximum capacity with 42 staff. There will be staggered drop off and pick up times, located in front of the unit. The business will

operate Monday through Friday 8:00am to 5:00pm. The business would operate on Saturdays at their discretion. A fenced outdoor play area was shown on the plans. The play area will be accessed from within the interior of the building.

Vice-Chair Petrich asked if the petitioner was present. The petitioner, Angie Menendez, stated that they would like an outdoor area for the kids to experience outdoor therapy as well. It is scientifically proven that being outside reduces anxiety and improves the therapy applied. At ABC, a staff member is always present with a child, with a ratio of one to one. A child is always within an arm's reach of staff. Ms. Menendez is requesting the play area be adjacent to the building so the children do not have to walk across the parking lot. Action Behavior Centers are in Schaumburg and Naperville, and they are expanding to a few more cities this year.

Vice-Chair Petrich asked about the location of the sewer. The petitioner stated the sewer is in the back of the building inside of the fenced area but won't impact drainage or the therapy.

Vice-Chair Petrich asked for public comment.

Alice Krampis, 7515 Drew, asked about parking spots. Director Farrell stated that it is shared parking with other tenants but there are adequate parking spaces available for the proposed use and existing uses. Vice-Chair Petrich stated that there may be a condition to ask for staff to park away from the entrances.

Commissioner Broline stated that there is another school in the same area and asked about security, the location of the entrances and parent access. The petitioner stated they have employees meet the parents at the door and take the kids into the center with an access code to enter. The parents and children can come into the lobby but can't enter behind the closed doors until the therapist comes to get them. Commissioner Broline clarified with the petitioner that the fence is 4 ft. high. The petitioner stated they originally wanted a six-foot fence but was told no more than 5 ft. is permitted. The child is always one on one with a therapist so this shouldn't be an issue. Ms. Menendez stated the centers have 4 to 8 foot fences in different locations. Commissioner Broline confirmed with the petitioner and staff where the trash enclosure was located. Commissioner Broline supported the business.

Commissioner McCollan did not have any questions.

Commissioner Parrella asked who the tenant was next door. The petitioner stated the suite next store is a physical therapist.

Commissioner Morton noticed the branding all over the building and asked if they were operational. The petitioner confirmed they are operating with a few children and that they were notified about the special use requirement when applying for the fence permit.

Commissioner Morton confirmed a maximum capacity of 30 children. The petitioner confirmed they have five kids currently enrolled, but the goal is to have a maximum of 30 kids. Ms. Menendez anticipates getting to about 80% of that goal. Commissioner Morton checked into ABA

Therapy and how effective it is. Commissioner Morton learned that it is the gold standard and thinks this is a great compliment to Burr Ridge, emphasizing why Burr Ridge is a special place.

Vice-Chair Petrich agrees with the comments made and asked what the Saturday hours would be. The petitioner stated the hours of operation for Saturday would be 8:00am-5:00pm. Vice-Chair Petrich asked if teachers would park somewhat further away so it doesn't impact the other businesses. The petitioner agreed they would do what was asked of them regarding staff parking.

There was no other public comment.

A **MOTION** was made by Commissioner Morton and **SECONDED** by Commissioner Parrella to close the public hearing for Z-16-2022.

ROLL CALL VOTE was as follows:

AYES: 5 – Morton, Parrella, Broline, McCollian, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

The Commissioners discussed the addition of three conditions regarding removal of the fence when ABC operations cease, that staff would park further away from the entrance, and clarifying Saturday hours.

A **MOTION** was made by Commissioner Morton and **SECONDED** by Commissioner McCollian to approve the special use requests for a child care center pursuant to Zoning Ordinance section X.E.2 and for a fence in a non-residential district pursuant to section IV.J.1 with seven conditions:

1. The special use permit shall be limited to Action Behavior Centers, LLC in a manner consistent with the submitted business plan. The special use shall expire at such time that Action Behavior Centers, LLC no longer occupies the space at 6860 North Frontage Rd. or at which time there is an assignment or termination of the lease for the space at 6860 North Frontage Rd.
2. The special use shall be limited to Suite A and the outside area as depicted on the plans at 6860 North Frontage Rd.
3. The capacity of the special use shall be limited to 40 children on the premises at any particular time.
4. The fence shall be permitted to be located within the interior side yard as depicted on the plans.
5. The hours of operation shall be Monday through Saturday, 8:00 a.m. to 5:00 p.m.
6. Employees and staff of Action Behavior Center shall park in a designated area to the north of the building, subject to staff approval.
7. At such time that Action Behavior Centers, LLC no longer occupies the space at 6860 North Frontage Rd., the fence for the play area shall be removed.

ROLL CALL VOTE was as follows:

AYES: 5 – Morton, McCollian, Broline, Parrella, and Petrich
NAYS: 0

MOTION CARRIED by a vote of 5-0.

D. Z-17-2022: Vacant/901 McClintock Dr./PIN 18-30-303-019-0000 (Cornersite, LLC); Rezoning, Special Use, Variation, Planned Unit Development, and Findings of Fact

Vice-Chair Petrich asked for a summary of the petition. Director Farrell stated that the petitioner requests to rezone the property from O-2/Office & Hotel to R-5/Single-Family Residential, a variation for minimum area for R-5 from 80 contiguous acres to 4.876 acres, and a variation to permit a planned unit development on less than 20 acres and less than 800 ft. of lot width all as per Zoning Ordinance section VI.H, and a special use for a planned unit development pursuant to section VI.H and XIII.L. Director Farrell clarified that this is a vacant property just to the north of Metro Infectious Disease Consultants and is zoned O-2 for Office and Hotel. The property is already in a PUD which was originally approved back in 2008. Only Phase 1 was built which was the MIDC building and the walking trails. The three-story office building with parking lot on the vacant parcel was part of Phase II and was never constructed. The parcel itself is 4.876 acres and only has 37.66 feet of lot width. It is part of the Downtown Business District, which was adopted last year in 2021. The Comprehensive Plan for the Burr Ridge Park Sub Area, which was adopted in 2005, designates the site as Office/Hotel. There are other R-5 properties in the area to the north and the south. The petitioner is proposing to construct a 30-unit townhome development, called the Village Center Townhomes. It will be six blocks of five attached units. It will share access with the MIDC driveway. The density proposed is 6.15 units per acre. For reference, Chasemoor to the south is a townhome development with primarily attached homes and the density is 4.5 units per acre. Chasemoor is also zoned R-5. The height of the buildings proposed is 35 feet with 1,800 to 2,000 square feet per unit with 3 bedrooms. The Village Engineer reviewed the preliminary plan and stated that the existing detention is at capacity and extra detention will need to be provided, secondary access should be provided, and there are utilities and easements that will need to be relocated. Director Farrell noted the guest parking, that the walking trail will remain, and that a landscaping plan, photometric plan, and floor plans were received.

Vice-Chair Petrich asked if the petitioner was present. Lawrence Freedman, the attorney for the petitioner, and David Schwartz, of Cornersite LLC introduced themselves.

The petitioner, David Schwartz with Cornersite LLC, presented. Mr. Schwartz stated the property has been vacant and on the market since 2000. The owners occupy the building to the south. Mr. Schwartz stated an overview of the market in Burr Ridge shows 21 new construction of family homes have been sold in the last 18 months, 15 condos have sold in the last 12 months, and 18 townhomes were sold in the last 12 months. There have not been no new construction of condos or townhomes in the last 24 months. Mr. Schwartz feels there is a demand that is not being met by the housing stock. Mr. Schwartz stated that there is a secondary access to site to the east and south which is not designed to be used every day but is more for emergency vehicle use. The landscape plan was designed with effort to create a buffer. The floorplans are pretty typical for a two-story townhome, including an attached garage and basement. The floorplan includes 3 bedrooms and a loft. The building materials were shown.

Director Farrell received an email from Joe Zalud, 11460 75th St., stating “we do not want anything that hinders or alters our quality of life. Over the years there has been a steady influx of passers-by that is growing. We don't want any further degrading of this characteristic in our passive neighborhood. Thank you for your understanding in this matter.” This email was not received in time to include it in the packets. Director Farrell passed around a material board.

Naresh Sood, 181 Ashton Dr., asked if the buildings had a first floor master bedroom. The petitioner stated they looked at the idea but did not include them because they felt it was not necessary. Mr. Sood believed this would be necessary. The petitioner stated that the market will be young empty nesters.

Vice-Chair Petrich asked for clarification on the optional basement. The petitioner stated a unit can be sold without a basement but believes that most will be sold with a basement. It is an option to keep the base price lower.

Vice-Chair Petrich asked for public comment.

Paul Peterson, 7295 Lakeside Circle, is concerned about the density difference and stated this is an opportunity for the developer to enhance the walkway around the lake. The petitioner was looking to tie into the walkway and considered adding a gazebo or a dog run area.

Ellen Raymond, 11538 Ridgewood, distributed information to the Commissioners. Ms. Raymond discussed the difference in legal notices between Lakeside Pointe and the current proposal. Ms. Raymond stated the request is preposterous and the petitioner is trying to cram a 30-unit townhome development into less than 5 acres. Parking would be an issue. Ms. Raymond requests that the PUD be denied and noted the portions of the subdivision and zoning ordinances which were not met. Ms. Raymond noted that the area is single family large lots. Ms. Raymond went through the findings of fact for the variations and special uses and noted that they were not met. Ms. Raymond stated that the hardship is being created by the petitioner, that the development is not in compliance with the surrounding area or Comprehensive Plan, and that the development will be detrimental to the surrounding area. Ms. Raymond discussed the history of Lakeside Pointe.

Igor Terletsky, 7430 Arbor Ave., did not receive a legal notice and did not support the 30-units.

Lisa Rogers, 7440 Arbor, did not receive legal notice. Ms. Rogers stated that she is close with many neighbors, none were aware of what was going on and are upset. Ms. Rogers learned about the development from a *Patch* article. Ms. Rogers believes a project of this size will completely change what is so special about Burr Ridge and is concerned about noise, safety, and people coming in and out.

Timothy Rhoten, 7701 Forest Hill Rd., believes the petitioner's plan is very nice but it seems like a giant ask. At Lakeside Pointe there were 44 units on 20 or 22 acres. There is a giant spread between requirements and what is being asked for.

Beverly Stock, 7321 Lakeside Circle, stated that she is on the pond looking at this development. Ms. Stock's concern is the pond since it is at capacity and is eroding. The density of the development concerns her and the debris that would accumulate in the pond. Ms. Stock asked who pays for the work on the pond, the developer or the Village of Burr Ridge. Director Farrell stated she is not sure. Ms. Stock mentioned the flooding by the pond that occurs. Vice-Chair Petrich stated that the pond would have to be properly maintained during construction.

Linda Hays, 7319 Lakeside Circle, stated she also lives on the pond. Ms. Hays stated she found out about this notice today and if people had more notice more residents would have attended. Lakeside Pointe residents bought their property with this land being zoned O-2. Ms. Hays is a licensed real estate agent and understands the commercial side of this proposal. Ms. Hays stated that a lot of work would be needed for this development to become part of Burr Ridge.

Vice-Chair Petrich asked staff to look into the notices which were sent.

Bill Voit, 166 Foxborough, had heard that the land might become part of open space and the Village would acquire this space. Mr. Voit and his wife are concerned about the density and questioned what the difference is between a condo and a townhouse. There was discussion about what constitutes a condominium and townhome. The petitioner stated that typically a townhome is a design term used with neighbors to the sides, not above or below.

Dan Mehalek, 225 Forest Edge, lived in Burr Ridge for 17 years and said he was the President of a Homeowner's Association for 7 or 8 years. Mr. Mehalek stated that he was concerned about a new home being built in his subdivision, but his fears were unfounded. Mr. Mehalek would be interested in one of the townhomes. Mr. Mehalek stated that the project would probably generate \$350,000 to \$400,000 worth of tax revenue and that there is a shortage of townhomes in Burr Ridge. Mr. Mehalek stated it was a commercial property and to be careful with what can happen to the property later if this doesn't happen.

Igor Terletsky asked if anyone will come to Walker Park with a development.

Mark Thoma, 7515 Drew, expressed his disappointment with these petitioners asking for a PUD for a sliver of property where almost half is unbuildable. Mr. Thoma clarified with staff that the density per acre includes the full parcel. Mr. Thoma stated that McClintock Dr. is a well-developed area with no residential and that this project would be a spot zoning. Mr. Thoma asked if there would be perks to the property since it is within the Business District. Director Farrell stated if there is residential in the business district it calls for mixed-use so this wouldn't necessarily follow the business district guidelines. Mr. Thoma said it's such a dense project and asked if there are any R-5 properties in the area as dense. Director Farrell was not aware of any other developments which are as dense as the proposed project. Mr. Thoma stated that although the property has been vacant, it is now within the Business District and there may be opportunities for other development with perks available. The zoning is inconsistent with the area.

Alice Krampits, 7515 Drew, agrees with Mark Thoma that this is spot zoning and too dense. Ms. Krampits questioned street parking, a lack of a play area for children, no sidewalks, and a lack of green space.

Daniel Bacastow, 11408 Ridgewood Ln., has been a resident since 1986 and states that the character of the proposed development is not consistent with the area or good planning and zoning requirements. Residents believed that the property would be developed as an office building and the residential proposal is very different.

Robert Z. represents the seller of the property. Mr. Z. stated that the property has been listed since 2008 and was denied for a hotel and commercial proposal which the residents were against. Now housing is proposed which is in the area and residents are still opposed.

Linda Hays stated that the hours of operation for an office building is different than a commercial or residential proposal.

Ellen Raymond asked about the density without the water. Director Farrell stated that she could get that information for a future meeting. Ms. Raymond hopes that the Commission will read the 2008 meeting minutes.

There was no additional public comment.

Commissioner Broline wished for more time to read the information provided by Ms. Raymond. Commissioner Broline stated that this proposal does not fit within the Comprehensive Plan and perhaps the proposal should be reviewed once the Comprehensive Plan is updated. Commissioner Broline suggested that the Pathway Committee review the proposal.

Commissioner McCollian is opposed to the density but is not opposed to residential on the site since it is unlikely that an office building will be built there.

Commissioner Parrella supports townhomes but the density is too high, the floorplan indicates a small home, and there is no space for children to play. Commissioner Parrella did not support the overall design, materials, and finishes. Commissioner Parrella stated that a first-floor bedroom and larger first floor plan will appeal to empty nesters.

Commissioner Morton believes that the petitioner is trying to shoehorn the development into the small parcel and the density is unsustainable. Commissioner Morton stated that first floor master bedrooms are desirable and the development does not support individuals with mobility challenges. Commissioner Morton does not believe that this development would appeal to families with small children due to the pond. Commissioner Morton suggested that the Directors on the HOA have staggered terms.

The petitioner appreciated the comments about the density, floor plans, and design. The petitioner strongly believes it is an appropriate land use and will try to rework the plan significantly starting with density, but will continue to propose the townhome development.

Vice-Chair Petrich stated that this is almost spot zoning and the development therefore needs to be a large benefit to the community in order to support it. The density is too high and there needs

to be a larger green space. Commissioner Petrich asked for improvement on the architectural features and to address detention and access concerns.

The petitioner requested time to address the comments and requested that the case be continued until August 15.

Vice-Chair Petrich requested staff to look into the public notices which were sent.

A **MOTION** was made by Commissioner McCollian and **SECONDED** by Commissioner Parrella to continue Z-17-2022 until August 15, 2022.

ROLL CALL VOTE was as follows:

AYES: 5 – McCollian, Parrella, Broline, Morton, and Petrich

NAYS: 0

MOTION CARRIED by a vote of 5-0.

V. CORRESPONDENCE

There were no comments on the Board Report.

VI. OTHER CONSIDERATIONS

There were no other considerations.

VII. PUBLIC COMMENT

There were no other public comments.

VIII. FUTURE MEETINGS

Director Farrell briefly mentioned the upcoming cases scheduled for July 18, 2022 which included the continuation of V-03-2022 from tonight, Z-19-2022 a special use for outdoor dining at Yolk, Z-08-2022 text amendments for live entertainment, Z-11-2022 text amendments for attached garages, Z-13-2022/S-01-2022 text amendments for right-of-way signs, and Z-12-2022 text amendments for commercial vehicles. The Commission will likely return to the Village Hall for that meeting.

IX. ADJOURNMENT

A **MOTION** was made by Commissioner Morton and **SECONDED** by Commissioner McCollian to adjourn the meeting at 9:58 p.m.

ROLL CALL VOTE was as follows:

AYES: 5 –Morton, McCollian, Parrella, Broline, and Petrich
NAYS: 0 – None

MOTION CARRIED by a vote of 5-0.

Respectfully Submitted:

Janine Farrell, AICP
Community Development Director

ORDINANCE NO. _____

**ORDINANCE AMENDING CHAPTER 8 (STORM WATER RUN-OFF)
OF THE BURR RIDGE MUNICIPAL CODE (ADOPT COOK COUNTY WATERSHED
MANAGEMENT ORDINANCE BY REFERENCE) AS AMENDED ON APRIL 7, 2022.**

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

Section 1: That Section 8.02, of Chapter 8 of the Burr Ridge Municipal Code, as amended, be and is hereby further amended to read, in its entirety, as follows:

"Sec. 8.02 Adoption of Cook County Watershed Management Ordinance

Except as otherwise provided for herein, the Cook County Watershed Management Ordinance, which was adopted on October 3, 2013, became effective on May 1, 2014, and was amended on July 10, 2014, February 15, 2018, May 16, 2019, May 7, 2020, and April 7, 2022 hereinafter referred to as the Cook County Watershed Management Ordinance, which is included herein as Appendix B to this Chapter 8, be and is hereby incorporated and adopted by reference as the regulations of the Village of Burr Ridge governing regulation of all development of land within those portions of the Village which are in Cook County. Such Cook County Ordinance has been on file and available for public use, inspection and examination in the office of the Village Engineer for a period of at least 30 days prior to the adoption of the Ordinance which incorporates such regulations by reference."

Section 2: That Appendix B, of Chapter 8 of the Burr Ridge Municipal Code, be and is hereby amended, to read, in its entirety, as follows:

"CHAPTER 8 STORM WATER RUN-OFF APPENDIX B

Village of Burr Ridge Ordinance A-676-01-14, adopted April 28, 2014 adopted the Cook County Watershed Management Ordinance by reference. The July 10, 2014 amendment to the CCWMO was adopted by the Village on July 13, 2015. (amended by A-676-

01-15) The February 15, 2018 amendment to the CCWMO was adopted by the Village on July 23, 2018. The May 16, 2019 amendment to the CCWMO was adopted by the Village on August 12, 2019. The May 7, 2020 amendment to the CCWMO was adopted by the Village on June 22, 2020. The April 7, 2022 amendment to the CCWMO was adopted by the Village on July 11, 2022.

The Cook County Watershed Management Ordinance is available at the front counter of the Public Works Office or at mwrdr.org/watershed-management-ordinance-general-information

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

PASSED this 11th day of July, 2022, by the Corporate Authorities of the Village of Burr Ridge on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this 11th day of July, 2022, by the Mayor of the Village of Burr Ridge.

VILLAGE OF BURR RIDGE PERSONNEL MANUAL

Section 1: General

1.1 Purpose of Personnel Manual

The Personnel Manual (“Manual”) contains policies of the Village of Burr Ridge (“Village”) relating to employment and human resource functions. The Manual specifies the personnel policies of the Village and actions to be taken to minimize the possibility of unauthorized personnel actions. Employment with the Village is at will and can be terminated at any time, with or without cause. No policy set forth in this Manual implies or may be construed to imply that this Manual is an employment contract; no promise of employment for any specific period of time is offered or established or is to be implemented on account of any statement in this Manual. Any oral or written statements or promises to the contrary are expressly disavowed and should not be relied upon by any existing or prospective employees. It is anticipated that this Manual will be referred to regularly. It is intended that the Manual will help those associated with the Village to understand their roles and to act appropriately in carrying out their duties. Individual Departments may promulgate rules that may be altered but consistent with the rules set forth in this Manual.

This Manual supersedes all other employment policies and agreements. If there is any conflict between this Manual and the ordinances of the Village, the ordinances shall prevail. Any agreements relating to the terms and conditions of employment that differ in any way from the provisions of this Manual must be in writing and formally adopted by the Board. Some employees of the Village are represented by a union and are covered by a collective bargaining agreement. If there is any conflict between the information contained in this Manual and a collective bargaining agreement, the provisions of the collective bargaining agreement will control. This Manual is not intended to and does not confer any benefits, compensation, or rights of any kind to union-represented employees that are greater than or extend beyond those required by the collective bargaining agreement.

1.2 Participants

The following groups are primarily responsible for formulating and carrying out personnel and employment policies. Reference to any of the following in this Manual shall include any persons designated to act in place of the officially elected or appointed body or officer:

Elected Officials

An elected Mayor and a six-member Board of Trustees (cumulatively the “Board”) govern the Village. The Board determines the general policies, programs, and goals of the Village, including the Manual. The Board establishes goals and form the framework for

Village personnel policies and rules, while also approves compensation, the size of the workforce, and the establishment or elimination of positions.

Appointed Officials

Members of the various Boards, Committees, and Commissions established by the Board are Appointed Officials. Aside from the Board of Fire and Police Commissioners (BFPC) and the Personnel Committee, no Appointed Official has direct authority or responsibility to carry out administration or evaluate employee performance.

Village Administrator

The Board appoints the Village Administrator, who serves as their Chief Administrative Officer. The Village Administrator is responsible for the administration of this Manual. The Village Administrator is expressly empowered with the authority to implement the policies adopted by the Board. The Village Administrator may recommend amendments to the Manual unilaterally or through consultation with other employees. The Village Administrator is considered the employee to be contacted for information about the Manual or administration of its contents herein unless specifically listed otherwise.

Board of Police Commissioners

The Board of Fire and Police Commissioners (BFPC) is responsible for the recruitment, testing, selection, promotion, and discipline of sworn police officers. The BFPC is a three-member board appointed by the Mayor with the approval of the Board.

Department Heads

Department Heads comprise the Village's senior leadership team and includes the following employees:

Village Administrator	Public Works Director / Village Engineer	Police Chief
Deputy Police Chief	Community Development Director	Finance Consultant

Supervisors

Supervisors are responsible for directing the work of Departments at the direction of and on behalf of Department Heads. Supervisors are defined as any employee with other employees reporting directly to them. They are responsible for determining work assignments and methods as well as maintaining necessary discipline. All Department Heads are also be Supervisors.

Non-Supervisory Employees

Non-supervisory employees are defined as any employee without any employees directly reporting to them.

1.3 Principles of Employment

This Manual is intended for use by all employees. The Manual is based upon the following principles, which are subject to the reasonable judgment of Supervisors:

- A. The provision of equal opportunity as set forth in Section 2.1 of this Manual.
- B. The provision of competitive compensation and benefits as determined in the judgment of the Board.
- C. The improvement and efficient utilization of employee skills in order to provide high-quality job performance, growth, and satisfaction.
- D. The recognition of employees who Meet or Exceed Expectations of performance standards, the improvement of Below Expectations performance, and the discharge of those with inadequate performance.
- E. The encouragement of understanding and communication among employees at all levels of the organization.
- F. The recruitment and retention of employees based on their knowledge, skills, and ability to perform the duties of their position.
- G. The provision of a professionally administered personnel system based upon policies that are uniform and reasonable and provide protection against arbitrary and capricious decisions.
- H. The provision of safe conditions conducive to effective and efficient service.

1.4 Code of Ethics

Employees of the Village shall adhere to the Standards Of Excellence In Conduct And Ethics set forth in Chapter 2 of the Municipal Code in all aspects of their duties and responsibilities.

1.5 Communication Between Elected and Appointed Officials and Staff

Elected or Appointed Officials are entitled to speak with either the Village Administrator or applicable Department Head on any Village matter. If an Elected or Appointed Official has an inquiry related to the duties of a Supervisor or Non-Supervisory employee, the Elected or Appointed Official shall communicate with the applicable Department Head. The Department Head may direct the Supervisory or Non-Supervisory Employee to communicate directly with the Elected or Appointed Official, except in all cases the Department Head shall be made aware of any such communication which may or did occur between an Elected or Appointed Official and the employee. If an Elected or Appointed Official is dissatisfied with the performance of one or more employees, said feedback must be provided to the Village Administrator. Members of the Board should not meet or directly communicate with employees other than the Village Administrator to discuss job performance. This policy shall not bind the ability of Elected or Appointed Officials to make inquiries of the Village in their capacity as residents, property owners, or the like when conducting routine business with the Village, i.e. when applying for a building permit.

Section 2: Conditions of Employment

2.1 Equal Opportunity in Employment

The Village values and respects diversity in the workforce. It is the policy and practice of the Village to hire, promote, and compensate employees, and to administer all employment practices in accordance with applicable law, without regard to status or perceived status in a protected class, including race, color, national origin, citizenship, work authorization status, age, religion, disability status, association with a person with a disability, gender, sexual orientation, gender identity, gender expression, genetic information, pregnancy, military status, or marital status.

In the event that an employee has a complaint of discrimination or retaliation or believes that conduct prohibited by the Manual or applicable law may be occurring, the employee is required to:

- A. Immediately report the complaint or incident in writing to their Supervisor. If the Supervisor is involved in the incident, the employee should report the incident to the next individual in the chain of command that is not involved, including another Supervisor, Department Head, Village Administrator, or Village Attorney.
- B. The employee may also file a charge of discrimination with the U.S. Equal Employment Opportunity Commission or with the Illinois Department of Human Rights.

There shall be no discrimination or retaliation against any employee who, in good faith, makes a complaint or report of discrimination, retaliation, or harassment.

2.2 Americans with Disabilities Act Guidelines

It is the policy of the Village to comply with all provisions of the Americans with Disabilities Act ("ADA"). The Village will not discriminate against any qualified employee or job applicant with respect to any term or condition of employment based on a physical or mental disability or the perception of a physical or mental disability. The Village shall make reasonable modifications or adjustments to a job or the work environment so as to enable the performance of essential job functions for any employee with a disability that is known to the Village if such accommodation does not result in an undue hardship to the Village. Employees should notify their immediate Supervisor, Department Head, or the Village Administrator of any needed accommodations.

Any applicant or employee who believes that they have been discriminated against based on a physical or mental disability or based on a perception that they suffer from a physical or mental disability should follow the Complaint Procedure (Section 14). Employees who wish to receive more information regarding the federal ADA regulations relating to workplace accommodations may contact the United States Department of Justice.

2.3 Anti- Harassment / Anti-Discrimination Policy

Statement of Policy

The Village desires to provide a professional working environment for its employees so that employees may carry out their duties in a productive and positive surrounding. The Village is committed to maintaining a work environment that is free from all forms of harassment or discrimination of any kind. In keeping with this commitment, the Village will not tolerate any form of harassment, including sexual harassment, or discrimination of any kind based upon race, color, religion, sex, pregnancy, ancestry, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, marital status, citizenship status, or other legally protected group status, by its employees or against its employees by anyone, including supervisors, co-workers, officers, vendors, customers or any third party. This Policy is intended to assure that the Village is taking all steps to prevent harassment and discrimination in the workplace and to correct harassing or discriminatory conduct that does occur before it becomes severe or pervasive.

Each officer and employee bears a responsibility to refrain from discrimination or harassment in the workplace. Village employees who engage in discriminatory or harassing conduct may be subject to disciplinary action, up to and including termination of employment with the Village. It is the responsibility of all supervisors to make sure that the work environment is free from harassment or discrimination of any kind.

The Village also prohibits retaliation of any kind against anyone who has complained about discrimination or harassment, whether that concern relates to discrimination against or harassment of the individual raising the concern or against another individual.

Definitions and Prohibited Conduct

Sexual Harassment

Sexual harassment, for purposes of this policy, means any harassment or discrimination on the basis of an individual's actual or perceived sex or gender, including unwelcome sexual advances, requests for sexual favors, other verbal, non-verbal, or physical acts of a sexual or sex-based nature, where:

- A. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between members of the same or different genders. Any such behavior is unacceptable but especially so in the workplace or work-related settings.

Sexual harassment affects the victim but also other employees as well. Sexually-oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by someone in a management position toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence they have or are perceived to have over the employment conditions and benefits of the subordinate.

Prohibited acts of sexual harassment may include a range of subtle or not-so-subtle behaviors and may involve individuals of the same or different gender. Such behavior may include, but is not limited to: unwanted sexual advances; requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; catcalls; touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, instant messaging, texts, Internet or computer usage); and other physical, verbal or visual conduct of a sexual nature. Harassment that does not include sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at employees because of their actual or perceived gender.

Harassment or discrimination consists of unwelcome conduct of any kind, whether verbal or physical, or disparate treatment affecting an individual's terms and conditions of employment based upon a person's actual or perceived race, color, religion, sex (gender), pregnancy, ancestry, national origin, age, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, citizenship status, or other legally protected group status. Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display; or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, texts, etc.) because of their actual or perceived protected status.

Individuals Covered Under the Policy

This policy covers all Elected and Appointed Officials, employees, and officers of the Village. The Village will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow employees, officers, or by other non-employees who conduct business with the Village. The Village supports and encourages reporting of all incidents of harassment and discrimination, regardless of who the offender may be, and will promptly investigate all reported incidents. Where the alleged offender is not an employee or officer of the Village, the Village Administrator, in consultation with the complainant, will review the complaint and make every effort to identify a reasonable remedy if harassment or discrimination has been confirmed.

Responsibility of Supervisory Employees

Each supervisor is responsible for maintaining the workplace free from harassment and discrimination. This is accomplished by promoting a professional environment and by

dealing with harassment and discrimination as well as other forms of employee misconduct. In addition, all supervisors are required to report complaints of harassment or discrimination to the Village Administrator. A supervisor must address an observed incident of harassment or discrimination or a complaint with seriousness, take prompt action to investigate it, report it, end it, and implement appropriate disciplinary action. This also applies to cases where an employee tells the supervisor about behavior that constitutes sexual harassment or other harassment or discrimination but does not want to make a formal complaint. In addition, supervisors must ensure that no retaliation will result against an employee making a complaint of harassment or discrimination.

Responsibility of Individual Employees

Each individual employee and officer has the responsibility to refrain from harassment and discrimination in the workplace and to report incidents of harassment or discrimination. An individual employee who harasses or discriminates against a fellow employee is, of course, liable for their individual conduct and will be subject to disciplinary action, up to and including termination of employment.

Complaint Process

While the Village encourages individuals who believe they are being harassed or discriminated against to firmly and promptly notify the offender that their behavior is unwelcome, the Village also recognizes that such a confrontation may be ineffective or impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a complaint of harassment or discrimination.

A. Reporting of Incident: All employees are required to report any suspected harassment or discrimination by another employee to their Department Head, except where the Department Head is the individual accused of harassment or discrimination. In that case, the complaint should be reported to the Village Administrator or Mayor in the event the Village Administrator is the individual accused of harassment or discrimination. In the case of an instance of sexual harassment, if the victim prefers to report the suspected harassment to someone of the same gender as that of the victim, the complaint can be reported to any of the following: Department Head of another Department, Supervisor, or representative of the Village Attorney. The report may be made initially either orally or in writing, but reports made orally must ultimately be reduced to writing.

B. Investigation of Complaint: When a complaint of harassment or discrimination has been reported, the Village Administrator or their designee will make a determination as to whether a detailed fact-finding investigation is necessary (for example, if the alleged harasser does not deny the accusation, the Village could immediately determine appropriate corrective action). If a fact-finding investigation is necessary, the Village Administrator or their designee will promptly initiate an investigation of the suspected harassment or discrimination. The fact-finding investigation may include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected

harassment was directed, and the individual(s) accused of the harassment or discrimination. Any other person who may have information regarding the alleged harassment or discrimination may also be interviewed.

C. Report: The person responsible for investigating the complaint will objectively gather and consider the relevant facts and shall prepare a written report of the investigation of the harassment or discrimination. The report shall include a finding that harassment or discrimination occurred, harassment or discrimination did not occur, or there is inconclusive evidence as to whether harassment or discrimination occurred. The findings of the investigation will be given to the employee(s) who made the initial complaint, the employee(s) to whom the suspected harassment or discrimination was directed, and the individual(s) accused of the harassment or discrimination.

D. Records; Confidentiality: Employees who report incidents of harassment or discrimination are encouraged to keep written notes in order to accurately record the offensive conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Village advises that records it maintains and the complainant maintains may not be privileged from disclosure.

E. Timeframe for Reporting Complaint: The Village encourages prompt reporting of complaints so that rapid response and appropriate action may be taken. Delayed reporting of complaints will not, in and of itself, preclude the Village from taking remedial action.

F. Protection Against Retaliation – Retaliation Prohibited: The Village will in no way retaliate or permit any employee, officer, or agent of the Village to retaliate against an individual who makes a report of harassment or discrimination or provides information related to such report. Any witness to an incident or participant in any investigation of harassment or discrimination is also protected from retaliation. Retaliation is a serious violation of this Policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment or discrimination will be subject to the same disciplinary action provided for harassment/discrimination offenders, meaning disciplinary action up to and including termination of employment. No one making a complaint of harassment or discrimination or providing information related thereto will be retaliated against even if a complaint made in good faith is not substantiated. Similar to the prohibition against retaliation as set forth in this policy, whistleblower protection from retaliatory action is afforded under the State Officials and Employees Ethics Act (5 ILCS 430/15-10; 5 ILCS 430/70-5), the Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101).

G. Appeals: If either party directly involved in an investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit their written comments in a timely manner to the Village Administrator (or Board in case of misconduct on the part of the Village Administrator) for review and possible recommendation to alter a decision.

Discipline/Sanctions

Where a hostile work environment has been found to exist, the Village will take all reasonable steps to eliminate the conduct creating such an environment. Disciplinary action will be taken against an employee found to have engaged in such activity. The Village has the right to apply any combination of sanctions, up to and including termination, to deal with unreasonable conduct, harassment, or discrimination.

False and Frivolous Complaints

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant may be subject to appropriate sanctions, up to and including termination. False and frivolous charges are not the same as complaints made in good faith which cannot be proven.

Education and Training

Education and training for employees and officers at every level of the Village are critical to the success of the Village's policy against harassment and discrimination. The Anti-Harassment/Anti-Discrimination Policy will be distributed to all employees and officers of the Village. All employees and officers are required to read and sign a receipt of the Village's policy. Employees and officers will receive annual training regarding the Village's Anti-Harassment/Anti-Discrimination Policy. The training shall include, at a minimum, the following: the definition and a description of sexual harassment, unlawful discrimination, and harassment, including examples of each; details on how an individual can report an allegation of sexual harassment, unlawful discrimination, or harassment, including options for making a confidential report to a supervisor or the Department of Human Rights; the definition and description of retaliation for reporting sexual harassment, unlawful discrimination, or harassment allegations utilizing examples, including the availability of whistleblower protections under the Workplace Transparency Act, the Whistleblower Act, and the Illinois Human Rights Act; and the consequences of a violation of the prohibition on sexual harassment, unlawful discrimination, and harassment and the consequences for knowingly making a false report. A person who fills a vacancy in an elective or appointed office and all newly hired employees will complete their initial harassment and discrimination prevention training program within 30 days after commencement of their office or employment.

External Procedures for Filing a Complaint of Harassment or Discrimination

The Village hopes that any incident of harassment or discrimination can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC). A charge with IDHR or the EEOC must be filed within 300 calendar days of the incident. In addition, an appeal process is available through the Human Rights Commission (IHRC) after the IDHR has completed its investigation of the complaint.

An employee who is transferred to a lower-paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge with either of these agencies. The charges must be filed within 300 calendar days of the retaliation. An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

2.4 Workplace Violence Policy

The Village is committed to promoting a safe work environment free of violence, harassment, and intimidation. Behaviors that are abusive, obscene, or considered to be threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, or injure another will not be tolerated.

While on duty or on Village property, employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public; employees shall not by oral, written, electronic or other means of communication threaten or intimidate coworkers or members of the public; and employees shall not physically endanger, intimidate, or injure coworkers or members of the public. Such conduct will not be tolerated. Employees who engage in such conduct while on duty or on Village property will be subject to discipline, up to and including termination.

Village employees are required to report incidents of threats or acts of physical violence of which they are aware directly to their Department Head or the Village Administrator. Each incident of violent behavior, whether the incident is committed by another employee or a member of the public, must be reported to the Department Head or Village Administrator immediately.

If an employee is aware of a threat of imminent physical harm to themselves, another employee, or a member of the public, the employee should attempt to remove themselves from the dangerous situation and immediately notify appropriate emergency personnel by calling "911" as well as pressing a panic button as soon as either may be safely accessed. The employee must report this emergency call immediately to their Supervisor (or any Department Head if a Supervisor is not available) as soon as possible. Non-sworn employees are under no obligation to render service to a member of the public if the employee has a legitimate concern for their safety or wellbeing. Department Heads are permitted to request that members of the public vacate a public premises if the member's behavior is deemed to be threatening towards or has caused a safety concern for an employee.

2.5 Weapons Prohibition Policy

Employees of the Village are prohibited from the use of open or concealed carrying or storing of firearms or weapons on or in any building owned, leased, or controlled by the Village; any vehicle or equipment owned, leased, or controlled by the Village; any public playground; any public park, athletic area, or athletic facility under the control of the Village; or at any time or in any area that is associated with Village employment, while

they are acting within the scope of their employment. Sworn law enforcement officers employed by the Village specifically authorized to carry a firearm or weapon are exempt from this policy.

The term “weapons” includes, but is not limited to: all firearms; any knife with a blade length of three or more inches; a switch blade knife; a stun gun or Taser; metal knuckles; a pneumatic gun, spring gun, paint ball gun, or BB gun; any bomb, bomb-shell, grenade, bottle or other container containing an explosive or noxious substance for like purposes (other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older); any other weapon identified in subsection (a) of Section 24-1 of the Illinois Criminal Code, or any object or chemical whose purpose or the use of which is to cause harm to another person.

The term “firearms” includes, but is not limited to, any loaded or unloaded: handgun; machine gun; rifle; shotgun; pistol; revolver; or any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas.

Any employee or agent of the Village who violates this policy will be subject to discipline up to and including termination of employment. Any employee, officer, or agent of the Village who violates this policy shall be considered as acting outside the course and scope of their duties.

2.6 Drug–Free Work Place Policy

Policy Statement

The employees of the Village are a valuable resource, and their health and safety are of concern to the Village. The public has the right to expect persons employed by the Village to be free from the effects of drugs and alcohol. Employees have the right to work in a drug-free environment and to work with persons free from the effects of drugs. The Village expects its employees to report for work fit and able for duty. Alcohol, marijuana, and illegal drugs in the workplace are a danger to everyone, as they impair safety and health, lower productivity and quality, and undermine public confidence. The Village does not and will not tolerate any illegal drug use, nor will the Village tolerate the abuse of alcohol or prescription or lawful drugs. This policy is applicable to all our workforce and all locations.

Each employee or job applicant shall be given a copy of the Village’s Drug-Free Workplace Statement. The recipient must acknowledge receipt of the statement and sign a statement that they agree to abide by the terms of the Village’s Drug-Free Workplace Policy and return it to the Village Administrator within ten calendar days of receipt or prior to the start of employment.

The purpose of this statement is to declare the Village a drug-free workplace, in compliance with the federal Drug-Free Workplace Act and the Illinois Drug-Free

Workplace Act. The Village prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance, including cannabis, in the workplace. Any employee who violates this prohibition shall be subject to disciplinary action, including termination of employment. It is the goal of the Village to provide a safe work environment and a productive workforce.

In establishing a drug-free workplace, the Village will provide continual drug education about the dangers of alcohol and drug abuse. The Village may assist an employee in utilizing the Village's Employee Assistance (EAP) Program. EAP personnel are qualified professionals who will make confidential assessments and referrals for services and treatment for substance abuse and personal problems.

"Drugs" shall mean any controlled substance listed in the Illinois Controlled Substances Act or any controlled substance listed in Schedule I under the Federal Controlled Substances Act, for which the person tested does not submit a valid pre-dated prescription. In addition, it includes "designer drugs," which may not be listed in either the Illinois Controlled Substances Act or the Federal Controlled Substances Act but which have adverse effects on perception, judgment, memory, or coordination. Among the drugs covered by this policy is marijuana.

Implementation

- A. Prohibitions. Employees shall be prohibited from the following:
 - 1. Abuse of drugs, including the use of any controlled substance which has not been legally prescribed or dispensed or the use of a legally prescribed drug that results in impairment while on duty;
 - 2. Consuming or possessing alcohol, marijuana, or illegal drugs at any time during the work day or anywhere on any Village premises or job sites, including all Village buildings, properties, vehicles, and the employee's personal vehicle while engaged in Village business;
 - 3. Illegal selling, purchasing, or delivering any marijuana or illegal drug during the work day or on the employer's premises;
 - 4. Impairment due to drugs or alcohol, meaning a condition in which the employee is unable to properly perform his duties due to the effects of drugs or alcohol in their body. When an employee tests positive for drugs or alcohol, impairment is presumed;
 - 5. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking; and
 - 6. Refusing or failing to submit to drug testing when directed by the Village.
- B. An employee shall inform their Department Head if they are currently on prescription medication and is operating machinery or equipment.
- C. Employees convicted of drug crimes, including but not limited to driving under the influence of alcohol or drugs, occurring in or outside of the workplace are subject to appropriate disciplinary action up to and including termination of employment. As a condition of employment, an employee shall also notify the Village Administrator within five days after the conviction of any violation of a criminal

drug statute occurring in the workplace. The Village will notify any contracting or granting agency within ten days of receiving such notice from the employee or otherwise receiving notice of such conviction.

- D. The Village is committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by alcohol use. The use of alcohol can result in injuries and undermine employee productivity, service to citizens and taxpayers, and the Village's standing in the community. For these reasons, the use, possession, sale, distribution, or manufacturing of alcohol by anyone while on Village business or Village property is prohibited. All employees are prohibited from being at work under the influence of alcohol. Violations of this policy by an employee while on Village property or on Village business will result in disciplinary action up to and including termination.
- E. The Village encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. The Village reserves the right to offer any employee who violates the policy as it pertains to the abuse of alcohol or prescription or lawful drugs in the workplace the opportunity to seek professional counseling and/or participation in an approved rehabilitation or substance abuse assistance program as an alternative to disciplinary action. Participation in such programs is restricted to only those employees seeking assistance before the employee is put on notice of the Village's intention to pursue disciplinary action for a violation of this policy and/or before a drug and/or alcohol test is administered for which the results reveal a positive indication of drug and/or alcohol abuse. Furthermore, participation in such programs is contingent upon the employee agreeing to terms and conditions specified in a "Last Chance Agreement" that includes, as a minimum, a commitment by the employee to comply with the Village's Drug-Free Workplace Policy for the duration of his employment and successful completion of a treatment and/or counseling program identified by and administered through the Village's Employment Assistance Program (EAP). If such an opportunity is offered and accepted by the employee, the employee must, as determined by the EAP's Substance Abuse Professional, provide the necessary release permitting the Village to be informed that they have satisfactorily participated in and completed the prescribed program as a condition of continued employment.
- F. Drug and Alcohol Testing Permitted. The Village has the right to conduct drug and alcohol testing of its employees, including random testing, post-accident testing, reasonable suspicion testing, and pre-employment testing. Employees who are required to have a valid commercial driver's license (CDL) will be subject to drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act and in accordance with the Department of Transportation regulations. All remaining employees shall be governed by the provisions of this paragraph F and its subparagraphs with respect to drug testing unless such testing is otherwise covered by a collective bargaining agreement where, in such case, the collective bargaining agreement shall control. The remaining provisions of this policy remain applicable to all employees of the Village.

Reasonable Suspicion

Where the Village determines that there is reasonable suspicion to believe that an employee is under the influence of alcohol, illegal drugs, or marijuana during the course of the work day, the Village has the right to require the employee to submit to an alcohol or drug testing as set forth in this policy. An order to submit to testing shall be in writing and signed by a supervisor and shall set forth all of the objective facts and reasonable inferences drawn from those facts forming the basis of the order to test. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test. The foregoing shall not limit the right of the Village to conduct tests as it may deem appropriate, including random testing, post-accident testing, and testing for persons seeking employment prior to their date of hire or for promotion.

Tests to be Conducted

- A. In conducting the testing authorized by this policy, the Village will use a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the Substance Abuse and Mental Health Services Administration (SAMHSA).
- B. The types of drugs tested and the cutoff concentrations for initial and confirmation drug tests shall be the same as those established and adopted by SAMHSA. The Village will require that the laboratory or hospital facility report to the Village a positive test result only if both the initial screening and confirmation test(s) are positive for a particular drug. If a Village employee's initial and confirmatory test results meet or exceed the concentration cutoff levels established and adopted by SAMHSA, impairment of the employee shall be presumed.
- C. With regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results showing an alcohol concentration of .02 or greater shall be considered positive, and impairment shall be presumed.
- D. With regard to marijuana, an initial test result of 50 ng/mL or more and a confirmatory test result of 15 ng/mL or more shall be deemed a positive test result, and impairment shall be presumed.
- E. Each employee tested will be provided with a copy of all information and reports received by the Village in connection with the testing and the results.

Refusal to Test

Refusal to submit to testing for drugs and alcohol shall be deemed a positive test result and shall subject the employee to discipline, up to and including termination. Refusal to test shall include the failure to appear at a collection site when directed or in a timely manner; the failure to remain at the collection site; the failure to provide the required or sufficient amount of specimen; the failure to permit a monitored or observed urine collection; and the failure to cooperate in any part of the collection process. An employee

that violates any aspect of this policy, refuses to submit to testing, tests positive for drugs or alcohol, or is found to be under the influence of drugs or alcohol shall be subject to disciplinary action by the Village, up to and including termination of employment. The employee shall be given notice of the intended discipline, which notice shall include the basis for the discipline, and shall have an opportunity to be heard before the Village Administrator, or their designee, in order to contest the basis for the intended discipline.

2.7 No-Smoking Policy

Smoking in the workplace is prohibited in all Village buildings and vehicles and applies to all elected and appointed officials as well as employees and visitors. This policy bans smoking in all Village-owned buildings, which include common work areas, private offices, conference and meeting rooms, elevators, employee lounges, staircases, hallways, restrooms, and the interior of all Village-owned vehicles, or within 15 feet of any public entrance. E-cigarettes, vaporizers, and pipes are also banned in all Village-owned buildings and from the interior of all Village-owned vehicles.

2.8 Political Activity

The public is entitled to equal treatment from the Village. The political opinions or affiliations of any elected or appointed official or resident shall in not affect the amount or quality of service received from the Village. Political affiliation, preference, or opinion will not in any way influence the appointment, retention, or promotion of a Village employee. The Village respects the right of employees to engage in political activities; however, employees shall restrict political campaign activities to non-working time and shall not be in any uniform that identifies the employee as an employee of the Village while engaging in political campaign activities. No employee shall engage in political activities during working hours, while on duty, or while wearing or utilizing any equipment or wearing apparel or supplies owned or provided by the Village. Employees engaged in political activity shall not represent that such activity is on behalf of the Village. Village property shall not be used to advance political campaigns, nor shall campaign propaganda be posted or displayed on Village property or vehicles. No employee may use their official position to coerce or inhibit others in the free exercise of their political rights. Any employee found violating this policy will be subjected to disciplinary action, up to and including termination.

2.9 Conflict of Interest

An employee of the Village shall avoid conflict between individual private interests and the public welfare. Employees are directed to refer to Section 1.4.

2.10 Acceptance of Gifts

Employees are prohibited from receiving rewards, gifts, or any other compensation from individuals or organizations, which is in violation of the State Officials and Employees Ethics Act under state statute. Village employees are required to abide by the Illinois State

Gift Ban Act and in accordance with the regulations set forth in the Village Code, Chapter 2, Article XV. Section 2.76, along with the Village's Code of Ethics.

Village employees are not to provide services with the expectation of or in exchange for any gift, gratuity, discount, reward, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, except for those gifts allowed under this policy. This policy also prohibits the receipt of gifts by your spouse or an immediate family member living with you from a prohibited source if the gift is offered related to or because of your employment with the Village. Additionally, you cannot accept gifts, gratuities, or loans from organizations (other than financial institutions in accordance with that institution's standard practices), business concerns, or individuals with whom they have official business on behalf of the Village.

If you are offered a gift that you cannot accept, you should attempt to politely decline the gift and explain that the Village's policy prohibits employees from accepting the gift. If you receive a gift that you cannot decline, you should immediately turn over such gift to the Village Administrator. The Village Administrator will determine the appropriate disposition of such gift in accordance with the Village's Code of Ethics and the State Gift Ban Act. If you are unsure if you are permitted to accept a gift offered to you, you should ask your Department Head or the Village Administrator or politely decline the gift.

This policy does not apply to gifts or gratuities from sources that would otherwise be considered prohibited sources if the gift or gratuity is offered to any member of the general public or gifts or gratuities given by personal acquaintances in situations where gift-giving is customary. Additionally, gifts given by employees or officials from other units of government are not prohibited under this policy.

Examples of gifts that are **allowed** under this policy include food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed by all persons in your office, department, etc. For example:

- A box of candy sent by a vendor during the holidays to be shared with your Department
- A vendor brings a package of bagels to a meeting with Village employees
- A consultant working with the Village buys you a cup of coffee
- A vendor sponsors a continental breakfast or a free training seminar for all conference attendees
- A discount offered to all Village employees by a Park District
- A gift from a fellow employee on your birthday

2.11 Outside Employment

The Village reserves the right to limit/prohibit outside employment for full-time employees. Outside employment is defined as "any employment other than the employee's regular employment with the specific Village department that the employee undertakes which is not assigned or monitored by their supervisor and/or Department Head." Outside employment is prohibited if it:

- A. Is conducted on Village time;
- B. Interferes with working hours or overtime requirements of the employee's position;
- C. Involves the use of Village uniforms, facilities, equipment, or supplies of any kind;
- D. Involves the use of official information not available to the public;
- E. May reasonably be construed by the public to be an official act of the Village; or
- F. Is in conflict with the employee's position with the Village.

The outside employment shall be strictly construed as a conflict if it is or includes work that the employee would be expected to do as part of Village work duties; work requiring approval or review of the Village; or work which would tend to influence the exercise of independent judgment on any matter coming before the employee in the course of Village employment.

While the Village understands the desire to undertake a second working opportunity, employment with the Village has priority. Employees who are subject to call at any time for emergencies, special assignments, etc., must recognize that outside employment cannot infringe on this obligation.

Full-time employees must complete the Secondary Employment Form and receive permission from the Village Administrator before engaging in secondary employment (including self-employment). Outside employment is limited to a maximum of sixteen hours per week. This may only be exceeded if the employee is off work from the Village or while on vacation. Outside employment may be revoked at the discretion of the Village Administrator at any time for any reason.

This policy is applicable to all non-sworn full-time employees. Sworn Police Department employees shall refer to the Department's applicable General Order.

2.12 Relatives

The Village shall not hire relatives of currently elected or appointed officials or any current employees for full-time, part-time, or seasonal positions. For purposes of this section, the term "relatives" shall mean spouse, children, parent, parent-in-law, sibling, sibling-in-law, grandparent, or aunt/uncle.

2.13 Confidentiality and Privacy

Except as required by the Illinois Freedom of Information Act (FOIA), employees may not disclose confidential information of the Village or private information of any resident, contractor, customer, or employee. Personnel records shall not be released to a third party unless authorized by the employee whose records are being considered or required by law. Medical records shall be confidential and stored in a file separate from an employee's personnel record file. Copies of such documents will be made available to an employee upon advance written request in accordance with the Personnel Records Review Act. A breach of confidentiality by an employee shall be considered a disciplinary event, with penalties up to and including termination.

The Village provides employees with the communication systems and/or equipment necessary to an extent practicable to promote the efficient conduct of business. Employees have no right or expectation of privacy regarding any communication, whether business or personal, that is sent, received, or stored on any of the Village's communication systems and/or electronic equipment.

2.14 Whistleblower Protection

The Village expects all employees to be ethical in their conduct and to comply with applicable governing regulations. The Village encourages employees to report any violation of federal, state, or local law. The Village encourages its employees to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith in accordance with Section 4.1 of the Public Officer Prohibited Activities Act (50 ILCS 105/4.1) and the Village Code (Chapter 2, Article XX). In addition, employees must refuse to participate in an activity that would result in a violation of local, state, or federal laws or a violation or noncompliance with a local, state, or federal rule or regulation. This includes any financial wrongdoing witnessed or learned of by an employee. If the Village Administrator is involved or believed to be involved in the matter being reported, employees may alternatively make a report to the Village Attorney or applicable State's Attorney's Office. The Village will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit. This policy is not intended to discourage or prevent an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that acts or omissions are a violation of state or federal law, rule, or regulation.

An employee making a report shall be protected from discipline, retaliation, or reprisal so long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy.

The Village prohibits any officer, employee, or agent of the Village from retaliating against any employee or contractor who reports an improper government action; cooperates with the Appointed Auditing Official in an investigation related to a report of an improper governmental action; or testifies in a proceeding or prosecution arising out of an improper governmental action. All employees are responsible for reporting improper governmental actions, as well as reporting retaliatory conduct resulting from that action.

The Village shall provide copies of 50 ILCS 105/4.1 and Chapter 2, Article XX of the Village to all new employees upon commencement of employment and to each Village employee on an annual basis.

2.15 Subpoenas and Depositions

Upon receiving a subpoena to appear for a deposition on Village matters or related to a request for records, the employee must immediately relay that information to the Village Administrator, who shall give a copy of the subpoena to the Village Attorney. If time must be taken during work hours, arrangements must be made with the applicable Department Head. A subpoena for a non-work-related issue requires the use of vacation time, personal time, or compensatory time.

2.16 Solicitations for Charitable Donations

Employees may have charities and causes to which they contribute and, from time to time, encourage others to contribute. Employees should not actively solicit goods or services or the donation of money, gifts, services, or participation. The placing of an order form in a public area of a Village building is exempt from this policy.

2.17 Statement of Economic Interest

Certain Village employees are required to file an annual Statement of Economic Interest in accordance with 5 ILCS 420/4A et seq. Timely and accurate filing is the responsibility of the employee.

Section 3: Recruiting and Retaining Employees

3.1 Purpose

The section is intended to establish qualifications for recruiting, evaluating, and other selection purposes; provide the Village with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant employment relationships; assist in determining personnel costs and projections for budget requirements; provide a basis for developing standards of work performance and requirements for each position; establish standards for promotional opportunities; indicate employee training and career development needs; provide uniform and appropriate titles for all positions; and provide the basis for a pay plan and other matters of employee concern.

3.2 Position Classification Plan

A position classification plan, based upon and graded according to the nature of work, principal duties, responsibilities, knowledge, abilities, and skills required for the work, shall be developed and maintained by the Village Administrator. The position classification plan shall include a listing of positions in the Village organization arranged in appropriate occupational categories and job descriptions for each position.

3.3 Definitions

A “fiscal year” is the period commencing each May 1 and ending April 30.

“Hourly employees” are employees who are paid on an hourly basis for each hour worked.

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

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

The “Personnel Committee” is a committee of the Board. It is responsible for directing negotiations of collective bargaining agreements and other such personnel-related matters before the Village as needed.

“Non-exempt employees” are employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

A “position” is the collection of job duties that constitutes the total work assignment of an individual employee.

“Salaried employees” are those employees who are paid a salary for the results they are expected to accomplish, regardless of the number of hours they work. Each of these employees qualifies for the "administrative," "professional," or "executive" exemption from the overtime provisions of the FLSA.

3.4 Recruiting

The Village is an equal opportunity employer and, as such, prohibits unlawful discrimination in all conditions of employment. The Village hires who it judges as the best-qualified candidate for each available opening. As an equal opportunity employer, the Village prohibits any discrimination based on age, race, color, sex, religion, national origin, ancestry, sexual orientation, gender identity, gender expression, marital status, genetic information, order of protection status, military status, disability, or unfavorable discharge from the military. No Village official, agent, or employee shall in any way discharge, refuse to employ, or discriminate against any person in regard to tenure, terms or conditions of employment, promotional opportunities, training, or the like who is otherwise qualified on the basis of race, religion, sex, sexual orientation, gender identity, gender expression, color, creed, marital status, physical or mental disability, age, national origin, ancestry or unfavorable discharge from military service. All applicants or employees shall be considered only on the basis of qualifications as required by the position being sought or held relative to education, experience, training, physical fitness, ability, skills, knowledge and personal characteristics, and ethical integrity as a proper representative of Village government. When reasonable, accommodations shall be made by the Village in order to permit disabled employees to perform their job functions.

Authorization to Hire

All employee separations shall be reported to the Board on an agenda. The Village Administrator or BFPC is authorized to begin recruitment and hire a replacement employee as soon as the Village is notified of separation, i.e., resignation or retirement letter is tendered, or termination has occurred, provided that the replacement employee is hired in the same or a lower pay range as the outgoing employee. The Board must approve any changes to the pay range of a prospective employee to a higher category than the outgoing employee or to increase the number of employees to be hired to replace the outgoing employee, i.e., one full-time employee becomes two part-time employees. All requests for new employee positions must be approved by the Board. The Police Chief and Public Works Director are appointed by the Board as stipulated by the Village Municipal Code and thus exempt from this policy.

Internal Notification

Village employees are entitled to receive notice for available vacancies prior to the commencement of external recruitment. Employees shall be provided no less than five business days' notice of an available vacancy prior to the commencement of external recruitment. Employees may apply for any vacant position but are not entitled to an interview or offer of a position.

The Village is entitled to conduct any recruitment method, notice, interview process, or require any examination permitted or required by law to fill vacant positions. There is no minimum number of applicants who must be considered to fill a position; the Village shall commit itself to ensuring that potential candidates are screened appropriately to ensure all positions are filled with the most qualified candidates who will be well-positioned to fulfill the duties and responsibilities of the roles they are selected to fill. Applications, whether accepted or rejected, shall not be returned.

Examinations

Examinations shall relate to those matters which fairly test the aptitude and qualifications of applicants and employees for a position. Examinations may include written, oral, or work simulation tests; ratings of experience and training; post-offer background investigations, physical examinations, alcohol/drug screens, psychological evaluation, any combination of these; or any other tests deemed necessary and permitted by law. A formal driver's license history and background checks may also be required, depending on the position.

3.5 Salary Plan

The Village shall establish a Salary Plan for both its sworn and non-sworn personnel. These provide for a minimum and maximum compensation for all positions, with the exception of the Village Administrator. Each employee's salary will be reviewed prior to the start of each fiscal year. Whether an employee progresses through a salary range will be based on, but not limited to, performance. This shall include job knowledge and quality, productivity, disciplinary actions, professionalism, dependability, safety, attendance, and availability of funds as adopted by the Village.

3.6 Village Hall Hours

The working hours of the Village Hall shall be 8:00 a.m. to 4:30 p.m., Monday through Friday. Other Village buildings, such as the Police Station or Public Works Department, shall be permitted to hold alternate hours of operation depending on various requirements regarding public service provision.

3.7 Attendance and Punctuality

Prompt appearance for work at the specified time is required of all employees. Each Department shall set up policies as may be necessary to monitor and enforce this rule.

3.8 Reporting for Work

Employees shall report promptly at their designated working place and shall devote their entire efforts during working hours to assigned duties. In the event that an employee is unable to report for work as scheduled, the employee's Supervisor shall be notified at least 30 minutes before the employee's designated starting time by a method known to

be convenient to both parties. Failure to notify the supervisor as provided herein may result in the loss of a portion of or all of that day's pay.

3.9 Break Periods

Each employee that works over seven consecutive hours in one day shall receive two paid break periods of no more than fifteen minutes each work day and shall arrange them in the most appropriate manner for maintaining departmental operations. Each break period must be taken as a whole and may not be used within one hour of the beginning or end of an employee's lunch period. Unless otherwise dictated in a collective bargaining agreement or other applicable department regulation, each employee is entitled to a thirty-minute unpaid lunch period for each full work shift. Department Heads may schedule these in the most appropriate manner for maintaining operations. An employee does not have the right to work through lunch periods for the purpose of accumulating compensation time or overtime.

Section 3.10 Flexible Work Arrangements

The purpose of this Policy is to establish the rules for the use of an Alternate Work Location for employees to perform their usual job duties away from their assigned Main Office Location. The alternative work arrangement is intended to help the Village recruit and retain excellent employees; provide more flexible work arrangements; and assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel. The Policy serves to provide an effective way to meet the needs of the Village, its employees, and the community. This Policy does not supersede or alter Village rules, regulations, or policies applicable in the workplace but rather is designed to facilitate the performance of Village operations in Alternate Work Locations.

The Village recognizes that the nature of how work is performed, including when and where work is performed, continues to change for many positions in the organization. The Village is committed to increasing employee productivity and improving talent recruitment by providing employees with work alternatives that enable employees to meet their work and family needs. Flexible work arrangements are not an entitlement, nor are they a Village-wide benefit, and they in no way change the terms and conditions of employment with the Village. Full-time employees in non-bargaining unit positions may apply for flexible work arrangements; requests will be considered based on the department's operational needs and individual employee performance. Employees must have been employed with the Village for at least three months and must have exhibited performance generally mirroring that of a Meets or Exceeds Expectations performance rating to qualify. To request flexible work arrangements, the employee must complete the Telework Agreement form and submit the completed form to their Department Head. The employee and Department Head will review the request to determine whether the employee's requested working arrangement meets the Village's operational needs. Strong communication between employees, their supervisors, and coworkers is important to the success of flexible working arrangements to ensure that work is appropriately coordinated among team members. If an employee is approved for flexible working arrangements, the

employee may be required to adjust their schedule if needed to meet the Village's operational needs. The focus of the flexible working arrangement must remain on job performance and meeting business and organizational needs. The availability of flexible working arrangements can be discontinued at any time at the discretion of the applicable Department Head for any reason, including but not limited to if an employee's work performance declines or assignments are not completed in a timely manner. Teleworking does not change the terms and conditions of employment with the Village, nor should it interfere with operational business needs or the delivery of Village services.

Definitions

"Alternate Work Location" means an approved work site other than the employee's assigned Main Office Location where official Village business is performed.

"Dependent Care" means the care provided to infants, toddlers, preschoolers, school-aged children, or adults and elderly adults.

"Main Office Location" means the assigned Village office location of the employee.

"Telework" means an alternative work arrangement under which an employee performs the duties and responsibilities of such employee's position and other authorized activities from an approved worksite other than the employee's assigned Main Office Location.

A "Telework Agreement" is the written agreement between the Village Administrator and employee that details the terms and conditions of an eligible employee's work away from their assigned Main Office Location.

Request and Approval

An employee may request, and their Department Head shall consider and may approve, a telework arrangement when the Department Head determines that the employee's work can be effectively carried out and accounted for under such conditions. Terms and conditions of individual telecommuting arrangements shall be set forth in a completed and signed Telework Agreement. The ability of an employee to telework will vary among departments depending upon the operational business needs of the particular departments and the functions and responsibilities of employees. In determining whether an employee is eligible to telework, the Department Head may consider the following factors:

- Impacts on Village customers and other employees;
- Employee's demonstrated ability to work independently and maintain quality, quantity, and timeliness of service or product;
- Whether or not the employee's job consists of tasks that can be effectively accomplished without the resources of the Main Office Location immediately accessible to the employee;

- Whether or not the department will maintain adequate staffing during normal business hours;
- Whether or not the Alternate Work Location meets essential workplace safety standards and is generally free from excess distractions during the employee's designated work hours;
- Whether or not the employee has satisfactorily performed their job responsibilities prior to their telework request as evidenced through current observations and their most recent performance evaluation;
- Confidentiality will not be compromised, and the arrangement does not require the physical removal of confidential files from the workplace; and
- Increased employee engagement will be supported through improved work-life balance.

Limitations

Teleworking may not be appropriate for all employees identified in this policy, and no employee is entitled to or guaranteed the opportunity to telework or to the continuation of telework. An employee may not be eligible to telework, either temporarily or permanently, if the employee's day-to-day essential job functions include some element of in-person customer service; on-site activity that cannot be handled remotely or at an alternative work location; if the employee has been disciplined for having a pattern of excessive absenteeism or tardiness; the quantity or quality of an employee's work is unsatisfactory; or other limiting factors as determined by the applicable Department Head.

Terms for Telework

- A. All employees authorized to telework must:
 - i. Complete a Telework Agreement, which agreement will be maintained with the Village Administrator. The Telework Agreement may be terminated by the Village Administrator or applicable Department head at any time with or without prior notice;
 - ii. Adhere to the approved telework schedule and perform designated work during scheduled work hours;
 - iii. Work from an approved Alternate Work Location;
 - iv. Seek prior approval for any deviation from the approved telework schedule, including overtime and compensatory time;
 - v. Be available by telephone and/or e-mail during scheduled work hours;
 - vi. Record and certify all hours worked at the Alternative Work Location in the same manner as if the employee reported for work at the Main Office Location;
 - vii. Maintain a level of performance that meets the expectations and timelines for completing all assignments and tasks associated with the position; and
 - viii. Not use telework as a substitution for the appropriate use of sick leave. Employees must obtain approval to use vacation, sick, or other leave consistent with the existing policies regarding the use of benefit time.

- Employees who become ill while teleworking must report the hours actually worked and use sick leave for hours not worked.
- ix. Teleworking is not a substitute for Dependent Care. Employees who need to arrange care for dependents while they work at their assigned alternative work location are required to make the same arrangements as when they are at their assigned Main Office Location.
 - x. Teleworking is not a substitute for an injury, FML (Section 5.7), or in lieu of assigned Light Duty (Section 7).
- B. Employees eligible to participate in the telework program must acknowledge and agree that:
- i. A specific workspace is designated at the Alternate Work Location, and all telework will be performed at the Alternate Work Location. The employee's Alternate Work Location will be considered an extension of the Village's Main Office Location. This location shall be one in which the employee's telework duties can be performed in a safe and ergonomically appropriate manner. A photograph of the alternate location must accompany the Telework Agreement. If business or exigent circumstances arise requiring the employee to work at a location other than the designated Alternate Work Location, the employee shall immediately notify their Department Head.
 - ii. Teleworking will be conducted during normal work hours based on existing employee schedules, and any deviation from pre-existing schedules must be requested by the employee and approved in advance by the Village Administrator.
 - iii. The Village retains the right to require an employee who teleworks to commute to a designated place of Village business on a regularly scheduled telework day should a work situation warrant such an action. If the employee is frequently required to return to a Village office during a regularly scheduled telework day, the Village Administrator may reevaluate the compatibility of the employee's position and job responsibilities with teleworking.

Equipment and Technology

The Village Administrator or designee shall identify the equipment and supplies required to successfully work at an alternate location and shall specify those items in the Telework Agreement. If the Village does not provide the needed equipment or supplies, and the employee does not have them already as Personal Property, the employee may not be eligible to telework. The Village Administrator has the sole discretion to provide Village equipment and supplies or allow employees to use their personal equipment and supplies while teleworking.

Use of Village Property

Telework arrangements shall be consistent with Village policy regarding removing Village property from the Village's premises. An employee must receive authorization to remove any Village-owned property from its premises. All Village rules regarding the use of

computers and the internet apply while an employee is teleworking, regardless of whether the employee is using Village-provided or personal equipment.

Village equipment or supplies provided by the Village are for Village business only. An employee does not obtain any rights to Village equipment or supplies provided in connection with telework assignments. The employee must immediately return all Village equipment and supplies at the conclusion of the Telework assignment or at the Village Administrator's direction. An employee must protect Village equipment and supplies from possible theft, loss, and damage. The employee may be liable for the replacement or repair of the equipment or supplies in compliance with applicable laws on negligence or intentional conduct in the event of theft, loss, or damage. Any equipment, including software, files, and databases provided by the Village, shall remain the property of the Village. An employee must adhere to all software copyright laws and may not make unauthorized copies of any Village-owned software. Employees may not add hardware or software to Village equipment without prior written approval.

Use of Personal Property

An employee who is required to telework is eligible to be reimbursed for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the Village, including a pro-rated portion of the employee's personal internet and personal cell phone data plan. An employee who is permitted to telework may be eligible to be reimbursed for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the Village. "Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village, subject to the provisions of this Policy.

An employee who desires to use their personal equipment or supplies shall submit a written request to the Village Administrator. Employees are prohibited from making any expenditure that is not requested and approved by the Village Administrator prior to purchase. Any expenditure that is not pre-approved by the Village Administrator is deemed an unauthorized expenditure and may not be reimbursed. An employee shall submit a request for reimbursement along with appropriate supporting documentation not later than 30 calendar days after incurring the expense. Where supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts. The Village is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the employee's negligence.

Core Hours

While the Village's normal business hours are Monday through Friday, 8 a.m. to 4:30 p.m., the Village considers the hours of 10 a.m. to 3 p.m. to be core hours, during which all employees must work. In administering flexible scheduling, an employee may adjust

their start and end time as agreed upon by the employee and their Department Head, so long as the employee works during the core hours and works an eight-hour day. For example, an employee may adjust their start time to 7 a.m. and their end time to 3:30 p.m.; adjust their start time to 9 a.m. and their end time to 5:30 p.m.; or may elect to voluntarily forgo a lunch break, etc. To maximize the effectiveness of core hours, departments will make all reasonable efforts to schedule meetings only during core hours; however, if a meeting must be scheduled during Village Hall business hours before or after core hours, the employee is required to adjust their workday accordingly to attend the meeting.

Other Flexible Scheduling Options

Other flexible scheduling options may be approved by the employee's Department Head, based on the operational needs of the position.

Security of Confidential Information

Village employees may have access to confidential and proprietary information not accessible to the general public. Generally, confidential and proprietary information shall not leave the assigned Main Office Location. Further, duplicating or disclosing confidential or proprietary information, unless it serves as a business necessity, is strictly prohibited. When teleworking, employees are required to maintain the same confidentiality of all Village information as they would at their Main Office Location. Employees shall also take the necessary precautions to ensure that confidential and proprietary information is protected while in transit between the Main Office Location and alternative work location. Employees may not disclose confidential or private files, records, materials, or information and may not allow access to Village networks or databases to anyone who is not authorized to have access. Failure to exercise due care in safeguarding the Village's confidential and proprietary information is a job performance matter and will result in disciplinary action, up to and including termination.

Freedom of Information Act

The Illinois Freedom of Information Act regarding public documents applies to telework employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the Village regardless of physical form or characteristic. Upon receipt of an appropriate request and subject to authorized exemptions, a teleworking employee must permit inspection and examination of any public record in the employee's custody within required time limits. This requirement exists regardless of where the public record is located.

Compliance

A violation of this Policy may result in disciplinary action, up to and including termination of employment. All terms and conditions of Village employment will continue to apply while an employee is teleworking. Workplace rules prohibiting private activities during

work hours must be followed, notwithstanding the fact that employees are working in an Alternate Work Location. Employees who telework must follow all information security protocols when using Village equipment and accessing Village systems. Employees must maintain any approved safeguards to protect agency records from unauthorized disclosure or damage and comply with the privacy requirements set forth by the Village. Department Heads or the Village Administrator may revoke telework privileges at any time for any reason.

3.11 Overtime

It is recognized that the needs of the Village may require overtime work. The amount and schedule for working overtime will be distributed as equitably as practical among employees if seniority or reverse seniority is not considered in assigning overtime. An employee scheduled for overtime shall work unless an adequate reason exists for not doing so, in which event the employee may be excused, provided another qualified full-time employee is available. The employee's Supervisor, at the Supervisor's discretion, shall determine whether to excuse an employee from such overtime. No overtime shall be worked or paid for without the prior authorization of the employee's immediate supervisor.

Unless specified otherwise in a collective bargaining agreement, overtime hours worked in excess of 40 hours in a workweek will be paid at the rate of 1 ½ times the employee's straight-time hourly rate. Any time off leave shall not be included in hours of work for the purpose of calculating overtime. Employees should consult their respective collective bargaining agreements for overtime policies if their job is covered by such an agreement.

Overtime pay, either in the form of cash or compensatory time, shall not apply to salaried employees (employees considered exempt from the FLSA). Exempt personnel shall not be eligible for overtime. Those employees will be expected to work in excess of 40 hours per week from time to time as required by their duties and responsibilities.

Prior Approval Required

All overtime work must be approved by the Department Head or their designee prior to commencing work beyond the normal workday unless there is an emergency.

3.12 Starting Rates for New Hires

In order to maintain equitable pay relationships, the Salary Plan shall be analyzed annually for new hires in the Village's organizational chart. New hires may receive starting rates of pay equal to the minimums up to the midpoint of the pay ranges assigned to their jobs. Starting rates are determined based upon the discretion of the Department Head and Village Administrator. Starting rates of pay in excess of the applicable pay range midpoints may be made on an exception basis only and, as such, must be approved by both the Village Administrator and the Board. When determining an appropriate starting rate of pay for a new employee, the responsible Department Head should also analyze

the rates paid to other employees within the same or related job classifications so as not to create pay inequities.

3.13 Pay Increase Procedures for Non-Union Employees

Based on the decision of the Board on a year-to-year basis, non-union employees may be eligible for any three types of discretionary compensation increases: annual merit increases, cost of living adjustments (COLA), and bonus compensation. All pay increases are not to be expected by the employee, even if the expectations set forth below have been met by the employee.

Merit increases are defined as any pay increase within a pay range. The purpose of merit increases is to stimulate and reward superior levels of job performance on the part of employees. The merit increase is based upon the employees' annual evaluation. Employees with a performance evaluation rating below Meets Expectations shall not be eligible for a merit increase. The amount which is approved is applied to all ranges and is received by all employees receiving a performance evaluation rating of Meets Expectations or above. Employees whose performance Exceeds Expectations may receive a merit increase beyond that which is applied to all employees generally. Merit increases are approved for all employees by the Board upon the recommendation of the Village Administrator, while the Village Administrator is permitted to adjust an employee's gross compensation by up to five percent during the fiscal year without the express permission of the Board to reward good performance, incentivize retention of existing employees, or to ensure that multiple employees are paid an equal rate for equal work. Approved merit increases become effective on the employee's anniversary date.

Cost of living adjustments (COLA) are the amount that each range in the Salary Plan should be adjusted regarding factors of inflation, economic indicators, or other non-performative factors. Several indicators are used, including the Department of Labor Cost-of-Living Statistics. A recommendation regarding possible range adjustments shall be made by the Village Administrator and must be approved by the Board. The amount which is approved is applied to all ranges and is received by all employees. Approved COLAs are awarded beginning with the first paycheck in May.

If an employee's rate of pay is at the pay range maximum or if other conditions require, the Board may consider, upon recommendation of the Village Administrator, awarding a discretionary one-time bonus in place of, in addition to increases to the employee's base rate for any qualifying non-union employee, or in recognition of specific employee(s) receiving a performance evaluation rating of Exceeds Expectations.

Sub-Standard Performance

COLAs may be delayed for up to three months for employees whose performance evaluation is Below Expectations. Within three months of such a performance evaluation, an employee should receive another performance evaluation. If the employee's performance has improved to at least Meets Expectations level, they may receive the delayed COLA, but not retroactively. If the employee's performance has not improved to

at least a Meets Expectations level, the employee may be demoted or terminated. The Village reserves the right to terminate sub-standard performers at any time.

Increases for New Employees

Employees employed for less than six months shall be eligible for a COLA but not merit increases or bonus compensation.

3.14 Performance Evaluations

Responsibility

The Village Administrator and Department Heads will administer a system of evaluating the performance of all employees. The standards of performance recommended as a basis of such rating will have reference to quality and quantity of work done, the manner in which work is done, the conduct of employees and adherence to their duties, and other characteristics which measure the value of the employee to the Village.

Purpose of Evaluation

The purpose of evaluations is to enable employees and supervisory personnel to work together to improve job performance and, therefore, the service provided to the residents of the Village. A copy of the job performance evaluation will be provided to and discussed with the employee involved. The employee, as well as all individuals involved in the process, will be required to sign and date the form. The original evaluation shall be placed in the employee's personnel file. A copy of the evaluation shall be provided to the employee, and the original shall be filed in the employee's personnel file.

Use of Evaluations

Performance evaluations are to be used to determine the successful completion of the employee's probationary period; evaluate disciplinary actions or dismissal; factor in salary considerations; factor in determining the order of layoff; a basis for training, promotions, demotions, and transfer; or such other purposes as may be set forth in this Manual.

Construction of Evaluations

As each job has unique duties and responsibilities within the Village organization, Department Heads are permitted to create custom evaluations that best define the nature of performance within each job. Each performance evaluation shall contain ten standards. All standards shall be reasonably attainable, measurable, and provable. Each rubric shall be submitted to the Village Administrator for review of appropriateness and relevance to each job. Changes to a job's evaluation shall be approved by June 1 and a copy provided to the evaluated employee(s) for use at an annual review.

Frequency of Evaluations

Each Department Head or Supervisor is required to provide a six-month evaluation update to their direct reports in October of each year. This evaluation is intended to provide feedback on the employee's performance over the first six months of the fiscal year, as well as direction to each employee for their remaining six months. Annual performance evaluations will be due at the end of the Fiscal Year.

Achievement of Evaluation Rating

All evaluations are based upon a 100-point rating scale, with employees evaluated on ten unique standards, each ranging from 1-10, with 1 representing the lowest possible performance. Employees shall receive evaluation ratings as such:

Exceeds: ≥ 85 Points

Meets: 60 – 84 Points

Below: ≤ 59 Points

Employee Signatory

Employees are required to sign each evaluation provided by their Supervisor as an acknowledgment that the evaluation has occurred. A signature does not constitute agreement with the evaluation. Employees may provide comments regarding their evaluation into their personnel file but said comments shall not bear upon the Village to change any statements made within a performance evaluation.

3.15 Longevity and Retiree Bonuses

Full-time employees in good current standing are eligible to receive a bonus in the gross amount of \$500 within 30 calendars after each five-year employment anniversary (fifth, tenth, fifteenth, etc.). Years of service are based on the first day of employment. All full-time employees who retire at age 55 years (age 50 for all sworn, non-union employees) or older with 20 or more years of service in good standing are eligible to receive a post-tax bonus in the gross amount of \$5,000 within 30 calendar days of their final date of employment. All such bonuses will be issued such that the net amount received by the employee shall be \$500 or \$5,000.

Section 4: Record Keeping and Pay Periods

4.1 Record Keeping of Hours

It shall be the responsibility of the submitting employee to assure proper recording of hours worked. Before records of time worked are submitted to payroll, they are to be reviewed and approved by the Department Head. Anyone who knowingly falsifies a record of hours shall be subject to disciplinary action.

4.2 Pay Periods

Employee salaries shall be payable bi-weekly on Friday. If the payday falls on a holiday, paychecks shall be distributed or deposited on the last working day preceding the holiday. Paychecks shall be distributed only to the employee and not to members of the employee's family or others unless the Village is so directed, in writing, by the employee. Non-exempt employees who terminate their employment in the middle of the pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final paycheck on the first regularly scheduled payday which follows their date of termination provided, however, that all Village uniforms, equipment, ID cards, keys, and any other Village property in the employee's possession are returned prior to receipt of said payment, and further provided that the employee reimburses the Village for any monies the employee owes to the Village and for any damage to such equipment if the damage is caused by the negligent or willful act of the employee.

4.3 Status Change

Payroll and status changes shall only be made after execution of a Personnel Action Report (PAR) approved by the Village Administrator. Employees shall report all changes in name, address, telephone number, and marital or family status on a PAR to the Executive Assistant within ten days of a change. When any such changes require the submission of new W-4 or ILW-4 forms (income tax withholding form), a copy of the revised form shall be attached to the PAR. Any other forms needed to update information on life and health insurance and pension records shall be attached to the PAR.

4.4 Maintenance of Records

Identification and Business Cards

Identification and/or business cards may be issued to employees for use in the performance of official business for the Village, such as identification to citizens or to local merchants when making inspections or authorized purchases when their job classification requires such an issuance. Issuance of identification cards is up to the discretion of the applicable Department Head. Misuse of Village-issued identification is prohibited.

Personnel Files

A complete record of all personnel actions will be maintained on each employee by the Personnel Administrator. Each file will include an application, reference letters, appointment notification, performance evaluations, personnel actions, earned benefits, commendations, and other relevant information. Medical and Worker's Compensation information shall be kept in a separate file and treated as confidential. Employees should ensure that their personnel file is accurate and up-to-date by immediately notifying their supervisor of changes of address, telephone number, marital status, dependents, and educational qualifications.

The procedure for an employee to inspect their personnel file is governed by the Illinois Personnel Record Review Act (820 ILCS 40/1 *et seq.*). Employees may arrange to review their personnel file by contacting the Personnel Administrator. The review will be conducted under the supervision of the Personnel Administrator. In no instance will an employee be allowed to remove materials from their personnel file. If an employee disagrees with information contained in their personnel file, the employee can submit a written statement to be inserted in their file explaining their position, in compliance with the Illinois Personnel Record Review Act.

Section 5: Leaves

5.1 Holiday

The Village observes the following annual holidays for full and part-time employees:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day After Thanksgiving
Christmas Eve	Christmas Day	New Year's Eve (half-day)

If a holiday falls on a Saturday, it will be observed the Friday before; if a holiday falls on a Sunday, it will be observed the following Monday. In years when Christmas Eve and New Year's Eve fall on a Friday, Saturday, or Sunday, non-sworn employees will receive a total holiday allowance of 12 hours (8 hours for Christmas Eve and 4 hours for New Years' Eve). Where a holiday falls on a normally scheduled workday, full-time employees will receive the day off with pay at their straight-time hourly pay. Where a full-time employee is scheduled to work on a holiday, said employee will receive the holiday pay plus be paid at the straight-time rate for the hours worked (unless such hours exceed 40 hours per week, in which event the employee will be paid time and one-half for all hours over 40). Where a holiday occurs during an employee's scheduled vacation, the employee shall be paid for the holiday, and that day shall not be charged against the employee's vacation balance. If an employee is absent from work due to illness the day before or after a holiday, the employee may be required to submit proof of illness in order to be entitled to holiday pay.

5.2 Personal

Each full-time non-union employee will receive 32 hours per calendar year as personal leave. Personal leave can be taken at any time during a calendar year for any reason at a time approved by the employee's Supervisor. Employees who begin their employment with the Village after July 1 of the calendar year shall receive 16 hours of personal leave. Personal leave must be used in the calendar year received and may not be carried over into the next year.

5.3 Vacation

Full-time, non-Department Head employees are entitled to receive two weeks' paid vacation leave at the start of employment and are permitted to accrue further vacation leave in accordance with the following schedule:

At and after 5 years	3 weeks
At and after 10 years	4 weeks
At and after 17 years	5 weeks

If an exceptionally qualified prospective employee is available, the Village Administrator is authorized to treat the prospective non-Department Head employee as a “five-year employee” for purposes of computing vacation time.

Department Heads are entitled to receive three weeks’ paid vacation at the start of employment and permitted further leave in accordance with the following schedule:

At and after 5 years	4 weeks
At and after 10 years	5 weeks

Vacation leave is awarded at the beginning of each calendar year. Additional vacation leave shall be granted to the employee on their 5th, 10th, and 17th year anniversary dates. Employees may carry over no more than 40 total vacation hours to the next calendar year; however, the Village Administrator may permit employees to carry over up to 80 total vacation hours to the new calendar year if extenuating circumstances exist. Vacation leave will be computed at straight-time based on the employee's hourly rate at the time wherein the vacation leave was used. Employees must use their vacation leave during the calendar year, and any failure to use earned vacation as permitted herein will result in the forfeiture of that vacation leave down to the 40-hour carryover limit.

Scheduling Vacations

Employees may utilize their vacation leave generally at their own convenience, subject to the Department Head's approval. A vacation request must be made with 14 calendar days’ advance notice. Vacation periods of less than one hour will not be allowed. Both the employee and the supervisor should make a reasonable effort to request and permit the use of vacation when it does not adversely affect the operations of the Village. Vacation leave may be denied in cases of emergency or unusual circumstances which prevent the normal operations of the Village from occurring.

Vacation Pay at Termination

Upon termination of employment, full-time employees shall be paid at their current rate of pay for all accrued and unused vacation days subject to the Village’s carry-over rules.

5.4 Sick

Full-time employees shall be granted sick leave at a rate of 3.077 hours per pay period. Sick leave with pay is cumulative with no maximum cap. An employee leaving the employ of the Village shall not be entitled to be paid for any unused sick leave. Sick leave may be used if the employee has any medical event. All full-time employees may also use sick leave for illness, injury, or medical appointments (planned or emergency) of a spouse, parent, child, sibling, parent-in-law, grandchild, grandparent, stepparent, stepchild, domestic partner, or other relative(s). The Village Administrator is authorized to permit the use of sick leave in other circumstances wherein sick leave may reasonably be used

to care for an individual not listed previously, such as a non-family member who lives with the employee.

Notice of Absence

In the event an employee needs to use sick leave, the employee must inform their Supervisor as soon as practicable but no sooner than 30 minutes prior to the start of the scheduled work day. If an employee is unable to personally call their Supervisor due to extenuating circumstances, a spokesperson (such as a spouse, doctor, or another responsible party) may contact the Supervisor on the employee's behalf to report the absence. Outside of extenuating/justified circumstances, failure to inform a Supervisor may result in disciplinary action, including dismissal.

Sick Leave Accrual During Leave

Sick leave shall continue to accrue during a leave of absence with pay or during the authorized use of vacation or sick leave. Credit for sick leave shall not accrue during any leave of absence without pay or during any lay-off or disciplinary suspension. Any sick-leave related absences after an employee has exhausted all of their sick leave must be approved in advance by the Village Administrator and shall be without pay.

Medical Certificate Requirement

A doctor's statement or other documentation may be required to be provided in a timely manner by an employee for any use of sick leave of three or more consecutive days unless specifically excused by the Village Administrator or designee. A Department Head may request a doctor's statement if they suspect abuse or a pattern of improper or unnecessary sick leave use. If the employee does not supply such statement/documentation in a timely manner or said statement is not deemed satisfactory, the request for sick leave shall be denied, and the time off shall be without pay.

The Village retains the right to take disciplinary measures to deal with abuse of sick leave or if an employee has prolonged and/or frequent and regular unexcused absences which hinder the carrying out of their responsibilities, including dismissal.

IMRF Credit

The Illinois Pension Code allows retiring full-time employees in IMRF to convert up to 240 days of unused, unpaid sick leave to service credit. For every 20 days (or fraction thereof), an IMRF member can receive one month of service credit. However, the sick leave must meet certain criteria. The member must not have received compensation of any kind, including payment of amounts less than the member's regular salary, for the sick leave. And the sick leave must have been accumulated under a written plan established by the employer and available to all employees or to a class of employees.

5.5 Compensatory Time

In lieu of overtime compensation, employees eligible for overtime pay may receive compensation for time worked by paid time off if agreed between the employee and their Department Head or if compensatory time is the only method of accruing such a leave offered by the Village. Compensatory time shall be provided at a rate equal to the applicable overtime rate. If the Department Head determines that future departmental scheduling permits time off, employees may elect to be compensated for overtime in the form of compensatory time off. Compensatory time shall be taken at a time and date agreed upon between the employee and their Department Head. In no instance may an employee's compensatory time balance exceed 48 hours unless specified otherwise in a collective bargaining agreement. When an employee qualifies for and elects to receive compensatory time for overtime, the employee shall receive compensatory time for overtime in excess of 40 hours in a workweek at the rate of 1½ times the number of hours (or a fraction thereof) worked in excess of 40.

For the specifics of departmental compensatory time off policies, employees should consult Departmental rules and regulations.

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

- A. An employee must request that the employee's overtime be granted in compensatory time rather than in payment prior to the submittal of the time sheet to the Finance Department.
- B. Compensatory time off shall only be granted when enough employees are available to adequately staff the department.
- C. A request for the use of compensatory time off must be submitted to a supervisor a minimum of 24 hours in advance of the time off requested.
- D. While employee preferences will be considered, the scheduling of compensatory time off shall be subject to the paramount needs of the individual department.
- E. Use of compensatory time off cannot create overtime.
- F. Employees may not accrue more than 48 hours of compensatory time at any one given time.
- G. Compensatory time cannot be scheduled before it is earned.
- H. Compensatory time may be cashed in by the employee in April or November.

5.6 Childbirth/Adoption

Following the birth of a child or adoption of a minor child, the Village will provide 120 hours of paid childbirth/adoption leave ("CAL"), which is paid at 100% of the employee's base rate of pay, if they or their spouse are the expectant parent. The CAL benefit is provided per birth or adoption event, regardless of the number of children born or adopted at that time (for example, the CAL benefit for the birth of twins is 120 hours). CAL may only be taken in one block of time and must be used within three months of the birth or adoption

event. Unused CAL will be forfeited. CAL shall run concurrently with available FMLA leave. Such leave shall not be entitled to be paid for unused or remaining childbirth/adoption leave upon leaving the employ of the Village.

5.7 Family and Medical Leave Act (FMLA)

Family and Medical Leave (FML) is provided in accordance with the FMLA to eligible employees who need to take time off from work for specified family, medical, or military reasons. Unpaid, job-protected leave under FML is available to eligible employees for 12 weeks (or, for Military Caregiver leave, up to 26 weeks) during any one-year period, which shall begin on the date the leave begins. The Village calculates FML based on a “rolling” 12-month period measured backward from the date of any FML usage, also referred to as the “look-back” method. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12-month period is examined. Any leave used during the preceding 12 months is deducted from the 12 weeks of annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave.

All time off during FML is unpaid unless other types of pay are available to the employee pursuant to the Village’s leave policies, which paid leave the employee would be required to use during any FML.

General information about FML and employee rights and responsibilities under applicable law and under Village policy is provided below. Since the information provided is general in form, certain limitations not described in detail below may apply depending on the particular circumstances.

An employee may be eligible for FML if the employee has been employed with the Village for 12 months and has worked for the Village for at least 1,250 hours during the 12 months immediately preceding the date the FML is to begin.

Eligible employees are entitled to:

- A. Twelve workweeks of leave in a 12-month period for:
 - i. the birth of a child and to care for the newborn child within one year of birth;
 - ii. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of the placement;
 - iii. to care for an immediate family member (spouse, parent, or child (as defined by the FMLA)) with a serious health condition;
 - iv. the employee’s own serious health condition that makes the employee unable to perform their job;
 - v. any qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member on “covered active duty;” or
- B. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is

the service member's spouse, child, parent, or next of kin (Military Caregiver Leave).

Employee Responsibilities

Requests for FML should be made to the employee's Department Head at least 30 days in advance when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice of the need to take FML as soon as practicable and generally must comply with normal call-in procedures. Employees must provide sufficient information for the Village to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

The Village will inform requesting employees if they are eligible for FML. If so, the Village will provide notice specifying any additional information required, as well as the employees' rights and responsibilities. The Village will inform employees if leave is designated as FML and the amount of leave counted against the employee's leave entitlement. If the Village determines that the leave does not qualify for FML, the Village will so notify the employee and provide a reason for the ineligibility. Employees who are on FML for their own serious health condition will be required to provide a "fit for duty" certificate prior to their return to work.

Use of Leave / Intermittent Leave

FML does not need to be taken in one block of time. Leave can be taken intermittently (in separate blocks of time or by reducing the usual number of hours worked per workweek) if the leave is taken due to a serious health condition or a qualified exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment or qualified exigencies so as not to unduly disrupt business operations.

FMLA Leave Runs Concurrently with Other Leaves of Absence

Any combination of a leave of absence may not exceed the FML maximum limit (12 weeks or 26 weeks for Military Caregiver Leave) unless otherwise required by applicable Federal or State law. Employees will be required to use any accrued paid time starting at the beginning of their leave in the following order: CAL (if applicable), sick, personal, and then vacation. This time will run concurrently with qualifying FML and any applicable state-provided leaves of absence.

Benefits and Protections

During FML, the employee's health coverage under any group health plan is maintained on the same terms as if the employee has continued to work. Use of FML will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Where an employee's contribution is required, the employee must continue to make monthly contributions either through payroll or direct payment to the Village to continue coverage under this provision of the leave policy.

When FMLA leave ends, the employee will be returned to the same position, if it is available, or to an equivalent position for which the employee is qualified, unless the employee is considered a “key employee” under applicable regulatory guidelines.

5.8 Jury Duty or Other Court Attendance

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

5.9 Death in Immediate Family Leave

An employee may be granted an emergency leave of absence of up to three days annually for bereavement leave without loss of pay as a result of a death in the immediate family. An employee may request to use additional time-off from their accrued vacation, but such additional time-off is subject to the approval of the Village Administrator. A member of the immediate family shall be defined to be any employee's parent, spouse, child (including step or adopted), sibling (including half or step), parent-in-law, child-in-law, grandparent, grandchild, or aunt/uncle.

5.10 Child Bereavement Leave

In accordance with the State Child Bereavement Leave Act, employees will be provided up to 80 hours of unpaid leave for the death of a child and up to six weeks of unpaid leave for the death of a second child in a 12-week period.

5.11 Part-Time, Seasonal and Temporary Employees

Part-time, seasonal, or temporary employees may not work more than 1,000 hours in any given calendar year and earn no paid time off as a condition of their employment. These employees may request flexible schedules at the discretion of their applicable Department Head if they require leave from their regular employment.

5.12 Military Leave

Village employees who are members of the uniformed or military services shall be extended employment rights as set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), and all other applicable state and federal laws.

If an employee needs leave for military service, the employee shall provide notice to their Department Head, along with a copy of their orders for service, as soon as they become aware of their need for leave.

During periods of uniformed or military leave, the Village's health-plan benefits will continue in accordance with state and federal law. For periods of leave for active duty, the Village shall continue to pay the employer's share of the full premium and administrative costs related to the continuation of health plan benefits.

During periods of military leave for training, employees shall continue to receive full compensation for up to 30 calendar days per year. During periods of leave for active service, employees shall receive differential compensation. In the case of differential pay, the employee shall receive their regular compensation as a public employee minus the amount of base pay for active service. Differential compensation for voluntary active service is limited to 60 work days in a calendar year. Employees may elect, but are not required to, the use of accrued vacation, annual, or similar leave with pay in lieu of differential compensation during any period of military leave. Differential compensation will not be paid for active service without pay. Employees who have exhausted concurrent compensation for annual training may receive differential pay for annual training, as set forth and limited by law.

5.13 Unpaid Leave Due to Domestic or Sexual Violence

The Village will provide up to 12 weeks of unpaid leave from work during any 12-month period to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence), pursuant to the Illinois Victims' Economic Security and Safety Act ("VESSA"), to address domestic or sexual violence if the employee is:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Period of Leave

Employees shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period (this policy does not create a right for an employee to take unpaid leave that exceeds leave time allowed under or is in addition to the unpaid leave time permitted by the federal FMLA). Leave may be taken intermittently or on a reduced work schedule.

Existing Leave

The employee may use any available paid or unpaid leave from employment, pursuant to law, in substitution for any period of such leave for an equivalent period of leave.

Employee Notice Requirements

The employee shall provide the Village Administrator with at least 48 hours' advance notice of the employee's intention to take the leave unless providing such notice is not practicable. When an unscheduled absence occurs, the Village will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days), provides certification as shown under the next section.

Employee Certification

The Village may require the employee to provide certification that:

- A. the employee or the employee's family or household member is a victim of domestic or sexual violence; and
- B. the leave is for one of the purposes enumerated in the above "General" paragraph.

The employee shall provide such certification to the Village within 14 calendar days after the Village requests certification. An employee may satisfy the above certification requirement by providing to the Village a signed and dated statement by the employee, and upon obtaining such documents, the employee shall provide:

- A. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
- B. a police or court record; or
- C. other corroborating evidence.

Confidentiality

All information provided to the Village, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has

requested or obtained leave pursuant to this policy shall be retained in the strictest confidence by the Village, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable Federal or State law.

Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave, to be restored by the Village to the position of employment held by the employee when the leave commenced, or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Accrual of Benefits

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. An employee who takes leave under this policy for the intended purpose of the leave shall be entitled upon return from such leave to be restored to the same position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. However, the employee is not entitled to the accrual of any seniority or employment benefits during any period of leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Reporting to the Village

The Village may require an employee on leave under this policy to report periodically on the status and intention of the employee to return to work.

Maintenance of Health Benefits

During any period that an employee takes leave under this policy, the Village shall maintain coverage for the employee and any family or household member under the group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Failure to Return from Leave

The Village may recover the premium that it paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- A. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
- B. the employee fails to return to work for a reason other than:

- i. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
- ii. other circumstances beyond the control of the employee.

The Village may require an employee who claims that they are unable to return to work because of a reason described in A or B above to provide certification to the Village that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement above by providing the Village Administrator with:

- A. a sworn statement of the employee;
- B. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional with whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- C. a police or court record; or
- D. other corroborating evidence.

The Village will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Leave Availability Calculation

The Village has adopted a "rolling" 12-month period measured backward from the date of any VESSA leave usage. In order to determine the amount of available leave, the calculation is made each time an employee commences leave. From that date, the preceding 12-month period is examined. Any leave used during the preceding 12 months is deducted from the 12 weeks of annual leave provided by law under this policy. An employee is entitled to take no more than the remaining balance of leave.

5.14 Illinois School Visitation Rights Act

The Village will grant an employee leave without pay of up to a total of eight hours during any school year and no more than four hours of which may be taken on any one day to attend school conferences or classroom activities related to an employee's child if the conference or classroom activities cannot be scheduled during non-work hours. No such leave may be taken by an employee unless the employee has exhausted all accrued paid leave that may be granted to the employee, except sick or disability leave. In order to be eligible for such leave, an employee must be employed for at least six consecutive months immediately preceding a request for such leave and an average number of hours per week equal to at least one-half the full-time equivalent position in the Village's job

classification, as defined by the Manual or in accordance with a collective bargaining agreement, during those six months.

Before arranging school meetings, the employee must submit a written request for leave at least seven days in advance to their immediate supervisor of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with their Supervisor to schedule the leave so as not to unduly disrupt the operations of the Village.

An employee who utilizes such leave may choose to make up the time so taken on a different day or shift if a reasonable opportunity exists to make up such time, as determined and directed by the applicable Department Head. The applicable Department Head will make a good faith effort to permit an employee to make up the time taken. If no reasonable opportunity exists for the employee to make up the time taken, the employee will not be allowed to make up the time and shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. An employee who utilizes such leave is not required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. Notwithstanding the previous provision, if unpaid leave conflicts with the unreduced compensation requirement for exempt employees under the FLSA, the Village may require an employee to make up the leave hours within the same pay period.

5.15 Employee Blood Donation Leave Act

Full-time employees may request one hour of paid time to donate blood if sufficient time off is not available to the employee during which to make the donation. Leave requests may be made every 56 days or in accordance with appropriate and accepted medical standards. Eligibility begins after six months of employment. Proof from the blood donation agency that blood was donated is required in order to qualify for paid time off.

5.16 Leave of Absence Abuse

Any employee who engages in fraud, misrepresentation, or who provides false information to the Village, its insurance carrier, or to a health care professional in connection with any leave or leave request or holds other employment during the leave without prior approval of the Village, will be disciplined, up to and including termination. Unauthorized and unreported absences shall be considered absent without leave and will constitute grounds for discipline, up to and including termination.

5.17 Approval of Leave

All leave listed in Section 5 must be approved by the employee's Department Head prior to said leave being utilized.

Section 6: Employee Benefits

6.1 Life and Health Insurance

The Village shall provide life, medical, dental, and vision benefits for full-time employees. Insurance coverage shall become effective on the date of hire and shall cease at the end of the month of termination. Retired employees who wish to participate in the Village's group health insurance must notify the Village Administrator or their designee.

6.2 Consolidated Omnibus Budget Reconciliation Act

Through the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their dependents have the right to continue group Health Insurance at their own expense for a specified time in the event of loss of such benefits because of termination (except for gross misconduct), death, divorce, or child's loss of dependent status. The specified time is determined by law.

6.3 Workers' Compensation

In accordance with the Illinois Workers' Compensation Act (820 ILCS 305/1, et seq.), the Village maintains workers' compensation insurance. The Illinois Worker's Compensation Act provides a system of benefits to most employees who experience work-related injuries and occupational diseases. Workers' compensation benefits are subject to change as a result of changes in the law. The Village reserves the right to manage incidents involving workers' compensation to the fullest extent permitted under the law. Employees found to be defrauding the Village with respect to workers' compensation claims will be subject to disciplinary action, up to and including termination. Employees who fail to comply with requests or orders from the Village while absent from work due to a workplace injury or illness will be subject to disciplinary action, up to and including termination, as well as other sanctions or actions permitted under the law.

6.4 Death of Employee

In the event of the death of an employee, in addition to Village paid life insurance and pension benefits, if applicable, the employee's surviving spouse or estate shall receive the deceased's final paycheck and the monetary equivalent of the employee's eligible accrued leave. This payment shall be based on the hourly straight-time rate of pay received by the employee and subject to all applicable withholdings, both that were in effect at the time of the employee's death. This payment shall be made on the regular pay period immediately following the employee's death.

6.5 Employee Assistance Program

The Village provides all employees and their immediate family members with an Employee Assistance Program (EAP). The primary objective of an EAP is to provide

employees with a confidential, convenient, and initial no-cost opportunity to resolve issues independently and at an early stage before they might lead to more serious difficulties. Should work performance deteriorate and should non-work-related problems appear to be contributing to noted deficiencies, the EAP will serve as a resource that Supervisors may recommend to employees to assist them in restoring their performance to a satisfactory level.

All issues relating to the EAP are strictly confidential; records are maintained at the provider's office, and the only information provided to the Village is a statistical summary of the type and number of requests for help received. An employee shall not be subject to any reprisal or negative consequences for utilizing the EAP. Employees utilizing the EAP remain responsible for performing the duties of their position according to Village standards. Confidentiality exceptions may occur only with the written permission of the employee. This would typically apply when a Supervisor encourages the employee to seek assistance for job-related reasons, and the employee wants the Supervisor to be informed of follow through or progress. This exception may also apply when special accommodations affecting work are necessary, such as a Leave of Absence.

Qualified EAP counselors are available by telephone 24 hours per day, seven days per week. Problem assessment will be provided to each employee (or family member) at no initial cost. Should longer term treatment be required, the employee will be responsible for any additional costs incurred. The EAP is designed to assist with personal problems in areas including, but not limited to: marital and family, alcohol and chemical dependencies, financial, legal, stress, depression, and emotional difficulties.

Self-Referrals

Upon calling the EAP for assistance, a staff counselor may generally schedule an appointment at a mutually convenient time and office location. In the event of a "crisis," these issues will be dealt with on an immediate basis.

Following the assessment(s), if the problem is not resolved, the counselor will recommend further treatment by an outside therapist or suggest another course of action. In referring an employee to an external source, whether it is a counselor or rehabilitation center, the EAP will consider the nature and severity of the problem, the desired geographic area for treatment, the employee's benefits coverage, and the employee's ability to pay. In any case, the initial EAP counselor will follow up to ensure that the employee is satisfied with the treatment received and, if not, provide a more appropriate referral.

Supervisory Referrals (Performance Related)

In adherence to the Village's performance policy, Supervisors are responsible for identifying employees whose performance and/or behavior is marginal or below standard. Performance deficiencies are to be documented, employees advised, and expectations for improvement clearly set forth.

When there is reason to believe that an employee's work-related difficulties are due to personal problems, the applicable Department Head may recommend that the employee seek assistance through the EAP.

The Department Head's role is to make the employee aware of the EAP and motivate the employee to utilize the service. It is important that the focus of this discussion be on encouraging the employee to accept personal responsibility for correcting the performance and/or behavior problem, whether the employee seeks help through the EAP or corrects the problem on their own. The employee is ultimately responsible for their job performance. A Supervisor should not attempt to diagnose an employee's problems or accuse or label an employee of having any type of psychological, emotional, or substance abuse problem.

The Department Head should, at their discretion, contact the Village Administrator for guidance in handling potentially difficult situations. The Department Head may also consult with the EAP staff directly for advice in specific cases. In situations where an employee's job is in jeopardy, and with the written permission of the employee, the EAP will inform the Department Head of the employee's follow through and/or progress. Note that this will only occur when the employee voluntarily signs a written consent form.

Regardless of participation in the program, it is the responsibility of the Department Head to document and monitor performance. If performance/behavior problems are not satisfactorily corrected within a specified period of time, the Village's usual disciplinary procedures must be followed. Employees who utilize the EAP during regular working hours must use sick, personal, or vacation leave. If an illness is involved, sick leave may be used for treatment or rehabilitation on the same basis that it is granted for other health problems.

6.6 Illinois Municipal Retirement Fund

The Illinois Municipal Retirement Fund (IMRF) provides pension and disability protection as mandated by Illinois law. All full-time and part-time employees who are expected to work a minimum of 1,000 hours per year qualify for IMRF (except for sworn members of the Police Department). A percentage of each employee's salary shall be deducted from the wages earned and credited to the employee's IMRF account. Unused sick leave may be credited to one's IMRF service credit calculation in specific instances. The ultimate determination of the applicability of sick time and service credit shall be that of IMRF.

Section 7: Light Duty

7.1 Purpose

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

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

7.2 Definitions

"Light duty" is work that requires minimal physical exertion and can be accomplished by an injured or ill employee without risk to the employee's recuperation process and without the potential risk of harm to others. Light duty is further defined as work necessary to accomplish the mission of the Department as distinguished from a "make work" situation designed solely to accommodate an injured or ill employee on a temporary basis.

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

7.3 Light Duty

Light duty assignments are a special benefit by which the employee is placed on full pay status and in return for which the Village expects to receive a fair day's work in a valuable function for the particular department. In recognition of this, the Village has no intention or obligation to create "make work" for any employee regardless of the employee's physical condition, disability, or illness.

The Village is not obligated to place an employee on light duty unless there is light work available, the performance of which will make a substantial contribution to the mission of the department and the Village.

No employee will be moved from the employee's regular job in order to make a light duty situation available to another employee.

Some departments may not have light duty work available, and some employees may not be able to perform certain light duty jobs due to skills required when such work is available. However, upon request submitted by an employee along with a physician's

report, department heads may, in consultation with the Village Administrator, seek to identify light duty work that can be accomplished by the employee.

The Village may initiate the process of requiring an employee to return to work on light duty if, after consultation with the Village's physician, it has reason to believe that an injured employee could be performing light duty work.

The Village may require the employee to submit to an examination by another physician at the Village's expense in order to determine the employee's fitness for duty, even light duty. The determination of the Village's physician will govern in the case of a dispute between the Village's physician and the employee's physician. The Village also reserves the right to review an employee's status at any time during the duration of the light duty assignment.

The decision of the Village Administrator shall be final with respect to the determination of whether a light duty assignment is available within the limits of the physician's restrictions. No light duty assignments will be made permanent, and requests for light duty may be denied where there is no reasonable expectation of the employee returning to regular duty within 30 days.

Employees who suffer an injury at work or off duty are encouraged to return to work responsibilities as soon as feasible, in a capacity consistent with their physical capabilities. All light duty assigned must be consistent with an employee's physical or medical condition. If offered a light duty position or responsibilities by the Village, and the employee can perform such responsibilities, the employee must engage in such activities as directed by the Village. Refusal of a limited duty assignment can result in discipline, up to and including termination.

Eligibility for light duty shall require written verification from the employee's physician, verifying the employee's fitness for such duty and indicating the precise nature of work that can or cannot be performed by the employee, any continued treatment relevant to the employee's condition, and the prognosis and timelines associated with the employee's condition, as it affects work fitness. This physician's written information must precede any return to a light duty assignment.

No light duty assignments are allowed which would create any obligation for overtime compensation.

Return to Work/Light Duty Program

What work may be included:

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

What work may not be included:

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

Part-Time Duty

The Village may allow an employee who has been injured or otherwise disabled to work part-time at the employee's regular job, with no restrictions on the extent or scope of work that may be performed. A recuperating employee seeking to return to part-time status shall submit a written request accompanied by an acceptable physician's report to the employee's department head for consideration.

In most cases, it is anticipated that part-time work requests will be granted only where a physician places the recuperating employee on a systematic course of therapy calling for a return to work within 30 days. Physician recommendations for part-time status must certify that the employee is expected to return to full-time work within the 30-day period.

The Village will not ordinarily submit the employee to an examination by a Village physician in the case where part-time status is requested, and extensions of the 30-day maximum period will not be granted except in extreme and unusual cases where the employee has incurred unanticipated complications during recovery. Any such extension will not exceed 30 days in any case.

This policy will not be construed to create any position. Employees are expected to only be in this position on a temporary basis.

In limited circumstances, part-time, light-duty work, where the employee's job duties are restricted, may be available. Requests for part-time light duty are not encouraged, and assignments will ordinarily be made only in the most compelling cases.

The Village will apply the same guidelines and restrictions as set forth above for both light duty and part-time duty.

Light Duty for Pregnancies

The Village will treat pregnancy as any other non-job-related disability. Any restrictions imposed by a pregnant employee's physician or the Village's physician will be reviewed to determine if light-duty and/or part-time duty assignments are available consistent with the employee's pre-natal and/or post-natal restrictions.

Section 8: Vehicles, Equipment, and Workplace

8.1 Clothing Allowance and Dress Codes

Certain Departments provide uniforms or a clothing allowance. Departmental uniform dress codes and policies shall govern. All employees are required to maintain a clean, groomed appearance in conjunction with the position they hold, suitable for the work they perform that reflects favorably on the Village's image. It is the responsibility of Supervisors and Department Heads to monitor employees' dress, personal appearance, and hygiene within their respective departments. In the event the Village purchases attire for employees that are considered to be non-uniformed, for example, a polo shirt that says "Village of Burr Ridge," normal payroll tax withholdings shall apply in accordance with the IRS.

8.2 Use of Administrative Badges

It is the policy of the Village to issue administrative badges to employees of the Village who may routinely encounter members of the public outside of a public facility as part of their regular job duties.

A Department Head shall determine who shall be issued a badge. The badges may be used only during the course of such an employee's performance of their official duties and then only as needed to identify the employee to the public as a duly empowered Village representative. When displaying such a badge for identification purposes, the employee shall inform the individual to whom they are presenting identification of the employee's job title.

Such badges may never be used to imply that the employee is authorized to act as a police officer, to affect an arrest, or to detain, search, or question an individual. The display of such a badge while off duty is prohibited. The badge may never be displayed in an attempt to influence, gain favor, or avoid being ticketed, charged, or detained by a law enforcement officer of any jurisdiction. Any misuse of a badge shall be considered a disciplinary event, with a penalty up to and including discharge.

8.3 Vehicle Assignment

Certain employees in the Village's service may be assigned a Village-owned vehicle if it is determined by the applicable Department Head that one of the following applies:

- A. The nature of the employee's work requires that the employee's time be spent in field activities requiring extensive travel throughout the Village; and
- B. The nature of the employee's work requires that the employee is on call 24 hours a day and is expected to respond immediately. Village vehicles, although assigned to particular individuals, are to be kept available for department use when not in

use by the individuals to whom they are assigned, subject to the approval of the Department Head.

- C. The Village retains the right to inspect all Village-owned vehicles at any time.

8.4 Use of Vehicles and Equipment

The Village's objectives for vehicle use are:

- A. To ensure that all Village employees have access to safe, well-maintained vehicles that are appropriate to the intended use;
- B. To maximize the useful life of the Village fleet;
- C. To establish responsibilities of employees toward vehicles entrusted to them;
- D. To permit employees to carry out their assigned mission in a manner that is consistent with the professional image of the Village; and
- E. To be consistent with Internal Revenue Service ("IRS") requirements.

Operation of Village Vehicles

- A. Village vehicles shall be driven in accordance with State and local laws. At no time shall an employee operate a Village vehicle while under the influence of drugs and/or alcohol. Employees must wear seat belts at all times as required by law. Village vehicles shall be operated at all times in a safe and courteous manner. An employee who is found to have operated a Village vehicle in an unsafe or illegal manner, or to have otherwise violated this policy, shall be subject to discipline. Nothing in this policy shall be construed to waive any of the immunities provided by the Illinois Governmental and Governmental Employees Tort Immunity Act or to create any legal duties toward third persons.
- B. Employees will not park in fire lanes, designated accessible parking spaces (unless disabled and displaying the required sign), and other types of spaces not available for parking by the general public unless it is in conjunction with an emergency response.
- C. Employees are responsible for the general operating condition of vehicles assigned for their use. Employees shall monitor fluid levels, lighting equipment, tire pressure, and the like of vehicles assigned to them. Defects and operational difficulties are to be promptly reported to their Department Head or their designee. Employees are expected to make every effort to make the vehicle available to the necessary staff to expedite repairs.
- D. At the beginning of a new shift, employees must perform a vehicle safety check before driving a Village vehicle. This safety check consists of, but is not limited to, securing the doors and compartments, checking for any broken headlights, windows, body damage, etc.
- E. Village vehicles and equipment shall be properly locked whenever the vehicle is left unattended, or the equipment is not in use. The Village retains the right to examine the contents of such vehicles.
- F. No employee shall request or permit the use of the Village owned vehicles, equipment, materials, or property for convenience, profit, or political purposes,

except when such services are available to the public generally or are provided as per Village policy for the use of such public official or employee.

- G. Vehicles are considered “workplace” and are subject to search at any time. Smoking is not permitted.
- H. Village vehicles, except as otherwise noted, shall bear permanent municipal license plates issued by the State of Illinois, except as exceptions are legally available for Police Department vehicles.
- I. Employees who are only authorized to drive Village vehicles while on duty shall use these vehicles for Village business only. Employees shall be permitted to use Village vehicles during their meal break proximal to their assigned duties.
- J. Vehicles assigned to employees for use only while on duty shall be garaged or parked on Village property when not in use for Village business (except for on-call assignments).
- K. Employees are personally liable for any traffic tickets incurred during use of a Village-owned vehicle.
- L. The Village will maintain automobile liability insurance for Village-owned vehicles at coverage levels equal to or greater than the minimum required by law.
- M. If an employee, who is authorized to operate a Village vehicle, should have their driver’s license revoked, suspended, or at any time for any reason, that employee shall immediately alert the Department Head, in writing, of that revocation. Failure to do so will result in discipline up to and including discharge.
- N. Employees must not operate a cell phone while driving except in accordance with State and local laws.
- O. All accidents involving Village vehicles must be reported to the employee’s Supervisor immediately with appropriate forms completed within 24 hours.

Personal Use of Village-Owned Vehicles

- A. The personal use of Village-owned vehicles is limited to de minimus use. Such use excludes vacations and/or recreational trips.
- B. The personal use of a Village-owned vehicle is subject to the rules and regulations of the IRS.
- C. The payment of any taxes on the value of the personal use of Village-owned vehicles is the responsibility of the employee who is granted use of a Village-owned vehicle.
- D. The Village will separately withhold income taxes from an employee’s wages for the value of their personal use of a Village vehicle.
- E. No employee shall operate a Village-owned vehicle beyond a 200-mile radius of the Village except when on Village business or unless specifically approved by the Village Administrator.
- F. No employee, who is regularly assigned a Village vehicle to take home, shall allow any non-Village employee to operate a Village-owned vehicle at any time, except in the case of an emergency when the employee is also in the vehicle.

The Village Administrator may, from time to time, permit exemptions from the usage restrictions set forth in this policy if the Village will benefit from such exemptions.

8.5 Mileage Reimbursement

The use of privately owned vehicles for official Village business may also be necessary. The use of private transportation for official business will be allowed, provided the employee receives prior approval from the Department Head or Village Administrator. The amount of reimbursement for private automobile use shall be in accordance with the IRS rate.

8.6 Workplace Inspections

Employees do not have an expectation of privacy as to any Village property. The Village reserves the right to search with or without notice any employee's office, desk, files, locker, computer, e-mails, voicemails, technology, vehicle, or any other area or article on Village premises. It should be noted that all offices, desks, files, lockers, and so forth are the property of the Village and are issued to employees for business use and only during their employment with the Village. Searches and inspections may be conducted at any time at the discretion of the Village. The Village retains duplicate sets of keys for all vehicles, desks, and cabinets. Employees are advised not to keep confidential and personal information, materials, or belongings on Village property or stored in Village computers. Refusal to submit to a search or inspection can lead to discipline, up to and including termination of employment. Possession of prohibited articles such as drugs, alcohol, unauthorized firearms, explosives, or other improper materials, may also result in discipline, up to and including termination of employment.

8.7 Safety Footwear

Generally, all field personnel and inspectors shall wear steel-toed or composite safety footwear at all times while performing work for the Village. Under no circumstance will it be permissible to wear sandals, open-toed shoes, canvas shoes, or other soft material shoes while at a job site. Supervisors and Department Heads are responsible for enforcing this policy. There will be no exceptions to the wearing of safety footwear except as established by individual department policies.

8.8 Loss of Personal Property

Employees should maintain control of their personal property at work at all times. Articles of personal property that are found should be returned to the property owner or turned in to a Supervisor. The Village assumes no responsibility for loss, damage to, or theft of personal belongings on Village premises. Employees are advised not to carry large sums of money or other valuables with them to work or while working. Employees suffering damage or loss of personal belongings because of an on-the-job accident should report the incident immediately to their supervisor. Determination of payment for costs incurred due to such accidents will be made by the Village Administrator. Personal cell phones damaged on the job will not be replaced or paid for by the Village.

Section 9: Technology

9.1 Communication Systems Use

The Village provides employees with communication systems or equipment necessary to promote the efficient conduct of business. All Village-issued, controlled, financed, or otherwise connected to Village communication systems and equipment are to be used as prescribed within this policy. The purpose of this policy is to ensure the responsible and acceptable use of all of the Village's communication systems and/or equipment resources noted above, as well as those technologies which may be introduced in the future. This policy applies to all individuals who utilize this equipment or are provided access to these systems. This policy applies to Village-owned or personal property for which the Village provides a stipend.

The Village's communication systems or equipment and all information stored on them or on removable media are provided at the Village's expense and are the Village's sole property. Communications are not private; they are business records that can be reviewed by the Village, subpoenaed under law, or made accessible to the public pursuant to the Freedom of Information Act (FOIA). Accordingly, employees should have no expectation of privacy regarding any communication, business-related or personal, that they create, send, receive, or store on any of the Village's communication systems, equipment, or removable media.

The Village reserves the right to access, monitor, and review the use of its communication systems, as well as to retrieve or delete data for training purposes, quality assurance purposes, and to determine if there have been any breaches of security or confidentiality, misuse, or other violations of Village policy.

Communications Systems and/or Equipment Security

- A. Employees shall not share passwords with others unless authorized to do so. The Village retains the right to access Village-provided communications systems even when protected by passwords. Employees should not construe the use of codes or passwords as creating an expectation of privacy.
- B. Regardless of whether the Village has chosen to monitor any or all of the communications systems and/or equipment, either in the past or at any time in the future, the Village's right to monitor such systems and/or equipment is not and may not be waived. Employees should not consider the Village's choice to not monitor as creating an expectation of privacy. All employees shall understand and agree that there is no expectation of privacy for any communication sent or received by Village owned communication systems and/or equipment.
- C. To ensure that software is properly installed, the Village Administrator will coordinate the purchase and installation of all software.
- D. Employee or consultant owned software, or removable media may not be installed on Village owned computers without the prior authorization of the Village Administrator. If approved, only original installation media or assigned software

keys may be used. The Village Administrator will archive and inventory the installation media, software keys, and license agreements.

- E. Computer systems are at risk of being invaded by viruses or other malware through loaded software or downloaded material through the Internet or other sources. Only software acquired through licensing agreements or shared software through the public domain that is authorized by the Village Administrator may be loaded onto Village computers. All foreign removable media are banned from use without prior authorization by the Village Administrator. External attachments or website links shall not be opened if the attachment or link is suspicious, from an unknown source, sent via unknown file extensions, or is otherwise not expected by the recipient. All programs, files, or macros downloaded from the Internet shall be scanned immediately for computer viruses. If a virus penetrates the Village's security systems, the Village Administrator must be notified immediately.
- F. Employees shall not attempt to provide any computer system, files, or messages to others without proper authorization or gain unauthorized access to remote computers or other systems. Employees shall not damage, alter, or disrupt any computers or systems in any way. Employees shall not use another employee's code or password or disclose anyone's code or password, including their own. Employees shall not enable unauthorized third parties to have access to or use the Village's communication systems or equipment. Employees shall not otherwise jeopardize the security of the Village's communication systems or equipment.
- G. All electronic data files must be stored on the Village file server and not on the local hard drive unless approved by the Village Administrator.
- H. All employees have an affirmative duty to report any abuse or misuse of any Village systems and/or equipment to the employee's Department Head immediately. Failure to do so may subject the non-reporting employee to disciplinary action, including, but not limited to, termination.
- I. Employees using Village-owned smartphones must ensure the operating system and all applications are updated. Employees who use Village and non-Village phones to access their Village e-mail must have their device secured with either a password, swipe lock, fingerprint, facial recognition, etc.

Communications Systems and/or Equipment Acceptable Use

- A. The Village's communication systems are to be used to conduct Village business. Personal use of any Village system should be avoided whenever possible and kept to a minimum. Although the Village recognizes that certain limited de minimus personal use of Village systems or equipment may occur, all employees understand and agree that all messages and information created, generated, and/or received on Village systems or equipment shall be treated the same as business related communications. All employees should be aware that all personal communications made using Village communications systems or equipment are subject to monitoring. Employees have no expectation of privacy in any such personal communication or any other communication made with or received by Village communication systems or equipment.

- B. Likewise, all employees should be aware that any expense caused by personal or unauthorized use of Village systems or equipment shall be the sole responsibility of the employee who caused said expense to be incurred. Any employee incurring such expenses shall indemnify the Village for the entire amount of such costs and expenses, as well as any additional return or cancellation fees that may be incurred.
- C. Utilization of the Internet shall be for Village business. De minimus use of the internet for personal use is allowed. De minimus use has been defined to include periodic communications with family and friends, Village approved educational sites, and periodic miscellaneous personal correspondence via any of the Village's systems or equipment. Internet usage is filtered and logged by the Village and may be used for determining individual compliance with this policy. The Village may monitor de minimus personal use of all communication systems or equipment.
- D. When using the Village's communication systems or equipment, employees shall use the same standards of care and professionalism as used in other business communications. Individual users must be aware of and, at all times, attempt to prevent potential Village liability in their use of its communication systems.
- E. All usage shall be in full compliance with all copyrights and licensing agreements.
- F. Employees shall not represent the Village on social media without authorization.
- G. Examples of prohibited use of Village communications systems and/or equipment include, but are not limited to:
 - i. Sending abusive, threatening, or harassing messages, including those containing racial epithets, ethnic slurs, or any other language involving the harassment of others.
 - ii. Faxing, downloading, transmitting, distributing, or possessing sexually explicit, harassing, or otherwise objectionable materials.
 - iii. Use of communication systems for chain letters, inappropriate or objectionable jokes, pools or other sorts of gambling, non-professional chat rooms, online game rooms, illegal activities, listservs, or news groups for non-Village purposes.
 - iv. Engaging in solicitation or proselytizing for non-Village related commercial, religious, political, or other causes.
 - v. Furthering an employee's secondary employment outside the employee's scope of employment with the Village.
 - vi. Electronic forgery use of unauthorized encryption tools or technology.
 - vii. Engaging in any improper activity that could adversely affect the Village.
 - viii. The communication of proprietary or confidential information via any Village system or equipment without prior approval by the Village Administrator.
- H. An employee who receives harassing/offensive or inappropriate messages should immediately report the incident in accordance with the Village's harassment policy.
- I. An employee who receives an email message that the employee finds offensive shall immediately report the receipt of the message to their Supervisor, Department Head, or Village Administrator. An employee who inadvertently accesses an Internet site, which is prohibited under the Village's system security rules, shall immediately report the incident to the Village Administrator or their designee. Failure of an employee to report incidents covered by this paragraph

may be deemed to constitute voluntary participation in the inappropriate communication or intentional attempted access to prohibited internet material, as the case may be, and may result in disciplinary consequences.

- J. Employees must return their communications equipment to the Village when no longer required for their work assignment or upon separation from the Village. Village issued communications equipment, including cellular phone and telephone numbers, is the property of the Village, and persons separated from Village employment employees may not take the equipment or telephone number with them unless approved by the Village Administrator. If the Village Administrator determines that the fair market value of the cellular phone is minimal, the Village Administrator may authorize the individual to pay the fair market value to the Village and to keep the equipment.
- K. Reasonable care should be taken to prevent equipment loss or damage. When traveling with Village communications equipment, care should be taken to keep the equipment secure. Equipment should be kept within reach, and when it is necessary to leave equipment, it should be stored in a locked environment and out of sight. Employees are responsible for the cost of intentional damage or reckless loss of assigned communications equipment.

Any access to the communication systems or equipment provided by the Village is a privilege and is revocable at any time or for any reason.

9.2 Cell Phone Stipend

A Village-owned cell phone will be issued to certain employees or elected or appointed officials upon approval by the Village Administrator. If it is determined that an employee or elected or appointed official is eligible for a Village-owned cell phone, and the employee chooses to utilize their personal phone for Village business, that employee may be reimbursed a monthly stipend as set by the Village Administrator consistent with the Wage Payment and Collection Act.

9.3 Technology Asset Control Policy

In order to maximize the effective use of technology and minimize security concerns, appropriate measures must be taken in the purchase, management, and disposition of technology-related assets. Technology related assets include, but are not limited to, personal computers, workstations, laptops, smartphones, tablets, copiers, servers, network connectivity devices, telephones, phone systems, and other devices that include a Central Processing Unit and non-volatile storage.

- A. Technology related assets should be procured and installed in coordination with the Administration Department.
- B. As appropriate, all technology assets should be equipped with security software as recommended by the IT consultant.

- C. Portable assets, such as laptops, smartphones, and tablets, shall not store personal identifying information for Village staff, residents, or constituents without a hard drive or disk-level encryption.
- D. Technology asset disposal is the responsibility of the Administration Department.
- E. The Administration Department shall review all technology asset disposals and verify that any disk has been wiped before certifying the asset for disposal.

9.4 Computer Passwords

Passwords must be changed every 90 days. Passwords must be random, cannot be identical to the user name or any of the user's five previous passwords, and must be a minimum of 8 characters in length.

9.5 Computer Log-on/-off Policy

Users should log on under their own user ID and password and log off when they are finished. If another user wishes to use the machine, the first user should log off, and the new user should log on. Users should log off or shut down computers at the end of the day, except for certain users in departments with 24-hour operations. A locked workstation may only be unlocked by the user who locked it or an administrator.

9.6 Identity Protection Policy

No officer or employee of the Village shall do any of the following:

- A. Intentionally communicate or otherwise intentionally make available to the general public, in any manner, an individual's social security number.
- B. Print a social security number on any card required for the individual to access products or services provided by the Village.
- C. Require an individual to transmit their social security number over the internet unless the connection is secure or the social security number is encrypted.
- D. Require an individual to use their social security number to access an internet website.
- E. Print a social security number on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this subsection to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this subsection may not be printed, in whole or in part,

on a postcard or other mailer that does not require an envelope or is visible on an unopened envelope.

- F. Collect, use, or disclose any social security number unless:
 - i. required to do so under state or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that officer's or employee's official duties and responsibilities;
 - ii. the need and purpose for the social security number are documented before collection of the social security number; and
 - iii. the social security number collected is relevant to the documented need and purpose.
- G. Use a social security number for any purpose other than the purpose for which it was collected.
- H. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology in place of removing the social security number as required by this Policy.

The prohibitions above do not apply to the following collection, use, or disclosure of social security numbers:

- A. To agents, employees, contractors, or subcontractors of the Village, or disclosure to another governmental entity or its agents, employees, contractors, or subcontractors, if the disclosure is necessary in order for the Village to perform its duties and responsibilities. If disclosing a social security number to a contractor or subcontractor, prior to such disclosure, the officer or employee of the Village must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements of this Policy on the Village, to protect an individual's social security number, will be achieved.
- B. Pursuant to a court order, warrant, or subpoena.
- C. In order to ensure the safety of Village employees, persons committed to prisons, local jails, and other law-enforcement facilities or detention centers, wards of the State, and all persons working in or visiting a Village facility.
- D. For internal verification or administrative purposes.
- E. To investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.
- F. To undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act.
- G. To locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- H. As required by state or federal law, rule, or regulation, Supreme Court Rule, or the Constitution of the State of Illinois.
- I. If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, the Village's compliance with said program shall not be deemed a violation of this Policy or the Act.

Additional Rules

- A. Only officers and employees of the Village who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request. Notwithstanding any other provision of this Policy to the contrary, all officers and employees of the Village must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the Village must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents, as such information is exempt from disclosure under the Freedom of Information Act, pursuant to 5 ILCS 140/7(1)(b) as "private information," as defined by 5 ILCS 140/2(c-5).
- B. When collecting a social security number, or upon request by the individual providing the social security number, a statement of the purpose or purposes for which the Village is collecting and using the social security number shall be provided. The statement of purpose shall also inform the individual whether the disclosure is mandatory or voluntary and by what statutory or other authority the social security number is solicited, as required by the federal Privacy Act of 1974, 5 USC 552(a).
- C. The federal Privacy Act also prohibits the Village from denying an individual any right, benefit, or privilege provided by law because the individual refuses to disclose their social security account number unless required by federal statute. Therefore, an individual will not be denied any right, benefit, or privilege provided by law because they refuse to disclose their social security number unless disclosure is required by federal law.
- D. A written copy of this Policy and any amendments shall be filed with the Village Board within thirty (30) days after approval of this Policy.
- E. The Village Administrator shall endeavor to assure that all officers and employees of the Village are aware of the existence of this Policy and shall make a copy of this Policy available to each officer and employee. If the Village amends this Policy, then the Village Administrator shall endeavor to advise all officers and employees of the Village of the existence of the amended Policy and shall make a copy of the amended Policy available to each officer and employee of the Village.
- F. Any person who intentionally violates the prohibitions in Section 10 of the Act (which are set forth in this Policy) shall, pursuant to the Act, be guilty of a Class B misdemeanor.
- G. This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use, or disclosure of social security numbers. Any other currently valid adopted standards of the Village for the collection, use, or disclosure of social security numbers, that are stricter than the standards under this Policy with respect to the protection of those social security numbers shall control over the provisions of this Policy.

9.7 Retention and Destruction of Public Records

One of the unique aspects of working in a governmental setting is that document usage and retention are strictly regulated by law. A failure to properly account for and retain public records can have serious legal consequences for employees and the Village. The Village will follow the Illinois Freedom of Information Act (FOIA) regarding the retention, destruction, and distribution of public records.

What are Public Records?

A public record under the Local Records Act means any book, paper, map, photograph, electronic material, or other official documentary material, regardless of physical form, which is of the following character: (1) made, produced, executed, or received by the public body or any appointed or elected official; (2) pursuant to law or in connection with the transaction of public business; and (3) preserved or appropriate for preservation by such agency or officer and as evidence of the organization, function, policies, decisions, procedures or other activities of the Village.

Retention and Destruction

As can be seen from the definition set forth above, most of the documents received or produced in the course of your work for the Village qualify as public records. As such, these documents must be inventoried and then retained for a certain period of time. State law allows us to periodically destroy files and documents. A schedule of the statutory retention periods is kept with all department heads. Please consult your department head with respect to these retention periods. It is of the utmost importance that the destruction schedules, as well as the retention periods, be observed.

Upon the cessation of an employee's employment, the Village Administrator or their designee will disable the outgoing employee's user ID. The files will be assigned administrative rights only until a determination is made with respect to the distribution of the files. The same frequency, attributes, and security procedures will apply to department specific software programs as appropriate. After ninety days, the employee's user ID will be removed, and any unassigned files will be destroyed per this Policy.

Copy of a Public Record

Where communication is among Village employees or officers, it is the sender's copy that is the designated copy of record. All other copies are merely duplicates and can be disposed of under the routine operation of this policy.

9.8 Social Media Policy

In the rapidly expanding world of electronic communication, social media can mean many things and includes all means of communicating or posting information or content of any sort on the Internet, including any personal social networking site, blog, bulletin board,

chat room, or any other Internet-based forum. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects the ability of the Village to appropriately serve its residents may result in disciplinary action, up to and including termination.

Application of Village Employment Policies and Rules to Personal Activities Online

The same rules found in this Manual apply to your activities online. Carefully read these guidelines paying specific attention to the Village's Policies contained in this Section and the Village's Anti-Harassment/Anti-Discrimination Policy. Inappropriate postings or tags identifying past or present employees, residents, or businesses that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

Use of Social Media at Work

Refrain from using social media while on work time or on Village equipment, consistent with the policies contained in this Section, unless it is work-related as authorized by your supervisor. Do not use Village email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Treatment of Others Online

Always be fair and courteous to fellow employees or other persons you come into contact with in the workplace when posting online. Note that you are more likely to resolve work-related complaints by speaking directly with your co-workers, contacting the appropriate supervisor, or following the proper channels to address issues within the workplace, as provided for in this Manual, than by posting complaints to a social media outlet.

In terms of posting comments online, avoid content that could reasonably be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment, discrimination, or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, religion, sex, pregnancy, ancestry, national origin, age, physical or mental disability, sexual orientation, marital status, citizenship status, or any other status protected by law or Village policy. Conduct which would not be permissible in the workplace is not permissible between coworkers online, even after hours or via personal electronic communication devices.

Posting Work-Related Information Online

The same rules regarding the release of confidential information in the workplace apply to personal postings online. When posting online on a personal social media site or other Internet forum not related to your official job duties, express only your personal opinions

and do not represent yourself as a spokesperson for the Village. If the Village is the subject of the content you are creating, it must be made clear that your views do not represent those of the Village, such as posting a disclaimer.

Retaliation Prohibited

The Village prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Prohibitions

- A. Village employees shall not use a Village e-mail account or password in conjunction with a Personal Social Media Site nor shall a Village employee be compelled, as a condition of employment, to disclose to the Village a user name and password for Personal Social Media Sites. If the Village issues an electronic device and/or a Social media or e-mail account, the Village is not precluded from requiring or requesting a Village employee to disclose a username, password, or other method of access for the purpose of accessing that device or account.
- B. Village employees may not discuss Village business transactions (i.e., contracts, land sale or purchase, or any zoning applications), Village litigation, or Village personnel matters involving a specific employee.

Village Employees and Village Social Media Sites

Village Employees that comment on the Village's Social Media Sites in their personal capacity are bound by the Comment Policy of the Village's Social Media Policy. An employee, using their Personal Social Media Site, may post comments to a Village Social Media Site according to the following rules:

- A. Employees must not use official Village Social Media Sites to conduct private commercial transactions or to engage in private business activities.
- B. While a non-employee who abuses the Village's Social Media Sites may be subject only to having their comment taken down, Village employees who abuse the Village's Social Media Sites are subject to disciplinary action.
- C. The Village may revoke the privilege of participating in Village Social Media sites, blogs, or other social media features.

Record Retention

Village Social Media Sites contain communications sent to or received by the Village and its employees. Such communications are, therefore, public records subject to the retention requirements of the Illinois Federal Freedom of Information Act. The Village shall preserve records pursuant to a relevant records retention schedule for the required

retention period in a format that preserves the integrity of the original record and is easily accessible.

Management of Village Social Media Sites

The creation of a Village-maintained social media site may be done only by the Village Administrator. The management of said Sites may be done by the Village Administrator and/or their designee or the Chief of Police and/or their designee.

Designation of Limited Public Forums and Content Restrictions

To the extent that the Village elects to configure any element of social media sites to allow for public posting or commentary, then such elements shall be designated as limited public forums for discussion of limited topics in accordance with this policy. Posts are to be germane to Village or Village-related business and comments must be topically related to the original information or subject being commented on. Public posts and comments may not include any of the prohibited content listed below. The Village reserves the right to restrict commentary altogether or remove any content that is deemed a violation of this policy or for reasons relating to the efficient management of the sites in question. Content that conforms with this policy and the content restrictions set forth herein will not be removed solely on the basis of the viewpoint expressed by the poster. All removed content shall be retained pursuant to the Village's records retention schedule. Village social media account content and comments containing any of the following forms of content shall not be allowed for posting and shall be removed:

- A. Profane language or content.
- B. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, gender expression, source of income, or other protected status under applicable law.
- C. Inappropriate sexual content or links to such content.
- D. Solicitations of commerce.
- E. Conduct or encouragement of illegal activity.
- F. Information that may compromise the safety or security of the public or public systems.
- G. Content that includes unlawful harassment or threats of violence.
- H. Plagiarized material or content that violates intellectual property rights or other legal rights of any other party.
- I. Content that defames any person, group, or organization.
- J. Slanderous, libelous, malicious, offensive, threatening, profane, uncivil, or insulting language. References to the personality of individuals or personal attacks, insults, or threats will not be permitted.
- K. Content that violates any law or regulation.
- L. Private or personal material published without consent, including personal identifiers for any person such as a home address, phone number, social security number, or other sensitive information.

Section 10 – Employee Development

10.1 Types of Training

It is Village policy to foster and promote programs of in-service training for Village employees that will improve the quality of employee services rendered to the Village. The following types of training are offered to employees:

- A. Programs which must be completed during the probationary period following original appointment as a prerequisite to continued employment.
- B. Training conducted during working hours on an individual or group basis to improve skill performance, introduce new techniques, and/or keep abreast of developments in the employee's field.
- C. Attendance at vocational, technical, or professional training programs directly related to service functions, based on available funds and at the discretion of the Department Head and Village Administrator.
- D. Completion of course work provided by accredited educational institutions where such information will benefit the Village, based on available funds and at the discretion of the Department Head and Village Administrator.
- E. Training conducted during working hours to familiarize employees with the Village's harassment policies and procedures for addressing harassment.
- F. Training conducted during working hours for those in supervisory positions to become familiar with supervisory responsibilities and personnel laws.

10.2 Membership in Professional Organizations

The Village Administrator may authorize, subject to budget approval and availability of funds, the payment of individual memberships in organizations from which the Village will substantially benefit from the employee's participation. Every effort will be made to minimize the number of individual memberships paid by the Village to the same organizations. However, even if funds cannot be allotted, employees are encouraged to identify and associate with conferences and professional societies in their respective fields. The Village shall pay the cost of federal and state license registration and certification fees if such licensure or registration is a condition of employment.

10.3 Travel Policy and Reimbursement Procedures

It is the policy of the Village to reimburse employees and elected and appointed officials for reasonable authorized travel expenses incurred in the performance of their duties. The Finance Director annually reviews and revises rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Prior to making any travel arrangements, an employee must complete and submit to their Department Head the Travel and Expense Report. This form is used for both approvals of the travel as well as for advance payment of certain expenses such as registration, lodging confirmation, per diem meals, etc. Receipts are required for all reimbursements, except per diem meals.

All travel subject to this policy must be approved by the applicable Department Head and is subject to the availability of funds in the Village budget.

Types of Expenses

Transportation

- A. The cost of transportation to the site of the event and return, whether by public conveyance or personal car, is reimbursable. Travel should be by the most economical mode available, with consideration given to travel time, cost, and work requirements.
- B. Auto rental must be requested on the Request to Travel on Village Business form and justified, as required, for official business. If reasonable public transportation is available or a less expensive means of transportation is available, a rental car should not be requested. A car may be rented if the local transportation is impractical or more expensive than renting a car for the period in question. It is required that Employees on official Village business purchase optional collision, liability, or medical coverage. This coverage is reimbursable.
- C. Reimbursement to employees using personal cars shall be on a mileage basis as set forth by current IRS guidelines.
- D. If two or more employees will be attending the same meeting and personal vehicles will be used, they are encouraged to minimize expenditures by carpooling.

Accommodations/Lodging

Every effort must be made to obtain arrangements at hotels honoring the "government rate" or honoring the "conference/seminar rate." Employees must be conservative when expending Village funds by contacting a reasonable number of hotels to obtain the most economical rates. However, should an employee choose other than those facilities honoring these rates, payment of any rates which exceed the government's conference rate must be borne by the employee. The single rate is reimbursable unless employees share a room, then the double rate is reimbursable.

Meals

- A. The maximum allowable amounts that will be approved for meals not included in the conference cost are those found in the IRS stipend provision regulations.
- B. Meals during the events that are not made available as a part of the event's registration fees are reimbursable. Meals, while traveling, the day before or following the day in which the last official function is held may be reimbursable with the prior approval of the Department Head or Village Administrator.

Miscellaneous Expenses

- A. Reasonable miscellaneous expenses such as fares for a taxi, airport limousine or van, local bus, parking, tolls, tips, laundry services, etc., are generally

reimbursable. Some expenses for the day immediately preceding the first official function and the day following the day in which the last official function is held may be reimbursable with the approval of the Department Head.

- B. Registration and training fees will normally be paid directly by the Village. When paid by the employee, such fees are generally reimbursable. Requests should be submitted with sufficient documentation detailing the event, who is attending, when, where, and the cost involved, allowing sufficient time to generate the required check. A purchase order may be sent, if requested, to secure training and registration by a particular deadline.

Some travel expenses are not reimbursable, including but not limited to:

- A. Alcoholic beverages,
- B. Entertainment,
- C. Early check-in and late check-out charges (unless under appropriate circumstances with pre-approval by Department Head),
- D. Parking or traffic tickets,
- E. Pay-per-view movies,
- F. Expenses incurred by a spouse, dependents, and/or additional guest(s), and
- G. Other non-work related charges as determined by the Village Administrator.

Administration

Following an employee's return to work, the employee shall itemize expenses as required on the Travel and Expense Report. Travel and Expense Reports must be submitted to the employee's Department Head within 14 calendar days after the employee's return to work.

- A. All receipts must be submitted with the expense statement. In addition, receipts must be attached for such expenses as airport taxi, parking, etc.
- B. All employees and elected or appointed Village officials are required to pay for training and registration fees by using an invoice through the regular list of bills process or by using a Village credit card. Village issued credit cards may be used to pay for other overnight travel expenses such as lodging or transportation. In accordance with the Village Purchasing Policy, meal expenditures under the per diem overnight travel policy should not be charged on a Village credit card.
- C. For additional information on the appropriate uses of Village credit cards, please refer to the Village Purchasing Policy.
- D. When two or more employees on Village business jointly incur expenses, each participant, where practical, will pay and report individual expenses. Where this is not practical, the employee requesting reimbursement shall list the names or identify the group of other employee(s) for whom expenses being reported have been incurred.
- E. If certain required receipts are not available, a statement signed by the employee documenting the amounts paid may be acceptable.

- F. Enforcement and interpretation of this policy and review of expense vouchers shall be in accordance with normal administration and fiscal controls. The Village Administrator's decision with respect to reimbursement shall be final.

10.4 Tuition Assistance Program (TAP)

This program is offered to encourage employees to improve their job skills, increase their value to the Village, and assist them in preparing for future advancement with the Village. Any full-time employee may apply for Tuition Assistance ("TA") toward the attainment of a specific degree. Courses that are either required or pertinent to the approved degree program shall be considered eligible for Tuition Assistance. In order to receive Tuition Assistance for a degree program, the employee must sign the Tuition Reimbursement Agreement.

Employees receiving approval of a degree program are eligible to apply for financial assistance in the amount of \$4,000 per fiscal year applicable to eligible tuition costs. Renewal of this approval is not needed each fiscal year, provided, however, the employee demonstrates a continuous progression to the attainment of the degree as determined by the Village Administrator. All other provisions of this section regarding TA are applicable. Employees receiving approval of a degree program may elect, as an alternative to the assistance outlined immediately above, to be reimbursed for tuition as provided above.

Employees must submit their application to the Village Administrator by January 1 of the preceding fiscal year in which they intend to receive TAP funds. Employees who apply for and receive TA toward a degree must continue employment with the Village for a period of two years following the last award of money towards the degree or be required to pay back the amount received during the two previous years on the following basis:

- Less than one year worked after the last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;
- Between one and two years worked after the last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money;
- Less than one year worked after the last award of money towards a degree – 75% of the amount paid by the Village during the previous two years preceding the last award of money.
- No reimbursement shall be required in the event of the death or total disability of the employee.

Expenses such as student fees, matriculation fees, lab fees, parking, mileage, etc., shall not be part of the TAP.

- A. The scope of the program does not include special seminars or "short courses" of a few days' duration, which will continue to be considered on an individual and departmental training basis as in-service training.

- B. The following provisions shall govern the administration of the TAP:
- i. Application for Tuition Assistance may be made by any full-time permanent employee who has completed the designated probationary period.
 - ii. Other sources of scholarship monies or available funds to pay for educational attainment (GI Bill, etc.) shall be used first before TAP funds are allocated to an employee's educational invoicing.
 - iii. Applications are to be submitted for approval by the department head and Village Administrator in advance of beginning the course and only for course work directly related to the employee's present job, future responsibilities, or directly related to a promotional position.
 - iv. Reimbursement shall be made only for course work completed at accredited trade schools, junior colleges, colleges, and universities.
 - v. Employees will be reimbursed up to \$100 for textbooks per semester.
 - vi. Reimbursement for tuition shall be according to the following schedule:
 - a) 100% reimbursement of eligible costs for courses completed with a "C" or better, or numerical equivalent;
 - b) 0% reimbursement of eligible costs for courses completed with a grade less than a "C" or its numerical equivalent or when the employee does not complete the course requirements.
 - vii. For non-graded courses, when the grade received is "Satisfactory" or "Passing," the reimbursement will be calculated at 100% of eligible costs, subject to maximum amounts established in (v) above.
 - viii. Employees must submit a copy of transcripts showing the final grade received. The employee shall be considered as having completed a class when the term for which the school received the tuition fee is concluded unless the school indicates the employee did not complete the course's requirements.

Section 11: Disciplinary Action

11.1 General

Employees are expected to maintain reasonable standards of conduct and performance and display proper regard for the welfare and rights of other employees and the public. All employees may be discharged with or without cause. When an employee is disciplined for misconduct, in determining the degree or type of discipline applicable, the Department Head shall take into account the seriousness of the offense, the employee's previous work record, and other information related to the offense. The Village may apply progressive discipline. However, an employee, particularly in instances of serious acts of misconduct, shall be subject to discharge without the application of progressive discipline. This Section does not apply to non-probationary sworn police personnel.

11.2 Guide for Determining Unacceptable Behavior

The following are examples of acts and practices for which disciplinary action is appropriate. The illustration of offenses listed is not intended to be all inclusive; rather, the illustrations provide a general guide for determining unacceptable behavior. Other conduct not specifically covered below may result in disciplinary action.

- A. Incompetence, inefficiency, or negligence in the performance of duties.
- B. Breaching confidentiality.
- C. Any act which endangers the safety, health, or well-being of an employee or citizen.
- D. Any act of sufficient magnitude that the consequences cause or lend to disruption of work or discredit the Village.
- E. Violation of the Village's Drug Free Workplace Policy.
- F. Theft or destruction of property.
- G. Use of Village equipment, property, or material for personal gain or without the required approval.
- H. Falsification or alteration of time sheets, personnel records, employment applications, or any other Village records.
- I. Repeated absences, tardiness, or leaving early; abuse of leave privileges; absence without leave.
- J. Abusive attitude, language, harassment, insubordination, or conduct toward fellow employees or the public, including any form of aggressive or violent conduct during work hours or on Village property before or after work hours.
- K. Sleeping on duty, except as permitted in emergency situations.
- L. Failure to observe safety rules or failure to use safety devices and/or equipment when required to do so.
- M. Refusal to comply with the instructions or directions of Supervisors.
- N. Misuse of Village computers or cell phones.
- O. Failure to comply with requirements as set forth in this Manual.

11.3 Forms of Discipline

Oral Reprimand

An oral reprimand consists of a conference between the Supervisor issuing the reprimand and the employee. The purpose of the conference is to express disapproval of conduct or poor performance and to clarify rules or standards of performance, policies, and procedures. Supervisors must inform the employee that the Supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A record of oral reprimands will be maintained in the employee's personnel file. Oral reprimands may be used for misconduct of a minor nature. At the request of an employee and with concurrence of the employee's Department head, the Village Administrator may (but is not bound to) remove oral reprimands from an employee's file after two years from the posting of the disciplinary action.

Written Reprimand

Written reprimands must include a conference between the Supervisor issuing the reprimand and the employee and shall include a document setting forth the nature of the misconduct or poor work performance. It will clarify applicable rules, policies, or procedures and warn that repetition of the misconduct or failure to improve work performance may result in more severe disciplinary action. A copy of the written warning or written reprimand is to be handed to the employee at the time of the discussion of the discipline. The employee must sign the written warning or written reprimand to acknowledge receipt. If the employee refuses to sign the acknowledgment, then the Supervisor should note on the warning or reprimand that the employee received a copy and refused to sign it. Copies of written reprimands shall be maintained in the employee's personnel file. Written reprimands may be used for misconduct of a minor nature.

Suspensions

- A. A suspension is a temporary removal from employment, accompanied by a concurrent temporary loss of the privileges of employment, including, but not limited to, salary and, where applicable, benefits.
- B. A suspension may be used to discipline employees for serious misconduct or performance problems that warrant more severe corrective measures than a reprimand. A suspension may also be used for repeated misconduct or performance problems of a minor nature.
- C. The Department Head must notify the Village Administrator, in writing, of any suspension no later than 24 hours before commencement of a suspension.
- D. A Department Head may suspend an employee for a maximum of three days without prior approval of the Village Administrator. For suspension periods longer than three days, approval of the Village Administrator shall be obtained prior to notification of the suspension.

Demotion

- A. Demotion is the reduction in a position of employment in the Position Classification Plan with a corresponding reduction in salary.
- B. Demotion may be used to address serious misconduct or performance problems and may be used in addition to other forms of discipline.
- C. Demotions must be approved by the Village Administrator.

Termination

- A. Termination is the permanent removal from employment with the corresponding permanent loss of all privileges of employment.
- B. Termination may be used for serious misconduct or performance problems and/or repeated misconduct or performance problems of a less severe nature.
- C. Termination must be approved by the Village Administrator.
- D. If an employee is scheduled to be terminated, the employee shall retain the option to resign their position without providing notice of leave. Their date of resignation shall be that of the date that the Village elects to terminate an employee's employment. If an employee refuses to resign their position, the Village retains the right to terminate said employee in a manner and timing of their choosing.
- E. If the Village intends to terminate an employee, the Village may elect to place the employee on paid administrative lead until their employment is terminated or the employee's resignation is accepted.

Each form of discipline, except for an oral reprimand, is to be processed by the Department Head on a PAR and maintained in the employee's personnel file. The PAR shall be attached to written documentation of the performance problem and/or work misconduct.

11.4 Appeals

An employee may appeal any disciplinary action in accordance with the provisions of Section 14.

11.5 Reinstatement

In the event that a demotion, suspension, or dismissal is reversed by the Village Administrator, the employee may be reinstated to the former position and may be reimbursed for all back straight-time wages, minus any unemployment compensation received by the employee, if applicable.

11.6 Indemnification

An employee who must defend a civil suit arising out of their scope of employment with the Village may be indemnified in whole or in part for legal fees and expenses provided that:

- A. Such civil suit was not instituted by the Village; and
- B. The Village's investigation of the incident which is the subject of the civil suit shows that the employee was competently performing assigned duties; and
- C. The payment is approved by the Board, who shall have absolute discretion in determining whether such payment is appropriate.
- D. Such indemnification shall not apply to any portion of a judgment representing an award of punitive or exemplary damages.
- E. If an employee is a defendant in any criminal action arising out of or incidental to the performance of their duties, the Village shall not provide representation for the employee in that criminal action. However, subject to c and d above, the Village may reimburse the employee for reasonable defense costs only if the criminal action was instituted against the employee arising out of their scope of employment and that action is dismissed or results in a final disposition in favor of that employee.
- F. Subject to B and C above, the Village may provide representation to an employee who is a witness in a criminal matter arising out of the employee's scope of employment.

Section 12: Separation

12.1 Return of Village Property

An employee leaving Village employment, whether through retirement, resignation, lay-off, or dismissal, shall return any Village property that may be in the employee's possession.

12.2 Resignation/Retirement

An employee in good standing wishing to separate from Village employment voluntarily shall submit a letter of retirement or resignation to their Department Head stating the reason for the separation. The letter shall be submitted no less than ten business days before the separation date. The Department Head shall immediately give the letter of resignation/retirement to the Village Administrator, and it shall become part of the employee's personnel file. With the approval of the Village Administrator, the Department Head may agree to permit a shorter period of notice.

The Village Administrator or designee shall transmit the employee's equipment receipt, pension, and health insurance cancellation forms to the Department Head for completion and return before the employee's last working day.

The employee's voluntary separation of employment without adequate notice shall be accomplished in the same manner as if sufficient information was given, except that the lack of proper notice shall be indicated on the PAR form.

Full-time employees separating from the Village in good standing will be offered a reception as well as other wares as described below. Each reception shall be held during regular business hours. Unless the employee has requested otherwise, a reception invitation shall be sent to all Village staff. Specific members of the public are permitted to be invited to any reception upon request of the departing employee.

Up to 9 years - Cake and coffee reception
10 – 19 years - Cake and coffee reception and engraved plaque
20+ Years - Luncheon, engraved plaque, Board Resolution, and retirement gift

Departmental discretion is given regarding formal dinner receptions, with all expenses paid for by participants. Employees may take up a collection to purchase a farewell gift. In addition, employees may request, or the Department Head or Village Administrator may require an exit interview with either their Department Head or Village Administrator.

12.3 Computation of Final Paycheck

Any employee leaving Village employment shall be entitled to receive the monetary equivalent of all earned vacation time and accrued compensatory time. All payroll

withholding shall be deducted from the final paycheck. If the employee qualifies for reimbursement for unused sick leave, this will also be included.

12.4 Disposition of the Final Paycheck

The final paycheck shall be prepared by the Finance Department on the next regularly scheduled pay day following the termination date.

Section 13: Layoff

13.1 Authority

The Department Head, with the approval of the Village Administrator, may lay off an employee when it is deemed necessary due to a shortage of work or funds, the abolition of the position, material change in the duties or organization, or for other reasons which may be determined by the Village. No disciplinary action or temporary or permanent separation of an employee from employment shall be deemed a layoff.

13.2 Approval of Village Administrator

Prior to the implementation of layoffs, the names and position titles of any and all employees scheduled for layoff shall be submitted to the Village Administrator for review and approval.

13.3 Duties of Affected Employees

The duties normally performed by a laid off employee may be reassigned to other employees.

13.4 Notification

Employees to be laid off shall be notified in writing by a completed PAR form at least ten business days prior to the effective date of the layoff.

13.5 Transfer/Demotion

If an employee is scheduled to be laid off, the employee may request a demotion/transfer to another position in the employee's occupational category. The granting of the request shall be up to the discretion of the Village Administrator with the approval of the Board.

13.6 Recall List

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

Section 14 - Handling of Suggestions and Complaints

(Police Civilian Employees Will Use Departmental Grievance Procedure)

14.1 Suggestions

The Department Heads and the Village Administrator welcome suggestions from employees for improving the policies listed herein. These suggestions may be presented to the Department Head or the Village Administrator by letter, memorandum, or in person, in whatever manner in which the concepts involved with the suggestion may be best communicated. Suggestions will be considered and, if feasible, may be adopted by administrative policy or, where required, recommended to the Board.

14.2 Non-Union Complaint Procedure

Effective employee-employer relationships are necessary to carry out the responsibilities of the Village to its citizens in an efficient and economical manner. To maintain these relationships, the Village will attempt to promptly consider employee complaints and grievances. It is the desire of the Village, when practicable, to address employee problems informally. Both Supervisors and employees are expected to make every effort to resolve problems as they arise by permitting and encouraging employees to make complaints directly to the immediate Supervisor. No employee will be disciplined for presenting a good faith complaint to a Supervisor. Disciplinary action may be necessary if the complaint is made in a loud, offensive, or threatening fashion. It is recognized that there may be problems and issues that will be resolved only after a formal appeal and review. For this reason, the Village provides adequate means to ensure fair handling of any employee grievance. The purpose of this mechanism is to provide a formal process to any employee seeking relief through a complaint or grievance.

An employee may grieve any disciplinary action other than an oral reprimand. An employee having a grievance may discuss the matter with their immediate Supervisor in an attempt to resolve it. If no resolution is reached, the employee may file a grievance by following the following steps:

Step 1 – Written to Immediate Supervisor

An employee who wishes to grieve an action shall file a written statement with their Supervisor within ten calendar days from the effective date of the Supervisor's action or, in the case of a work rule, at any time the rule is in effect. Such written statements shall include the action or rule that is being appealed; the date the action occurred; and the reason(s) the action or rule is being appealed.

The Supervisor shall be responsible for making an inquiry into the facts and circumstances of the appeal and for providing the employee with a written decision within

five business days after receipt of the statement. A copy of this decision is to be given to the Department Head (if different).

Step 2 – Appeal to Department Head

If the employee is not satisfied with the decision of the Supervisor, the employee may appeal the decision, in writing, within five business days from the effective date of the Supervisor's decision to the Department Head. The filing shall include:

- A. The original grievance to the Supervisor;
- B. The reasons the employee believes the Supervisor's ruling is incorrect.

The Department Head or designee shall make a separate investigation and provide the employee with a copy of the written findings and decision within ten calendar days after receipt of the employee's appeal. A copy of the decision shall be provided to the Village Administrator or designee.

Step 3 – Final Appeal to the Village Administrator

If the employee is not satisfied with the decision of the Department Head, the employee may appeal the decision in writing within five business days from the effective date of the Department Head's decision to the Village Administrator. The filing shall include:

- A. All documents filed with the Supervisor and Department Head;
- B. The specific reasons why the employee believes the Department Head's decision was incorrect.

The Village Administrator shall render in writing the findings and decision within ten calendar days after receiving the request for review. Copies of the finding and decision shall be provided to the employee and the Department Head. The decision of the Village Administrator shall be final and binding on the employee.

The Village will endeavor to have as few steps in the grievance process as applicable, i.e., if a Department Head is the employee being reported for a grievance, then the Village shall skip directly to Step 2.



July 11, 2022

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

Re: Z-16-2022: 6860 North Frontage Rd. (Action Behavior Centers); Special Use and Findings of Fact

Dear Mayor and Board of Trustees:

The Plan Commission transmits its recommendation to approve special use requests by Angie Menendez of Action Behavior Centers LLC for a child care center pursuant to Zoning Ordinance section X.E.2 and for a fence in a non-residential district pursuant to section IV.J.1.

After due notice as required by law, the Plan Commission held a public hearing on June 20, 2022. The petitioner stated that the purpose of the request is to operate Action Behavior Center (ABC) from the site. Action Behavior Centers, LLC provides ABA (Applied Behavior Analysis) Therapy to children ages two to seven years old. The business would operate from 8:00a.m to 5:00p.m, Monday through Friday, and occassional Saturdays during the same time. At total capacity, there would be 38 children and 42 staff present. There would be staggered pick-up and drop-off times with four designated parking spaces. The hours would be between 8:00a.m-8:45a.m and 4:00p.m-5:00p.m. The outdoor, fenced space would be a sensory play area with a sandbox, swing, and picnic table. The special use request for the fence pertains to this play area. The use has been classified as a type of specialized "Child Care Center" since the therapy is between 20 to 40 hours per week for the child. The hours per week and supervision of the children is more comparable to that of a child care center than a visit to a medical office. For reference, a "Medical Clinic" also requires a special use in the L-I Light Industrial District.

The Plan Commission determined that the special use would not negatively impact other properties or residents in the area. The two-lot High Ridge industrial subdivision already contains one school, Vine Academy, and one other child care center, Grand Avenue. At the public hearing, one member of the public spoke and asked about parking. There were no objectors.

Based on the above considerations and the submitted findings of fact, the Plan Commission unanimously voted to **recommend that the Board of Trustees approve** special use requests by Angie Menendez of Action Behavior Centers LLC for a child care center pursuant to Zoning Ordinance section X.E.2 and for a fence in a non-residential district pursuant to section IV.J.1 subject to the following conditions:

1. The special use permit shall be limited to Action Behavior Centers, LLC in a manner consistent with the submitted business plan. The special use shall expire at such time that Action Behavior Centers, LLC no longer occupies the space at 6860 North Frontage Rd. or at which time there is an assignment or termination of the lease for the space at 6860 North Frontage Rd.
2. The special use shall be limited to Suite A and the outside area as depicted on the plans at 6860 North Frontage Rd.
3. The capacity of the special use shall be limited to 40 children on the premises at any particular time.
4. The fence shall be permitted to be located within the interior side yard as depicted on the plans.
5. The hours of operation shall be Monday through Saturday, 8:00 a.m. to 5:00 p.m.
6. Employees and staff of Action Behavior Center shall park in a designated area to the north of the building, subject to staff approval.

7. At such time that Action Behavior Centers, LLC no longer occupies the space at 6860 North Frontage Rd., the fence for the play area shall be removed.

Sincerely,

Greg Trzupek, Chairman
Plan Commission/Zoning Board of Appeals



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

Z-16-2022: 6860 North Frontage Road (Action Behavior Centers); Requests special uses for a child care center pursuant to Zoning Ordinance section X.E.2 and for a fence in a non-residential district pursuant to section IV.J.1.

HEARING:

June 20, 2022

TO:

Plan Commission
Greg Trzupek, Chairman

FROM:

Janine Farrell
Community Development Director

PETITIONER:

Action Behavior Centers, LLC

PETITIONER STATUS:

Tenant

PROPERTY OWNER:

White Lotus Group, LLC

EXISTING ZONING:

L-I Light Industrial

LAND USE PLAN:

Recommends Light Industrial Uses

EXISTING LAND USE:

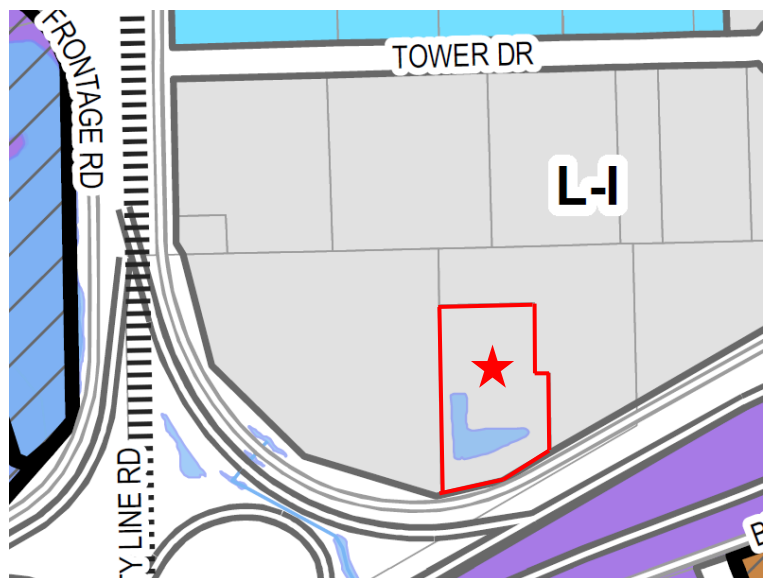
Multi-tenant Building

SITE AREA:

2.643 Acres

SUBDIVISION:

High Ridge



Staff Report and Summary

Z-16-2022: 6860 North Frontage Road (Action Behavior Centers); Special Uses and Findings of Fact

The petitioner is Angie Menendez of Action Behavior Centers, LLC. The petitioner requests a special use for a “Child Care Center” per Zoning Ordinance Section X.E.2 and for a fence in a non-residential district pursuant to Section IV.J.1 of the Zoning Ordinance. The fence is in relation to a proposed outdoor play area for the use.

Action Behavior Centers, LLC provides ABA (Applied Behavior Analysis) Therapy to children ages two to seven years old. The business would operate from 8:00a.m to 5:00p.m, Monday through Friday, and on Saturdays at its discretion. At total capacity, there would be 38 children and 42 staff present. There would be staggered pick-up and drop-off times with four designated parking spaces. The hours would be between 8:00a.m-8:45a.m and 4:00p.m-5:00p.m. The outdoor, fenced space would be a sensory play area with a sandbox, swing, and picnic table. Full details on the business and the site plans are included as Exhibit A.

Staff has classified the use as a type of specialized “Child Care Center” since the therapy is between 20 to 40 hours per week for the child. The hours per week and supervision of the children is more comparable to that of a child care center than a visit to a medical office. A “Medical Clinic” also requires a special use in the L-I Light Industrial District.

Land Use and Site Plan

The subject property is 2.6 acres in size and includes one multi-tenant building with parking located to the north and east of the building. The parcel is Lot 2 in High Ridge with Lot 1 to the east as part of the whole complex. Lot 1 is addressed as 6880 North Frontage Rd. Both lots are zoned L-I Light Industrial and are surrounded by like zoning on all sides. Lot 2 shares a driveway with Lot 1 to access North Frontage Rd. There are two other schools or child care centers within this complex, Vine Academy and Grand Avenue (proposed to be Premier IL Burr Ridge). These two establishments were approved in 2019 and 2020 respectively and include fenced play areas within the parking lot. Action Behavior Centers is proposing a fenced play area to the west of the building which is currently a grassed area. Pursuant to Zoning Ordinance section IV.J.1, fences in non-residential districts require a special use permit but are only held to the following standards or Findings:

1. The establishment, maintenance, or operation of the special use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.
2. The special use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. The special use shall, in other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission or, if applicable, the Zoning Board of Appeals.

The fence must comply with the regulations for fences in residential districts except as may be specifically authorized by conditions for approval of the special use. The regulations for fences are below with notes about the proposed fence’s compliance:

Staff Report and Summary

Z-16-2022: 6860 North Frontage Road (Action Behavior Centers); Special Uses and Findings of Fact

- Must be located behind the rear wall of the building. *Proposed fence is in the interior side yard. Since it does not comply, it must be authorized as a condition of approval. The fence is located approximately 19 ft. from the west side property line and is located within drainage and utilities easement. While locating a fence within an easement is discouraged, it is not prohibited.*
- All fence posts and all supports must face the interior of the property on which it is located. *Proposed fence complies.*
- Maximum of 5 ft. in height. *Proposed fence is 4 ft. and complies.*
- Chain link, solid, barbed wire and fences which are electrically charged are specifically prohibited. *Proposed fence is aluminum and complies.*
- Open fences only permitted (at least 50 percent of the surface area open). *Proposed fence complies.*
- No spike tops. *Proposed fence complies.*

For Suite A and the other tenants within the building, there are no assigned or allotted parking spaces. Staff counted 142 parking spaces located on Lot 2 of High Ridge (not including accessible spaces). Action Behavior Centers requires 42 staff parking spaces and has four drop-off/pick-up spaces for a total of 46. The other tenants in the building include medical office uses which require six spaces for each doctor. It is unknown how many doctors total work in the units, but with the 96 spaces remaining, this would equate to 16 doctors.

Public Hearing History

For the two lots within High Ridge, the public hearing history relevant to this petition is below:

- **Z-01-2018 and Z-07-2018 (6860 North Frontage Rd.):** Special uses for medical clinics (Ordinances A-834-01-18 and A-834-05-18).
- **Z-06-2019 (6880 North Frontage Rd.):** Special use for a private school (Ordinance A-834-08-19).
- **Z-03-2020 (6880 North Frontage Rd.):** Special use for a child care center (Ordinance A-834-02-20).

Public Comment

No public comment was received regarding this petition.

Findings of Fact and Recommendation

The petitioner has provided Findings of Fact, which may be adopted if the Plan Commission is in agreement with those findings. If the Plan Commission chooses to recommend approval of requests for special uses for a child care center pursuant and for a fence in a non-residential district, staff recommends the following conditions:

1. The special use permit shall be limited to Action Behavior Centers, LLC in a manner consistent with the submitted business plan. The special use shall expire at such time that Action Behavior Centers, LLC no longer occupies the space at 6860 North Frontage Rd. or at which time there is an assignment or termination of the lease for the space at 6860 North Frontage Rd.

Staff Report and Summary

Z-16-2022: 6860 North Frontage Road (Action Behavior Centers); Special Uses and Findings of Fact

2. The special use shall be limited to Suite A and the outside area as depicted on the plans at 6860 North Frontage Rd.
3. The capacity of the special use shall be limited to 40 children on the premises at any particular time.
4. The fence shall be permitted to be located within the interior side yard as depicted on the plans.

Appendix

Exhibit A – Petitioner’s Materials

**VILLAGE OF BURR RIDGE**
**PETITION FOR PUBLIC HEARING
 PLAN COMMISSION/ZONING BOARD OF
 APPEALS**
RECEIVED**MAY 23 2022****VILLAGE OF BURR RIDGE****GENERAL INFORMATION (to be completed by Petitioner)**
 PETITIONER (All correspondence will be directed to the Petitioner): Action Behavior Centers, LLC

 STATUS OF PETITIONER: Existing Tenant

 PETITIONER'S ADDRESS: 1601 South Mopac Expy, Suite C-300 Austin, TX 78746

 ADDRESS OF SUBJECT PROPERTY: 6860 N Frontage Rd, Suite A, Burr Ridge IL 60527

 PHONE: 7 0 3 8 6 3 5 6 8 5

 EMAIL: angie.menendez@actionbehavior.com

 PROPERTY OWNER: Burr Ridge White Lotus Group, LL

 PROPERTY OWNER'S ADDRESS: 10404 Essex Crt Ste 101 Omaha, NE 68114 PHONE: 402-408-0005

 PUBLIC HEARING REQUESTED: ☒ Special Use ☐ Rezoning ☐ Text Amendment ☐ Variation(s)
DESCRIPTION OF REQUEST:

Action Behavior Centers offers ABA Therapy for kids on the Autism Spectrum from 2 - 7 years of age. We use outdoor activities during our daily therapy sessions for motor skills, and socialization. We are requesting a change in our use classification in order to put in a fence in the outdoor area behind our section of the building.

Note: The original fence application was for a 6' black wrought iron fence, but we propose a 4' ft. fence

PROPERTY INFORMATION (to be completed by Village staff)
 PROPERTY ACREAGE/SQ FOOTAGE: +/- 2.643 acres EXISTING ZONING: L-I / Light Industrial

 EXISTING USE/IMPROVEMENTS: Multi-tenant building

 SUBDIVISION: High Ridge

 PIN(S) # 18-30-100-092-0000

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge. I understand the information contained in this petition will be used in preparation of a legal notice for public hearing. I acknowledge that I will be held responsible for any costs made necessary by an error in this petition.

Angie Menendez

Petitioner's Signature

4/25/2022

Date of Filing



May 04, 2022

Burr Ridge WLG, LLC

10404 Essex Court, Suite 101
Omaha, NE 68114

The Village of Burr Ridge Planning Commission and Zoning Board

7660 County Line Road
Burr Ridge, IL 60527

RE: Special Use Classification for Action Behavior Centers (Tenant) - 6860 N Frontage Rd, Suite A, Burr Ridge, IL 60527

To Whom It May Concern,

On behalf of the owner, Burr Ridge WLG, LLC, we hereby support our tenant, Action Behavior Centers, with their request to be classified as "special use." Action Behavior Centers ("Tenant") provides ABA Therapy to children (ages 18 mo. to 7 yrs) who are on the autism spectrum. Our tenant is requesting this modification to be able to install a 4' black wrought iron fence behind the building. This enclosed space will be utilized to provide environmental, socialization, and mobility therapies throughout the day.

We hereby authorize Angie Menendez, Project Manager for Action Behavior Centers, to petition for the special use classification for the property located at 6860 N Frontage Rd, Suite A, Burr Ridge, IL 60527.

Please see the attached exhibit A for the agreed upon location of the fence.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Tanner Ertan", with a long horizontal flourish extending to the right.

Tanner Ertan
Senior Commercial Property Manager
(402) 408.0005 (o) | (402) 344-2861 (f)
TErtan@whitelotusgroup.com



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Consent to Install Public Notice Sign

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Burr Ridge Plan Commission or Zoning Board of Appeals, hereby consents to allow the Village of Burr Ridge to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Burr Ridge subsequent to a final dispensation of petition request.

Street Address of Subject Property:

6860 N Frontage Rd, Suite A, Burr Ridge IL 60527

Property Owner or Petitioner:

Angie Menendez

(Print Name)

Angie Menendez

(Signature)

Jun 3, 2022 at 2:52:16 PM
6860 N Frontage Rd
Burr Ridge IL 60527
United States





Findings of Fact – Special Use
Burr Ridge Zoning Ordinance

Address:

6860 N Frontage Rd, Suite A, Burr Ridge IL 60527

As per Section XII.K.7 of the Village of Burr Ridge Zoning Ordinance, for a special use to be approved, the petitioner must confirm all of the following findings by providing facts supporting each finding.

- a. The use meets a public necessity or otherwise provides a service or opportunity that is not otherwise available within the Village and is of benefit to the Village and its residents.

Correct, we provide ABA Therapy for kids on the Autism Spectrum.

- b. The establishment, maintenance, or operation of the special use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

Action Behavior Centers upholds the highest level of safety measures with our unique one on one approach to therapy, the kids always have a therapist within arms reach. This offers ABA Therapy to the families of the village, whose children are on the autism spectrum.

- c. The special use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood in which it is to be located.

Action Behavior Centers upholds the highest level of safety and morals geared towards the benefit of the parents and the autistic children.
We follow all OSHA/HIPAA regulations and evaluate our centers on a monthly basis for safety protocols.

- d. The establishment of the special use will not impeded the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Action Behavior Centers maintains professional and orderly daily processes that will not impede the normal development of the surrounding properties.
The proposed site also provides more than ample space for the pick up and drop off of clients without impediment to traffic flow of any surrounding streets.

- e. Adequate utilities, access roads, drainage and/ or necessary facilities have been or will be provided.

Easy access and easements to the property allow for proper traffic flow for pick up and drop off. The property will have adequate restroom facilities and plumbing necessary to operate a clean learning environment.

- f. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Action Behavior Centers will not block any ingress or egress within the public streets.

- g. The proposed special use is not contrary to the objectives of the Official Comprehensive Plan of the Village of Burr Ridge as amended.

Correct.

- h. The special use shall, in other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission or, if applicable, the Zoning Board of Appeals.

Correct.

Detailed Description of Special Use: Action Behavior Centers

Business name: Action Behavior Centers, LLC

Business Type: Action Behavior Centers provides full time ABA Therapy for Autistic kids ages 2-7 years old.

Hours of Operations: 8:00 am – 5:00 pm M-F.

Business History: Five short years ago, we started off with one center in Austin, one BCBA, and big aspirations. After observing the lack of quality options for children with Autism, we set out to create Action Behavior Centers with a vision of transforming the lives of children with Autism and the clinicians who support them.

In our quest to create something special, we ignited a movement.

Today, with centers in Texas, Arizona, Colorado, and Illinois, we're well on our way to accomplishing our mission. Through our community of more than 3000 autism professionals, we serve thousands of children and families with Autism.

Size: Action Behavior Centers has a total capacity of 38 kids, but we are currently operating with only 5 kids. Our approximate staff capacity is 42. Our staff includes, Registered Behavioral Therapists, Board Certified Behavioral Analysts, and 3 Office Administrators.

Parking/Pick up and Drop off: Action Behavior Centers has four designated spots for staggered drop off and pick up times, between 8:00-8:45 am, and 4:00 – 5:00 pm. There is more than enough parking in this complex and there will be no lines of cars at any time within our property.

Outdoor Space: In the proposed space, Action Behavior Centers plans to install a black 4ft wrought iron fence with 2 gates for Autistic Environmental Therapy. Enclosed in the fence area will be a small play toys for sensory play such as a sandbox, small swing and picnic table.

Population: Action Behavior Centers only offers therapy for children on the spectrum ages 2-7 years old.

Our passion: Our kids are at the core of what we do. They are what matters. Everything we do is focused on embracing their world, understanding them and achieving their greatest potential. ABC doesn't take a "one size fits all" approach and treats each child as an individual. Our goal is to celebrate each child's unique gifts while helping them develop tools that serve them later in life.

Who We Are

Action Behavior Centers ("ABC") is an organization committed to the treatment of children using empirically validated methods and strategies in order to assist each child in reaching his or her greatest potential and improving their quality of life.

At ABC, we cherish every child as an individual. In addition to behavioral and educational programming, we focus on the needs of the family and its fundamental role in the success of our behavioral and educational programming.

We are dedicated to providing each family with customized support and training using the principles and techniques of Applied Behavior Analysis while following the ethical guidelines set forth by the Behavior Analysis Certification Board ("BACB"). The average child age is between 2 – 7 years of age.

What is ABA?

Applied Behavior Analysis("ABA") is a research-based, scientific method that began with the work of Professor B.F. Skinner of Harvard. The science measures observable behavior. It looks at what occurs before a behavior (antecedent) and what happens after a behavior

(consequence). In Addition, the methods of ABA are applied by breaking down skills into simple steps and teaching each step in succession. Skills are taught with the use of prompting to assist learning. A correct response is followed by positive reinforcement which increases the likelihood that a behavior or response will occur more often in the future. ABC uses errorless learning in order to decrease frustration and make teaching and learning a fun activity.

ABA is the study of the functional relationship between one's behaviors and their environment. Data is collected on the stimuli that elicits, increases, decreases, or maintains the child's behavior. The data is analyzed and a treatment plan or an individualized ABA program is implemented. As the child's treatment progresses, data is collected and analyzed again to determine treatment effectiveness. The goal of a behavior analyst is to utilize behavioral contingencies to help the child learn more functional skills that can replace undesirable behaviors and improve quality of life. ABC seeks to produce significant results enabling the child to adapt to their environment thus preparing them for a brighter future.

ABA-based intervention is validated for Autism Spectrum Disorder ("ASD") and is also applicable to children with other developmental disabilities. It is a set of principles and

guidelines upon which educational programs are based and should not be used synonymously with a specific program. An ABA program targets specific developmental areas such as:

- Attending skills
- Imitative skills
- Fine motor and gross motor skills
- Language skills
- Conversation skills
- Functional play
- Functional skills/self-help skills
- Social skills
- Theory of Mind/Social Cognition
- Toileting skills
- Problem Behaviors

Other names encountered within the field of ABA are: Verbal Behavior (VB), Discrete Trial Teaching (DTT), Natural Environment Teaching (NET), Pivotal Response Training (PRT) and Fluency-based instruction. Each uses a specific method of instruction and are all based on the principles of ABA.

How does ABA work?

- Provides individualized learning objectives
- Provides one-on-one therapy
- Involves an intensive treatment program, between 20 and 40 hours of therapy per week
- Provides continual support to parents

The Philosophy of ABA is Determinism: all behavior is governed by the laws of behavior and therefore there is a reason for all behavior. We can predict and control behavior when we discover the variables governing a particular behavior.

Therapy Hours

ABCs provides therapy from 8am to 5pm Monday through Friday. ABC may provide therapy on Saturdays at its sole discretion. Children are dropped off between 8:00 – 8:45 a.m. and picked up between 4:00 – 5:00 p.m. The drop off and pick up times are based on therapy scheduling.

Parking

ABCs offers 4 designated parking spaces for the parents to park while bringing in or picking up their child. Many of the parents also have handicap parking tags and utilize the handicap spaces as well. For the safety of the children, we require spaces as near to the premise entrance as possible. (see the enclosed Site Plan for designated parking spaces)

Capacity

ABC anticipates a maximum client capacity of 38. At full capacity we will have approximately 42 staff members.

Vacant Property
8760 North Frontage Road

FINAL PLAT OF SUBDIVISION

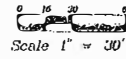
HIGH RIDGE

BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 30,
TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

P.L.N. 18-30-100-010

0418918125
2-P

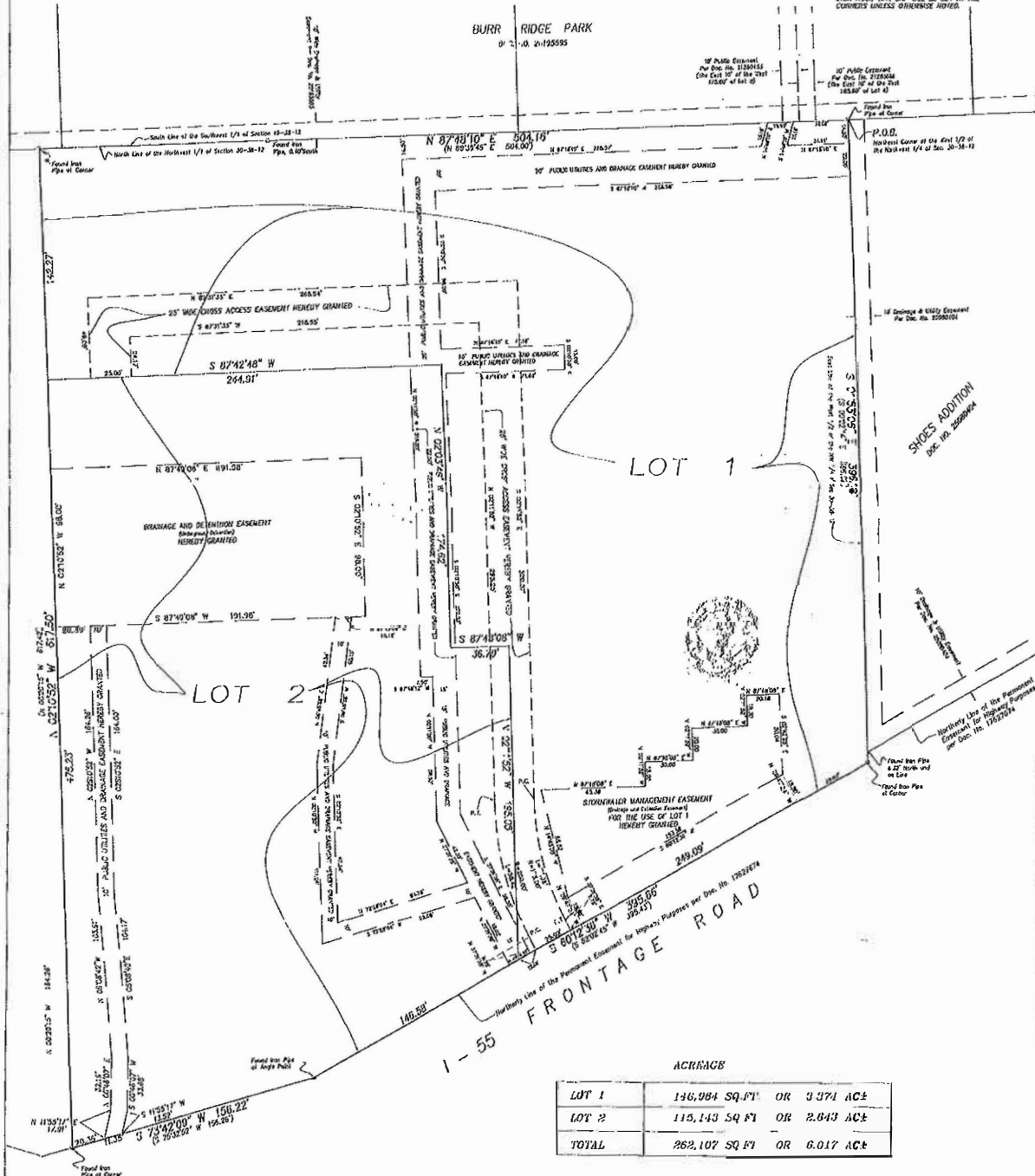
PREPARED & SUBMITTED BY &
RETURN TO:
Karen Thomas, Village Clerk
Village of Burr Ridge
7600 S. County Line Road
Burr Ridge, Illinois 60527



Scale 1" = 30'

LEGAL DESCRIPTION PER ALTA/ACSM LAND, PLE SURVEY
BY EDWARD J. HOLLEY & ASSOCIATES, L.P.
DATED MAY 5, 2008, ORDER NO. 2001-0152

(100.00) DECIMETRE RECORD INFORMATION
100.00 DECIMETRE MEASURED INFORMATION
SHOW RODS WITH CAP SHL BE SET AT ALL
CORNERS UNLESS OTHERWISE NOTED.



ACRRAGE

LOT 1	146,984 SQ. FT.	OR 3.371 AC±
LOT 2	115,143 SQ. FT.	OR 2.643 AC±
TOTAL	262,127 SQ. FT.	OR 6.017 AC±

Survey No.: C071c
Ordered By: Timothy Morgan Associates
Description: PLAT OF SUBDIVISION
Date Prepared: March 10, 2008
Scale: 1" = 30'

REVISED 09-28-04 - Public Utilities & Drainage Easement Change
REVISED 05-01-04

Sheet 1 of 2

Mail Future Tax Bills to:
Thomas P. Murphy
4810 N. Frontage Road #200
Burr Ridge, IL 60527

MAIL TO
RECORDERS BOX 324 DS

RECORD & REPAIR ASSOCIATES, P.C.
RECORDERS & SURVEYORS
700 Westmonte Dr., Suite 100
Glen Ellyn, IL 60137
630-916-9000 FAX 630-916-1771

0418918125

BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE NORTHWEST QUARTER OF SECTION 30,
TOWNSHIP 30 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.
PIN 18-30-100-010

Karen Thomas, Village Clerk
Village of Burr Ridge
7800 S. County Line Road
Burr Ridge, Illinois 60527

Order Address: 1880 N. Frontage
Suite 200
Burr Ridge, IL 60521

By: T. J. Murphy
Title: Manager
Attest: Kathleen S. Mervel

Dated this 14 day of July
By: Mary Brown
Title: Vice President
Witness: Craig Smith

This 14th day of June in the Year 2004
Karthikeyan P. Menasing 8/26/04
(Signature) (Date)

such persons as are subscribed to the foregoing instrument as
such Mary Brown and John Dushen
respectively, appeared before me this day in, A.D. 1884, and acknowledged that they signed
and delivered the above Certificate as the free and voluntary act of said mortgage
holder for the uses and purposes therein set forth.

Given under my hand and seal of the County Clerk this _____ day of _____, 19____.

the tract of land included

This 14 day of June in the Year 2007
Quentin A. Nelson 2/21/07

20____ and that the reph
improvements required by

UNLIDY AND DRAINAGE EASEMENT PROVISIONS

Principled assessments are timely referred for and granted to the Village of their Village and other governmental authorities by the jurisdiction of the land subdivided hereby, over the water movement over for ingress, egress, and the performance of municipal and other governmental services including water, storm, and sanitary sewer service and maintenance and emergency aid routes police, fire and other public safety related services.

VILLAGE ENGINEER'S CERTIFICATE

of Burr Ridge, Illinois, do not
the above and specification



Dated this 23rd day of

WEST HALF OF SAID NORTHWEST
NORTHERLY LINE OF SEC 36

THENCE NORTH 09 DEGREES 29 MINUTES 19 SECONDS WEST ALONG SAID EAST DESCRIBED RIGHT ANGLE LINE, 612.42 FEET TO THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 30;
THENCE NORTH 09 DEGREES 39 MINUTES 45 SECONDS EAST ALONG SAID EAST DESCRIBED NORTH LINE, 504.00 FEET TO THE POINT OF BEGINNING, IN COOK COUNTY, ILLINOIS.

I further certify that according to the Flood Insurance Rate Map Community - panel number 170096 0007R, with an effective date of October 6th, 1998, a located to Zone X (Areas Determined to be Outside 500-year Floodplain).

35-35143
PROFESSIONAL
LAND SURVEYOR
STATE OF ILLINOIS

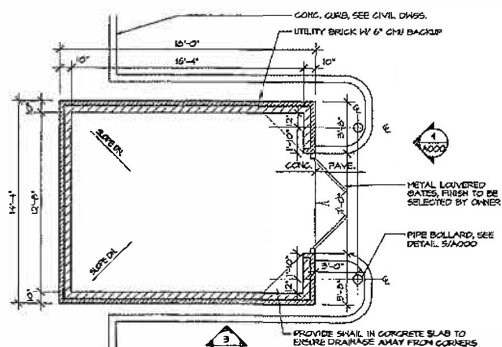
Carl P. Cooke
attests Professional Land Surveyor No. 35-35143

A cross access easement for ingress and egress across Lots 1 and 2 is hereby reserved and granted to the owners of Lots 1 and 2, and their respective licensees, successors and assigns, jointly and severally, for the perpetual right, privilege and authority to provide perpetual access to Great Markle Cross Access Easement on the plot. Obstructions shall not be placed over Grantee's easement without the prior written consent of the Grantor.

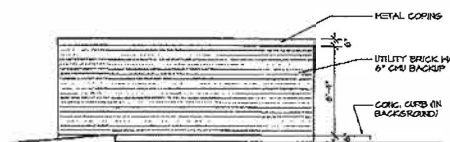
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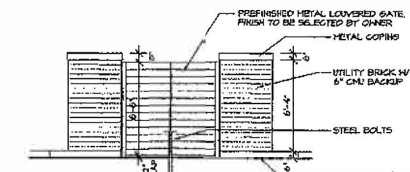
JACOB & JEFFER ASSOCIATES, P.C.
ENGINEERS & SURVEYORS
710 Roosevelt Rd., Suite 100
Glen Ellyn, IL 60137
630-912-0660 FAX 630-912-1771



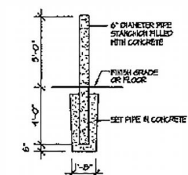
2 TRASH ENCLOSURE PLAN
Scale: 1/4" = 1'-0"



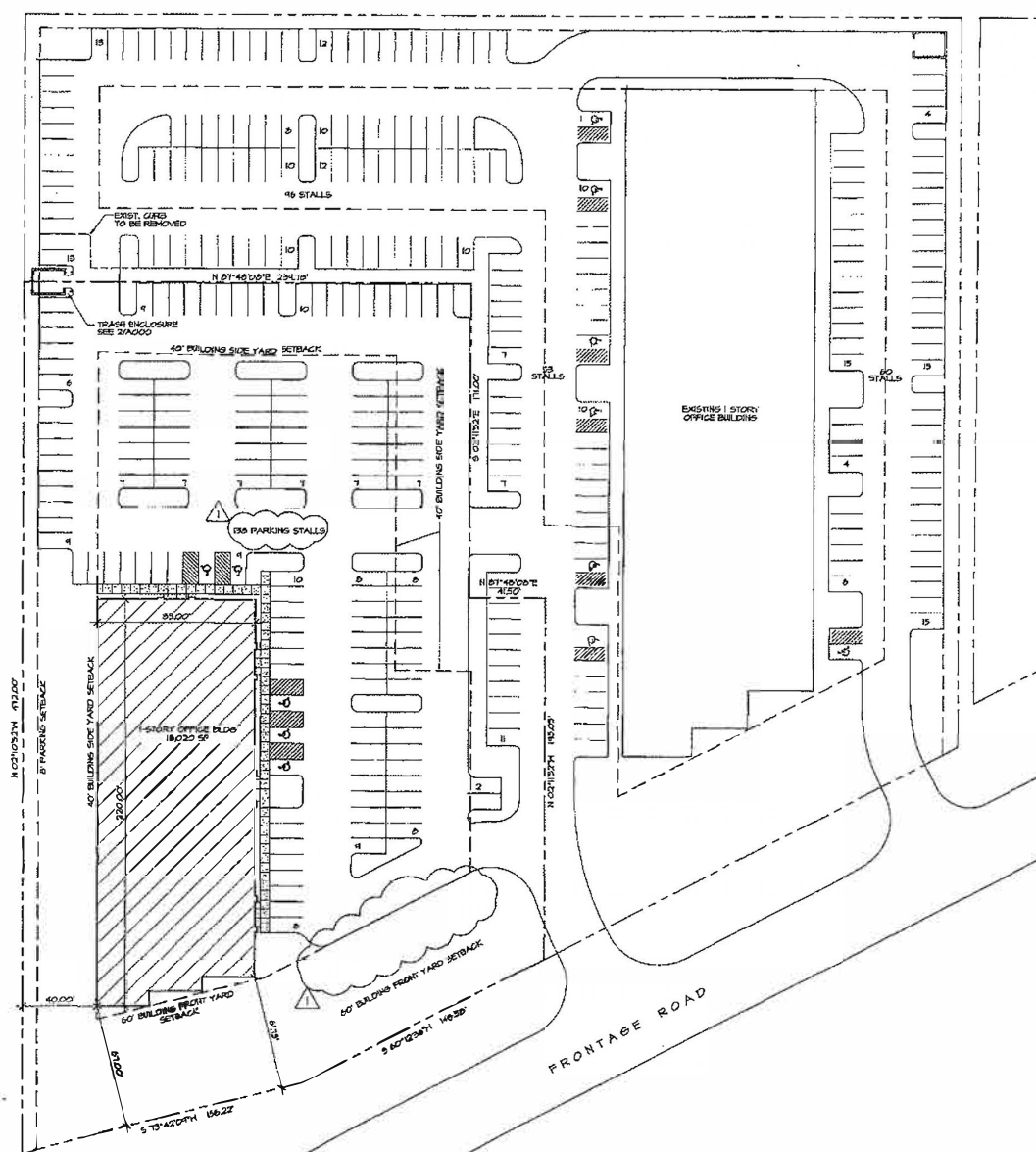
3 TRASH ENCLOSURE ELEVATION
Scale: 1/4" = 1'-0"



4 TRASH ENCLOSURE ELEVATION
Scale: 1/4" = 1'-0"



5 BOLLARD DETAIL
Scale: 1/4" = 1'-0"



1 SITE PLAN
Scale: 1" = 30'

TMA

Architects - Planners
Timothy Morgan Associates

203 7th Street International Center
Suite 120
Lincolnville, Illinois 60120
630.420.0000 phone
630.420.0000 fax

5" x 11" 42nd Street
Suite 200
New York, New York 10017
212.681.1941 phone
212.681.1942 fax

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WITHOUT EXPRESS WRITTEN PERMISSION
OF TIMOTHY MORGAN ASSOCIATES

"I hereby certify that I am a duly licensed Professional Engineer in the State of Illinois, and I am the author of the design and calculations shown on the above drawings. I am not aware of any fraud or deception in the preparation of these drawings. I am not aware of any fraud or deception in the preparation of these drawings. I am not aware of any fraud or deception in the preparation of these drawings."

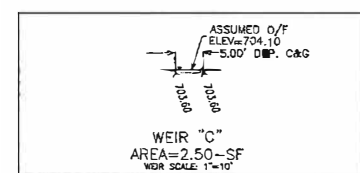
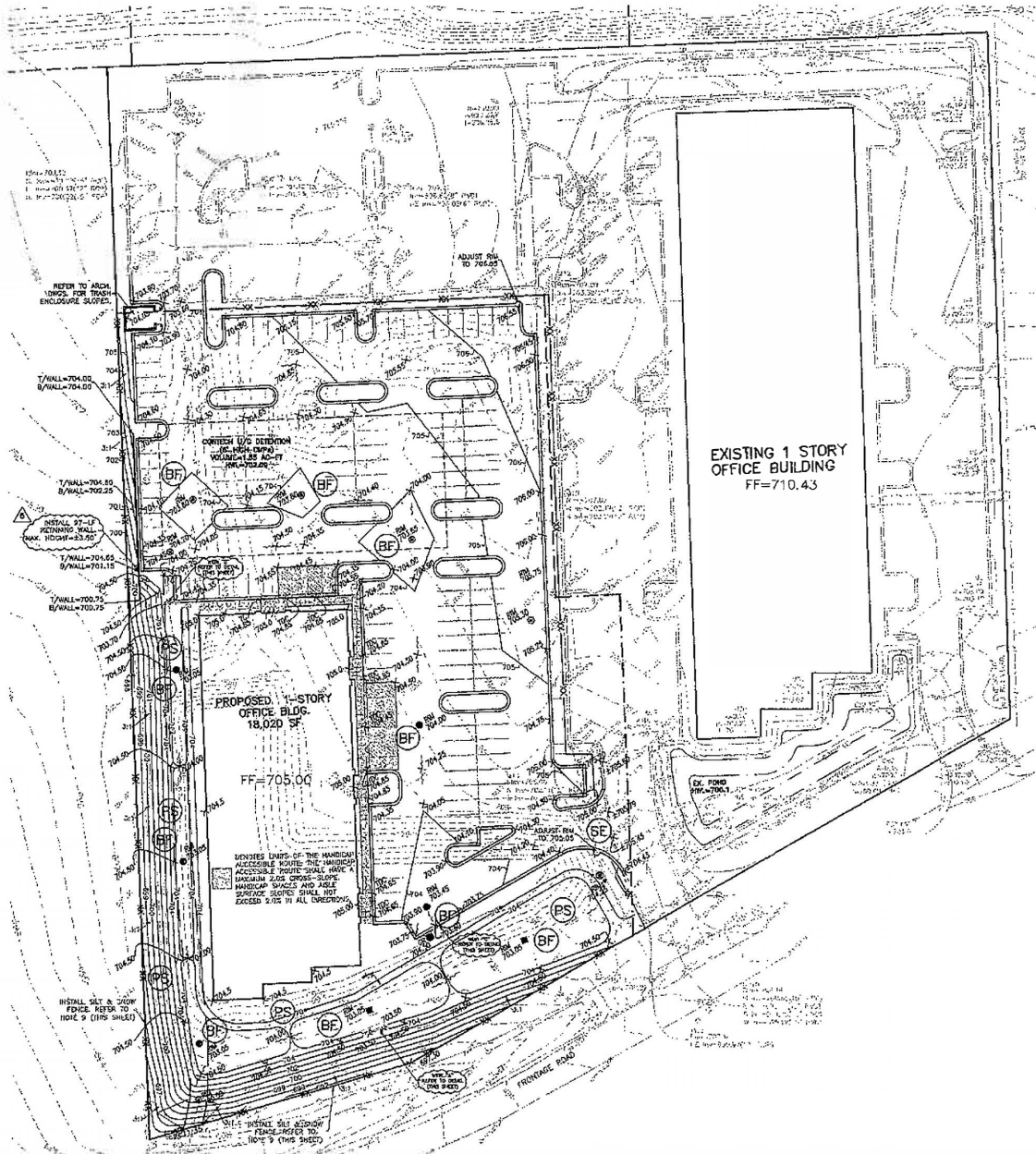
DATE	DESCRIPTION	BY	CHECKED
03/01/14	PRELIMINARY DESIGN	TM	TM
03/01/14	FINAL DESIGN	TM	TM
03/01/14	CONSTRUCTION	TM	TM


PROPOSED SPECULATIVE FACILITY FOR
"ISO, INC." REAL ESTATE DEVELOPMENT
HIGH RIDGE PHASE II
6880 NORTH FRONTAGE RD.
BURR RIDGE, IL 60527

SITE PLAN
TRASH ENCLOSURE DTLS.

DATE: 03-03-14
EVAL: 03/01/14
SHEET:


A000



- WORKS:**
1. ALL EXISTING DRAINAGE TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE CONNECTED TO THE PROPOSED STORM SEWER OR RE-ROUTED AS NECESSARY AND RESTORED TO PROPER OPERATING CONDITIONS.
 2. ALL GREEN AREAS SHALL BE DRESSED WITH A MINIMUM OF 6 INCHES OF TOPSOIL AND SEEDS.
 3. ALL SPOIL ELEVATIONS ARE TOP OF PAVEMENT ELEVATIONS OR TOP OF FINISHED GRADE ELEVATIONS IN GREEN AREAS.
 4. THE CONTRACTOR SHALL MAINTAIN PUBLIC ROADWAYS CLEAN OF ANY AND ALL MATERIALS AND DEBRIS WHICH RESULT FROM CONSTRUCTION OPERATIONS.
 5. CALL 411/1-800-892-0123 BEFORE ANY AND ALL DIGGING IS STARTED.
 6. DEPRESSURED CURB & GUTTER DENOTED (BY THE CONTRACTOR).
 7. EXISTING CONDITIONS WERE TAKEN FROM A TOPOGRAPHIC SURVEY BY JACOB AND HERNI ASSOCIATES, DATED 4/1/03, AND/OR AS-BUILT SURVEY FOR PHASE I, DATED 8/1/02.
 8. REFER TO THE SHOW/MATERIAL MGMT. REPORT FOR OVERFLOW HOUDES.
 9. PRIOR TO THE START OF CONSTRUCTION, A SECURED/PROTECTED SLOPE SHIELD SHALL BE INSTALLED AROUND THE EXPOSED PERIMETER OF THE WORK AREA ON THE LOT. IN ADDITION, A SLOVE SHIELD SHALL BE INSTALLED AROUND THE ENTIRE PERIMETER OF THE LOT. A SIGN ON THE SLOPE SHIELD SHALL BE PLACED OUTSIDE (NOT REFER TO SLOVE SHIELD DETAIL (SHEET C1). FAILURE TO INSTALL AND PROPERLY MAINTAIN THESE MEASURES WILL RESULT IN A STOP WORK ORDER BY THE VILLAGE.
-  (C) ALL GREEN AREAS EXCEEDING A 4:1 SLOPE SHALL BE PLANTED WITH NO-NOW

[illegible]

(XX) REFER TO SHEET CS FOR EROSION CONTROL DETAILS

1" = 30'		C671C		C3	
		<p>JACOB & HEFNER ASSOCIATES, P.C. ENGINEERS • SURVEYORS 700 ROBERTSON ROAD, SUITE 100 CHICAGO, ILLINOIS 60610 CLIENT: BURR RIDGE PROJECT: BURR RIDGE DATE: 08-17-74</p>		<p>GRADING AND EROSION CONTROL PLAN</p> <p>TIMOTHY MORGAN ASSOCIATES</p> <p>HIGH RIDGE - PHASE II</p> <p>BURR RIDGE, ILLINOIS</p>	
2	REMOVED PER OWNER & WARD	4/1/74	3	REMOVED PER OWNER & TRD	4/2/74
3	REMOVED PER OWNER	4/2/74	4	REMOVED PER OWNER	4/2/74
5	REMOVED PER OWNER	4/2/74	6	REMOVED PER OWNER	4/2/74
7	REMOVED PER OWNER	4/2/74	8	REMOVED PER OWNER	4/2/74
9	REMOVED PER OWNER	4/2/74	10	REMOVED PER OWNER	4/2/74
11	REMOVED PER OWNER	4/2/74	12	REMOVED PER OWNER	4/2/74
13	REMOVED PER OWNER	4/2/74	14	REMOVED PER OWNER	4/2/74
15	REMOVED PER OWNER	4/2/74	16	REMOVED PER OWNER	4/2/74
17	REMOVED PER OWNER	4/2/74	18	REMOVED PER OWNER	4/2/74
19	REMOVED PER OWNER	4/2/74	20	REMOVED PER OWNER	4/2/74
21	REMOVED PER OWNER	4/2/74	22	REMOVED PER OWNER	4/2/74
23	REMOVED PER OWNER	4/2/74	24	REMOVED PER OWNER	4/2/74
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27	REMOVED PER OWNER	4/2/74	28	REMOVED PER OWNER	4/2/74
29	REMOVED PER OWNER	4/2/74	30	REMOVED PER OWNER	4/2/74
31	REMOVED PER OWNER	4/2/74	32	REMOVED PER OWNER	4/2/74
33	REMOVED PER OWNER	4/2/74	34	REMOVED PER OWNER	4/2/74
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67	REMOVED PER OWNER	4/2/74	68	REMOVED PER OWNER	4/2/74
69	REMOVED PER OWNER	4/2/74	70	REMOVED PER OWNER	4/2/74
71	REMOVED PER OWNER	4/2/74	72	REMOVED PER OWNER	4/2/74
73	REMOVED PER OWNER	4/2/74	74	REMOVED PER OWNER	4/2/74
75	REMOVED PER OWNER	4/2/74	76	REMOVED PER OWNER	4/2/74
77	REMOVED PER OWNER	4/2/74	78	REMOVED PER OWNER	4/2/74
79	REMOVED PER OWNER	4/2/74	80	REMOVED PER OWNER	4/2/74
81	REMOVED PER OWNER	4/2/74	82	REMOVED PER OWNER	4/2/74
83	REMOVED PER OWNER	4/2/74	84	REMOVED PER OWNER	4/2/74
85	REMOVED PER OWNER	4/2/74	86	REMOVED PER OWNER	4/2/74
87	REMOVED PER OWNER	4/2/74	88	REMOVED PER OWNER	4/2/74
89	REMOVED PER OWNER	4/2/74	90	REMOVED PER OWNER	4/2/74
91	REMOVED PER OWNER	4/2/74	92	REMOVED PER OWNER	4/2/74
93	REMOVED PER OWNER	4/2/74	94	REMOVED PER OWNER	4/2/74
95	REMOVED PER OWNER	4/2/74	96	REMOVED PER OWNER	4/2/74
97	REMOVED PER OWNER	4/2/74	98	REMOVED PER OWNER	4/2/74
99	REMOVED PER OWNER	4/2/74	100	REMOVED PER OWNER	4/2/74



Grand Avenue
Preschool & Daycare

Vir

No additional shrubs
proposed - plenty of
coverage already

Proposed
Fence
area

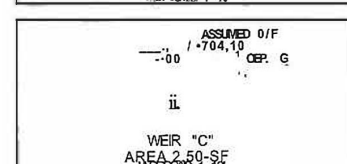
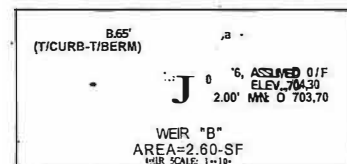
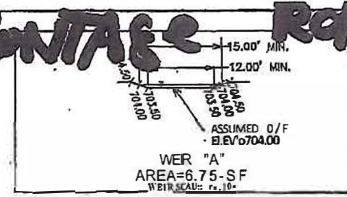
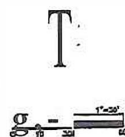
occupancy

Burt and Will
Plastic Surgery an

Drop-off /
Pick-up
Parking (4
spcs)

Parents have 4 designated spaces to dropoff/pickup their child.
They always come inside the facility to dropoff & pickup.
They drop off between 8 - 8:45 and pickup between 4:30 - 5:00.
Other parking is available if they need it and some parents have handicap stickers to utilize
the handicap parking.

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- [illegible]

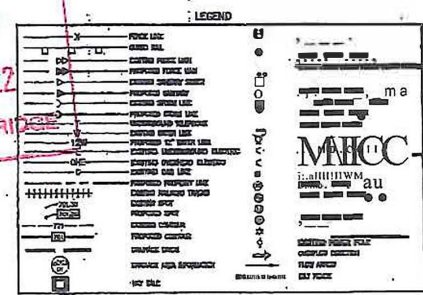
10. ALL GREEN AREAS EXCEEDING A 4:1 SLOPE SHALL BE PLANTED WITH NO-MOW

EXISTING 1 STORY
OFFICE BUILDING
EE=710.43

PROPOSED 7 STORY
OFFICE BLDG.
18,220 SF

Fence

RECEIVED
JAN 26 2022
VILLAGE OF BURR RIDGE



REFER TO SHEET C4 FOR EROSION CONTROL DETAILS

	Date
REVISED PER VILLAGE & UNID	6/1/04
REVISED PER OWNER & FPD	6/2/04
REVISED PER VILLAGE REVIEW	6/22/04
REVISED PER ENGINEER	7/2/04
ISSUED FOR REVIEW	7/10/04
PROGRESS SET	7/10/04

UNIVERSITY OF ZAMBIA PLAN

JACOB & HEFNER ASSOCIATES, P.C.

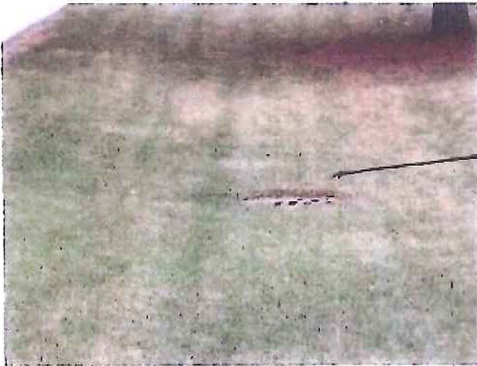
1"=30'
C671C
C3

75

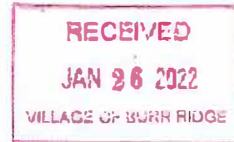
Exhibit A



22-021 6860 7-7 coverage #



SEWER GOES TO
PARKING LOT



12-5-21

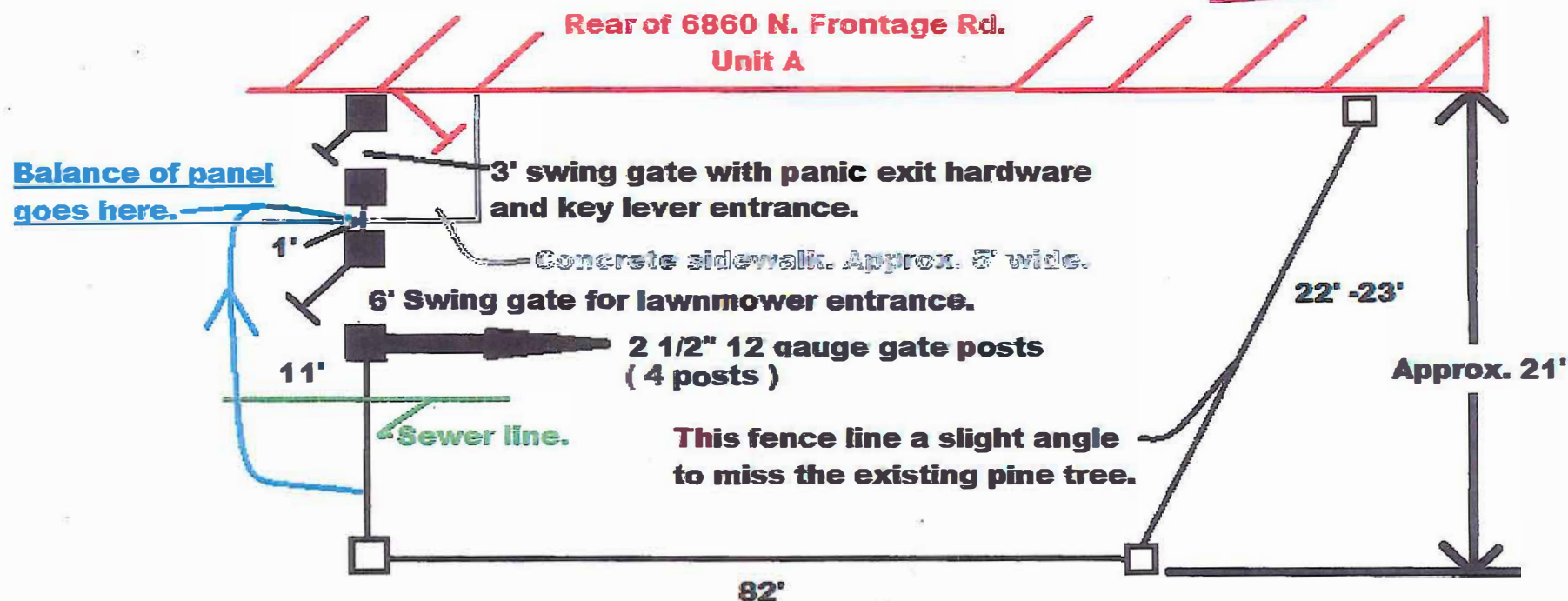
Not drawn to any scale:

Date: 01-25-2022-2021

Salesman: Ken Kolar (630) 743-8006

Job Number: 2228940

22-021



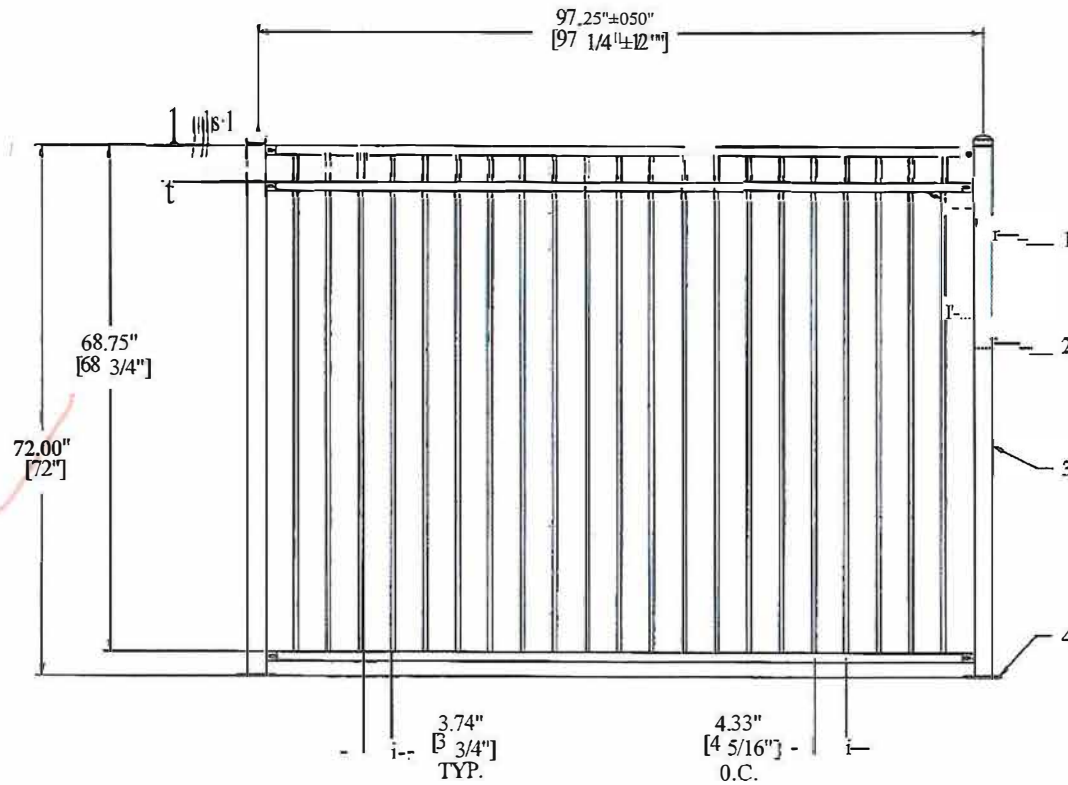
Name: Action Behavior Center	First Fence Inc.
Site address: 6860 N. Frontage Road	4900 Harrison Street
City: Burr Ridge, IL 60527	Hillside, IL. 60162
Phone: (703) 863-5685 Angie	Office Phone: (708) 547-7555

22-021 6860 N. Frontage Rd

#	DESCRIPTION
1	15/16" x 1 1/4" x 14ga CHANNEL RAIL
2	5/8" SQ x 18ga PICKET
3	SQ POST
4	BRACKET# BX104

TOP VIEW

RECEIVED:
JAN 26 2022
VIILAQI; OF BURR RIDGE



ELEVATION VIEW

SIDE VIEW

<small> Unless noted otherwise: All dimensions are in inches. Tolerances: Fabrication: ±.010 Welding: ±.015 Painting: ±.010 Assembly: ±.010 Angular: ±.05° </small>				<small> PROPRIETARY INFORMATION This drawing is the property of IIAmeristar, Inc. and must not be reproduced or used in whole or in part without the written consent of IIAmeristar, Inc. in the event of a dispute, the drawing shall remain the property of IIAmeristar, Inc. </small>			
<small>DO NOT SCALE OFF DRAWING</small>				<small>REVISION HISTORY</small>			
REV	DATE	BY	APP	DESCRIPTION	TITLE: MONTAGE RESIDENTIAL STEEL PANEL		
1	02/11/16	LM	CPY	Initial	DATE:	02/11/16	SHEET: 1 OF 1
2					CRN BY: VM		REV: D
3					DRAWING NO: RMX378F		

IIAmeristar[®] **onc.**

EXHIBIT B
Supplemental Scope of Service
Elm Street Culvert Replacement

Village of Burr Ridge

The Village of Burr Ridge (hereinafter the "Client") has requested professional engineering services for culvert replacement project (hereinafter the "Project"). The following outlines the proposed Project scope of services.

UNDERSTANDING OF THE PROJECT

Based on the original scope of service and modifications based on the Federal and County grant award, the following supplemental services are requested

- Update the proposed culvert to feasibly a double-10' x 5' or double-12' x 5' box
- Revised headwall details and evaluate feasible alternates
- Revised Quantities, Estimates, and Bid Document based on Box Culvert Revisions
- Renew Clean Construction Demolition Debris (CCDD) permitting
- Revise DuPage County Stormwater Submittal
- Revise USACE Permit Submittal
- Expand Utility Coordination based on extended project limits
- Enclose ditch on the SE side of the proposed box culvert to stabilize roadway and eliminate a point of erosion
- Include rock toe, riffles and pools, and native plantings for water quality improvement. Alternates will be evaluated for stormwater quality improvement.

6. IDOT Coordination

HLR will coordinate with IDOT since a structure number will be assigned to the new box culvert. This will include coordination with the Bureau of Local Roads (BLR), Preparing and Environmental Survey Request (ESR), and submitting final plans for review to the Bureau of Bridges and Structures (BBS).

7. Federal Grant Assistance

HLR will review and provide necessary documentation for the federal grant approved for the project. The guidelines from the EPA have not been published for the project currently, therefore we are anticipating a maximum of 60 hours of coordination.

8. DuPage County Grant Assistance

HLR will review and provide necessary documentation for the federal grant approved for the project. The guidelines from the DuPage County Grant have not been published for the project currently, therefore we are anticipating a maximum of 30 hours of coordination.

9. Phase III Construction Engineering

HLR will provide Construction Engineering services for the project to ensure that items in the contract are being constructed in accordance with the plans and bid documents. Since the construction schedule is solely outside of HLR's control, timeframe represented in this agreement are based on the best available information. At this time, HLR estimates that from the beginning of construction to completion will be **7 weeks**. For purposes in this agreement Full Time is considered to be no more than 40 hours per week. Based on the level of on-site construction engineering desired by the Client, increases to the duration of construction will constitute additional work. HLR will notify the Client when the contractor is behind schedule since this could cause the need for additional work, not anticipated by the agreement. Final project close-out including punch lists, documentation, agreement to final quantities and final acceptance of the improvements is assumed to require no more than 80 hours. If the contractor is still not in agreement after this effort has been made HLR will close-out the project and provide final documentation to the Client. Additional efforts requested by the Client to come to an agreement with the contractor may constitute additional work.

Based on anticipated construction activities and the anticipated contractor schedule, HLR will provide the

following personnel:

- Resident Engineer/Technician – Full Time

The following items are included in the construction engineering scope of services:

A. Pre-Construction Services

HLR will provide the following pre-construction services in order to be ready for the start of construction activities:

- ☐ **Locally Funded Project Pre-Construction Meeting:** For the locally funded projects, HLR will lead a pre-construction meeting with the contractor and Clients Staff to discuss community needs, utility coordination, safety and Maintenance of Traffic plans, project goals, potential conflicts/issues, and schedule. We will bring up any issues that we feel need to be discussed as a group in order to provide a clear understanding of expectations and schedule.
- ☐ **Project Setup:** We will organize all project files and perform submittal, and catalog cut/shop drawing review. Our geotechnical sub-consultant will review and comment on the contractor-submitted Quality Control Plans for Asphalt and Concrete production.

B. Construction Services

- ☐ **Resident Engineer/Technician:** HLR will provide full-time, on-site resident engineering and inspection services to verify that the improvements are constructed, recorded, and quantified in accordance with the IDOT Project Procedures Guide, IDOT Construction Manual, project standards, Client requirements, engineering plans, and construction documents. This will include rejection and non-payment of any work that is deficient, liaison functions, and coordination with all stakeholders. Resident engineering will be provided as detailed in public relations section above.
- ☐ **Documentation:** Daily records of contractor activities in the desired Municipal format, Inspector Daily Reports, Weekly Reports, and Pay Estimates will be maintained throughout the duration of construction. Prior Authorization forms will be submitted to the Client for any/all work that is encountered that requires budget changes. In addition, BC-635 Extra Work Daily Report forms will be utilized to track any work that does not have an Agreed Unit Price. All documentation will be prepared by staff that is trained in IDOT's Documentation of Contract Quantities (Class S-14).
- ☐ **Progress Meetings/Status Updates:** HLR will conduct progress meetings to discuss project status and look-ahead schedules. If it is determined that the contractor has deviated from the approved project schedule, they will be directed to resubmit a catch-up schedule to ensure that the project completion date is not compromised.
- ☐ **Material Tracking / Yield Checks:** HLR will schedule and coordinate with our geotechnical sub-consultant to provide testing concrete and asphalt to spot check results of their quality assurance program. We will perform yield checks on all materials. HLR will not recommend payment for material that has not been properly inspected and/or does not meet yield check requirements.
- ☐ **Traffic Control and Site Cleanliness Monitoring:** HLR will monitor all traffic control and signage for roadway and sidewalk closures. We will monitor area routes to ensure traffic control is effectively maintained through and around all active work zones without conflict. In addition, we will perform daily checks that include inspection of site cleanliness to ensure that construction dust is kept in check, all debris is removed from driving surfaces, and removed sidewalks and roadways are ramped with temporary aggregate or asphalt depending on the estimated time until they can be replaced.

C. Post-Construction Services

- ☐ **Final Inspection:** HLR will present regular punch lists to the contractor with items requiring correction, in addition to a final punch list at the end of the improvements. After correction, we will

perform the final inspection with the contractor and Client. Recommendation of final acceptance will occur only after all deficient items have been fixed.

☐ **As-Built Drawings:** HLR will prepare hand drawn final as-built drawings that have change. The as-built plans will not include survey of critical elevations and pipe inverts.

☐ **Final Quantities:** HLR will provide measured quantities with the contractor on a regular basis and at the conclusion of the project.

☐ **Project Closeout:** Our team will submit final pay estimates and change orders. In addition, we will assemble, organize, and turn in all project files, records, quantities, etc. per Clients requirements.

D.Enhancement Area Monitoring

HLR will monitor the improvement a minimum of semi-annually for a period of 2-years to ensure that final construction is having the benefits that were planned. In the event that there are deficiencies, HLR staff will prepare a report of the deficiency and provide to the Client. Any coordination necessary with the Client or other permitting agencies shall be considered in cost of the item.

Monitoring will not include a floristic quality index, or meet U.S. Army Corps of Engineering Mitigation requirements. Monitoring will consist of a vegetation review by an environmental professional, indicating any invasive species of concern, and/or overall general recommendations on management.

For our supplemental services the following fee will be added to the original contract amount:

Tasks	Cost
1. USACE Permit	\$5,000.00
2. DuPage County Stormwater Permit	\$9,360.00
3. IDNR-OWR Delegation Fee	-
4. Utility Coordination	\$3,920.00
5. Plans, Bid Documents, and Estimate	\$56,500.00
6. IDOT Coordination	\$10,400.00
7. Federal Grant Administration (60 Hours)	\$11,700.00
8. DuPage Co. Grant Administration (30 Hours)	\$5,850.00
9. Phase III Construction Engineering	\$81,500.00
TOTAL	\$184,230.00



**VILLAGE OF BURR RIDGE
ELM STREET CULVERT UPDATE
DETAILED COST BREAKDOWN**

		Employee Classification							Direct Costs	Hours
Task	Description	E6	E4	E1	STR 2	T3	ENV 2	ENV 1		
1. PLAN UPDATES										
	USACE Permit Updates, Nationwide						20	20		40
	DuPage County Stormwater Permit Updates									
	Update Hydraulic Model		24							24
	Update Narrative		12							12
	Update Exhibits		12			12				24
	Utility Coordination Updates		12							12
	Plan Updates									
	Update Plan and Profile		12			8				20
	Update Headwall and Culvert Structural Details / Structural Alternate	8			72	32				112
	Update SESC Plans with Streambank Enhancement Alternates	16	24			24	32			96
	Update Landscaping Plans		16			8				24
	Update Cross Sections (10)		15			8				23
	Update Quantities and EOPC	2	6							8
	Update Bid Document	2	16							18
	Renew CCDD, 1 soil sample, updated EDR			40			3		\$ 1,000.00	43
	IDOT Coordination (BLR, ESR, BBS)		20		20					40
2. GRANT REPORTING										
	Federal Grant (60 hours)	60								60
	DuPage County Grant (30 hours)	30								30
3. CONSTRUCTION ENGINEERING										
	Pre-Construction Services		40							40
	Pre-Construction Meeting									
	Kick-Off / Resident Meetings									
	Utility Coordination									
	Project Setup and Quantity Review									
	Construction Services		280							280
	Verify Construction Layout									
	Construction Observation									
	Erosion and Sediment Control Inspections									
	Traffic Control / Site Cleanliness Monitoring									
	Progress Meetings									
	QA Material Testing								\$ 2,500.00	
	Post-Construction Services		80							80
	Punchlist and Final Inspection									
	Final Agreement to Quantities									
	Enhancement Area Monitoring (2-years)		48				48			96
Total		118	617	40	92	92	103	20	\$ 3,500.00	1082



Illinois Department of Transportation

Office of the Secretary

2300 South Dirksen Parkway / Springfield, Illinois / 62764

Telephone 217/782-6149

April 28, 2022

Mr. David Pressig
Village of Burr Ridge
7660 County Line Road
Burr Ridge, IL 60527

Dear Mr. Pressig,

The Illinois Department of Transportation (IDOT) is pleased to inform you that the Village of Burr Ridge has been selected to receive funding from the 2021 Safe Routes to School (SRTS) Funding Cycle. Congratulations on your successful application. Fifty-seven projects, totaling over \$12.3 million, have been approved for funding. The complete list of approved projects can be found at www.idot.illinois.gov/srts.

The Village of Burr Ridge has been awarded \$130,000.00 for the Wolf Road Pedestrian Crossing Improvement Project. The Safe Routes to School project number will be CRTS-021-1009. All SRTS funded projects must have all phases of work fully obligated within four years of the award notification letter or funds will be rescinded.

Please note that this letter is only a notification of award. This letter is **NOT** an official Notice to Proceed. There are numerous critical steps that must be completed before work can commence. Any work started or materials purchased prior to receiving the **Official Notice to Proceed** will not be eligible for reimbursement.

Please contact Chad Riddle, IDOT District 1 Local Roads Engineer, to receive instructions to proceed with your project. Chad Riddle may be reached at 847-705-4201 or Charles.Riddle@illinois.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Omer Osman'.

Omer Osman, P.E.
Secretary

Cc: Chad Riddle



June 9, 2022

Dr. Dave Palzet
Superintendent
Pleasantdale School District 107
7450 S. Wolf Road
Burr Ridge, IL 60527

Matt Russian CPRP
Executive Director
Pleasant Dale Park District
7425 S. Wolf Road
Burr Ridge, IL 60527

**Subject: Wolf Road Pedestrian Crossing Improvements Project
Letter of Understanding**

Dear Dr. Palzet and Mr. Russian:

This letter will serve as the basis for our understanding and formally establish our scope and mutual responsibilities for this important project. This project has been many years in the making but has finally come to fruition in the recent award of a \$130,000 Safe Routes to School grant to provide flashing pedestrian signals and signs, relocating the electric control pedestal, and other incidental work to complete the project. The Village of Burr Ridge and its staff are pleased to share in the values of your agencies in providing this community with responsive service and always committed to the safety, health and well-being of the Village, its children, and the community at-large.

The Safe Routes to School (SRTS) grant provides federal funds for 80% of the project costs and requires at least a 20% local match. The project sponsor is responsible for supplying 100% of the upfront cost of the project and will be reimbursed for 80% of eligible costs by the Illinois Department of Transportation (IDOT). For the SRTS grant, the Village will act as the project sponsor and grant recipient; therefore, in the interest of providing sound and consolidated project management, the Village hereby agrees to provide the up-front expenditure (approximately \$165,000 based on current estimates) to ensure timely progress on the project. The Village will therefore receive the 80% reimbursement from IDOT.

Also as project sponsor, the Village will be the lead agency for plan preparation and contract administration for the project, but we will always invite the School and Park District to attend relevant meetings or otherwise participate in the process. The project will be reviewed and permitted by Cook County Department of Transportation and Highways (CCDOT), the agency with maintenance and jurisdiction on Wolf Road. The project will also involve the Illinois Department of Transportation (IDOT), as the SRTS grant administrator, which will add meetings, reviews, and construction documentation, as well as changes to the existing plans and specifications, as required by IDOT policies. As project sponsor, the Village will retain an engineering consultant familiar with this project's goals as well as IDOT and CCDOTH policy, permitting, and construction requirements. The Village and its consultant will, on your behalf, coordinate with these agencies, conduct the competitive bid procurement, administer the construction contract, and file necessary documentation; all in meeting IDOT and SRTS grant requirements. All meeting dates, minutes, and documentation will be shared with the School and Park District.

As the Village is agreeing to coordinate the project administration and to fully fund all up-front expenditures for the project, the Village hereby requests that the 20% local match for the project be collected equally from the School and Park Districts. With the SRTS grant, this local match is

approximately \$33,000, of which the School and Park Districts would be each responsible for \$16,500 (10% of total cost each). The actual construction cost will be obtained through the competitive bid process. Final reimbursement to the Village from your agencies will be due within 90 days of the Village's receipt of the SRTS grant monies.

Future maintenance and monitoring of the flashing pedestrian signals will be performed by the County, which additional cost will be the responsibility of the Village. This nominal cost is estimated to be \$1,200 per year, which we accept without cost to either School or Park District.

As mentioned above, the Village will retain an engineering consultant to work with the Village in preparing plans and submittals to IDOT and County for this improvement. The costs associated with this contract are eligible for reimbursement by the SRTS grant. The Village intends to hire said consultant and approve a construction bid at Board of Trustees meetings in the future; your agencies and all members of the public are invited and entitled to attend said meeting and provide public comment on the matter should the need or desire arise.

Please advise me if you have any difference of understanding as to the agreed upon procedures for this project. No formal agreement is required for the Village to proceed if this letter shall suffice for your agencies' needs. Otherwise, please indicate your concurrence by signing the space noted below and returning two (2) originals to the Village.


Thank you very much, and we look forward to this partnership moving forward with the completion of this important project.

Sincerely,


EW
EVAN WALTER

EW Reid 6/15

Evan Walter
Village Administrator



Dr. Dave Palzet
Pleasantdale School District 107



Mr. Matt Russian
Pleasant Dale Park District

CC: David Preissig, P.E. – Village of Burr Ridge, Director of Public Works / Village Engineer
Griffin Sontag – Pleasantdale Middle School, Principal



Memorandum

REFERENCE: Village of Burr Ridge Proposal

SUBJECT: Engineering Services for Burr Ridge Parkway

DATE: May 27, 2022

Patrick Engineering Inc. (Patrick) is providing this proposal to provide professional design and construction engineering services for the Village of Burr Ridge to prepare a Phase I Study, Phase II Contract Plans, and Phase III Construction Engineering Services for the Wolf Road Pedestrian Crossing Flashing Beacon Project in the Village of Burr Ridge. The project includes a new flashing beacon and ADA sidewalk improvements to connect the Pleasant Dale Park District on the east with the Pleasantdale School on the west. An IDOT Safe Routes to School (SRTS) grant has been secured for this project and Patrick's scope includes engineering services to meet eligibility requirements for the STRS grant. Patrick's services would include the following:

Phase I - Schedule and attend an IDOT kick-off meeting, prepare and submit an Environmental Survey request (ESR), collect and analyze data and prepare exhibits, prepare a special waste screening and/or Preliminary Environmental Site Assessment, attend an FHWA coordination meeting, prepare and submit a Project Development Report (BLR Form 19100),

Phase II – Review and update plans and specifications for the IDOT format, update the construction cost estimate and estimate of construction time, update the Cook County permit and coordinate with the Cook County Department of Transportation and Highways, prepare a special waste Preliminary Site Investigation, coordinate with utilities, hold a plan-in-hand field review, and address any comments from IDOT on the submitted materials.

Phase III – Coordinate with the contractor, observe and inspect the contract work, and approve pay estimates, as required by IDOT, including audit and close-out activities.

Quality reviews and project administration are also included. The project is anticipated to go to construction in Spring 2023. Estimated hours and fee proposed for the engineering services described above are shown on the attached table, which cost would not exceed \$54,150.

We appreciate the opportunity to submit this proposal to the Village of Burr Ridge. If you have any questions, please contact me at (630) 795-7468 or JCebulski@patrickco.com.

Jarrod J. Cebulski, P.E.
Director of Transportation
Patrick Engineering Inc.

BURR RIDGE WOLF ROAD PED CROSSING PROJECT FEE ESTIMATE

TASK & DESCRIPTION	WORK HOURS	FEE	Sr Proj Mgr/ Director (\$219)	Project Eng 3 (\$185)	Project Eng 1 (\$156)	Staff Eng 2 (\$131)	Admin Assistant (\$81)
1 Phase I Services							
1 IDOT Kick-off Meeting	4	\$808	2	2			
2 ESR Submittal/Site Visit/Wetland Memo	10	\$1,418		2		8	
3 Traffic/Crash Analyses/Exhibits	6	\$894		2		4	
4 Special Waste PESA	20	\$3,536	2	10	8		
5 Coordination (FHWA Meeting)	4	\$808	2	2			
6 Phase I Reporting (BLR 19100)	34	\$5,894	2	16	16		
7 Address Comments	8	\$1,490	2	4	2		
Direct Costs (Data, Vehicle)		\$200.00					
SUBTOTAL =	86	\$15,048.00	10	38	26	12	0
2 Phase II Design							
1 Review Existing Plans/Data	4	\$682		2	2		
2 Review/Update Plans for IDOT Format	18	\$2,950	2	4	8	4	
3 Update Specifications and Convert to IDOT Format	10	\$1,918	2	8			
4 Cost Estimate	3	\$589	1	2			
5 Estimate of Time	2	\$370		2			
6 Permits (CCDOTH, SWPPP)	9	\$1,699	1	8			
7 PSI Report	12	\$2,356	4	8			
8 Utility Coordination	10	\$1,418		2		8	
9 Plan in Hand Field Review	4	\$682		2	2		
10 Address IDOT Comments on Pre-Final and Final Plans	12	\$2,172	2	6	4		
11 Bidding Assistance	4	\$808	2	2			
Direct Costs (Vehicles, Printing, PSI Drilling)		\$1,800					
SUBTOTAL =	88	\$17,444	14	46	16	12	0
3 Phase III Engineering							
1 Inspection	120	\$15,720				120	
2 Close-out	8	\$1,480		8			
Direct Costs (Vehicles)		\$850					
SUBTOTAL =	128	\$18,050	0	8	0	120	0
4 QA/QC and Administration							
1 QA/QC Activities	8	\$1,480		8			
2 Monthly Progress Reports and Invoicing	16	\$2,128		8			8
SUBTOTAL =	24	\$3,608	0	16	0	0	8
LABOR TOTAL:		\$51,300.00					
DIRECT COSTS:		\$2,850					
GRAND TOTAL =	326	\$54,150	24	108	42	144	8



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

RECEIVED

May 17, 2022 via E-mail

REVISED

4:34 pm, Jul 05, 2022

8E

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Sponsoring Organization THE MECCA CENTER

Event Organizer/Contact Name [REDACTED]

Organizer Mailing Address [REDACTED]

City [REDACTED] State, Zip [REDACTED]

Primary Phone [REDACTED] Cell [REDACTED]

Fax [REDACTED] Email [REDACTED]

Event Day On Site Person in Charge (if different from the event organizer) _____

Contact Name _____

Primary Phone _____ Cell _____

Fax _____ Email _____

EVENT INFORMATION

Event Name MECCA CENTER SK / 1K RUN WALK

Description/Purpose of Event BUILD COMMUNITY BONDS & ENCOURAGE FITNESS THROUGH SK & GIVE BACK TO A CHARITY THROUGH PROCEEDS.

Type of Event (circle all that applies) Parade Walk/Run Festival Other _____

Location of event BR VILLAGE CENTER

Date(s) of Event Time 8 AM to 10 AM SEPTEMBER 10, 2022

Set-up Date: 9/10 Time 6 AM to 8 AM SATURDAY

Teardown Date: 9/10 Time 10 AM to 11 AM

Estimated Attendance 200 Event Website meclacenter.org
 General Information Phone Number: 630-241-2000

- Is this an annual event? ☐ Yes ☒ No
- Is the event open to the general public? ☒ Yes ☐ No
- Does your event include the use of a tent? 10X10 canopies ☒ Yes ☐ No
- Will there be amusement rides and/or inflatable devices at the event? FINISH LINE ARCH ☒ Yes ☒ No
- Will you be using speakers and/or sound amplification equipment at your event? ☒ Yes ☐ No
- Are you holding a raffle at your event? (chances are sold, not given away) ☐ Yes ☒ No
- Are you planning to put up signs to promote your event? ☒ Yes ☒ No
- Will you be serving/selling alcohol at your event? ☐ Yes ☒ No
- Will you be serving/selling food at your event? WATER/BANANAS ☒ Yes ☐ No
- Does your event require the use of Village streets or sidewalks? ☒ Yes ☐ No
- Are you requesting the use of any other Village-owned property? PARKING LOT C ☒ Yes ☐ No
- Are you requesting the closing of Village streets? BR COUNTY LINE SQ ☒ Yes ☐ No

STREET NAME	FROM	TO	DATE(S)	TIME(S)
<u>BYRLE RIDGE PARKWAY</u>	<u>LINCOLNSHIRE</u>	<u>U-TURN BEFORE BRIDEWELL</u>	<u>9/10</u>	<u>8 AM - 10 AM</u>
<u>LINCOLNSHIRE DR</u>	<u>BR PKWY</u>	<u>CHASSEMOR</u>	<u>9/10</u>	<u>8A-10A</u>
<u>CHASSEMOR DRIVE</u>	<u>LINCOLNSHIRE</u>	<u>79th</u>	<u>9/10</u>	<u>8-10 AM</u>
<u>79th ST</u>	<u>CHASSEMOR</u>	<u>FOREST HILL</u>	<u>9/10</u>	<u>8-10 AM</u>
<u>CIRCLE DRIVE</u>	<u>79th</u>	<u>FOREST HILL</u>	<u>9/10</u>	<u>8-10 AM</u>
<u>DANA WAY</u>	<u>79th</u>	<u>CIRCLE DR</u>	<u>9/10</u>	<u>8-10 AM</u>
<u>MCCLENTON DRIVE</u>	<u>BR PKWY</u>	<u>MCCLENTON DR</u>	<u>9/10</u>	<u>8-10 AM</u>

If this is a recurring event, please state any problems and/or incidents that have occurred in the past years and what, if anything, you are doing to address the issue.

The Village of Burr Ridge is not responsible for any accidents or damages to persons or property resulting from a special event nor for the planning or success of the event; the event coordinator for the sponsoring organization is responsible for all costs of the special event and for ensuring that the organization, event participants and spectators abide by all conditions, ordinances, codes and requirements.

I understand that any changes made to this application after approval are subject to Village approval.

Signature of Permit Applicant

Date

Print Name

I hereby CERTIFY and AFFIRM that I have been granted the lawful authority to make this application and to bind the Sponsoring Organization that is the applicant herein and by my signature above state:

- The information set forth herein is accurate; and
- We will comply with all applicable State and local Ordinances, health and safety requirements; and
- We are qualified in all respects to receive the permits applied for and needed for this event.

Revised Response to Special Events Permit Application
07/05/2022

1. The following roads or access points are requested to be barricaded between 7:50 and 10:00 am.
 - Burr Ridge parkway from Lincolnshire to the U-turn before Bridewell.
 - Lincolnshire drive from Burr Ridge parkway to Chasemoor.
 - Chasemoor Drive from Lincolnshire to 79th Street.
 - 79th Street from Chasemoor to Forest Hill Drive
 - Circle Drive from 79th to Forest Hill
 - Forest Hill between 79th and Circle Drive
 - Dana Way between 79th and Circle Drive
 - McClintock Drive between both Burr Ridge parkway intersections.
 - Burr Oak Lane at 79th Street.
2. Volunteers
 - a. **5K:**

Volunteers will be brought by the event organizer, the Mecca Center. 11 will be placed along the route to guide people and will be holding directional signs. Volunteers will be placed at turns and along long stretches of road and water stations.
 - b. **1K**

Volunteers will be brought by the event organizer, the Mecca Center. 11 will be placed along the route to guide people and will be holding directional signs. Volunteers will be placed at turns and along long stretches of road. V1 & 2 will remain in place from the earlier 5K while V3 & V4 will move to the 1K position after the last runner passes them on the 5K route.
3. Parking & Traffic Control
 - a. Parking:

The use of the parking lot in the County Line Square parking lot has been requested from the owner, Bob Garber. The lot will be barricaded from 1am (or later) to prevent unauthorized access until the event opens to the event attendees at 6:00 am. The parking lot spaces are primarily east of the Bridewell light and south of the Chase Bank. It is understood that the event should not interfere with parking and access to the morning businesses open at the time, such as Patti's, Brookhaven, the Cycle Bar.
 - b. Police Presence & Barricades:

Police presence is requested at the major turns and intersections needing to be closed during the event. 5 are requested for the stations along the route and more where the department deems necessary. Officers help is requested to implement road closures & direct traffic flow. The assistance of the police department will be requested to control the traffic flow.

Barricades are requested to be dropped off along the major road intersections and the parking lot. [REDACTED] will coordinate with Hannah to determine the parties responsible for setting up the barricades and when.
4. Size & Location of Event Equipment:

i. Restroom facilities:

Standard size Portable toilets will be rented from a vendor and requested to be dropped off by 6 am and picked up by 12 pm on the day of the event. They will be placed in the western side of the staging area, away from the main tents and vendors, and along the south of Burr Ridge Parkway. They will include 2 regular and 1 ADA compliant wheelchair accessible stations and 1 hand washing station.

b. Waste receptacles:

Garbage cans (3-4) will be rented from a vendor and requested to be dropped off by 6 am and picked up by 12 pm. 2 will be in the staging area and 2 will be placed on the route: 1 next to the water stations at Mile 1.5 and one at Mile 2.

c. Water Station:

A **water station** will be placed approximately halfway in route (Mile 1.5) on the road on Chasemoor, near the 79th Street intersection and subdivision exit, along the right hand side of runners and at least 50 yards from the intersection to allow ample time for drinkers to consume water and discard the paper cups in the allocated garbage bins. 2-3 volunteers will be stationed at the table with pre-filled water cups and a trash can placed near the table. A second trash can will be placed near the 8th or 9th volunteer along 79th or upon turning left onto Burr Oak along the runners path for remaining cups to be discarded.

d. Cleanup

Volunteers will be responsible for paper cup **clean up** along the route after the last runner has passed by following the route and ensuring no garbage has been left on the route. After the event is concluded, a biker or driver will also drive the route from start to finish and pick up any garbage, signs, or other race related items that were inadvertently left or discarded along the route.

e. Sound and lighting

A basic sound system and wireless microphone will be used between 7 am and 10:30 am for announcements and directions. No loud music will be played.

f. Tents

8 '10x10' canopy tents will be brought and set up by the MECCA Center volunteers at 6 am. Tents are for sound system & registration (1), first aid (2), food tent for end of race consumption (water & bananas) (4), vendors (4). Tents will be broken down by volunteers at the end of the race and no later than 11 am.

5. Emergency Response:

a. Inclement Weather

In case of Inclement weather, event will be paused in case of light rain or drizzle until it passes and the ground on route is determined to be not wet or slippery or pose a risk of fall or injury to participants.

b. Severe Weather

In case of severe weather, or any threats to the safety of the participants, the event will be cancelled, and all participants and parties involved will be informed with as much prior notice as possible.

c. First Aid

A first aid tent will be set up with a first aid kit present. A medical doctor volunteer from MECCA will be present during the race to treat any injuries. The Pleasantdale Fire Department will be informed of the race and consulted to determine if a paramedic or emergency vehicle needs to be present during the event.

6. Requested Village Services

Police presence is requested at the major turns and intersections needing to be closed during the event. 5 are requested for the stations along the route and more where the department deems necessary. Officers help is requested to implement road closures & direct traffic flow. The assistance of the police department will be requested to control the traffic flow.

Barricades are requested to be dropped off along the major road intersections and the parking lot. [REDACTED] will coordinate with Hannah to determine the parties responsible for setting up the barricades and when.

7. Temporary Signage

Temporary sign will include directional signs & caution signs along the racecourse. The directional signs will be held by the volunteers and not be staked. Mile Markers will be placed at the Mile 1 (Chasemoor as it enters the subdivision) & 2 (intersection of 79th & Forest Hill) marks.

Request is to stake them into the ground. Volunteers will also be present at both those locations. [REDACTED] will consult with Hannah for what and where additional signage is necessary. Signs will be printed by Alwan Printing. Assumed sizing is equal to or less than 3x2 feet.

8. Accessibility

Individuals with disabilities are welcome along the route. There is no need for a ramp or other accessible entrances. The route is paved and flat and wide enough to accommodate a wheelchair. A portable wheelchair accessible bathroom will also be available.


Dear Burr Ridge Board Members,

Our organization, the MECCA Center, is a non-profit faith based organization in Willowbrook (16W560 91st St, Willowbrook, IL 60527, www.meccacenter.org). A great portion of our members live in Burr Ridge. As part of our Wellness initiative for the community, we are excited to hold a 5K & 1K event on Saturday, September 10 in Burr Ridge. It will be open to our members, the public and our neighbor organizations. People of all ages and abilities are welcome, including children and anyone using a wheelchair. We aim for it to encourage fitness and well-being with friendly competition, togetherness and to meet new neighbors, all while raising funds to benefit a local charitable cause. We will be supporting Chi-Care, who aim to provide services to the homeless in Chicago, including meals, clothing, shelter and dignified resources. <https://chi-care.org/>.

I was informed last Thursday, June 30, that a component of our application is the signed permission of Mr. Bob Garber by Tuesday July 5 in time for the July 11 board meeting. He is the property owner of the parking lot where we propose to stage the event and provide parking for the attendees. I have made several attempts to contact Mr. Garber in this brief holiday weekend with the two contact methods received from Hannah. I have left messages on his son's voicemail, which have gone unreturned. And I have visited American Bagel, his place of business, three times and left him an introduction letter and permission form to sign. I was informed today that he continues to be on vacation out of town until July 11 at the earliest and has not received my letters.

In light of our inability to reach him, we'd like to request that the board please continue with consideration of our proposal and conditionally approve it contingent on Mr. Bob Garber's permission. An approval in July will allow us 6 to 8 weeks to adequately plan & advertise this event. We'd also like to request any additional help the board can provide in reaching and obtaining the necessary signature from Mr. Bob Garber.

Thank you kindly for your consideration.


July 5, 2022

The MECCA Center


Restaurants

Hotels

Attractions

Museums

Transit

ARCH OVER ROAD

ATMs

BMO Harris Bank

Borthwick Associates

TENTS (8)

Small Stage, if using.

PORTABLE
SANITARY
STATION

Chase Bank

Secondary Parking Lot

Patti's Sunrise Café

Kirsten's Danish Bakery

Brookhaven Marketplace

Natallya's Aesthetics

Jonny Cab's
American

County Wine Merchant
Wine store

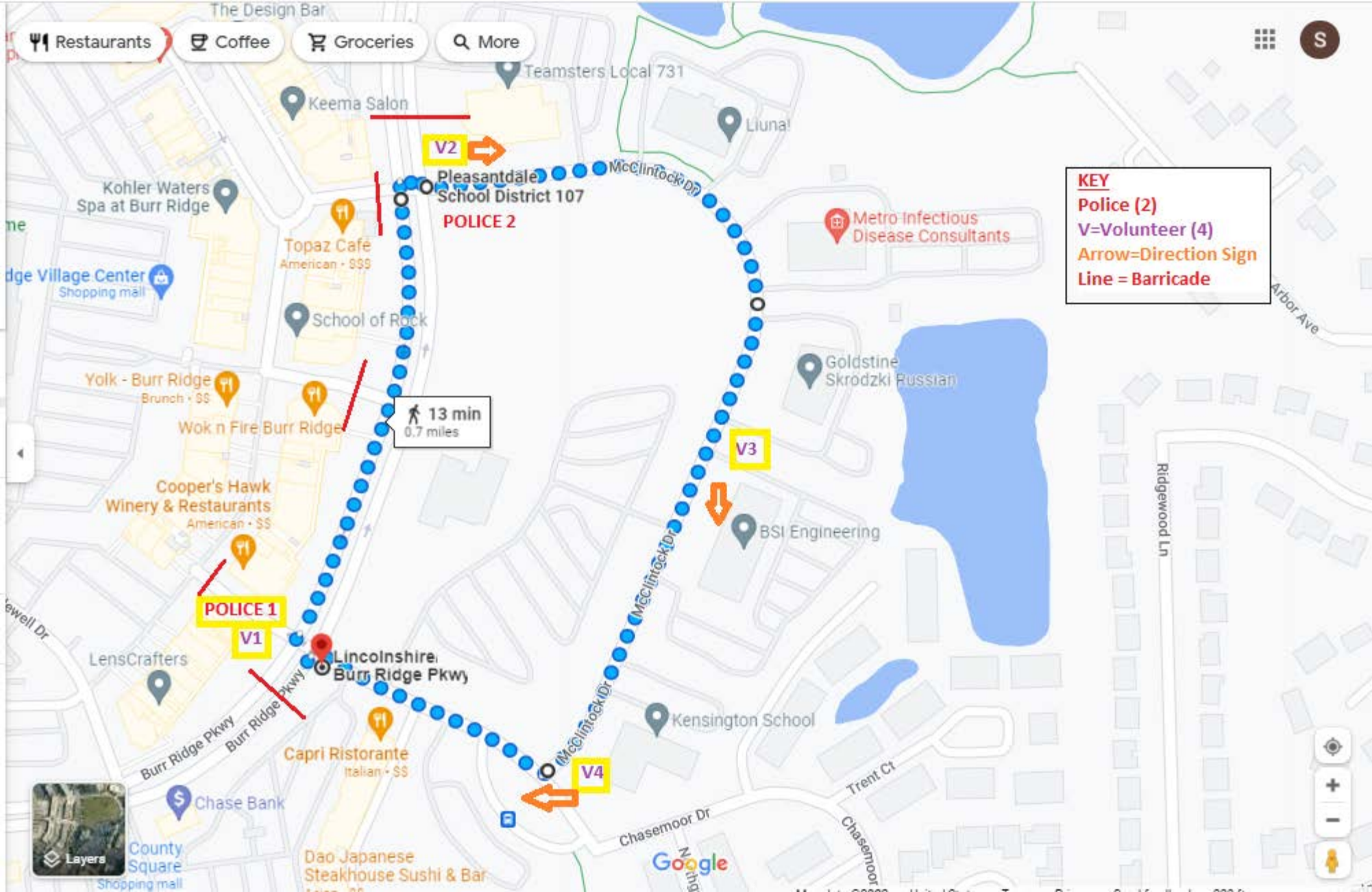
Dao Japanese
Steakhouse Sushi & Bar
Asian • \$\$

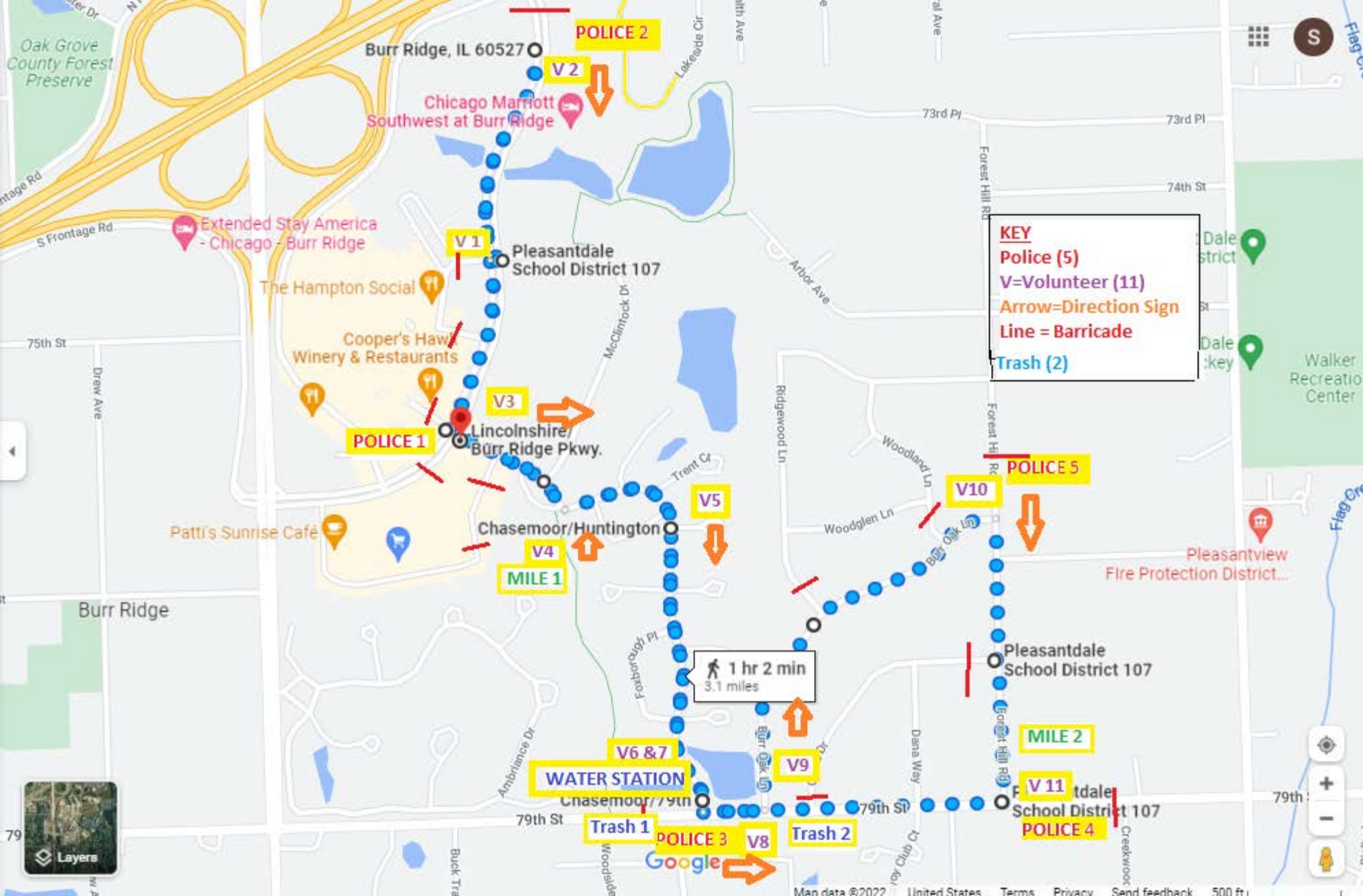
Capri Ristorante
Italian • \$\$

Parking Lot space
requested towards
back of the lot and if
need be, to fill from
back and keep the
front half open for
businesses.



Google





VILLAGE OF BURR RIDGE

8F

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 6/27/2022

PAYMENT DATE: 6/28/2022

FISCAL 22-23

FUND	FUND NAME	Pre-Paid	PAYABLE	TOTAL AMOUNT
10	General Fund	\$ 151.00	\$ 102,460.99	\$ 102,611.99
23	Hotel/Motel Tax Fund		7,398.09	7,398.09
31	Capital Improvements Fund		1,500.00	1,500.00
33	Equipmetn Replacement Fund		9,640.57	9,640.57
51	Water Fund		252,145.76	252,145.76
52	Sewer Fund		843.84	843.84
	TOTAL ALL FUNDS	\$ 151.00	\$ 373,989.25	\$ 374,140.25

PAYROLL

PAY PERIOD ENDING June 11, 2022

	TOTAL
	PAYROLL
Board	\$ 2,450.00
Administration	17,276.22
Finance	1,725.00
Police	130,939.08
Public Works	30,854.54
Water	26,989.85
Sewer	10,843.85
TOTAL	\$ 221,078.54
GRAND TOTAL	\$ 595,218.79

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
POST DATES 06/27/2022 - 06/27/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 1010 Boards & Commissions					
10-1010-40-4040	Annual Membership Dues Benedict	Municipal Clerks of Illinc	06/15/22	06/15/22	65.00
10-1010-40-4040	Annual Membership Dues Schaus	Municipal Clerks of Illinc	06/14/22	06/14/22	65.00
10-1010-50-5010	Labor General	Clark Baird Smith LLP	05/31/22	15497	1,955.00
10-1010-50-5010	Adjudication May22	Denise K. Filan	06/13/22	34004	225.00
Total For Dept 1010 Boards & Commissions					2,310.00
Dept 2010 Administration					
10-2010-40-4041	Employee Recruitment Expense	Premier Occupational Healt	05/17/22	115250	105.00
10-2010-40-4042	Janine Farrell enrollment -Eng.	College of DuPage	06/03/22	14032	439.00
10-2010-50-5020	Health Dept Inspection	Cook County Dept of Public	08/09/21	08/09/21	100.00
10-2010-50-5030	Monthly Cell Phone Bill	AT&T Mobility	05/25/22	287310366548X0603202	84.14
10-2010-50-5075	Review, Pre mtg, Decom Inspectio	Dixon Engineering, Inc.	06/10/22	22-0526	1,350.00
Total For Dept 2010 Administration					2,078.14
Dept 4010 Finance					
10-4010-50-5020	Consulting WE 06/05 & 06/12/2022 Gov	Temps USA, LLC	06/16/22	3981678	7,174.30
Total For Dept 4010 Finance					7,174.30
Dept 4020 Central Services					
10-4020-60-6010	First Aid Supplies VH	AUCA Western First Aid & s	05/20/22	5-007343	74.98
10-4020-60-6010	Kitchen Coffee Supplies PD	Commercial Coffee Service,	06/01/22	401404	149.50
Total For Dept 4020 Central Services					224.48
Dept 4040 Information Technology					
10-4040-50-5020	IT Support Services	Orbis Solutions	04/01/22	5572833	2,420.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/17/22	5573162	3,725.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/17/22	5573168	120.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/09/22	5573127	4,200.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/09/22	573132	500.00
10-4040-50-5061	MST-OFC-BPM-C100	National Tek Services, Inc	06/06/22	17327	190.50
10-4040-60-6040	Starcom Network Charge	Motorola Solutions - STARC	06/01/22	6571120220502	510.00
Total For Dept 4040 Information Technology					11,665.50
Dept 5010 Police					
10-5010-40-4032	Uniform Allowance Nicole Copp	JG Uniforms, Inc.	06/07/22	100355	54.95
10-5010-40-4032	Traffic Vests	Ray O'Herron	06/10/22	2200018	68.98
10-5010-40-4032	#47W6686 Long Sleeved Shirt - Na	Ray O'Herron	06/03/22	2195970	175.50
10-5010-40-4032	#114041-729 First Tactical Cargo	Ray O'Herron	06/03/22	2195970	234.00
10-5010-40-4032	Sew Longevity Stripes on LS shir	Ray O'Herron	06/03/22	2195970	9.30
10-5010-40-4032	2268 Bates, Boot Tactical 8" Sid	Ray O'Herron	06/04/22	2198880	130.00
10-5010-40-4032	26990 Raincoat, Blk/F-yellow Rev	Ray O'Herron	06/04/22	2198879	121.00
10-5010-40-4032	#112012-729 S/S V2 Pro Performan	Ray O'Herron	06/04/22	2198883	99.00
10-5010-40-4032	#2268 Bates, Boot GX-8 Gortex 8"	Ray O'Herron	06/04/22	2198883	130.00
10-5010-40-4032	79230-1874 Strong Leather Badge	Ray O'Herron	06/04/22	2198882	26.99
10-5010-40-4032	811-1874 Strong Leather Badge Ho	Ray O'Herron	06/04/22	2198882	15.99
10-5010-40-4032	114041-729 58.50	Ray O'Herron	06/04/22	2198881	58.50
10-5010-40-4032	5180 Hanes Beef-T Short sleeve T	Ray O'Herron	06/04/22	2198884	13.49
10-5010-40-4032	U675 Under Armour Training Cotto	Ray O'Herron	06/04/22	2198884	18.00
10-5010-40-4032	112012-729 First Tactical V2	Ray O'Herron	06/04/22	2198884	216.01
10-5010-40-4040	Annual Membership Dues	Ill. Police Accreditation	05/13/22	373	100.00
10-5010-40-4042	SLEA Basic Academy - Nicole Copp	College of DuPage	06/09/22	14041	3,735.60
10-5010-40-4042	Auto Theft & Vehicle Crimes Trai	NJ Criminal Interdiction,	05/26/22	94352-1097-2-3109	225.00
10-5010-50-5020	Notary Fee Gniech, A	Cook County Clerk	06/20/22	06/20/22	10.00

GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 5010 Police					
10-5010-50-5020	Comprehensive Searches May22	LexisNexis Risk Solutions	05/31/22	1267894-20220531	234.10
10-5010-50-5050	Annual Equipment Maintenance Agr	All Traffic Solutions, Inc	05/25/22	SIN032814	1,500.00
10-5010-50-5050	Replace Siren Batteries	J & D Ingenuities, LLC	01/31/22	2146	1,022.47
10-5010-50-5051	Squad 1809 Maintenance	B & E Auto Repair Service	05/07/22	141935	24.95
10-5010-50-5051	Maintenance-Vehicles	B & E Auto Repair Service	06/07/22	142003	27.95
10-5010-50-5051	Squad 1703 Maintenance	B & E Auto Repair Service	06/07/22	142006	27.95
10-5010-50-5051	Maintenance-Vehicles	B & E Auto Repair Service	06/15/22	142073	33.00
10-5010-50-5051	Car Washes May	Fuller's Car Wash	05/31/22	8689	147.00
10-5010-50-5051	Maintenance-Chief's Vehicle	Willowbrook Ford	06/14/22	637408	105.03
10-5010-50-5051	Squad 2016 Maintenance	Willowbrook Ford	05/23/22	6372826	100.00
10-5010-50-5051	Confidential Plate Renewal	Illinois Secretary of Stat	06/14/22	06/14/22	151.00
Total For Dept 5010 Police					8,815.76
Dept 6010 Public Works					
10-6010-40-4041	Employee Recruitment Expense	Premier Occupational Healt	05/17/22	115250	105.00
10-6010-40-4041	Employee Recruitment Expense	Premier Occupational Healt	06/07/22	115659	255.00
10-6010-40-4042	Leading Teams II - Rich Scherer	College of DuPage	06/03/22	14032 (2)	495.00
10-6010-40-4042	Nick Just enrollment -Eng. Empl.	College of DuPage	06/03/22	14032	439.00
10-6010-50-5020	Health Dept Inspection Jan-Mar22	Cook County Dept of Public	05/26/22	05/26/22	100.00
10-6010-50-5020	Elevator Inspection	Elevator Inspection Servic	06/13/22	108925	96.00
10-6010-50-5030	Telephone	AT&T Mobility	05/25/22	287310366548X0603202	371.49
10-6010-50-5050	Unit 63 Aerial Equip. Testing	Power Equipment Leasing Co	06/08/22	W3574	570.00
10-6010-50-5051	Safety Testing of Vehicles	Foster's Truck Repair	06/01/22	40229	40.50
10-6010-50-5051	Unit 63 Lube, Oil and Filter Cha	Freeway Ford Truck Sales,	06/10/22	144594	159.95
10-6010-50-5051	Unit 72 Lube, Oil, Filters Chang	Freeway Ford Truck Sales,	06/13/22	144597	234.45
10-6010-50-5051	Maintenance-Vehicles PW	Willowbrook Ford	06/09/22	6373879	69.94
10-6010-50-5052	Carpet Cleaning VH, Blind Cleani	Chi-Town Cleaning Services	06/13/22	3018	580.00
10-6010-50-5052	VH Garage Door Repair	Door Systems ASSA Abloy US	02/20/22	906491	584.00
10-6010-50-5052	Kargard Air Tank & Certificate F	Office of the State Fire M	06/15/22	9663214	70.00
10-6010-50-5052	Plumbing Service Call	Patrick Murphy Plumbing	06/06/22	28380	218.00
10-6010-50-5053	Special Event/Emergency Street S	LRS Holdings, LLC	05/31/22	PS453531	195.48
10-6010-50-5055	Maint. Traffic Signals	COMED	06/06/22	3699071070 Jun22	32.74
10-6010-50-5055	Maintenance-Signals 97th & Madis	Meade Electric Company, Ir	06/15/22	700873	161.07
10-6010-50-5056	2022 Parkway Tree Trimming	Winkler's Tree Service, Ir	02/23/22	10930	49,438.00
10-6010-50-5058	Mat rentals - PD	Breens Inc.	06/07/22	11663	26.50
10-6010-50-5058	Mat rentals - VH & PW	Breens Inc.	06/14/22	11808	26.50
10-6010-50-5058	Janitorial Services - Holding Ce	Service Master	05/30/22	216100	195.00
10-6010-50-5065	Village Street Lights	Constellation NewEnergy, I	05/28/22	62445802101 May22	2,837.92
10-6010-50-5066	Soil Samples, LPC663 for Spoil D	Clean Soils Consulting, LI	04/13/22	19411	2,985.00
10-6010-50-5076	April Inspections	B&F Construction Code Serv	06/14/22	16030	1,193.52
10-6010-50-5076	Plan Reviews Permit 22-115	B&F Construction Code Serv	06/10/22	59220	4,765.17
10-6010-50-5080	Lakewood Aerator	COMED	06/06/22	9258507004 Jun22	38.59
10-6010-50-5080	Windsor Aerator	COMED	06/06/22	9342034001 Jun22	18.89
10-6010-50-5080	Sewer Village Hall	DuPage County Public Works	05/25/22	132036	118.33
10-6010-50-5080	Pump Center	NICOR Gas	06/10/22	47915700000 Jun22	122.38
10-6010-50-5080	Public Works	NICOR Gas	06/10/22	22944400005 Jun22	211.67
10-6010-50-5085	Rentals	Sunbelt Rentals, Inc.	06/13/22	127046459	2.32
10-6010-50-5095	BR Parkway & CLR Prairie Mainten	McGinty Bros. Inc.	06/09/22	235483	975.00
10-6010-60-6000	Office Supplies PW	Runco Office Supply	06/06/22	869859-0	130.24
10-6010-60-6010	Exit Sign Repl.; Operating Suppl	Grainger, Inc.	06/09/22	9340063693	80.28
10-6010-60-6010	6 ea13W Single Compact Fluoresce	Industrial Electric Supply	06/06/22	S100013442.001	15.76
10-6010-60-6010	Flashlight & Camera for Engine R	Menards - Hodgkins	06/10/22	98865	114.98

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INVOICE GL DISTRIBUTION REPORT FOR VILLAGE OF BURR RIDGE
POST DATES 06/27/2022 - 06/27/2022
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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 6010 Public Works					
10-6010-60-6010	Cooler/Floor Fan	Menards - Hodgkins	06/10/22	98850	120.13
10-6010-60-6010	Supplies: PW Shop Conc. Floor Pa	Menards - Hodgkins	06/10/22	98851	410.49
10-6010-60-6010	Operating Supplies	Menards - Hodgkins	06/01/22	98282	355.50
10-6010-60-6010	Operating Supplies	Runco Office Supply	06/08/22	870207-0	389.90
10-6010-60-6040	Trimmer Line.095 in. Dia (3 lb.	Menards - Hodgkins	06/08/22	98733	26.36
10-6010-60-6041	Batteries for PW Vehicles	FleetPride, Inc.	06/06/22	99928116	419.97
10-6010-60-6041	Ford Air Filter Assembly for F25	Freeway Ford Truck Sales,	06/09/22	557198	119.20
10-6010-60-6041	Supplies-Vehicles	Monroe Truck Equipment, Ir	06/08/22	337637	10.54
10-6010-60-6041	Fuel Line Parts	Monroe Truck Equipment, Ir	06/13/22	337638	125.55
10-6010-60-6043	Topsoil	Tameling Industries	06/02/22	0166631	292.50
Total For Dept 6010 Public Works					70,343.81
Total For Fund 10 General Fund					102,611.99
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5075	Entryway Sign	COMED	06/07/22	2257153023 Jun22	27.81
23-7030-50-5075	Gateway Sign	COMED	06/03/22	1153168007 Jun22	19.17
23-7030-50-5075	Median Lighting	COMED	06/06/22	1319028022 Jun22	51.11
23-7030-80-8012	July 21, 2022 Concert Performanc	Lisa Martusciello	05/24/22	05/24/22	1,200.00
23-7030-80-8012	July 14, 2022 Concert Performanc	Robert E. Davis	05/24/22	05/24/22	1,100.00
23-7030-80-8012	July 28, 2022 Concert Performanc	Stephen Frost	05/24/22	05/24/22	3,000.00
23-7030-80-8012	Final Payment - Race Coordinatio	Suzanne M. Gray	06/15/22	06/15/22	1,000.00
23-7030-80-8012	June 30, 2022 Concert Performanc	William Rincon	06/02/22	06/02/22	1,000.00
Total For Dept 7030 Special Revenue Hotel/Motel					7,398.09
Total For Fund 23 Hotel/Motel Tax Fund					7,398.09
Fund 31 Capital Improvements Fund					
Dept 8020 Sidewalks/Pathway					
31-8020-70-7052	Vehicle Loop Sensor Replacement	Peerless Enterprises, Inc.	05/25/22	43007	1,500.00
Total For Dept 8020 Sidewalks/Pathway					1,500.00
Total For Fund 31 Capital Improvements Fund					1,500.00
Fund 33 Equipment Replacement Fund					
Dept 8030 Equipment Replacement					
33-8030-50-5071	Lease Maintenance Pd	Enterprise FM Trust	06/21/22	FBN4484074	227.62
33-8030-50-5071	Lease Maintenance PW	Enterprise FM Trust	06/21/22	FBN4491775	123.88
33-8030-80-8065	Lease Principal PD	Enterprise FM Trust	06/21/22	FBN4484074	5,414.15
33-8030-80-8065	Lease Principal PW	Enterprise FM Trust	06/21/22	FBN4491775	2,541.13
33-8030-80-8075	Lease Interest PD	Enterprise FM Trust	06/21/22	FBN4484074	803.53
33-8030-80-8075	Lease Interest PW	Enterprise FM Trust	06/21/22	FBN4491775	530.26
Total For Dept 8030 Equipment Replacement					9,640.57
Total For Fund 33 Equipment Replacement Fund					9,640.57
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4032	Uniform rentals/cleaning	Breens Inc.	06/07/22	11662	146.78
51-6030-40-4032	Uniform rentals/cleaning	Breens Inc.	06/14/22	11807	152.78
51-6030-40-4032	Safety Glasses & Gloves	Menards - Hodgkins	06/06/22	98601	79.92
51-6030-40-4042	Leading Teams II - Ron Herdzina	College of DuPage	06/03/22	14032 (2)	495.00

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 51 Water Fund					
Dept 6030 Water Operations					
51-6030-40-4042	Alex Mezatis enrollment -Eng. Em	College of DuPage	06/03/22	14032	439.00
51-6030-40-4042	Trench Training	Prospan Consulting, Co.	06/16/22	2022-01046	750.00
51-6030-50-5071	Lease Maintenance PW	Enterprise FM Trust	06/21/22	FBN4491775	140.27
51-6030-50-5080	2M Tank	COMED	06/06/22	9256332027 Jun22	149.87
51-6030-50-5080	Bedford Park Sump Pump	COMED	06/07/22	7076690006 Jun22	142.16
51-6030-50-5080	Well #1	COMED	06/07/22	0793668005 Jun22	98.49
51-6030-50-5080	Well #5	COMED	06/06/22	4497129114 Jun22	23.20
51-6030-50-5080	Bedford Park Sump Pump	COMED	06/08/22	9179647001 Jun22	69.40
51-6030-60-6010	JULIE Utility Marking Paint	Grainger, Inc.	06/09/22	9339220379	311.16
51-6030-60-6010	4' LED Shop Light for Pump Cente	Menards - Hodgkins	06/03/22	98411	68.64
51-6030-60-6070	Water Purchases May22	Village of Bedford Park	06/06/22	0020060000 May22	239,184.90
51-6030-60-6070	116 W. 59th Street	Village of Hinsdale	06/01/22	3108491 May22	595.72
51-6030-60-6070	120 W. 59th Street	Village of Hinsdale	06/01/22	3108540 May22	129.07
51-6030-60-6070	126 W. 59th Street	Village of Hinsdale	06/01/22	3108511 May22	15.00
51-6030-60-6070	134 W. 59th Street	Village of Hinsdale	06/01/22	3108531 May22	212.03
51-6030-60-6070	204 W. 59th Street	Village of Hinsdale	06/01/22	3108351 May22	95.00
51-6030-60-6070	216 W. 59th Street	Village of Hinsdale	06/01/22	3101223 May22	243.14
51-6030-60-6070	224 W. 59th Street	Village of Hinsdale	06/01/22	3108360 May22	160.18
51-6030-60-6070	5885 S. Giddings Avenue	Village of Hinsdale	06/01/22	3107810 May22	160.18
51-6030-60-6070	5905 S. Grant Street	Village of Hinsdale	06/01/22	3108560 May22	201.66
51-6030-80-8065	Lease Principal PW	Enterprise FM Trust	06/21/22	FBN4491775	6,423.73
51-6030-80-8075	Lease Interest PW	Enterprise FM Trust	06/21/22	FBN4491775	1,658.48
Total For Dept 6030 Water Operations					252,145.76
Total For Fund 51 Water Fund					252,145.76
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4032	Uniform rentals/cleaning	Breens Inc.	06/07/22	11662	50.00
52-6040-40-4032	Uniform rentals/cleaning	Breens Inc.	06/14/22	11807	44.00
52-6040-50-5020	MWRD Professional Eng Serv per N	RJN Group, Inc.	06/06/22	380304	540.00
52-6040-50-5080	Chasemoor Lift Station	COMED	06/06/22	0356595009 Jun22	209.84
Total For Dept 6040 Sewer Operations					843.84
Total For Fund 52 Sewer Fund					843.84

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
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		Fund Totals:			
		Fund 10 General Fund			102,611.99
		Fund 23 Hotel/Motel Tax Fund			7,398.09
		Fund 31 Capital Improvements Fund			1,500.00
		Fund 33 Equipment Replacement Fund			9,640.57
		Fund 51 Water Fund			252,145.76
		Fund 52 Sewer Fund			843.84
		Total For All Funds:			<hr/> 374,140.25

VILLAGE OF BURR RIDGE

8G

ACCOUNTS PAYABLE APPROVAL REPORT

BOARD DATE: 7/11/2022

PAYMENT DATE: 7/12/2022

FISCAL 22-23

FUND	FUND NAME	PAYABLE	TOTAL AMOUNT
10	General Fund	\$ 87,343.23	\$ 87,343.23
23	Hotel/Motel Tax Fund	4,962.41	4,962.41
51	Water Fund	29,960.68	29,960.68
52	Sewer Fund	158.65	158.65
	TOTAL ALL FUNDS	<u>\$ 122,424.97</u>	<u>\$ 122,424.97</u>

PAYROLL

PAY PERIOD ENDING June 25, 2022

	TOTAL
	PAYROLL
Administration	\$ 17,084.35
Finance	1,725.00
Police	115,971.35
Public Works	32,066.71
Water	21,933.81
Sewer	9,595.32
TOTAL	<u>\$ 198,376.54</u>
GRAND TOTAL	<u><u>\$ 320,801.51</u></u>

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
Fund 10 General Fund					
Dept 1010 Boards & Commissions					
10-1010-40-4040	4 weeks Chicago Tribune	Chicago Tribune	06/07/22	06/07/22	27.72
10-1010-50-5010	Sterigenics	Storino, Ramello, & Durkir	06/23/22	06/23/22	2,502.00
10-1010-50-5010	Burr Ridge Community Fund	Storino, Ramello, & Durkir	06/23/22	06/23/22	230.00
10-1010-50-5010	General Corporate Matters	Storino, Ramello, & Durkir	06/23/22	06/23/22	6,067.60
10-1010-50-5015	Prosecution Services	Storino, Ramello, & Durkir	06/23/22	06/23/22	1,671.04
10-1010-50-5020	Veteran's Memorial Flowers	Colant Landscaping, Inc.	06/20/22	15595	725.00
10-1010-80-8010	Public/Employee Relations	Patti's Sunrise Cafe	05/26/22	024023	50.00
10-1010-80-8010	Breakfast w/Mayor	Yolk	06/16/22	020932	51.39
Total For Dept 1010 Boards & Commissions					11,324.75
Dept 2010 Administration					
10-2010-40-4040	Monthly Subscription	Crains Chicago Business	06/13/22	D4014628	15.00
10-2010-40-4040	ICMA Membership Dues	ICMA Membership Renewals	05/21/22	338995	150.00
10-2010-40-4040	Dues & Subscriptions	Melaniphy & Associates, Ir	06/09/22	6DR029626US135345	50.00
10-2010-40-4040	Illinois Affiliate Membership	National PELRA	06/15/22	16	265.00
10-2010-40-4041	Job Posting	Indeed	06/02/22	62993857	60.26
10-2010-40-4042	Charge made in Error and Cash Re	Chili's Wheaton	05/26/22	05/26/22	59.66
10-2010-40-4042	Department Head Meeting	Dell Rhea's Chicken Basket	06/16/22	13718375	80.00
10-2010-40-4042	Lunch Meeting	Panera	06/08/22	068370	24.38
10-2010-40-4042	Meeting w/resident Stormwater is	Starbucks Coffee Company	06/09/22	085379	11.29
10-2010-60-6010	Drawer Organizers	Amazon.com Credit	06/15/22	113-54328171890659	26.59
Total For Dept 2010 Administration					742.18
Dept 4010 Finance					
10-4010-40-4041	Physical Exam New Employee	Premier Occupational Healt	06/21/22	116693	105.00
10-4010-50-5060	FY2022 Audit	Lauterbach & Amen, LLP	05/30/22	66858	10,000.00
Total For Dept 4010 Finance					10,105.00
Dept 4020 Central Services					
10-4020-50-5030	Telephone Land Line	Peerless Network, Inc.	05/15/22	524236	796.82
10-4020-60-6000	Reimburse for Office Supplies	Pamela Foy	06/24/22	06/24/22	33.28
10-4020-60-6010	2nd Cash Drawer for Cash Register	Amazon.com Credit	06/01/22	111-80595060707436	61.79
10-4020-60-6010	Breakroom Microwave	Amazon.com Credit	06/06/22	113-51511306553002	99.99
10-4020-60-6010	Stackable Trays for Desk	Amazon.com Credit	06/08/22	113-05751802765857	35.99
10-4020-60-6010	Surge Power Strips	Walmart	05/30/22	004310	79.92
10-4020-70-7000	Copier Supplies	Pitney Bowes Global Fin. s	06/21/22	06/21/22	76.49
Total For Dept 4020 Central Services					1,184.28
Dept 4040 Information Technology					
10-4040-40-4040	Dues & Subscriptions	Microsoft Corporation	06/08/22	06/08/22	2.27
10-4040-40-4040	Revize Web Hosting	Revize, LLC	06/20/22	13751	3,900.00
10-4040-40-4042	Website Training Lunch	Jimmy Johns	05/20/22	015507	138.92
10-4040-50-5020	Board Meeting Recordings Jun22	Garron, Fernando	06/29/22	06/29/22	325.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/30/22	5573213	250.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/23/22	5573187	625.00
10-4040-50-5020	IT Support Services	Orbis Solutions	06/23/22	5573192	425.00
10-4040-50-5061	Pump Center	Comcast	05/21/22	8771201140533896 May	199.85
10-4040-50-5061	Emergency Back Up	Comcast	05/20/22	8771201140537196 May	279.85
10-4040-50-5061	Nixle 360 Annual Subscription	Everbridge, Inc.	05/31/22	M70271	5,304.50
10-4040-50-5061	Software for Website	Issuu, Inc.	05/25/22	1817902	228.00
10-4040-50-5061	Contact Management	MAILCHIMP	05/25/22	MC13200769	28.90
10-4040-50-5061	Acrobat Pro 12 MTH Subscription	National Tek Services, Inc	06/15/22	I7348	5,096.25
10-4040-50-5061	Video Conferencing	Zoom Video Communications	06/01/22	150826794	14.99

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Fund 10 General Fund					
Dept 4040 Information Technology					
Total For Dept 4040 Information Technology					16,818.53
Dept 5010 Police					
10-5010-40-4040	2022 Membership dues Husarik	International Association	06/13/22	0143749	190.00
10-5010-40-4042	Refresh CCo + CCPA	Cellebrite USA, Inc.	05/21/22	242703	289.00
10-5010-40-4042	IACP Conference Registration Lof	Illinois Assn of Chiefs of	06/08/22	7744	425.00
10-5010-40-4042	Axon Conference Husarik	Sheraton Phoenix Downtown	05/23/22	1650755	692.31
10-5010-40-4042	Axon Conference Husarik	Sheraton Phoenix Downtown	05/22/22	1671653	175.23
10-5010-40-4042	Axon Conference Moravecek	Sheraton Phoenix Downtown	06/22/22	1650759	692.31
10-5010-40-4042	Axon Conference Moravecek	Sheraton Phoenix Downtown	05/22/22	1671651	175.23
10-5010-40-4042	IACP Conference Loftus	Southwest Airlines	06/06/22	4YY9WQ	428.95
10-5010-40-4042	Auto Theft & Vehicle Crime Train	Street Cop Training	05/24/22	94352-1097	225.00
10-5010-50-5020	Notary Bond Strappazon	Illinois Notary Discount F	06/22/22	06/22/22	56.00
10-5010-50-5025	Postage PD 05.11-06.11.22	Stamps.com	06/11/22	9495381-38462786	17.99
10-5010-50-5030	Cell Phones	Verizon Wireless	05/21/22	9907066517	397.68
10-5010-50-5051	Inspect/Diagnose Vehicles	American Chevrolet, Inc.	03/21/22	92013	88.33
10-5010-50-5051	Repairs to Squad 2112	American Chevrolet, Inc.	02/18/22	90402	1,170.00
10-5010-50-5051	Repairs to Squad 2111	American Chevrolet, Inc.	02/18/22	90392	1,170.00
10-5010-50-5051	Repairs to Squad 2104	American Chevrolet, Inc.	02/18/22	90403	1,170.00
10-5010-60-6000	Office Supplies	Amazon.com Credit	05/25/22	113-48602478930619	39.98
10-5010-60-6010	Operating Supplies- Lockup	Amazon.com Credit	06/07/22	111-28936794309854	90.74
10-5010-60-6010	Investigative Supplies	Liveview GPS Inc.	06/01/22	14550 Jun22	83.80
10-5010-70-7000	Computers, Mounts, Printers for	CDS Office Technologies	05/31/22	1458856	10,059.00
10-5010-70-7000	FY 21-22 Jarolimek - Body Armor	JG Uniforms, Inc.	06/20/22	100847	845.00
Total For Dept 5010 Police					18,481.55
Dept 6010 Public Works					
10-6010-40-4042	I-Pass Toll Charge	Illinois Tollway	06/13/22	M230936	5.30
10-6010-40-4042	I-Pass Toll Charge	Illinois Tollway	05/23/22	074071	3.80
10-6010-40-4042	Training Refreshments	Sylvia's Bakery	05/20/22	057890	45.70
10-6010-40-4042	Chamber Luncheon PW	Willowbrook/Burr Ridge	06/28/22	06/28/22	60.00
10-6010-50-5020	Elevator Inspection	Elevator Inspection Servic	06/21/22	109169	32.00
10-6010-50-5020	Tree Inventory; 9428 Falling Wat	Urban Forest Management Ir	06/08/22	220601	661.25
10-6010-50-5040	Inspection Report Forms	Grasso Graphics, Inc.	06/30/22	31985	557.75
10-6010-50-5050	Exhaust Ventilation Fan and Swit	Amazon.com Credit	05/26/22	113-66570906805849	87.98
10-6010-50-5051	Repair Leaking Rear Brake Chambe	B & R Repair & Co.	06/23/22	WI086156	281.11
10-6010-50-5051	Unit 83, Material Spreader Insta	Monroe Truck Equipment, Ir	06/09/22	R80183	1,513.40
10-6010-50-5052	Barn Qrtly Services Jul-Sept	Alarm Detection Systems, I	06/05/22	6008071067	182.67
10-6010-50-5052	VH Semi Annual Services Jul-Dec	Alarm Detection Systems, I	06/05/22	107658-1045	765.84
10-6010-50-5052	PW Qrtly Services	Alarm Detection Systems, I	06/05/22	107215-1085	469.14
10-6010-50-5052	Plumbing and Ventilation for W/D	Calumet City Plumbing & He	04/20/22	52471	11,460.00
10-6010-50-5052	VH HVAC; Chiller Compressor Repa	Dynamic Heating & Piping C	05/16/22	204345	713.00
10-6010-50-5052	VH Garage Doors; Repl. Alum. Flu	Wunderlich Doors, Inc.	06/20/22	702718	370.00
10-6010-50-5053	Special Event/Emergency Street S	LRS Holdings, LLC	06/15/22	PS459925	993.06
10-6010-50-5053	Special Event/Emergency Street S	LRS Holdings, LLC	06/15/22	0005015405	453.15
10-6010-50-5054	Replace Bad Photocell Wedgewood	Rag's Electric, Inc.	06/24/22	23363	277.00
10-6010-50-5057	Treatment for Nuisance Animals	Plunkett's Pest Control, I	06/17/22	7584918	700.00
10-6010-50-5057	Pond Maintenance - Lakewood & Wi	Solitude Lake Management,	05/01/22	PI-A00814130	5,600.00
10-6010-50-5058	Mat rentals - PD	Breens Inc.	06/21/22	11953	26.50
10-6010-50-5058	Janitorial Services - Holding Ce	Service Master	06/14/22	216452	195.00
10-6010-50-5076	Plan Review Permit 22-186	B&F Construction Code Serv	06/23/22	59358	300.00
10-6010-50-5080	Police Station	NICOR Gas	06/16/22	66468914693 Jun22	342.80
10-6010-50-5080	Rustic Acres	NICOR Gas	06/16/22	81110732419 Jun22	49.37

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Fund 10 General Fund					
Dept 6010 Public Works					
10-6010-50-5080	VH Garage	NICOR Gas	06/16/22	57961400009 Jun22	49.37
10-6010-50-5080	Village Hall	NICOR Gas	06/20/22	47025700007 Jun22	213.40
10-6010-50-5095	Load & Haul two loads of concret	Tameling Grading	06/18/22	2198	800.00
10-6010-60-6010	Protective Paper for Picture Fra	Amazon.com Credit	06/15/22	113-54328171890659	16.99
10-6010-60-6010	(6) Radio Holster Radio Straps	Amazon.com Credit	05/23/22	113-60909794663430	160.74
10-6010-60-6010	(3) boxes Gold Certificate Paper	Baudville, Inc.	05/23/22	1313535102	101.97
10-6010-60-6010	Shipping & Handling	Baudville, Inc.	05/23/22	1313535102	15.95
10-6010-60-6010	(3) boxes Royal BluemCertificate	Baudville, Inc.	06/10/22	3948385	125.31
10-6010-60-6010	Kitchen Supplies PW	Jewel Osco	05/20/22	00040750	42.89
10-6010-60-6042	High Performance Cold Patch	K-Five Hodgkins, LLC	06/11/22	39312	800.00
10-6010-60-6043	Supplies-Trees	Tameling Industries	06/09/22	0167061	214.50
Total For Dept 6010 Public Works					28,686.94
Total For Fund 10 General Fund					87,343.23
Fund 23 Hotel/Motel Tax Fund					
Dept 7030 Special Revenue Hotel/Motel					
23-7030-50-5075	Windsor Spring Herbicide Applica	McGinty Bros. Inc.	06/19/22	235484	1,750.00
23-7030-80-8012	LED Outdoor String Lighting & St	Amazon.com Credit	05/25/22	113-48839813442623	46.57
23-7030-80-8012	Lunch for Staff @ Concerts	Buffalo Wild Wings	06/09/22	06/09/22	65.92
23-7030-80-8012	Lunch for Staff @ Concerts	China King	06/16/22	9790	64.68
23-7030-80-8012	Armed Forces Day	Hampton Inn & Suites- Burr	05/24/22	05/24/22	164.90
23-7030-80-8012	Veteran's Meeting/AFD	Patti's Sunrise Cafe	05/26/22	049809	61.55
23-7030-80-8012	Balloon Artist, Face Painter, DJ	Sparkles Entertainment, Ir	03/26/22	220507	1,115.00
23-7030-80-8012	Armed Forces Day Water & Ice	Target Store - Willowbrook	05/20/22	006897	28.79
23-7030-80-8050	Full Page Ad, Color, Back of Pro	Royal Publishing, Inc.	06/15/22	8055571	1,665.00
Total For Dept 7030 Special Revenue Hotel/Motel					4,962.41
Total For Fund 23 Hotel/Motel Tax Fund					4,962.41
Fund 51 Water Fund					
Dept 0000 Assets, Liabilities, Fund Bal					
51-0000-22-2200	Water Hydrant Refund	Kane Brothers, Inc.	06/24/22	06/24/22	724.26
Total For Dept 0000 Assets, Liabilities, Fund Ba.					724.26
Dept 6030 Water Operations					
51-6030-40-4032	Uniform rentals/cleaning	Breens Inc.	06/21/22	11952	84.28
51-6030-50-5025	Postage for CCR Notices on Postc	Postmaster	06/21/22	Permit 94	1,190.00
51-6030-50-5030	Pump Center Alarm	AT&T	05/22/22	630325420905 May22	1,412.43
51-6030-50-5030	Telephone Land Line	Peerless Network, Inc.	05/15/22	524236	142.45
51-6030-50-5030	Water Modems	Verizon Wireless	05/21/22	9907066517	181.92
51-6030-50-5050	Hydrant Oil	HD Supply Facilities Maint	06/27/22	025737	256.17
51-6030-50-5051	Water Pump Qrtly Services Jul-Se	Alarm Detection Systems, I	06/05/22	50347-1099	356.22
51-6030-50-5067	Sandblast, Prime and Paint FH	GO Painters, Inc.	06/24/22	240624-1	18,720.00
51-6030-50-5070	Water Tower Rehab. Design Engine	Crawford, Murphy & Tilly,	06/17/22	0222147	660.00
51-6030-50-5080	Well #4	COMED	06/16/22	0029127044 Jun22	294.95
51-6030-60-6010	1.5 inch meter flange set	Core & Main LP	06/15/22	0615	222.00
51-6030-60-6010	3 inch brass flange	Core & Main LP	06/15/22	0615	450.00
51-6030-60-6010	1.5 inch water meter	Core & Main LP	06/15/22	0615	3,444.00
51-6030-60-6010	3 inch water meter	Core & Main LP	06/15/22	0615	1,822.00
Total For Dept 6030 Water Operations					29,236.42

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Fund 51 Water Fund					
Total For Fund 51 Water Fund					29,960.68
Fund 52 Sewer Fund					
Dept 6040 Sewer Operations					
52-6040-40-4032	Uniform rentals/cleaning	Breens Inc.	06/21/22	11952	112.50
52-6040-50-5030	Telephone Land Line	Peerless Network, Inc.	05/15/22	524236	15.83
52-6040-50-5030	Sewer Modems	Verizon Wireless	05/21/22	9907066517	30.32
Total For Dept 6040 Sewer Operations					158.65
Total For Fund 52 Sewer Fund					158.65

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GL Number	Invoice Line Desc	Vendor	Invoice Date	Invoice	Amount
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		Fund Totals:			
		Fund 10 General Fund			87,343.23
		Fund 23 Hotel/Motel Tax Fund			4,962.41
		Fund 51 Water Fund			29,960.68
		Fund 52 Sewer Fund			158.65
		Total For All Funds:			<hr/> 122,424.97