



Meeting Minutes

Village of Downers Grove – Council Meeting

Council Chambers

November 1, 2022

4:30 PM

1. Call Meeting to Order

2. Roll Call

Council Attendance (Present): Mayor Barnett, Commissioner José, Commissioner Walus, Commissioner Sadowski-Fugitt, Commissioner Kulovany, Commissioner Gilmartin, Commissioner Glover

Council Attendance (Not Present): None

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

3. Executive Session

A. Convene into Executive Session Pursuant to Section 2(c)(3) of the Illinois Open Meetings Act to consider the selection of a person to fill a public office which the Village Council is given power to appoint under law or ordinance.

MOTION: Commissioner José moved to convene into Executive Session pursuant to Section 2(C)(3) of the Illinois Open Meetings Act to consider the selection of a person to fill a public office which the Village Council is given power to appoint under law or ordinance.

RESULT: Motion carried by roll call.

MOTIONED TO APPROVE: Commissioner José

SECONDED BY: Commissioner Walus

AYES: Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, Mayor Barnett

NAYES: None

4. Call to Order

The Village Council meeting reconvened at 7:10 p.m.

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

Roll Call was taken and all Village Council members were present.

Mayor Barnett welcomed President Dan Renner of the Downers Grove Express Foundation and members of the Downers Grove 5k Express Junior Executive Branch.

Junior Executive Branch members Mita Kuzminskas, Gina Lu, and Allie Potter spoke about the Downers Grove 5k Express race scheduled to take place on Thanksgiving Day at 8:30a.m. The members said the race would begin at the corner of Main Street and Grove Street, next to Downers Grove North High School. There was a \$35 fee to participate in the race. Those interested in participating or volunteering for the race were instructed to do so at groveexpress.com. The members also mentioned that there was an online merchandise store located on the website.

President Dan Renner said that he was happy to take over the organization of the race from the Bonfield Foundation. He spoke of raising close to \$120k in funds last year for School Districts 99 and 58 and the Road Runners Soccer Club. He thanked Commissioner Walus for her role in forming the Junior Board for the Grove Express 5k. He further stated that the Junior Board gained the experience of forming the online store and gave them experience with the community organization as well.

5. Minutes of Council Meetings

MIN 2022-9660 — A. Minutes: Village Council Meeting Minutes – October 18, 2022

MIN 2022-9675 — B. Minutes: Executive Session Meeting Minutes for Approval Only - October 18, 2022

***MOTION:** To adopt the Village Council Executive Session and regular meeting minutes of the October 18, 2022 meeting, as presented.*

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

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

***SECONDED BY:** Commissioner Walus*

***AYES:** Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, Mayor Barnett*

***NAYES:** None*

6. Consent Agenda

BIL 2022-9661 — A. Bills Payable: No. 6696 - November 1, 2022

Summary: No. 6696 - November 1, 2022

COR 2022-9662 — B. Claims Ordinance: No. 6479, Payroll - October 7, 2022

Summary: No. 6479, Payroll - October 7, 2022

RES 2022-9676 — C. Resolution: Approve an Amendment to the Purchase Order for one Ford F-150 Pickup Truck with National Auto Fleet Group of Watsonville, CA **RES 2022-88**

Summary: Approve an amendment to the purchase order for one Ford F-150 pickup truck with National Auto Fleet Group of Watsonville, CA in the amount of \$32,493.95.

RESOLUTION 2022-88

A RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE AND NATIONAL AUTO FLEET GROUP

MOT 2022-9683 — D. Motion: Approve the Purchase of Xix (6) Windows Server 2022 Datacenter 16 Core Licenses from Dell of Round Rock, Texas

Summary: This motion approves the purchase of six (6) Windows Server 2022 Datacenter 16 core licenses from Dell of Round Rock, Texas.

***MOTION:** To adopt all items on the Consent Agenda, as presented*

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

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

***SECONDED BY:** Commissioner Walus*

***AYES:** Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, Mayor Barnett*

NAYES: None

7. Active Agenda

ORD 2022-9620 — A. Ordinance: Establishing Special Service Area #12 in the Village of Downers Grove **ORD 5950**

Summary: This ordinance establishes Special Service Area #12 in the Village of Downers Grove.

MOTION:** To adopt AN ORDINANCE ESTABLISHING SPECIAL SERVICE AREA NUMBER 12 IN THE VILLAGE OF DOWNERS GROVE, ILLINOIS, as presented. **ORDINANCE 5950

***RESULT:** Motion carried by roll call.*

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

***SECONDED BY:** Commissioner Walus*

***AYES:** Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, Mayor Barnett*

***NAYES:** None*

ORD 2022-9619 — B. Ordinance: Establishing Special Service Area #13 in the Village of Downers Grove **ORD 5951**

Summary: An ordinance establishing Special Service Area #13 in the Village of Downers Grove.

MOTION:** To adopt AN ORDINANCE ESTABLISHING SPECIAL SERVICE AREA NUMBER 13 IN THE VILLAGE OF DOWNERS GROVE, ILLINOIS, as presented. **ORDINANCE 5951

***RESULT:** Motion carried by roll call.*

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

***SECONDED BY:** Commissioner Walus*

***AYES:** Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, Mayor Barnett*

***NAYES:** None*

VILLAGE COUNCIL COMMENTS/QUESTIONS

Mayor Barnett stated that Special Service Areas were in place across the community so that the Village could keep up on maintenance needs.

8. First Reading

INF 2022-9699 — A. Information: FY 2023 Discussion

Part 1 - Manager Fieldman presented the first portion of the proposed FY 2023 Municipal Budget. He said the budget was the annual implementation plan of the Village's mission and strategic goals. It aligned operations and resources with the Village's priorities, especially those expressed in the Long Range Plan (LRP). Manager Fieldman reviewed the schedule of meetings in which the budget would be reviewed, with the final meeting estimated to take place on December 13th for final approval of the Village Budget and Tax Levy. He provided a recap of the (LRP) and explained the plan was prepared in the summer of 2021 and was updated in 2022. Manager Fieldman stated the budget materials provided a great deal of information to the Council. The proposed Budget included the following seven key points 1) the Balanced General Fund; 2) options for the Property Tax Levy – either a decreased levy or an alternative flat levy; 3) funding for the Civic Center Project; 4) \$19.4 million investment in infrastructure; 5) the creation of two new full-time positions; 6) an increase in funding for vehicle purchases; 7) \$940,000 in funding for the Economic Development Corporation (EDC) and Downtown Management Corporation (DMC). He stated the General Fund was budgeted at \$57.97 million and derived its revenue from many sources including Property Tax, Sales Tax, Utility tax, and Income Tax. He stated there was a decrease of \$900,000, or 1.5 %, compared to the 2022 year end estimate. He said the key drivers to the change in revenue included an increase in Ambulance Fees and Home Rule Sales Tax; a decrease of \$415,000 from the planned Tax Levy for Public Safety Pensions; a decrease in revenue from Building Permits, Income Tax, Sales Tax and Utility Tax - reflective of the economic conditions expected over the next year. Manager Fieldman reviewed the \$57.97 million in budgeted expenses, which was a decrease of just over \$270,000 when compared to the year-end estimate. He explained that year-end estimated

expenses included a \$3.8 million transfer into the Equipment Replacement Fund and the Risk Fund. He also reviewed the two major categories of General Fund expenses which included non-personnel and personnel expenses. Personnel expenses were budgeted to increase by 3% and non-personnel expenses would increase by 17%, which included a full year of privatized crossing guard services. He discussed the Property Tax Levy, stating that the Property Tax Levy was one of the most significant sources of funding (about 27%) of the General Fund Revenue Budget. He explained the Village levied taxes by specific dollar amounts, not by rate; further explaining that Property Taxes due were based on each property's taxable value as compared to all other properties within the Village. Manager Fieldman then explained multiple components of the Property Tax Levy, which included a levy for operations and a levy for pension obligations – particularly Public Safety Pensions. He said only 10% of Property Tax bills were due to the Village, with the remaining 90% due to other taxing bodies such as schools, the Park District and DuPage County. He spoke of the public safety contribution portion of the Tax Levy, stating that the Village's required contribution amount was based on an actuarial annual report. Additionally, he said that while the annual contributions would increase substantially until 2040, at which time the Village was to achieve 100% full funding in both of the safety pension funds, the FY23 required contribution unexpectedly decreased by \$415,000. The decrease was driven by changes in the assumptions in the actuarial model and strong investment earnings in 2021. He said there were two options to proceed with for the levy.

- 1) Follow the long standing practice of the Council, this option would levy an amount equal to the required safety pension contribution. With this option, the total tax levy would decrease by about 2.5%. This in turn would decrease Property Taxes for the typical residential property by about \$19 next year;
- 2) This was the alternative flat levy option, which would keep the FY23 levy amount the same as the total levy for FY22. This would reduce the expected increase in public safety contributions in the FY 24 levy. He said the Operations Levy would increase by \$415,000, with those funds being placed into the General Fund Balance. The Village would then make the FY 24 required contribution to the Public Safety Pension Funds with the \$415,000. With this option there would be no change in the total levy, and the amount of Property Taxes owed by residents in FY23 would remain the same as those that were paid in FY22.

Manager Fieldman explained that a couple of weeks prior to the meeting, the Council members had been briefed individually on the budget. The Village Budget was available for viewing on the [Village website](#).

VILLAGE COUNCIL COMMENTS/QUESTIONS

Commissioner Hosé thanked the staff for the presentation. He said he was in favor of the alternate flat tax levy option and thought it was a good way to manage the market highs and lows that tax payers and businesses experienced. The market was down significantly and as a result the final percentage of pension funds was likely to dip, which meant next year the required contribution would go up. He explained that if the Council could mitigate the portion of the increase to taxpayers, they had a responsibility to do so.

Commissioner Gilmartin agreed with Commissioner Hosé and was also in favor of the alternate flat tax levy option. He said he supported using the unexpected windfall for what would be coming the following year.

Commissioner Sadowski-Fugitt stated she was also in favor of the alternative flat levy option. She said she felt better that taxes stayed stable and budgeting was consistent. She also stated that this plan helped buffer some of the market impacts to the taxpayer.

Commissioner Kulovany said he agreed with his colleagues and was also in favor of the alternate flat tax levy option. He explained it was prudent to hold onto the funds, as they would be needed in the future.

Commissioner Walus was in favor of the alternate flat tax levy option. She stated that while the first option offered a chance for taxes to go down, the alternative option was great middle ground.

Commissioner Glover agreed with the alternative flat tax levy option.

Mayor Barnett explained that the Village had a commitment to fund the pensions and the alternative levy was a good way to fulfill that commitment. He said in the current environment, a flat levy was something to be celebrated.

Part 2 - Manager Fieldman continued with the second part of the presentation. He discussed the Civic Center Project, the construction of a new building consisting of the Village Police Station, Village Hall, and School District 58 administration offices. He stated while the total project budget was \$60.4 million and expenses would span over FY 22- FY24, the FY23 expenses were expected to be over \$43 million. This was reflected in the Budget, under the Major Building Fund. He spoke of the debt service payments and explained that there were no planned Property Tax increases expected to cover the cost of those payments. Next, Manager Fieldman explained that the proposed FY 23 Budget allowed for continued substantial improvements in the Village's infrastructure systems. This included \$5 million in streets, \$3.6 million in stormwater, \$6.4 million in the water system, and \$1.5 million in the sidewalk system. He stated that two new full-time positions were added to the Budget, which included an ERP Systems Administrator and Public Works Management Analyst. He said the Budget also included \$4.6 million in vehicle and equipment purchases, which had been deferred as part of the COVID-19 Financial Response Plan. This allowed for payments of vehicles ordered in 2022 and not delivered until 2023. He said the proposed budget also included \$540,000 in funding for the Downers Grove Economic Development Corporation (EDC) and \$400,000 in funding for the Downtown Management Corporation (DMC). Manager Fieldman thanked the following staff members for their hard work on the Budget, Finance Director Robin Lahey and Assistant Director Daiva Sheldon, Management Analysts Matt Timmerberg and Joshua Dausener, Administrative Assistant Rae George, and Deputy Village Manager Mike Baker,

VILLAGE COUNCIL COMMENTS/QUESTIONS

Commissioner José expressed his excitement in the funding for the Civic Center Project and stated that he was on board with the Budget.

Mayor Barnett concurred with Commissioner José.

Commissioner Sadowski-Fugitt stated she was happy to see an increase in full time staff and was thrilled to see the plans for St. Joseph Creek.

Commissioner Kulovany spoke in support of the hiring of the ERP Administrator and Public Works Management Analyst. He stated that the ERP Administrator would not only help with training, but also with future updates, maintenance and enhancements of the new system. The Commissioner said the Management Analyst would be able to manage what went on behind the scenes and that in turn would free up management.

Commissioner Gilmartin stated he saw the value in the budget and the way that finances had been managed. He credited Village staff and the Village Council. He said he was proud to be a part of the Village Council.

Commissioner Walus also thanked Village staff for their efforts.

Commissioner Glover concurred with his fellow commissioners.

Mayor Barnett explained the Budget process was a long process that took place over a year and involved over a dozen meetings, starting with Long Range Planning. He explained that it was a transparent process, further stating that the meetings and budget documents were all posted on the [Village website](#) for anyone interested in viewing them. The Mayor said that only 28% of the Village operating costs came from Property Taxes. He further explained that a huge portion of the Village's revenue came from the economic activity of the Downtown. He credited the economic activity to the work of Economic Development Corporation (EDC) and the Downtown Management Corporation (DMC). The Mayor personally thanked both organizations for their efforts.

Manager Fieldman introduced Executive Director of the DMC Erin Venezia and President and CEO of the EDC Bryan Gay.

Ms. Venezia spoke on behalf of the DMC and explained that since the creation of Special Service Area #11 the DMC had been presented a new baseline for their revenue source. This was the first increase the organization had seen since the beginning of SSA #2 in 1999. She said the increased budget in 2023 allowed for more advertising in the media, such as Chicago Magazine and on WGN Radio. She said the organization would continue to tweak events as needed and host relevant events to remain competitive with neighboring towns, all while also being fiscally responsible. She spoke of programs that would be hosted in 2023 and the aesthetic elements that were added to the downtown. Ms. Venezia further stated that the organization was able to add a part-time Communications Coordinator to their staff and now the organization had one full-time and 2 part-time staff members. She concluded by stating that the Downtown Downers Grove first floor occupancy rate was at 97%, further stating that the organization made connecting property owners with prospective tenants a priority. She concluded by stating that she looked forward to the continued partnership with the Village and working toward making the downtown the best it could be.

Mr. Gay spoke on behalf of the EDC. He said the proposed EDC Budget was reviewed and approved by its Board Members at a September Board Meeting. He said it the Budget was well within line of what their traditional requests had been and had allowed for a cash carryover of approximately \$56,000 from the previous year. He spoke of the \$540,000 fund request from the Village and a \$50,000 fund request from Partners for Prosperity. Mr. Gay gave a detail of the organization's expenses and explained they were in line with the Budget. He spoke of adding an additional \$75,000 to the Special Projects Fund over the next year, allowing for the creation of a new 501(c)(3) nonprofit entity. He further stated that as opportunities presented themselves, the corporation would be able to obtain new pots of money specifically designed for 501(c)(3) entities. He said it would also allow the EDC to do a variety of special reports, as they had always done. Mr. Gay concluded by stating that the EDC would continue to seek out additional opportunities as they presented themselves.

PUBLIC COMMENTS

James Kelly asked what the total budget was for the Downtown Management Corporation and the Economic Development Corporation.

Manager Fieldman replied by stating the funded amount of \$400,000 was very close to the expense budget for the Downtown Management Corporation and the Economic Development Corporation funded amount was around \$650,000, which included private sector funding sources.

9. Manager's Report

There was no Manager's Report.

10. Public Comment

Linda Schranz, resident, spoke of the open position on the Library Board and of the values she hoped the new trustee would exhibit.

James Kelly spoke about his disappointment in the expected closing of the Community Kitchen.

11. Mayor's Report

There was no Mayor's Report.

12. Council Member Reports

Commissioner Kulovany stated that the Downers Grove Historical Society was hosting their annual “History on Tap Pub Crawl” on Thursday, November 10th at 5:30 p.m. Tickets were available at downersgrovehistory.org.

Commissioner Sadowski-Fugitt reminded everyone to vote on Tuesday, November 8th.

Commissioner Gilmartin second Commissioner Sadowski-Fugitt with another reminder to vote.

Commissioner José also reminded all to vote and gave a reminder that the Village Hall was not an early voting location this year. He said the Lincoln Center at 935 Maple in Downers Grove was an early voting location. He gave the dates and hours of early voting.

13. Adjournment

Mayor Barnett asked for a motion to move the meeting into Executive Session.

***MOTION:** Commissioner José moved to convene into Executive Session pursuant to Section 2(C)(3) of the Illinois Open Meetings Act to consider the selection of a person to fill a public office which the Village Council is given power to appoint under law or ordinance.*

***RESULT:** Motion carried unanimously by roll call.*

***SECONDED BY:** Commissioner Walus*

***AYES:** Commissioners José, Walus, Glover, Gilmartin, Kulovany, Sadowski-Fugitt, and Mayor Barnett*

***NAYES:** none*

Mayor Barnett declared the motion carried by roll call and the meeting was moved into Executive Session at 8:11 p.m.

Respectfully submitted,

Rosa Berardi
Village Clerk