

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
DOWNERS GROVE PUBLIC LIBRARY  
OCTOBER 24, 2012**

**MINUTES**

**1. ROLL CALL**

President DiCola called the meeting to order in the Library Conference Room at 7:30 p.m.  
Trustees Present: Eblen, Greene, Loftus, Read, DiCola. Humphreys arrived at 7:32 p.m.

Also Present: Library Director Rick Ashton, Assistant Director for Support Services Sue O'Brien, Assistant Director for Public Services Bonnie Reid, and Friends of the Library President Joann Hansen.

**2. WELCOME TO VISITORS**

President DiCola welcomed the staff members and Ms. Hansen to the meeting and thanked them for their interest in the Board.

**3. APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 10, 2012**

Trustees reviewed the Minutes of the Regular Meeting of October 10, 2012. It was moved by Eblen and seconded by Greene THAT the Minutes of the Regular Meeting of October 10, 2012 be approved. Ayes: Eblen, Greene, Loftus, Read, DiCola. Abstentions: None. Nays: none. Motion carried.

**4. APPROVAL OF PAYMENT OF INVOICES AND RELATED FINANCIAL REPORTS**

The Board reviewed the list of invoices submitted for payment. It was moved by Greene and seconded by Eblen TO APPROVE payment of operating invoices for October 24, 2012, totaling \$56,061.97 and credit memos totaling \$144.52. 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 BUSINESS**

None.

## **7. UNFINISHED BUSINESS**

None.

## **8. NEW BUSINESS**

### **a. Approval of Proposed Staff Salaries for 2013**

Ashton presented the proposed plan, (attached), focused on a 3% general increase for staff members, effective December 23, 2012, appearing on paychecks January 11, 2013. It was moved by Loftus and seconded by Read THAT the proposed staff salaries for 2013 be approved. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: none. Motion carried.

### **b. Approval of proposed cancellation of December 26 Library Board meeting**

It was moved by Humphreys and seconded by Eblen THAT the December 26 Board meeting be canceled. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: none. Nays: none. Motion carried.

## **9. REPORT OF THE DIRECTOR**

Ashton summarized his written report (attached). He also commented on the following:

A draft Request for Proposals for Architecture Services will be presented at the next Board meeting. Under Illinois Law, the hiring of an architect is required to be based on Qualifications Based Selection practices. Trustee Loftus spoke strongly in favor of this process as the most effective means of selecting architectural and engineering consultants. He expressed a willingness to help review documents and participate fully in the process.

## **10. BOARD MEMBER COMMENTS AND REQUESTS FOR INFORMATION**

President DiCola commented positively on the appearance and content of the current issue of the Discoveries newsletter.

Trustee Humphreys inquired about progress in the issuance of library cards to businesses under the newly-adopted arrangements. Staff responded that the service is being promoted in the current Discoveries newsletter, on the web site, and through handouts at appropriate gatherings.

## **11. ADJOURNMENT**

President DiCola adjourned the meeting at 8:25 p.m.

**DOWNERS GROVE PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**OCTOBER 24, 2012**

**AGENDA ITEM 9**

**REPORT OF THE DIRECTOR**

- a. District 58 mathematics curriculum meeting. Over 150 people attended the meeting at the Downers Grove Public Library on October 16, as School District 58 teachers and administrators introduced the district's newly-adopted mathematics curriculum to parents and interested citizens. The daytime meeting at the Library was a welcome opportunity for parents who might not have been able to attend an evening meeting at a school location. While the Library was providing mainly logistical support, the meeting gave parents and school staff an additional opportunity to renew their acquaintance with the Library and reaffirmed the Library's commitment to be an effective community partner.
- b. Discussions with Village of Downers Grove regarding alley and parking lot uses. Library and Village Staff and Downtown representatives met on October 15 to discuss the possibilities. Village staff had done considerable advance planning, considering both how the use of the alley east of the Library building and a possible revamping of the parking lots north of the library would improve traffic flow, safety, stormwater management, parking, and library service. The next step will be a Downtown-convened meeting to discuss ideas with business owners and tenants of buildings located between the alley and Main Street. Discussions have been very positive.
- c. Friends of the Library Annual Meeting. The Director was scheduled to speak at the meeting on October 19, focusing on planned projects and initiatives for 2013.

**VILLAGE OF DOWNERS GROVE**  
**Stormwater and Flood Plain Oversight Committee Meeting**  
**April 12, 2012, 7:00 p.m.**

**Downers Grove Public Works Facility**  
**5101 Walnut Avenue, Downers Grove, Illinois**

**CALL to ORDER**

Chair Eckmann called the meeting to order at 7:00 p.m. A roll call followed and a quorum was established.

Members Present: Mr. Austin\*, Mr. Crilly, Mr. Gorman, Mr. Ruyle, Mr. Scacco, Mr. Schoenberg, Chair Eckmann (\*Mr. Austin arrived at 7:05).

Absent: Mr. Scacco

Staff Present: Karen Daulton Lange – Stormwater Administrator

Others Present: None

**APPROVAL of March 12, 2012 MINUTES**

**Mr. Gorman moved to approve the minutes, seconded by Mr. Crilly. Motion carried by voice vote 5-0.**

**PUBLIC COMMENTS**

None.

**OLD BUSINESS**

**A. Countywide Stormwater & Flood Plain Ordinance Update**

Chair Eckmann suggested a proposed motion to begin discussion: “The Stormwater & Flood Plain Oversight Committee hereby makes a recommendation to the Village Council that the Village of Downers Grove adopt the revised DuPage County Countywide Stormwater and Flood Plain Ordinance and General Certifications as approved by the DuPage County Stormwater Management Planning Committee for the Second Reading on April 3, 2012; incorporating necessary revisions as proposed by Staff, and in particular and more restrictive flood protection elevation residential standards of the current Downers Grove Stormwater and Flood Plain Ordinance.” The motion was made by Mr. Crilly and seconded by Mr. Gorman, thereby opening for discussion.

Mr. Gorman pointed out that the new ordinance stresses water quality whereas the old ordinance was primarily concerned with water control. This reflects a philosophical shift to comply with regulations from agencies such as the EPA, whose regulations on water quality are becoming more stringent on the municipal level. Residents have noticed water control and quality getting better. The ordinance also represents lots of opinions and concerns from the many municipal engineers and stakeholders giving input to the County during the update process. The formal municipal engineers group (MEG) will be monitoring use and developments under the new ordinance and expect that

there will be instances of interpretation confusion & where clarification will be needed. He expects that MEG will be recommending tweaks in about six months.

Mr. Schoenberg gave a brief history of the County ordinance, observing that it took five years to enact after the heavy floods of 1987. He felt the revised ordinance is more user friendly, especially with the inclusions of the General Certifications (GC's). The document isn't perfect, but will benefit from input by users as time goes on. He noted the County is planning on educational outreach, and a technical guidance manual should be forthcoming in the near future.

Mr. Ruyle agreed that educational outreach by the County will be welcomed and asked that Staff notify the Committee members when they are aware of educational opportunities.

Chair Eckmann praised the MEG for being responsive to municipal and residents concerns about stormwater management. Mr. Gorman added that the MEG will become a more formalized group as it is officially recognized in the new ordinance.

Mr. Ruyle expressed concern that the GC's may make it too easy for a Stormwater Administrator to reach beyond their authority to request additional submittal information, and asked that if an applicant wishes to use a GC and is denied, that they are given a written response as to why it's not applicable. Mr. Gorman explained the purposes of the GC's, and how the intent was to make an easier, more streamlined process for permits that fall within certain categories and parameters. Staff had no objections to giving a denial in writing and stated she would follow up with Legal to insert requirement into the Village ordinance.

Discussion ensued on securities in GC's that could be waived and "As-Built" surveys versus drawings. Mr. Gorman explained the differences and how flexibility is the intent for the GC's. Mr. Schoenberg noted that if an applicant doesn't do what they were supposed to do, then the GC is invalid and the full requirements of the ordinance would be required. Chair Eckmann affirmed that if the GC's present a problem, then they could also be revised in the future.

The motion which was made by Mr. Crilly and seconded by Mr. Gorman, **that "The Stormwater & Flood Plain Oversight Committee hereby makes a recommendation to the Village Council that the Village of Downers Grove adopt the revised DuPage County Countywide Stormwater and Flood Plain Ordinance and General Certifications as approved by the DuPage County Stormwater Management Planning Committee for the Second Reading on April 3, 2012; incorporating necessary revisions as proposed by Staff, and in particular and more restrictive flood protection elevation residential standards of the current Downers Grove Stormwater and Flood Plain Ordinance."** The motion carried by the following vote: **Votes:** Yes each: Mr. Austin, Mr. Crilly, Mr. Gorman, Mr. Ruyle, Mr. Schoenberg, Chair Eckmann.

## **NEW BUSINESS**

### **A. Public Meeting Guidelines**

Chair Eckmann introduced the draft Public Meeting Procedures provided in the Committee Member's packets and attached as Exhibit A. A motion was made by Mr. Gorman and seconded by Mr. Crilly to adopt the procedures, thereby opening discussion.

Mr. Ruyle suggested the following changes: Opening paragraph: Strike "In general" in first paragraph and replace with "To that end,"; to No. 9. add: "The Committee will then debate and vote

on the Motion.”; to No. 7. add “and questions” after the word ‘comments’; and Mr. Schoenberg suggested to add the word “to” between ‘and’ and ‘fulfill’ In 5.a.

It was agreed by all that the public comment period be placed near the beginning of a meeting in order to give the public a chance to speak before deliberations. Chair Eckmann explained that quorums are based on filled positions. The question arose if the Public Meeting Procedures are applicable for a Public Hearing; Staff will seek advice from Legal. Mr. Austin said it has been his experience that a Public Hearing is within a Public Meeting.

**The motion to adopt the public meeting procedures with the suggested changes was upheld by Mr. Gorman and the second upheld by Mr. Crilly. Motion carried by voice vote of 6-0.**

#### **STAFF REPORT**

Ms. Daulton Lange passed out a spreadsheet of the Committee Member appointment 7 expiration dates along with a written staff report that she summarized. These are attached as Exhibit B & C.

#### **ADJOURN**

**Mr. Austin made a motion to adjourn the meeting at 9:05 p.m., seconded by Mr. Gorman. Motion carried by voice vote of 6-0.**



Exhibit A

# Village of Downers Grove

## Department of Public Works

### Stormwater Management & Flood Plain Oversight Committee

## PUBLIC MEETING PROCEDURES

**(Please turn off cell phones)**

The Stormwater Management & Flood Plain Oversight Committee will be following specific procedures for conducting its meetings for the purpose of ensuring clarity and fair and balanced participation by all attendees. In general, the meeting will be conducted as follows:

1. The Chairperson will call the Public Meeting to order, and remind everyone that the meeting will be recorded on Village-owned equipment.
2. Roll call will be taken by Staff. The Chairperson declares if a quorum is present.
3. The Committee will review and approve previous meeting minutes.
4. The Chairperson will announce the public comment section of the agenda.
5. The Chairperson describes the Committee's authority as follows:
  - a. The purpose of the Committee is to be a recommending body to the Village Council and fulfill the Committee's responsibilities enumerated in the Village's Stormwater Ordinance.
  - b. The Committee will forward any recommendations to the Village Council for their consideration.
6. The Chairperson describes the rules for public comment during the Committee meeting.
  - a. Meeting attendees shall only address the Chairperson during the public comment segment listed on the agenda.
  - b. Meeting attendees are to refrain from speaking until called upon by the Chairperson.
  - c. Once called upon, attendee is to state their name and address the first time they are called upon to speak and direct their comments to the Chairperson. If they are called upon later, attendee is to state their name again before speaking.
  - d. Please speak slowly and clearly. The meeting is being recorded for the purpose of preparing meeting minutes.
  - e. Comments should be confined to topics which fall within the jurisdiction of the Committee.

# Village of Downers Grove

## Department of Public Works

- f. Each individual's remarks shall not exceed 5 minutes in length unless extended by permission of the Chairperson.
  - g. It is requested that if possible one spokesperson for a group be appointed to represent the views of said group. In this case, the groups collective remarks as presented by the spokesperson will be considered as coming from each member of said group.
7. The Chairperson will then ask for comments from the Committee.
8. The Chairperson will ask Staff for any final statement or comment.
9. The Chairperson will ask for a Motion from the Committee.
10. The Chairperson will then summarize the Committee's recommendation.
11. The Committee will continue its meeting after providing an opportunity for attendees to leave if they so desire.

Note: These general procedures are provided as an aid to those in attendance at meetings, to help them to follow and participate in the public meeting process. These procedures are not binding and may be amended or deviated from as the Committee determines to be necessary.



Exhibit B

SWFPOC Members  
Appointment & Expiration Dates

<u>Name</u>	<u>Appointed*</u>	<u>Expiration</u>
Austin, Daniel	11/16/10	08/31/13
Crilly, Richard	11/16/10	08/31/13
Gorman, David	09/13/11	08/31/14
Eckmann, Donald	10/06/09	08/31/12
Ruyle, Robert	09/13/11	08/31/14
Scacco, Mark	11/16/10	08/31/13
Schoenberg, Dan	09/13/11	08/31/13

\* Village Council Date  
prepared by KDL 04/12/12

## Exhibit C

### VILLAGE OF DOWNERS GROVE Stormwater and Flood Plain Oversight Committee Meeting Staff Report April 12, 2012

#### **A: Current Events:**

##### **Stormwater Utility**

At the Village Council meeting on Tuesday, April 10, 2012, the Village Council adopted a motion by a vote of 6-1, directing staff to take the steps necessary to implement a stormwater utility system within the Village of Downers Grove.

From the Village's website: "Beginning in 2013, all property owners in the Village can expect to pay a monthly fee based on a property's impervious area that directly supports the ongoing maintenance of the Village's stormwater system. Monthly fees for single family properties will range from \$6.30 to \$12.30.

With the creation of the stormwater utility, the Village will reduce property taxes. The 2013 property tax levy is expected to decrease by about \$2.5 million (19.1% of the total Village levy)."

#### **B: Follow-Up from Last Meeting:**

##### **Flood Protection Elevation**

At the March meeting, there was discussion regarding the genesis of the Village's policy for 3' FPE vs. the more commonly 1' FPE used by surrounding communities. It was suggested that one of the reasons was that in the past the Village's benchmark system had a bust, so the 3' FPE was implemented as a factor of safety.

*Staff spoke with a surveyor regarding modern methods of surveying. The use of GPS in establishing benchmarks and obtaining topographical data makes surveying errors much less likely to occur than in the past.*

In the late 1970s and early 1980s the Federal Emergency Management Agency issued Flood Insurance Rate Maps (FIRM) that established the 1% annual chance (100-year) floodplains for DuPage County. These and other FIRMs have since been rendered obsolete due to changes in land use, topography, modeling standards and technologies. In 2004 these maps were updated by FEMA using updated topographical conditions and practices in hydrologic and hydraulic analysis. In addition, the County has been conducting updated watershed studies incorporating changes to the watershed to determine the 100-year and other frequency flood elevations.<sup>1</sup>

We require the use of the County's Regulatory Flood Plain Maps for establishment of the BFE, so that the elevation of the FPE for construction purposes is based on the most recent watershed information available.

### **Flood Insurance Locations & Losses Map**

The Village participates in the Community Rating System (CRS) program administered by FEMA. Participation provides lower insurance premiums to residents living in flood plains. The FEMA/Policy/Claim Map shows the location of active 2011 policies, the location of claims made since 1978, and the location of the repetitive loss properties. Since 1978, there has been a total of \$410,215 in claims, of which \$255,939 was paid to the five repetitive loss properties within the Village. Therefore, 62.4% of the total value of claims has been paid to five properties.

*The National Flood Insurance Program's (NFIP) CRS program is expected to be updated later this year. From the CRS2012.org website: "In general, the Manual changes promote more flexibility in credit for local programs and increased credit for addressing protecting life safety, preserving floodplain natural functions, and future conditions (including climate change)."*

*Staff has attended two webinars on topic, a CRS User's Group meeting, and has met personally with our Insurance Services Office(ISO) representative, Scott Cofoid. Later this year we will be going through our 5-year cycle visit with ISO to maintain participation in the NFIP CRS program.*

### **Stormwater Basin Costs for Variance Fee Purposes**

Staff is investigating the costs of more recent projects to determine the true costs of providing stormwater management.

1. [http://www.co.dupage.il.us/EDP/Stormwater\\_Management/1160/](http://www.co.dupage.il.us/EDP/Stormwater_Management/1160/)