

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY**

July 11, 2012

MINUTES

1. ROLL CALL

President DiCola called the meeting to order in the Library Meeting Room at 7:30 p.m. Trustees present: Eblen, Greene, Humphreys, Loftus, Read, and DiCola.

Also present: Library Director Ashton, Reference Manager Bonnie Reid, Circulation Manager Melanie Mertz, Literature and Audiovisual Manager Sue O'Brien, Downers Grove Friends of the Library President Joni Hansen, Downers Grove Economic Development Corporation President Michael Cassa.

2. WELCOME TO VISITORS

President DiCola welcomed the visitors and expressed her appreciation for their interest in the work of the Board.

3. APPROVAL OF MINUTES

Trustees reviewed the minutes of the regular meeting of June 27, 2012. It was moved by Greene and seconded by Eblen **THAT THE MINUTES OF THE REGULAR MEETING OF JUNE 27, 2012 BE APPROVED.** Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: Loftus. Nays: none. Motion carried.

4. PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Eblen **TO APPROVE PAYMENT OF OPERATING INVOICES FOR JULY 11, 2012 TOTALING \$94,532.27, CREDIT MEMOS TOTALING \$50.43, AND RECOGNIZE JUNE PAYROLLS TOTALING \$160,967.34.** Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

5. OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

6. OPPORTUNITY FOR PUBLIC COMMENT ON OTHER LIBRARY BUSINESS

President DiCola invited Joni Hansen, Friends of the Library President, to update the Board on the Friends' activities. Ms. Hansen reported that the Friends were happy to serve as Community Sponsors of the recent Rotary GroveFest and that they are preparing for their annual Cookbook and Travel Book Sale in October.

7. UNFINISHED BUSINESS

a. Strategic Plan Communications Activity

Ashton presented a draft communications document (attached) and plan for Board discussion.

The Board encouraged the broadest possible dissemination of Strategic Plan information and requested that staff provide frequent progress reports to the community as significant milestones are achieved.

8. NEW BUSINESS

a. Presentation by Michael Cassa, President, Downers Grove Economic Development Corporation

Mr. Cassa thanked the Board for the opportunity to introduce himself and to bring them up to date on the work of the EDC. The EDC is a public-private partnership between the Village of Downers Grove and various private business and civic partners. Its role is to retain and attract business and to attract visitors to Downers Grove. The Library will be invited to become a member. The EDC also operates the Downers Grove Visitors Bureau, whose goal is to promote Downers Grove as a destination, especially for corporate travelers who lodge in the seven hotels located in the village.

Mr. Cassa then summarized the business and economic climate and the challenges and opportunities for business and visitor growth. He invited the Library's cooperation and participation. He emphasized that the Library, as a local tax-dependent organization, has a specific stake in business growth.

Trustee Humphreys spoke about the need to develop a regional tourism destination in Downers Grove. Mr. Cassa agreed that this would be an important opportunity, since one third of retail and restaurant sales are typically made to non-residents, including both workers and visitors.

President DiCola inquired about the possibility that the Library might be able to tap EDC resources to learn about needs and opportunities for improved library service to business. Mr. Cassa agreed that this would be possible. He indicated that Rick Ashton has been invited to speak to the EDC Board in September 2012, and that there might be an opportunity for Mr. Ashton to become an ex officio member of that Board.

b. June 30 Revenue and Expenditure Reports

Ashton reviewed the reports with the Board, indicating that both revenues and expenditures are close to projections. Library fine revenues are running well below projected amounts. This appears to relate to a small decline in circulation activity over the past two years. Ashton agreed to present a 6-month circulation report to the Board at the August 8 meeting.

9. REPORT OF THE DIRECTOR

Ashton summarized his written report (attached).

10. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION

None.

11. ADJOURNMENT

The regular meeting was adjourned at 8:29 p.m.

Agenda Item 7a.

STRATEGIC PLAN PUBLIC COMMUNICATION

Text:

When Downers Grove residents use their public library in early 2015, they will experience the positive results of the new Strategic Plan that the Downers Grove Public Library Board of Trustees approved in June 2012. Employing a streamlined planning process that required intense research, discussion, public input, and learning from other libraries, the Board committed the library to an ambitious program of action. This program, carried out in detail over the next two and a half years, will produce some notable outcomes:

- A continued focus on books, reading, and associated services. E-books and other new resources will join traditional formats as staples of library service.
- Strong support for pre-school and elementary learning. Readiness for school and early reading skills will receive special emphasis.
- Flexible self-service and staff-assisted technology options. Check-out and return of books and information-finding for adults, teens, and children will be fast and easy. Mobile applications will enhance service inside and outside the library.
- A refreshed, attractive library building. Improved display of library materials, rearranged spaces for small group gatherings, and new settings for computer use will be accompanied by increased energy efficiency.
- An active library presence outside the walls. A rebuilt web site and enhanced use of social media will strengthen electronic outreach. Library staff members will explore needs and form fruitful partnerships with many organizations throughout the community.

- A Library that is dedicated at a fundamental level to the continuous improvement of its service to the community, guided by its Mission Statement:

The Mission of the Downers Grove Public Library is to serve the people of Downers Grove in the realms of information, education, inspiration, and entertainment. By providing ready access to books and other materials, public programs, and information technology, all supported by staff expertise, the Library freely extends to all the opportunity to learn, grow, and thrive.

Details of the Strategic Plan, including a timeline of actions and events, are available at WEB LINK

Other distribution ideas:

- News release to local media, with Board and Director interview opportunities
- Printed brochure/bookmark for in-Library distribution
- Discoveries Newsletter, September-October issue
- On-line news sources, social media, e-ssentials newsletter
- Special mailing or e-mailing to community leaders, partners, donors, sponsors, possibly in postcard format

Agenda Item 9.
Report of the Director
July 11, 2012

a. RFID Project Progress

The library has received a shipment of 176,000 RFID item tags from 3M. Delivery, activation, and training on the conversion units will take place the week of July 23. Active tagging will begin in early August. Meanwhile, preparation of a Request for Proposals for self-service checkout stations and automatic sorting equipment has begun, with anticipated issuance in September.

b. Air conditioning challenges

Three service calls to sustain overworked air conditioning equipment were made between June 30 and July 6. As a thorough examination of the library building goes forward under the direction of the Strategic Plan, a thorough evaluation of the condition and capacity of equipment and controls will be conducted.

c. E-books activity

The Library lent 2295 downloadable e-books in June, an increase of 15% from the previous month. Only about one third of these loans were of consortium-purchased items, while nearly two thirds were of items purchased exclusively for use by Downers Grove Public Library registered patrons. The response to the currently-available on-line survey about e-book use and preferences is quite active, generating information that may be useful for planning purposes.

Meanwhile, there are two major problems with library e-book services. The first, according to a recent Pew Internet survey, is that e-book users are not aware that they can obtain e-books from their library. The second challenge is that libraries are unable to deliver the highest-demand recent popular books because of publishers' refusal to make these items available to libraries.

Staff will continue to monitor developments closely, keep potential users informed, and combine with other libraries to press publishers and distributors for better service.

d. Reminder: Next Board meeting August 8.

Preliminary 2013 Budget information will be presented for Board consideration.

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VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING
PUBLIC HEARING

JULY 2, 2012, 7:00 P.M.

Chairman Jirik called the July 2, 2012 meeting of the Plan Commission to order at 7:00 p.m. and asked for a roll call:

PRESENT: Chairman Jirik, Mr. Beggs, Mr. Hose, Mr. Matejczyk, Mrs. Rabatah, Mr. Webster

ABSENT: Mr. Cozzo, Mr. Quirk, Mr. Waechtler

STAFF PRESENT: Community Development Planning Manager Jeff O'Brien and Planners Stan Popovich and Damir Latinovic; Public Works Asst. Dir. Stan Balicki

VISITORS: David and Megan Altholz, 4711 Northcott, Downers Grove, Jenna Niebauer, 4705 Northcott, Downers Grove; Brad Kreifels-Morerson, 4717 Northcott, Downers Grove; Matthew Horner, Greenscape Homes, LLC, 4355 Weaver Parkway, Warrenville, IL 60555

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

APPROVAL OF THE JUNE 4, 2012 MINUTES

MINUTES OF THE JUNE 4, 2012 MEETING WERE APPROVED, AS PRESENTED, ON MOTION BY MR. HOSE. SECONDED BY MRS. RABATAH. MOTION CARRIED BY VOICE VOTE OF 4-0-2. (MR. BEGGS AND MR. MATEJCZYK ABSTAIN)

Chairman Jirik reviewed the protocol for the public hearing.

File PC-37-11 A petition seeking special use approval to permit an automobile service station for fuel sales at a public facility. The property is located at the northeast corner of Walnut Avenue and Curtiss Street, commonly known as Downers Grove Public Works Building, 5101 Walnut Avenue, Downers Grove, Illinois (PINs 08-12-300-001, 08-12-300-002, 08-12-300-003, 08-12-300-008 and 08-12-112-003); Village of Downers Grove, Petitioner and Owner.

Chairman Jirik swore in those individuals who would be speaking on the above petition.

Mr. Jeff O'Brien, summarized that the Village was requesting to open its alternative fueling facility at the Public Works facility for the general public, located at the northeast corner of Curtiss and Walnut Avenue. The site was currently zoned M-1 Light Manufacturing and was approximately 3.8-acres in size. Mr. O'Brien reported that a Special Use was required to open such facilities to the public and that compressed natural gas ("CNG") would be sold with the possibility of other alternative fuels being sold in the future.

He explained the pumps already existed and were being opened to the public due to a grant received by the Village in 2010 from the U.S. Department of Energy. Currently, the pumps fueled the

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Village's fleet of vehicles, along with other public agencies' fleets, under intergovernmental agreements.

No major changes were planned for the site, except for the installation of a credit card reader on the pump, and limiting fuel pumping to when staff is at the facility, which is generally between the hours of 4:30 a.m. to 12:00 a.m. Monday through Friday and from 7:30 a.m. to 3:30 p.m. on Saturdays and Sundays.

Mr. O'Brien reviewed how the petition complied with the Village's Comprehensive Plan and Zoning Ordinance and noted that the Public Works building was an existing facility and it would have minimal impact on the surrounding area. The M-1 zoning district permitted service stations as a Special Use. Mr. O'Brien provided an overview of the traffic impacts. He noted typical gas stations with convenience stores generate 13 to 15 trips per fueling position, whereas, the proposed trips for the CNG fuel were estimated at less than one trip per fueling position during peak hours. Two pumps would be available to the public. No new truck traffic would be generated to the site because the natural gas would be delivered via underground pipeline.

Overall, Mr. O'Brien explained that the standards for the Special Use were met for this petition. He noted the facility existed and the only change would be a minor increase in traffic to the site. However, staff was of the opinion that the impact would be offset because the pumps provided a "public good" by providing an alternative fueling source to the community, which is not currently being provided by the private market. The proposal also met the performance standards of Section 28.1018. Staff recommended approval of the Special Use with the conditions listed in its report.

Mr. Stan Balicki, Assistant Director of Public Works - Operations, was introduced.

Mr. Matejczyk asked staff to explain what safety issues and/or training would take place with the pumping of CNG, wherein Mr. O'Brien explained that the Village was requiring anyone who used the Village's facility enter into an operating agreement and receive some form of training to fuel their car and to shut off the pumps. Again, he reminded the Commissioners that the hours of operation would be limited to the hours that staff was on duty.

Mr. Balicki responded by explaining the process for filling up a vehicle was similar to the use of a gas grill. As to basic training, he explained that the Village would have to work with the staff of private fleets and provide safety measures, etc. An access key would also be provided to specific users. As far as the general public using the fuel pump, Mr. Balicki explained there were basic instructions located on the pump itself. Additional shut-off mechanisms existed should a vehicle just take off and not properly disconnect the hose. Mr. Balicki clarified that the grant required the Village provide public access to the pumps.

Mr. O'Brien explained the Village was merely complying with the terms of the grant and it was not the Village's intent to compete with private fuel providers. He noted the Village would likely have to re-evaluate public access if CNG became readily available at private gas stations.

Mr. Beggs voiced concern about the appropriateness of the Village spending its tax money for the business of selling fuel and did not believe it was this Commission's jurisdiction. He would exclude that portion from his consideration.

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Mr. Matejczyk asked whether an out-of-state individual would have to enter into an operating agreement prior to filling up.

Mr. Balicki explained it was dependent upon the true public access versus a limited shared access of the station. He could not confirm how training would be provided to individuals, other than providing instructions at the pump. Mr. Balicki explained that the pump could be deactivated at any time but deactivating depended upon what other Village operations were on-going and if staff was present. Since other corporate fleet operators were interested in the fueling, Mr. Balicki surmised that the larger trucks (Class 7/8 or cargo vans) would be using the facility and probably not passenger vehicles. He was not aware of anyone with a mobile storage sphere that would be fueling up.

Asked if the Village would need additional approval to sell E85, gasoline, or another fuel, Mr. O'Brien responded that the condition staff was recommending be limited to alternative fuels, excluding E85, gasoline, and diesel, as those fuels could be currently purchased at a gas station. The Village's goal was not to compete with private market and there were no plans to advertise the CNG fuel. Most residential phone inquiries received, Mr. Balicki stated, were from people who were interested in purchasing a CNG vehicle but wanted to hold off until a location to fuel was determined. Mr. Balicki reported that there were 25 stations within a 25-mile radius of the Village. He went on to explain only five of those stations provided public access and the nearest locations were in Des Plaines, Cicero and Chicago.

Mrs. Rabatah expressed concerns about traffic eventually becoming an issue around the facility if there was suddenly an interest in the CNG fuel.

Mr. Balicki discussed the reluctance of stations using CNG fuel in the region, as a whole. Instead, he pointed out that the fuel was being used more by fleets versus individual vehicle owners, since geographic location of CNG stations was limited for individual drivers.

Mr. Matejczyk asked if the fuel was being subsidized by the Village.

Mr. Balicki emphasized that the CNG fuel has been a financial positive for the Village. Details on the savings followed.

Chairman Jirik then confirmed with Mr. Balicki that the fueling equipment and nearby instructions would eventually become a matter of standard practice to ease concerns. Mr. Balicki added that, eventually, staff would collaborate with individual stations who sell CNG to the public to refine the training/safety instructions.

Chairman Jirik opened up the meeting to public comment and swore in Ms. Niebauer.

Ms. Jenna Niebauer, 4705 Northcott Avenue, felt the above petition was a waste of taxpayer money and felt traffic would eventually become an issue in the future.

There being no further public comments, public comment was closed.

Chairman Jirik confirmed with staff that the Village was receiving a grant to assist with the CNG fueling and that the Village was not subsidizing the fuel by the taxpayers. Additionally, the Village

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was promoting a clean fuel. Wherein, Mr. Balicki summarized that the process would be a positive toward the operation of the facility and that the price of the fuel would cover all costs associated with fueling at the facility. No further questions followed by the commissioners.

Mr. O'Brien had no further comments and waived the Village's right to a closing statement.

WITH RESPECT TO FILE PC 37-11, MR. MATEJCZYK MADE A MOTION THAT THE PLAN COMMISSION MAKE A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL REGARDING THIS PETITION SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THE FACILITY SHALL ONLY BE OPEN TO THE PUBLIC WHEN PUBLIC WORKS STAFF IS ON DUTY.**
- 2. THE SALE OF FUEL TO THE PUBLIC SHALL BE LIMITED TO ALTERNATIVE FUELS SUCH AS COMPRESSED NATURAL GAS. NO GASOLINE, DIESEL OR E85 MAY BE SOLD TO THE PUBLIC.**
- 3. THE SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT DATED JULY 2, 2012 AND REPORT ATTACHMENTS EXCEPT SUCH PLANS MAY BE MODIFIED TO CONFORM TO VILLAGE CODES AND ORDINANCES.**

SECONDED BY MR. HOSE.

Mr. Beggs, while starting to support the proposal, expressed concern about precedent-setting in Ellsworth Park and believed it was up to the Village Council to debate the issue. However, he still voiced concern about the Village getting into retail sales. Chairman Jirik, personally, believed that if the private sector grew for CNG, eventually the Village would probably exit the process. Also, the Village was not profiting from the process and neither were the taxpayers subsidizing it, leaving it to the market to decide.

ROLL CALL:

AYE: MR. MATEJCZYK, MR. WEBSTER, MR. BEGGS, MR. HOSE, MRS. RABATAH, CHAIRMAN JIRIK

NAY: NONE

MOTION CARRIED. VOTE: 6-0

File PC-22-12 A petition seeking approval of a Final Plat of Subdivision to consolidate two existing parcels into one lot. The property is located on the east side of Northcott Avenue approximately 165 feet south of Chicago Avenue, commonly known as 4711 Northcott Avenue, Downers Grove, IL (PIN 09-07-104-011); David and Megan Altholz, Petitioners/Owners.

Chairman Jirik swore in those individuals who would be speaking on the above petition.

Village Planner, Mr. Damir Latinovic, reviewed the petition before the commissioners, again reminding them, the petition was for a lot consolidation similar to others in months prior. An aerial

photo of the property was presented on the overhead. Currently the R-3 zoned property consisted of two parcels which sat vacant. One parcel was 60 feet wide while the adjacent one was 15 feet wide to the north of the first parcel. Total square footage equaled 15,175 sq. feet. The petitioner was seeking a final plat of subdivision to combine the two parcels into one lot.

The lot, as summarized by Mr. Latinovic, was affected by the Locally Poor Drainage Area (the "LPDA") and the petitioners were working with the Village staff and engineer to design a home that meets all of the requirements of the Village's Stormwater Ordinance. It would be during the building permit review process that the requirements of the Stormwater Ordinance for construction within the LPDA would be reviewed closely. The new home will meet all requirements of Village's Stormwater Ordinance prior to issuance of the building permit.

No changes to the property were noted on the proposed final plat. The proposed lot will be 75 feet wide by 202 feet deep. The proposal will meet all requirements of the Comprehensive Plan and the Zoning and Subdivision Ordinances. No exceptions were being requested at this time. New easements will be platted, five feet along the side lot lines and a 10-foot easement along the rear lot line.

Per Mr. Latinovic, proper notification was sent to the surrounding neighbors and published accordingly in the newspaper as well as on-site. A couple of phone calls were received from neighbors concerning new construction within the LPDA. Staff believed the proposal met the above requirements of the Zoning and Subdivision Ordinances and was consistent with the Village's Comprehensive Plan. Staff recommended approval of the petition, subject to the one condition listed in its staff report.

Mr. Matejczyk, who lives in the area, discussed the history of the area, noting a survey was done some years ago by a neighbor. At that time, the surveyor discovered that the outflow for the low area existed between the 1539 Chicago Ave and 4700 Northcott Ave addresses. Additionally, some filling was done in the area, which resulted in, as he understood it, flooding. He asked staff to explain the restrictions for the LPDA as his concern was about flooding too.

Mr. Latinovic reported that the Stormwater Ordinance is updated periodically. He asked that more specific questions from the public are directed to the Village's engineer who will review the project when they apply for the building permit. He explained that the petitioner's home would be constructed on caseons with no basement to reduce the amount of fill placed on the property. The home will have to meet the maximum height restriction. Per the Ordinance, the petitioner will have to provide on-site compensatory storage 110% of the fill placed on site and the home will be elevated above the flood level elevation.

Chairman Jirik invited the petitioner to speak.

Mr. David Altholz, 4711 Northcott, introduced himself and his wife, Megan. He reported that when he and his wife purchased the property they found out the property consisted of two separate lots and they wanted to construct a home that took advantage of the full 75 feet width. He confirmed he and his wife were aware that it was an LPDA area and were working with their engineer and Village staff on construction of a home that would not impact the surrounding homes with stormwater as is required by the Stormwater Ordinance.

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No commissioner questions followed. Chairman Jirik opened up the meeting to public comment.

Mr. Brad Kreifels-Morerson, 4717 Northcott, stated his home was the home that flooded. He voiced concern on where the water would go and how it would dissipate. He did not see how the home was similar to the homes in the area since he knew of no other homes placed on caseons.

Ms. Jenna Niebauer, 4705 Northcott, supported the consolidation if it was workable, but expressed concern about flooding and the movement of water. She currently used a pump in her yard in order to keep her neighbor from flooding. A few years prior she considered purchasing the petitioner's lot but was told by engineers that it was not possible to build on it.

Per Chairman Jirik's request, Mr. O'Brien walked through the steps an owner takes when constructing a single lot development in a LPDA prior to building permit and noted that two engineering requirements would be considered: 1) how much fill is being placed in the LPDA; and 2) is there compensatory storage being provided in the LPDA. Details followed.

Hearing no other public comment, Chairman Jirik closed public participation. Commissioners had no further questions. The petitioner waived his closing statement.

Mr. Matejczyk stated he looked forward to having a nice home constructed on the property but stated it would be a challenge from an engineering perspective.

WITH RESPECT TO FILE PC-22-12, MR. HOSE RECOMMENDED THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL SUBJECT TO THE FOLLOWING CONDITION:

- 1. THE FINAL PLAT OF SUBDIVISION SHALL SUBSTANTIALLY CONFORM TO 4711 NORTHCOTT SUBDIVISION PLAT PREPARED BY HAEGER ENGINEERING LLC., DATED MAY 23, 2012 EXCEPT AS SUCH PLAT MAY BE MODIFIED TO CONFORM TO THE VILLAGE CODES AND ORDINANCES.**

SECONDED BY MR. MATEJCZYK. ROLL CALL:

AYE: MR. HOSE, MR. MATEJCZYK, MR. BEGGS, MRS. RABATAH, MR. WEBSTER, CHAIRMAN JIRIK

NAY: NONE

MOTION CARRIED. VOTE: 6-0

File PC-23-12 A petition seeking approval of a Final Plat of Subdivision to consolidate two existing parcels into one lot. The property is located on the south side of Otis Avenue approximately 175 feet west of Fairview Avenue, commonly known as 415 Otis Avenue, Downers Grove, IL (PIN 09-05-420-009); Keith Neumann, Greenscape Homes, Petitioners/Owners.

Chairman Jirik swore in those individuals who would be speaking on the above petition.

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Village Planner, Mr. Stan Popovich, walked through the petition, summarizing that the petitioner was seeking a plat of subdivision to consolidate two lots (30 feet wide x 132 feet deep) into one lot of record, creating a total lot of 7,920 sq. feet. The existing single family home and detached garage would be razed for future construction of a single-family home over the common lot line. The proposal was in line with the Village's Comprehensive Plan and Zoning Ordinance since the square footage was within the R-4 requirements for lot width and depth. Appropriate easements were proposed to meet the requirements of the Subdivision Ordinance.

Per Mr. Popovich, proper notification was sent to the surrounding neighbors and published in the newspaper and on-site. Two telephone inquiries were received by staff seeking general information about the proposal. Staff believed the proposal met the requirements of the Subdivision and Zoning Ordinance and was consistent with the Comprehensive Plan. Staff recommended that the Plan Commission forward a positive recommendation to the Village Council including staff's one condition listed in its staff report.

No questions followed. The petitioner was invited to speak.

Mr. Matthew Horner, Greenscape Homes, stated he plans to demolish the existing home and garage on the two lots, combine the two lots, and then construct a new home.

No questions followed. Chairman Jirik invited the public to speak. No public comments followed. Chairman Jirik declared public participation complete. Mr. Horner waived his closing statement. No commissioner comments followed and a motion was entertained by the chairman.

WITH RESPECT TO FILE PC-23-12, MR. HOSE MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE CONDITION BELOW:

- 1. THE FINAL PLAT SHALL SUBSTANTIALLY CONFORM TO THE FINAL PLAT OF SUBDIVISION OF POLLOCK SUBDIVISION PREPARED BY HARRINGTON LAND SURVEYING, INC. AND ATTACHED TO THE STAFF REPORT, EXCEPT AS SUCH PLAT MAY BE MODIFIED TO CONFORM TO THE VILLAGE CODES AND ORDINANCES.**

SECONDED BY MRS. RABATAH: ROLL CALL:

**AYE: MR. HOSE, MRS. RABATAH, MR. MATEJCZYK, MR. BEGGS, MR. WEBSTER,
CHAIRMAN JIRIK**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

Mr. O'Brien said he expects to have one item on next month's agenda but he would confirm first. He reminded commissioners to take their Open Meetings Act and FOIA training and would confirm if training was necessary for both. Also, he referenced the checklist in the commissioners' packets, which was for their personal use. Mrs. Rabatah appreciated the checklist. Chairman Jirik also

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agreed the checklist was put together very nicely and emphasized the importance of using the checklist's objective criteria for a clearer/cleaner record to send to the Village Council.

**THE MEETING WAS ADJOURNED AT 8:27 P.M. ON MOTION BY MR. WEBSTER,
SECONDED BY MRS. RABATAH. MOTION CARRIED BY VOICE VOTE OF 6-0.**

/s/ Celeste K. Weilandt

Celeste K. Weilandt

(As transcribed by MP-3 audio)