



Village of Burr Ridge

Orientation Manual

**Candidates for
Village Office**

2023 Consolidated Election



TO: Candidates for Elected Offices
FROM: Evan Walter - Village Administrator
SUBJECT: Candidate Orientation Manual

Thank you for your interest and commitment to serve as an elected officer of the Village of Burr Ridge. Burr Ridge is “A Very Special Place” because of people like you who are committed to public service and are willing to give their time for the betterment of the community. While you are seeking elected office and are responsible for setting policy for the Village as a whole, it is the role of staff to carry out these directives and support the wishes of the Board for the community. It is our hope that this brief introductory booklet along with our ongoing support, will help prepare you for this responsibility.

Local government is just that – local. Many decisions that will come before you will not only affect you personally, but also your neighbors and neighborhood, places you shop and dine, as well as the community organizations present already. The responsibility of the Board to work toward consensus and reach solutions that balance goals and needs of the community is a challenging but rewarding task.

Within this manual there is information regarding the Village government, its employees, and various procedures and responsibilities of the Board of Trustees. Additional information is available on the Village web site. (www.burr-ridge.gov).

Perhaps the most important information that I want to share is that your Village staff is always willing and able to meet the challenges alongside you. If at any time you have a question or concern about Village procedures, rules, past actions, etc., you are encouraged to contact me, and I will answer your questions or direct you to the appropriate staff person.

Thank you for your commitment to the Village of Burr Ridge and I wish you luck in your endeavors to serve this great community.

EVAN WALTER

Evan Walter
Village Administrator



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Section 1 - Your Village Government

The area that is now called Burr Ridge was originally settled in 1834 by Joseph Vial, whose house still stands near the corner of Wolf and Plainfield Road. The Cook County Prison Farm (known as Bridewell Farm) was built in 1917 and was later developed into the Ambriance Subdivision. The Village was formally incorporated as the Village of Harvester (reflecting the importance of the nearby International Harvester Research Facility) in 1956, by 143 voters. In August 1962, the community changed its name to “Burr Ridge”, commemorating a large grove of Burr Oak trees along a ridge of land bordering County Line and Plainfield Roads. In the years after incorporation, Village leaders managed the transformation of large tracts of open farmlands and woodlands into orderly and balanced low-density growth with the goal of preserving the hallmark woodlands, ponds, and wetlands that are present today.

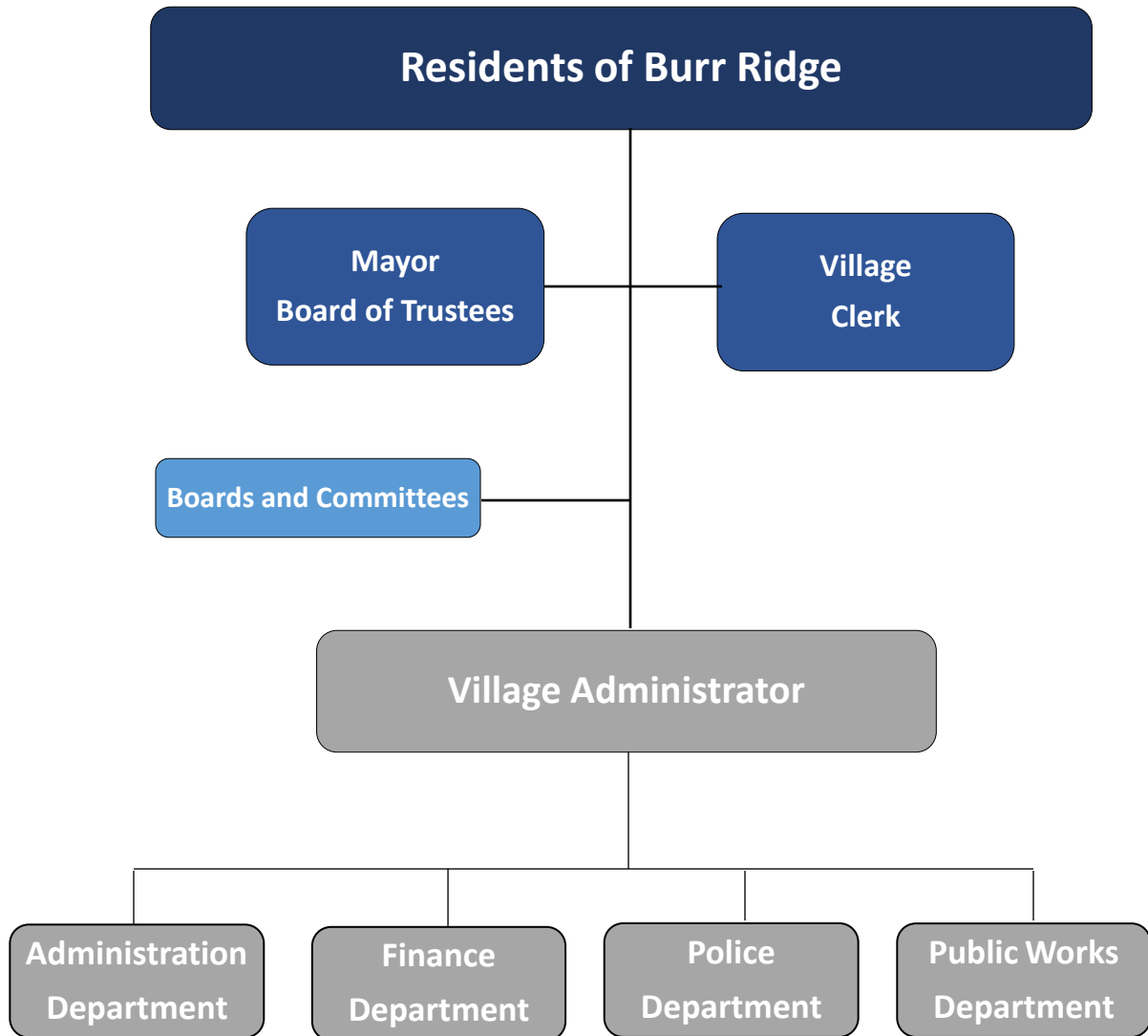
Burr Ridge experienced significant residential growth between 1970 and 2000, with the Village’s population growing from 1,600 to over 10,000 during this period. As a sign of its rapid growth, Burr Ridge became the first municipality in DuPage County to provide Lake Michigan water to all its residents in 1984. After the residential growth of the late 20th-century, commercial and retail growth followed, including the development of several large industrial parks as well as County Line Square and Village Center shopping centers, home to boutique shopping, modern health clubs and spas, and fine restaurants and hotels. Economic development has been prompted by the combination of convenient access to major thoroughfares such as I-55, I-294, and Route 83, proximity to downtown Chicago, Midway and O’Hare Airports, low municipal taxes, and access to Lake Michigan water. Burr Ridge remains a destination of choice for residents seeking the benefits of a quiet suburb with good schools and high-quality public services.

Burr Ridge today is a scenic place to live as well as to visit. With well-balanced mix of the business and residential areas, beautiful natural settings, and evolving community experience, Burr Ridge truly represents its motto in form and spirit: “A Very Special Place.”

The Mayor and Board of Trustees is the policy and legislative branch of the Village government. These officials are elected to serve four-year terms, who then appoint a Village Administrator to oversee the Village staff. The various departments and hired staff, under the supervision of the Village Administrator, implement and manage the policies and laws enacted by the Board. The Mayor and Board of Trustees also appoint volunteers to serve in various capacities as advisors to the Mayor and Board of Trustees. The following sections of this manual provide more detailed information about the legislative and administrative branches of Village government. The Village’s organizational chart is listed on the following page.



Village Organizational Chart



Legend:

Elected Officials

Appointed Members

Village Staff



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Section 2 - The Legislative Branch

Village President and Board of Trustees

Chosen by the voters to function as the legislative branch of government, the Mayor and six Trustees constitute the Village Board (“Board”). The Mayor and Trustees are each elected to a single, four-year term, unless they have been selected to complete the unfulfilled term of another elected official. To provide for Board stability and continuity, Trustee terms are staggered so that three Trustees will have at least two years of experience in local government. Elections are generally held the first Tuesday in April of each odd-numbered year, and the newly elected officials are sworn into office at the first meeting in May.

Regularly scheduled meetings of the Board are held on the second and fourth Mondays of each month. Special meetings may be scheduled at any time with proper notice.

The Mayor is the presiding officer at all Board meetings. As per Chapter 2, Article XI, Section 2.67 of the Burr Ridge Municipal Code, all meetings are conducted according to specified Rules of Procedure in conformance with Roberts Rules of Order. Most votes require only a simple majority of the Trustees present to determine action; however, State law may require a higher majority threshold in certain situations.

As per Section 2.66 in Chapter 2, Article XI of the Municipal Code, a quorum of at least three Trustees and the Mayor or four Trustees is required to conduct a meeting. Under certain circumstances, Trustees may participate in the Board meeting via conference telephone upon a majority vote of those members of the Board physically present.

The Roles of the Trustee and Board of Trustees

The primary role of the Board is to approve the laws, policies, expenditures, and contractual obligations of the Village. Legislation passed by the Board carry the weight of law and include traffic regulations for Village streets, zoning of private property, liquor control, local taxes, and more. All policies and laws passed by the Board are administered and enforced by Village staff under the supervision of the Village Administrator.

The role of each Board member is to be a contributing member of a group decision-making body. Each elected official is expected to balance their own unique perspective, abilities, and interests with other members to achieve organizational success. In other words, Board members are expected to find ways to work together to solve problems, make decisions, and to accomplish goals. The various rules and polices for the conduct of the Board are intended to provide freedom for individual expression while creating a format for achieving team success.

The Role of the Mayor



Although referred to as Village President in the Burr Ridge Municipal Code, under Illinois State Statute, the Village President may interchangeably be referred to as Mayor, and the term “Mayor” is the Village’s primary referencing term to the Chief Executive Officer of the Village. The role of the Mayor is unique in Village government. The Mayor is designated as the Chief Executive Officer of the Village performing those duties as may be required by statute or ordinance. The most visible role of the Mayor is to preside as chairperson for all Board meetings and to sign almost all legal documents approved by the Board. The Mayor is traditionally the Village’s Liquor Commissioner, although the Mayor can and currently does designate these powers to a Trustee.

The Mayor does not vote on matters before the Board except (1) where the vote of the Trustees has resulted in a tie; (2) where one-half of the Trustees elected have voted in favor of an ordinance, resolution, or motion, even though there is no tie vote; or (3) where a vote greater than a majority of the Board is required by State law to adopt an ordinance, resolution, or motion.

The Mayor also has the ability to veto any resolution or motion (1) which creates a liability against the Village, or (2) which provides for the expenditure or appropriation of money or (3) which authorizes the sale of any Village property. A veto may be overturned by a vote of four of the six Trustees at the next Board meeting.

The Role of the Village Clerk

The Village Clerk performs the primary record keeping function for the Board of Trustees. The Clerk is elected to a four-year term of office. The statutory duties of the Clerk include but are not limited to attending all Board meetings and taking minutes of all its proceedings; administering the Village's election process; and filing and keeping all records, ordinances, resolutions, and other important documents of the Village. The Village also has a full-time staff member serve as Deputy Village Clerk, appointed by the Clerk, who may perform the duties of the Clerk in their absence.

Open Meetings Act

All such meetings, as well as meetings of committees, commissions, or other advisory bodies, are open to the public and are subject to the State of Illinois’ Open Meetings Act (OMA). The only exception is for closed sessions of Board meetings and other Village committees. More information regarding closed sessions and the OMA are included in Section 4 and Appendix V of this manual.

The OMA defines meetings of public bodies as any gathering, whether in person or by video or audio conference, telephone call, text or email message, or other means of contemporaneous communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business. For a seven-member body such as the Board of Trustees, a majority of quorum is three or more members of the Village President and Board of Trustees. The OMA further requires that any such meeting be preceded by posting of an agenda at least 48 hours in advance and that the public be allowed to attend the meeting. What this means for an elected or appointed official of the Village is that you should 1) be very familiar with the OMA and complete the mandatory, online OMA training, and 2) avoid concurrent discussions of Village business with two or



more members of the Board, whether in person, by email, conference call, or text.

The Board Agenda

The agenda is the schedule of topics for consideration, discussion, and/or action at meetings of the Board. The responsibility for the logistical preparation of the agenda lies with the Village Administrator. Any Trustee interested in placing an item on the agenda should contact the Village Administrator prior to distribution of the first draft agenda (the Tuesday before each meeting). The agenda is approved in final form by a consensus decision of the Mayor, Mayor Pro Tem, and the Village Administrator.

On the Thursday before each meeting, the agenda becomes final and is sent to the Board. The agenda packet is also posted to the Village website and SharePoint intranet. The agenda packet includes a staff summary and any documents related to each agenda item. Documents may include draft Ordinances, Resolutions, Contracts, Letters, etc. One of the most important responsibilities of the Mayor and Trustees is to review the agenda packet and prepare for discussion and decision-making prior to every Board meeting. Preparation for a meeting often includes contacting or meeting with the Village Administrator or staff to understand issues that come before the Board or reaching out to community members for input.

The basic structure of the Board agenda includes:

- **Roll Call and Pledge of Allegiance:** A roll call is conducted by the Clerk to establish a quorum for the meeting. This is followed by the Pledge of Allegiance.
 - **Presentations and Public Hearings:** This may include public hearing related to a property tax levy or presentation of an award or other recognition.
 - **Consent Agenda:** Items that are expected to be routine and require no further explanation or discussion than those provided in the staff summary are placed on the consent agenda. Consent agenda items typically include minutes of prior meetings, Ordinances, Resolutions, or Considerations that may have been previously discussed, awarding of routine contracts, and payment of bills. All items on the consent agenda are enacted in one motion. Any item may be removed from the consent agenda prior to the vote by any Board member or member of the public. Typically, this is done because someone has a question, comment, if a Trustee does not want to vote in the affirmative, or an abstention is required. Trustees and citizens are encouraged to contact staff ahead of the meeting when this is a possibility to encourage a proactive process.
 - **Ordinances and Resolutions:** All Ordinances, Resolutions, and Considerations to be considered by the Board must be on an agenda. Ordinances may be new legislation or amendments to Ordinances such as zoning changes and Municipal Code amendments. Resolutions are not legislation per se but rather are generally policies, commitments, or similar items.
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- **Considerations:** Other matters before the Board are under the heading of “Considerations.” These may include awarding of contracts, payment of bills, recommendations from advisory committees, or general policy discussion items related to past or future actions.
- **Public Comments:** Members of the public wishing to address the Board or state a position on agenda items are offered the opportunity to make their presentations either prior to, or if agreed to by the Mayor and Board, during the discussion of that topic. Where large numbers of citizens with a common interest are involved, the Board generally prefers to hear their position as presented by only one or two spokespersons. For non-agenda items, citizens may address the Board at the conclusion of the meeting.
- **Reports and Communications:** Although no item may be added to the agenda and voted upon during the Board meeting, announcements, comments, and reports for which no action is necessary may be made without said item appearing on the agenda.
- **Closed Session:** The OMA allows the Board to discuss certain matters in “closed sessions”. Those matters that may be discussed in closed session include staff-related matters, lawsuits to which the Village is or may be a party, vacancies on the Board of Trustees, and the acquisition or lease of real property. No final action may be taken during a closed session.

Boards, Committees, and Commissions

To assist the Village Board in making its policy decisions and meeting its legal obligations, several independent boards, committees, and commissions (“committees”) have been created. A complete listing of all committees and their role in Village government is provided in Appendix III.

There are a variety of types of committees that serve the Board. Standing committees are required by Illinois State Statute (i.e., Plan Commission) and/or required by the Municipal Code (i.e., Economic Development Committee). Ad Hoc Committees are temporary committees created to address a specific issue. Steering Committees are generally subcommittees consisting of a smaller group of Trustees and/or the Village President and usually have specific, limited duties (i.e., Street Policy Committee).

Appointments to the committees are made by the Mayor with the advice and consent of the Board. Generally, subcommittees are populated by Village residents. On a more limited basis and as noted above, some committees include Trustees and others may include non-residents with a business or other interest in the Village. All Committees are supported by a staff liaison who provides analytical support to the Committee.

Policies of the Board of Trustees

From time to time, the Board finds it necessary to adopt policies to direct the actions of Village officials or to act as guidelines for future decision-making. A complete listing of Board policies is available upon request.



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Section 3 – Legal Environment

The Village is a municipal corporation established under authority of the Constitution of the State of Illinois. The Village is a non-home rule municipality; non-home rule municipalities are *limited to those powers expressly granted* by the State of Illinois, while a home rule municipality may use any power or authority *not specifically prohibited* by the State of Illinois. Within the parameters established by the United States and State of Illinois Constitutions and Statutes, the Burr Ridge Municipal Code and other local legislation and policy govern the actions of the Village.

The Municipal Code: The Burr Ridge Municipal Code establishes the primary laws of the Village government. Elected officials and those seeking office should familiarize themselves with the Municipal Code, with Chapters 2 and 3, which outline the rules and procedures for the various Boards, Committees, and Officers of the Village.

The remaining Chapters of the Municipal Code establish laws and regulations in a variety of subject areas including traffic laws, animal control, stormwater management, licensing, property maintenance, and more. Amendments to the Municipal Code are considered by the Board and require a majority vote of the Board for approval. The Municipal Code is posted on the Village website.

Municipal Ordinances and Resolutions: An Ordinance is a law set forth by the municipal authorities which formally establishes Village law and may prescribe penalties for the violation of its provisions. Examples of Ordinances include amendments to any part of the Municipal Code or the approval of a change in the zoning of a property (Section 6 has more information about zoning). A Resolution is a formal expression of direction, opinion, will, or intent on the part of the Board. Municipal Ordinances and Resolutions are two of the most important policy-making tools at the Board's disposal.

Every Ordinance or Resolution must be placed on a Board agenda and be presented to the Mayor and Board of Trustees in writing before a vote thereon by the members is taken. Minor amendments, such as the substitution of a brief phrase, to a pending Ordinance or Resolution may be made during consideration of an Ordinance or Resolution without delaying the vote thereon.

Board Voting Procedures: Most decisions to be considered by the Board begin with a Motion made by a Trustee and seconded by another Trustee followed by discussion of said Motion by the Board. A simple majority vote of the Trustees is sufficient for the approval of most ordinances, resolutions, and other decisions. There are exceptions that required two-thirds or three-fourths vote of the elected officials that are specified in State Statute but rarely come before the Board. Some of the more common exceptions include:

- **Overruling a Vote of the Plan Commission:** The Plan Commission's recommendation is always advisory. However, if the Plan Commission recommends approval or denial of a variation or a special use, for example, a vote of four of the six Trustees is required to



overrule that recommendation to overturn this recommendation (as opposed to four of the seven elected officials).

- **Approval of an Annexation Agreement:** Approval of an agreement dictating the terms of annexation requires a vote of five of the seven Board members.
- **Approval of a Budget or Budget Amendment:** Approval of the annual budget or amendments to the budget requires a vote of five of the seven Board members.
- **Lack of Majority Vote by Trustees:** If (1) the vote of the Trustees has resulted in a tie; or (2) if only one-half of the Trustees elected have voted in favor of an ordinance, resolution, or motion, even though there is no tie vote; the Mayor may vote to determine a majority vote.

A decision by the Board may be changed in two ways. After a vote is taken, a board member voting with the prevailing side on a matter may make a *motion to reconsider* at the same meeting as the original decision. If that motion is seconded, a simple majority vote of the Board is required for reconsideration. If a Board member seeks to change a decision from a previous meeting, a *motion to rescind* may be made. Any Trustee may request such a consideration except that before it can be acted upon, it must be placed on an agenda. Once on an agenda, the motion to rescind may be made and voted upon. Rescinding a previous decision by the Board becomes legally complicated in the event the rights of a third party have intervened or vested. For example, when the Board has approved an Ordinance (e.g., approval of a contract for services or approval of a zoning variation) and a third party has incurred expenses or other liabilities based on that approval, the third party has a legal right to challenge the reconsideration.

The Mayor also has the unique ability to veto any resolution or motion (1) which creates a liability against the Village, or (2) which provides for the expenditure or appropriation of money or (3) which authorize the sale of any Village property. A veto may be overturned by a vote of 4 of the 6 Trustees at the next Board meeting.

Freedom of Information Act: The State of Illinois Freedom of Information Act (FOIA) requires that all information recorded on paper or electronically by a public body (the Village) is to be considered a public record and made available upon request from any member of the public. There are few exceptions to FOIA but, generally, any paper or digital document in possession of the Village is considered a public document that is subject to FOIA. A detailed description of the FOIA is included in Appendix VI of this Manual.

Conflicts of Interest: Municipal Code Chapter 2, Article XI, Section 2.67, Rule #9 states: "Every member who shall be present when a question is stated by the chair shall vote thereon, unless excused by the Board, or unless the member shall be directly or indirectly interested in the question, in which case the member shall not vote. The vote of a member who has not been excused from voting, who passes or refuses to vote, shall be counted as voting with the majority." The term "interested in the question" is defined by Illinois State Statute as meaning having a financial interest in the question. Board members who feel they may have a conflict of interest regarding a particular issue may contact the Village Attorney to seek his opinion on whether a conflict exists. If a conflict does exist, one should announce the conflict and to excuse oneself or otherwise abstain from voting on the matter.



Liability Insurance: The Village is a member of the Intergovernmental Risk Management Agency (IRMA), a self-insured municipal pool comprised of 75 municipalities in the Chicagoland area. IRMA provides liability insurance for the Village including Public Officials Liability Insurance. The Public Officials Policy provides coverage for certain errors and omissions committed in the discharge of duties for the member and their employees. Employment-related practices coverage is also provided by IRMA. Public Officials Liability coverage is \$10,000,000. Coverage is based on an “occurrence” form, meaning that coverage will activate based on when the occurrence took place, regardless of when a claim is made for damages.



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Section 4 – The Administrative Branch

The Administrative branch of Burr Ridge Village Government includes the following offices and Departments.

Village Administrator: The Board hires the Village Administrator, who by ordinance is the Chief Administrative Officer of the Village and is responsible to the Board for the management of all Village departments. The Village Administrator and all Department Heads are selected jointly by the Mayor and Board of Trustees. All other personnel are hired by the Village Administrator (except Police Officers who are hired by the Board of Police Commissioners).

The Village Administrator is responsible for administration of the Village in accordance with Board approved ordinances, resolutions, and other policy statements. Furthermore, the Village Administrator is expected to measure and judge all Administrative activities against standards of adequacy, efficiency, and effectiveness. Although members of the Board may contact Department Heads and Staff to share information, communications between Board and Staff should generally be directed to or through the Village Administrator.

Administration Department: The Administration Department is in Village Hall and consists of four full-time employees and three part-time employees. The Administration Department supports the activities and priorities of the Mayor and Board of Trustees (the “Village Board”) by serving as a bridge between the Board and the operational departments. The Administration Department ensures that operating departments have the direction, coordination, and resources necessary to carry out the Village Board’s policy decisions, and provides oversight and leadership regarding Village communications, human resources, information technology, risk management, labor relations, and special events. Most inbound communications and constituent service is handled by the “Front Office” of the Administration Department. Information Technology services are provided through a consultant at the direction of the Village Administrator.

Finance Department: The Finance Department is in Village Hall and consists of two on-call consultants and two full-time employees. The Finance Department manages and delivers financial and analytical services to Village residents, as well as other Village operating departments professionally and responsibly. The department strives to provide timely and accurate information to the Board for decision-making and commits to anticipating and exceeding the services needs of all Village employees. The department accomplishes its mission by providing the planning, organizing, and directing of the financial activities for the Village. These activities include accounting, payroll, payables, receivables, utility billing, cash management, investments, debt management, tax levy, auditing, and budgeting. Finance provides these services in accordance with generally accepted accounting principles, best practices, and high Village standards.

Public Works Department: The Public Works Department is located at 451 Commerce Street. There are 18 full-time and four part-time employees in the Department. The Public



Works Department is responsible for the planning, construction, management, repair and maintenance of the infrastructure, right-of-way, buildings, land, and other assets of the Village through four divisions:

- **Community Development Division:** Responsible for overseeing planning, zoning, permitting, economic development, code enforcement, and engineering in the Village. This includes staffing the Plan Commission, interpreting, and applying Zoning Ordinance regulations, working with the Community Service Officer to resolve code complaints, assisting developers with new projects, coordinating the review and issuance of building permits, overseeing improvements to the Village's infrastructure, including streets, sidewalks, sewer and water mains, stormwater management and capital improvement projects.
- **Operations Division:** Responsible for approximately 65 miles of streets, 162 cul-de-sacs, eyebrows, and dead ends, including the maintenance of street signs, streetlights, storm sewers, street sweeping and snow removal. The Operations Division maintains three Village owned buildings and oversees the Village mosquito abatement program. In addition, the division is also responsible for routine, preventative and emergency maintenance of Village owned buildings, removal of snow and ice, and maintenance of streets and sidewalks.
- **Forestry/Grounds Division:** Responsible for the planting and maintenance of trees on Village rights-of-way as well as the trees, plants and turf on all Village owned properties. Also responsible for annual brush-chipping program, maintaining approximately 30 acres of Village owned open space and lakes, removal of diseased trees, storm damage clean up and monitoring public and private trees for infestations.
- **Water/Wastewater Division:** Responsible for the pumping, storage, and distribution of Lake Michigan drinking water to the Village. The Village water distribution system includes a pumping station, a 3-million-gallon underground reservoir, 2 million- and 300,000-gallon elevated storage tanks, approximately 103 miles of water mains, over 1,500 hydrants, approximately 960 water main valves and a system of 3 standby wells. Lake Michigan water is rechlorinated at the Burr Ridge pumping station. The Water/Wastewater Division also maintains three sanitary sewer lift stations and 47 miles of sewer mains in the Cook County area of the Village. Wastewater from the Village's collection system is then sent to the Metropolitan Water Reclamation District for treatment. In addition, the division is also responsible for water quality assurance and compliance testing and reporting, routine and emergency water distribution system repairs and water meter reading and meter replacement, and underground utility locating.

Police Department: The Police Department is located at 7700 County Line Road. There are 32 full-time employees in the Police Department (including 28 sworn positions). The men and women of the Burr Ridge Police Department perform their duties in such a manner that protects and promotes the public's trust, confidence, and sense of safety and security. The Department is structured on a team concept with an emphasis on residential patrol, balanced with traffic enforcement to provide for safety throughout the Village. The Department provides numerous outreach programs, including Neighborhood Watch, Citizens Police Academy, DARE, and other crime prevention programs. Officers are committed to a community-oriented approach to police services. The Police Department is



structured under four divisions:

- Patrol is responsible for providing continuous protection and service to the entire Village. Many officers have additional specialties including Field Training Officer, Evidence Technician, Drug Recognition Expert, Truck Enforcement Officer, Juvenile Officer, SWAT Team Member, and Digital Forensics Examiner.
- Investigations: This division is responsible for the investigation of criminal cases and significant incidents. The unit collects information and intelligence about criminal matters to use in preventing and solving crimes. Officers are assigned to Investigations from the Patrol Division for a minimum of two years. Every investigator receives training in evidence collection, interview and interrogation, juvenile law, and numerous other specialty areas. They are members of the Metropolitan Emergency Response and Investigations Team (MERIT) Major Crimes Task Force.
- Records: This division is responsible for processing and organizing a variety of police reports and radio messages to maintain accurate, current files of all incidents, traffic enforcement, traffic accidents, and other related reports, as well as Administrative Adjudication management Officer.
- Community Policing: The department's Community Policing Officer teaches the Drug Abuse Resistance Education (DARE) program at local schools. This division organizes the Citizen's Police Academy and is a liaison with local businesses, community groups and residents to provide crime prevention education.



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Section 5 – Village Finances

The major expression of Board policy is the annual budget. The budget may be the single most important consideration of the Board, representing the annual and long-term "work plan" for the operation of the Village and projecting programs and service levels for future fiscal years. Illinois State Statute requires that each municipality adopt a budget and appropriations Ordinance within or before the first quarter of each fiscal year. The Village's fiscal year is May 1 through April 30.

Budget Structure/Organization: The Village uses "Fund Accounting". The budget is divided into different funds based on legal restrictions for revenues and expenditures.

The General Fund is the primary fund for all municipal services and operations. It is the Village's policy to establish a balanced budget in the General Fund, which is defined in the budget. Excess surpluses from time to time are transferred to other capital funds for various projects. Revenues in the General Fund come from property taxes, sales taxes, State income taxes, permit and license fees, and other, smaller sources. The primary expenditure in the General Fund is for personnel, contractual services, and various commodities needed to maintain operations.

There are three Special Revenue Funds in the Village. Special Revenue Funds are defined as funds whereby revenue is from a specific source/tax and expenditures are legally restricted to a specific purpose. Special Revenue Funds for the Village include the Motor Fuel Tax Fund (may only be spent on local road improvements), the Hotel/Motel Tax Fund (may only be spent to promote tourism as well as for capital and economic development), and the Downtown Business District Fund (to ensure development and redevelopment of the 130-acre downtown neighborhood).

There are two Enterprise Funds in the Village: the Water Fund and the Sewer Fund. An Enterprise Fund is a self-sustaining fund whereby revenues generated by the fund pay for all costs associated with the fund. All revenues in these funds come from payments for purchase of water and sanitary sewer services and are used to maintain water and sanitary sewer infrastructure. Please note that Burr Ridge purchases water from Lake Michigan via the Village of Bedford Park. Sanitary sewer service for Village properties is provided by the Village of Burr Ridge for Cook County properties and by DuPage County and Flagg Creek Water Reclamation District for DuPage County properties.

There are two Capital Projects Funds in the Village: the Capital Improvements Fund (accounts for revenue and expenditures related to the Village's annual road improvement program, as well as other right of way, street, sidewalk/pathway and facility improvements and the purchase or lease of machinery and equipment); and the Stormwater Management Fund. Revenues in these funds come from a variety of sources.

The Budget Process: At a staff level, the budget process is continuous throughout the year as funds are monitored to ensure that revenues and expenditures are consistent with



projections and to take advantage of opportunities for costs savings or better utilization of funds and assets. The formal budget preparation process for the Village of Burr Ridge begins in December of each year and concludes with adoption of a budget in April, prior to the beginning of the next fiscal year on May 1. Currently, the Village uses a zero-based budgeting process to ensure that all elements of the budget are closely reviewed to determine their priority need and value proposition. Some of the key steps in the budget process relative to actions by the Board of Trustees include:

- 1) At Board meetings in November and December, staff presents the annual property tax levy for approval by the Board of Trustees. Due to the State's property tax caps, the property tax levy is standardized based on the prior year levy plus cost-of-living increase and addition of new and taxable growth/development. At that time the property tax levy is split between the Police Pension Fund, the Police Protection Fund, and the General Fund.
- 2) In late December, each Department submits its budget goals for the upcoming fiscal year to the Village Administrator for review. Budget goals are changes in programs, personnel or equipment that may have a budgetary impact.
- 3) In January and February, each Department Head meets with the Administrator to review budget goals and conduct a line-by-line review of Department budgets. Concurrently the Finance Department and Village Administrator begin reviewing projections for expenses and revenues for the current and upcoming fiscal year.
- 4) In late January/early February and after review of budget goals each Department submits a draft budget to the Village Administrator. The final draft budget is prepared by the Finance Department and Village Administrator and presented to the Board by the end of February.
- 5) In March and April, the Board's budget review occurs at regular Board meetings or separate budget workshop(s) may be determined necessary. Budget review by the Board is based on a determination of how well the budget meets the level of services desired by the public and the revenues required to fund those services.
- 6) A notice of public hearing for adoption of the budget is published in late March for consideration by the Board of Trustees in April.
- 7) Prior to May 1 the final budget ordinance is approved by the Board of Trustees.

Although the Village Administrator, with the assistance of department heads, is responsible for the preparation of the first draft of the budget, the Board determines the final budget document and the allocation of resources it represents. Suggestions regarding the budget can be made at budget workshops or directly to the Village Administrator.

The Audit: As required by State law, the Village undergoes an independent audit of its overall financial condition to ensure that best practices are employed, and any material misrepresentations of the Village's finances are reported to the Board. The Village has traditionally received a "clean, unmodified opinion" from its auditors, meaning that there are no issues with how the Village's finances are publicly presented. The Village rotates its auditor every few years to ensure fresh eyes are placed on the audit.



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Section 6 – Planning and Economic Development

Planning, zoning and economic development issues are some of the most commonly occurring matters before the Village, and these issues appear on most Board Agendas. The Board is asked to decide issues such as rezoning for a new subdivision, special use permits for new businesses, or granting zoning variations for residential properties. There is a major investment of time and capital by a developer or property owner; and residents are directly impacted and actively participating in the decision-making process. Because of the nature of these decisions, it is important for the Mayor and Board to have a clear understanding of the process and legal parameters involved with planning, zoning, and economic development decisions.

The Comprehensive Plan: The Village maintains a Comprehensive Plan that establishes an agreed upon vision for the physical character of the Village and provides policies to achieve said vision. The current Comprehensive Plan was adopted in 1999 and was amended several times. The vision for the Village as stated in the Comprehensive Plan is:

Burr Ridge is a high-quality suburban community with low density neighborhoods characterized by distinctive homes in natural wooded settings. Our Village accommodates residents who seek a sense of privacy in a tranquil environment. We desire to enhance the Village's physical beauty, keeping Burr Ridge a very special place.

This vision statement and the various other policies and guidelines described in the Comprehensive Plan, form the foundation for all decision making related to development in the Village. The Burr Ridge Zoning Ordinance, Subdivision Ordinance, and other regulatory ordinances are intended to implement the vision as described in the Comprehensive Plan.

The Plan Commission: The Plan Commission is an advisory body to the Board. Illinois State Statute requires that certain zoning related decisions must first be considered by a Plan Commission with a recommendation being forwarded to the Board of Trustees. In Burr Ridge, as in many other smaller Villages, the Plan Commission and Zoning Board of Appeals are combined into a single body.

Most considerations by the Plan Commission require a public hearing with legal notice. Legal notices include publication in a local newspaper, a sign to be posted on the property, and a letter to be sent by mail to property owners within 750 feet of the property. As a matter of policy, Burr Ridge also posts places a notification on our web site.

After conducting a public hearing, the Plan Commission deliberates the issues related to the request and considers a recommendation to be made to the Board. A recommendation to approve a request is sometimes accompanied by conditions for the approval (e.g., additional landscaping be provided as a buffer to adjacent properties). The Plan Commission is advisory, and the Board considers their advice before making a final decision.



The Zoning Ordinance: Zoning is the most effective tool that a Village has for regulating private property and, thus, for impacting the physical environment of the Village and implementing its Comprehensive Plan. The Zoning Ordinance establishes permitted land uses and development regulations for all properties within the Village's corporate limits.

A variety of zoning requests come before the Plan Commission and Board. For each decision, there are a unique set of standards. These standards, referred to as Findings of Fact, must be met if a zoning request is to be approved. Consistent application of the standards is important to ensure fairness in the administration of the zoning regulations and to ensure that the Zoning Ordinance continues to serve its function as the implementation tool for the Comprehensive Plan.

Other Ordinances closely related to the Zoning Ordinance include the Subdivision Ordinance and the Sign Ordinance. The Subdivision Ordinance regulates how larger tracts of land may be subdivided as well as regulations regarding the infrastructure (roads, utilities, and stormwater management) required for servicing the newly created lots. The Building Ordinance governs the building permit process. The Sign Ordinance regulates private property signs throughout the Village.

Economic Development Commission: Another important tool for implementation of the Comprehensive Plan is the Economic Development Commission (EDC) and Economic Development Plan. While most zoning decisions are reactionary, economic development tends to be more pro-active. Rather than simply responding to proposed development in the Village, economic development creates programs and incentives that seek desired businesses and developments and creates an environment within the Village that promotes appropriate investment in the Village.

In 2018, the Economic Development Commission and the Board of Trustees approved changes to the EDC. The EDC has 11 members and meets monthly; its mission statement is as follows:

"The mission of the Economic Development Committee (EDC) is to grow a stronger business climate by being an active partner with businesses, investors, and residents. The EDC shall strengthen economic development in the Village by developing business retention, expansion, and attraction programs; the creation and implementation of economic development plans and policies; being business ambassadors to the community; coordinating with other governments on projects; and submitting an annual Economic Development Position Report to the Village Board at the beginning of the fiscal year."

The Economic Development Plan for the Village was updated in 2018 and continues to undergo updates as determined necessary.



Village of Burr Ridge Candidates Orientation Manual

Section 7 – Village Communications

One of the primary functions of the Village and in particular, Village staff, is communications. Effectively communicating information is essential for achieving success as a community and as an organization. Below are several ways in which communication with the Board and the public are accomplished.

Burr Ridge Briefs: A twice-monthly e-newsletter, called the Oak Leaf, is emailed to those who have signed up for the newsletter, as well as a print version mailed Village-wide annually. The Oak Leaf include information about recent Board actions, upcoming events and meetings, topics of interest, and other public information. The Oak Leaf is also posted on the Village website.

Board Meetings on Cable TV and YouTube: The Village Board meetings are taped for broadcast on the local cable access channel (Comcast Channel 6 and AT&T Channel 99), as well as on YouTube.

Village Website: The Village is committed to government transparency and our web site is the primary tool for providing that transparency (www.burr-ridge.gov). The website includes detailed information about Village programs, services, policies, and officials as well as answers to the most frequently asked questions. Residents can view an extensive archive of documents including Village Board Meeting materials and Plan Commission agendas, Village budgets, audits, and other publications. Visitors to the site can also file an online “Service Request” to report issues with construction, drainage, snow plowing, streetlights, etc. As with the Village’s local cable access channel, the Village’s policy permits only taxing bodies serving the residents of Burr Ridge to post information on the Village’s website.

Nixle: Nixle is a direct communications tool used by the Burr Ridge Police Department to inform residents regarding issues of immediate safety and concern. In some cases, it is used to inform residents of ongoing matters or other pertinent information relevant to Village life. Residents need to sign up to receive information via Nixle through the website (www.burr-ridge.gov). You may choose how you wish to receive your information from Nixle – via text messaging, email or both. Nixle posts are also cross-posted on the Village Facebook and Twitter sites (BRVillage).

Social Media: The Village maintains a Facebook (www.facebook.com/BRVillage), Twitter (www.twitter.com/BRVillage), YouTube channel (www.youtube.com/BRVillage), and NextDoor page. The goal of these sites is to provide the residents with updated information about their government, community, and related events.

Community Service Survey: Every two years, Village Staff conducts a Community Service Survey among all its residents. Completed surveys are tabulated into a summary report that is provided to the Board. Specific areas of concern noted in survey findings may be addressed at Board meetings if necessary.



Village of Burr Ridge
Candidates Orientation Manual

Appendix I – Frequently Asked Questions

PROPERTY MAINTENANCE

Is a building permit required for repairs to buildings? Article II of the Burr Ridge Building Ordinance describes the requirements for building permits. A building permit is required for:

- construction of a new building or building addition;
- garages, sheds, gazebos, decks, patios, outdoor kitchens, pools and spas, driveway replacements, and fences;
- any work that impacts foundations;
- the relocation, removal or addition of interior or exterior walls;
- plumbing and electrical alterations or additions;
- any changes in the existing topography/grade of a property; or
- any work in the public right-of-way/parkway.

A permit is not required for the replacement of windows, doors, or roofing provided there is no enlargement or structural changes. Always check with Village staff to determine if a permit is needed for any work.

What time can work start on a house or property under construction? Construction work performed by a commercial contractor on the outside of any enclosed structure, or anywhere on any structure not completely enclosed by a building is permitted only during the following times: Monday through Friday from 7 AM to 7 PM and Saturday from 8 AM to 5 PM. Construction is prohibited on Sundays and Holidays. Outdoor construction is defined as any repair, building, or remodeling work on the outside of any enclosed structure or anywhere on any structure not completely enclosed by walls, windows, doors, and roof (Chapter 38, Article VI of the Burr Ridge Municipal Code).

Are there restrictions on other outdoor property maintenance activity? Outdoor property maintenance performed by a commercial contractor is restricted to the following times: Monday through Friday from 7 AM to 7 PM; Saturday from 8 AM to 5 PM; and Sundays and Holidays from 12 Noon to 4 PM. Outdoor property maintenance is defined as any operation of gas- or electric-powered equipment, including but not limited to lawnmowers, leaf blowers, saws, or any other device intended for property maintenance, including landscaping and home repair, used outside of any completely enclosed space, except for snow removal equipment (Chapter 38, Article VI of the Burr Ridge Municipal Code).

What is the requirement for mowing weeds on vacant lots? Owners of any property within the Village must mow grass lawns to maintain a maximum grass height less than 10 inches and must destroy noxious weeds on their property before they reach seed bearing stage. Any owner who fails to maintain grass or to destroy noxious weeds after due notice from the Village shall be subject to a fine, and the Village has authority to go on the property to mow grass or destroy the weeds and bill the owner for costs.



What do residents do with garden trimmings and tree branches? In addition to weekly lawn waste pick up by the Village's Scavenger Service, Groot Industries, the Village conducts a curbside branch pickup program in October of each year (specific date is announced in advance). The program is intended for larger branches and materials that do not fit the size requirements of the weekly lawn waste pick up.

Additionally, the Municipal Code Chapter 50, Section 50.23 of the Municipal Code of Burr Ridge prohibits the dumping, depositing or placing of any refuse, recyclable material and/or landscape waste upon real property owned by another without the consent of the owner or person in possession of such real property.

GARBAGE AND RECYCLING SERVICES

Who provides residential garbage collection? The Village's exclusive household garbage, lawn waste, and recycling collection provider is Groot Industries. For properties south of 79th Street, collection is provided on Thursdays. For properties north of 79th Street, collection is provided on Fridays.

Where can I recycle electronics? The electronics recycling office is located outside our Public Works building at 451 Commerce Street. The recycling center is open weekdays from 7 a.m. to 3 p.m. and accepts computers and peripherals, office equipment, etc. at no charge; a complete list of accepted items is available on eWorks' website noted below. TVs and monitors require a fee of \$25 or \$35 depending on size. Questions should be directed to eWorks at (217) 364-7543 or (630) 407-6700 or check their website at www.eworksesi.org.

MAINTENANCE OF STREETS AND PARKWAYS

By what priorities are streets resurfaced and curbs repaired? Streets are resurfaced on a priority basis with consideration given to the structural condition of the existing street, classification of the street (arterial, collector, residential), and the volume of traffic. A Street Condition Survey is prepared every 2 years and is the basis for the preparation of the Village's 5-Year Road Program.

Why is the snow plowed more often or more quickly on some streets than on others? Priority is given to streets which are most critical to provide transportation service to emergency vehicles and the commuting public, namely the arterial and collector streets. The Village's objective is to keep these streets clear by frequent salting and plowing.

Residential districts are included within the plow routes, but receive secondary priority. The time required to complete routes (but not necessarily achieve bare pavement) will vary from approximately five to ten hours from the end of snowfall, depending on conditions. The Village does salt residential streets when resources allow. Under icing conditions, intersections, curves, and hills receive top priority for salting operations. Under certain circumstances, the Village pre-treats intersections and other areas to reduce snow and ice compaction.

The Village is divided into designated areas for snow routes. Each driver is assigned a route with a specific vehicle and is held responsible for that area. However, the drivers are cross-trained to know all routes. If one route is completed prior to the others, there may be more than one driver on a specific route.



Can a citizen remove a parkway tree at his own discretion? Village Ordinance does not permit anyone to remove a parkway tree for any reason unless a person has first received a permit from the Village (Municipal Code Chapter 57 - Trees).

Who is responsible for planting parkway trees? The Department of Public Works is responsible for over 12,000 Village trees. Included in the ongoing program are tree planting, tree trimming, tree removal activities, Gypsy Moth treatments, and Emerald Ash Borer treatment & replacement.

The Village maintains an inventory of all parkway trees that is updated periodically by the Public Works Department. The inventory is used to determine locations for future tree planting and costs associated with ongoing maintenance activities.

What should a citizen do if he desires to plant a tree on a Village parkway? The Village Arborist must be contacted; as only approved species are permitted to be planted on Village parkways. If approved, the Village Arborist will determine where the tree is planted, and will record the species and other information for our tree inventory.

Who is responsible for trimming parkway trees? The Village maintains a comprehensive tree trimming program of all parkway trees in the Village on a seven-year cycle. A contractor is hired to trim all trees in excess of 10" in diameter, with all other trees trimmed by Village Staff.

What is done by the Village to combat mosquitoes? Burr Ridge properties in Cook County are in the Des Plaines Valley Mosquito Abatement District that has their own mosquito abatement program. The Village hires a private contractor for abatement of mosquitoes on Burr Ridge properties in DuPage County. Work includes surveillance, monitoring, and larval control.

VILLAGE UTILITIES – WATER, SANITARY SEWERS AND STORM SEWERS

Does the Village provide drinking water to all properties in Burr Ridge? Yes, the Village owns and maintains a public water supply available to all properties in the Village. Village water is purchased by the Village from the Village of Bedford Park. Bedford Park buys treated Lake Michigan water from the City of Chicago. Burr Ridge maintains pumping and distribution facilities and bills individual consumers.

Who is responsible for installing & repairing service lines from municipal water mains? All repairs between the water main and the "Buffalo box" (located in the parkway) are made by the Village. Service lines from and including the "Buffalo box" leading to the premises to be served are installed and repaired by and at the expense of the owner of the premises. Service lines are installed under the supervision of the Public Works Department in accordance with applicable Codes. Installation permits are required and the connection must remain exposed until inspected and approved by the Public Works Department, who will authorize backfilling if the installation is completed properly.

How can a water bill problem be resolved? Water bills are mailed six times per year (in each odd numbered month). Residents should contact the Finance Department when there is an unusual change in a water bill. High water bills may result from a leak in the plumbing, a running toilet, irrigation, etc. For questions regarding your water bill, please



contact the Accounting Specialist in the Finance Department.

Who provides sanitary sewer service for my property? There are three different sanitary sewer providers in the Village; properties in Cook County are provided service by the Village of Burr Ridge; properties in DuPage County south of I-55 are serviced by DuPage County Public Works Department; and properties in DuPage County north of I-55 are serviced by the Flagg Creek Water Reclamation District (except Babson Park and Chestnut Hills north of I-55 are serviced by DuPage County). A small number of properties in Burr Ridge do not have public sanitary sewer service but instead are serviced by private sanitary sewer systems (e.g. septic tanks).

Who is responsible for repairing service lines from municipal main sewer lines? All repairs to the sewer service lying outside the outer circumference of the main sewer line or pipe are the responsibility of the owner of the premises served (this applies to both Cook and DuPage Counties).

Who is responsible for maintaining the stormwater detention pond and storm sewer pipes in my subdivision? Stormwater ponds, pipes and other facilities located on private property are maintained by homeowners and homeowners' associations. Stormwater pipes located in the public street are the responsibility of the Village. The Public Works Department is available to provide information or advice to homeowners and homeowners' associations regarding maintenance of stormwater facilities.

PUBLIC SAFETY, NUISANCES, AND POLICE SERVICES

How do I request Police service: For non-emergency information or services during daytime office hours (8 AM to 5 PM, Monday through Friday), call the Police station at (630) 323-8181. At any other time, whether for emergency or non-emergency service, call 911 to request police assistance.

How does the Village regulate solicitation? All solicitors must obtain a solicitation permit from the Police Department. It is unlawful to solicit at any residence displaying a "No Solicitors" sign. Solicitation is permitted from 9:00 A.M. to 7:00 P.M. on weekdays, and from 9:00 A.M. to 5:00 P.M. on Saturdays. Solicitation is not permitted on Sundays and State Holidays (Municipal Code Chapter 56).

In the case of Transient Merchants, it is unlawful to engage in business at any time prior to 9:00 A.M. or after 9:00 P.M. on any day.

How does the Village handle Tag Days? Tag Days are included in the regulations for solicitation (Municipal Code Chapter 56) above. Organizations requesting authorization for a Tag Day must submit said request to the Chief of Police.

Can I park my car on the street overnight? On-street parking is prohibited between 2 AM and 6 AM. If emergency or temporary circumstances require overnight parking on a street (e.g. resurfacing a driveway), residents should call the Police Department or visit the Village website to register the vehicle in advance for overnight street parking.

Can trucks be parked overnight in a residential area? Outside, overnight parking of any commercial vehicle, or any vehicle requiring a vehicle license greater than class "B", as regulated by the State, on private property outdoors or overnight is prohibited



(Municipal Code Chapter 35).

Can my neighbor keep a junk car on his property? It is unlawful to keep inoperable motor vehicles on private property. An inoperable vehicle is defined as one which is incapable of moving under its own power, or lacks valid State or Village registration. This excludes a vehicle that is stored in a structure enclosed on all four sides (Municipal Code Chapter 35).

What is the procedure for requesting installation of a traffic sign (Stop sign, Yield, etc.) in the Village? A resident seeking a traffic sign for a specific location should first contact Village staff and then must make a written request to the Board of Trustees. The Staff will evaluate the request, based on the "Manual of Urban Traffic Control Devices" as adopted by the U.S. Government and the State of Illinois. Upon review a recommendation from the Police Chief, Village Engineer, and Village Administrator will be submitted for Village Board review.

Does the Village of Burr Ridge require motor vehicles to be licensed by the Village and display a vehicle sticker? The Village of Burr Ridge does not require residents of the Village to purchase a Village sticker for vehicles they own or lease.

Are block parties permitted in Burr Ridge? Block parties are permitted in Burr Ridge. A resident seeking permission for a block party must submit a written request to the Deputy Chief of Police and to the affected Fire District. The Department of Public Works will supply barricades.

What can be done about stray dogs in the neighborhood? All dogs must be on a leash when not on its owner's property. Any dog running at large (off the premises and not under the control of the owner) may be impounded by the police. The owner can be issued a citation which may require a court appearance.

What can a resident do if a neighbor's dog barks continuously? A complaint should be filed with the Police Department, and an officer will be dispatched to investigate. If no one is at home in the residence from which the dog is barking, the officer will return later. The owner can be issued a citation which could result in a court appearance.

What can a resident do if another person's dog defecates on their property? It is unlawful for any person in control of an animal to be on any property, public or private, that is not his own property unless he has in his immediate possession a device for the removal of excrement to a proper receptacle on his own property (Municipal Code Chapter 6). Residents who wish to sign a complaint must contact the Police Department.

SIGN REGULATIONS

How are signs regulated? Signs are regulated by Chapter 55 of the Municipal Code. Permits are required for all signs except the temporary or exempt signs listed in Municipal Code Chapter 55. In unique circumstances, a variation for size, height and location requirements may be granted by the Board of Trustees upon recommendation by the Plan Commission. Unless the code specifically states otherwise, a permit is required for a sign.

How are Campaign Signs regulated? Political campaign signs, referenced as "non-



commercial signs” in the Village sign regulations, do not require a sign permit but are subject to the following restrictions on private property:

- May not exceed sixteen (16) square feet in area for each sign;
- Only one (1) such sign, with an identical message to another, shall be permitted on a given property;
- Maximum height, to the top of each sign shall be five (5) feet;
- Must be confined within private property;
- Must be removed within thirty (30) days after the election.

Are signs ever permitted in the public right of way? Subject to a variety of size and location restrictions, signs are only permitted in the public right-of-way from 9 AM to 6 PM on Saturdays and Sundays. Such signs may not be attached to utility poles or street signs and are restricted to 3 feet in height and 4 square feet in area. Please refer to the Sign Ordinance for further restrictions.



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Appendix II - BOARDS AND COMMISSIONS

MUNICIPAL CODE BOARDS AND COMMISSIONS

BOARD OF FIRE & POLICE COMMISSIONERS

MEETINGS: 2nd Wednesday - 7:00 p.m.

The Board of Fire and Police Commissioners consists of three members whose duties, including the screening of all police officer candidates and screening for department promotions, are set forth by state law. The President and Board of Trustees determine the need for additional or replacement personnel on the Police Department; however, they have no input on the selection of Police Officer candidates (except in the case of the Chief of Police and Deputy Chief of Police). The Board of Fire & Police Commissioners maintains an eligibility list from which officers are hired. The two fire protection districts serving Burr Ridge handle their own hiring since they are separate governmental entities.

CURRENT MEMBERS: John Navickas, Chairperson, term expiration 5/1/20
Ron Damber, Secretary, term expiration 5/1/19
Sandra Allen, term expiration 5/1/18

POLICE PENSION BOARD

MEETINGS: 2nd Tuesday in January, April, July & October - 7:00 p.m.

The Police Pension Board administers the pension fund of the Police Officers. Two members of this Board are residents appointed by the Village, while the remainder of the members represent the police officers.

CURRENT MEMBERS: Sergeant Ryan Husarik, President
Officer Brandon Valentino, Secretary
Vacant, Beneficiary Representative
Gary Rush, Resident Representative
Vacant, Resident Representative



ENVIRONMENTAL QUALITY COMMISSION

MEETINGS: As Needed

Among the functions of the Environmental Quality Commission is to make recommendations to the President and Board of Trustees regarding possible ways to improve, preserve and protect the environment, including all environmental issues affecting the Village.

CURRENT MEMBERS: Trustee Guy Franzese, Chairperson
Trustee Tony Schiappa
Yvonne Mayer
Stephen McCracken
Jennifer McConahy
Jennifer Houch
Tom Layden

VILLAGE BOARD COMMITTEES

ECONOMIC DEVELOPMENT COMMITTEE

MEETINGS: 1st Wednesday of the Month – 5:00 p.m.

The mission of the Economic Development Committee (EDC) is to grow a stronger business climate by being an active partner with businesses, investors, and residents. The EDC seeks to strengthen economic development in the Village by developing business retention, expansion, and attraction programs; the creation and implementation of economic development plans and policies; being business ambassadors to the community; coordinating with other governments on projects; and submitting an annual Economic Development Position Report to the Village Board at the beginning of the fiscal year.

CURRENT MEMBERS: Trustee Tony Schiappa, Chairperson
Trustee Russell Smith, Vice Chairperson
Kirsten Jepsen
Bhagwan Sharma
Ramzi Hassan
Luka Kaplarevic
Michael Simmons
Debra Hamilton
Mark Stangle
Sam Odeh
Paul Stettin



STORMWATER MANAGEMENT COMMITTEE

MEETINGS: 2nd Tuesday in February, May, August, November – 7:00 p.m.

The Stormwater Management Committee acts as a recommending body to advise the Village Board and Staff on ways to maintain and enhance the Village's overall stormwater management system. The Committee is charged with minimizing the impact of development on the Village's stormwater system, promoting sound engineering practices through the periodic review and update of the Village's stormwater and flood ordinances, reviewing citizen drainage and flood complaints, and making recommendations to the Village Board regarding improvements to the Village's stormwater infrastructure and regulations.

CURRENT MEMBERS: Trustee Guy Franzese, Chairperson
Trustee Al Paveza
Nancy Montelbano
Anabel McFarlin
Steve McCracken
Alice Krampits
Rabinder Malhotra

VILLAGE BOARD SUB COMMITTEES

WATER COMMITTEE

The Water Committee typically meets once or twice a year with its primary purpose being to monitor the Water Fund and the Village's water infrastructure and to make recommendations to the full Village Board regarding water infrastructure projects and water rates.

CURRENT MEMBERS: Trustee Al Paveza, Chairperson
Trustee Guy Franzese
Trustee Joe Snyder

STREET POLICY COMMITTEE

The Street Policy Committee typically meets once or twice a year with its primary purpose being to review and to recommend to the full Village Board the Village's annual road program and capital improvements projects.

CURRENT MEMBERS: Mayor Gary Grasso, Chairperson
Trustee Al Paveza
Trustee Guy Franzese
Trustee Tony Schiappa



PERSONNEL COMMITTEE

The primary task of the Personnel Committee is to represent the Village Board in negotiations with the three employee unions.

CURRENT MEMBERS: Trustee Al Paveza
Trustee Tony Schiappa



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Appendix III-A Board and Staff Roster

BOARD OF TRUSTEES
4-Year Term

		<u>Term Expires</u>
Mayor: Gary Grasso ggrasso@burr-ridge.gov	(312) 498-3202 (C)	5-7-25
Trustees: Guy Franzese guyfranzese@aol.com	(630) 789-0228 (H)	5-7-25
Anita Mital amital@burr-ridge.gov	(630) 205-8224 (C)	5-7-25
Russell Smith rsmith@burr-ridge.gov	(630) 323-3748 (W)	5-7-25
Albert Paveza paveza11617@comcast.net	(630) 542-4820 (H)	5-10-23
Joseph T. Snyder jtsnyder@snyderinsurance.com	(630) 960-4848 (W)	5-10-23
Tony Schiappa tonyschiappa@burr-ridge.gov	(630) 242-1312 (W)	5-10-23

VILLAGE CLERK
4-Year Term

Sue Schaus sschaus@burr-ridge.gov	(312) 925-4587 (C)	5-7-25
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VILLAGE STAFF

VILLAGE ADMINISTRATOR

Evan Walter (630) 654-8181, ext. 2000 (W)
ewalter@burr-ridge.gov (630) 601-0042 (Cell)

PUBLIC WORKS DIRECTOR/VILLAGE ENGINEER

David Preissig (630) 323-4733, ext. 6000 (W)
dpreissig@burr-ridge.gov (630) 280-5065 (Cell)

CHIEF OF POLICE

John Madden (630) 323-8181, ext. 5000 (W)
jmadden@burr-ridge.gov (630) 774-2203 (Cell)

FINANCE CONSULTANT

Annmarie Mampe (630) 654-8181, ext. 4000 (W)
amampe@burr-ridge.gov

COMMUNITY ENGAGEMENT ANALYST

Hannah Weyant (630) 654-8181, ext. 2120 (W)
hweyant@burr-ridge.gov

VILLAGE ATTORNEY

Michael Durkin Sr. (630) 318-9500 (W)
Storino Romello & Durkin
mdurkin@srd-law.com



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**Appendix IV – Open Meetings Act and Closed
Sessions**

OPEN MEETINGS ACT (OMA)

The Village Board and all Board-appointed committees must abide by the basic requirements of the Open Meetings Act. The following are the basic applicable procedures under each statute.

Coverage of Act

1. The Act applies to all meetings of public bodies. Public bodies are defined in the Act to include “all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof.” 5 ILCS 120/1.02.
 2. The definition of “meeting,” “...any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business, a quorum of the members of a public body held for the purpose of discussing public business.” A “quorum” is the number of assembled members that is necessary for a decision-making body to be legally competent to transact business.
 - a. The gathering of a majority of a quorum is covered if held for the purpose of discussing public business. In other words, there must be an intent to discuss public business before the gathering will be held to be a meeting covered by the Act. The legislature added this intent language so that public officials would not have to fear violating the Act if they unintentionally discussed public business by some or all of the members of a public body at a social event.
 - b. Email messaging or instant messages can be considered a “meeting”. Whether email conversations are a meeting depends on the substance of the communication and whether the communications rise to the level of a deliberative discussion of business of a public body. Simply sharing information and casual commentary or remarks about public business are necessarily enough to constitute a meeting.
 3. Majority of a Quorum. What constitutes a majority of a quorum for a particular public body can be easily determined. For example, in a city or village with a seven-member council or board, a quorum is four members; thus, a majority of a quorum is three - the mayor and two Trustees or three trustees. Naturally, as the number of members
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of a public body increases, the number of members needed to constitute a majority of a quorum also increases.

When considering committee or commission meetings, or meetings of other covered public bodies, it must be remembered that a majority of a quorum is determined based upon the number of members of that committee, commission or subsidiary body and not upon the number of trustees.

Meeting Dates, Places and Notice Requirements

1. **Open and Convenient:** Section 2.01 of the Act (5 ILCS 120/2.01) requires all public meetings to be held at specified times and places which are convenient and open to the public. The Attorney General has issued at least one opinion that holding a covered meeting at a personal residence does not satisfy the requirement to be “open and convenient”.
 2. **Notice:** The Act expressly requires public notice of all meetings, regular or special, open or closed, to be given as follows:
 - a. An agenda of each meeting must be prepared and posted at least 48 hours in advance of the meeting. Public notice of special meetings (which is what a committee meeting generally would be, since there is no regular schedule of meetings), must be given at least 48 hours before such special meeting, and the notice must also include the agenda for the special meeting. The actions of the public body, while not required to be specifically detailed in the notice, should be "closely related" to those matters set forth in the agenda for the special meeting.
 - b. The meeting notice must be posted at Village Hall.
 - c. In other words, the description of the action item on an agenda, relative to a resolution or ordinance, must be specifically detailed so as to apprise the public of the general nature of the action to be considered.
 - d. The Village must ensure that at least one copy of the notice and agenda for the meeting is continuously available for public review during the entire 48-hour period preceding the meeting. Posting of the notice and agenda on the Village website satisfies the requirement for continuous posting.
 - e. The committee must supply copies of the notices of all of its meetings to any news medium that has filed an annual request for such service. Any news medium must be given the same notice of all special meetings in the same manner as is given to members of the committee, provided the news medium has given the public body an address or telephone number within the village limits at which such notice may be given.
 3. **Attendance (by electronic means):** Participation by video or audio conference in a meeting is allowed so long as a quorum is physically present at the meeting location. The Act permits participation and voting by members of a covered body by audio and video conference provided that the number of members necessary to constitute a quorum is physically present at the open meeting. To allow persons to attend meetings electronically, a public body must adopt procedural rules to conform to the
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Open Meetings and Closed Sessions Village of Burr Ridge Orientation Manual

requirements and restrictions of the Open Meetings Act. Persons wanting to attend the meeting electronically rather than physically can only do so if (1) the official is ill or disabled; (2) the official is unable to physically attend because of employment or official business of the public body; or (3) the official has a family or other emergency. 5 ILCS 120/7(b).

4. Recording of Meetings: Any person has the right to record the proceedings at any public meeting by tape, film, or other means.

Minutes

1. Requirements: All public bodies, including subsidiary boards, committees and commissions, must keep written minutes of all their meetings. Committee minutes can be kept separately and need only be approved by the appropriate board, committee or commission, and not by the full village board. The written minutes must include the following:
 - a. The date, time and place of the meeting;
 - b. The members recorded as either present or absent, and if present, the minutes must indicate whether the member attended physically or by means of video or audio conference; and
 - c. A summary of discussion on all matters proposed, deliberated or decided, and a record of any votes taken.

The General Assembly has mandated that the minutes reflect what discussion occurred and not merely the topics that were discussed. However, only a "summary" of the discussion, as opposed to verbatim reports, is required.

2. Approval and Availability of Open Meeting Minutes: The minutes of any open meeting must be approved within thirty (30) days after the meeting date or at the second subsequent meeting of the committee, whichever is later.

Within ten (10) days of the date of approval of the minutes of any open session, the minutes must be made available for inspection. In addition, any public body that maintains a website maintained by full time staff of the public body must post the minutes of its regular meetings on the website within ten (10) days after the approval of the minutes. Any minutes posted on the public body's website must remain posted for at least sixty (60) days.



EXCEPTIONS TO OMA - CLOSED SESSION

The Open Meetings Act, 5 ILCS 120/1 et seq, establishes as the policy of the state that public bodies exist to aid in the conduct of the people's business with actions taken openly and deliberations conducted openly. To this end, all meetings of public bodies shall be open to the public, unless the meetings fall within one or more of the exceptions contained in Section 2(c) of the Open Meetings Act. The exceptions to the Open Meetings Act are limited in number, very specific and are to be strictly construed. (Act, Section 2(b)). There is, however, no requirement that a public body close any meeting, even though the matters to be discussed at such meeting may properly be discussed outside the public view. (Act, Section 2(b)). The exceptions which permit meetings to be closed can be grouped under the following headings. However, it is important to emphasize that not all matters or meetings which might fall under the scope of the general headings are exempt, only those within the scope of a specific exception.

Furthermore, any discussion in a closed meeting under an exception to the Act must be limited in scope to the exception which authorizes the closed meeting and which was specified in the motion to hold the closed meeting. (Act, Section 2(a)). The taking of final action at any closed meeting is prohibited. (Act, Section 2(e)). A public body emerging from a closed meeting to take final action must disclose to the public the substance of the action which is being taken. (Act, Section 2(e)). Final action taken at a closed meeting may be voided by a court.

Personnel Matters: There is no blanket exception covering personnel matters. Public bodies may, however, hold closed meetings for the following:

- (1) "The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body." [Note: An Appellate Court has stated: "The normal import of the word 'employment' comprehends renewal or continuance of employment as well as compensation." *People of the State of Illinois v. Board of Education of District 170*, 40 Ill. App. 3d 819 (Second Dist. 1976).] This exception does not apply to discussions on the selection of independent contractors.
 - (2) "Collective negotiating matters between the public body and its employees or their representatives". [Note: This exception does not authorize a public body to hold a closed meeting to conduct unilateral deliberations on the extension of bargaining rights to a federation or other representative group, but does authorize a public body to hold closed unilateral meetings to discuss its negotiating response when collective bargaining negotiations are ongoing. Section 24 of the Illinois Public Labor Relations Act (5 ILCS 315/24) provides that the Open Meetings Act "shall not apply to collective bargaining negotiations and grievance arbitrations conducted pursuant to" that act.]
 - (3) "Deliberations concerning salary schedules for one or more classes of employees".
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- (4) "Hearing testimony on a complaint lodged against an employee to determine its validity".
- (5) "The selection of a person to fill a public office, defined in this Act, including a vacancy in a public office when the public body is given power to appoint under law." The Act defines public office as a position created by or under the Constitution or laws of the state; public office includes members of the public body but not organizational positions they fill.
- (6) "The discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance."

Matters of Commercial or Financial Sensitivity: Meetings may be closed to consider these subjects:

- (1) "The purchase or lease of real property for the use of the public body."
- (2) "The setting of a price for sale or lease of property owned by the public body."
- (3) "The sale or purchase of securities, investments or investment contracts."

Legal Matters: Meetings may be closed to consider these subjects:

- (1) "Litigation when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting". The exception does not authorize the closing of a meeting merely because an attorney is present and/or legal issues are to be discussed. Litigation must be probable, imminent or pending before the exception can be used. The phrase "probable or imminent" means "likely to occur."
- (2) "Evidence or testimony presented...to a quasi-adjudicative body" (e.g. Board of Fire and Police Commissioners), provided the body prepares a written decision setting forth its "determinative reasoning," which decision must be made available for public inspection.
- (3) "The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member."

Miscellaneous Exceptions to the Open Meetings Act: Meetings to consider the following additional subjects may be closed:



- (1) "Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees, staff or public property, provided that a description of the actual danger shall be made a part of the motion to close the meeting."
- (2) "Conciliation of complaints of discrimination in the sale or rental of housing, when closed meetings are authorized by the law or ordinance prescribing fair housing practices and creating a commission or administrative agency for their enforcement" (the Village currently does not have any such ordinance).
- (3) "Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on a matter germane to the advisory body's field of competence."
- (4) "Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member."
- (5) "Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06" of the Act.

Prior to going into closed session, a motion must be made in open session that specifically identifies one or more of the above exceptions. A roll call vote is required on both the motion to go into closed session and to come out of closed session. In naming the specific exception, the Board does not have to identify the specific matter - e.g., if you are considering the termination of an employee, you need not name the specific employee. During the closed session, you are limited to discussing only matters covered in the motion to go into closed session (Act, Section 2(a)).

Conducting a Closed Session does not require a pre-posted agenda and Closed Session items can be added at any time during the Open Meeting, even if a Closed Session was not originally posted on the Open Session agenda.



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Appendix V – Freedom of Information Act

THE FREEDOM OF INFORMATION ACT (FOIA)

Information in recorded form created by or for, used, received or controlled and within the possession of a public body are generally “public records.” In order to be considered a public record, the record or document must (1) pertain to the transaction of “public business” and (2) must either be prepared by, prepared for, used by, received by, possessed by, or controlled by the “public body.” FOIA does not require any public body to prepare and keep any new records.

1. Covered “public body”: Villages and all of their committees and commissions come within the coverage of the Act. The prior qualification in the Act, which stated that a public body was only one which was supported in whole or in part by tax revenue, or which expended tax revenue, has been deleted. 5 ILCS 140/2(a).
2. Covered “public records”: The definition of "public records" is very broad and includes records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and other documentary materials pertaining to the transaction of public business. The Act specifically includes email communications as a public record subject to disclosure under the Act.

When a government official communicates individually using a publicly issued electronic device, the communication is considered to be in control of a public body. Email communications pertaining to the transaction of public business which have been prepared, or have been or are being used, received, possessed or under the control of a public body must be treated as public records under the Act. Therefore, an email message transmitted through the internet server of the public body has been received by the public body, and would constitute a public record if it pertains to public business. Email messages produced on one’s personal computer may constitute public records depending on their content, intended recipients, and to safeguard one’s personal computer, emails that pertain to public business should be only transacted on a government email account.

3. Destruction or disposal: Under the Local Records Act the Local Records Commission must be notified when the original record is disposed of and also when the reproduced record is disposed of. There are two Local Records Commissions, one for Cook County and one for all other Counties in the State. The State Historian and State Archivist serve on both Commissions. The Village has an approved record destruction schedule with the appropriate Local Records Commission.
 4. Distribution and Availability: All public records covered by FOIA are required to be made available to the public upon written request.
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