



AGENDA

GENERAL GOVERNMENT COMMITTEE

General Government Committee: November 3, 2025 at 5:45 PM
Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

- A. Call to Order**
- B. Approval of Minutes**
 - 1. Meeting Minutes - September 29, 2025
- C. Public Comment**
- D. New Business**
 - 1. Village Manager's Office - Proposed 2026 Budget
 - 2. 2026 Meeting Schedule of the President and Board of Trustees
- E. Other Business**
- F. Schedule Next Committee Meeting**
- G. Adjournment**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

MINUTES OF THE VILLAGE OF WESTERN SPRINGS
GENERAL GOVERNMENT COMMITTEE MEETING
September 29, 2025

Present:

Chair Nicole Chen, Member Phil Nawrocki

Also Present:

President Heidi Rudolph, Village Manager Ellen Baer, Deputy Village Manager Casey Biernacki,
Director of Community Development Heather Valone

Electronic Attendance:

None.

Call to Order, 5:30 p.m.

Chair Chen moved to open the committee meeting, seconded by Member Nawrocki. The motion passed on unanimously on a voice vote.

Public Comment

None.

Agenda Items

Approval of Minutes

Chair Chen asked the Committee if there were any changes or additions to the meeting minutes from August 8, 2025 General Government Committee meeting. There were none and Chair Chen made a motion to approve the meeting minutes as read, seconded by Trustee Nawrocki. Motion passed unanimously on a voice vote.

New Business

1. Western Springs Park District – Requests for Special Events Liquor License and Temporary Use Permit for Halloween Bash Chili Cook-Off 2025

The Committee discussed the Western Springs Park District request for a special events liquor license and temporary use permit for their annual Halloween Bash Chili Cook-Off. The Park District has not offered alcohol in the past at this event, but the Committee did not see any issues with recommending the special event liquor license and temporary use permit to the Village Board for approval.

Chair Chen motioned that this item be moved to the Village Board for consideration and Trustee Narwocki seconded the motion. Motion passed unanimously on a voice vote.

2. Village Manager’s Office Preliminary Budget for FY2026

The Committee reviewed and discussed the Village Manager’s Office preliminary budget.

3. 2025/2026 Strategic Plan

The Committee reviewed and discussed the proposed 2025/2026 Strategic Plan and recommended it to the Village Board for Approval. Chair Chen motioned that this item be moved to the Village Board for consideration and Trustee Nawrocki seconded the motion. Motion passed unanimously on a voice vote

Other Business

None.

Schedule Next Committee Meeting

The Committee will plan to meet next on November 3, 2025 at 5:45 p.m.

Adjournment

Meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Casey Biernacki, Deputy Village Manager



AGENDA ITEM SUMMARY

GENERAL GOVERNMENT COMMITTEE

General Government Committee: November 3, 2025

AGENDA ITEM D.1.

To: General Government Committee

From: Casey Biernacki, Deputy Village Manager

CC: Ellen Baer, Village Manager

RE: Village Manager's Office - Proposed 2026 Budget

Recommendation

None.

Summary

The proposed budgets for the Village Manager's Office (VMO) and the Elected Officials were reviewed by the General Government Committee in October.

The Elected Officials budget is a cost center that includes items such as memberships to organizations, community special event funding, and improvements related to the Board Room.

The VMO budget comprises several cost centers covering operating funds for administration, human resources/risk management, communications, and information technology. The Village Manager's Budget includes operating expenditures for the VMO and also general expenditures for the entire organization. The Communications and IT Budgets also include funds to manage organization-wide expenses.

Changes to note in this proposed budget are;

- Reduction of IRMA Contribution and Deductible line item.
- Reduction of the Software line item in the IT Management Services fund.
- Benefits renewal information and proposed Pay Plan updates.

Elected Officials (Operating Budget 110100/Capital Budget 1101310)

- **Special Event Promotional Items (Special Events 1101100 55035)** – Staff recommends maintaining this line item at \$3,500 to enhance communications and promotional items at the Gathering on the Green, Touch-a-Truck, Harvest Festival, and other community events that the Village sponsors or participates in. (Departments such as Police, Fire, and Municipal Services also budget for these types of department specific items)
- **IML Conference Training (Training/Conferences 1101100 50400)** Each year we recommend budgeting to cover the expense of the IML Conference for elected officials

who wish to attend this statewide conference.

Village Manager's Office (Operating Budget 1201100)

- **IRMA Contribution and Deductible (IRMA Annual Contribution 1201100 51710)** - IRMA identified the Village General Fund contribution for 2026 to be \$272,000. The proposed budget reflects \$72,280 in this line item as staff intends to utilize existing IRMA credits to cover the rest of the contribution. The Contributions are primarily calculated by reviewing a five-year average of annual revenues and the Village experience rating based on actual claims.

Legal (1202100)

- **Local Adjudication (Village Prosecutor 1202100 50220)** - In 2025, the Village implemented a local adjudication process. The cost associated with the adjudication process was included in the Community Development budget in 2025, however we are proposing it be moved to the Legal budget in 2026. The decision to move to a local adjudication provides for small cases to be managed here in Western Springs in our Board room, instead of at Bridgeview Courthouse in Cook County Court. There are off-setting revenues with this change as the Village will collect all proceeds eliminating fees paid to Cook County on these locally adjudicated cases. Larger cases will likely continue to advance with the Village Prosecutor at Cook County and funds will remain in this budget to cover those costs.

IT Management Services (Operating Budget 1203100)

- **Software Centralization and Updates (Software 1203100 55123)** - The software budget is expected to decrease from \$170,000 to \$150,500. In general, staff has centralized software from other funds to the IT budget. One large proposed project was the potential migration of our enterprise resource planning (ERP) software from on-premise hosting to cloud services. That project has been removed due to budget constraints. Staff still expects to issue a Request for Proposals for ERP options in early 2026 to gather information for a potential project in 2027.

IT Management Services (Capital Budget 1203310)

- **Backup Server and Network Switch (Furniture and Equipment 1203310 60035)** – The

proposed budget for FY2026 includes the replacement of a backup server and network switch, totaling \$13,500.

Communications (Operation Budget 1204100)

- **Infrastructure Educational Video (Professional Services 1204100 50100)** - Staff recommends increasing this line item from \$5,000 to \$10,000 to create educational videos to update the community on completed, on-going, and planned capital infrastructure projects for FY2026/2027.
- **CivicPlus ADA Upgrade (Internet Services/Hosting 1204100 51922)** - Staff recommends increasing this line item by \$5,500 to implement and maintain a new American's with Disabilities Act (ADA) tool for the Village website. The tool will automatically ensure that the web pages and new documents/content are ADA compliant.

FY2026 Employee Benefits/Insurance Renewal

- The insurance broker for the Village, The Horton Group (a.k.a Marsh McLennan Agency) has been negotiating insurance renewal rates on our behalf since June. They looked at the current carrier and also sought proposals from other carriers. The analysis shows that with plan design changes, increases can be reduced. Unfortunately, general insurance market increases combined with our plan holder claims experience this past year, the expected increase in insurance is estimated at 32% for FY2026. Staff will provide additional information and be available for questions at the meeting. The broker will provide a full overview at the November 10 Board of Trustees meeting.

Pay Plan Update and Wage Increases

- A proposed update to the Pay Plan and recommendations for the general adjustments and merit increases will be discussed.

Financial Impact

The proposed budget will be reviewed by the General Government Committee and financial impacts will be presented with the final proposed FY2026 budget.

Recommended Motion

None.

Strategic Plan Alignment

Financial Stability

File Attachments

None



AGENDA ITEM SUMMARY

GENERAL GOVERNMENT COMMITTEE

General Government Committee: November 3, 2025

AGENDA ITEM D.2.

To: General Government Committee

From: Jill Izzo, Deputy Village Clerk

CC: Ellen Baer, Village Manager, Casey Biernacki, Deputy Village Manager

RE: 2026 Meeting Schedule of the President and Board of Trustees

Recommendation

Consider a recommendation to approve the proposed 2026 President and Board of Trustees meeting schedule.

Summary

A proposed schedule for the Board of Trustees meeting dates for CY 2026 is attached for your review. Our recommended schedule generally follows the format of second and fourth Mondays of the month for a Board workshop followed by a regular meeting. Below are dates with potential conflicts and proposed changes.

May - Memorial Day falls on the fourth Monday in May 2026. As such, we recommend moving the second regular meeting to May 18, 2025, the third Monday in May.

June, July, and August – As has been our practice over the last few years, we are recommending one (1) combined meeting for the summer months of June, July, and August; June 15, July 13, and August 10.

November – The fourth Monday in November falls during the week of Thanksgiving and we anticipate members of the Board and/or staff may be traveling. Therefore, we recommend moving the second regular meeting to November 16th, the third Monday in November.

December – Traditionally, the Board meetings in December are scheduled earlier in the month to ensure the budget and levy approval process is complete in time for filing with the Cook County Clerk. Proposed December dates are December 7 and 14.

Financial Impact

None.

Recommended Motion

I move to recommend to the Village Board the approval of the 2026 President and Board of Trustees meeting schedule.

Strategic Plan Alignment

None.

File Attachments

1. 2026-Calendar-VB
2. Public Meeting Notice for 2026 Board and Commission Meetings

2026 Calendar

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

US Federal Holidays 2026

Jan 1 New Year's Day
 Jan 19 Martin Luther King Day
 Feb 16 Presidents' Day

May 25 Memorial Day
 Jun 19 Juneteenth
 Jul 3 Independence Day (obs.)

Jul 4 Independence Day
 Sep 7 Labor Day
 Oct 12 Columbus Day

Nov 11 Veterans Day
 Nov 26 Thanksgiving Day
 Dec 25 Christmas Day

TO WHOM IT MAY CONCERN:

As required by the Illinois Compiled Statutes, the Village of Western Springs herein provides notice of the regular meeting dates and times in 2026 for all Village Boards and Commissions. In the event there are any changes in the following schedule, you will be notified in accordance with State law.

<u>Boards & Commissions</u>	<u>Meeting Date</u>	<u>Time</u>	<u>Location</u>
Board of Trustees Meeting	January 12 and 26 February 9 and 23 March 9 and 23 April 13 and 27 May 11 and 8 June 15 July 13 August 10 September 14 and 28 October 12 and 26 November 9 and 16 December 7 and 14	7:00 pm	Board Room
Board of Fire and Police Commissioners	On Call		
Board of Zoning Appeals	On Call		
Economic Development	On Call		
Fire Pension Board	On Call		
Infrastructure Commission	On Call		
Liquor Commission	On Call		
Plan Commission	On Call		
Police Pension Board	On Call		
Recreation Commission	Quarterly	7:00 pm	Rec Center*
Transportation and Safety Commission	3rd Tuesday (Alternate Months)	7:00 pm	Board Room

Edward Tymick, Village Clerk

*Recreation Center, 1500 Walker Street. All other meetings at Village Hall.