

GENERAL GOVERNMENT COMMITTEE
October 6, 2022, Meeting Minutes
Village Hall
740 Hillgrove Avenue, Presidents Chamber
Western Springs, IL 60558
7:00 p.m.

Present

Chair Tyrrell, Member Rudolph, Village Manager Baer, Deputy Village Manager Biernacki, Director Budzikowski, Village Attorney Jurusik, and Aron Dorner

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 7:00 p.m.

Agenda Items

1. Public Comment

There were no public comments.

2. Approval of Minutes

Chair Tyrrell moved, seconded by Rudolph, to approve the September 8 2022, meeting minutes as read. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. Voting nay: None.

3. Aron Dorner – New Business “The Western Springs Cellar” Concept and Potential Liquor Code Amendment

Resident Aron Dorner attended the committee meeting and presented his concept for “The Western Springs Cellar” in the central business district of the Village. The Cellar would be a boutique size space offering “Taste to Buy” offerings utilizing Napa Technologies machines that offer customers one, three or five ounce pours of approximately 12 different wines. The store will have over 150 bottles of wine available for customer to purchase. Mr. Dorner also hopes to add bistro tables outside of the store.. Attorney Jurusik noted that this concept could fall within existing license categories but that a café license would be needed for the outdoor tasting offering. The space has not yet been built out so opening, if approved, would likely be in the spring or early summer of 2023. The committee discussed the concept at length and determined that this request should move forward to the Liquor Commission for further vetting. If the Liquor Committee concurs, the concept would next move to the full Board for consideration of approval of issuance of a liquor license. Committee members were excited about the concept and are supportive.

Director of Community Development Budzikowski will work with Mr. Dorner on permitting requirements for the build-out of the space.

4. GOV Temps USA Contract Extension

Assistant Village Manager Biernacki presented a request from staff for extension of a contract services agreement with GovTemps USA for the use of human resources project management services. The Village utilized Gov Temps (Stephana Przybylski) in the first half of 2022 for special projects including recruitments, the pay plan and the first phase of the personnel manual. Staff recommended that the contract be extended to assist in completing additional human resource special projects in 2022/2023. Staff will be requesting an amendment to the contract in 2023 for several additional special projects in the Department of Finance including digitizing workflows and work on the water meter replacement program. The committee will recommend approval of this contract extension to the Board during the October meeting cycle.

5. 2023 Board Meeting Schedule

Deputy Clerk Haeske presented a proposed schedule for the Board of Trustees meetings for the coming year. Board meetings are generally scheduled the second and fourth Monday of the month. In 2022, the Board meeting schedule included one meeting per month during June, July, and August. For 2023, we are continuing this schedule. The December Board meetings are proposed on the first and third Monday in December 2023 due to the need to file budget documents early in December for the following year. In the event 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 which will be presented to the Board on October 10, 2022 for discussion and consideration of approval on October 24, 2022.

6. FY 2023 Budget

Village Manager Baer and Deputy Village Manager Biernacki reviewed the 1101100 and 1201100 portions of the Village's 2023 budget with the committee. Included in 1101100 is a change to the memberships line item. The Village has been offered the opportunity to participate in a pilot program for an associate membership with council of government, DuPage Mayors, and Managers Council. Village President Gallagher and Village Manager Baer believe we will benefit from participation in this organization. The annual cost of the associate membership is \$5,500.

Staff also recommended continuing the community events line item at \$10,000 which allows the Village to provide WSBA with this donation toward the various community events they conduct in the Village. Staff also is looking to provide services at no cost to WSBA for support from the police department for these events. A retirement dinner for

elected and appointed officials is planned in 2023 and we have budgeted \$5,000 toward that event.

In the 1201100 budget, \$40,000 has been budgeted for human resource/finance special projects. The conference and training budget has been increased to \$9,000 and staff is also looking at the possibility of offering a health risk assessment program in 2023.

Attorney Jurusik has provided updated rates for attorney fees from Klein, Thorpe & Jenkins, Ltd. Staff has requested an update from Clark, Baird Smith, the firm that provides services on labor matters. The Village has three labor contracts with activity in 2023.

In the information technology budget, professional services hours have been reduced due to the hiring of an in-house systems administrator. Staff has requested \$5,000 to cover wiring costs and training and conference budget for 2023 is up slightly. Software licensing has been increased \$40,000 due to increases in the Microsoft 365 licenses. Director Schramm also is planning an update to the Village's Windows Server Data Center and \$36,000 has been budgeted for that. LTACC will bear one-third of the cost of that upgrade. Director Schramm has requested capital improvements funds to upgrade the server room. In 2023, the Village will be issuing an RFP for an IP phone system. Our printer line item is being reduced and we anticipate an upgrade of our WIFI controller and access points in the amount of \$10,000.

Village Manager Baer said that personnel requests are being reviewed and the committee will be provided with an update on head count in November.

7. Other

There was none.

8. Schedule Next Committee Meeting

The next committee meeting was scheduled for Thursday, November 3, 2022 at 7:00 p.m.

9. Adjourn

MOTION:

Chair Tyrrell moved, seconded by Member Rudolph, to adjourn this meeting.


The motion passed on a roll call vote.

Voting aye: Chair Tyrrell and Member Rudolph.

Voting nay: None.

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Elaine Haeske". The signature is written in a cursive, flowing style.

Deputy Village Clerk Elaine Haeske