



VILLAGE OF DOWNERS GROVE
Stormwater and Flood Plain Oversight Committee Meeting
December 16, 2019, 7:00 p.m.

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

I. CALL to ORDER

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

II. ROLL CALL

Members Present: Chair Gorman, Ms. Borman, Mr. Delves, Mr. Iovinelli, Mr. Ruyle, Mr. Scacco,

Members Absent: Mr. Wicklander

Staff Present: Kerry Behr, Stormwater Administrator
Julie Lomax, Stormwater Administrator

Public Present: None

III. APPROVAL of March 18, 2019 Minutes

Ms. Borman made a motion, seconded by Mr. Ruyle, to approve the September 16, 2019, minutes, with corrected spelling of Mr. Iovinelli's name. **Motion carried by a voice vote 6-0.**

IV. PUBLIC COMMENTS

None

V. NEW BUSINESS

Year End Review

Within sixty (60) days of the close of the calendar year, the SWFPOC must submit a report to Village Council describing the activities for the year. The report typically includes the number of meetings held, number of variances and/or appeals, and the staff reports, as well as any other pertinent information from the year. A copy will be sent to SWFPOC members when it is sent to Village Council. The Staff report contains a summary of stormwater projects for the year.

Meeting Dates for 2020

SWFPOC will continue to meet the third Monday of each month in 2020 at 7:00 pm – January 20, February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, and December 21.

VI. STAFF REPORT

A. New Rainfall Data to take effect January 1, 2020

The Illinois State Water Survey (ISWS) introduced the new rainfall data in March. DuPage County issued a memo stating the rainfall data will become effective January 1, 2020. All projects without a stormwater permit by January 1 must use the new rainfall data. The current 1% (100-year) rainfall used for stormwater calculations is 7.58 inches (for the 24-hour duration storm). The new rainfall is 8.57 inches for the same storm. The Village has been working with

open applications affected by this change. The rainfall for Post Construction Best Management Practices (PCBMPs) will not be affected by the rainfall change.

B. 2014 Stormwater Project Analysis (SPA) update

Staff continues to work on stormwater projects from the 2014 report. The following is a brief update of the status of each project.

- 1 – Black Oak/Candlewood – Complete
- 2 – Downers/40th – Design in progress, Construction to start spring 2020
- 3 – Elm/Earlston – Complete
- 6 – Highland Ct/Washington – Complete
- 7 – Drendel Rd (S of Indianapolis) – Complete
- 8 – Chase Ave (Haddow to Burlington) – Complete
- 10 – Prairie/Forest – Complete
- 11 – Linden – Complete
- 12 – Hitchcock (Glenview to Cornell) – Complete
- 14 – Jefferson & Middaugh – Complete
- 15 – Lyman (Kenyon to Blanchard) – Complete
- 16 – Hobson Triangle area – Design in progress, Phase I Construction 2021
- 17 – Francisco (Haddow to Burlington) – Complete
- FP-1 – St Joseph Creek (Hummer Park to Village Hall) – DuPage County Watershed Study underway
- FP-2 – Deer Creek – DuPage County Watershed Study underway, Construction in progress for berm
- FP-4 – St Joseph Creek (Maple and Elmwood) – included with FP-1

C. 2019 Stormwater Projects

In addition to the 2014 SPA projects, the Village also completed the following:

- New storm sewer on Northcott between Prairie and Warren in conjunction with the water main replacement project
- New storm sewer on 57th Street between Wanda and Dearborn to alleviate frequent flooding
- New culvert on College between Katrine and Walnut to alleviate frequent flooding to north
- Removed an old bridge abutment in St. Joseph Creek near Sterling Park
- Planted the pollinator gardens at Belmont and Warren/Burlington
- Installed storm sewer on Indianapolis between Drendel and Cross
- Culvert replacements – Lacey Creek – Barneswood and Saratoga
- Nine (9) cost share projects have been permitted in 2019
- Storm sewer cleaned and inspected – approximately 41,000 linear feet
- Catch basins/manholes/inlets cleaned and inspected – approximately 420

D. Stormwater Master Plan

Staff is working with Hey and Associates to develop a stormwater master plan to address areas the Village without Level of Service (storm sewer and/or ditches to safely convey 95% of rainfall events – basically the 10-year or 10% chance storm). Phase 1 will be complete by the end of December. Staff is working with Hey and Associates on Phase 2, which is expected Summer 2020.

VII. OLD BUSINESS

Staff reported on the Ordinance revisions (Residential Storage Systems). Some sample plans were shown with sizes and details. Each lot is unique and design engineers have been customizing the BMPs to the site restrictions. For smaller projects (like new garages) the development engineers work with the homeowners to determine BMP requirements and provide suggestions.

Mr. Ruyle asked about maintenance for the permeable pavers on Grove Street. Staff reported the permeable pavers are functioning and it is not unusual to have some growth within the areas with infrequent traffic.

Mr. Ruyle also asked about one of the Stormwater Utility videos. He remembers one of the videos said the stormwater runoff to St. Joseph Creek has doubled and wonders if St. Joseph Creek can accommodate the added runoff. Staff will look into this.

VIII. PUBLIC COMMENT

None

Mr. Scacco made a motion, seconded by Mr. Iovinelli to adjourn the meeting at 8:02 p.m.

Motion carried by voice vote of 6-0.

Meeting Minutes

Village of Downers Grove
Human Service Ad Hoc Committee

Committee Room

02/25/20

7:00 PM

I. Call to Order

Village Manager Dave Fieldman called the meeting of the Human Service Ad Hoc Committee of the Village of Downers Grove to order at 7:03 p.m. in the Committee Room of the Downers Grove Village Hall.

II. Roll Call

Committee Members Attendance (Present): Samantha Aycock (chair), Chris Gilmartin, Tom Connolly, Azizi Marshall, Becky Campbell

Absent: Stephanie Williams, Kimberly Nagy

Staff: Village Manager David Fieldman, Deputy Village Clerk Village April Holden

Guests: Dr. Kevin Russell, District 58 Superintendent; Dr. Hank Thiele, District 99 Superintendent; Julie Milavec, Director, Downers Grove Public Library; Cindy Khatri, Public Relations Manager, Downers Grove Public Library; Octavia Neyland, Social Work Intern, Downers Grove Public Library

Mr. Fieldman reiterated that the goal of the Ad Hoc Committee is to update and add to the report presented to the Village Council in 2019, specifically with respect to recommendations and actions in prioritized order. This is the second meeting of the Committee and will consist of presentations from the school districts and the library.

III. Approval of January 28, 2020 Minutes

Mr. Fieldman asked for a motion to approve the January 28, 2020 minutes.

Mr. Aycock moved to approve the minutes as presented. Mr. Connolly seconded the motion.

Mr. Fieldman declared the minutes approved by voice vote.

IV. Presentations by School District 99, School District 58 and the Downers Grove Library

Mr. Fieldman introduced Dr. Kevin Russell, School District 58 Superintendent and Dr. Hank Thiele, School District 99 Superintendent to discuss services provided by their schools.

Dr. Kevin Russell, School District 58 Superintendent, said he and Dr. Thiele would jointly discuss all the services the schools offer as they develop services together. He said schools take on more social leadership services each year. They will discuss what they are doing and how services and resources can be combined. We can raise awareness and services.

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Dr. Hank Thiele, School District 99 Superintendent, spoke of health and wellbeing professionals in schools. Schools picked up services that dipped during the recession and there was a huge ramp-up of services provided in public schools.

Dr. Russell spoke of wraparound services, home to school and access to services. Schools are teaching to the “whole child” a term that includes social, emotional and academic aspects of a child.

Dr. Russell then addressed the variety of professionals in schools including:

Social workers and counselors to support all students.

Psychologists who address special needs. They are specialized educators and there is a shortage of psychologists in education.

Nurses - a blend of registered nurses and certified school nurses. Certified school nurses (CSN) can attend school meetings. He addressed allergy issues and life-saving medications. He said certified school nurses are almost impossible to find.

Dr. Thiele said there are tiers in each of these roles, which amounts to a lot of staff.

Dr. Russell noted that it has also resulted in the need for space.

Dr. Russell said schools try to operate as a unit school. In preschool through eighth grade, the primary focus is general education. He addressed intervention in academics, social issues (behavior) and emotional issues (well-being). Schools today help kids socially and emotionally.

Dr. Russell addressed legislation. Section 504 of the Rehabilitation Act of 1973, a federal law that prohibits discrimination based on disability, requires that a student with a disability have access to accommodations. This could include Type 1 diabetes, food allergies, etc. Special education/Individualized Education Plan (IEP) provides special education in the least restrictive environment. It is available to students ages 3-21. It includes support services, such as speech; resources, such as academic; specialized programs, such as programs addressing developmental delays or autism; special placement. He also addressed the School Association for Special Education in DuPage County (SADED).

Dr. Russell noted that some students, such as autistic students, need multiple services. The schools must provide services to students as of three years of age. He said there is a need to talk about services to those over 21.

Dr. Thiele spoke of the multi-tiered levels of support to students. Tier 1 support is available to all students and includes academic, social/emotional and post-secondary services. Tier 2 includes additional support such as co-teaching and problem-solving teams. Tier 3 is the highest level of support and is specific to a particular child. It includes assist teams.

Dr. Thiele addressed Transition 99 (T-99), which offers services to students with special needs from 18 until the day before they turn 22 with respect to jobs, life-skills, etc.

Dr. Thiele then addressed the McKinney-Vento Homeless Assistance Act, a federal law for the last 20 years, that ensures the right of students to go to school even when they are homeless or do not have a permanent address. This allows students to enroll in school and remain in school even if they lose their home. It gives them the right to receive transportation and the right to receive support for academic success.

Dr. Russell said the schools partner with the Bridge Communities, Family Shelter Services, district partnerships regarding shared transportation, and the DuPage Regional Office of Education (ROE) Regional Homeless Liaison.

The definition of someone that doesn't have a permanent home is very broad. It is a problem in Downers Grove and across the State. He provided homeless student enrollment data that shows the post-recession impact. The majority of homeless live with someone else but also in hotels/motels, unsheltered or in women's shelters. The

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numbers continue to grow. Dr. Thiele said four years ago, District 99 had 50 homeless students; last year was 85. Dr. Russell said in District 58 there were 83 homeless students. The total US homeless student enrollment in School Year 15-16 was 1,304,803.

Dr. Russell said they see children doubled up. Many children are raised by grandparents. In many homeless families, both parents are working. Existing students can become eligible for assistance under the homeless law. The law requires schools to provide services for 18 months after leaving Downers Grove.

Dr. Russell then addressed programs to address mental health crises. The Self-Harm and Suicide (SAS) program includes screening, assessment and support services. Also available is the Family Service Program of the DuPage County Health Department, Downers Grove emergency responders, the National Alliance on Mental Illness (NAMI) DuPage, and school safety updates.

Dr. Thiele spoke about Anonymous Alerts – an online tip line. He said students are the best set of eyes at the high school level.

Dr. Russell spoke about Trauma Informed Teaching, which includes learning about adverse experiences and putting programs in place to deal with those adverse childhood experiences. Dr. Russell also spoke about other health and wellness programs, including the DuPage County Health Department with respect to disease reporting, Stop the Bleed training sponsored by the American College of Surgeons, Delegated Care Aide for diabetic support, gender spectrum training and the Emergency Seizure Response training.

Dr. Russell said he and Dr. Thiele love what they do. He spoke of the support from the community.

Mr. Connolly asked how many people coordinate these services.

Dr. Thiele said District 99 has 20 counselors, 20 psychologists/social service workers, 1 drug and alcohol abuse counselor, 1 504 coordinator and 35-40 special education specialists and 30-45 aides.

Dr. Russell said they all have to be certified and have a master's degree. District 58 services are coordinated through the Assistant Superintendent for Special Services.

Dr. Thiele said the total number of staff in District 99 is 1000; 1/3 is support.

Dr. Russell said the total number of staff in District 58 is 700. He said the school districts are Villages during the day.

Mr. Connolly asked about year-round programs.

Dr. Thiele said it is a wraparound school year, which includes summer programs.

Ms. Campbell asked as to the number of students receiving lunch services.

Dr. Thiele said 20-25%; Dr. Russell said 10-15%. They discussed school boundaries.

Ms. Marshall asked about staff training.

Dr. Thiele said suicide prevention training is yearly. Training for other services is on a rolling basis or on an as-needed basis.

Dr. Russell said there are a number of on-line training programs. He said training can be offered during teacher institute days or early release days. It may be necessary to send a team for training for a specific student. He noted that one of the toughest jobs of a superintendent is building a principal.

Mr. Gilmartin asked as to the most pressing issues.

Dr. Thiele said homelessness is a pressing issue. He also said an individualized plan for each child puts stress on the system.

Mr. Gilmartin asked as to connections the districts provide to families.

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Dr. Thiele said usually that is through the Regional Office of Education.

Dr. Russell spoke about the concept of community schools, whereby all services are through schools. He spoke about language needs and bilingual committees. Schools are slowly offering more to parents.

Ms. Aycock said the purpose of this Committee is to make recommendations to the Village Council. She asked what the superintendents would outsource to the Village.

Dr. Thiele spoke of off-hours crises issues. Staff is staffing the tip lines all hours. He is interested in a way to partner with local police and emergency services.

Dr. Russell said the Village provides services they do not want to see taken away.

Dr. Russell said District 58 is seeing issues trickle down to the middle and elementary schools.

In response to Ms. Aycock, Dr. Russell said the District 58 Foundation sponsored a social media program.

Dr. Thiele talked about Red Ribbon and Mental Health Awareness weeks. He said it is essential to keep the partnership with the Village.

Dr. Russell spoke of the power of all human service organizations working together and coordinating efforts around thematic issues.

Mr. Gilmartin asked about drug issues.

Dr. Russell said vaping is a huge issue, but is on the decline. He said the police support has been great in that students are issued tickets. Prescription drug abuse is also an issue; he is not seeing opioid or heroin drug abuse. He said they are seeing some marijuana use with its legalization. They do not see cigarette smoking/tobacco use.

Dr. Thiele said there has been a sharp decline in vaping. They see marijuana use and prescription drug abuse; opioids are not a high school drug. He said there is not a lot of alcohol use.

Ms. Aycock asked about outreach to the larger community of those people who do not have students in school.

Dr. Thiele said the focus is on parents. They are also on Facebook and Next Door. There is not a lot of other outreach.

Dr. Russell said the annual newsletter is designed for the taxpayer. They value those without kids in the schools, but most of their outreach is to their parents.

Ms. Aycock suggested a liaison with the schools, library and Village.

Ms. Aycock asked about support services for the LGBTQ community.

Dr. Thiele said it is much more supported now in District 99 than in years past. Support is basically one-on-one.

Dr. Russell said the districts reach out to marginalized groups; he is very proud of this.

Ms. Aycock asked what the superintendents do to help staff morale and prevent burnout.

Dr. Russell said staff is asked to do more and it weighs on them. He has made a shift to staff self-care to promote a work-life balance. He stresses mental health services and giving access to those services.

Dr. Thiele he has a focus on unnecessary stressors. He changed evaluations to take stress and risk out of the process. He looks at ways to make things more flexible. He expects to see additional changes in the next couple of years.

Dr. Russell said they are looking to have a good balance with respect to having all activities at night.

Dr. Thiele said there are changing expectations with respect to work-life balance.

Mr. Fieldman addressed the partnership with the schools in traffic and school safety.

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Following the presentation by Dr. Thiele and Dr. Russell, Mr. Fieldman introduced Julie Milavec, Director, Downers Grove Public Library.

Julie Milavec, Director, Downers Grove Public Library, introduced Cindy Khatri, Public Relations Manager, and Octavia Neyland, Social Work Intern.

Ms. Milavec said the purpose of the library is to be a place for everyone to discover, grow, play and learn. She addressed access to library resources. The library is open seven days a week, there is no expectation that you have to buy anything, anyone can enter and anyone can get help finding services. The library is hosting social work interns. Their intern, Octavia Neyland, will work on a resource guide for librarians.

Ms. Milavec then referenced the 2017-2020 Strategic Plan. She outlined the strategic focus areas: Excel in delivering service and managing resources; engage with our community and the world; empower individuals at all ages and stages of life; and evolve with our changing community. She asked Ms. Khatri to address homelessness.

Cindy Khatri, Public Relations Manager, said she works with the homeless population. The library is one of the last true public spaces. Homeless people are treated as any other member of the public and she looks at the homeless in the same way as any other patron. She said Downers Grove has a high population taking refuge in the library. The staff saw a huge need in terms of homeless people asking where to go when the library closes. Ms. Khatri said she visits PAD shelters to offer information and library services. Homeless people are offered limited use library cards allowing people to check out two items at a time and only for use in Downers Grove. Ms. Khatri said she realized many people did not know about services. In conjunction with PADS, the library offered a “Lunch n Learn” program to encourage use of the library and social service agencies, such as Bridge Communities and Hope’s Front Door. These programs have shaped and changed lives. Another element of the “Lunch n Learn” program is relationship building. PADS can better inform library staff of needs. She further spoke of the West Suburban Community Food Pantry and employment programs. These programs have been growing.

Ms. Milavec said the library sponsored a Month of Homelessness Awareness in October 2019.

Ms. Milavec then addressed additional library services. These include access to technology and training; a jobs listing board; a new website – DGLibrary.org; expanded services to seniors, including senior living facilities and senior health insurance and Medicare programs; outreach to School Districts 58 and 99; expanding specialized services such as book clubs for individuals with disabilities. She said serving youth is a huge part of what they do. The library teaches kids how to learn and offers programs to make learning fun. The library is a place where teens can be. Librarians are trusted adults. Libraries connect people to other organizations. Ms. Milavec said the library features an organization each month and hosts events such as the Service Fair. She said they work to make connections and build a community of inclusiveness.

Ms. Aycock said the library’s services are very impressive; she may reach out in terms of a liaison. She said the community outreach is diverse. The presentation was very thorough.

Ms. Milavec said everyone is welcome at the library. They try to have something for everyone.

Mr. Gilmartin said he had no idea of the breath of programs offered.

Mr. Khatri said she has a team of three people. They are building a new marketing plan to express that the library is not the library of the past. She said Downers Grove loves its library.

Dr. Thiele noted that Downers Grove North students report out on the resources of the Downers Grove library.

Ms. Milavec said the library has a special relationship with School Districts 58 and 99. She said a public library-wide issue is that the brand of libraries is books, but that is not what a library is anymore. It is access.

Ms. Aycock said we need to find a way to help get the word out.

Ms. Khatri noted that it is hard to get people in the same room at the same time.

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Mr. Gilmartin asked about overlap of services, such as with homeless people.

Mr. Khatri said we are all partners, but we didn't know it.

Ms. Aycock addressed the need for a coordination of partners.

Dr. Russell said we keep learning more every month. He thanked Ms. Milavec for her work and her energy.

Dr. Thiele said the facilities are lacking for community partnerships. There is not a facility for a huge fair. Local government facilities have been neglected. This has hindered community partnerships.

Mr. Fieldman said the library has been transformed under Ms. Milavec's leadership.

Mr. Fieldman then said that the Committee has had two meeting. We heard from Village staff and tonight from the school districts and the library. Next month representatives of Downers Grove Township and DuPage County will address the Committee.

V. Follow-up Items from January Meeting

Mr. Fieldman said there will be two or three guest speakers for the April meeting. Non-profit organizations suggested to present information are NAMI, Hope for the Day, DuPage Senior Citizens Council, Ray Graham Association, Ride DuPage, and Youth Outlook.

Mr. Fieldman said he sent out information in response to questions about the Narcan program, homeless population and resource guides.

Ms. Aycock thanked everyone for their time.

VI. Public Comment

There was none.

VII. Adjourn

There being no further discussion, the meeting adjourned at 9:02 p.m.

Respectfully submitted,

April Holden

Deputy Village Clerk

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TRANSPORTATION AND PARKING COMMISSION
Minutes – March 11, 2020
Council Chambers – Village Hall
801 Burlington Avenue, Downers Grove

Commissioner Carter called the March 11, 2020 meeting of the Transportation and Parking Commission to order at 7:01 P.M. and led the recitation of the Pledge of Allegiance.

ROLL CALL

Present: Commissioners Carter, Wilkinson, Carlson, Novak

Absent: Commissioners Wrobel, Jenkins, Schiller

Staff: Public Works Director Andy Sikich, Public Works Traffic Engineer Will Lorton, Community Development Planning Manager Jason Zawila, Community Development Planner Gabriella Baldassari, Officer Chris Fisher

Visitor Roster: Jack Marengo, Erin Venezia

A quorum was established.

Commissioner Carter reviewed the procedures to be followed for the meeting, explaining that the Commission will forward a recommendation to the Village Council for approval.

APPROVAL OF NOVEMBER 20, 2019 MINUTES

COMMISSIONER WILKINSON MOVED TO ACCEPT MEETING MINUTES AS PRESENTED. COMMISSIONER NOVAK SECONDED THE MOTION.

ALL IN FAVOR. THE MOTION PASSED UNANIMOUSLY BY VOICE VOTE 4:0.

PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment on non-agenda items.

Commissioner Carter proceeded to files on the agenda.

File #1-20 Downtown Parking Study

Village Planning Manager Jason Zawila summarized the slide presentation with a brief overview of the 2019 study and additional analysis of the downtown parking system. The study engaged stakeholders through a survey of approximately 1600 respondents comprised of downtown business owners, employees, commuters, and visitors. Approximately half of the respondents believe there is not enough commuter parking. An outside consulting company was utilized in 2019 to analyze and make recommendations on the current downtown parking system. The consulting company findings included the following information: 25% of parking spaces were available during peak demand times from 12pm – 1pm; amount of available spaces increased to 46% from 4pm – 6pm; on-street occupancy parking increased since 2011 by approximately 5%; off-street parking increased by 6.5%; there is a parking surplus for residents at Main and Maple

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apartments; there is a minor parking deficit for resident parking at Burlington Station and Marquis on Maple. Survey qualitative data indicated many respondents expressed dissatisfaction and frustration with the current parking system. The analysis shows that even during peak demand, there are reasonable, accessible spaces available to most users of the system. The library parking lot in November on an average Saturday is fully occupied, while the very nearby lot D parking lot by Burlington station had very few cars parked in it. This shows that clearly plenty of spaces are available at another peak time, but it is more desirable for customers of the library and the businesses close by to utilize the library parking lot. The question is, if it is known that lot D is available, which drivers will utilize that parking lot if it is properly signed?

Key recommendations identified: do not pursue additional structured parking; formalize a recommended level of service concept; consider operational, technological, and policy improvements to the existing system; promote the walkability of the downtown area. More detailed recommendations were provided by the reports and will be discussed at the May meeting as to which ones are able to be implemented this year, and to give staff an analysis of which ones are most appropriate to take care of upfront because all of the recommendations are not able to be implemented in one year.

There are two key improvements to be made to the existing system which are related to the external driver in the downtown: making the parking system less complicated to understand and ensuring the system is better communicated. Signage can help with this. A third outcome staff would like to see is that time is made more efficient through areas of administrative support, enforcement, and system management of the parking system.

Current parking regulations include 23 sets of regulations related to parking in the downtown, covering 11 geographic areas. The system is complicated. Currently there are 355 designated commuter permit spaces in lots B, D and F with free parking after 11am. Parking lots are approximately 75% occupied. Important to note that the free unoccupied spaces are for shopping and accessibility. The majority of the commuter spaces are occupied before and during peak times. Many trains go through downtown during peak hours: 7 express trains, 6 slow trains, the 8:28am express time is important. There are 208 downtown business permit spaces for employees in two designated areas that are allowed M-F. DB passes are also allowed in lots traditionally used for commuter passes beginning at 8:30am, after the last express train leaves the station. Downtown passes for first quarter (Jan., Feb., Mar.) had 349 downtown business permits issued. Downtown hourly spaces have: 4 different timed free spaces for 2, 3, and 4 hour shoppers; and 15 minute drop off/pick up spaces at the end of most blocks downtown. Residential permits: overnight residential lot R in parking deck; lot L overnight pass allowed 5 nights per month by residents with approximately 8 requests a month for that permit; call in, online, overnight option available throughout the entire Village typically used for emergencies and construction, and are limited to 12 nights within a 12 month period. Paid options downtown: one day pass offered for users in commuter lots after 8:30am and must be physical purchased at Village Hall; park X with 16 designated spaces at Village Hall parking lot and are usually 100% occupancy M-F; meters with 38 spaces in lot F identified at 100% occupancy M-F; parking passport app with 3 out of 4 visitors who use parking spaces utilizing passport. The parking deck has various spaces utilized in different ways: 505 daily fee spaces traditionally used by commuters which are near 100% M-F; DB parking on level 2; lot R with 4 hour shopping spaces; designated spaces for reverse commuters on level 2; all spaces are free after 11am.

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Reports recommend expanding or relocating certain permits. Before expanding or relocating, staff must understand what we have now and where opportunities are, because something will be misplaced for another user. Staff conducted a survey of DB eligible lots to identify where occupancies are right now for times of 8:30am, 9:30am, and 10:30am: At 8:30am there are 138 spaces available and the number decreases as the day progresses. At 8:30am open spaces are in the parking deck, Forest lot north, and various spaces throughout the system. At 10:30am there are certain areas where the number decreases, and some where the number stays the same. Level 2 in the garage with DB passes and a couple of reverse commuter spaces have a 49 space decrease closer to lunch. Forest lot north shows a lot of potential opportunity at 8:30am, but gets closer to 100% occupancy closer to lunch hour. 349 downtown business permits: 35% being used at 8:30am; 50% being used by 10:30am. Shows that half of downtown business passes are being used in the morning. Does not account for multiple employees working for downtown businesses that are on different shifts.

Enforcement of regulations involves: license plate reader on police vehicles; daily pay machine reports; officers physically check parking. In 2019 there were nearly 2400 parking citations issued downtown in off street parking lots; 82% in the garage; 18% in downtown lots. Parking garage has almost 70% failure to pay daily fees, overage time parking where cars are in spaces longer than the allotted time on the second floor, and 13% that have no permits on DB level or residential spots on first floor. Downtown parking lots have 75% not showing permits, 20% overage for vehicles in spot longer than allotted time, and occasional car parked overnight without prior consent.

Communication efforts begin with signage in the downtown and the report indicates that currently sign clutter is an issue. Village website and handouts have good information but finding it is difficult for residents and visitors to obtain and understand.

Planned construction projects: Forest lot north changes which are expected to happen summer 2020 will be a temporary disruption to service, but will be a vastly improved parking lot with a net gain of 3 spaces. Ongoing discussions with Village facility will change how parking is oriented. It is not known yet how it will change, but it is a large upcoming change to be aware of that will impact future recommendations.

5 Key Observations from further analysis:

- 1) Varying regulations over the years have led to a complicated parking system that is difficult to communicate and inefficient to manage. Looking to make changes to that.
- 2) Hourly parking is very inconsistent leading to user confusion, underutilization, and increased enforcement. Need to make the information easier to communicate.
- 3) Forest lot north does not have clear signage, and has too much confusing signage creating a frustrating experience. Must work on signage.
- 4) Believes there is an opportunity to maximize open spaces during the AM peak in level 2 of the parking garage, and potentially Main Street lots before 11am. Reviewing how to do that now and will come back to commission with proposed plan.
- 5) Still using outdated meters which takes up a lot of physical time from staff and looking at a better way to do that.

Upcoming planned projects will cause short term disruption for long term benefit which are important to keep in mind in regards to the study recommendations. Desired outcomes from the Village with operational improvements: less complicated, easier to understand, better

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communicated to the public, more efficient use of staff time. Will come back in May with initial long term action items and recommendations to addition of regulation changes. There is a lot to do and staff appreciates any input you may have. April's meeting will be dedicated to the District 99 traffic study, which is why this will not be addressed again until May.

COMMISSIONER CARTER OPENED DISCUSSION AMONGST THE COMMISSION

Commissioner stated that the library had come in within the past year requesting 2 spaces on the street; a 15 minute, and a handicap space, which were given to them. Asked if this study shows if that many handicap spaces are needed in the library parking lot, because if one handicap space is removed from the lot due to a new one being on the street, then there is room for 2 regular spaces in the lot in a more desirable area in that lot.

Mr. Zawila stated that the regulations have changed for accessible spaces, where there can be a shared stall, which could potentially open up more spaces. That is something that can be considered.

Commissioner Wilkinson stated that it would be good to have more spaces in the desired area. Believes the library lot currently has 10-12 handicap spaces taking up a lot of potential space. Commissioner Wilkinson asked if there is data on street violations. Mr. Zawila stated they do not have that data at this time, but can go back and pull that information. Commissioner stated it would be appropriate to incorporate that information because going back to the library on a Saturday, believes that lot is in such demand because the employees are parked on the street. States that the D lot will not get filled on a Saturday because employees are street parking right in front of places of business with no restrictions all day since the 2 hour signs say M-F. Many small business are open 6-7 days, but on Saturdays their customers cannot park in front of the businesses. Commissioner would like to see something done to help the south side of tracks by having the commuters who live on the north side of the tracks park on the north side by finding space for them somewhere. This will cut down on cross traffic back and forth on the train tracks, and will take pressure off of the commuter lots on the south side so that some of the existing parking can be redistributed between commuters and downtown business employees. Restaurant turnover and closings will affect parking. Restaurants are mainly open in the evenings, so street parking at 4pm makes them golden the rest of the night because there is no restriction. Employees working until 1 or 2 in the morning are still good until 2am. It does not help to have employees taking up space close to the restaurants all night. There are dynamics of daytime business activity with customers in and out, as well as at night.

Commissioner Novak Very impressed with presentation and sees that there are clearly changes that need to be made. Asked Officer Fisher what the number of community services officers that focus on daily parking is. Officer Fisher states that there is one officer dedicated to the downtown business district M-F. Asked what daily enforcement activities are from a citation perspective. Officer Fisher stated that based on his educated guess, the daily enforcement is mostly spent on the hourly time zones and also in the parking garage enforcing the daily fees. There is a little bit of time in all of the other service lots, but the time in the parking lots is minimal as the data shows. Asked if there is any focus on street parking. Office Fisher replied that they did not focus on it for this study as they were focusing on enforcement data on surface lots. Asked if street parking enforcement is performed during normal duties. Officer Fisher replied yes in the surface lots, but the majority of time is spent on the streets because there are a very small amount of time zone spaces in the surface lots, and a much higher amount of time

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zone spaces on the streets. Asked if technology can help with solutions to issues. Officer Fisher said the Village is in the process of purchasing a new LPR system for a new parking vehicle, and possibly another squad car, and more technology would be welcome. Current system for license plate recognition is 11 years old.

Commissioner Carlson inquired about programmable message boards for cars searching for parking. Mr. Zawila stated there are several options being considered which will be presented in May. Commissioner believes digital messaging will eliminate a lot of unnecessary clutter in the lots. Knows there is a plate reader technology that other states use where the parking structure sends alerts to the patrol unit regarding vehicles approaching time limits. Believes signage outside of parking structure stating number of open spaces will be helpful.

Commissioner Carter states that there is parking at Belmont station that is underutilized. Questioning if Village can reach out to Metra to ask if some express trains can stop at the Belmont station, instead of only stopping at Main Street where everyone is fighting for spaces. Other municipalities such as Hinsdale and Westmont are going through the same struggle of having enough parking spaces. Believes that both Fairview and Belmont stations are underutilized. Mr. Zawila stated that it is on list of recommendations and is complicated to change schedules, but is being considered. Commissioner Carter states that future Village Hall building plans need to consider parking implications.

COMMISSIONER CARTER OPENED UP THE PUBLIC COMMENT PERIOD**PUBLIC COMMENT ON AGENDA ITEMS**

1. Jack Marengo, President of Acadia on the Green Building 1 Condo Association, home to 41 downtown families, with 64 in building parking spaces. Also a member of the Downtown Downers Grove Condo President's Network. Present tonight to voice his building's support of the recommendations of the 2019 Walker Consultants parking survey. They believe implementation of the residential parking recommendations can help alleviate the frustrations the downtown residents currently feel about downtown overnight parking. The residential parking recommendations include, but are not limited to: increasing the overnight street parking permits from the current number of 12 per owner; increasing the number of overnight lot R permits; allowing downtown residents to use the roof level of the parking garage during weekdays from 6pm to 6am. Thank you.

COMMISSIONER CARTER CLOSED THE PUBLIC COMMENT AND OPENED DISCUSSION AMONGST THE COMMISSION

Commissioner Carlson inquired if there is any incentive for commuters to carpool. Mr. Zawila stated there is not currently one, it is based off of when residents apply for the waiting list.

Mr. Lorton stated that Lot H at Belmont is permit only and believes it is oversold by about 130%. Typically about 120% was what it was oversold in the past, it has gradually been increased, and they are still seeing vacancies. It is on the table as an item as part of another group addressing that in the future.

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ADJOURN

**MR. CARTER MOVED TO ADJOURN, SECONDED BY MR. NOVAK.
MOTION CARRIED UNANIMOUSLY BY VOICE VOTE 4:0.**

Commissioner Carter adjourned the meeting at 7:43 PM.

Respectfully submitted,

/s/ Andrea Banke
Recording Secretary

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
JUNE 24, 2020, 7:30 P.M.
ONLINE VIA GOTO MEETING**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:31 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, Cheryl Pawlak, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. May 27, 2020. It was moved by Humphreys and seconded by Gigani THAT the Minutes of the May 27, 2020 Regular Monthly Meeting be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. May 2020 Financial Report. Milavec presented the report. The library is 42% through the year. The revenue report shows the first small payment of property taxes. The 2020 Illinois Public Library Per Capita Grant has yet to arrive. The State has assured libraries that the grant will be paid at the amount initially awarded. Milavec noted some unusual suppliers listed under expenditures, which are all PPE suppliers. Building Operations Director Ian Knorr is buying as much PPE as he can from whoever has it in stock. The Maintenance Supplies budget lines will be significantly over budget, as that is where all of the PPE is being charged. The library is hoping for some of the cost to be offset by the FEMA grant, which Assistant Director Jen Ryjewski is currently completing.
 - b. June 2020 Invoices. It was moved by Dougherty and seconded by Khuntia THAT the payment of June 2020 operating invoices totaling \$84,069.51, the acceptance of June 2020 credit memos totaling \$152.69, and the ratification of May 2020 payrolls totaling \$229,392.90 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. Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy. As a result of the new Illinois Workplace Transparency Act, anti-harassment policies need to be updated to include elected official on elected official harassment or discrimination. President Graber noted a typographical error in Exhibit A, so an amended version of the Resolution will need to be approved.

It was moved by Khuntia and seconded by Stapleton THAT the Resolution 2020-1 Approving and Adopting Revised Anti-Discrimination and Anti-Harassment Policy with removal of the word “employee” in Section 3.39-4 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- b. Capital Needs Assessment 2020 Update. Building Operations Director Ian Knorr made all of the changes and updates to the Capital Needs Assessment Report, which was originally created in 2017. In 2018, the Board approved shifting some of the projects around. This 2020 update includes all of the projects Ian has been able to accomplish outside of the library’s Capital Replacement Fund. He also updated some cost projections and included two new high-dollar projects, including the electrical relay panel replacement slated for 2020 and elevator modernization slated for 2022. This year’s masonry project came in significantly under budget, which will help with the addition of the two new projects. The updated VAV boxes are also included in the report.

With the annual transfer of \$350,000 from the Operating Fund through the end of 2027, the Capital Replacement Fund will allow the library to complete all of the planned projects and still maintain over one million dollars in the Capital Replacement Fund in 2027. This will set the library up to plan the next round of projects and next set of interior renovations.

It was moved by Humphreys and seconded by Gigani THAT the Capital Needs Assessment Report 2020 Update to Projects and Estimated Costs be approved as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- c. 2021 Preliminary Budget Drafts. Milavec provided eight versions of the budget for the Board. The salary and wage increases are at a 1.9% increase across the board, which would re-benchmark the salary schedule for 2021. Milavec also provided a 3% increase that would allow a small merit increase for staff. The full implementation of the merit increase system is not realistic for 2021, but Milavec would like to reward some of the staff who were essential personnel throughout the COVID crisis.

On the levy side, Milavec provided four versions, showing a flat levy, 1%, 2%, and 3% increase. The difference between the two expenditure levels is less than \$35,000. All other expenditure lines outside of salary lines are equal across the board. There is a 15% increase across the board on all insurance lines as it is too early to receive estimates. On the revenue side, there is a \$166,000 difference between a 0% and 3% levy increase.

The Board discussed staff increases and agreed that a 1.9% increase plus a discretionary fund for Milavec to give small merit increases to select staff would be appropriate in the current situation. Milavec was asked to prepare two drafts for the July Board meeting showing 0% and 2% levy increases, both with 1.9% staff increases and with a discretionary fund for merit increases.

- d. COVID-19 Response and Reopening Phasing Plan. Library staff are contemplating Phase 3 of the library's reopening plan and are looking to make an official announcement on Monday. This would include limited hours and limited public service. The limited hours allow staff to be in the building before and after the public is present, to be able to shelve materials and prepare the building. There will be a building capacity limit as well as area capacity limits. There are arrows on the floor, PR is working on signs, and designated queuing areas are being created. Masks will be required in the library. Any patrons not wearing masks will be asked to use curbside service or request another accommodation. There will be a form on the website where patrons can submit their accommodation requests. The first round of results has been received from the REALM study about library materials and the library can now reduce quarantine time from seven days to three days. Any items pulled off the shelf and returned to a cart will also be quarantined.

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

9. **Unfinished Business.** There was none.
10. **Library Director's Report.** Milavec presented the report. She gave a shout out to Library Volunteer Extraordinaire Robert Reich, who has volunteered for eleven years and has to retire from his volunteer role. The library is very grateful for his service and he will be sorely missed. Library staff have purchased a Garden Walk brick to recognize his service. The library's new initiative can be found at dglibrary.org/lilfe-2020. This is a new 2020 memories project, which is an expanded version of the COVID-19 memories project. The library's official announcement about reopening will be going to the public on Monday. Milavec noted that the Board would most likely be meeting in person for its July meeting. Staff will be looking into the logistics to provide proper distancing for attendees. Milavec thanked the Board for making a strong public statement about the killing of George Floyd, the library's support of people of color, and promoting the rights of everyone in the library.
11. **Trustee Comments and Requests for Information.**
Trustee Humphreys thought it was a very productive meeting and is fine with meeting virtually as long as it is needed. He strongly supports zero tolerance on masks and said staff can blame the Board if patrons complain. He was pleased to see a reading list for Pride materials and a resource list for Black Lives Matter. Trustee Humphreys is proud to live in Downers Grove and commended the Village's strong stance taken on current events.
- Trustee Dougherty was glad to hear the library's Diversity, Equity, and Inclusion project is going to be restarted. She also inquired about using Zoom for library meetings rather than GoToMeeting.
12. **Adjournment.** President Graber adjourned the meeting at 8:57 p.m.