

APPROVED SEPTEMBER 16, 2020

**VILLAGE OF DOWNERS GROVE
ARCHITECTURAL DESIGN REVIEW BOARD
MINUTES OF JULY 15, 2020 MEETING**

In the absence of Ch. Davenport, Ms. Chalberg served as Chairperson Pro Tem (hereinafter Ch. Chalberg). Ch. Chalberg called the July 15, 2020 meeting of the Architectural Design Review Board to order at 7:00 PM and requested a roll call.

1. ROLL CALL

PRESENT: Ch. Chalberg, Ms. Gassen, Mr. Lerner, Mr. Renner, Mr. Riemer

ABSENT: Ch. Davenport, Ms. Acks

STAFF: Jason Zawila, Planning Manager

VISITORS: None

2. APPROVAL OF THE NOVEMBER 22, 2019 MINUTES

Mr. Renner moved, seconded by Mr. Reimer, to approve the minutes of the November 22, 2019 meeting.

AYES: Ms. Gassen, Mr. Lerner, Mr. Renner, Mr. Riemer, Ch. Chalberg

NAYS: None

The Motion to approve the minutes as presented passed unanimously.

3. PUBLIC HEARING – There was none.

4. OLD BUSINESS – There was none.

5. NEW BUSINESS

HISTORIC PRESERVATION IMPROVMENTS

Staff Presentation:

Mr. Jason Zawila, Planning Manager for the Village of Downers Grove, referenced that in 2015, the Village undertook a significant effort to examine the Village's historic preservation program and recommend improvements to the program. The Architectural Design Review Board (ADRB) and the Ad Hoc Sub-Committee on Historic Preservation developed the Report and Recommendations on Historic Preservation (Report) which identified several desired outcomes and recommendations that has guided changes to the historic preservation ordinance and program. The recommendations provided this evening will be in line with those recommendations.

Mr. Zawila stated that in the 2015 Report, 'Inform and Educate the Public' was one of the desired outcomes. In an effort to continue to inform the public about the Village's

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historic preservation efforts, the Village is requesting consideration to change the name of the ADRB to better reflect the board's power to administer the historic preservation provisions. By changing the board's name, it would be clear to the general public that the Village has a historic preservation board.

Mr. Zawila then went over the second item, which considers waiving building permit fees for landmarked properties. In the 2015 Report, 'Create Financial Incentives' was one of the desired outcomes. The Village previously eliminated fees for historic landmark, historic district, and Certificate of Appropriateness applications. The Village is proposing to waive all building permit fees for those properties that fall into one of the following three categories: properties designated a historic landmark, properties that are contributing or significant within a Historic District and properties listed on the National Register of Historic Places. However, the Village's Fee Waiver Policy prohibits certain fees and bonds to be waived.

Mr. Zawila stated that staff examined permit data for the 26 landmarked and one National Register of Historic Places property (Avery Coonley School) to determine permit activity since the properties were landmarked. Since 2009, 35 permits had been obtained by historic building owners after the property was landmarked. Based on the Village's Fee Waiver Policy, staff has determined that \$17,754.39 of permit fees would have been eligible for a fee waiver. Lastly, he provided a summary of the types of improvements that were made to the homes after landmark status was granted.

Board's Discussion

Mr. Reimer inquired if the fees are the same for each home and how they are assessed or do they vary in costs. Mr. Zawila replied that it really depends on the project and the type of work.

Ms. Chalberg clarified that homes that are included in in proposed wavier policy.

Mr. Renner inquired what the process is after they offer a recommendation. Mr. Zawila stated, assuming a positive recommendation, amendments to the Village ordinance for the name change and fee waiver policy would be presented to the Village Council. If approved, the recommendations would go into effect.

Mr. Reimer clarified that this is a very small portion of permit fees that average \$1500 a year. Mr. Renner further inquired if this is a significant amount for the Village. Mr. Zawila stated that this is a very small portion of permit revenue. Mr. Lerner said this average can go higher if more homes are landmarked.

Ms. Gassen noted that she has knocked on several doors and the primary inquiry that she receives is what is in it for me. We would be able to now state that there is a financial incentive. As a side note, she pulled out the history preservation recommendations and noticed that a majority of the 2015 recommendations have been accomplished.

Mr. Lerner clarified that this is not a change if a permit is required or COA, just permit costs are waived. Mr. Zawila stated that is correct.

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Mr. Lerner inquired why national register would be on there since we cannot necessarily control or protect property how those are landmarked. It was noted any incentive helps. He also noted he loves the idea of an incentive and falls into the purview of the recommendation and promoting historic preservation.

Ms. Gassen moved a positive recommendation to the Village Council that the name of the Architectural Design Review Board be changed to the Historic Preservation and Design Review Board. Mr. Reimer seconded the Motion.

AYES: Ms. Gassen, Mr. Lerner, Mr. Renner, Mr. Riemer, Ch. Chalberg

NAYS: None

The Motion passed unanimously.

Mr. Lerner moved a positive recommendation to the Village Council that building permit fees for landmarked properties as noted in the staff report should be waived. Mr. Reimer seconded the Motion.

AYES: Ms. Gassen, Mr. Lerner, Mr. Renner, Mr. Riemer, Ch. Chalberg

NAYS: None

The Motion passed unanimously.

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6. PUBLIC COMMENT - There was none.

7. ADJOURNMENT

Mr. Reimer, inquired about the quarterly meeting requirement for CLG status. Mr. Zawila stated that considering current events, the Village was not able to hold meetings as usual, but will attempt to hold meetings this fall, meeting the typical requirements. Further discussion occurred on the promotional items that the Village has issued in the past.

Ch. Chalberg called for a motion to adjourn.

Ms. Gassen moved, seconded by Mr. Renner to adjourn the meeting. The Motion passed unanimously by voice vote.

Ch. Chalberg adjourned the meeting at 7:24 PM.

Respectfully submitted,

/s/ Village Staff

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 16 July 2020

Meeting called to order at 0800 hrs.

2% Board Members in attendance: Chief Pindelski, Lt. Mowery, PM Meister, PM Kinney, PM Kairis, PM Nowak, PM S. Markowski

Members Absent: *None*

Guests: TSO Werner, D/C Tasso, Lt. McGivney, Lt. Cipra

<u>Treasurer Report:</u>	Checking Account Beginning:	\$173,463.47
	Checking Account Ending:	\$171,159.42
	Widows Fund CD 1:	\$ 25,000.00
	Widows Fund CD 2:	\$ 26,805.43
	Total Widows Fund:	\$ 51,805.43

A motion was made by PM Nowak to approve the treasurer report as read, Lt. Mowery 2nd. Motion passed by vote.

Old Business: Chief Pindelski asked to table the discussion on the widows fund due to information he needed. The board will keep this on the agenda for next month.

Station #105 chair purchase update. PM Meister will get information on the quote and try to get these purchased.

The scanner for the history project was discussed. This item is tabled until the next meeting since this scanner is being replaced under warranty and a better unit that does more of what we need is being considered. Follow up in August.

B/C Television in bunk room has been installed.

Ongoing Woodway treadmill issue discussed. Information has been received and a price change to \$8,500 cost. There was discussion on if we needed to revisit the initial request, PM S. Marksowski advised since this was budgeted by line item, it was not necessary. A motion was made to purchase the refurbished Woodway treadmill as listed with warranty by PM S. Markowski, 2nd by PM Meister. No further discussion. Motion passed by vote.

New Business: New turbo UV sanitizer pulled from the budget request due to purchasing through administrative funds.

PM Nowak asked to purchase entry cards for fire station #102 in lieu of the fobs. He is asking for one card for each member with a cost not to exceed (NTE) \$425. A motion was made by Lt. Mowery, and 2nd by PM Kinney. Motion passed by vote.

Lt. Mowery placed a request for radio straps for the members requesting from H6 tactical with a cost NTE \$3000. A motion to purchase was made by PM Kairis and 2nd by PM Nowak. Motion passed by vote.

PM Jagger put in a request for the general fund for 4 yoga mats and 2 blocks for each station from fitness budget. Total cost NTE \$650. PM Meister made a motion for a cost NTE \$700 for aforementioned items, 2nd by PM Kairis. Motion passed by vote.

PM Hoff put in a request for a 14 foot raft kit to replace aluminum boat currently stored at station #101. The request is for a cost NTE \$4,500. A motion to purchase was made by Lt. Mowery, 2nd by PM Kinney. Motion passed. *A note on this purchase, the Fire Chief was very appreciative of this purchase and thanked the remainder of the board for "very appropriate use of the 2% funds".*

Lt. Mowery placed a request for tools for apparatus from the small tool members. A request for 2 pump cans and 2 haligan bar replacement items. The 2 pump cans were requested at \$675 total. PM S. Markowski requested we bump the NTE cost to \$700. PM Nowak made a motion to approve the purchase 2 replacement pump cans at a cost NTE \$700. 2nd by Lt. Mowery. Motion passed by vote.

A motion to approve 2 haligan bars at a cost NTE \$500 was made by Lt. Mowery, 2nd by PM Kinney. Motion passed by vote.

Station #101:

A request was made by PM Jagger for black out drapes, replacement plates, and a curtain rod all at a cost NTE \$250. A motion was made to purchase these items by PM Nowak, 2nd by PM Kairis. Motion passed by vote.

A request was made for a Dyson Vacuum Cleaner that is battery powered and has a recharger station to hang the unit for a cost NTE \$400. A Motion to purchase as requested made by PM Meister, 2nd by PM Kinney. Motion passed by vote.

Lt. Mowery had requested a Dewalt gas pressure washer NTE \$700. A motion to purchase as requested was made by PM Nowak, 2nd by PM Kairis. Motion passed by vote.

Lt. Mowery requested a Large bay floor HD fan (similar to station #105 and #103 currently in use) at a cost NTE \$375. A motion to purchase as listed made by Lt. Mowery, 2nd by PM Nowak. Motion passed by vote.

Lt. Mowery requested a replacement rolling pin for the current wooden one that is heavily cracked. French Kitchen rolling pin NTE \$30. A motion was made to purchase as requested by PM Meister, 2nd by Kairis. Motion passed by vote.

PM Pingel requested a suuvi water food cooker for a cost NTE \$300. PM Meister made a motion to purchase as requested, 2nd by Kinney. Motion passed by vote.

PM Pingel requested an accessory for the suuvi water food cooker at a cost NTE \$75. A motion to purchase as requested was made by PM Nowak, 2nd by PM S. Markowski. Motion passed by vote.

Station #102:

No requests placed to the board.

Station #103:

Lt. N. Gilbert requested a Milwaukee tool chest on wheels NTE \$925. *Chief Pindelski advised there are other tool chests out there that are very good quality for a better price.* PM Meister made a motion to purchase the Milwaukee tool chest for NTE \$925, 2nd by PM Kairis. Discussion on motion included all board members allowing for the purchase of a similar tool chest for \$925 or less if Lt. Gilbert would like to do this. Motion passed by vote.

Lt. N. Gilbert requested a soft pack cooler NTE \$110. Motion to purchase by PM Kinney, 2nd by PM Nowak. Motion Passed by vote.

PM Otake requested a Sony Bluetooth stereo system with polk audio speakers. Price NTE \$500. This will replace old and worn system at station #103. Motion to purchase by PM Meister, 2nd by PM Kairis. No discussion and motion passed by vote.

Utopia kitchen towels request for 3 12 pack bundles of kitchen towels NTE \$100. PM Meister made a motion to purchase, Lt. Mowery 2nd. Motion passed by vote.

A request was made for a Mode St. Swagger Tool used for R.I.T. Chief Pindelski is not in favor of this purchase and denied further action. Request denied.

A Rouge Echo dog sled was requested for station #103. This is the same model purchased for station #101 last year. Lt. Mowery made a motion to purchase at a cost NTE \$400, and 2nd by PM S. Markowski. Motion passed by vote.

A pair of black bumper plates for above sled requested at a cost NTE \$175. A short discussion was held because the Chief was concerned about the amount of weights being placed in the stations. It was explained that these weights were for the sled that was previously approved and he authorized the purchase. Lt. Mowery made a motion to purchase as requested, 2nd by PM Meister. Motion passed by vote.

Station #105

Kitchen pots and pans requested with an itemized list of items requested. Total of items NTE \$475. Motion made to purchase by PM Meister, 2nd by PM Nowak. Motion passed by vote.

Television replacement and mounting bracket requested to replace current television that is intermittently not working. Lt. Mowery asked if this should be taken from the electronics budget rather than the station fund. All agree.

Motion to purchase with a cost NTE \$800 by PM Meister, 2nd by S. Markowski. Motion passed by vote.

Steam cleaner for cleaning around station #105 requested. PM Kairis made a motion to purchase at a cost NTE \$275. 2nd by Nowak. Motion passed by vote.

A chest freezer was requested for shift food storage with a cost NTE \$300. PM Kinney made a motion to purchase, and 2nd by PM Meister. Motion passed by vote.

A pit boss pellet smoker was requested at a cost NTE \$650. PM Nowak made a motion to purchase at requested amount, and 2nd by PM Meister. Motion passed by vote.

Good of the 2% Fund: A discussion was held by PM Nowak on fitness reimbursement and what would be and not be considered. On-line fitness programs, fitness watches, and home weight equipment. Lt. Mowery said that in the past with providing due diligence with the fund assets we have expanded the reimbursement program to include fitness challenges, 10K and 5K runs, and similar items. The board has always been leery of purchasing physical items and goods that members somewhat "own". The board was in agreement that the on-line fitness would be similar to a fitness program or entry fee, but would not be comfortable purchasing physical gym equipment for members homes.

Lt. Mowery held a discussion on the on-going issue with attempting to work with the administration and their budget on getting an extractor at each fire station. He advised with the cancer initiative this promotes members washing gear at the time it needs to be washed and takes into account members health. D/C Tasso advised that station 3 is very difficult to find a solution on where to place it due to drain requirements. A bit more discussion was held at possibly replacing station #105 gear washer with an extractor, and moving the current unit to Station #103 until a better unit can be figured out. Rather than spending a bunch more of the board's time on this D/C Tasso and Lt. Mowery will begin working on a solution starting with what we can do with Station #105 and go from there. Lt. Mowery closed with reminding that at some point Station #101 extractor will need to be replaced as this unit is over 25 years old. We will update information at the next meeting.

The administrative budget is frozen. D/C Tasso would like to have 2% board consider use of funds to assist the F.D. operations. Specifically he would like to start looking at replacing beds and would like to discuss the possibility of a 50/50 split like we did last time the beds were replaced. No definitive action taken and D/C Tasso was just asking to see if the board would be receptive to this idea.

Next Meeting: August 27, 2020 (Gold Shift) @ Fire Station #102 (Budget Mtg. 09/03)

Motion to adjourn made by Lt. Mowery, 2nd by Nowak.

Meeting adjourned at 0910 hrs.

APPROVED – 9/14/2020

VILLAGE OF DOWNERS GROVE
PLAN COMMISSION MEETING

August 3, 2020, 7:00 P.M.

Chairman Pro tem Maurer called the August 3, 2020 meeting of the Downers Grove Plan Commission to order at 7:00 p.m. and led the Plan Commissioners and public in the recital of the Pledge of Allegiance.

ROLL CALL:

PRESENT: Chairman Pro tem Maurer; Commissioners Johnson, Majauskas, Patel, Rollins, Toth

ABSENT: Chairman Rickard; Commissioners Boyle and Dmytryszyn

STAFF: Planning Manager Jason Zawila; Development Planner Flora Ramirez

VISITORS: Rod Mourad, 8S450 Oxford Lane, Naperville
Mr. Javier Rueda, 28W771 Roosevelt Road, West Chicago

APPROVAL OF MINUTES – JUNE 22, 2020

MOTION BY MS. ROLLINS, SECONDED BY MR. TOTH TO APPROVE THE MINUTES OF JUNE 22, 2020 AS PRESENTED. MOTION PASSED BY VOICE VOTE OF 6-0.

Chairman Pro tem Maurer reviewed the protocol for tonight's meeting and swore in those individuals that would be speaking on the following public hearing:

PUBLIC HEARINGS

FILE 20-PLC-0015: A petition seeking approval for a Special Use approval to operate a personal vehicle repair and maintenance business. The property is currently zoned B-3, General Services and Highway Business. The property is located at the northeast corner of Florence Avenue and Ogden Avenue, commonly known as 250 Ogden Avenue, Downers Grove, IL (PIN: 09-04-111-018). Javier Rueda 1st Impressions Auto Spa, Petitioner and Joseph Perillo, Owner.

Petitioner Rod Mourad, 8S450 Oxford Lane, Naperville, representing Mr. Joe Perillo and The Bentley Group, Downers Grove, briefly explained the background of the Bentley Group. He noted the Group recently acquired the property at 250 Ogden Avenue about two years with the expectation to expand the operation into a car business, which focuses on detailing high-end vehicles for the benefit of their customers. Mr. Mourad stated the detailing business would keep business local.

Commissioner questions focused on whether the building will be remodeled, wherein Mr. Mourad explained that additional exterior painting would take place to beautify the building.

APPROVED – 9/14/2020

Mr. Javier Rueda, 28W771 Roosevelt Road, West Chicago, relayed that he owns 1st Impressions Auto Spa on Ogden Avenue, which is an appointment-only detail shop for high-end vehicles. Vehicle details average anywhere from 4 hours to 30 hours. He noted that typically clients drop off their vehicles or he picks up the vehicle. Mr. Rueda stated he wanted to bring in the same type of high-end customer waiting room for this building. Additionally, Mr. Rueda explained that landscaping improvements around the building were proposed. The building's exterior would be painted black, gold and silver. Mr. Rueda shared details of the proposed interior and added that the building's signage will be facing the west and the front of his building. Mr. Rueda proceeded to present the standards of approval for the special use.

Commissioner questions also pertained to safety concerns regarding some of the coatings used for detailing, wherein Mr. Rueda explained there were no fumes to be concerned about.

Development Planner Flora Ramirez, turning to a slide presentation on the overhead, summarized that tonight's petition was for a special use at the 250 Ogden Avenue location. Current zoning for the site was the B3 General Services and Highway Business zoning. Because a public hearing sign was posted announcing the public hearing, Ms. Ramirez indicated there were inquiries received regarding chemicals and fumes. She also referenced an email in support of the petition, which was on the dais for commissioners. Existing conditions of the area were depicted, with Ms. Ramirez explaining that the proposal for the special use focused mainly on site improvements, i.e., landscaping on Ogden Avenue, trees on Florence Avenue, and a new buffer on the side interior yard. Because a residential district is located north of the site, the petitioner would be required to provide additional screening, which would include a six-foot solid fence along the northern lot line and additional trees. Landscape islands would also be included.

Since the petitioner will provide two service bays, they will also provide two stacking lanes: two for each bay. Per Ms. Ramirez, staff found that the application did meet the criteria for the special use and indicated that the planning staff supported the application.

Commissioner questions followed as to whether the building was a prior Quick Lube business and whether staff was aware of any underground storage tanks, wherein Ms. Ramirez indicated staff was not aware of any. It was also asked if staff had concerns about lighting or speaker noise. Ms. Ramirez stated no additional lights fixtures were being added with the proposal nor did the petitioner discuss a speaker in his application. Responding to a commissioner question, Ms. Ramirez confirmed the lot would remain separate from the Perillo dealership to the west.

Per Chairman Pro tem Maurer's question, Ms. Ramirez explained the difference between the B3 zoning and the prior zoning and why a special use permit was requested.

Petitioner, Mr. Rod Mourad came forward, responding to the question about lighting and speakers and explained there would be no need for outdoor speakers.

Ms. Johnson sked if vehicles are "trucked in" on a flatbed truck. Mr. Rueda explained that he picks up vehicles and drives them to his facility, instead of using a semi-trailer truck for deliveries.

No public comments followed. Chairman Pro tem closed the public comment portion of the meeting and asked staff to come forward.

APPROVED – 9/14/2020

Commissioners discussed the positive reviews that Ogden Avenue in Downers Grove has received over the years in general, were supportive of the proposed business, the business was a well-needed service, and it was a win-win for all parties involved, including the neighbors.

WITH RESPECT TO FILE 20-PLC-0015, MS. MAJASKAS MADE A MOTION THAT THE PLAN COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL, SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. THE SPECIAL USE SHALL SUBSTANTIALLY CONFORM TO THE STAFF REPORT, PLANS AND DOCUMENTS ATTACHED TO THIS REPORT EXCEPT AS SUCH PLANS MAY BE MODIFIED TO CONFORM TO THE VILLAGE CODES AND ORDINANCES;**
- 2. NO VEHICLES MAY BE TEST DRIVEN ON THE SUBJECT PROPERTY. ALL TEST DRIVE ARE LIMITED TO ARTERIAL STREETS AS DEFINED IN THE COMPREHENSIVE PLAN. THESE STREETS INCLUDE OGDEN AVENUE, FAIRVIEW AVENUE, MAIN STREET, WARREN AVENUE AND OTHERS.**
- 3. THE USE IS ALLOWED A MAXIMUM OF TWO TOTAL SERVICE BAYS; AND**
- 4. PLANS FROM A LICENSED STRUCTURAL ENGINEER OR ARCHITECT IN THE STATE OF ILLINOIS CERTIFYING THAT THE NEW FLOOR INLAYS ARE STRUCTURAL ADEQUATE TO SUPPORT ALL DEAD & LIVE LOADS AS PER THE 2015 IBC, ARE REQUIRED BEFORE COMMERCIAL OCCUPANCY PERMIT IS ISSUED.**

SECONDED BY MS. ROLLINS. ROLL CALL:

AYE: MAJASKAS, ROLLINS, JOHNSON, PATEL, TOTH, CHAIR PRO-TEM MAUER

NAY: NONE

MOTION PASSED. VOTE: 6-0

Planning Manager Zawila recalled that at the last meeting there was an amendment to Downers Grove South, which was approved by the Village Council. Commendations also went to Planner Ramirez who recently passed her AICP exam.

THE MEETING WAS ADJOURNED AT 7:31 P.M. ON MOTION BY MS. MAJASKAS, SECONDED BY MS. JOHNSON. MOTION CARRIED UNANIMOUSLY BY VOICE VOTE OF 6-0.

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

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
AUGUST 26, 2020, 7:30 P.M.
LIBRARY MEETING ROOM &
ONLINE VIA GOTO MEETING**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Director Julie Milavec, Assistant Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel,

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. July 22, 2020. Milavec noted a word change needed in Agenda Item 10, Library Director's Report. The word "Staff" should be changed to "Visits" in the second sentence. President Graber noted a change in Agenda Item 9A paragraph 3, where "taxpayer" should be written as one word.

Note: Trustee Dougherty's video and audio feed dropped out at 7:30 p.m., prior to the vote. She returned in Agenda Item 5A at 7:33 p.m.

It was moved by Stapleton and seconded by Gigani THAT the Minutes of the July 22, 2020 Regular Monthly Meeting be approved with revisions. Roll call: Ayes: Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

5. **Financial Matters.**
 - a. July 2020 Financial Report. Milavec presented the report. The library is 58% through the year, revenues are on track through July, and 54% of property taxes have been collected. Milavec noted the Charges for Services revenue amount reflects the ComEd incentive received earlier in the year from the 2019 HVAC project. The final invoices for Trane's VAV box replacement project were received and are reflected in the Capital Replacement Fund report. Milavec reminded the Board that there were three payrolls in the

month of July. Expenditures through July 31 stand at 51%, which includes the extra payroll.

- b. August 2020 Invoices. It was moved by Humphreys and seconded by Khuntia THAT the payment of August 2020 Capital Replacement Fund invoices totaling \$11,486.00, the payment of August 2020 Operating Fund invoices totaling \$102,477.35, and the ratification of July 2020 payrolls totaling \$350,455.07 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items**. President Graber invited comment. There was none.
7. **Public Comment on Other Library Business**. President Graber invited comment. There was none.
8. **New Business**.
- a. Bylaws Revisions. Milavec presented revisions to the Bylaws of the Board of Library Trustees. The proposed revisions are a result of the newly released *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Milavec reviewed the core standards checklist and added anything that was missing and made any necessary updates and corrections. This agenda item counts as the first reading of the bylaws, where trustees can make comments or suggestions. There will be a second reading in September to review any changes, and a third reading and vote in October to approve the revised bylaws.
- The Board discussed the provision that covers the removal of officers, Section 1.5.8, but decided no edit was needed. Trustee Stapleton also recommended changing the review process of the bylaws from three readings to two readings. Milavec will make the change for the next meeting.
- b. Library Director Evaluation Form and Process. According to the core standards checklist in *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Library Director should be reviewed annually by the Board of Trustees. Milavec noted that she has not received a review in her four years at Downers Grove Public Library. Milavec provided trustees with multiple versions of evaluation forms received from the Illinois Library Association and other area libraries. The Board discussed what samples they liked and what components they would like to see on the evaluation. The Board agreed it would be helpful for the Director to fill out a self-evaluation form prior to the evaluation. Trustee Dougherty offered to take the lead on compiling trustee

suggestions and putting together an initial draft of an evaluation for Board review at a future meeting.

9. Unfinished Business.

- a. 2021 Draft Budget and Levy. Milavec noted an error in the Board's draft where the 2020 estimated beginning balance was listed as \$1,140,159 and should be \$1,440,019, which adds about \$300,000 to the fund balance. The difference in the two levies the Board considered was \$2.50 to the average homeowner for the year per 1% Equalized Assessed Valuation. This results in a difference of about \$111,000.

On the expenditure side, the final personnel lines came in just under a 1.9% increase due to benchmarking and minimum wage changes. The proposed merit increases for staff who went above and beyond during COVID adds an additional 0.8%, which brings the total increase to wage and salaries to 2.6%. Insurance benefits and the IMRF rate are a significant portion of the increase. On the non-personnel side, there is a 0.3% increase due to the estimated renewal premium for the library's liability insurance package.

It was moved by Humphreys and seconded by Khuntia THAT the 2021 Budget and Levy be approved with an expenditure budget of \$5,857,823.68 and a flat levy of \$5,553,474. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. COVID-19 Response and Reopening Phasing Plan. It was moved by Stapleton and seconded by Gigani THAT the Library Director be reauthorized to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Milavec presented the report. At last month's meeting, Trustee Dougherty said she was interested to see the July circulation statistics. July ended with circulation being down 45% but downloadables being up 50%. The gate count went down 63%, reference questions were down 45%, and PC use was down 65%. Programs were down by 58% but those are starting to ramp up in August and September. Inter-library loans started up again in August, which will increase circulation statistics. Baby steps are being made on the COVID plan, and the next big change will be phasing into self-service holds and phasing out of bagging and checking out materials to patrons in advance. This will lead to the ultimate goal of reopening the Curtiss Street entrance. On Monday, cleaning and conservation will begin on the *Journey to Janus* sculpture in the Curtiss Street atrium, which will take about two weeks. Milavec asked

trustees to share any feedback they hear from the community about patrons' wants and needs from the library. Earlier in the day, RAILS delivery guidelines for quarantining materials were extended back to seven days.

11. Trustee Comments and Requests for Information.

President Graber asked why the statistics for circulation desk checkouts were so high in July. Milavec responded that this was due to curbside service, because staff desks were used to check out all of the materials. President Graber also asked what the next steps were for the library moving forward towards full services. Milavec responded that pickup anywhere and reopening Curtiss Street are both coming soon. The next step will be staff looking at increasing the amount of PC time, increasing visit durations, and putting chairs back on the public floor.

Trustee Humphreys applauded staff for doing an outstanding job. He does not want to rush too fast as COVID numbers are still going up. He is conservative on the library's reopening plans but he trusts library staff to decide what is safe and what is not.

Trustee Gigani commented that now that District 58 is fully remote and school libraries are closed, she would love to find a way for DGPL to fill the void of students not being in a library setting. She would love to find a way to collaborate or support school libraries. Milavec responded that the library has agreed to accept returns of any District 58 or 99 library materials. Staff have touched base with District 58 and are discussing the idea of getting cards for all students in District 58 who are residents of Downers Grove or live in an unserved area.

Trustee Dougherty clarified what counts as a passive program. Assistant Director Ryjewski responded that make and take programs and pre-recorded videos are both considered passive programs. Trustee Dougherty asked if there was a way to support District 58 with more synchronous activities and programs. Milavec responded that staff are working closely with the schools to see what they need, but right now schools are focused on figuring out remote learning.

Trustee Stapleton suggested supporting parents and recommended putting out more Discovery Bags and make and take programs that would give parents activities to do with their children that did not involve screens.

Trustee Dougherty commented on the negative response received to the library's Fine Free Forever announcement and asked if any positive feedback had been received. Milavec responded that there has been a lot of positive feedback and some patrons are able to come back to the library now that they do not have to worry about fines.

Trustee Humphreys has received numerous positive comments on the Fine Free Forever change. He also thanked the library for its leadership role in the August 5 listening session on Policing in Downers Grove. He recommended all trustees view the recording of the event. He is looking forward to the library's diversity, equity, and inclusion listening sessions next month.

12. **Adjournment.** President Graber adjourned the meeting at 9:06 p.m.

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 27 August 2020

Meeting called to order at 0809 hrs.

2% Board Members in attendance: Lt. Mowery, PM Meister, PM Kairis, PM S. Markowski

Members Absent: Chief Pindelski, PM Kinney, PM Nowak

Guests: D/C Tasso, D/C Spinazola

Previous Meeting Minutes Approval: Motion to approve the meeting minutes from the meeting held on 16 July 2020 was made by PM S. Markowski, 2nd by PM Kairis. Motion passed by vote.

<u>Treasurer Report:</u>	General Fund:	\$169,031.71
	Widows Fund:	\$ 51,805.43

Old Business: Discussion on Widows fund tabled due to Chief Pindelski not in attendance at this meeting. A motion to remove this item from agenda by PM S. Markowski, 2nd by PM Kairis. Motion passed.

Update on history scanner requested by Lt. Cipra. PM Meister and Lt. Cipra are still working on getting a replacement scanner that will do what Lt. Cipra is looking to do. PM Meister advised rather than spending more money later on for a different one, we want to get the correct one now. The board will keep this on the agenda until the replacement scanner is purchased.

Update on Woodway treadmill. PM S. Markowski gave the authorization for PM Hills to purchase however this purchase has been stagnant ever since. PM S. Markowski will send one more e-mail to try and get this item purchased. He will keep the Chief in the loop. Since this is a rebuilt treadmill, they have to wait on parts to build it so we are waiting on notification from Woodway to advise when it is ready. Board will keep this on the agenda until it gets purchased.

Update on Entry Card project. PM Meister is still working on this, however the woman who oversees this purchase is working from home and process is slow. This item will also remain on the agenda until the cards are purchased.

Update on Radio Straps. Lt. Mowery received this order and is distributing the straps to those who ordered them. Due to the logistics some deliveries may be delayed, but we have every radio strap that was ordered.

Update on Yoga and fitness equipment. All the ordered items have been delivered and distributed to the appropriate stations.

Update on emergency boat to replace the current aluminum boat. The boat was ordered and has been delivered. Some discussion by D/C's in attendance about

where it will be stored before it is put in service and then aluminum boat can be surplused.

Update on tool purchase request by tool committee. 2 replacement pump cans and 2 replacement haligan bars have been purchased and delivered to tool committee at station #102.

Gear washer update. Lt. Mowery deferred to D/C Tasso as he was unable to attend the last meeting regarding the replacement machine. D/C Tasso relayed that there are several options that need to be looked at. Old Machine vs. the new machine. Stephens plumbing was out and gave a quote to repair the DWV system for the requirements needed for a new machine. Approximate cost for drain repair is approximately \$4000. Lt. Mowery asked if the board purchased a new machine, would the village pick up the cost of the plumbing repairs? D/C Tasso stated that due to the current state of the budget, this would not be possible at least not now. Lt. Mowery said we will keep this on the agenda and possibly look at taking some money from capital to get this project completed. All further action will be tabled until the September meeting.

D/C Tasso asked about working with the 2% Board during the next year (2021) budget for replacement beds. PM Meister asked about what the budget line item for this is for the Fire Department budget. D/C Tasso advised approximately \$9000 has been placed into his budget for 2021. He advised he has had no complaints for the beds replaced in the bunk room at station #102. He did say the B/C's have the same bed and all of them said they do not like it. There was some discussion on past issues with what type of beds to purchase. D/C Tasso said he has tried to use businesses in town, and of the many stores he has worked with they all have different brands and styles. He will keep looking at what will work best for our needs. He also said that just because he has it budgeted does not mean he can spend it yet. Lt. Mowery advised we will just table this until the new budget and then place it on the agenda at that time. D/C Tasso advised he will try to get a number of old beds we have currently and start a replacement program based on a split cost between the 2% Fund and the Fire Department budget in 2021.

The stereo that PM Otake requested for the apparatus bay at Station #103 is not available any longer except a used one. The board did not wish to purchase a used item. The board is asking PM Otake to look for a new item and submit a new request.

Bumper plates are on hold due to the Carona virus pandemic.

Dog sled order on hold until more items are available due to the shipping cost.

New Business: PM S. Markowski is requesting class "A" items not to exceed (NTE) \$125 for Honor Guard uniforms. A motion to purchase at a cost NTE \$125 made by PM Meister, 2nd by PM Kairis. Discussion on approved to wear from

administration. Once it was advised this was approved for the class "A", motion passed by vote.

No station requests received.

Good of the 2% Fund: D/C Spinazola asked if it is possible to have a liaison to the Chief if he can not attend the meeting? Can the D/C (or his designate) vote on his behalf? The board advised that the statute does not allow for this.

Next Meeting: September 24, 2020 at 0800 hrs. Station #102 (5420 Main St.)

Motion to adjourn made by S. Markowski, 2nd by PM Meister. Motion passed.

Meeting adjourned at 0905 hrs.

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Budget Meeting Held on 03 September 2020

Meeting called to order at 0812 hrs.

2% Board Members in attendance: Chief Pindelski, Lt. Mowery, PM Meister, PM S. Markowski, PM Kinney

Members Absent: PM Nowak, PM Kairis

Guests: D/C Tasso, Lt. Johnson

No business to be discussed at this meeting except items relating to the 2021 budget.

New Business: BUDGET WORKSHOP

A discussion was held on budget amounts to use for the budget template. \$53,000 will be the number used for budgeting purpose.

Last year's budget was \$100,000. Amount used to date \$13,000.

A discussion was held on maintaining the \$100,000 budget even though the board expect the receipts for the year to be much less, due to reserves. It was unanimously agreed to use the \$100,000 budget based on what is typically spent.

A discussion on the Heart Check line item was held. All agreed to keep the line item at \$5000 so that we have money available to anyone who wishes to utilize the test.

A discussion on the health and wellness line item was held. All felt that promoting health and fitness was worthwhile and to keep the line the same as 2020 and reimbursement rate the same.

Emergency Electronics line item was discussed after a recommendation from D/C Tasso. I Am Responding was \$810 last year from the administration fund. D/C Tasso requesting \$2390 for training, and \$1750 for travel for the instructor to hold ESO Solutions training at our facility. Lt. Mowery suggested taking the requested money from 5303 training budget for this use. Discussion on adjusting the approved class fund to \$5000 from \$10,000.

Some discussion was held regarding trade journals, fitness, and training materials. Due to the small cost (\$250), all agreed to leave this in the budget.

Lt. Mowery suggested keeping the \$1000 in the Emergency Fund even though it was never used in 2020 (so far). He advised it needs to be in there in case the B/C needs to access for meals, refreshments during a large incident.

Tuition reimbursement \$2500. Approved classes reduced from \$10,000 to \$5,000 and add \$5000 line item for D/C Tasso request for ESO Solution training.

PM Kinney is asking what the training budget is for T.S.O. Werner from the Fire Department budget. D/C Tasso advised he believes it is approximately \$30,000. This is for general training, overtime, and instructor cost. Capital equipment is \$500, Maintenance is \$250.

PM Kinney suggested looking at a roof prop on the training can. The discussion was directed toward the line item vs. amending budget as needed. All were in favor of revisiting this at the time proposed and will look at the budget at that time.

The Recognition Dinner is cancelled for 2020, but Chief Pindelski advised that some of the money is earmarked for retirement needs. The employee recognition line item will remain the same.

A discussion on how the treadmill maintenance has been going over the last few years. All were in agreement that this was a valid expenditure to keep the treadmills, ellipticals, and stair machines in good working order.

The equipment line item of 5630 was discussed and will remain the same.

Equipment marking items for \$500.

Fitness Equipment will remain at \$1000.

Lt. Johnson recommended to the board to look at possibly leasing the machines that will be on a rotation to be replaced such as what is listed above. Lt. Mowery suggested to have the fitness committee look at this and have a suggestion to the board on what they would prefer. The board will most likely try to entertain whatever the fitness committee suggests.

Cardio equipment will remain at an annual line item of \$5000.

Vehicle equipment will remain at \$5000.

Special Operations equipment will remain at \$8000.

Honor Guard equipment will remain at \$2000. PM S. Markowski advised that some of the equipment needed does need to be replaced. This will be used this upcoming year.

Capital Fund has been a varying line item based on budget vs. money taken in. This will again be given a dollar figure based on this. Infrastructure improvements will be left at \$8000.

D/C Tasso has budgeted approximately \$33,000 for appliances. \$9,000 for replacement beds. Actual budget was reduced to \$12,000.

Next Meeting: Regular business meeting on 24 September 2020 at 0800. Station #102

Motion to adjourn made by Lt. Mowery, 2nd by PM S. Markowski.

Meeting adjourned at 0912 hrs.