

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
June 23, 2010**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:31 p.m. Trustees present: DiCola, Eblen, Humphreys, Daniels. Trustees absent: Greene, Read. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: none.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of May 26, 2010. It was moved by Eblen and seconded by DiCola **THAT THE MINUTES OF THE REGULAR MEETING OF MAY 26, 2010 BE APPROVED AS WRITTEN.** Ayes: DiCola, Eblen, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JUNE 23, 2010 TOTALING \$66,878.13 AND BUDGET JOURNAL TRANSFER FOR STAFF PARKING TOTALING \$1,950.00 AND ACKNOWLEDGE PAYROLLS FOR MAY 2010 TOTALING \$258,100.35.** Ayes: DiCola, Eblen, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Report on the status of the Metropolitan Library System (MLS) and the process for establishing the SWAN consortium as an independent entity

At the last meeting both Trustee Read and Director Bowen discussed the status of the Metropolitan Library System and said that MLS could maintain the current level of service for about a year. That assumed that the system would receive the remainder of the current year's funding sometime this summer. The State recently changed its own requirement that all outstanding bills be paid within two months of the end of the fiscal year to six months.

Latest word from the Illinois State Library is that systems should not expect the remaining funding for the fiscal year that ends June 30, 2010 to be disbursed until December 2010. In order to maintain services until December, MLS would have to use up its current reserve and begin to use the line of credit that was established for emergencies. Rather than exhaust its resources and begin accumulating debt from the line of credit, the MLS Board made the decision to suspend all services except delivery and support for SWAN. Only a skeleton administrative staff will be retained. Most MLS employees will be laid off effective June 30, with a few more leaving on October 31. This will allow these essential services to be funded into the spring and provide some funds for a future merger or other transition to a new system configuration.

SWAN is moving to become an independent entity that can exist completely apart from MLS, if necessary. The timeline for the creation of a new SWAN entity was included in the board packet. In July library boards of current SWAN libraries will be asked to approve an intergovernmental agreement to create and participate in the new entity. The language of the agreement is identical to the existing SWAN membership agreement, with only the changes necessary to allow SWAN to operate as an independent agency. For example, the SWAN Administrative Council (now advisory to the MLS Board) becomes the Board of Directors.

The MLS attorney is also working on the by-laws for the new SWAN. The boards of libraries who approve the intergovernmental agreement in July will be asked to approve the new by-laws in August. Once the agreement and by-laws are approved SWAN will exist as a separate entity. At their September meeting the MLS Board will act to transfer the assets to the new entity, and repeal the existing agreement to provide SWAN service. The expectation is that SWAN will contract with MLS to provide services for the remainder of the 2010-11 fiscal year (ending June 2011). It is expected that any mergers or restructuring of library systems will be effective with the fiscal year that begins July 1, 2011. So SWAN will then have to see where its place is within the new structure of Illinois Library Systems.

As Bowen wrote in his board packet memo, in planning to bring the agreement to the board for approval he realized that he had assumed that Downers Grove would remain part of the SWAN consortium, but the board had never actually discussed the option of moving to a stand-alone system. Bowen believes that the resource sharing opportunity offered by SWAN is a great benefit to Downers Grove patrons. In addition, the State Library has said that the highest

priorities for systems are to maintain delivery services and support automation consortia. This means that the delivery service that is required to make resource sharing feasible should still be available in some fashion. Bowen recommended joining the new SWAN; however, he wanted to give the board an opportunity to consider whether or not they might want to go in a different direction. Bowen wanted to discuss this at this meeting, so that he can make appropriate changes in the new financial plan before he presents it to the board in July. The Trustees agreed that they prefer to stay with SWAN because of the advantages of being part of a consortium for resource sharing and because of the costs the library would incur if they left SWAN to start a catalog in a stand-alone environment. President Daniels suggested that SWAN look into cooperating with additional local libraries.

REPORT FROM THE ADMINISTRATION

Following the walk-around of the building at the last board meeting, Bowen hired a consultant from PSA-Dewberry to look at the expansion joint on the second floor and also to look at the other questions that were raised during the walk-around, such as cracks in the exterior pillar, caulking around windows and in the brick walls. Carlson and Bowen walked the building with Kevin Palmby, who was one of the field reps for the library building project in 1999. Palmby is a structural engineer and knows the Downers Grove Library very well. He provided very good advice on what needs to be done, including specifications for particular kinds of caulking, etc. The library will be proceeding with some of these projects this summer.

Animal Planet taped the children's program with Yoda the four-eared cat on Saturday, June 19. There was a good turnout for the program, and everyone appeared to be having fun. The program will likely be broadcast in January 2011.

Bowen will be attending the American Library Association Annual Conference in Washington D.C. June 25-29.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

In looking at statistics in the departments' monthly reports, Trustee Humphreys asked if it is worth staff time to collect certain statistics. Bowen replied that this is a good time for staff to take will look at the statistics being collected and staff time being used, and determine what statistics we need to collect.

ADJOURNMENT

The meeting was adjourned at 8:15 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
July 14, 2010**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:32 p.m. Trustees present: DiCola, Eblen, Humphreys, Daniels. Trustees absent: Greene, Read. Also present: Library Director Bowen, Assistant Library Director Carlson. Visitors: Resident William Wrobel, 7800 Queens Ct, Downers Grove.

APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of June 26, 2010. It was moved by DiCola and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 23, 2010 BE APPROVED AS WRITTEN.** Ayes: DiCola, Eblen, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

Trustee Greene arrived at 7:36 PM.

PAYMENT OF INVOICES

Trustees reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JULY 14, 2010 TOTALING \$39,501.76 AND ACKNOWLEDGE PAYROLLS FOR JUNE 2010 TOTALING \$168,115.95.** Ayes: DiCola, Eblen, Greene, Humphreys, Daniels. Abstentions: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

Resident William Wrobel expressed his thanks to Linda Kunze and Bob Barnett for assisting in getting the businesses along the alley on the east side of the library to move their dumpsters from next to the library to behind Anderson's Bookshop, and he said they are now working on getting

a privacy screen for these dumpsters. He also praised the efforts of Dream Interiors and the other businesses for moving their dumpsters and keeping their trash inside the dumpsters with the lids down. He said they have made great progress in improving the appearance of the area. Wrobel has been policing the library for trash on library property, and he asked that the board and the employees of the library take ownership of the library property and pick up trash when they see it.

OLD BUSINESS

None.

NEW BUSINESS

- Approval of Resolution 2010.07.1 providing for the execution of an intergovernmental agreement establishing the System Wide Automated Network (“SWAN”) and authorizing membership in SWAN

This is the first action that boards of member libraries must take to establish the SWAN Automation Consortium as an independent agency. This resolution approves the library’s participation in an intergovernmental agreement with the other SWAN libraries to establish the System Wide Automated Network.

Trustee Humphreys asked what happens if all SWAN member libraries do not sign the resolution, and Director Bowen replied that at least two thirds of the current SWAN member libraries must sign the resolution. He added that he has heard no talk of any member not signing.

Per Trustee DiCola’s request, Bowen will add “Trustees” to the title of the board, i.e., the Board of Trustees of the Downers Grove Public Library.

It was moved by Humphreys and seconded by DiCola **TO APPROVE RESOLUTION 2010.07.1 PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE SYSTEM WIDE AUTOMATED NETWORK (“SWAN”) AND AUTHORIZING MEMBERSHIP IN SWAN.** Ayes: DiCola, Eblen, Greene, Humphreys, and Daniels. Abstentions: none. Nays: none. Motion carried.

- Approval of Resolution 2010.07.2 concurring in the recommendation of the Metropolitan Library System to repeal the existing System-Wide Automation Network Full Participation Agreement

This is the second action that boards of SWAN member libraries must take to concur in the recommendation of the Metropolitan Library System (MLS) to repeal the existing agreement between the library and MLS to participate in the MLS SWAN automation network. Once two

thirds of the SWAN libraries' boards confirm their support of this recommendation, the MLS board will take action to repeal the current agreement. This will allow MLS to transfer the assets of the old MLS SWAN to the new independent organization.

It was moved by Humphreys and seconded by DiCola **TO APPROVE RESOLUTION 2010.07.2 CONCURRING IN THE RECOMMENDATION OF METROPOLITAN LIBRARY SYSTEM TO REPEAL THE EXISTING SYSTEM WIDE AUTOMATION NETWORK FULL PARTICIPATION AGREEMENT.** Ayes: DiCola, Eblen, Greene, Humphreys, and Daniels. Abstentions: none. Nays: none. Motion carried.

- Review of the proposed 2011 Budget and 2011 – 2015 Financial Plan

In earlier meetings the board had discussed the current budget and many of the issues related to funding and property taxes, so they already had an idea of the direction Bowen was considering for the 2011 budget and long-range financial plan. At this meeting Bowen presented some of the key components of the proposed budget. Assuming that the board is still in agreement on the direction the new budget should take, Bowen will prepare the full budget proposal to present at the July 28 meeting and then to make it available for public examination in the library, with a specific opportunity for public comment on the proposed budget at the August 11 board meeting. Depending on the response on August 11, Bowen will ask for approval at that meeting, or revise and bring it back at the August 25 meeting.

Bowen covered the following regarding the proposed budget that was included in the board packet.

The 2010 budget is \$4,237,039. The library has not filled some staff positions and other positions have been filled at the entry level salary, which has resulted in some savings. Also, the board did not give employees the raises that were originally budgeted for 2010 and the staff is looking for other ways to contain costs. Bowen projects that the library will actually spend \$4,023,321 this year which is \$214,000 less than the budgeted amount.

The Construction Fund had budgeted \$75,000 for possible carpet replacement in the Children's Department. The library does not yet need to replace that carpet, so none of the budgeted amount for 2010 will be spent. The Construction Fund is separate from the operating budget; it is not part of the \$214,000 savings that Bowen projects in the operating budget.

The 2011 budget that was projected in last year's plan was for \$4,390,966. The budget that Bowen is now proposing for 2011 is \$4,195,794. This is \$41,000 less than the 2010 budget.

Bowen proposed a Construction Fund budget of \$80,000 to replace carpeting in the Children's Department in 2011, if needed. He did increase the amount budgeted for this project, because he had not allowed enough to cover moving expenses in the last budget. Again this is from the Construction Fund and not part of the operating budget.

Bowen reviewed the following summary of library budget lines, comparing the 2010 budget to the proposed 2011 budget.

- Proposed salary lines are less than the current budget, though they do provide for raises of up to 1.5% in 2011. Health insurance lines assume 15% increase per year. The line for IMRF, the pension fund, is based on the schedule of 10% annual increases in the employer contribution through 2019 that is needed to restore the plan to full funding.

- Most budget lines, including library collections have not been increased for 2011. In general, the lines that have been increased are those that the library cannot directly control, such as property insurance, building maintenance services (contracts with maintenance firms, as well as repairs), and cleaning services.

- SWAN fees have been increased 5% per year in anticipation of increased expenses due to the cuts in library system funding that will require SWAN libraries to take on the full expense of SWAN. There was an error in the spreadsheet in the board packet. The amount for SWAN fees (data processing) in 2012 should be \$61,950, not the \$59,000 shown.

- Bowen increased the line for professional services to \$20,000 for 2011. This is the line from which consultants and program speakers are paid. The additional money is intended to be used for a consultant for the library director search. Bowen also increased the line for personnel recruitment to \$10,000. This is the line that will pay for advertising and candidates' visits. The library typically spends less than \$1,000 per year from this line. Both of the lines are reduced in the following years.

Bowen reviewed the percentage change of each year's budget over the previous year's budget. 2011 is 1% less than 2010. 2012 is a 9.3% increase over 2011. Bowen explained the reasons for this increase below.

The budget proposed for 2011 assumes that the property tax levy will be increased 1.5%. The long range plan assumes slightly bigger increases in future years, as everyone hopes the economy will improve.

The most important line to watch is the Estimated Reserve for Operations. The library is in reasonably good shape through FY2017. If the board cannot increase the property tax levy more in the future, the library will have to make significant cuts in expenditures.

Bowen noted the years in which several significant expenditures are budgeted. The board has discussed these expenditures in past meetings. \$300,000 for conversion to RFID technology is part of the 2012 budget. This is the reason for the 9.3% increase in the 2012 budget mentioned above. In addition, \$300,000 has been budgeted in 2013 for the redesign of the second floor adult services departments. Finally, \$250,000 has been budgeted in 2014 for replacement of the membrane roof.

The library has accumulated a significant reserve fund. However, as the library considers much smaller increases in the property tax levy, those reserves will disappear. As the board discussed earlier this year, they need to position the library for the long term before the reserve fund runs out. To do this Bowen proposed budgeting for a move to RFID technology for materials handling in 2012. This will speed up the process of checking materials in and out, and allow for efficient self-service checkout. At minimum the new technology would take the place of at least one additional circulation clerk per shift and save over \$40,000 per year. If patrons take advantage of self-service, it could save much more staff time. Patterns of library use have changed since the building was designed more than 10 years ago. Bowen believes it is time to take a serious look at the adult services departments that make up the second floor of the library. The library can redesign the entire space to provide better service, and if need be, design it so that it can be adequately staffed by fewer employees. The library will need to replace the second floor carpeting in a few years. Since everything will have to be moved to accomplish that task, it makes sense to redesign the space as part of that project so things are moved back into their new locations. Bowen budgeted \$300,000 for this in 2013. This amount would be used with the \$150,000 that will remain in the Construction Fund after the carpet in the Children's Services Department is replaced. As the building ages the budget provides for increased maintenance and replacement of building systems. The warranty on the membrane roof expires in 2014, so Bowen budgeted \$250,000 for replacement of that roof.

In looking at the projected revenue, including small property tax increases, over the long term the library has adequate reserves through 2017, so there is time to plan.

Bowen reviewed the comparison between last year's financial plan and the proposed new plan. He believes that the most important part of this comparison is the actual impact the proposed property tax increase might have on a taxpayer. Because predicting the state of the real estate market is so uncertain, Bowen assumed that there will be no change in the assessed valuation of Village property for the next five years. Changes up or down will affect the amount of the tax rate; but, assuming that the average cost of a house fluctuates the same amount as the EAV, it will not affect the dollar amount of the levy increase. Bowen used the amount of the property tax paid on a house valued at \$364,000 to see the effect of the levy increase. Bowen used this figure in the past because it was the median cost of house in the past. The median has dropped, but this is approximately the current average paid for a Downers Grove house. With the 1.5% increase in the property tax levy that he proposed for 2011, the owner of the \$364,000 house would have an increase of about \$2.65 in 2011.

Bowen was not looking for any Board action, but he asked for the board's input on whether or not this is the direction they want him to take in proceeding with the 2011 Budget and Financial Plan, and they were in accord with the direction. Trustee Greene asked what health insurance percentage staff is paying, and Bowen said he will report on this at the next meeting.

In the board packet memo, Bowen had discussed the possibility of transferring funds from the operating reserve into the Construction Fund for the major improvements that he discussed at this meeting. Thinking more about this, Bowen said would like to withdraw that idea from consideration. While it makes some sense to take capital improvements out of the operating budget, once those funds are moved they can only be used for the purposes of that fund – construction, furnishing, and equipping the public library. In looking at the funding crisis in library systems, the library may see increased costs for delivery service or automation, and he thinks that it may be more important to retain as much flexibility as possible in the use of the library's resources.

REPORT FROM THE ADMINISTRATION

The first August board meeting is usually cancelled; however, Bowen said that if a quorum is available, he would like the board to meet both August 11 and 25 to complete the budget process. He will propose canceling the September 8 meeting since that is Rosh Hashanah and he will not be able to attend. A motion to approve canceling the September 8 meeting will be on the agenda of the August 25 meeting.

Bowen reported that he will be taking a few vacation days next week and will be out of town.

Carlson reported that in June the library broke its record for highest monthly circulation by circulating 101,772 items! The last highest monthly circulation record was July 2009 at 99,679.

TRUSTEE ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

Trustee DiCola praised Bowen for doing a nice job on the proposed budget. Trustee DiCola said that painting and caulking need to be done before the carpeting is done in the Children's Department.

Trustees Humphreys, Greene, and Eblen asked Bowen to send them the actual spread sheet for the proposed budget and financial plan, and Trustee Humphreys asked that Bowen highlight changes since Humphreys will not be able to attend the next meeting. Trustee Eblen also will not be able to attend the next meeting.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

APPROVED 7/12/2010

VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING
PUBLIC HEARING

JUNE 7, 2010, 7:00 P.M.

Chairman Jirik called the June 7, 2010 meeting of the Plan Commission to order at 7:00 p.m. and asked for a roll call:

PRESENT: Chairman Jirik, Mr. Beggs, Mr. Cozzo, Mrs. Hamernik, Mr. Matejczyk, Mr. Quirk, Mrs. Rabatah, Mr. Webster (at 7:06 p.m.)

ABSENT: Mr. Waechtler

STAFF PRESENT: Community Development Director Tom Dabareiner, Village Planning Manager Jeff O'Brien, Village Planner Stan Popovich

VISITORS: Marge Earl, 4720 Florence Ave, Downers Grove, IL; Chris Salman, Stature Custom Homes, 943 Maple Ave., Downers Grove; Jim & Emily Farley, 820 Randall St., Downers Grove; Bob Olp, 5241 Lyman Avenue, Downers Grove; Ed Stukas, 812 Randall St., Downers Grove; and Zivile Chiban, 812 Randall St., Downers Grove.

Chairman Jirik led the Plan Commissioners in the recital of the Pledge of Allegiance.

MAY 3, 2010 MEETING MINUTES - MR. MATEJCZYK MADE A MOTION TO APPROVE THE MINUTES AS PREPARED, SECONDED BY MR. COZZO. MOTION CARRIED BY VOICE VOTE OF 7-0.

PC-22-09 (Continued from 12-07-09) A petition seeking a Special Use approval for a telecommunications tower located on the East side of Fairview Avenue, at the southeast corner of the intersection of 40th Street and Fairview Avenue, commonly known as Whitlock Park, 4064 Cunnor Road, Downers Grove, IL (PIN 09-04-103-004); Ray Shinkle, Insite RE, Inc., as agent for Verizon Wireless, Petitioner; Downers Grove Park District, Owner

Chairman Jirik asked if any action from the Plan Commission was required for this item.

Mr. Popovich confirmed that this petition was withdrawn without prejudice and no additional action was necessary.

PC-27-09 (Continued from 05-03-10) A petition seeking 1) a Special Use for a drive through; 2) a front yard setback variation; and 3) a variation to permit parking within the required front yards located at the southwest corner of Butterfield Road and Downers Drive, commonly known as 1353 Butterfield Road, Downers Grove, IL (PIN 06-30-408-001); Jeffrey R. Walker, J.R. Walker, Inc, Petitioner; Downers Drive LLC, Owner

Chairman Jirik asked if any action from the Plan Commission was required for this item.

APPROVED 7/12/2010

Per Mr. Popovich, this petition was also withdrawn without prejudice and no additional action was necessary.

Chairman Jirik explained the procedures and protocol for the remaining item on the evening's agenda.

PC-03-10 A petition seeking an alley vacation of a 16-foot wide by 155-foot long alley running north and south adjacent to the properties commonly known as 812 and 820 Randall Street and 5241 Lyman Avenue, Downers Grove, (PIN's 09-08-316-009, -008, -007); Chris Salman, Stature Custom Homes, Ed Stukas and Zivile Chirban, Emily Farley, and Robert & Roberta Olp, Petitioners; Village of Downers Grove, Owner. (Mr. Webster arrives, 7:06 p.m.)

Village Planner, Mr. Popovich, summarized that the petitioners are asking the Village to vacate the 16-foot wide by 155-foot long unimproved alley that runs north and south between their properties at 812 and 820 Randall Street and also at 5241 Lyman Avenue. The alley will be split down the middle of the alley between the owners of 812 Randall Street (receiving approx. 1240 sq. feet of the alley), 820 Randall Street (receiving approx. 632 sq. feet) and 5241 Lyman (receiving approximately 608 sq. feet). Staff did contact the utility companies and the various public agencies to determine if any rights to the public right-of-way should be retained. Currently ComEd has utility poles within the alley, which include ComEd, AT&T and Comcast on those poles. All utility companies have asked the Village to retain an easement and supported the request as long as the Village maintained the easement. Therefore, staff is seeking a drainage and utility easement for the entire width and length of the alley. Per Mr. Popovich, while the easement will provide adequate space for future utility needs, only limited improvements can be made to the easement, such as a driveway or a fence. No permanent structures will be allowed.

The Downers Grove Park District requested to maintain a pedestrian access through the alley to connect Randall Park to the historical museum located on Maple Avenue. While staff considered the request, it was not recommending the maintenance of a pedestrian access easement in the alley due to the following reasons:

1. Currently there is not a sidewalk within the alley and there is no signage near the alley that identifies a connection between the museum campus and Randall Park. The alley has always been used by the adjacent residential properties as green space and driveway access.
2. There are existing sidewalk connections that provide good access between the two parks. There is an existing open alley used by the Park District that runs west from the museum campus to Lyman Avenue. Fairmount and Lyman Avenues provide sidewalk connections between Maple Avenue and Randall Street. An existing sidewalk on Lyman Avenue is approximately 140 feet west of where the requested access easement would be located.
3. Neither the Park District nor the Village have any current or long-range plans to install a sidewalk at this location.

Staff believes the proposed vacation is consistent with the Future Land Use Plan and other Village planning documents and feels the request complies with the Zoning Ordinance. The vacated alley is being added to the lots and would create new setback requirements for the properties. To date, there

is a proposal for the construction of a new home at 812 Randall Street but not for the other properties. Because a drainage and utility easement is being placed on the entire alley, no new buildings or structures, other than a fence, can be constructed on the vacated alley. The fire department and police department have no objections to the right-of-way vacation.

Mr. Popovich reported the compensation for the alley will be a three-way split between the property owners, as reported in staff's report, page 4. Staff recommended approval of the petition with the conditions listed on page 4 of its report.

Per a commissioner question, Mr. Popovich, pointed out the access to the alley and the sidewalk access. Asked whether the Park District expected foot traffic through the area, Mr. Popovich was under the impression the Park District thought the alleyway would be a link between the two parks. A question arose about the aerial photograph and its accuracy, wherein Mr. Popovich explained the information in the packet was correct and sometimes the aerial photography overlay information is slightly off. Questions followed regarding a current driveway being used and why this vacation was only partial as opposed to a full vacation by the Village, as normally followed. Mr. Popovich explained the park district already used the northern end as open land and it would not have to be vacated.

Condition 4 of staff's recommendation was clarified with Mr. Popovich confirming that the plans for the house were dependent upon the size of the lot after the vacation and the recording of the vacation.

Chairman Jirik swore in the petitioner.

Petitioner Mr. Chris Salman, 4901 Oakwood, Downers Grove, IL, stated he sold the lot to Mr. Ed Stukas a couple of months ago but owned the lot for approximately four years. He donated the Blodgett House to the Park District and always wanted the alley as part of the lot to enhance its value and make it more buildable. The alley was used as a driveway but once the house was removed he restored it to grass.

Chairman Jirik opened up the meeting to public participation.

Mr. Robert Olp, owner of the 5241 Lyman property for 40 years, stated he was concerned about the vacation of the alley. Mr. Olp indicated he was part of the petition and he provided a history of the property. He explained that there is five feet of height difference between the Lyman Avenue curb and the Lyman Avenue sidewalk, which was a concern for the property owners on the east side of Lyman Avenue during the winter months. In the past, Mr. Olp indicated he has had to use the access to the alley behind his property to get his car off the street for Village snow removal operations. For that reason, he would like to maintain the use of the alley under winter conditions and to accommodate his neighbors. In speaking to his attorney, it was suggested to him to work out an arrangement on the title of the property that it be a covenant that no matter who owns the property contiguous to the alley that the neighbors can continue to use it, given those conditions mentioned. Mr. Olp supported the vacation overall.

There being no further public participation, Chairman Jirik closed Public Participation.

APPROVED 7/12/2010

Mr. Beggs queried whether Mr. Olp made any moves as to preserve what he was trying to accomplish.

Mr. Olp stated he did not but did discuss the matter with Mr. Popovich. He stated his concern was that if there were future issues with any heirs that it be part of the property.

Chairman Jirik asked staff the current condition of the area. Understanding it was a grassy area, he surmised that it was not as functional now as it had been previously. He questioned what would happen should the vacation not occur and the area remain as turf.

Mr. Popovich explained there was no obligation for the Village to open the alley but it would remain as a “parkway” and would have to be maintained by the surrounding property owners.

If the vacation moved forward, Mr. Cozzo asked where a fence could be located for the 812 Randall property. Mr. Popovich noted a fence could be placed within the vacated portion of the alley.

Mr. Popovich then confirmed he spoke with Mr. Salman and Mr. Olp and stated it was staff’s understanding that the four petitioners had worked together to create an agreement to be recorded, which would be a private agreement between the property owners.

Mr. Salman spoke up and explained that approximately 30 days ago he met with the property owners and created an agreement and within that agreement, Mr. Robert Olp would have access to the rear of his property. Minor details followed with Mr. Salman stating that all parties were agreeable with that. Mr. Popovich also confirmed that because it was a private agreement between the parties, it was not under this Commission’s purview.

Planning Manger, Mr. Jeff O’Brien, explained what steps usually occur in such situations. In this particular situation, he added that all abutting property owners have cross-access rights.

Ms. Hamernik confirmed with the petitioner that the vacated surface area would remain unpaved.

Mr. Salman stated that the agreement he drafted 30 days ago never was signed nor recorded but he was of the belief that all parties were in agreement.

Chairman Jirik emphasized to Mr. Salman that all parties should agree and that all parties should have the agreement finalized before it was forwarded to the Village Council, otherwise the request would be denied.

Mr. Beggs did not believe this Commission had the authority to create a covenant that runs with the land and would have to consider the petition on face value. Mr. Matejczyk concurred. Chairman Jirik concurred and restated his comments.

A concern was raised by Mr. Quirk that the Village may be creating a precedent for vacating only a portion of the public alley, as it is policy that the entire alley is vacated. The Chairman clarified that staff had previously explained that the park district was having full use of the land without taking any ownership. In the past, he explained the park district had little motivation to participate on their half of a vacation. He agreed it was a unique situation, which was why he reiterated his support for the vacation agreement among all parties.

APPROVED 7/12/2010

WITH RESPECT TO PC-03-10, MR. BEGGS MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL RECOMMENDING APPROVAL OF A RIGHT-OF-WAY VACATION, INCLUDING THE FOLLOWING FOUR (4) CONDITIONS:

- 1. THE VACATION SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT DATED JUNE 7, 2010.**
- 2. PRIOR TO FINAL VILLAGE COUNCIL CONSIDERATION, A MYLAR COPY OF THE FINAL PLAT OF VACATION INDICATING A SIXTEEN-FOOT PUBLIC DRAINAGE, UTILITY AND UTILITY ACCESS EASEMENT ALONG THE ENTIRE LENGTH AND WIDTH OF THE ALLEY TO BE VACATED.**
- 3. PRIOR TO EXECUTION OF THE PLAT, THE PETITIONER AT 812 RANDALL STREET SHALL PAY THE VILLAGE A TOTAL OF \$2,250.60, THE PETITIONER AT 820 RANDALL STREET SHALL PAY THE VILLAGE A TOTAL OF \$1,147.08, AND THE PETITIONER AT 5241 LYMAN AVENUE SHALL PAY THE VILLAGE A TOTAL OF \$1,103.52.**
- 4. THE BUILDING PERMIT FOR THE PROPOSED NEW HOUSE AT 812 RANDALL STREET MAY NOT BE ISSUED UNTIL THE PLAT OF VACATION HAS BEEN RECORDED AND THREE COPIES OF THE RECORDED PLAT HAVE BEEN SUBMITTED TO THE VILLAGE.**

SECONDED BY MRS. HAMERNIK.

ROLL CALL:

AYE: MR. BEGGS, MRS. HAMERNIK, MR. COZZO, MR. MATEJCZYK, MR. QUIRK, MRS. RABATAH, MR. WEBSTER, CHAIRMAN JIRIK.

NAY: NONE

MOTION CARRIED. VOTE: 8-0.

Mr. O'Brien announced that due to the 4th of July holiday, the next meeting will be held July 12, 2010. There will be no June 28th meeting.

MRS. HAMERNIK MOVED TO ADJOURN THE MEETING. MR. WEBSTER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

THE MEETING WAS ADJOURNED AT 7:55 P.M.

/s/ Celeste K. Weilandt
Celeste K. Weilandt
(As transcribed by MP-3 audio)

DRAFT

TRANSPORTATION AND PARKING COMMISSION
Minutes for June 9, 2010, 7:00 p.m. (approved July 14, 2010)

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Wendt called the June 9, 2010 meeting of the Transportation and Parking Commission to order at 7:00 p.m.

The commissioners and the public were informed that the meeting was being recorded on Village-owned equipment to aid in the preparation of the meeting minutes.

The Chairman led the commissioners and the public in the recital of the Pledge of Allegiance. Roll call followed and a quorum was established.

ROLL CALL:

Present: Co-Chairmen Gress and Wendt, Members Mr. Schiller, Mr. Stuebner, Mr. Cronin, Ms. Van Anne

Absent: Members Saricks and Jeffries

Staff Present: Traffic Manager Dorin Fera; Police Ofr. Tim Sembach

Visitors: Ms. Linda Kunze with Downtown Management, Inc.; Ms. Jan Holland, 4433 Middaugh Ave.; Ms. Victoria Holland, 4433 Middaugh Ave.; Paul and Jan Wegloski, 4429 Middaugh Ave.; Colleen and John Krizek, 1244 Grant St.; Ms. Rosemary Casey, 1244 Grant St.; Ms. Beth Indelicato, 1240 Grant St.; Ms. Kevan Sandack, 4833 Linscott

An explanation of the meeting's protocol followed.

APPROVAL OF THE MAY 12, 2010 TRANSPORTATION AND PARKING COMMISSION MINUTES.

MINUTES OF THE MAY 12, 2010 MEETING WERE APPROVED ON MOTION BY MR. SCHILLER, SECONDED BY MR. STUEBNER. MOTION PASSED BY VOICE VOTE OF 6-0.

PUBLIC COMMENTS - NONE

1. File #14-10 Middaugh Avenue at Grant Street - Parking Modification. Traffic Manager **Mr. Fera** reported that this issue arose after a couple of residents called it in. Parents and guardians are picking up their children and their vehicles are being parked on Grant Street causing site/vision difficulties and safety issues. Much activity was occurring due to Pierce Downer School and the high school being in the nearby vicinity. Staff was recommending the installation of "No Parking at Anytime" designation, but was open to input.

Asked why staff was not promoting a time restriction to 4:00 p.m. for the No Parking and installing the No Parking Anytime signs for the necessary sight line, **Mr. Fera** stated the option was considered but he thought the No Parking Anytime could address traffic issues on a continuous basis. However, he stated staff was flexible to discuss the matter further. Per **Chairman Wendt's** question, **Ofr. Sembach** confirmed the required clearance needed for a stop sign was within 30 feet of a stop sign or crosswalk. Asked how many homeowners on the north side of Grant Street (from Middaugh to Linscott) would be affected by the new signage, **Mr. Fera** estimated that about three homeowners would be directly affected. Concern was then raised about visitors coming to those homes.

Mr. Fera added that staging the parking internally at Herrick Middle School did not appear to be an option currently. There is a prohibition of vehicles picking up children within the school's circular driveway, and most of the internal spaces are used for extended parking.

Chairman Wendt opened up the meeting to public comment.

Ms. Kevan Sandack, 4833 Linscott Ave., stated the area under consideration is where she regularly parks. She said the largest concern was the stop sign and she believed a four-way stop sign would alleviate the problem.

Ms. Colleen Krizek, 1244 Grant Street, lives on the corner and stated the No Parking Anytime sign would severely impact her. She has a large family that visits. She stated that everyone was cautious around the school, but she also agreed the stop sign was necessary. She stated a restriction of up to 4:00 p.m. would be an inconvenience but said it was also understandable.

Ms. Beth Indelicato, 1240 Grant Street, objected to staff's proposal for No Parking Anytime since she has various tutors come to her home; however, she supported a stop sign at the intersection.

Ms. Jan Wegloski, 4429 Middaugh Ave., supported the 7AM to 4PM No Parking restriction and recommended having the vehicles travel out to Ogden Avenue since vehicles were turning around on the street. She stated the vehicles were parking on the residents' driveways and easements. She also supported a four-way stop.

Ms. Jan Holland, 4433 Middaugh Ave., supported a four-way stop also. She stated parents' vehicles park on her parkway along with other parents.

No further comments were received.

Conversation followed that the stop sign was necessary and **Mr. Fera** confirmed he had the supporting data for that installation. **Commissioner Stuebner** raised dialog about limiting the parking restriction to 4:00 p.m. since he believed it was only necessary during the school months and not on Saturdays or Sundays. He believed the restrictions should be placed where the current restrictions were currently and install the No Parking Anytime restriction from the current stop signs to 30 feet out. **Chairman Wendt** also pointed out that many of the streets in the vicinity were already signed 7AM to 1PM and he preferred that there be consistency and limit the restriction to the stop sign itself. Per a question about the stop signs, **Mr. Fera** clarified that stop signs existed north and south and this proposal would add stop signs for the east and west with no parking within 30 feet of those four stop signs being allowed.

Ms. Kevan Sandack, 4833 Linscott, believed having the intersection as a four-way stop would alleviate the sight issues and the No Parking to the signs would become an enforcement issue.

While **Mr. Fera** agreed the parking would be restricted, he stated there was still the issue of visibility for a driver stopping southbound and needing sufficient sight distance to the east, and that distance could be more than 30 feet.

Ms. Colleen Krizek, 1244 Grant Street, believed 30 feet from the stop sign by her home was fine. Any more feet and it took away the parking in front of her home.

Mr. John Krizek, 1244 Grant Street, stated that if the stop sign is put in place with the parking restriction, only one space would exist because his driveway was on Grant Street. He felt the

real issue was drivers traveling to the school up Linscott, where no stop sign exists and then traveling up Grant Street to Middaugh, where no stop sign exists. Parking on the north side of Grant did not appear to be an issue during school deliveries or when students were exiting the school. He stated the issue was more on the other side of Grant or on Middaugh where no parking restrictions existed. He said the parents were waiting for their children and were not parking.

Chairman Wendt discussed how a similar situation occurred at Lester School and it took a few meetings to iron out the issues. Tonight's matter, he noted, was a first step and it would be up to the residents to determine whether things were working or not.

Per a question **Ofr. Sembach** explained that No Parking zones allow for the temporary loading/unloading of passengers. but if a vehicle's engine was running and the student was not in the vicinity, he said it would constitute a violation. As to whether the Village had No Parking/No Standing signs, **Ofr. Sembach** stated his department has been trying to implement those signs for areas in which the police do not want any stopping at all. Areas do exist that have that language.

Ms. Jan Wegloski, 4429 Middaugh, suggested that the parents pick up their children in the school's parking lot (similar to Pierce Downer School) in a loop formation, or either add police enforcement.

Conversation was then raised that access to the school's parking was not available because the buses parked there and had to negotiate the parked cars. **Mr. Fera** also added that he travelled through the parking lot on days when he did not expect it to be open and it was. He questioned whether the school has some form of a parking lot schedule existed.

Ms. Jan Holland, 4433 Middaugh Ave., stated the parking lot gate was open from 7AM to 5PM to allow for school functions. It was also open during the winter months to allow the snow plows. She suggested closing off the street, like North, and having the parents park somewhere else.

Chairman Wendt, believing this case was similar to the Lester School case, asked if the Village could install curbs on this section of Middaugh and have the commission recommended it to the Village Council, to which **Mr. Fera** stated it could and Public Works could look into it.

Mr. Paul Wegloski, 4429 Middaugh, discussed the erosion that took place in front of his house over the years and estimated he lost two to three feet of useable parkway.

Because this was an afternoon issue, **Ms. Van Anne** wondered if the 7AM to 1PM restriction was inadequate and suggested installing the No Parking, Standing or Stopping signs with afternoon hours only, monitor them, and also look to what was done at Lester School. The stop signs were a separate issue. Discussing the matter further and how the signage would read, **Mr. Fera** stated the No Parking, Standing or Stopping Anytime would be needed for the north leg and east of Middaugh with the stop sign in place. He, too, questioned the effectiveness of the 7AM to 1PM parking restriction.

Chairman Wendt recommended leaving the current time restriction alone until the students begin in the fall. **Mr. Stuebner** favored same but recommended adding "During School Days Only" and to exclude "Saturdays, Sundays and Holidays."

MR. STUEBNER MADE A MOTION THAT THE COMMISSION RECOMMEND THAT THE EXISTING "NO PARKING OF 7AM TO 1PM" REMAIN BUT ADD "DURING SCHOOL DAYS" AND "EXCLUDE SATURDAYS, SUNDAYS AND HOLIDAYS" AND THAT STAFF'S

RECOMMENDATION OF STOP SIGNS ON THE EAST AND WEST SIDES OF MIDDAUGH AVENUE BE SUPPORTED. SECONDED BY MR. SCHILLER.

MOTION CARRIED BY VOICE VOTE OF 6-0.

Chairman Wendt reminded the residents that tonight's discussion focused on Grant Street but he also recommended reviewing Middaugh parking status in the fall. **Mr. Fera** stated Middaugh would be a maintenance issue. Regarding the stop signs, advance warning signs would be installed remind the motorists of the new stop signs.

2. File #15-10 Mochel Drive at Curtis Street - One New Handicapped Parking Space. **Mr. Fera** explained that staff is in the process of relocating the old handicapped space and placing it around the corner on Curtis Street. As far as he understood, the Village is in compliance with the American with Disabilities Act regarding the number of handicapped spaces available.

Chairman Wendt opened up the matter to public comment.

Ms. Linda Kunze, with Downtown Management Corporation, stated this matter was brought before her board to discuss and several people suggested the relocation to be on Curtis Street since it would not inconvenience anyone.

MS. VAN ANNE MADE A MOTION THAT THE COMMISSION SUPPORT STAFF'S RECOMMENDATION TO PLACE A HANDICAPPED PARKING SPACE AT THE NORTHWEST CORNER OF THE MOCHEL/CURTISS INTERSECTION. SECONDED BY MR. SCHILLER.

MOTION CARRIED BY VOICE VOTE OF 6-0.

OLD BUSINESS

Mr. Fera asked that the commissioners review their copy of the Commuter Parking Report, noting that Lots H and I have a combination of meters, permit spaces and some daily fee spaces. The Village has been asked to convert the spaces to numbered spaces with the goal to have as many of the spaces converted to daily fee by early next year. Costs are associated with the conversion. Three lots under review next month include: Fairview, Lot S, and the Belmont lots. Per **Mr. Fera**, the Village is looking to reduce costs, increase revenue, and to streamline the process.

COMMUNICATIONS - (See staff's packet)

ADJOURN

MR. STUEBNER MADE A MOTION TO ADJOURN THE MEETING. MR. SCHILLER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY. THE MEETING WAS ADJOURNED AT 8:00 P.M.

Respectfully submitted,
Celeste Weilandt,
Recording Secretary, (as transcribed by digital recording)