

**MINUTES OF 2012 WORK PLAN
VILLAGE COUNCIL MEETING
VILLAGE OF DOWNERS GROVE**

September 7, 2011

Mayor Martin Tully called the meeting to order at 6:10 p.m. at Fire Station 2, 5420 Main Street.

Council Members Present: Mayor Martin Tully; Commissioners Marilyn Schnell, William Waldack, Geoff Neustadt, Bob Barnett and Becky Rheintgen

Absent: Commissioner Sean P. Durkin

Staff Present: Dave Fieldman, Village Manager; Mike Baker, Deputy Village Manager; Enza Petrarca, Village Attorney; April Holden, Village Clerk

Village Manager Dave Fieldman said the purpose of this meeting is to create a preliminary high priority action item agenda for 2012, comprised of three steps: 1) Preliminary action items; 2) Review of list as part of 2012 budget; and 3) Approval of list in January 2012. These items should represent the Village Council's highest priorities and require policy direction. In addition they should support the Strategic Plan goals and be consistent with staffing levels. He recommended no more than 12 items. These items are above and beyond routine business items. While work on the action items begins in January, Council usually sees these items come forward mid-July through mid-September. Mr. Fieldman said staff provided an initial list of ten high priority items and noted that some require multiple years to complete. Further, Mr. Fieldman noted that there are always unforeseen issues that arise that must be addressed.

Mr. Fieldman reviewed the potential high priority action items staff prepared for Council consideration:

- 1) Negotiate Collective Bargaining Agreement with Fraternal Order of Police
- 2) Negotiate Collective Bargaining Agreement with Local Operating Engineers 150
- 3) Enforce the Sign Ordinance Compliance Deadline
- 4) Complete a Historic Building Survey
- 5) Implement a Stormwater Utility and/or Additional Revenue to Support Infrastructure Priorities
- 6) Issue Bonds for Infrastructure Improvements

- 7) Implement Recommendations of the Comprehensive Plan
- 8) Amend the Agreement with the Fairview Fire Protection District
- 9) Implement Recommendations of the Downtown Parking Plan
- 10) Prepare a Village Communication Plan

Council Discussion

Item #4, Complete a Historic Building Survey, is required by the State to maintain Certified Local Government status. This item consists of preparing and approving the survey of historic buildings. Mr. Fieldman said this would require people with an architectural background and a consultant would probably be hired. The Architectural Design Review Board would be the driving force behind this item. Mr. Fieldman reiterated that this is a requirement and if it is not done, the Village will lose its Certified Local Government status. Citizens choose to participate in the program and, while some outside funding is available, to obtain it the Village must be certified. Commissioner Rheintgen noted that only a few people have taken advantage of this opportunity. The Mayor noted that people want to protect the historic value of their buildings and this gives them a mechanism to do it themselves. Regarding the low participation, the Mayor said this program has not been promoted and the economy has affected participation. He asked what would be involved in regaining the Certified Local Government status if the Village loses it. Commissioner Schnell said she feels this is still an important issue in the community. Commissioner Neustadt asked for the cost of doing this now as compared to the cost to start over if we lapse. The Mayor said there are organizations that can assist us in terms of skill sets. This is hard to measure in dollars and cents. Commissioner Neustadt asked if we can apply for an extension of the deadline. Commissioner Waldack asked staff to provide a timeframe and information as to what would be involved on the part of staff.

Item #8, Amend the Agreement with the Fairview Fire Protection District, to make sure that the Fairview Fire Protection District pays all fees for services provided by the Village. Commissioner Schnell said this is important but noted the need to assess the financial impact and involvement of staff. She suggested looking at the staff time and costs and the return on this investment.

Council members discussed the action items in general terms with respect to staffing, workload, costs, etc. Mr. Fieldman said the maximum number of items that can be considered is 10 to 12, no matter what the staff size, in terms of the management of these projects. He recommended starting with 12 items and narrowing it to 10 final items.

With respect to Item #9, Implement Recommendations of the Downtown Parking Plan, Mr. Fieldman said the recommendations will range from staff implementation to Council policy decisions.

With respect to Item #3, Enforce the Sign Ordinance Compliance Deadline, Mr. Fieldman said 50% of the businesses on Ogden Avenue are not in compliance. This is not administrative in nature; Council will be involved in this issue. The Mayor noted that this deadline is arbitrary.

With respect to Item #10, Prepare a Village Communication Plan, Mr. Fieldman said this addresses how quickly the Village evolves to new communication styles. The Mayor said the policy question is the source of communication and whether communication is quick, comprehensive and deep enough. People will continue to rely on social media, but there is a need to look at all aspects of the community and not just those using social media.

Mr. Fieldman said Item #7, Implement Recommendations of the Comprehensive Plan, could have multiple steps such as the Zoning Ordinance, the Subdivision Control Ordinance, and then other aspects including a vacant property registry and enforcement program. Mr. Fieldman suggested the vacant property registry and enforcement program be a separate action item.

Additional Action Items

Council members added the following action items:

- 11) Vacant Property Registry/Enforcement Program
- 12) Review/Update Policies regarding Working without a Permit
- 13) Super Retreat
- 14) Electrical Aggregation
- 15) Branding/Marketing Initiative
- 16) Chicken Ordinance
- 17) Stormwater Ordinance Review
- 18) Existing Facilities Maintenance and Management Plan
- 19) Review Ethics Policy

Following discussion, Council agreed on the following High Priority Action Items:

- 1) Negotiate Collective Bargaining Agreement with Fraternal Order of Police
- 2) Negotiate Collective Bargaining Agreement with Local Operating Engineers 150
- 3) Enforce the Sign Ordinance Compliance Deadline
- 4) Complete a Historic Building Survey
- 5) Implement a Stormwater Utility and/or Additional Revenue to Support Infrastructure Priorities
- 6) Issue Bonds for Infrastructure Improvements
- 7) Implement Recommendations of the Comprehensive Plan
- 9) Implement Recommendations of the Downtown Parking Plan
- 11) Vacant Property Registry/Enforcement Program
- 14) Electrical Aggregation

- 17) Stormwater Ordinance Review
- 18) Existing Facilities Maintenance and Management Program

Mr. Fieldman said staff will provide information regarding the cost, value and staff time. Council can then amend this as necessary.

Council members noted that this meeting was collaborative and productive. They discussed their desire to allow for more informal discussions and to explore meeting on the fourth Tuesdays to allow for discussions related to quarterly reports, budget, strategic plan, long range financial plan, etc.

There being no further discussion, Mayor Tully adjourned the meeting at 8:03 p.m.