

**GENERAL GOVERNMENT COMMITTEE**  
**July 19, 2023, MEETING MINUTES**  
**Village Hall**  
**740 Hillgrove Avenue, Board Room**  
**Western Springs, IL 60558**

**July 19, 2023 at 7:40 p.m.**

Present

Chair Tyrrell, Member Nawrocki, President Rudolph, Village Manager Baer, Deputy Village Manager Biernacki, Director of Community Development Tony Budzikowski, Assistant to Village Manager Chavez, Attorney Jurusik

Chair Tyrrell moved to open the committee meeting, seconded by Member Nawrocki. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Nawrocki. The General Government Committee meeting was called to order at 7:40 p.m.

Agenda Items

1. Public Comment

There were no public comments.

2. Approval of Minutes

Chair Tyrrell moved, seconded by Member Nawrocki, to approve the minutes of the meeting of June 14, 2023, as read. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Nawrocki. Voting nay: None.

3. Update – Western Springs Business Association (WSBA) Rain Date for Jammin’ in July – August 2, 2023

Director Budzikowski informed the committee that WSBA had inquired about a potential rain date for the Jammin’ in July event which had to be cancelled due to the weather on July 12. Attorney Jurusik advised Director Budzikowski that President Rudolph, as Liquor Commissioner, has the authority to allow an alternate date, as specified in Ordinance No. 23-3136 which authorized issuance of the Class “J” special event liquor license for the three July dates. As of this afternoon, Director Budzikowski received notice that WSBA will not take advantage of the additional date but there is that possibility in the future but if they do wish to pursue the alternate date. Attorney Jurusik stated that all the special event liquor licenses have that same language so if this should ever come up again, Village President Rudolph, as the Liquor Commissioner can authorize that alternate date. A letter confirming the granting of the license for the rain date would go to the liquor license holder. If WSBA opts to add a rain date, the Board would be informed.

#### 4. Fleet Vehicle Purchase Alternatives

Last month, Deputy Village Manager Biernacki advised the committee of some ongoing difficulties the Village has encountered in securing fleet vehicles due to supply chain issues.

Deputy Village Manager Biernacki Fleet said that procurement has become increasingly challenging post-pandemic for not only Enterprise, but for the market. Historically, Enterprise assists municipalities in outlining specifications for vehicles and then ordering them to be built directly by the manufacturer. The labor and materials shortage has affected this process. Enterprise can still provide the Village with leasing options, but vehicles are trending to be more expensive and take far longer to produce than in prior years.

Village staff has begun reviewing alternative procurement options that don't require the total purchase of a new vehicle. The Village budgeted for the following vehicles in 2023:

- Police Patrol SUV – Ordered through Enterprise, arriving FY23.
- Police Detective SUV – TBD
- Fire Admin SUV – TBD
- Public Works Dump Truck – TBD

The police and fire SUVs are standard vehicles with limited outfitting and some local dealers have options in stock to lease. The issue with local dealers is that the vehicles are often only available for a week, or less, before they are purchased. Staff is recommending that the Village Board authorize Village Manager, Ellen Baer, with the spending authority of up to \$50,000 to procure the remaining SUV's. The lease/purchase will still be presented to the Village Board at the earliest Board Meeting, but allowing Manager Baer to secure the vehicle will ensure we do not miss the opportunity. Staff intends to explore Enterprise leasing, local dealer, and other leasing options to procure these vehicles for 2023.

The General Government Committee felt this modification to the Village Manager's spending authority for the purchase of these two SUV vehicles is warranted and will recommend Board approval of this spending authority by motion at the July 24, 2023 Board meeting.

#### 5. Other – Pay Plan Adjustment

Director Baer stated that as the committee members know, we have a Village pay plan, for non-union employees and from time to time we come back with things that have changed. We noticed things change when someone leaves a position, and a director decides to rearrange duties for the needs of the department. We have also had a few new directors this last year and they are trying to feel their way to what their departments need. When we came through the budget last year, we talked about that at General

Government and at the Board level, that we might be coming back mid-year throughout the year to adjust as these directors got settled in.

This past month, we had a departure in our police department with the resignation of our Administrative Coordinator. This position covers the clerical and secretarial duties of the Police Chief and the Board of Fire and Police Commission items and things like that. Chief Gilhooley recommended a change to the part-time Accreditation Manager position to full-time to cover these duties. The Records Clerk position would remain a part-time position. The position reports to the Director of Law Enforcement coordinating work with the Director of Fire and EMS. This change in number of hours for the analyst position will be presented to the Board on July 24, 2023 and if the Board approves, a modification to the staffing of these positions will be incorporated into the pay plan.

6. Schedule Next Committee Meeting

Due to vacation conflicts, the next General Government Committee meeting was tentatively scheduled for prior to the Board meeting on Monday, August 14, 2023, at 6:15 p.m.

7. Recess to Closed Meeting

**Recess to Closed Meeting for the Purpose of Discussion of Collective Negotiating Matters Between the Village and its Employees or their Representatives, or deliberations concerning salary schedules for one or more classes of employees (5 ILCS 120/2(c)(2)).**

Chair Tyrrell moved, seconded by Member Nawrocki, at 8:01 p.m.

The motion passed on a roll call vote.

Voting aye: Chair Tyrrell, Member Nawrocki.

Voting nay: None.

8. Reconvene and Adjourn

The committee reconvened at 8:12 p.m. to adjourn.

MOTION:

Chair Tyrrell made a motion to adjourn, seconded by Member Nawrocki. The motion passed on a unanimous voice vote. The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'C. Biernacki', written in a cursive style.

Deputy Village Manager Biernacki