Village of Hanover Park
Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

VILLAGE OF HANOVER PARK
PUBLIC NOTICE OF SPECIAL MEETING OF THE VILLAGE BOARD

Public Notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

Village Board of the Village of Hanover Park__________
(Name of public body)

HAS SCHEDULED A SPECIAL MEETING FOR *August 20, 2026* AT *5:30 p.m.*

2121 W. Lake Street, Hanover Park, IL 60133, Room 214
(Location)

Agenda Attached

Posted on : ____________
(Date)

By____
Kristy Merrill, Village Clerk

Village of Hanover Park
Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
630-823-5600 tel 630-823-5786 fax

hpil.org

VILLAGE OF HANOVER PARK

VILLAGE BOARD
SPECIAL WORKSHOP MEETING

2121 Lake Street, Room 214, Hanover Park, IL 60133

Thursday, August 20, 2026
5:30 p.m.

AGENDA

1. **CALL TO ORDER – ROLL CALL**

2. **ACCEPTANCE OF AGENDA**

3. **DISCUSSION ITEMS**

    a. Village Legal Services
    b. Municipal Building Reserve and Fund Balance Policy

4. **ADJOURNMENT**

Go to Agenda

AGENDA MEMORANDUM

TO: **Village President and Board of Trustees**

FROM: Courtney Sage, Village Manager

SUBJECT: Village Legal Services

ACTION REQUESTED: ☒ Approval ☐ Concurrence ☐ Discussion ☐ Information

MEETING DATE: **August 20, 2026 – Board Workshop**

Executive Summary

At the August 6th Board meeting, the Village Board reviewed a proposed Ordinance amending the Municipal Code to modify the office of Corporation Counsel and Village Attorney. Additional discussion was requested regarding the Village's legal services.

Discussion

Since 2009, the Village has referenced legal services under a single office within the Municipal Code. The proposed Ordinance amends the Municipal Code to recognize these as two separate positions. The Corporation Counsel would continue to serve as the Village's legal advisor to the President and Board of Trustees and attend Village Board meetings. The Village Attorney would be the legal advisor to the Village Manager and staff while providing legal services for all general matters.

Recommended Action

Staff requests feedback regarding the proposed Ordinance, as well as direction on the transition of legal services.

Attachment: Draft Ordinance

Budgeted Item:	___ Yes	_X_ No
Budgeted Amount:	$	
Actual Cost:	$	
Account Number:		

Agreement Name: ____________________

Executed By: ____________________

ORDINANCE NO. O-26-

AN ORDINANCE AMENDING ARTICLE XIII OF THE MUNICIPAL CODE OF THE VILLAGE OF HANOVER PARK BY MODIFYING THE OFFICE OF CORPORATION COUNSEL AND VILLAGE ATTORNEY

WHEREAS the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance: now, therefore,

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

SECTION 1:. That Article XIII of Chapter 2 of the Municipal Code of Hanover Park is hereby amended by modifying it to read as follows:

Sec. 251. - Corporation Counsel and Village Attorney.

There is hereby created the two positions of Corporation Counsel and Village Attorney who shall provide legal services to the Village. Each shall be appointed by the Village President with the advice and consent of the Village Board, and each shall receive such compensation and perform such duties as the Village Board may establish by contract with the attorney of firm of attorneys.
.

Sec. 252. - Corporation Counsel

The Corporation Counsel shall be the legal advisor to the President and Board of Trustees of the Village and attend meetings of the Village Board.

Sec. 253. - Village Attorney

The Village Attorney shall be the legal advisor to the Village Manager and the established departments of the Village. Unless the corporate authorities make other arrangements, the Village Attorney shall prosecute and defend all suits of any nature which may be brought by or against the Village, or in which the Village may be an interested party. It shall be the duty of the Village Attorney to attend all council meetings upon request of the Village President or Village Manager.

Sec. 254. - Other Attorneys

The Village President and Board of Trustees may, in its discretion, employ additional counsel to handle such matters, or to assist the Corporation Counsel or Village Attorney on any matter.

SECTION 2: That each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof, other than the part affected by such decision.

SECTION 3: That except as to the amendments heretofore mentioned, all chapters and sections of the Municipal Code of Hanover Park shall remain in full force and effect.

SECTION 4: That this Ordinance shall, by authority of the Village Board of the Village of Hanover Park, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect, provided, however, that the transition from the existing arrangement for legal services to those contemplated by this ordinance shall become effective September 1, 2026, except that any non-compensation benefit concerning the existing arrangement for legal services shall continue until December31, 2026.

ADOPTED this day of , 2026, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved:__________________________________
Rodney S. Craig
Village President

ATTESTED, filed in my office, and published in pamphlet form this day of , 2026.

____
Kristy Merrill, Village Clerk

Go to Agenda

Hanover Park USA

AGENDA MEMORANDUM

TO: **Village President and Board of Trustees**

FROM: Courtney Sage, Village Manager
Remy Navarrete, Finance Director

SUBJECT: Ordinance Amending the Fund Balance Policy and Establishing a Municipal Building Reserve

ACTION REQUESTED: ☐ Approval ☐ Concurrence ☒ Discussion ☐ Information

MEETING DATE: **August 20, 2026 – Board Workshop**

Executive Summary

Staff is requesting the Village President and Board of Trustees review an Ordinance amending the Village's Fund Balance Policy and establishing a Municipal Building Reserve within the General Fund.

Discussion

The Village currently maintains a General Fund that supports ongoing municipal operations. The current Fund Balance Policy requires a minimum fund balance of 25%. The Village has strived to have a minimum 40% fund balance as a strategic financial goal. The proposed ordinance amends the Village's fund balance policy and creates a structured mechanism to reserve funds for future municipal building needs. The ordinance aligns with nationally recognized financial management practices and provides a long-term framework for fiscal stability and capital planning.

The proposed Municipal Building Reserve shall be funded through an annual commitment of dollars from the unassigned General Fund balance when the balance exceeds fifty percent (50%). The amount of the annual commitment would be determined following the acceptance of the annual audit. Reserve funds will be invested in accordance with the Village's Investment Policy.

Recommended Action

Staff requests feedback regarding the proposed Ordinance and policy.

Attachments: Draft Ordinance
Draft Fund Balance Policy

Budgeted Item:	___ Yes X__ No
Budgeted Amount:	see attached ordinance
Actual Cost:	see attached ordinance
Account Number:	see attached ordinance

Agreement Name: Ordinance Amending the Fund Balance Policy and Establishing a Municipal Building Reserve

Executed By: Village President

ORDINANCE NO. O-26-

ORDINANCE AMENDING THE FUND BALANCE POLICY AND ESTABLISHING A MUNICIPAL BUILDING RESERVE ACCOUNT FOR THE VILLAGE OF HANOVER PARK, COOK AND DUPAGE COUNTIES ILLINOIS

WHEREAS, the Village of Hanover Park Cook and DuPage Counties, Illinois (the "Village") is committed to sound fiscal management, long-term financial stability, and adherence to Government Finance Officers Association (GFOA) recommended practices regarding fund balance policy; and

WHEREAS, the Village maintains a General Fund which includes unassigned fund balance that fluctuates based on annual revenues, expenditures, and appropriation levels; and

WHEREAS, the Village (the "Corporate Authorities") has previously adopted a fund balance policy establishing a minimum reserve level; and

WHEREAS, the President and Board of Trustees of the Village further find it prudent to establish a committed reserve for future municipal building purposes; and

WHEREAS, the adoption of such policy will promote fiscal discipline, transparency, and long-term capital planning.

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois.

SECTION 1: Adoption of Fund Balance Policy – The Fund Balance Policy attached hereto as Exhibit A is hereby adopted and incorporated by reference.

SECTION 1: Definitions – For purpose of this Ordinance. "**General Fund"** means the primary operating fund of the Village. **"Unassigned Fund Balance"** shall have the meaning set forth under GASB Statement No. 54, representing amount available for any lawful purpose. **"Committed fund Balance"** means amount constrained for specific purposes by formal action of the Corporate Authorities in accordance with GASB 54.

SECTION 3: Establishment of Municipal Building Reserve – There is hereby established within the General Fund a Municipal Building Reserve, which shall be classified as Committed Fund Balance in accordance with GASB 54.

SECTION 4: Purpose of Reserve - The Municipal Building Reserve shall be exclusively for municipal building-related capital purposes, including planning and design, land acquisition, construction, furnishings and equipment, and capital-related financing costs.

SECTION 5: Initial Committed Contribution – Upon adoption of this Ordinance, the Corporate Authorities may commit an initial amount of $__ from available unassigned General Fund balance to the Municipal Building Reserve. Such amount shall be recorded as Committed Fund Balance and shall remain designated for the purposes outline herein unless modified by subsequent ordinance.

SECTION 6: Funding Sources - The Municipal Building Reserve shall be funded from an initial commitment of General Fund balance authorized by the Corporate Authorities and annual commitments of unassigned General Fund balance exceeding fifty percent (50%).

SECTION 7: Year End Determination and Automatic Commitment - The Finance Director shall determine the audited General Fund balance at fiscal year-end in accordance with generally accepted accounting principles (GAAP). After completion and acceptance of the annual audit, the Village shall maintain at least the twenty-five percent (25%) minimum fund balance and automatically commit any unassigned General Fund balance exceeding the fifty percent (50%) target level to the Municipal Building Reserve, subject to Village Manager review. Such commitment shall be reported to and acknowledged by the Corporate Authorities as part of the annual financial reporting process.

SECTION 8: Use of Municipal Building Reserve – Funds from the Municipal Building Reserve may be used only upon formal authorization by ordinance or resolution of the Corporate Authorities for the purposes identified in Section 4.

SECTION 9: Transfer Authority – The President and Board of Trustees of the Village may, by ordinance or resolution, appropriate funds directly from the Municipal Building Reserve; or transfer funds to a Capital Project Fund for authorized expenditures.

SECTION 10: Emergency Override – In the event of a declared financial emergency, the Corporate Authorities may, by a two-thirds (2/3) vote, temporarily reclassify or appropriate funds from the Municipal Building Reserve for essential municipal operations.

SECTION 11: Reporting Requirements – The Finance Director shall provide an annual report to the Corporate Authorities detailing the beginning and ending reserve balances, amounts committed during the fiscal year, any expenditures or transfer, and projected future obligations.

SECTION 12: Termination or Re-designation – Upon completion and occupancy of a municipal building project, the Corporate Authorities may, by ordinance, declare the project complete, and re-designate or reallocate any remaining reserve fund for lawful municipal purposes.

SECTION 14: Amendment or Repeal – This Ordinance may be amended or repealed only by subsequent ordinance duly adopted by the Corporate Authorities

SECTION 15: Effective Date – This Ordinance shall be in full force and effect upon passage and approval as provided by law.

ADOPTED this ____ day of August 2026, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: ________________________________
Rodney S. Craig

ATTESTED, filed in my office
This ______day of August 2026.

____
Kristy Merrill, Village

RESERVE AND FUND BALANCE POLICIES

General Fund Balance Policy

The Village shall maintain a prudent level of financial resources to ensure stability in operations, project against revenue shortfalls, and provide for long-term financial planning

The Village shall maintain an unassigned fund balance as defined by GASB Statement No. 54, according to the following guidelines:

A minimum fund balance equal to twenty-five percent (25%) of the General Fund annual operating expenditure.

General Fund cash reserves shall be maintained at levels sufficient to ensure timely payment of obligations and to address potential delays in the receipts of major intergovernmental revenues, including but not limited to: real estate taxes distributed by the County Treasurers state income tax, replacement taxes, local use tax, municipal sales tax, home-rule sales tax, simplified telecommunications and utility taxes. The reserve level should be established to ensure that General Fund obligations are paid on time and to address a potential six-month delay of these revenues.

The Village Board shall be advised annually, during the budget process, of the projected and actual unassigned fund balance.

Fund Balance Restoration Policy

If at any time the unassigned fund balance falls below the required minimum, the Village shall develop and implement a plan to restore the fund balance to the minimum level within a period not to exceed three (3) fiscal years. Restoration strategies may include expenditure reductions, revenue enhancements, or a combination of both.

Municipal Building Reserve

A Municipal Building Reserve is established within the General Fund and shall be classified as Committed Fund Balance in accordance with GASB Statement No. 54.

This reserve shall be used exclusively for municipal building-related capital purposes, including planning and design, land acquisition, construction, furnishings and equipment, and financing costs.

Following completion of the annual audit, any unassigned General Fund balance exceeding the fifty percent (50%) target level shall be automatically committed to the Municipal Building Reserve, while maintaining at least the twenty-five percent (25%) minimum fund balance.

Use of these Municipal Building Reserve funds requires Village Board authorization.

Disposition of Reserve Fund

Upon completion of an authorized municipal building project, or as otherwise determined by the Village Board, remaining fund in the Municipal Building Reserve may be re-designated, continued for future capital purposes, or returned to the unassigned General Fund balance by ordinance, consistent with the adopting ordinance.

Other Funds

The Village maintains various other funds to address specific operational, capital, and legal requirements, including but not limited to: Central Equipment Fund, IT Replacement Fund, Capital Project Funds, Debt Service Funds, Special Service Area Funds, Motor Fuel Tax Fund, Road and Bridge, MWRD Fund. Each Fund may have distinct revenue sources, expenditure requirements, and cash flow characteristics. The Village shall ensure that reserves within these Funds are maintained at levels appropriate to their intended purpose and financial needs.

Policy Review

This policy shall be reviewed periodically by the Villag Board and may be amended as necessary to reflect changes in financial conditions, statutory requirements, or financial management best practices.