

# Meeting Minutes

Village of Downers Grove - Council Meeting

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Council Chambers

3/1/2016

7:00 PM

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In order to give as many visitors as possible an opportunity to speak and in the interest of adjourning the meeting by 9:00 p.m., please limit your comments to 5 minutes in length, unless further time is granted by Council. Thank you.

## 1. Call to Order

Mayor Martin Tully called the regular meeting of the Village Council of the Village of Downers Grove to order at 7:00 p.m. in the Council Chambers of the Downers Grove Village Hall.

Pledge of Allegiance to the Flag

Mayor Tully led those present in the Pledge of Allegiance to the Flag.

## 2. Roll Call

**Council Attendance (Present):** Commissioner Waldack, Commissioner White, Commissioner Vattimo, Commissioner Hosé, Commissioner Olsen, Commissioner Barnett; Mayor Tully

**Absent:** None

**Non-Voting:** Village Manager David Fieldman; Village Attorney Enza Petrarca; Village Clerk April Holden

The Council meeting is broadcast over the local FM radio station, WDGC. In addition, a tape recording and videotape of the meeting are being made using Village-owned equipment. The videotape of the meeting will be used for later rebroadcast of the Council meeting over the Village cable television Channel 6.

The Council will follow the rules of conduct for this meeting as provided in Sec. 2.5 of the Downers Grove Municipal Code. These offer the public the opportunity to comment at several points in the meeting. First, immediately following approval of the minutes of past meetings, an opportunity will be given for public comments and questions of a general nature. If a public hearing is scheduled for this meeting, an opportunity is given for public comments and questions related to the subject of the hearing. Finally, an opportunity is given for public comments and questions on items appearing on the Active Agenda and the First Reading.

The Mayor stated that at the appropriate time the presiding officers will ask if there are any comments from the public. Individuals wishing to speak, should raise their hand to be recognized and, after acknowledgment from the presiding officer, approach the microphone and state their name. Remarks should be limited to five minutes, and individuals are asked to refrain from making repetitive statements.

Mayor Tully said there are agendas located on either side of the Council Chambers, and he invited the audience to pick up an agenda and follow the progress of the Council meeting.

## 3. Minutes of Council Meetings

**MIN 2016-6701** — A. Minutes: Council Minutes - February 16, 2016

**Motion:** Commissioner Olsen, seconded by Commissioner White, moved to approve the minutes as presented.

Mayor Tully declared the motion carried by voice vote.

## 4. Presentations

### REP 2016-6634 — A. Report: 2015 Annual Report

Mayor Tully presented the State of the Village address, the fifth as Mayor of the Village. It is an opportunity to recap the past year, to review accomplishments and to look to the future of the Village. The Mayor said he would focus the report by addressing the five strategic goals of the Village – financial sustainability; provide exceptional municipal services; maintain top quality infrastructure; encourage strong and diverse local economy; and foster continual innovation.

#### Financial Sustainability

Mayor Tully said that the Village is well positioned for continued financial sustainability. The past year the Village's General Fund expenses were reduced by \$700,000. Total Village staffing was reduced by 3.7 full time positions. The adopted budget does include an additional planner for the Community Development Department recognizing the increased demands on that Department. He noted that the General Fund balance increased by \$1.2 million. The General Fund accounts for about 38% of the annual expenses. It is important to maintain the Village's Standard and Poor's AAA bond rating. He explained that there was no increase in the property tax levy for the General Fund for the 4<sup>th</sup> time in five years. The Village has seen increases in the public safety pensions as mandated by the State of Illinois. In 2015, there was an increase of about \$900,000 in pension costs. Mayor Tully noted that the Village's strong financial position reflects the continued culture of LEAN (leveraging existing assets neatly) within the Village. He noted that a new Council was recently seated and came up with a new Long Range Plan within 100 days of its being sworn in. As part of the LRP, the Village has affirmed its AAA bond rating which saves the Village significant money when it borrows funds. He said that the AAA rating is the highest a municipality can hold. In addition, the Village has received other financial awards including the GFOA award and Certificate of Achievement in financial reporting.

#### Historic Preservation

Mayor Tully said the Village is also a good steward of neighborhood sustainability. Over the last six months historic preservation has been a big topic. In 2007 the Village's first Historical Preservation Ordinance was adopted. The current Ordinance was approved to make historical preservation easier than ever, and the Village has now received a number of applications for landmark status. The Architectural Design Review Board recently met to review applications.

#### Provision of Exceptional Municipal Services

Mayor Tully commented that it is nice to be in the top 1% of Fire and Police Departments because it allows for lower insurance rates. The Fire Department ranks in the top 1% in the country. The Police Department was recognized in the top 1% in the nation as well. The professionalism of the Police Department played a large part in its accreditation outcome. As for the Finance Department, they have also received high marks and went through another audit process with no management letter comments on the audit. This is truly an accomplishment. He mentioned other services including the solid waste contract that was approved for a two-year extension with no fee increases. In addition, the Village refunded a portion of 2008 stormwater bonds saving the Village \$520,000.

Maintaining Top Quality Infrastructure

The Village has revisited the facilities sustainability plan during the past year, which was originally addressed in 2006-07. There are maintenance and operational issues that both Village Hall and the Police Department buildings are experiencing. A grant in the amount of \$900,000 was awarded in 2015 for reconstruction of commuter lot H at the Belmont train station. The acquisition of flood prone properties was made available through a grant of \$530,000. Further, \$290,000 was obtained for a variety of traffic safety issues.

Encourage a Strong and Diverse Local Economy

Mayor Tully noted that the local economy is strong and diverse. The Village's downtown business area has had substantial new investment including three new commercial developments. Art Van Furniture opened its flagship headquarters in Downers Grove, transforming a formerly underutilized space into a beautiful commercial enterprise. Fresh Thyme Grocery located their store at Fairview and Ogden Avenue and has since located their corporate headquarters in the Village as well. The Mayor mentioned numerous other additions in the area of economic development including Alter Brewing, and Zeigler Motors.

Innovation

Mayor Tully said that staff has been encouraged to partner with other communities in the spirit of cooperation, consolidation and communication. He noted the partnership with NAPA for the Village fleet vehicles, which will save the Village \$150,000 over three years. The Village has partnered with the Park District in public improvements, allowing the Park District to reduce their costs of paving, and allowing both entities to enjoy enhanced maintenance of services. The Mayor also noted the collaboration of the Village with Midwestern University to conduct fire and police training exercises on the University campus.

The Mayor recognized awards presented to staff over the course of the year including Sgt. McMahon and Lt. Bormann receiving the Pro Patria Award, the Police Department receiving 1<sup>st</sup> place in the Illinois Department of Transportation Traffic Safety Challenge, and the Intergovernmental Cooperation Award from the DuPage Mayors and Manager's Conference for Village Manager Dave Fieldman.

Mayor Tully noted that the State of the Village is strong, lean, resilient and poised. He sees 2016 promising to be a very exciting year, and he invited people to participate in the work of the Village. He thanked his colleagues and staff, and the support of the community for their contribution to the Village. There are many challenges ahead including facilities discussions, stormwater solutions, and the status of the budget based on the situation in the State. He said the people make Downers Grove a great place to work, live, play and thrive.

## 5. Public Comments

This is the opportunity for public comments.

1. John Schofield, 1125 Jefferson Avenue, thanked Commissioner Barnett for bringing the Jefferson Avenue item forward on this agenda. Mr. Schofield said he has lived in his house for 22 years and can only recollect minor street repairs during that time. They are overdue for work on Jefferson. Four specific items need attention: 1) the stormwater intake culvert has been sinking; 2) a curb and gutter system which is broken; 3) pavement is in need of replacement; and 4) gravel on the north side needs to be addressed. He noted that there has been very little maintenance, and during that time three cycles of development occurred. He is eager to see the Village put in a contingency plan. There is a deadline for developer completion of construction of July 7 and there are a lot of opportunities for creative options. Residents do not want to lose their place in line again. He noted that there are

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six households on the block and he suggested that staff work with them to get their ideas and feedback. He asked that staff find a way to get the work done all in one season.

Mayor Tully commented that the Council empathizes with neighbors that the work needs to be done and is long overdue.

2. Mark Cronin, 1117 Jefferson, also commented that the road is in bad shape. He cannot see doing this and then tearing it up again. He especially asked that the gravel ribbon be addressed as it is eaten up right now.

## **6. Consent Agenda**

**COR 2016-6699** — A. Claims Ordinance: No. 6147, Payroll, February 5, 2016

**BIL 2016-6700** — B. Bills Payable: No. 6248, March 1, 2016

**RES 2016-6682** — C. Resolution: Authorize an Agreement with B&F Construction Code Services, Inc.

**Summary:** This is to authorize a twelve-month contract with B&F Construction Code Services, Inc. of Elgin, Illinois for building, plumbing, electrical, mechanical and energy inspections at a rate of \$75 per hour with a not to exceed amount of \$25,000.

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND B&F CONSTRUCTION CODE SERVICES, INC.**

**RESOLUTION 2016-11**

**RES 2016-6656** — D. Resolution: Authorize an Agreement with Houseal Lavigne Associates, LLC

**Summary:** This authorizes an agreement between the Village and Houseal Lavigne for the five-year update to the Village's Comprehensive Plan including alternates for the 63rd Street sub-area and 75th Street sub-area in an amount not to exceed \$70,000.

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND HOUSEAL LAVIGNE ASSOCIATES, LLC, INCLUDING ALTERNATES FOR THE 63RD STREET SUB-AREA AND 75TH STREET SUB-AREA IN AN AMOUNT NOT TO EXCEED \$70,000**

**RESOLUTION 2016-12**

**MOT 2016-6665** — E. Motion: Award a Three-Year Contract for \$471,668.49 to Hoving Clean Sweep, LLC, West Chicago, IL, for Street Sweeping Maintenance Services

**Summary:** This awards a three-year contract for Street Sweeping Maintenance Services to Hoving Clean Sweep LLC of West Chicago, Illinois in the amount of \$471,668.49.

**RES 2016-6691** — F. Resolution: Authorize an Extension to the Contract with Visu-Sewer of Illinois, LLC

**Summary:** This authorizes a contract extension with Visu-Sewer of Illinois, LLC of Bridgeview, Illinois until December 31, 2016 for the provision storm sewer television inspection (CCTV) and cleaning services. The

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contract price shall increase by 2%, which is an increase of \$1608.54 for a total not-to-exceed price of \$82,035.54.

**A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND VISU-SEWER OF ILLINOIS, LLC**

**RESOLUTION 2016-13**

**MOT 2016-6692** — G. Motion: Award a Contract for \$108,200 to J.A. Johnson Paving Company, Arlington Heights, IL, for 2016 Street Restorations and Pavement Patching Services

**Summary:** This authorizes a contract to J.A. Johnson Paving Company of Arlington Heights, Illinois for 2016 street restorations and pavement patching services in the amount of \$108,200.

**RES 2016-6702** — H. Resolution: Authorize Participation as a Member in the Illinois Emergency Management Mutual Aid System Response Pursuant to an Intergovernmental Service Agreement

**Summary:** This establishes a mutual aid agreement with Illinois Emergency Management Mutual Aid System (IEMMAS).

**A RESOLUTION AUTHORIZING PARTICIPATION AS A MEMBER IN THE ILLINOIS EMERGENCY MANAGEMENT MUTUAL AID SYSTEM RESPONSE PURSUANT TO AN INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE VILLAGE OF DOWNERS GROVE AND THE ILLINOIS EMERGENCY SERVICES MANAGEMENT ASSOCIATION FOR THE ESTABLISHMENT OF A MUTUAL AID INTERGOVERNMENTAL SERVICE AGREEMENT**

**RESOLUTION 2016-14**

**MIN 2016-6696** — I. Minutes: Note Receipt of Minutes of Boards and Commissions

**Summary:** Architectural Design Review Board - January 20, 2016; Library Board - January 27, 2016

**Motion:** Commissioner Olsen moved to approve the Consent Agenda as presented. Commissioner White seconded the motion.

**Votes:** Yea: Commissioners Olsen, White, Waldack, Vattimo, Hosé, Barnett; Mayor Tully

Nay: None

Mayor Tully declared the motion carried.

## **7. Active Agenda**

## **8. First Reading**

**ORD 2016-6670** — A. Ordinance: Authorize a Special Use for 5221 Thatcher Road to Permit a Sports and Physical Training Facility

Stan Popovich, Director, Community Development, said this request for a special use is to operate a sports and physical training facility at 5221 Thatcher Road. He showed the location on the overhead. The business, Core 1, is moving into the site. They are looking to expand their existing business. They provide training for sports

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performance and improvement. Generally appointments are after 5:00 p.m. and should not affect the existing traffic pattern.

Mr. Popovich said the proposal complies with the Comprehensive Plan and the conditions for a special use are met.

**ORD 2016-6671** — B. Ordinance: Rezone Certain Property Located at 4935 Francisco Avenue

Mr. Popovich said this request is to rezone property at 4935 Francisco Avenue from R-1, Residential Detached House 1, to R-4, Residential Detached House 4. He showed the area depicting the property and the zoning in the area. The R-4 zoning classification is more appropriate in terms of lot width, area and required setbacks. The bulk regulations and rezoning approval criteria have been met.

Mayor Tully said it appears that there is a mix of lot widths in this area. He asked if this is a request for a lot split.

Mr. Popovich said this does not involve a lot split.

**ORD 2016-6672** — C. Ordinance: Rezone Certain Property Located at 4825 Cross Street

Mr. Popovich said this request is to rezone the property at 4825 Cross Street from R-1, Residential Detached House 1, to R-4, Residential Detached House 4. The property consists of two legally platted lots and the petitioner is proposing to redevelop the property with a new single family home on each lot. The bulk regulations and rezoning approval criteria have been met.

Commissioner White asked if the R-1 zoning was by default when the property was annexed.

Mr. Popovich said that was correct.

**ORD 2016-6673** — D. Ordinance: Rezone Certain Property Located at 4915 Drendel Road

Mr. Popovich said this request is to rezone the property at 4915 Drendel Road from R-1, Residential Detached House 1, to R-4, Residential Detached House 4. This property was also zoned R-1 upon annexation. The property currently consists of two vacant 25' lots. A lot consolidation will be required to construct one home. The bulk regulations and rezoning approval criteria have been met.

Commissioner White asked about the alley. These lots seem smaller than the ones discussed earlier and he said the petitioner may want to pursue vacation of the alley.

Mr. Popovich said staff has not received a request to vacate the alley.

Dave Fieldman, Village Manager, said staff will address this with the petitioner.

**RES 2016-6667** — E. Resolution: Authorize an Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council

Nan Newlon, Director, Public Works, said this is to request authorization of an interlocal contract for cooperative purchasing with the Houston-Galveston Area Council. This item is in conjunction with the next item, authorization for the purchase of a replacement fire engine. There is no cost to the Village to join this cooperative.

Through this cooperative, the Village is able to take advantage of economy of scale. Staff identified an opportunity to purchase a fire engine through the Houston-Galveston Area Council which awards contracts that can be made available to local governments nationwide. Government entities can join by executing an interlocal

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contract; many Illinois communities already participate in the program. The Houston-Galveston Area Council specializes in purchases such as fire apparatus.

Mayor Tully said he is a big fan of joint purchasing cooperatives to obtain equipment or material at a lower rate.

**RES 2016-6668** — F. Resolution: Authorize an Agreement with Ferrara Fire Apparatus, Inc. of Holden, Louisiana

Ms. Newlon said this is to authorize the purchase of a replacement fire engine from Ferrara Fire Apparatus, Inc. of Holden, Louisiana, in an amount not to exceed \$651,648.00. She said this is under budget as the Equipment Replacement Fund budget provides \$700,000 for the replacement of one fire engine. This purchase will replace an engine and eliminate one piece of equipment – a heavy rescue squad – resulting in a savings of a considerable amount of money. Ms. Newlon said the Fire Department did an exceptional job of identifying needs and the appropriate equipment.

Mayor Tully thanked Fire Chief Jim Jackson and his team for their work.

**MOT 2016-6681** — G. Motion: Authorize the Purchase of Replacement Vehicles

Ms. Newlon said is to authorize the purchase of seven vehicles through a cooperative purchasing contract in the amount of \$244,984.00. It will include two 2016 Ford Transit 150's and five 2016 Ford Police Interceptor Utilities. The cost is \$50,000 below the FY16 Equipment Replacement Fund budget.

The two full-size vans will be used in the Water Division. One of the SUV's will be for a battalion chief; the other four will be squad SUV's. Staff is transitioning from Chevy Tahoe's to Fords as they are less expensive while offering the same features and will be delivered ready for use, with the exception of lights and cameras.

## 9. Mayor's Report

### New Business

**RES 2016-6703** — A. Resolution: Appoint Zelina Johnson to the Plan Commission

**Summary:** This appoints Zelina Johnson to the Plan Commission for a three-year term expiring August 31, 2019.

Mayor Tully asked the Village Clerk to read the resolution.

#### **A RESOLUTION APPOINTING ZELINA JOHNSON TO THE PLAN COMMISSION**

#### **RESOLUTION 2016-15**

**Motion:** Commissioner Olsen moved to adopt "A Resolution Appointing Zelina Johnson to the Plan Commission," as presented. Commissioner White seconded the motion.

**Votes:** Yea: Commissioners Olsen, White, Waldack, Vattimo, Hosé, Barnett; Mayor Tully

Nay: None

Mayor Tully declared the motion carried.

Mayor Tully thanked Ms. Johnson for her willingness to serve the community. He noted that she is an engineer by profession.

DuPage County Stormwater Committee

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Mayor Tully said he serves as the District 3 municipal representative to the DuPage County Stormwater Committee, and has just been reappointed. The Committee was asked to weigh in on the level of stormwater service to be recommended to the County Board. This process will take some time and a special workshop will probably be scheduled. A mix of priorities may be an option. This will be a topic of discussion for some months.

Mayor Tully also reported that floodplain mapping continues. He said FEMA has been asked to conduct a study of urban flooding – flooding that occurs outside of flood plains. About 92% of flooding in the State of Illinois occurs outside of mapped floodplain areas.

## 10. Attorney's Report

Pursuant to Section 2.5 of the Downers Grove Municipal Code, the following are presented for Village Council consideration:

1. An ordinance authorizing a special use for 5221 Thatcher Road to permit a sports and physical training facility
2. An ordinance rezoning certain property located at 4935 Francisco Avenue
3. An ordinance rezoning certain property located at 4825 Cross Street
4. An ordinance rezoning certain property located at 4915 Drendel Road

## 11. Council Member Reports

Commissioner White, in response to Mayor Tully's County stormwater report, said we should maintain the thought that if the County is looking at urban flooding in a new light unrelated to floodplain, that would seem to indicate that our ability to get a handle on the concept of level of service might not be as developed as we think it is.

Commissioner Olsen said that the Education Foundation of District 58 is holding an 80's night with a concert by Sixteen Candles on March 10 at the Tivoli Theater. Doors open at 6:00 p.m. and the concert starts at 7:30 p.m. Tickets are \$35. Tickets can be obtained at [58Foundation.org/16candles](http://58Foundation.org/16candles).

Commissioner José announced a fundraiser at True Balance Karate where the students are supporting Fast Kicks for Flint, MI. They are raising funds to purchase filters from Zero Water who has pledged to match all donations. Donations will be taken until April 16. More information can be found at [True Balance Karate.com](http://TrueBalanceKarate.com).

## 12. Council Member New Business

**MOT 2016-6695** — A. Motion: Direct Staff to Prepare Plans for the Jefferson Avenue Resurfacing Project

Commissioner Barnett said there were public comments regarding this matter earlier tonight. He feels we owe the residents some surety and some planning on the part of the Council. He said he understands and appreciates the desire to have this road paid for by the developer; however, it has been nearly a decade and nothing has happened. He believes the developer needs to get moving as the agreement will soon expire. He would like the Council to commit to the residents one of two things: They will see actual site work progress by a certain date. That would delay the street work as it would be paid for by the developer. Or the Village will build the street. He is looking to have this street reconstructed. He asked that timetables be provided.

Mayor Tully replied that staff might propose a balanced proposal, mindful of competing demands. He said that it is important to remain consistent between the neighborhood and the entire community.



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Commissioner Barnett asked that staff develop a plan right now and give the residents a path forward.

Commissioner Olsen made a motion directing staff to prepare plans for the resurfacing of Jefferson Avenue adjacent to the Nelson Meadow site, including cost estimates and project trade-off possibilities to reduce the budget, prior to the deadline for the 2016 construction season bidding. Commissioner White seconded the motion.

Mr. Fieldman said staff would know by mid-summer whether or not the developer is going to move forward. If the developer does not complete the project, it would have to be placed on the 2017 construction activity list.

Commissioner Olsen said that this project is in his neighborhood, and residents would like some certainty with regard to it. He has traveled this street and recognizes its condition. He agrees with the idea of having certainty around this matter. He said the idea has come up with Council colleagues that if the developer does not perform in this current contract, we should do this work. It is important to have the ideas of recapture in the agreement and that is consistent with this motion. If the developer asks for a one or two year extension, the Village would move ahead and do the work. As a part of the extension we would include language that would allow the Village to recapture and perhaps require that the work already done not be disturbed in order to derive as much value to the taxpayers as possible. The primary concern is not to do work that will be torn up by the developer within the year as that would not be a good use of taxpayer resources. Ensuring that we are paid back and/or that they would not touch what has been done is important. He appreciates Mr. Fieldman's comments regarding the timetable, work plan, workflow and other priorities. The proposal Mr. Fieldman discussed seems consistent to him.

Commissioner White said he was concerned with the language of the motion. He understands "project trade-off possibilities to reduce the budget" to be looking for places elsewhere in the budget to offset the amount spent on Jefferson. He suggested that the motion address project trade-off possibilities with respect to the four distinct categories of work as mentioned earlier by Mr. Schofield. Knowing the trade-offs among the four categories of work is an essential decision as to how much has to be torn up and how much has to be redone. The trade-off possibilities should be interpreted to apply to both offsets elsewhere in the budget as well the pros and cons of the four categories of work. He would like to know the numbers, and is not prepared to determine whether this should relate to 2016 or 2017. He wants to look at the plan in 2016.

Mr. Fieldman said that there are practical issues to consider. The staff and developer would be designing the street at the same time in two different ways. Mr. Schofield was correct in saying that the developer's deadline is July 2016.

Commissioner Barnett said that the wording is "reconstruct" and not "resurfacing." He isn't surprised that they are talking about moving forward in 2017; however, he suggests that in the meantime they look for ways to mitigate aspects that are particularly troubling to the residents.

Commissioner White said that they need to have sufficient information to direct staff. He doesn't know if the Council has complete consensus on the precise language.

The Mayor said Council is asking staff to come back with some options that have costs associated with them.

Commissioner White said Council does not currently have enough information to draft the language. He said he does not know if anything needs to be passed as staff has an idea what is being asked. He said this is important to Council.

The Mayor said Council should vote on this. He is confident that the Manager knows what is requested.

Commissioner Barnett said the intention is to allocate staff time, per the Council policy.

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Commissioner White suggested that the motion needs to be amended as follows: "Direct staff to prepare plans for the resurfacing and/or reconstruction of Jefferson Avenue adjacent to the Nelson Meadow site, including cost estimates and project trade-off possibilities."

Commissioner Olsen then voluntarily amended his Motion as articulated by Commissioner White.

Commissioner Waldack said it's unclear what is really being requested here. He is unsure as to the wording of the motion and suggested that they not pass a motion, but that staff understands that the four items brought up by Mr. Schofield need to be addressed. It's a very narrow street, and he would like to see the work completed this year, although he knows the developer will also be making improvements. He doesn't think that is expressed in the amended motion. They need clear direction as to plans and costs.

Mr. Fieldman replied that staff has clear direction and will present options to the Council.

Mayor Tully said his understanding was that if the work is not done by a certain date by the developer, then the Village would move forward so that it is done by 2017.

Commissioner José said he agrees that staff has clear direction. He feels they are caught in an unnecessarily complicated procedural loop. He thinks the discussion has provided all the details needed for staff's direction.

Commissioner José moved the previous question. Commissioner Olsen seconded the motion.

Mayor Tully said staff has never been shy about asking for clarification when it is needed.

Mayor Tully asked for a roll call on the motion to move the previous question and end debate.

**Votes:** Yea: Commissioners José, Olsen, White, Vattimo, Barnett; Mayor Tully

Nay: Commissioner Waldack

Mayor Tully declared the motion carried.

Mayor Tully then asked for a roll call on the Motion.

**Votes:** Yea: Commissioners Olsen, White, Vattimo, José, Barnett; Mayor Tully

Nay: Waldack

Mayor Tully declared the motion carried.

1. John Schofield, 1125 Jefferson, thanked the Council for their consideration of the problem. He said that the gravel is a total "no-brainer." A load of gravel will be a great help in addressing the fourth priority stated earlier. Regarding the culvert, he commented that there are detailed engineering drawings from last year that describe what has to be done with the street. He asked that the staff review those drawings to determine which portions make sense to do for the purposes of getting the culvert fixed where needed.

Mayor Tully said that the New Business procedure is relatively new and works well. It directs staff to spend time preparing information. He suggested that it be handled as efficiently as possible.

The Mayor then called for a five-minute recess before discussion of the Facilities Plan Update. He noted that the Council would not be moving to the Committee Room as it is being used for early voting. He called for a recess at 8:44 p.m.

### 13. Manager's Report

#### INF 2015-6614 — A. Information: Facilities Plan Update

Mayor Tully reconvened the meeting at 8:50 p.m.

Mike Baker, Deputy Village Manager, introduced Mark Bushhouse of Williams Architects. Mr. Baker reviewed the timetable, explaining that the discussion concerns Village Hall and the Police Department. He described what the operational deficiencies and maintenance needs are for both buildings. He noted the space needs for each building with the Police Department building being too small for its needs, while Village Hall is too large. The key challenge presented is to address as many of the deficiencies as possible within a \$16 million budget that was approved by the Village Council. Space needs as determined by Williams Architects would be between 38,000-47,000 square feet for the Police Department, and 16,500-21,300 square feet for Village Hall. Mr. Baker said the meeting in January resulted in discussion of three options that would address the needs while remaining within the \$16 million budget.

Mr. Baker explained this meeting will be the first time the Village Council has discussed the topic with concept plans, cost estimates and assessment. He noted that the options discussion is expected to take several meetings. They want to create an environment that allows for productive conversation between the Council members and Mr. Bushhouse.

Mark Bushhouse, Williams Architects, said that he was tasked to prepare some concepts for the Village's Council and review the options. The first option was to look at the two facilities with the problems existing in both buildings, evaluate the work required to upgrade the systems and the cost estimate. They found that the cost range was close to studies previously done. He said \$10 million is needed to simply keep the buildings operating in their current layout and form. Option 2 includes other remodeling that could be done in the buildings to improve operational deficiencies. In the Police Department, based on with discussions with staff, they determined remodeling the building without an addition is money not well spent. They should wait to remodel the Police Department until it can actually address the space needs. Village Hall has more square feet than needed. He said that they did a conceptual idea that keeps the Council Chambers at the same location and configuration as it would be expensive to rebuild. They would work around the Council Chambers to create a layout and design improvements that would increase operational efficiencies for staff, increase security and improve services to customers who come to Village Hall for various needs. One of the concepts he has been working with staff on is whether they can actually use less square footage and come up with a better facility. They can do that because the Village is moving forward using technology so that physical space can be addressed. They are looking at providing more open workstations, with limited smaller offices. They would also be able to add private meeting areas. This allows for options for staff. Community Development and Finance would be closer to each other as they have the most public contact. The layout would pinwheel around the Council Chambers and provide a more flexible Village Hall within the footprint of the existing building.

Commissioner White said that Option 2 doesn't address the police deficiencies. He thinks the Council Chambers is the room in the building with the least deficiencies. Moving the Council Chambers, as detailed in Option 3, doesn't make sense to him since he thinks it is the one room in the building with the least deficiencies. It doesn't make sense to change it.

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Mr. Bushhouse then reviewed Option 3, showing a site plan with both buildings displayed. The focus of Option 3 is to find the square footage that the Police Department needs. Village Hall does not have certain structural requirements that are necessary for the Police Department. Adding on to the Police Department will maintain and improve the efficiency of the Police Department. Looking at how to add on to the police building, the east side is the most logical in that it can connect to Village Hall to improve the flow, and combine the campus. Adding on to the west side would destroy a detention facility and a sally port, which is expensive to replicate. The south side would require a two-story addition that would disrupt the flow of vehicles. Going to the north would go into the visitor and commuter parking lot area, and would disrupt how the building is presently used with the upper level being offices, and the lower level used for other uses. He showed floor plans of the Police Department lower level with a gun range, locker rooms, and staff uses, a garage connected to an existing parking lot. Talking with the police regarding the gun range, there is a high degree of confidence to refurbish the gun range. Secondly the center core area could provide a unisex locker area that holds all equipment, and then provide smaller rooms similar to hotel bathrooms that can be used by either sex. They can change individually, and it can be done with fewer plumbing fixtures, etc. The reports they have received from fire departments and public works facilities that have this type of configuration have been very positive. It is an innovative idea to go into the center of the building.

Commissioner White said he has no problem with the “yellow” portions of the diagram shown.

Mr. Bushhouse said they also are considering putting a garage below the existing garage. The walls needed to do that are already present. In the addition area, what is in the Village’s favor, since it is in a hillside, is to move the 911 dispatch center in a location that can withstand 250 mph winds. Everyone in that space would be safe, and would not be below grade as it has access to the south. This is a less expensive way to provide a well-protected space. The dispatch center can also provide a place of refuge for the entire department. Other areas that work well are the patrol offices that allow staff to see what is occurring outside. They’ve also discussed the dispatch office located at the upstairs level of Village Hall, and this would be a great location to connect temporarily while reconstruction is taking place. In this situation they would have to move twice, or remain in the building during construction, which has significant risks. He said they could also provide a covered area in the outdoor parking lot to keep ice and snow off of the cars, or to keep them out of direct sun in the summer to prevent “cooking” the computers in the cars. The Police Department agrees that this approach is a satisfactory solution.

Commissioner White wanted to know what the cost would be to put VOC alone as its own addition with nothing else around it and no second story on top. The other needs would be met elsewhere.

In response to Commissioner Barnett, Mr. Bushhouse said they spoke about the Police Department using the workout facilities located in Fire Station 2. It would be nice to have it in the Police Department; however, the Fire Department can be used. There are also some areas in Village Hall that would not be used that could become an exercise location for police personnel.

Commissioner Barnett said that using Fire Station 2 does not seem to be a good solution.

Mr. Bushhouse said that for the next meeting they can look at the option of using the eastern portion of Village Hall for an exercise location, or add a space to the police building for an exercise facility based on the Council’s direction.

Commissioner White asked whether there is room in the existing Village Hall building to the east that can be used for meeting rooms or conference rooms.

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Mr. Bushhouse said that is a good point and they can weigh the pros and cons of that. He said that with the addition to the police station, there is a strong need for a good training room including academic training and physical/self-defense training which should be a flat area. Having a space like that they can bring in other departments for other training classes. If they need to provide a training room, the question is whether it should be attached to the police station as an essential facilities category.

Commissioner White asked how difficult it would be to remodel a garage, as it is a large, open, flat area.

Mr. Bushhouse said they could explore that concept.

Mr. Bushhouse then discussed creating a municipal campus entrance. People would come into one main entrance where there would be meeting space, Council Chambers, restrooms, etc. People could also get to a sub-lobby to get to the Police Department or to another sub-lobby to get to other departments. This would simplify the use of the buildings by the public. If there is a place that most times the public appreciates and where most municipalities are willing to go the extra mile on their facilities, it is in the main public meeting spaces. This is where citizens gather with their elected officials and staff. The back offices are very simple spaces. He noted that there was more money spent on the current Council Chambers than in other areas of the building because of the way in which it is used. The thinking behind an addition is to do a training room combined with a Council Chambers and have it in the main public space with a main new entrance, if it makes sense. It would be the public hub of the building. There would also be some smaller meeting rooms.

Commissioner Olsen said that from his perspective, his main concern is the cost of the Option 3, which is significantly over the original budget. It sounds like a lot of hallways and open, unusable space, which is a concern to him. He asked about the idea of connecting the two buildings and the cost and functionality. He's not as concerned about the separate access to Village Hall or the Police Department as he is about reducing the space in an addition. He also asked about how they can connect the two buildings from a cost perspective and functionality perspective.

Mr. Bushhouse replied that the link begins by providing the ability of staff to share spaces to better address meeting spaces for both groups. The police have greater need for privacy in some of their meetings. By providing the link it ultimately will pay for itself by providing more efficient staff movement, and averaging down the number of meetings spaces that are needed. As to cost, if they can build fewer conference rooms, there is a tradeoff in square footage. Staff efficiencies are also a consideration in traversing between buildings.

Commissioner White asked about Village Hall, which has plenty of space. He asked if it would be cheaper to give Village staff in the existing Village Hall more conferencing space in Village Hall than to build a joint purpose room in between the two buildings. Also would it be cheaper to move into the vacant portion of the Village Hall, which would give the police whatever they need in their building. The campus concept is appealing, however, he doesn't think that even a \$25 million budget will give us a campus that is sufficiently impressive to please the community for the extra money. He does not think the community has any interest in spending more than that. To create a grade B campus is not worth the extra money. They have two buildings and they need to check items off the list to stay as close to \$16 million as possible. There have to be more options available.

Mayor Tully said there is a lot of space in Village Hall that is not being used. There are a lot of building resources that are not being used to support this project.

Commissioner José said he agrees with not moving the Council Chambers. He is not interested in remodeling Village Hall and not solving the operational problems at the Police Department. The Police Department has to be the first priority. He would much rather replace systems in Village Hall such as plumbing, HVAC etc., so it can continue to be used and focus on solving the significant operational challenges at the Police Department. He will leave the how to the architects.

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Commissioner Vattimo agreed with Commissioner José, saying that they have \$16 million and should be able to do more with the existing building.

Mr. Bushhouse responded that the consensus seems then to replace what is absolutely necessary in Village Hall and focus on the police. It may not shrink the cost all that much.

Commissioner José said he is not as concerned with how it looks as he is with whether it addresses the needs.

Commissioner Barnett said he is not sure all of what's being discussed is priority. Just securing the operational issues would cost about \$10 million for the Police Department.

Commissioner White said that until he has more data he doesn't think they can discuss the costs.

Mayor Tully asked if there is a way to use the existing space to fill in the blanks. If they decide to just fix everything it will cost between \$9 and \$12 million.

Mr. Bushhouse said that they can look at what police functions can take place outside of Village Hall, and what level of meeting spaces can be used in Village Hall without negatively impacting the operational situation for the Police Department.

Commissioner Olsen said he supports the idea of the garage space, as it is his sense that it would be less expensive to build garage space than other spaces. He asked whether the proposed locker room is taking up less space than it is currently.

Mr. Bushhouse responded that the current lockers are tiny. The proposed locker area would be larger than it is now, but smaller than traditional.

Commissioner Waldack commented that his priority is the Police Department, and not so much with Village Hall. They should keep Village Hall functional. He doesn't want to spend money on meetings rooms that will not be used. He asked whether they could outsource the fitness center that would not be an added liability.

Commissioner Olsen commented that sustainability for many decades is something he agrees with, and he is not seeing them build a Taj Mahal. This is a functional space for now and the future. They have to take care so as not to be seen as building something that is unnecessary. He thinks the Council Chamber is fine and works well.

Commissioner Waldack said they should make sure that the meeting rooms are needed.

Mr. Bushhouse said in discussing the needs, staff may need smaller but more conference rooms.

Mayor Tully commented that the needs have been well vetted since 2006. They have to use the existing space better to meet the needs.

Commissioner White said that the Police Department needs an addition, and he wants to know the least expensive way to put an addition on the Police Department to give them the space they need.

The Mayor asked if any of those needs can be met in Village Hall.

Commissioner Olsen spoke to the identification of maintenance and operational deficiencies addressed by options. He said the operational deficiency of multiple access points is a low priority.

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Commissioner White then asked about Option 2. He asked what additional costs would be incurred if they did Option 1 now, and then did Option 2 in three or four years, would there be anything in Option 1 that, if done, would make it more expensive to do Option 2 a couple of years later.

Commissioner Olsen asked if there is value in addressing the immediate needs now and waiting on other items.

Mayor Tully said that they could use certain dollars toward higher priorities particularly at the Police Department. If there are more speculative sources of revenue they can be used for Village Hall necessities.

Mr. Bushhouse said they would look at shorter-term solutions for maintenance needs in Village Hall. They will talk with engineers to find other solutions.

Mr. Povlivka asked if in the future they could display the drawings for the public to see. He said there are two distinct projects. The Police Department functions 24/7 every day of the year and that should be the #1 priority. Give the Police Department what they need within reason.

Mayor Tully commented that drawings would be available at the next meeting for the public to follow and also that the drawings are available on the website.

Commissioner Barnett commented that \$16 million is \$14.5 million borrowed in a bond issue.

Mayor Tully noted that there are identified revenue sources to pay for the debt service.

#### **14. Adjournment**

Commissioner White moved to adjourn. Commissioner Olsen seconded the motion.

Mayor Tully declared the motion carried by voice vote and the meeting adjourned at 10:01 p.m.

Respectfully submitted,  
April Holden  
Village Clerk