

**Village of Downers Grove
Car Show Committee
Summary**

Ante Room, Village Hall
February 20, 2007

Members Present: Len Clair, Joe Domijan, Chuck Farrar, Frank Giancola, David Hanks, Joe Heiberger, Bob Jankowski, Bob Markert, Ed Musial, Tom Nowakowski, John Pedersen

Staff: Audrey Priorello

Agenda Item: Minute Approval

Decision: A motion to accept the minutes was made by Joe Domijan and seconded by Ed Musial, all in favor. Mr. Domijan gave a short recap of the Community Events Commission Meeting of February 15, 2007 which several Car Show Committee members attended to discuss the location of the 2007 Heritage Festival Car Show. He reported that the commission reviewed the plans already presented. The only change suggested was to end the show at Middaugh instead of Linscott. The Community Events Commission reiterated their approval of the site. Ms. Priorello added that the residents and businesses that would be affected by the Car Show were invited to the February 15 meeting and no one attended. It was suggested they all be contacted again before the show especially the four houses along Warren.

Agenda Item: Publicity

Decision: Staff reported that ads will be placed in the following publications: Old Cars, Custom Antique & Sportscar Trader, Hemmings, Auto Round-up, Tribune, and Kroozin Calendar. Chicagoland Motor Sports (Gear Heads) will be contacted however if there is a fee to place an ad, we will not advertise. Mr. Markert will provide staff with information to place an ad in the Sun-Times. Mr. Domijan inquired how we could get listed on the 3-D Sound Event Calendar. Staff noted that their calendar is completed in January, before the details for our event is finalized, however staff will send applications when they are available. Other means of publicity include: posters available in May, the Heritage Festival Brochure and Downers Grove Cable TV 6.

Agenda Item: Old Business

Decision: Location: Staff received permission from Mike Busse at Community Bank to use the bank's parking lot at the corner of Warren and Forest to park cars. Staff also contacted Mike Crawford at Downers Grove National Bank to use the drive up to enter cars into the show. Mr. Crawford also gave permission to use the property; however, the bank is considering selling the property. Staff will contact in April to check the status. The business at 1245 Warren was also contacted to use the parking lot; however staff was waiting for a call back. The committee estimates that the location allows for 210 spaces. Mr. Giancola suggested using the Medical Center parking lot at Warren and Forest for additional parking. The

committee discussed placing DARE vehicles and committee member cars in this lot. Staff will contact the lot owner.

Review Application: Staff presented three different forms of the application. The application chosen by the committee incorporates the cover letter as well as the registration form, map, rules and regulations, photos of last year's winners and more detailed directions to the show. Mr. Farrar suggested highlighting the new location on the application. Mr. Markert suggested making the Car Show Area bolder on the map.

Shirts: Because of the recognition factor, the committee decided to keep the shirts to the bright yellow color however, it can be up to the individual on whether to get a lighter weight tee shirt or polo shirt. Staff will bring samples, sizing and sign up information to the next meeting.

Signage: The committee discussed the two areas signage is needed for the Car Show: signage within the festival to lead spectators to the show and directional signage that lead the vehicles to the show. Within the show it was suggested to post signs at Main & Curtiss (information tent), the Beer Garden, and other areas that have large crowds such as the amusement ride area. The suggested locations for signage outside the show that lead participating vehicles to the show are; Main & Franklin, Main & Curtiss and Warren & Middaugh. Mr. Giancola volunteered to sit at the barricade and the end of the show at Warren & Middaugh to make sure cars do not enter the wrong way.

Stanchions & Flags: The committee discussed whether or not to use the stanchions & flags. This item will be placed on a future agenda for a committee vote.

Agenda Item: **Dash Plaques/Trophies**

Decision: The image of the Best of Show winner from 2006 will be placed on the 2007 dash plaques and awards. Staff will order awards.

Agenda Item: **New Business**

Decision: The members of the committee were given sponsorship packets so that they may solicit donations for the 2007 Car Show. Mr. Heiberger suggested adding Community Bank and all other businesses donating their property to the Car Show to the list of event sponsors.

Agenda Item: **Next Meeting Date**

Decision: The next meeting will be Tuesday, March 27, 2007 at 6:30pm in the Ante Room.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
February 28, 2007**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:36 p.m. Trustees present: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: none. Also present: Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of February 14, 2007. It was moved by Vlcek and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 14, 2007 BE APPROVED AS WRITTEN.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Humphreys and seconded by Greene **TO APPROVE PAYMENT OF OPERATING INVOICES FOR FEBRUARY 28, 2007 TOTALING \$27,249.30.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Discussion of library-sponsored programs on using computer applications

The Board packet had a fairly long memo about the history of the training the library offers in computer use. About seven years ago when the library created the position of Technology Trainer to provide training for library staff and patrons, the Board had a serious discussion about the training provided to patrons. At that time several Trustees believed strongly that the library should focus only on instruction in using computers to find information. The Board specifically directed the library not to offer programming on things like word processing, spreadsheets, and other applications. At that time Trustees believed that it was not appropriate for the library to offer free programs on such things; that, if a patron wanted to learn these programs, he or she should pay to take a class at a community college or similar venue.

The demand for basic computing and Internet use was so great, that retaining this narrow focus was not much of an issue initially. However, the library has had many requests from residents

for instructional programs on Word, Excel spreadsheets, and Access databases, and staff members believe that the library should offer Downers Grove residents instruction in using these applications. Downers Grove was one of the first libraries to offer hands-on instruction in computer use of any sort, but the library is now one of very few libraries that do not provide instruction in using these basic computer applications.

Since the library's technology trainer has been providing instruction for library staff in improving their skills in the use of several applications, she already has teaching aides prepared. How-to manuals and DVDs in these areas are extremely popular materials in our circulating collection. How-to programs are a natural extension of service, and would be greatly appreciated by many of the library's patrons. I request the Board to lift the restriction on offering library program on basic computer applications and allow the staff to offer computer instruction that meets the current needs of our residents.

Trustee DiCola suggested looking into getting large-type keyboards for patrons with vision problems (e.g., firststreetonline.com).

Trustee Read suggested posting announcement of new classes on the library website. It was also recommended that descriptions for basic, intermediate, and advanced classes provide clear prerequisites.

It was moved by Humphreys and seconded by Vlcek **TO APPROVE LIFTING THE RESTRICTIONS ON OFFERING TRAINING ON BASIC COMPUTER APPLICATIONS AND ALLOW STAFF TO OFFER COMPUTER INSTRUCTION THAT MEETS THE CURRENT NEEDS OF DOWNERS GROVE LIBRARY CARDHOLDERS.** Ayes: DiCola, Greene, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

REPORT FROM THE ADMINISTRATION

Bowen reported on a number of meetings relating to SWAN (System Wide Area Network; the consortium catalog) which he has attended recently. The SWAN libraries have begun a major review of the governance process for SWAN. They are looking at the relationship of SWAN libraries to the MLS SWAN staff, and re-thinking the decision-making process within SWAN. Since the formation of the SWAN Advisory Council about 10 years ago, things have progressed very smoothly, but recently it has been much harder to make decisions on some issues. There has been growing tension between the libraries that want to keep moving forward and adding new services, and those that want to maintain the status quo. Bowen suspects that a big part of this is due to the progressive loss of revenue that has resulted from the tax-caps. Those libraries under the cap are really feeling the crunch that has resulted from no tax increases for a fairly long time. The knee-jerk reaction of many of those libraries to anything that might cost more money is not to do it. Also, there is a difference in philosophy between libraries. Some libraries feel that they tell patrons when their books are due, so why bother with courtesy notices, for example. Those libraries that are very customer service oriented want to use the full potential of the automated system, others are just not interested.

Bowen attended a meeting of the administrators of the large SWAN libraries – the seven libraries that circulate over 500,000 items per year. In the consortium of 76 libraries, the seven large libraries account for about 25% of the collection, about 25% of the circulation, and pay about 25% of the member fees that keep SWAN running; yet each of these libraries has the same single vote that the very smallest library has when it comes to approving a purchase or adding a service.

So SWAN is seriously interested in considering other types of governing structures. There will be a series of meetings over the next few weeks discussing SWAN governance.

SWAN is also looking at finances, and Bowen attended a meeting of a committee that is looking at how the OCLC cataloging fees are shared. Again, Downers Grove is one of six SWAN libraries that can do original cataloging of new materials. All the other member libraries attach their library's record to the cataloging done by these six libraries. This work benefits the whole system, and the six libraries do receive some reimbursement from SWAN, but the actual costs paid to OCLC to add that cataloging is considerable and SWAN is looking at ways that those costs can be shared more equitably among all the SWAN libraries. A recommendation will be prepared for consideration by the June Quarterly Administrators meeting.

The MLS Board of Directors was recently given an excellent article on email use – when does it constitute a meeting, and Trustee Read shared the article with Bowen who handed out copies at the meeting. It is pretty clear that sharing information is not a violation of the Open Meeting Act, but that discussion is. An individual trustee can send an information email, an article, or a report, for example, to all the other trustees without violating the Open Meeting Act. The problem arises if the trustees begin to share opinions by email. The trustees have been cautioned not to hit the "reply all" option, for example.

Trustee Read's term on the MLS (Metropolitan Library System) Board will expire this spring, and although he is willing to run for reelection, if another Trustee would like to serve, he will be happy to step aside to give someone else the chance. Trustees should let Bowen know if they would like to serve on the MLS Board, and he will submit their names.

The library has had more than its share of patron issues recently. Bowen warned and then banned two high school boys who have caused a series of problems in the library. They are banned for three months, although Bowen offered to make arrangements with their parent or guardian to allow them to visit the library with the parent or guardian in attendance if they need to use the library for school or other legitimate purposes. Letters explaining the situation were mailed to the parents, as well as given to the boys.

One staff member has received mail from a homeless patron who is currently in the Elgin Mental Health Center. He tried to make friends with her when he was using the library, and the last time he was in the library he appeared to be drunk so the police were called to remove him from the building. Bowen returned his letter, and informed him that the employee did not want to be contacted. He also copied the letter to the Health Center staff and asked that, if possible, the library be informed when the individual is released, so the staff member can be on her guard.

The Downers Grove Public Library Foundation received two donations during the month. One was check for \$100 from a resident. The other was an anonymous donation of \$1,000 from the Schwab Charitable Fund. Last week Bowen received a letter from the Schwab Fund stating that the library had been recommended for a donation and asking for verification that the library foundation is a 501 (c) (3) organization. Bowen sent the required information and the check arrived in the mail this week. The Schwab Charitable Fund is a national donor advised fund. Donors fund their accounts with irrevocable gifts of assets that are dedicated to philanthropy. The donors then advise the Schwab staff when they want to have a grant issued from their Charitable Gift Account. They even advise that the foundation should not issue a tax receipt, as they have already provided the donor with the acknowledgement for their taxes.

The library is looking into installing a security mirror for Teen Central so that staff can see what's happening in the area from the Readers' Advisory Service Desk.

Artist Walter Gordinier has been very ill, so he has not sent his assistant out to repair the sculpture from which glass fell a few weeks ago. Carlson sent digital photos to Gordinier to help him determine what happened and how to prevent it from happening again.

TRUSTEES REQUEST FOR INFORMATION AND ANNOUNCEMENTS

The Trustees received invitations to an exhibit at the Downers Grove Park District Museum celebrating the first 100 years of Downers Grove in art. The exhibit is by the Downers Grove Artist Guild.

Trustee Read reported that a five-year lease for the MLS Chicago office at 224 Michigan has been signed. After researching other sites, the MLS Board decided that economically it made sense to keep the current space which is also easily accessible by train and parking is available. MLS made a commitment to keep a downtown presence for the Chicago libraries when SLS and MLS merged.

Trustee Greene reported that although she found the ILA (Illinois Library Assoc.) Trustee Forum she recently attended rather dull, she thought the presentation by George Newman of OCLC to be both very interesting and well-presented.

Several Trustees commented on how attractive the resource guide for The Big Read 2007 is, and praised staff for doing “a beautiful job.”

Trustee Vlcek asked for a report on the DDR teen program at the next Board meeting.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

**REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
DOWNERS GROVE PUBLIC LIBRARY
March 14, 2007**

MINUTES

ROLL CALL

President Daniels called the meeting to order in the Library Meeting Room at 7:36 p.m. Trustees present: Greene, Humphreys, Read, Vlcek, Daniels. Trustees absent: DiCola. Also present: Director Bowen, Assistant Director Carlson. Visitors: none.

APPROVAL OF MINUTES

The Board reviewed the minutes of the regular meeting of February 28, 2007. It was moved by Read and seconded by Vlcek **THAT THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 28, 2007 BE APPROVED AS WRITTEN.** Ayes: Greene, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

PAYMENT OF INVOICES

The Board reviewed the list of invoices submitted for payment. It was moved by Read and seconded by Vlcek **TO APPROVE PAYMENT OF OPERATING INVOICES FOR MARCH 14, 2007 TOTALING \$46,068.68 AND ACKNOWLEDGE PAYROLLS FOR FEBRUARY TOTALING \$153,287.94.** Ayes: Greene, Humphreys, Read, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

None.

OLD BUSINESS

None.

NEW BUSINESS

- Discussion of article "E-mail Use: When does it constitute a meeting?"

At the previous Board meeting, Bowen distributed copies of an article that Trustee Read had received at an MLS Board meeting entitled "E-mail Use: When does it constitute a meeting?" The article provides a clear explanation of what is proper and what might be considered a violation of the Open Meetings Act. Since this is a topic that has been raised from time to time by the Board, Bowen suggested that they discuss the article at this meeting.

Bowen made the following observations. One of the most important statements in the article is the current definition of meeting: "any gathering... of a majority of a quorum of the members of the public body held for the purpose of discussing public business." Since a full Library Board has six members, a quorum is four, and a majority of a quorum is three. Anytime more than two Trustees discuss library business, they are having a meeting according to the Open

Meetings Act. On the other hand, all six Trustees could get together for dinner and talk about music, movies, and the Bears without violating the Open Meetings Act. If, however, this happened just before a vote on a controversial topic, the Trustees might want to consider the appearance of such a gathering.

The use of email falls under the question of what is a gathering and more specifically, what is a discussion. The one-way sharing of factual information is not a problem. A discussion of what the Board should do or how it should respond to that information is a problem. Email which is virtually simultaneous or IM/chat is pretty obviously a discussion. Sending a regular email to one other Trustee with the expectation that the recipient will look at his or her email at some later time, and perhaps reply to you and that you will check your email at some even later time and see that reply, probably is not a discussion. However, if the first email asks "What do you think about...", and the recipient responds with his or her opinion and asks you what you think, a discussion is beginning and a red flag should go up. If those emails with both Trustees' opinions are then forwarded to other Trustees, it begins to have the appearance of a discussion for the purpose of actually reaching a consensus before there is an actual meeting on the subject. If this happens among the majority of a quorum of the Board, it is certainly a violation of the Open Meetings Act.

Trustees can do one-way sharing of information. A Trustee can send an article or report to all the Trustees. For example, Trustee Read could have forwarded the article on the use of email to all the Trustees with a message explaining what it was and suggesting they read it. He might even have suggested that perhaps the Board should develop a policy on Trustee use of email. Each of the Trustees could have responded to Trustee Read to say thanks and what an interesting article. The Trustees could not, however, start discussing a new policy on email and what it should cover, and in particular, they should not hit "reply all" and start the discussion among the entire Board.

The article suggests possible policies on the use of email. Bowen was surprised to discover that he could not find a public library that has such a policy in its Board By-Laws. The Downers Grove Library has generally not made policies on things that are already covered by law, and the Board By-Laws already state that the Board must not violate the Open Meetings Act. However, it might be good to have written guidelines as a reminder for Trustees and as an information piece for new Trustees. The article also suggests statements that might be included on all emails to and between members of a public body.

Trustees Humphreys and Greene agreed that taking a more conservative approach is recommended so there is no appearance of violating the Open Meetings Act. Trustee Read and President Daniels agreed that caution over appearance is important, but expressed concern that Board members not limit themselves more than they are limited by law. Daniels said he would hate to see a situation in which information is not shared that is allowed by law. Sometimes a paper trail is good. If the Board adopted a more restricting email policy than the law allows, they might violate that policy if even necessary information was sent. Humphreys commented that he has no problem with sending factual information. The Board agreed that staff should write guidelines for the Board, including the minimal requirements of the Open Meetings Act and a recommendation to be cautious and "think twice before hitting the send button."

The Board also discussed that although the Library Foundation Board is not legally governed by the Open Meetings Act, as long as the Library Trustees and Foundation Board members are essentially the same people at this time, they should follow the guidelines for the sake of appearance.

REPORT FROM THE ADMINISTRATION

The Board packet contained a memo explaining that the library is giving serious thought to getting a cell phone for in-library use. There have been an increasing number of occasions that staff need to communicate with outside technical support to trouble shoot some problem at locations where there is no easy access to a telephone. This has most often been with issues related to computers, but also on occasion with something related to the rooftop air handling units or boilers or telephone equipment. If the library were to purchase a cell phone, evening and weekend monitors could carry the phone to make it easier for staff to contact them, and in-charge staff could have it in case of loss of the phone system in a power failure or other emergency.

The Board thought it was a good idea, and had no concerns about the library purchasing a cell phone. There was some discussion about which service would provide the best connection in the building, the possible need for two cell phones, and if cell phones with walkie-talkies should be purchased for use in the two tornado shelters in the building. Trustee Greene offered to test cell phones with walkie-talkies in the library's two tornado shelters.

The library hosted its first Dance Dance Revolution (DDR) program on Friday, March 9. Heather Booth had another commitment so was not able to report in person on the event, so her written report was given to the Board. The library's first DDR was a success. Over 20 teens came to dance, which was a very good turn-out for a teen program and a manageable number for staff to handle. A few came just to watch. The library's DDR equipment was set up to project on the large meeting room screen, and a set of DDR equipment borrowed from another library was set up on a regular monitor so more kids could dance. Staff provided board games for kids to play while waiting for their turn to dance. This trial run was just an opportunity to dance, not a competition and the teens seemed happy with that. Staff did have some small prizes available if it appeared that the group was really interested in a competition, but they just wanted the opportunity to dance. A few were very good, most were beginners.

The Rotary Club of Downers Grove is in the midst of planning for the 2007 Oktoberfest, which will be September 28, 29, and 30 this year. There are no changes planned to the physical set-up used the last two years which has worked well from the library's perspective.

Heritage Fest may be expanded one day this year, as part of the 175th anniversary celebration. It may open on Thursday, instead of Friday. The Board may be asked to approve a modification of the library schedule of hours open if the Fest is expanded.

Bowen reported at the last meeting that he had agreed to serve on a committee charged with developing a recommendation for a more equitable sharing of OCLC cataloging charges among the SWAN libraries. This was one of the more satisfying projects that he has been involved with. They met for one long meeting and hammered out their recommendation. It was presented to the SWAN libraries at the Quarterly Administrator's meeting, voted on the following week, and unanimously approved. The six libraries that hire trained catalogers, including Downers Grove, do about 60% of the cataloging for the entire SWAN consortium. The remaining 40% is done by MLS SWAN staff. The recommendation was that since the six libraries that do the original cataloging for SWAN already have the expense of paying trained cataloging staff, they should not have to also share in paying the cost of the OCLC cataloging fees. The result for Downers Grove is that the library will no longer be paying the approximately \$20,000 per year that it has been paying to the State cataloging cooperative. In return for not having to share the cost of the OCLC fees, the six cataloging libraries will give up the reimbursement they have received in the past from SWAN for doing original cataloging, about \$10,000 per year for Downers Grove. The library will continue to pay for Interlibrary Loan activity generated by Downers Grove patrons.

There is a formula that determines each library's share and the Downers Grove's share will be about \$3,000 per year. After giving up \$10,000 revenue in reimbursements, the library will experience a net savings of about \$7,000 per year. Other SWAN fees will likely go up for all member libraries, so Downers Grove probably won't actually see a surplus of that amount, but it will still be a nice savings.

The library experienced some problems with their phone system recently. Staff received a call from both AT&T (not the library's phone service) and from the Network Investigations (fraud) department of XO (the library's phone service), reporting 50 or more international calls to such places as Saudi Arabia, Cuba, Sierra Leone, Nepal, etc. occurring on the library's phone lines. At the same time the library's outgoing phone lines stopped working.

Following numerous calls (on staff personal cell phone), it was determined that the library's voicemail had been hacked into, and the dead out-going phone lines had been disconnected by the phone service. The outgoing phone lines were eventually reconnected, a permanent block on international calls was added to all library phone lines, and changes were made to the library's voicemail system, including removal of the outbound transfer call function from all phones, the disconnection of remote access to the voicemail system, and staff were asked to change their passwords from default or simple sequential or repeated numbers to more complicated passwords.

The Trustees were reminded to complete and return by the deadline the annual statement of economic interest from the DuPage County Clerk that arrived in their mailboxes this week.

TRUSTEES REQUEST FOR INFORMATION AND ANNOUNCEMENTS

Trustee Read handed out copies of the draft of a job description for MLS Board members which resulted from Trustee questions over who speaks for the MLS Board. Read suggested that perhaps the Downers Grove Library Board might want to consider discussing and writing a similar document.

Trustee Vlcek asked about updating the Trustees' policy manuals. Trustees will bring their manuals to the next Board meeting for updating.

Trustee Humphreys asked who cleans the public restrooms during the day, and was told they are cleaned by ServiceMaster every night. The library does not have custodial help during the hours the library is open.

President Daniels reported progress on the LCF (Library Community Foundation) claim.

OPPORTUNITY FOR PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 8:48 p.m.

Approved March 14, 2007

PARKING & TRAFFIC COMMISSION

Minutes of Public Hearing

February 14, 2007

Downers Grove Public Works Facility
5101 Walnut Avenue, Downers Grove

Chairman Johnson called the February 14, 2007 meeting of the Parking and Traffic Commission to order at 7:03 p.m. Roll call followed and a quorum was established.

ROLL CALL:

Present: Commissioners Carlquist (7:14 p.m.), Kren, Stapleton, Thurston, Wendt, Chairman Johnson

Absent: Commissioner Yeksigian

Staff Present: Mr. David Barber, Dir. of Public Works; Mr. Mike Millette, Asst. Dir. of Public Works; Mr. Dorin Fera, Traffic Manager; Mr. Luis Dominguez, Staff Engineer; Recording Secretary Megan Dugard

Visitors: Ms. Christine Fregeau, 1918 Elmore, Downers Grove

Chairman Johnson informed the commissioners that the meeting was being recorded on Village owned equipment to aid in the preparation of the meeting minutes.

APPROVAL OF DECEMBER 13, 2006 MINUTES

COMMISSIONER KREN MOVED TO APPROVE THE DECEMBER 13, 2006 MINUTES AS PRESENTED. COMMISSIONER WENDT SECONDED THE MOTION. MOTION PASSED BY VOICE VOTE OF 5-0.

PUBLIC COMMENTS - None

NEW BUSINESS

File #01-07 Sidewalk Program 2007 - Discussion regarding proposed sidewalk program, including funding and construction projects for 2007. Mr. Barber briefly discussed how the sidewalk matrix concept was changed in 2005 and accepted by council in May 2005. The quadrant funds were eliminated 2005 and funds collected from the fee-in-lieu requirement for new development are deposited into a Capital Improvement Fund. In addition, all of the projects established in the first five years as approved with each Sidewalk Matrix Update will remain in the same order. Two summer interns were hired to update the GIS system as it relates to the sidewalk layer. Mr. Barber summarized how the GIS sidewalk layer was inventoried, noting that the layer included lines representing the length and width of the sidewalk, "keystone" corners identified overlapping/intersecting corners of sidewalks, and line and handicap ramp delineations were identified. (See Exhibit 1, Sample of GIS Map.) Mr. Barber explained how information could be culled from the database layer rather than having staff obtain the information in the field. Information, such as how much square feet the village had in sidewalks, defect rates, and the budget costs to repair those defects could be extracted. The last part of the sidewalk layer would include inputting a permitting system and keeping the database current. An inventory of the village's current sidewalk system and projects in the matrix was detailed on Exhibit 2.

As to the budget, **Mr. Barber** explained that in addition to the \$360,000 received each year for new sidewalk construction, the \$75,000 from the fee-in-lieu-of from developers was now added to the \$360,000. Village Council also directed that the \$360,000 be escalated each year for inflation and due to the surplus in the General Fund, an additional \$200,000 was added to the Village's Sidewalk Program for 2007. This year, the budget for new sidewalk construction is \$610,000.

Mr. Barber reviewed how unit prices were used for estimates. On the old matrix, unit prices were between \$35 and \$45 per foot. For the last few years, bids were coming in for less than that or \$30.00 per foot which included \$28 for the construction and \$2 for surveying and materials testing. Therefore, the unit was adjusted to reflect an average of \$33.00 per foot to cover costs for the next five years.

Additionally, **Mr. Barber** explained that last year the Village Council adjusted the matrix and added two pieces of sidewalk on Carpenter and Brookbank near the Nelson Meadows subdivision. Staff also recommended modifications be made to Project 17 (Clyde/Washington/60th) and Project 10 (Inverness from Ashbrook to Belmont).

Mr. Barber reviewed the 2007 Sidewalk Matrix pointing out those projects on the chart that were planned for 2007 through 2011 as long as the budget continued to hold as it is currently proposed. Sidewalks that were removed from the matrix were noted, as well as sidewalks on State and County routes.

Discussion followed on how the unique projects were still separated out in the matrix with **Mr. Barber** explaining that if other construction (specifically street work) took place on those specific streets, the projects would be returned the sidewalk system. Regarding Ogden Avenue, **Mr. Barber** discussed that the several small parcels will have to be obtained before construction could begin. He hoped that land acquisition was to be completed by the end of this year. County sidewalk projects were also pointed out.

Mr. Carlquist inquired whether the proposed \$33.00 per foot figure should be increased for each consecutive year, wherein **Mr. Barber** stated the figure would be reviewed annually as indicated in his memo. However, the \$33 figure represents an average over the five years and should be good for some time. Discussion followed on the combination of projects for the 63rd Street project and how money would be obtained from other sources in addition to the sidewalk fund.

Mr. Barber further reported that design standards for sidewalks would also be brought to the Village Council for discussion. Currently, sidewalks were installed adjacent to or one foot away from the right-of-way line (property line). Details followed on how staff used its design standards for sidewalks. **Mr. Barber** stated he was seeking this Committee's concurrence for the design standards before forwarding them to the Village Council.

Mr. Barber conveyed that a major complaint among residents when a sidewalk was being installed was that they were losing parking.

In reviewing Exhibit 5, **Mr. Barber** said the map identified missing sidewalk sections, or approximately 51 sections of sidewalk that he believed was the village's responsibility, at a \$585,500 cost. In addition there were other sections that would be completed by developers over time, while some sections were on State, County, or Township streets. **Mr. Barber** suggested that three missing sidewalk sections be addressed this year and included in the New

Sidewalk Program: Dunham Rd./near O'Brien Park; Curtiss Street next to the Sanitary District; and Hillcrest at 61st Street.

A review of staff's recommendations followed. **Mr. Barber** offered to answer questions.

Brief discussions followed on how the quadrant program was removed two years ago; the installation of the handicap ramps using clay/fiberglass tile inserts; a correction on a subgrade figure on Exhibit 4; and installing narrower sidewalks if requested.

Resident, Ms. Christine Fregeau, 1918 Elmore Avenue, recognized the significant progress made by staff and all departments. She believed having a stable matrix was beneficial to all involved but at the same time recognized that projects will come in and impact the matrix. She supported that developers work with the village on its matrix so as not to create sidewalk gaps. However, **Ms. Fregeau** expressed concern that the Village might be underestimating its cost when sidewalks were rolled in with other projects. **Mr. Barber** explained that in the past when projects were reviewed, some of the projects fell under the cost figure while others were over the figure, but the \$30.00 per linear foot was the average of all of the projects over the two years. He was comfortable with the figure. **Ms. Fregeau** was more supportive of the developers paying the costs for the installation of the sidewalks versus coming out of the Village's budget.

Mr. Barber explained that the developers, especially on Ogden Avenue, are installing the sidewalks and the Village is able to reduce the scope of work for the project along Ogden Avenue as a result of this effort.

As to the missing sidewalk projects. **Ms. Fregeau** inquired whether those projects were prioritized, wherein **Mr. Barber** explained that currently they were on a list but the projects would be confirmed as the summer interns got on board. He reminded her that some of the missing segments were based on old maps (4 to 6 years old) and needed verification. However, he did receive some newer photographs to work from and verification would take place in the office as well as in the field. In addition, **Mr. Barber** explained that if the costs of the projects turned out to be developer costs, the figures would be revised accordingly. Furthermore, he explained that if the segments were on the list and if another project came on board, the specific missing sidewalk segment would be included in the overall project.

Ms. Fregeau asked **Mr. Barber's** estimate of the 17,000 sq. feet of sidewalk on the missing sidewalk list impacting the five-year matrix forecast, wherein **Mr. Barber** explained that the Village's responsibility was estimated at \$585,000 for the missing sections of walk and if the Village could complete the projects on the Sidewalk Matrix at its current rate, those projects could add another year and a half to two years to the overall program. However, he reminded her that some of the sidewalk projects could get included into resurfacing projects or water line projects and therefore, some of the costs for a sidewalk project could disappear.

Ms. Fregeau suggested that when the Village does its contingencies list to address it with Village Council as the projects come forward. In the past, **Mr. Barber** explained that a specific contractor has taken on additional completion of sidewalk segments rather than the Village returning to go out for bids. **Ms. Fregeau** expressed her concern about moving down the list and the projects becoming more complex and costing more. **Mr. Barber** explained the latter projects were mainly cul-de-sacs.

As to having a plan for developers and the village working cooperatively with them to connect sidewalks, **Mr. Barber** explained that the developers install their own sidewalks within the

development. If one house stands out however, **Mr. Barber** explained the developers will probably not connect it.

Ms. Fregeau explained why she addressed this issue with Village Council about how the sidewalk funds were being used. However, she appreciated and commended staff's creative engineering to get some of the projects done which made sense for the Village.

Mr. Kren inquired as to when the gasoline tax for the Fairview Avenue sidewalks would end, to which **Mr. Barber** stated the gasoline tax for Fairview Avenue obligation ran out within the next three to five years. The extra money, if any, went into the Capital Improvements Fund for capital projects. **Mr. Kren** further pointed out some of the safety issues on Ogden Avenue next to the Lexus dealership where people had to walk on the street to get around cars to get to the next sidewalk. He recalled a letter was sent to the dealership about the matter.

In response, **Mr. Barber** explained that several of the properties did own property right up to the curb, which was why there were no sidewalks. He could not confirm which owners owned what, but explained that some properties in the past were actually owned to the center line of the street.

Ms. Christine Fregeau asked if the meeting packets could be made available on the village's web site prior to the meetings, wherein **Mr. Barber** stated the web site was currently in transition and being updated. However, when the item is presented to Village Council the Matrix will be included with the packet and after approved it will be posted on-line.

COMMISSIONER KREN MADE A MOTION THAT THE PARKING AND TRAFFIC COMMISSION RECOMMEND TO THE VILLAGE COUNCIL THE FOLLOWING FIVE STAFF RECOMMENDATIONS:

1. RECOMMEND APPROVAL OF THE PROPOSED 2007 SIDEWALK MATRIX;
2. RECOMMEND THE PROJECTS IDENTIFIED AS PART OF THE 2007 WORK PROGRAM, AS NOTED ON THE PROPOSED SIDEWALK MATRIX;
3. RECOMMEND THE THREE ADDITIONAL PROJECTS FROM THE MISSING SIDEWALK SECTIONS LIST, IDENTIFIED ABOVE AS ALTERNATES ON THE 2007 BID PACKAGE;
4. RECOMMEND SUPPORT FOR THE DESIGN STANDARD TO KEEP NEW SIDEWALKS AS FAR AWAY FROM THE PAVED STREET AS POSSIBLE BY INSTALLING THE BACK OF THE NEW SIDEWALK AT ONE-FOOT FROM THE PROPERTY LINE (RIGHT-OF-WAY LINE) WHENEVER POSSIBLE;
5. RECOMMEND THE INCLUSION OF THE MISSING SIDEWALK LIST AS A SUPPLEMENT TO THE SIDEWALK MATRIX, TO BE USED FOR FUTURE CONSIDERATION AS SIDEWALKS ARE BUILT. THE PROJECTS ON THIS LIST WOULD BE CONSIDERED IF OTHER WORK IS BEING PERFORMED NEAR THESE AREAS BUT, IN GENERAL, WOULD BE INCLUDED FOR CONSTRUCTION AFTER THE COMPLETION OF THE PROJECTS CURRENTLY IDENTIFIED ON THE VILLAGE'S SIDEWALK MATRIX.

SECONDED BY COMMISSIONER STAPLETON. ROLL CALL:

AYE: MR. KREN, MR. STAPLETON, MR. CARLQUIST, MR. THURSTON, MR. WENDT, CHAIRMAN JOHNSON

NAY: NONE

MOTION PASSED. VOTE: 6-0

Mr. Barber stated this matter may be tentatively on the February 27th Village Council Workshop agenda. If not, it will be placed on the March 13th workshop agenda.

OLD BUSINESS

Chairman Johnson reviewed the future agenda items with concern about the Prairie Avenue (Washington to Elm) parking restrictions and how they relate to the rest of the parking restrictions along Prairie Avenue. He recalled previous discussion about standardizing the parking on one side of Prairie and re-centering the street. **Mr. Barber** indicated that currently the section did not have any parking restrictions and commuters were parking in the spaces.

Regarding the Roslyn Road matter, **Mr. Fera** stated there were speeding issues and the residents did meet to discuss the matter. Staff will have a report on that.

As to using the GIS tools, **Mr. Barber** explained that more information will be available for neighborhood meetings which will benefit the residents.

Updates followed on the 71st Street improvements, the accuracy of the ADT counts, the Village Manager possibly attending the next P&T meeting to discuss the Village's Strategic Plan. **Mr. Barber** noted that the revisions to Lot W and parking on Sherman (Prince to Saratoga) will most likely go directly to Village Council and will not be coming back to P&T.

COMMUNICATIONS - None noted

ADJOURN

COMMISSIONER CARLQUIST MOVED TO ADJOURN THE MEETING. COMMISSIONER KREN SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 6-0.

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,
(as transcribed by tape)

/s/ Celeste K. Weilandt
Celeste K. Weilandt, Recording Secretary

TRANSPORTATION ADVISORY COMMISSION

Minutes of Public Hearing

January 18, 2007

Downers Grove Public Works Building
5101 Walnut Avenue, Downers Grove

I. OPENING OF MEETING

Chairman Kollmar called the Transportation Advisory Commission meeting to order at 6:30 p.m. Roll call followed:

Present: Chairman Gress
Chairman Kollmar
Mr. John Loper
Mr. Richard Mueller
Mr. Geoffrey Neustadt
Mr. Anthony Schiller

Absent: Mr. Robert Nastal
Parking & Traffic Commissioner Mark Yeksigian (ex-officio)
Downtown Management Repr. Linda Kunze (for ex-officio)

Staff present: Mr. David Barber, P.E., Dir. of Public Works
Ms. Kirsten Coulman, Recording Secretary

Others Present: William Waldack, 1409 Willard, Downers Grove
M. Villanueva, 420 74th Street, Downers Grove
Amy Buonassisi, 6841 Saratoga, Downers Grove

The chairman noted the meeting was being recorded on village-owned equipment for the purpose of transcribing the minutes.

II. APPROVAL OF MINUTES

November 16, 2006 Minutes - A changes on page 5 was noted: In the motion, delete "Commission Neustadt" and insert "Commissioner Neustadt." **Minutes, as revised, were approved on motion by Mr. Schiller, seconded by Mr. Neustadt. Motion passed by voice vote of 6-0.**

III. PUBLIC COMMENT - None

IV. MEETING SCHEDULE FOR 2007

Chairman Kollmar referenced staff's meeting schedule for 2007.

V. MONTHLY REPORT FOR DECEMBER 2006

a. Ridership Update - Mr. Barber indicated that ridership stayed the same with no lost riders. He commended the commission in its efforts.

b. Parking Deck Daily Use - Daily usage is at one hundred percent. A change machine has been added to the deck to assist people through the parking system. Most of the issues

with the machine have to deal with commuters being rushed to catch a train and not following the directions on the screen. Occasionally, a couple of staff have been sent to the deck to assist the riders. As to homeless people cited in the stairwells, Mr. Barber stated he sends staff regularly to make sure the stairwells are clean. As an aside, the Main and Maple parking lot will be dropping out of service for the re-build at the corner.

c. Marketing and Advertising Activities - No report.

d. Pace Grant Application - The village has signed the Pace grant application but it must go before the Pace board. As soon as Mr. Barber receives a response from Mr. Ross, he will inform the commissioners of the next steps.

e. DMMC Circulator Study - On January 16, 2007, the Downers Grove Village Council approved moving forward with Phase III and IV of the DMMC Circulator Study. Next steps include a detailed analysis of the bus route. There is no commitment of money. However, Mr. Barber believed the study was needed to identify specific customers, specific routes, specific costs, and identify grant sources. The village's consultant, along with the DuPage Mayors and Managers group, will be responsible for researching other grant funding. Barber expects several more public meetings to be held at the Public Works Department to receive input and he does expect to hold one of the meetings in a neighborhood. Mr. Barber stated he met with Good Samaritan Hospital and a couple of the senior facilities located on Saratoga that were interested in some form of transportation to transport seniors from their location to the Wellness Center and back. The circulator route may be that opportunity and an opportunity exists that outside funding may be obtained by those facilities which would not otherwise be available to the village. More research will be done to see if costs can be offset. Per Chairman Kollmar's question, Mr. Barber stated the schedule was approximately nine months with deliverables in September 2007. Dir. Barber directed the commissioners to a web site (either www.ridedupage.com or www.getarounddupage.com) which provides the market analysis and the service study for each of the communities involved in the circulator study. Downers Grove scored the highest out of all of the communities.

Discussion followed on busing seniors for the park district, wherein Mr. Barber explained the park district was looking for a bus to take seniors on specific day trips, whereas the village's buses would not provide that service under the grant. Mr. Barber discussed that he would like to speak to a couple of more facilities that may be interested in the study. As far as Mr. Barber was aware, Good Samaritan did not have a bus service.

f. RTA Cook-DuPage Corridor Study - The overall study was moving along but Mr. Barber's portion of the study was slowing down.

VI. OLD BUSINESS

A question followed as to who counts the spaces in the parking deck, wherein Mr. Barber indicated it was controlled through the boxes and the roll up from the computer. Barber reviewed the statistics for the various floors noting that the occupancy drops off on the roof at about 60%. The four-hour parking is still low, however. He confirmed for Chairman Gress that when Mochel Drive is completed there will be parking on one side and then parking on Burlington will be expanded when the project is completed. Building 1 will also include its own underground parking garage, mainly for the residents. As to who checks residential parking at night, Mr. Barber offered to send staff but has not heard of any complaints. Mr. Neustadt suggested that staff visit the Main and Maple as it relates to residents parking at night.

Chairman Kollmar reminded the commissioners that parking rates for commuter parking were discussed at the last meeting which raised a number of questions. He asked for clarification on a few statements made in previous minutes, i.e., about the village taking over a lot and having to reduce the parking rate to \$80.00; the separation of residents and non-residents while under the Metra agreement; the village managing Lots G and H separately; and the village raising rates on the Metra spaces. Chairman Kollmar asked staff to provide a copy of the Metra agreement. Mr. Barber would follow up. Additionally, Chairman Kollmar indicated there was a lot of work which needed to be undertaken, one of which was the recalculation of the existing parking spaces per lot. Mr. Barber stated that Mr. Fera was in the process of reviewing and updating that spreadsheet. Some changes and reassignment of spaces have taken place.

As to having a small taskforce from this commission to review and analyze the parking rates, Chairman Kollmar inquired as to the strategic plan that was to take place and the timing, Mr. Barber indicated that the taskforce would require two people to review the data, while beyond three people would require an open meeting. Mr. Barber pointed out that staff was also available to analyze the data.

Mr. Schiller recalled previous discussion about the changes to occur at the Belmont underpass and asked staff to provide a summary of the work to be completed during 2007, wherein Mr. Barber explained that before the Belmont project could begin, a necessary amount of land was required. Approximately three parcels of land existed on the north side which needed to be negotiated. Barber envisioned the only work that would be done for 2007 was utility relocation which could impact parts of Lot H. The bulk of the plans were finished, however. Chairman Kollmar proceeded to ask whether the village council was interested in performing condemnation, wherein Mr. Barber stated that council was, but there was no quick-take which was the issue.

However, Mr. Barber explained that when the process takes place, the village will not be overselling the Belmont lot any more than needed. Lot G never filled up which was why there was previous talk about merging Lots G and H into one lot and having the ability to oversell some spaces. Other leasing options with other parking lots were being reviewed.

Mr. Loper recalled that in September/October 2006, there was discussion about combining this commission with the Parking and Traffic Commission during 2007. Mr. Barber explained the task before the village council was to direct the Manager's Office to conduct that review, which had not taken place. He would remind the village manager of the discussion since the manager wanted to address the village's strategic plan. Per Loper's question about reviewing the county's strategic plan, Mr. Barber stated he had not seen the plan but was told it was on-line.

Chairman Kollmar asked that staff continue publication of the Action Plan. Mr. Barber asked the commissioners for their input on what they would like to see in the plan. He would email the commissioners the Action Plan. Secondly, Chairman Kollmar asked that the commissioners revisit the southwest bus operation at the District 99 school building at 63rd and Woodward and consider starting that bus service at the shopping center versus the nearby school. Chairman Kollmar commented on the positive experience he had at the parking deck during Heritage Fest where a high school group controlled the parking at the facility. Per Mr. Barber, the group was selected through the Tourism and Events department. Chairman Kollmar expressed concern how a public facility could be used by a private entity for raising

funds. Mr. Barber explained that it was still used as a public facility but the control of the parking was used by a private entity as determined by the village council.

VII. NEW BUSINESS

Ms. Amy Buonassisi, 6841 Saratoga, said she emailed Chairman Kollmar about a Wooster bus circulator system in Boston. She noted that a bumper sticker on the bus stated something to the effect that "Everyone ride the buses now" and wondered if the village could copy a similar phrase. Also, in the Downers Grove parking deck, Ms. Buonassisi expressed concern about the large cars parking in the corner spaces. She asked if signage could be installed at those corners for compact cars. She also suggested that the parking space on the first curve on the first floor be either not used or blocked off because of safety issues.

From his impression of the village council's vote on the buses, Commissioner Waldack believed the council wanted the buses to arrive as soon as possible and, therefore, recommended that staff or the village manager put together a plan to get those buses. He stated that during the approval of the budget, many council members agreed that an amendment was necessary for the commission to receive future funding. Regarding Heritage Fest and the parking deck, Mr. Waldack explained that the J. Kyle Barde group was picked through a bidding process and used to coordinate the parking at the deck. This year the process would be open for bidding again. Details of the selection process followed.

Mr. Waldack said he was pleased that the village made the cut to be one of the four communities selected for the circulator study. He pointed out that in the information packet provided, much material was focused on services to seniors. He agreed to pursue those services and stated the village council wanted to pursue the same opportunities. He believed that using the circulator system and using the taxi coupons as an incentive, there was an opportunity to move seniors off an expensive paratransit taxi-subsidy and on to the circulator buses. Mr. Waldack estimated there was a net of approximately \$160,000 to \$180,000 if those seniors could get on the buses. Per a question, Mr. Waldack said he had heard there were approximately 500 individuals signed up for the program but how many actually used the coupons, he could not confirm. Further discussion followed on the RTA certification process for the program. Dialog followed that the Reduced Disability Program was a finance department program and the budget was moved over to Human Services.

As a suggestion and when the village's Strategic Plan was to get updated, Mr. Waldack recommended that a method be developed to deal with the park district and the township for considering the possibility of getting involved in the Ride DuPage Program.

Regarding the parking lot agreement between Metra and the Village of Downers Grove, Mr. Waldack stated the previous agreement was a 60-day notice with an additional 60 days to object. The latest agreement on the new lot required Metra executive director approval. From Mr. Waldack's understanding the agreement was already signed by the village. As to the mood of the village council regarding the circulator study and recognizing that funds may not be coming immediately, Commissioner Waldack explained there was a unanimous vote to still support it.

VIII. ADJOURNMENT

COMMISSIONER SCHILLER MADE A MOTION TO ADJOURN THE MEETING AT 7:25 P.M. COMMISSIONER NEUSTADT SECONDED THE MOTION.

MOTION CARRIED BY VOICE VOTE OF 6-0.

Respectfully submitted,
(as transcribed by tape)

/s/ Celeste K. Weilandt
Celeste K. Weilandt, Recording Secretary