

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
WEDNESDAY MAY 22, 2013, 7:30 P.M.
LIBRARY MEETING ROOM**

MINUTES

- 1. Call to Order.** President Kathleen DiCola called the meeting to order at 7:31 p.m.
- 2. Roll Call.** Present: Trustee Susan Eblen, Trustee Wendee Greene, Trustee David Humphreys, Trustee Daniel Loftus, Secretary Thomas Read, President Kathleen DiCola. Absent: None.

Also Present: Library Director Rick Ashton, Assistant Director for Public Services Bonnie Reid, Assistant Director for Support Services Sue O'Brien, Information Technology Manager Dale Galiniak, Friends of the Library President Joann Hansen, Product Architecture + Design Principals Tiffany Nash and Daniel Pohrte, Children's Services Manager Sara Pemberton, Resident Joyce Saricks, Chicago Tribune Reporter Dawn Rhodes.

- 3. Welcome to Visitors.** President DiCola welcomed the staff members and visitors and thanked them for their interest in the work of the Board.
- 4. Approval of Minutes**

Regular Monthly Meeting, April 24, 2013. It was moved by Humphreys and seconded by Eblen THAT the Minutes of the Regular Monthly Meeting of April 24, 2013, be approved. Loftus requested that the Minutes be modified to show that the discussion under Item 8, concerning the financial relationship with the Village of Downers Grove, did not result in any consensus or decision. Humphreys and Eblen agreed to accept this modification as a friendly amendment. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

- 5. Approval of Payment of Invoices and Related Financial Reports**

The Board reviewed the list of invoices submitted for payment and other financial reports. It was moved by Read and seconded by Greene TO APPROVE payment of Invoices of \$210,494.65, credit memos of \$142.32, budget journal entries of \$2,184.80, and to recognize April 2013 payrolls of \$182,998.29. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

- 6. Opportunity for Public Comment on Agenda Items**

None.

7. Opportunity for Public Comment on Other Business

None.

8. Summer Reading Presentation by Children's Library Staff

Staff members Katie Bradley and Kelly Pocci enacted a stirring version of their Summer Reading promotional skit, "Book an Adventure," to great acclaim from the Board, staff, and visitors. They informed the Board that Children's Library staff will perform many times in fourteen Downers Grove schools to promote participation in the 2013 Summer Reading program, with the same title.

9. Unfinished Business

a. Report from Product Architecture + Design regarding Schematic Design Progress

Tiffany Nash and Dan Pohrte presented their work to date. Schematic Design, primarily concerned with the layout of the building, is progressing. They invited Board members to provide further comment to assist the architects and staff in the design of the library building renovation. Board members responded as follows: with the following major points:

- Placement of the Teen space at the south end of the second floor is good, keeping noise away from the stairwell.
- Number of seats in the new arrangement? The architects indicated that the number of seats is increasing slightly in the children's area. On the second floor, the number of chairs is slightly reduced, but changes in arrangement make the seating more usable.
- Are the walls of the study rooms glass or solid?
- What does staff think about workroom designs?
- Is the Science Technology Engineering Mathematics (STEM) area in the children's room enclosed?
- This design tries to make the building useful to new users.
- Have other libraries with new teen areas seen more use? The architects answered affirmatively.
- What is located in the gallery area and idea space at the north end of the first floor? The architects indicated that this use is being refined.
- Will the café have vending machines or a barista? The architects indicated that the plan calls for vending machines.
- Trustee Loftus said that he liked the design, calling it a great first step that does what the Board asked the architects to do.
- President DiCola said she agreed with the design to approve the parking lot entrance. She inquired whether the Village of Downers Grove agrees with changes in traffic flow in the parking lot. The architects answered that the Village had not yet been consulted until after the Library's preferences and needs are more clearly developed.

- Does the Library still need the ramp at the north entrance if the proposed changes are made? The architects answered that it will not be needed.

By consensus, the Board agreed that Schematic Design is progressing satisfactorily. They directed the architects and staff to proceed with design and development of cost estimates along the lines presented at the May 22 meeting.

b. Approval of Portions of Proposed Policy on Library Finances.

Ashton presented the proposed Policy on Financial Reserves. Trustee Read asked about provisions for catastrophic events such as weather disasters. Ashton indicated that a comprehensive program of property and casualty insurance is in place for these purposes.

Trustee Humphreys asked about the provision for roof replacement. Ashton indicated that two portions of the Reserves policy address this. In the event of a sudden catastrophic failure, the amount of money set aside for uninsured losses would be drawn upon. For a planned roof replacement based on normal lifespan of the roof, the policy provides for a multi-year accumulation of money for major repairs.

Trustee Loftus stated that he would not be able to vote in favor of the proposed policy, proposed reserve amounts, or proposed building project financial strategy and allocation. He stated that he had not received the materials prepared for the meeting at an early enough time to allow him to review them thoroughly.

It was moved by Humphreys and seconded by Eblen THAT the Portions of the Proposed Policy (attached) be approved. Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: None. Nays: Loftus. Motion carried.

c. Approval of Proposed Operating Reserve Amounts for 2013.

In accordance with the previously-adopted policy, Ashton proposed reserve amounts totaling \$1,821,000 for 2013.

It was moved by Humphreys and seconded by Eblen THAT the Operating Reserve Amounts for 2013 be set as follows:

1. Short-term cash flow	\$1,638,000
2. Uninsured losses and equipment failure	183,000
3. Planned capital expenditures	0

Total	\$1,821,000
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Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: None. Nays: Loftus. Motion carried.

d. Approval of Proposed Building Project Financial Strategy and Allocation

Ashton presented the proposed strategy (attached) for Board consideration. He indicated that the goal of the strategy is to maximize the resources available for the library building project at an early point in the project, so that the design and planning of the project can proceed on the basis of full financial information. The immediate impact of the adoption of the strategy would be to increase the funds allocated to the building project from \$1,800,000 to \$2,394,000.

It was moved by Humphreys and seconded by Eblen THAT the proposed building project financial strategy and allocation be approved. Ayes: Eblen, Greene, Humphreys, Read, DiCola. Abstentions: None. Nays: Loftus. Motion carried.

10. New Business

- a. Approval of Letter designating Wanda Lollar as Additional Contact on Library Credit Card Account.

It was moved by Humphreys and seconded by Greene THAT the proposed letter designating Wanda Lollar as Additional Contact on Library Credit Card Account be approved, and that President DiCola, Secretary Read, and Trustee Eblen be authorized to sign the letter. Ayes: Eblen, Greene, Humphreys, Loftus, Read, DiCola. Abstentions: None. Nays: None. Motion carried.

11. Report of the Director

Ashton summarized his written report (attached).

- a. Library Mini Golf financial summary.
- b. Summer Reading Outreach.
- c. Customer letter concerning e-book systems.
- d. Self Check installation and rollout.
- e. Recent media coverage.

12. Board Member Comments and Requests for Information

None.

13. Adjournment

President DiCola adjourned the meeting at 9:23 p.m.

DOWNERS GROVE PUBLIC LIBRARY

BOARD OF TRUSTEES

MAY 22, 2013

AGENDA ITEM 9B

PROPOSED POLICY ON FINANCIAL RESERVES

1.6.9.1 Operating Reserve. The Downers Grove Public Library will maintain an Operating Reserve for the purpose of ensuring the stability and continuity of the Library's operations. Funds included in the Operating Reserve may be used for a variety of purposes, as determined by the Library Board.

1.6.9.2. Purposes. Funds in the Operating Reserve are accumulated and may be expended for three purposes.

1.6.9.2.1. To cover short-term cash flow shortages caused by differences between the normal expenditure cycle and the normal income cycle.

1.6.9.2.2. To cover uninsured property and casualty losses and other unbudgeted expenses, such as unanticipated failure of major equipment or elements of the Library building.

1.6.9.2.3. To accumulate funds for planned capital expenditures, including major equipment replacement.

1.6.9.3. Funding Sources. The Operating Reserve will be funded with surplus unrestricted operating funds. The Library Board may designate that a specific source of revenue be set aside for the Operating Reserve.

1.6.9.4. Accounting. The Operating Reserve will be accounted for as a portion of the Library's General Fund balance. As part of the Library's annual budget process, the portion of the General Fund balance constituting the Operating Reserve will be computed in accordance with the provisions of this Policy and reported appropriately.

1.6.9.5. Funding Levels.

1.6.9.5.1. For short-term cash flow needs, the Operating Reserve amount will be set at 35% of the budgeted annual operating expenditures of the Library.

1.6.9.5.2. For uninsured losses and other equipment failure expenditures, the Operating Reserve amount will be set at 35% of the total amount needed to replace one boiler, one rooftop air conditioning unit, and the entire flat portion of the roof.

1.6.9.5.3. For planned capital expenses, the Operating Reserve amount will begin at zero in 2013 and increase annually, beginning with the 2014 operating budget, by

an amount equal to 1% of the total expenditures included in the operating budget.

1.6.9.6. Use of Operating Reserve.

1.6.9.6.1 .For short-term cash flow needs, the Operating Reserve amount will be available as ordinary Operating Fund balance for routine payment of budgeted expenses, using established routine approval and payment processes.

1.6.9.6.2. For uninsured losses and other equipment failure expenditures, the Director will submit for the Library Board's approval a request, including analysis of needs, determination of costs, and plans for completion of needed work. Upon Library Board approval, the Director will make any needed adjustments involving the payment and accounting practices of the Village of Downers Grove

1.6.9.6.3. For planned capital expenses, the use of funds and expenditure plan will be included in the Library's annual budget process.

1.6.9.7 Replenishment of Operating Reserve.

1.6.9.7.1. Replenishment of the portion of the Operating Reserve available for short-term cash flow needs will be made by allocation of property taxes and other regular receipts, as they are received and recorded in the Library's accounts.

1.6.9.7.2. Replenishment of the portion of the Operating Reserve available for uninsured losses and other equipment failure expenses will be made by annual allocation of operating surpluses.

1.6.9.7.3. Replenishment of the portion of the Operating Reserve set aside for capital expenses will be made by annual allocation of an amount equal to 1% of the total operating budget.

DOWNERS GROVE PUBLIC LIBRARY

BOARD OF TRUSTEES

MAY 22, 2013

AGENDA ITEM 9D

PROPOSED BUILDING PROJECT FINANCIAL STRATEGY AND ALLOCATION

- I. Starting Points
 - A. Project budget published December 2012, \$1,800,000, all-inclusive
 - B. Planned funding sources
 1. Library Construction Fund, \$244,000
 2. Library General Fund balance, \$1,556,000
 - C. Total Library General Fund balance, December 31, 2012, \$4,001,499

- II. 2013 Operating Budget management
 - A. 100% attainment of 2013 expenditure plan \$4,903,900
 1. Planned reduction of Library General Fund balance, December 31, 2013, to \$3,650,979
 2. No year-end extra allocations to operating costs such as e-books
 - B. Includes 100% expenditure of Capital Equipment budget line of \$500,000
 1. Self-Check/RFID capital expenditures of \$180,000
 2. Architect and construction manager fees of \$320,000, not originally planned to come from 2013 operating budget

- III. 2014 Operating Budget management
 - A. Budget approximately \$4,850,000
 1. Total 4.5% increase over 2013 non-capital budget
 2. Includes \$255,000 capital equipment provision
 - a. Self-Check/RFID equipment and installation expenditure of \$205,000
 - b. Allocation to Operating Reserve for future capital projects of \$50,000
 - B. 100% attainment of 2014 expenditure plans

- IV. Library Construction Fund Management
 - A. No expenditures in 2013
 - B. Budget and expenditure of entire fund balance in 2014, \$244,000
 - C. Liquidation 2014

- V. Library Operating Reserve Strategy
 - A. Short-term cash flow \$1,638,000, 35% of 2014 Operating budget
 - B. Uninsured losses and equipment failure \$183,000, 35% of selected items
 1. Flat roof
 2. One boiler
 3. One rooftop air conditioning unit
 - C. Planned capital projects \$50,000 allocation from 2014 Operating Budget
 - D. Operating Fund balance available for 2014 building project expenditure

VI. Revised Building Project Funding

A. 2013 Operating Budget	\$320,000
B. Library Construction Fund	\$244,000
C. Library General Fund Balance	\$1,830,000
D. Total	\$2,394,000

Notes: This strategy addresses several concerns:

1. Responsible management of 2013 and 2014 operating expenditures and associated property tax levels
2. Responsible expenditure of Library Construction Fund balance held since 1999
3. Implementation of Reserve Policy
4. Use of accumulated operating fund balance for the intended purpose of capital improvements
5. Enhancement of the building project so that elements such as roof restoration treatment and the hiring of a construction management firm become more feasible
6. More fully renovated and refreshed building

**TRANSPORTATION AND PARKING COMMISSION
Minutes**

April 10, 2013, 7:00 p.m.

Council Chambers - Village Hall
801 Burlington Avenue, Downers Grove

Chairman Pro tem Schiller called to order the April 10, 2013 meeting of the Transportation and Parking Commission at 7:00 p.m.

The Pledge of Allegiance was recited by all in attendance.

Roll call followed and a quorum was established.

ROLL CALL:

Present: Chairman Pro tem Schiller; Commissioners Cronin, Saricks, Van Anne, Vlcek, and Wrobel

Absent: Chairman Stuebner, Commissioner Loehman

Staff Present: Mr. Dorin Fera, Transportation Division Manager; Police Parking Supv. Tim Sembach

Public: Mr. Roger Bauman, 4500 Prince St., Downers Grove; Ms. Linda Kunze, 933 A Curtiss, Downers Grove; Ms. Karen Luce, 1340 Prairie, Downers Grove; Mr. Tom Banaszak, 6101 Blodgett, Downers Grove; Jim Steinkraus, 6033 Blodgett, Downers Grove; Rick and Linda Toole, 6102 Grand Ave., Downers Grove; Melynda Onlisaitis, 5116 B Main St., Downers Grove

A brief review of the meeting's protocol followed, with **Chairman Pro tem Schiller** noting the meeting was being recorded on village-owned equipment.

APPROVAL OF MARCH 13, 2013 MINUTES

MR. WROBEL MADE A MOTION TO APPROVE THE MARCH 13, 2013 MINUTES AS PRESENTED, SECONDED BY MR. CRONIN. ROLL CALL:

AYE: MR. SCHILLER, MR. CRONIN, MS. VAN ANNE, MS. VLCEK, MR. WROBEL

NAY: NONE

MOTION CARRIED: 5-0-1. (MR. SARICKS ABSTAINS)

PUBLIC COMMENT (NON-AGENDA ITEMS)

Ms. Karen Luce, 1340 Prairie Avenue, Downers Grove, stated she cannot park in front of her house, on the side of her house, nor across the street on Montgomery, except in her driveway. Her friends/family have to park down the street. She asked if she could have a few spaces in front of Prairie. **Mr. Fera** responded that he was aware of the matter and clarified nothing could be done along Prairie Ave due to DOT standards but the Village is taking action on Montgomery as part of the Neighborhood Study #2 actions.

1. File # 05-13 Proposed Loading Zone - Library Alley

Mr. Fera identified the location being considered for a loading zone, noting that one business has only a front door access to the alley. Part of the business has drop offs and pickups but because the access is in the alley, by statute, the Village cannot allow parking in the alley. There is a corner location near the library, however, which is an ideal area and which does not

interfere with the movement of traffic and could be signed, striped and shared. Allowable hours would be in accordance with the Village's current ordinance.

Asked if there would be restrictions to the size of the trucks loading, **Mr. Fera** said it would be more in line with a minivan or a Ford F150 but not for a construction vehicle.

Mr. Wrobel shared a bit of history regarding the location under consideration, noting the prior trash containers were relocated due to the dumping area it became. He recommended that the area being considered for a loading zone should be properly marked and property ticketed, if abused. He stressed to staff that the one-way signage should be positioned for better visibility.

Chairman Pro tem Schiller invited the public to speak.

Melynda Onlisaitis, 5116 B Main Street, Downers Grove, stated she is the owner of Posh Kids and her customers cannot get to her door and she has asked people to not park there. Her business is consignment so customers are constantly bringing in items. She stated vehicles constantly park up and down the alley and no one can get through the area. Lastly, she asked if she could park in the loading zone after hours, since she works very late sometimes. It was suggested that she provide her license plate number to the police to make them aware of the matter.

Ms. Linda Kunze, 933 Curtiss, Downers Grove, with the Downtown Management Corporation, stated that Dream Interiors moved to the second floor so the large North Carolina trucks will be seen less. She asked if parking was allowed in the rear of the building under discussion.

Mr. Fera responded that if the commission approved the petition under discussion there would be two loading zones – the one by the Dream Interiors building and one near the northeast corner of the library.

Hearing that response, **Ms. Kunze** stated she would send a letter to all the tenants notifying them that there is no parking in those locations.

Ms. Onlisaitis returned and asked who she should contact regarding the discarded wooden crates she sees by the dumpster, wherein **Mr. Wrobel** suggested that **Ms. Kunze** notify the merchants in her letter to direct those who make deliveries on a wooden crate must take the crate with them.

MR. SARICKS MADE A MOTION THAT THE TRANSPORTATION & PARKING COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL AND THAT THE FOLLOWING BE IMPLEMENTED:

- **ADD ONE (1) ADDITIONAL LOADING ZONE PARKING AREA, EAST OF 1050 CURTISS ST, AND ALONG THE WEST SIDE OF THE EXISTING ALLEY, AS DESCRIBED HEREIN, AND SHOWN ON THE ATTACHED EXHIBIT 1; AND**
- **SUBJECT TO THE MODIFICATION AND/OR ADDITION OF ONE-WAY SIGNAGE AT THE NORTH END OF THE ALLEY, AND APPROPRIATE LEVELS OF POLICE PATROLLING TO ASSURE ONLY DESIGNATED USE OF BOTH THE ALLEY LOADING ZONES.**

MR. WROBEL SECONDED THE MOTION.

MOTION CARRIED BY VOTE OF 6-0.

File # 06-13 – 61ST Street Parking Restrictions – Fairmount School

Mr. Fera reported that initially Public Works received a complaint regarding parkway damage and parking issues on 61st Street across from Fairmount School. **Mr. Fera** referenced photos he took on the day he visited the site, noting vehicles were parking on the sidewalk on the north side of the street and creating conditions where it was not conducive for two-way traffic nor safe for children exiting school. A letter was sent to the neighbors seeking their input on assigning parking restrictions.

Mr. Fera stated from observations, he noticed that 60th Street, to the north, had curb and gutters and was better defined and had more opportunity for school parking. Therefore, staff was reviewing the possibility of restricting parking on the north side of 61st Street, with the understanding that the Village would first fix the parkway. Then, the Village would install a four-hour time restriction on the south side to allow some usage of the street by the neighbors.

A question was asked whether the Village's right-of-way on the north side of 61st went beyond the ditch (in the photograph), with the suggestion that the Village blacktop and stripe it to delineate the parking area. **Mr. Fera** indicated the Village is not in a position to spend more money on this particular location, but only provide what is necessary. He also reminded commissioners that reconstruction for the street could occur in the future and that staff could consider curb and gutter at that time.

Dialog then followed that vehicles do stay within their parking area near Blodgett but eventually move onto the sidewalk, probably trying to get off the road. Also mentioned was the fact that ComEd trucks were parked (in the photograph) on the street which created an even tighter area for vehicles to pass. Comments by **Ms. Vicek** followed that if the vehicles were eliminated on the north side, the cars on the south side would not park on the sidewalk. At the same time, she also noted that the vehicles parking on the south side did not appear to be parking there too long. **Mr. Saricks** said he had assumed the commission had heard from the residents who could not park in front of their homes due to vehicles parking there all day.

Mr. Tom Banaszak, 6101 Blodgett, Downers Grove, thanked staff for responding to his phone calls. However, he stated the cars parked on the sidewalks were not a common occurrence and it just so happened that the ComEd trucks were taking up half the road that day. He stated he lives on the south side where the parking would be allowed but he did not understand why the four hour restriction was in place. He stated that the parking was restrictive around the school and that people did have to walk quite a distance for any school event. However, he understood why the residents on the north side would not like the parking there because their parkway did get torn up quite a bit. He believed parking should be on the south side without any restriction. **Mr. Banaszak** explained that vehicles will park on both sides of the street mainly in the morning hours, as kids are being dropped off or because teachers cannot find parking in the school's parking lot.

Mr. Jim Steinkraus, 6033 Blodgett, Downers Grove, did not mind the vehicles parking but it was the tires making tracks in the grass and make the area look bad. He believed placing asphalt and striping it would be helpful. He also agreed about the statement made regarding the ComEd trucks being there for the one day.

Mr. Rich Toole, 6102 Grand Ave., Downers Grove, noted that this same situation arose a few years back where a mud puddle was created between the street and the sidewalk and eventually the Village paved the area, which helped. While he believed asphalt would help, he also explained that the street heads east and down hill. At 61st and Grand, a mud puddle is

formed from debris that comes off of the hill. **Mr. Toole** also added that the school holds a number of events which block the street so restricting parking on the north side would help relieve part of the problem. For the south side, he suggested paving part of street heading back west and eliminating the gravel. He favored staff's recommendation regarding 60th Street and west of Blodgett on 61st, which he thought was a good alternative.

Mr. Fera stated that he was aware that teachers may be parking on the street but if the commission desired no restriction on the south side, he stated staff is agreeable to that option, and would monitor the situation after these changes are made. **Mr. Cronin** suggested that staff notify Fairmont School about parking on the two streets.

Mr. Tom Banaszak, 6101 Blodgett, Downers Grove, stated that in the past the Public Works Department has put down gravel and tried to maintain the area for the residents.

Mr. Saricks recommended making a motion approving staff's first recommendation point but tabling the second bullet point for future consideration since there was not much support from the neighbors to institute parking restrictions on the south side of 61st Street.

MS. VLCEK MADE A MOTION THAT THE TRANSPORTATION AND PARKING COMMISSION FORWARD A POSITIVE RECOMMENDATION TO THE VILLAGE COUNCIL IMPLEMENTING THE FOLLOWING: INSTALL "NO PARKING ANY TIME" ALONG THE NORTH SIDE OF 61ST STREET, BETWEEN BLODGETT AVENUE AND GRAND AVENUE.

MR. WROBEL SECONDED THE MOTION.

MOTION CARRIED BY VOICE VOTE OF 6-0.

2. File # 07-13 – Neighborhood Traffic Study Area #2 – Pre-Final.

Mr. Fera summarized that staff and the consultants looked at Study Area #2 which involved 75 intersections and resulted in a series of operational and parking recommendations. **Mr. Fera** reviewed the same areas the consultants reviewed at the February 13, 2013 Neighborhood Informal Meeting, i.e., speed, traffic volume, peak hour turning counts, etc., **Mr. Fera** reviewed Table 2 explaining he was looking for the commission to approve a recommendation to the Village Council for the short-term improvements listed in Table 2, in addition to one more addition -- an All Way Stop control -- as recommended by staff.

A review of Table 2 content followed, including the additional proposed All-Way Stop on Forest Ave at Lincoln Ave. **Mr. Fera** explained the confusion that was occurring at that intersection with the current two-way stop. He reported that this Study Area #2 has the highest concentration of All-Way Stop signs in the Village, due to the fact of having three schools within four blocks of each other; all being connected by Grant St. He discussed another proposed All-Way Stop at Linscott Ave and Franklin St near Prince Pond, with Franklin St being a heavily traveled east-west route to Oakwood Ave due to the existing traffic signal at Main St and Franklin St.

Mr. Fera then reviewed the proposed parking restrictions, explaining that he did have all of the restrictions resolved yet and will be working to narrow them down to two types of restrictions: 1) restrictions for the schools areas; and 2) restrictions for the parking need of the type of area, whether business or residential. A review of staff's considerations followed. For school zones, the Village is considering the restriction hours of 7 AM to 9 AM or 8 AM to 11 AM to address the early starts and the late starts. For the Metra Train Zone, a three-hour or four-hour restriction would work well. For the neighborhood zone, he suggested no restrictions. However, he

reminded the commissioners that the Village will return with specific recommendations to this Commission and an exhibit which would have the proposed parking restrictions depicted for the affected zones so that it would be the correct recommendation to forward to the Village Council.

Continuing, **Mr. Fera** reminded the commissioners that the North High area will be studied separately because the school recently completed its parking operation and he preferred to see the school go through at least a one year cycle. The other area to be studied separately will be Warren Avenue because of its bike route, semi-industrial commercial area, and residential areas, etc. The last area to be studied separately will be Prairie and Franklin intersection to quantify any sight distance issues.

For the long term, **Mr. Fera** reported that he and the consultant will be reviewing traffic calming improvements related to speed mostly, and will be proposing changes to Lee Ave, Seeley Ave (Ogden to Chicago) and Saratoga Ave (from Ogden to Chicago). He noted that the issue was the long stretch of blocks, about which the Police Department was also aware. Details followed on the various calming improvements that could address the speeding sections of roadway.

Per a question about what the police department thought of the ideas being recommended, **Officer Sembach** stated the department would like to see uniform parking restrictions and felt a few years ago that the 8 AM to 11 AM restriction would work. Regarding a restriction listed for Lee at Chicago, **Mr. Fera** explained it was a sight issue for vehicles traveling east and west on Chicago, due to a resident's bushes along the parkway. Another location was identified as having tree sight-line issues.

Addressing the different types of traffic calming measures in staff's report, **Mr. Wrobel** inquired whether there were any petitions received from residents on Lee St asking for something more than the vertical deflections (speed tables), wherein **Mr. Fera** explained there were no petitions received to date from the community. However, he explained that when staff does determine a recommendation there will be public meetings and reviews in order to hear from the residents to see what types of options can work for the area. It may be possible, too, to use a variety of interventions on Lee Ave and on Seeley Ave.

Ms. Karen Luce, 1340 Prairie, Downers Grove, was pleased to see that the school parking restrictions were going to be removed from her area. She referenced two signs that she was not sure were going to be included in the restriction, one of which was across the street from her which stated "No Parking Here to Corner." She preferred that all restrictions be lifted.

Mr. Roger Bauman, 4500 Prince St., Downers Grove, asked for clarification regarding the No Parking restrictions around North High School, wherein **Mr. Fera** stated they would remain.

MR. SARICKS MADE A MOTION TO APPROVE STAFF'S RECOMMENDATION, AS PRESENTED, AND WITH THE ADDITION OF THE INTERSECTION OF FOREST AT LINCOLN TO "ALL-WAY STOP CONTROL":

SHORT-TERM IMPROVEMENTS

THE SHORT-TERM IMPROVEMENTS INCLUDE UPGRADES TO SIGNAGE, INCLUDING NEW STOP SIGNS, YIELD SIGNS, CHANGES TO EXISTING STOP / YIELD SIGNS, AND UPDATED SCHOOL SIGNAGE. ALSO, THE INTERSECTION OF FOREST AVE. / LINCOLN AVE. UPGRADED TO AN ALL-WAY STOP CONDITION IS INCLUDED. IN CONCEPT, FUTURE ON-STREET PARKING RESTRICTIONS (BY ZONE) AS DISCUSSED, INCLUDE THE OBJECTIVES OF REDUCING THE NUMBER AND COMPLEXITY OF CURRENT RESTRICTIONS.

(Specific parking restriction changes on a block-by-block basis, will be presented, discussed in detail with the residents, and approved under a separate, future Commission meeting).

MS. VLCEK SECONDED THE MOTION.

**AYE: MR. WROBEL, MS. VLCEK, MR. SCHILLER, MR. SARICKS, MR. CRONIN,
MS. VAN ANNE**

NAY: NONE

MOTION CARRIED. VOTE: 6-0

OLD BUSINESS

Mr. Fera commented that DuPage County was involved in a number of roadway projects including the following: Curtiss and Belmont roadway and bridge work; pedestrian signal improvements at 39th St and Highland; updated traffic and pedestrian signals at Fairview and 39th; and new LED signals at 63rd and Dunham with pedestrian count-downs. Consultant contracts will be going out for various traffic projects, including: Fairview and Maple to 55th Traffic Study; Main and Grant new traffic signals; school improvements at Pierce Downer School; Washington Street, Maple to BNSF Railroad tracks for water main and storm sewer. Safe Routes to School final plans have been submitted to IDOT; with construction letting on August 2, 2013 with construction to follow.

COMMUNICATIONS

Mr. Fera reported on the following: DuPage County will be resurfacing Main Street from 63rd to Valley View this summer; DuPage County will also be installing sidewalks on the east side of Belmont from Maple Ave to Elmore Ave; DuPage County's 55th St. project is moving forward and the Village and residents will be invited to a public meeting in late summer 2013; and the bikeway project along 31st St is proceeding with the Village in the process of pursuing an easement agreement with a property owner from the west end of 31st Street that will connect to Saratoga Ave.

On another matter, **Mr. Wrobel** mentioned a resident from the Burlington Highlands who spoke before the village council regarding life and safety issues of trying to get onto Ogden Ave from Downers Dr., wherein **Mr. Fera** stated he was aware of the situation and has spoken with the resident who petitioned. He did indicate that traffic counts are scheduled in Summer, 2013 for the Burlington Highlands area, followed by an accident review and once the information was gather, it would be forwarded to IDOT to consider for a traffic signal warrant study by them.

ADJOURN

MS. VLCEK MADE A MOTION TO ADJOURN THE MEETING AT 9:03 P.M. MR. WROBEL SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE OF 6-0.

Respectfully submitted,

Celeste Weilandt,
Recording Secretary
(as transcribed from MP3 digital recording)