

Properties and Recreation Committee Meeting Minutes

Monday, November 3, 2025, 5:45PM

Village Board Room

740 Hillgrove Western Springs, IL 60558

Call to Order: 5:16 pm

Chair-Trustee Phil Nawrocki Presiding

Committee Members Present: Trustee Nicole Chen

Heidi Rudolph, Village President

Staff Present

Ellen Baer, Village Manager

Casey Biernacki, Deputy Village

Matthew Supert, Director of Municipal Services

Christopher Breakey, Superintendent PW

John Mastandona, Finance Director

Daisy Chavez, Assistant to the Village Manager

Jenny Pesek, Municipal Services Administrative Assistant

Roll Call

As noted above.

Approval of Minutes:

Chair Phil Nawrocki motioned to approve the 9/29/2025 Properties and Recreation meeting minutes, second by Trustee Chen. Motion passed unanimously on a voice vote.

Public Comment: None

New Business:

Recreation Department 2026 Budget Report

Deputy Village Manager reported on the preliminary budget for FY2026 which is under review by the Budget Team and expected to be available in November. This budget is mostly self-sufficient with revenues from in-house contractual programming, independent contractor agreements, and rental providing funding for operations and capital expenditures. Four funds, Administration, Recreation services/programs, the Recreation Center and Grand Avenue Community Center. He stated revenue to change along with big changes for 2026. Grand Ave and the Recreation buildings are older and need repairs. The Halloween Hoopla was a big success with over 200 attendees with a lot of new additions to the event. Interim Nancy Flores brings a lot of energy and new ideas and gets the staff involved, teaching and mentoring them. Discussion continued.

2026 Municipal Services Budget Presentation

Director Supert stated this department contains the largest capital and operating budgets covering multiple funds. He presented a preliminary list of capital improvement projects under consideration. This Committee reviews the following budgets: Municipal Services Administration, ROW Maintenance, Office Furniture and Equipment, BNSF Maintenance, BNSF Capital, Central Business District. Discussion continued.

Surplus Declaration Q4

Staff have identified several items for surplus, office chairs, cabinets, dump beds, scrap hydrants and valves. Vehicle 337 exceeded its useful life span and far exceeded maintenance costs. Chair Phil Nawrocki motioned to recommend items for surplus and second by Trustee Chen. Motion passed unanimously on a voice vote.

Contract with Utility Dynamics Corporation

Director Supert reported there has been an increase in events utilizing Tower Green. These events require and demand additional powers needs. Village staff have met with electrical firms to upgrade the electricity on Tower Green. The Village received 2 quotes, the lowest quote from Utility Dynamics Corporation total price of \$25,670.

Chair Phil Nawrocki motioned to approve Utility Dynamics Corporation for electrical upgrades not to exceed \$25,670 and a bid waiver, second by Trustee Chen. Motion passed unanimously on a voice vote.

Village Hall HVAC Controls Default of Contract by Applied Controls LLC

Director Supert reported Staff recommended review and discussion of rescinding the contract with Applied Controls, LLC for Village Hall HVAC Controls. The estimator made a mistake; Applied Controls sent a letter asking to be released from the project. This project will be re-assessed for FY2026.

Other Business: None

Schedule for the Next Committee Meeting

The next Properties & Recreation Committee meeting will be held on Monday, December 8, 2025

Adjourn

Chair Phil Nawrocki motioned to adjourn the meeting, seconded by Trustee Nicole Chen. Motion passed unanimously on a voice vote.

Meeting adjourned at 6:15 PM

Respectfully Submitted:

Jenny Pesek