

**GENERAL GOVERNMENT COMMITTEE
OCTOBER 5, 2021 MEETING MINUTES
Village Hall
740 Hillgrove Avenue, Board Room
Western Springs, IL 60558**

October 5, 2021 @ 6:00 p.m.

Present

Chair Tyrrell, Member Rudolph, Village Manager Baer, Deputy Village Manager Biernacki, Director Schramm, Assistant Director Mastandona, and Village Attorney Jurusik (by phone) until 6:15 p.m.

Chair Tyrrell moved to open the committee meeting, seconded by Member Rudolph. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. The General Government Committee meeting was called to order at 6:06 p.m.

Agenda Items

1. Public Comment

There were no public comments.

2. Approval of Minutes

Chair Tyrrell moved, seconded by Committee Member Rudolph, to approve the minutes of the meeting of September 8, 2021, read. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. Voting nay: None.

3. Illinois Department of Transportation (IDOT) Traffic Signal Intergovernmental Agreement

Village Attorney Jurusik presented a draft intergovernmental agreement for the maintenance of traffic signals located on IDOT Right of Way within the Village's jurisdiction. Pursuant to the Intergovernmental Cooperation Act (5 ILCS 220) IDOT enters into agreements with local municipalities to coordinate maintenance agreements for various infrastructure located in and around the state. The Village has in place a cooperative maintenance agreement for street light maintenance that was executed in 2011 and is set to expire this year. The Village also has a maintenance agreement for 47th Street which was updated in 2016.

IDOT is requesting a renewal of the expiring traffic signal maintenance agreement for another 10-year term. A draft IDOT agreement was included in the agenda packet. Attorney Jurusik said this is a housekeeping item and recommended that the committee

request the Board authorize execution of this agreement during the October meeting cycle. Discussion followed.

Chair Tyrrell moved, seconded by Member Rudolph, to move this matter forward to the full Board during the October meeting cycle with a recommendation to approve this 10-year agreement. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. Voting nay: None.

4. 2022 Board Meeting Schedule

Deputy Clerk Haeske presented a schedule for the Board of Trustees meeting during calendar year 2022. Generally, the Board meets on the second and fourth Monday of each month with the exception of August and December. In August, only one meeting is planned. During December, the meeting schedule is earlier in the month due to the need to file budget documents early in December for the following year. If a meeting needs to be rescheduled, the Village follows the Open Meetings Act regarding notification and publication requirements. A resolution providing for approval of this meeting schedule was included in the agenda packet. This is a housekeeping item.

Chair Tyrrell moved, seconded by Member Rudolph, to move this matter forward to the full Board during the October meeting cycle with a recommendation to approve this schedule. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. Voting nay: None.

5. Budget Amendment

Deputy Village Manager Biernacki presented a request for an additional full-time employee for the Water Division in the Department of Municipal Services. Currently, the Water Plant Superintendent is responsible for all administrative duties, special projects, coordination with state/federal regulatory agencies, communication with residents, and the supervision of three (3) Water Plant Operators. The current structure does not support succession planning for the Water Plant Superintendent and there is no administrative and analytical support during a majority of the year.

In both 2020 and 2021, the Village hired a part-time intern to assist the Water Plant Superintendent with administrative tasks and operations. The intern position has provided invaluable administrative and management assistance during the peak season, however there are still significant gaps that cannot be filled by a single seasonal employee and are handled solely by the Superintendent the rest of the year. Staff recommended that the seasonal part-time position be upgraded to a full-time Municipal Services Analyst paid for through the Water Fund beginning in November 2021.

A budget amendment request in the amount of \$17,000 would allow for the hiring of a full-time analyst in 2021. This position has also been included in the 2022 staffing plan.

Staff presented this budget amendment request to the Finance Committee yesterday and that committee will include it with other amendments to be considered by the Board in the October meeting cycle. The committee supported the decision to modify this position to a full-time position for 2021 and continue this position as a full-time position into 2022. This full-time employee will continue to work in the Water Department but also will work on sustainability projects. The current employee has a background in environmental sciences and a master's in public administration. This individual has indicated a desire to go back to work full-time. She would provide some expertise in green projects.

6. 2022 Budget

Assistant Director of Finance John Mastandona explained this is a draft budget. We are pleased to report that the IRMA contribution percentage has decreased by 3% for 2022. The health and dental insurance renewals for 2022 have not yet been received but we have included an estimated increase of 5%. Village Manager Baer and Deputy Village Manager Biernacki reviewed the 1101100 and 1201100 portions of the Village's 2022 budget with the committee. Separation benefits are estimated and will be adjusted based on actuals. Director Schramm reviewed the 1203100 portions of this budget. Deputy Village Manager Biernacki presented the proposed 1204100 portions as well as the staffing plan of the budget.

The 2022 capital budget includes \$5,000.00 to research and implement a new sound room in the Village Board Room, \$5,000.00 for the replacement of existing ceiling lighting in the Board Room, and \$10,000.00 to research and replace 6-8 existing workstations in the Administrative Services/Finance offices.

In addition to the new full-time position in the Water Department, other personnel requests for 2022 were discussed. A priority will be the new position in the Department of Information Technology which will be for one (1) full-time Systems Administrator position to provide support to the Director of Information Technology. The Village has an arrangement with BDO to provide IT assistance one day a week. This position would replace those services with BDO only being utilized for special projects. The addition of this position will also provide succession planning for the Department of Information Technology. Village Manager Baer and Deputy Village Manager Biernacki will be discussing personnel requests in greater detail with each director who requested changes.

Trustee Tyrrell moved, seconded by Committee Member Chen, to advise the Board that the committee did discuss and review this draft portion of the 2022 budget and is in support of staff's recommendations. The motion passed on a roll call vote with Chair Tyrrell and Member Chen voting aye. Voting nay: None.

7. Schedule Next Committee Meeting

The next General Government Committee meeting was scheduled for Monday, November 8, 2021 at 6:00 p.m.

8. Adjourn

MOTION:

Chair Tyrrell made a motion to adjourn, seconded by Member Rudolph. The motion passed on a unanimous voice vote. The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Elaine Haeske".

Deputy Clerk Elaine Haeske