



## Meeting Minutes

Village of Downers Grove - Council Meeting

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**Council Chambers**

**January 16, 2024**

**07:00 PM**

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### 1. Call to Order

Mayor Barnett called to order the Village Council meeting at 7:00 p.m. and led those in the room in the Pledge of Allegiance to the Flag. He explained the protocol for the meeting and the guidelines to submit public comment.

### 2. Roll Call

**Council Attendance (Present):** Mayor Barnett, Commissioner Hosé, Commissioner Sadowski-Fugitt, Commissioner Gilmartin, Commissioner Tully, Commissioner Glover, Commissioner Davenport

**Council Attendance (Not Present):** None.

**Non-Voting:** Village Manager Dave Fieldman, Village Attorney Enza Petrarca, and Village Clerk Rosa Berardi

### 3. Minutes of Council Meetings

**MIN 2023-10161** - A. Minutes: Village Council Meeting Minutes – January 09, 2024

**MOTION:** To adopt the meeting minutes of the June 20, 2023, Village Council Meeting, as presented.

**RESULT:** Motion carried unanimously by voice vote.

**MOTIONED TO APPROVE:** Commissioner Hosé

**SECONDED BY:** Commissioner Sadowski-Fugitt

**AYES:** Commissioners Hosé, Sadowski-Fugitt, Davenport, Tully, Glover, Gilmartin, Mayor Barnett

**NAYES:** None

### 4. Public Comments

Janet Whittingham encouraged all residents to educate themselves about the discussions the Village Council is having related to the Fairview Area and the Comprehensive Plan. She expressed concerns that residents may not be aware of what is happening in the Village.

### 5. Consent Agenda

**BIL 2023-10162** — A. Bills Payable: No. 6778 – January 16, 2024

**COR 2023-10163** — B. Claims Ordinance: No. 6537, Payroll – December 29, 2023

**RES 2023-10170** — C. Resolution: Approve the Second Extension to the Contract with Interra, Inc. for Material Testing Services for Capital Improvement Projects **RES 2024-09**

**Summary:** This resolution approves the second extension to the contract with Interra, Inc. for material testing services for capital improvement projects in an amount not-to-exceed \$45,000.00.

**RESOLUTION 2024-09**

**A RESOLUTION AUTHORIZING EXECUTION OF A SECOND EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND INTERRA, INC.**

**RES 2023-10168** — D. Resolution: Approve the Second Extension to the Contract with Millennia Professional Services for Material Testing Services for Capital Improvement Projects **RES 2024-10**

**Summary:** This resolution approves the second extension to the contract with Millennia Professional Services for material testing services for capital improvement projects in an amount not-to-exceed \$45,000.00.

**RESOLUTION 2024-10**

**A RESOLUTION AUTHORIZING EXECUTION OF A SECOND EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND MILLENNIA PROFESSIONAL SERVICES**

**RES 2023-10169** — E. Resolution: Approve the Second Extension to the Contract with SEECO Consultants, Inc., of Tinley Park, IL for Material Testing Services for Capital Improvement Projects **RES 2024-11**

**Summary:** This resolution approves the second extension to the contract with SEECO Consultants, Inc., of Tinley Park, IL for material testing services for capital improvement projects in an amount not-to-exceed \$45,000.00.

**RESOLUTION 2024-11**

**A RESOLUTION AUTHORIZING EXECUTION OF A SECOND EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND SEECO CONSULTANTS, INC.**

**RES 2023-10154** — F. Resolution: Approve a Second Extension to the Agreement with Safety Services and Assessments N/K/A Murphy Construction Services **RES 2024-12**

**Summary:** This Resolution approves a second contract extension for the 2024 Sidewalk Rehabilitation Project to Murphy Construction Services of Western Springs, Illinois, f/k/a Safety Services & Assessments, LLC, in the amount of \$69,745.50.

**RESOLUTION 2024-12**

**A RESOLUTION AUTHORIZING EXECUTION OF A SECOND EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND SAFETY SERVICES AND ASSESSMENTS n/k/a MURPHY CONSTRUCTION SERVICES**

**RES 2023-10261** — G. Resolution: Approve an Extension to the Agreement with Boughton Materials of IL for the Provision of a Supply of Crushed Limestone **RES 2024-13**

**Summary:** A resolution has been prepared to authorize a contract extension for the provision of a supply of crushed limestone from Boughton Materials Illinois, LLC, of Plainfield, Illinois in the amount of \$49,395.06.

**RESOLUTION 2024-13**

**A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND BOUGHTON MATERIALS OF ILLINOIS**

**RES 2023-10140** — H. Resolution: Approve an Extension the Agreement with J&F Snow, LLC of Elgin, IL for Debris Hauling Services **RES 2024-14**

**Summary:** A resolution has been prepared to authorize a contract extension for the provision of debris hauling services to J&F Snow, LLC of Elgin, Illinois in the amount of \$98,787.00.

**RESOLUTION 2024-14****A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE AND J&F SNOW, LLC**

**RES 2023-10269** — I. Resolution: Approve an Agreement with Sentinel Technologies, Inc. for the Design and Implementation of the Data Center and the Purchase of Hardware, Software, Licensing and Maintenance for 850 Curtiss Street **RES 2024-15**

**Summary:** This resolution approves an agreement with Sentinel Technologies, Inc. of Downers Grove, Illinois for the data center design and implementation, along with the purchase of hardware, software, licensing and maintenance for 850 Curtiss Street in the amount of \$872,855.00

**RESOLUTION 2024-15****A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND SENTINEL TECHNOLOGIES, INC.**

***MOTION:** To adopt the consent agenda, as presented.*

***RESULT:** Motion carried unanimously by voice vote.*

***MOTIONED TO APPROVE:** Commissioner José*

***SECONDED BY:** Commissioner Sadowski-Fugitt*

***AYES:** Commissioners José, Sadowski-Fugitt, Davenport, Tully, Glover, Gilmartin, Mayor Barnett*

***NAYES:** None*

**6. First Reading**

**MOT 2024-10262** — A. Motion: Authorize Staff to Negotiate a Redevelopment Agreement for Civic Center Lot 2 in Accordance with Key Terms

Village Manager Dave Fieldman explained that the existing Police Station and Village Hall, currently located on Lot #2, would be demolished and would be sold for private redevelopment, with the revenues from the redevelopment project helping to fund the new Civic Center property. He went on state that a few weeks prior to this meeting, the Village Council selected LCI Development Partners as the preferred developer. Manager Fieldman explained that staff negotiated the key terms of the redevelopment agreement. He also noted that there is a clause in the redevelopment agreement stating that the Village can repurchase the Lot #2 property if the construction does not start pursuant to the scheduled date set or if the schedule is not followed in a timely manner. Manager Fieldman said the complete terms of the redevelopment agreement were in the agenda packet.

**Village Council Comments/Questions**

Commissioner Tully questioned if there was a way to incorporate additional terms into the contract regarding possible construction delays after the project has begun. He asked if there were any remedies in that type of situation.

Village Attorney Enza Petrarca said that could be added as a detailed term in the contract.

Mayor Barnett explained that once construction begins, things can come up. He asked if terms could be added to the contract to allow for changes.

Manager Fieldman said staff would work to be sure this is included.

Commissioner Tully explained that adding these types of terms in the agreement would take away some uncertainties - always in the hopes that nothing would go wrong.

## 7. Mayor's Report

There was no Mayor's Report.

## 8. Council Member Reports

Commissioner Tully made a clarification to the public comment made earlier in the meeting. He noted that the Village Council meeting discussions that were mentioned regarding the Fairview Focus Area were not part of the Comprehensive Plan update – the plan for that Comprehensive Plan update would start during the Manager's Report portion of this meeting. He noted that the Fairview Focus Area Plan would be based off of the current (2017) Comprehensive Plan.

Commissioner Gilmartin thanked the Public Works Department for working during the cold and snowy weather.

Commissioner Hosé seconded the thank you to Public Works.

## 9. Manager's Report

Manager Fieldman also thanked the entire Public Works team, the Fire Department and the Police Department for their work during the inclement weather on the watermain breaks, fire responses, and challenging police responses. Next, Manager Fieldman gave a Priority Action Item update.

Deputy Village Manager Mike Baker gave an update on the Civic Center. He said the project remained on schedule and under budget. He showed a short video showcasing the latest work on the project.

Mayor Barnett called for a five-minute recess and said the meeting would reconvene in the Committee Room for the remainder of the Manager's Report.

### INF 2024-10236 — A. Information: Introduction to Comprehensive Plan and Related Projects

The meeting reconvened at 7:20 pm in the Committee Room. Manager Fieldman introduced Houseal Lavigne as the primary consultant on the Comprehensive Plan update and related projects. He introduced Houseal Lavigne representatives Josh Koonce and Nick Davis.

Josh Koonce presented via PowerPoint. He explained he was providing a preview of the project and reviewed the agenda for the night. He gave some details about Houseal Lavigne's work with the Village on the 2017 Comprehensive Plan update. Mr. Koonce provided some information on the companies that Houseal Lavigne would be partnering with on the Comprehensive Plan related projects. He then reviewed the following project goals:

1. Substantially complete or advance all five projects by May 2025 - Comprehensive Plan, Downtown and Fairview Focus Area Streetscape Plan, Environmental Sustainability Plan, Enhanced Bike and Pedestrian Plan.
2. Prepare an updated, modern, best-practice-based Comprehensive Plan.
3. Prepare the deliverables noted in the project descriptions.
4. Align the work to avoid inconsistent recommendations.

Mr. Koonce spoke specifically regarding the Comprehensive Plan and explained that overall it is a foundation to the the Village's decision-making. He explained it would share the Village's vision, evaluate and inform development proposals, be the foundation for the regulatory framework, coordinate local and regional initiatives, support the planning and budgeting of Capital Improvements, identify future studies, and inform and educate the community. Mr. Koonce stated that as a whole, Houseal Lavigne is moving toward creating plans that anyone can pick up and understand. He said the company would provide a value-driven plan with a focused team, explaining that they would work closely and consistently with Village staff. Mr. Koonce noted the expected completion date of May 2025. He

explained that both a project team kick-off and project staff kick-off meeting had already been held. Mr. Koonce shared a chart with the Comprehensive Plan timeline over the next 18 months. The time line included:

- Project Initiation
- Public Engagement
- Existing Conditions
- Vision and Land Use Framework
- Focus Area Framework Plans
- Village-Wide Plans and Policies
- Plan Document and Adoption
- Streetscape Existing Conditions Analysis
- Schematic Design

Mr. Koonce stressed that there would be plenty of opportunities for public engagement. He then gave a brief timeline overview of the four subsequent plans including 1) Fairview Focus Area Streetscape Plan; 2) Downtown Streetscape Plan; 3) Environmental Sustainability Plan; and 4) Enhanced Bike and Pedestrian Plan. Mr. Koonce also explained the role of the Village Council. He concluded by reviewing some of the upcoming steps, noting that he would be presenting again at the February 6<sup>th</sup> and February 20<sup>th</sup> Village Council meetings.

**Public Comment:**

Janet Whittingham asked if the PowerPoint presentation that was shared by Mr. Koonce was included with the agenda materials online.

Manager Fieldman said it was.

**Village Council Comments/Questions:**

Commissioner Tully asked how much of a baseline Houseal Lavigne would be working with and to what degree does the 2017 Comprehensive Plan come into play with the update.

Mr. Koonce said the past plans and studies review is a critical task of this project. He said the team would work with Village staff to review what is successful with the 2017 plan and what has been and has not been accomplished. He explained that many things have changed within the past seven years, such as the importance of broadband and changes in population and demographics. Mr. Koonce said the team will carry forward recommendations that are still actionable, and completed items will fall off the document.

Commissioner Tully asked how things would be highlighted, so the community can see what has successfully been accomplished, what did not work, and what will carry forward.

Mr. Koonce said there would be a summary/assessment of the efficacy of the 2017 Comprehensive Plan. He noted that “call-out boxes” can be used to reference back to the original plan.

Commissioner Tully said this is a new approach for Downers Grove. He asked what the downsides could be to the Village Council acting as an Ad Hoc Committee.

Mr. Koonce said there are real time constraints with being sure that everything is delivered in advance of the meetings, making things public. He said the team may need to work with Village staff on some flexibility. Mr. Koonce stated working directly with Village Councils in the past has only been a plus, versus working with boards and commissions. He noted that this is because there is more consistent attendance.

Mr. Nick Davis, with Houseal Lavigne, said that the lack of a steering committee could result in a lack of community engagement. He said they have doubled down on the amount of community engagement planned and are going into

this more with eyes wide open. Mr. Davis said that discussions are more public when they are with the Village Council.

Commissioner Gilmartin questioned if the information would be posted in advance. He said he wanted to know if the Council members would be able to have individual discussions with the Village Manager before the Village Council meetings.

Mr. Koonce said some items would be provided months in advance and some of the information, coming from the partner consultants, may be more of a brief update.

Manager Fieldman said that when Houseal Lavigne initially met with Village staff, the staff explained the techniques that they had been using over the years that have been tried and true.

Commissioner Gilmartin said he wants to be as prepared and as up-to-speed as he needs to be. Regarding the umbrella of the four plans, he asked for a comparison of what other municipalities are working on.

Mr. Koonce said that the plans should talk to each other. He stated that some municipalities will work on the Comprehensive Plan and other plans at different times. Mr. Koonce said he thinks taking the Village's approach is the best option.

Mr. Davis stated that working on the Comprehensive Plan with other plans in tandem is not uncommon, but requires coordination. He said in 18 months, after this type of high-level policy planning, everything should talk to each other.

Mr. Koonce said that being sure everything is connected together is important.

Commissioner Davenport said he is an architect and thinks this is the best way to go about moving this forward. He noted that he thinks the Village Council and Village staff have good familiarity with the current Comprehensive Plan and he wants to see how things will differ with the new plan.

Mr. Davis asked if there is any value to using the 2010 Comp Plan or if they should only focus on the 2017 Comp Plan as a baseline.

The Commissioners came to a consensus that they want to use the 2017 Comp Plan as the base plan.

Mr. Davis said he was involved in the 2017 Comp Plan. He said they can do a review of the 2017 Plan on what could have been done differently or can be done differently now. He stated the 2017 Plan can be used as a starting point when building out the current Land Use Plan.

Commissioner Tully noted the 2010 Plan was the first plan done since 1965, so he reiterated the importance of using the 2017 Plan.

Mr. Davis agreed and again noted that Houseal Lavigne worked on the 2017 Plan, he thinks it is a good idea to pick up with 2017. He said he expects to see land use changes in some of these areas.

Commissioner Gilmartin said he agrees there is so much change, so he is interested in seeing what Houseal Lavigne comes up with.

Commissioner Tully noted that when doing outreach, he would like to explain how the Comprehensive Plan fits into the overall project, similar to the way the high priority action items lead to the budget. He stated that he wanted everyone to understand how this plays into the community overall.

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Manager Fieldman brought up the slide from the presentation that stated “Why is it Important?”. He said he agrees with Commissioner Tully and said that staff will stay on top of his request.

Commissioner Davenport explained that when he works at his job, he wants the time spent on things to matter and he feels the same about this. He agreed he wants community involvement to be included.

Mr. Davis said the Village has made this process easier by being able to use previous plans. He noted the Village uses this tool properly and not a lot of communities can say that.

Commissioner Tully noted that a lot of the Village ordinances say that the factors the Council shall consider shall include consistency with the Comprehensive Plan.

The Mayor thanked Houseal Lavigne for presenting.

Manager Fieldman explained that there would be another two meetings on February 6<sup>th</sup> and February 20<sup>th</sup> that will involve the Comprehensive Plan and related projects. The meetings will include planning work and engagement plans. He said the team is excited to get started and he thanked the Council for this opportunity.

The Mayor spoke of the Council’s commitment to updating the 2017 Comprehensive Plan and then updating it again in the years ahead. He explained that every week moving forward the Council needs to come to the meetings prepared - it should be an expectation of each other. The Mayor said the Council needs to have true meetings with the Village staff/the team that involves two way communication.

**Public Comment:**

Janet Whittingham thanked Commissioner Tully for correcting her comment earlier in the meeting and she stressed that her point was to encourage residents to be more involved. She said she was encouraged by the presentation of the evening and she will continue to follow along. Ms. Whittingham said she is also excited about the public engagement part and hopes that other residents will join in.

**10. Adjournment**

Mayor Barnett asked for a motion to adjourn the meeting.

***MOTION:*** *To adjourn the January 16, 2023 Village Council Meeting.*

***RESULT:*** *Motion carried unanimously by voice vote.*

***MOTIONED TO APPROVE:*** *Commissioner José*

***SECONDED BY:*** *Commissioner Sadowski-Fugitt*

***AYES:*** *Commissioners José, Sadowski-Fugitt, Davenport, Tully, Glover, Gilmartin, Mayor Barnett*

***NAYES:*** *None*

Mayor Barnett declared the motion carried by voice vote and the meeting adjourned at 8:11 pm.

Respectfully Submitted,

Rosa Berardi  
Village Clerk

