

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor and City Council
From: Ronald Mentzer, Community Development Director
Subject: SUMMARY OF AGENDA ITEMS FOR MARCH 8, 2010, COMMUNITY DEVELOPMENT AND PLANNING COMMITTEE REGULAR MEETING
Date: March 5, 2010

Please contact the City Administrator or the corresponding Department Head, by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

F. BUSINESS OF MEETING

1. Consideration of an Engineering Agreement with EEI for Construction, Administration, Staking, and Observation for Batavia Road LAPP Project (Attachment)

Staff is recommending the City enter into an agreement with Engineering Enterprises, Inc. (EEI) for professional engineering services for the Batavia Road resurfacing project between Route 56 and Route 59. The services covered under the agreement include construction administration, IDOT coordination, construction staking, construction observation, record drawings, material testing, and pay requests. EEI is the engineering firm that prepared the submittal for the stimulus funding and the final plans for this project. Also, included in this proposal are engineering services to facilitate road widening at the Rockwell Street intersection to provide a west bound turn lane from Batavia Road onto Rockwell Street. The State of Illinois will reconstruct Batavia Road from Route 56 west to the Rockwell Street ROW in conjunction with the Route 56 widening project. Actual cost will be based on hours spent on the project per the hourly rate per discipline, but should not exceed \$94,588.

Committee Action Requested: Recommend the City Council approve a construction engineering services agreement with Engineering Enterprises for services associated with the resurfacing of Batavia Road between Route 56 and Route 59 in an amount not to exceed \$94,588.

Staff Recommendation: Public Works Superintendent Smith recommends this action.

Budgetary Impact: Not to exceed \$94,588 Money is budgeted and available in the FY 2010 budget.

Other Resources Required: N/A.

2. Consideration of Staff Recommendation to Extend City Grounds Maintenance Contract with Voegtle's Lawn Service for 2010 Season (Attachment)

Staff is recommending an extension of the current grounds maintenance contract the City has with Voegtle's Lawn Service. Voegtle's was the low bidder last year and

has agreed to “freeze” costs and enter into a contract for the same dollar amount for calendar year 2010. Voegtle’s personnel are very aware of the City’s service expectations and locations of the areas in the City that are included in the contract. Their work is timely and does not require staff time to assist. Previous contactors that were awarded a contract for this work required significant interaction with staff throughout the term of the contract regarding expectations, location of service areas, and continuous follow-up regarding contract obligations.

Note: This action requires a two-thirds majority affirmative vote by the Council (6 Aldermen).

Committee Action Requested: Recommend the City Council waive competitive bidding and extend the grounds and maintenance contract for the 2010 calendar year to Voegtle’s Lawn Service, Inc., in the amount of \$25,860.

Staff Recommendation: Public Works Superintendent Smith and Building and Grounds Supervisor Eageny recommend this action.

Budgetary Impact: \$25,860.

Other Resources Required: N/A

3. Consideration of Staff Recommendation to Solicit Public Bids for 2010 Road Program (Attachment)

Staff is requesting authorization to solicit bids for the 2010 Road Program. As the Council is aware, Warrenville solicits bids prior to the construction season as this timing has resulted in lower overall project costs compared to soliciting bids during the construction season. Expenditures for the projects will be paid out the FY 2011 Budget. Attached is a memorandum from Public Works Superintendent Smith detailing the individual projects and their estimated costs. Finance Director Dahlstrand has confirmed that funds will be available to cover the proposed expenditures.

Committee Action Requested: Recommend the City Council authorize staff to solicit bids for the 2010 Road Program as outlined in Public Works Superintendent Smith’s memorandum dated February, 2010.

Staff Recommendation: Public Works Superintendent Smith recommends this action.

Budgetary Impact: \$354,191 from the Capital fund.\$81,496 from the Sewer Capital fund, and \$320,000 from TIF 2funds.

Other Resources Required: Staff time to coordinate the construction of the projects included in the 2010 Road Program.

4. Consideration of Staff Recommendation to Approve an Intergovernmental Agreement with Fermilab to Provide Sanitary Sewer Service to the Area Commonly Referred to as the “Village,” Formerly Known as Weston (Attachment)

Staff is recommending the City enter into the attached intergovernmental agreement (IGA) with Fermilab to provide sanitary sewer service to the geographic area commonly referred as the “Village”, formerly known as the town of Weston. The

City currently provides this service to this area of Fermilab under a contract that was executed in 1986. On May 17, 2004, the City passed Ordinance #2135 requiring an IGA be in effect in order for the City to provide utility services outside its corporate limits. The proposed IGA provides the same level of service agreed to in the original contract in 1986. The action requested will formalize the agreement for providing this service to meet the requirements of the City code. Also included in the agenda backup is a copy of the original contract executed in 1986.

Committee Action Requested: Recommend the City Council approve an IGA with Fermilab to provide sanitary sewer service to the area commonly referred to as the "Village".

Staff Recommendation: Public Works Superintendent Smith recommends approval of this IGA.

Budgetary Impact: \$97,000 in annual Sewer Operating & Maintenance revenue.

Other Resources Required: N/A.

5. Consideration of Staff Recommendation for City Council to Assign Two City Council Members to Review History, Preliminary Engineering Analysis for Potential Utility Extensions and Roadway Improvements in the Point Oak Drive Neighborhood, and Develop Specific Recommendations for City Council Consideration (Attachment)

As reflected in the attached September 2009, Community Development Committee (CDC) agenda summary and meeting minutes, the CDC previously concurred with staff's recommendation to proceed with the preliminary engineering design for the extension of City sanitary sewer and water main improvements through the Point Oak Drive neighborhood. The City Council approved the consulting services agreement for this preliminary engineering design work in October 2009.

The preliminary engineering design, cost estimates, and related engineering analysis for the various alternative methods/alignments that could be used to extend City utilities through the Point Oak Drive neighborhood has been completed. At this time, staff is recommending the City Council assign two of its members to meet with staff to: (i) review the history of the private road issue and past City policy related to the improvement of private roads and extension of City utilities; (ii) evaluate the current preliminary engineering analysis and cost estimates; and (iii) develop specific recommendations related to the extension of City utilities through this neighborhood that would be presented for City Council consideration at a future committee of the whole meeting. From staff's perspective, it would be desirable to have representatives from both inside and outside of Ward 1 assigned to work with staff on this issue.

Committee Action Requested: Recommend the City Council designate two of its members as representatives to work with staff to review history, current preliminary engineering analysis for potential utility extensions and roadway improvements in the

Point Oak Drive neighborhood, and develop specific recommendations for City Council consideration at a future committee of the whole meeting.

Staff Recommendation: Community Development Director Mentzer and Public Works Superintendent Smith recommend approval of this action.

Budgetary Impact: To be determined pending further analysis and City Council action.

Other Resources Required: Staff and City Council time to perform the above noted review and develop specific “next step” recommendations.

6. Status Report on IDOT Route 56 Reconstruction/Expansion Project and Route 56 Streetscape Workgroup Recommendations

Based on City staff’s most recent meetings and communications with IDOT staff and their consultants, the most current set of issues and City efforts associated with this proposed project are summarized as follows:

Overall Project Status:

- IDOT is still planning to include the Route 56 reconstruction/widening project through Warrenville in their June 16, 2010, bid letting
- IDOT Region 1 (Schaumburg) is supposed to have final engineering plans for the project completed by March 8, 2010
- As of March 5, 2010, the City had not received a written IDOT follow-up response to the City’s September 2009, November 2009 review/request letters, or the meeting City representatives had with IDOT executives on January 19, 2010.

City Utility Conflicts:

- IDOT finally conducted the long awaited, and repeatedly requested, utility coordination meeting with Public Works Superintendent Smith and Senior Civil Engineer Kuchler on Tuesday, March 2, 2010
- IDOT staff requested, and City staff submitted, another offer to IDOT Deputy Director of Highways/Region One Engineer, Diane O’Keefe, requesting the various City water main adjustments/replacements that are necessary to avoid conflicts with IDOT proposed grading and storm sewer work be included in the IDOT design and project specifications that are ultimately bid out for this project
- The City must provide IDOT with the design of these watermain adjustments/replacements no later than the third week of March 2010
- Public Works Director Smith and Senior Civil Engineer Kuchler are actively working with IDOT’s design consultant to satisfy this deadline.

Landscaping:

- On Thursday, February 25, 2010, various City representatives met with the Chief Landscape Architect for IDOT District 1 to review IDOT’s draft February 25, 2010, landscape plan for the Route 56 expansion project and to discuss the timeline for City input and decisions on landscaping issues

- IDOT has requested the City submit landscape input and decisions before noon on Friday, March 5, 2010
- IDOT is willing to fund and implement virtually any technically sound landscape treatment the City would likely desire for this project, with little or no cost participation from the City, provided the City accepts responsibility for (i) the stewardship necessary to insure the landscaping gets established properly, and (ii) all normal follow-up maintenance activities.

Route 56 Streetscape Workgroup:

- The Route 56 Streetscape Workgroup met with representatives of Hitchcock Design Group on March 2, 2010, to:
 - a. Review the most current IDOT draft landscape plan
 - b. Discuss potential landscape stewardship/maintenance costs and obligations
 - c. Discuss design details and estimated costs for potential Phase 1/Basic Streetscape Improvements
 - d. Develop recommendations on what Phase 1/Basic Streetscape Improvements the City Council should consider funding as part of the initial construction of the Route 56 Project

After considering the importance and potential significant investment (both up-front costs and long term maintenance and replacement costs) associated with the specific recommendations developed by the Workgroup staff has determined there will not likely be sufficient time at the March 8, 2010, Community Development Committee meeting to properly present, and carefully consider, these recommendations. However, given IDOT's request for City input on the various potential streetscape improvements as soon as possible, staff is recommending a detailed presentation of the Workgroup's recommendations be included on the agenda for the upcoming March 15, 2010, City Council Meeting agenda.

Committee Action Requested: Direct staff to include the presentation and consideration of the Route 56 Workgroup's Phase I/Basic streetscape improvement recommendations on the March 15, 2010, City Council meeting agenda under New Business.

Staff Recommendation: Community Development Director supports this course of action.

Budgetary Impact: To be determined pending City Council review and direction on the Workgroup's recommendations.

Other Resources Required: To be determined pending City Council review and direction on the Workgroup's recommendations.

7. Consideration of Environmental Advisory Commission Report and Recommendations Regarding Use of Phosphorous Fertilizer in the City of Warrenville (Attachment)

The Environmental Advisory Commission has been researching the growing environmental problem caused by the use of phosphorus-containing fertilizer on lawns. Since plants do not absorb more phosphorus than they need, and most residential lawns already have sufficient phosphorus in the soil, there is often little or no benefit to adding phosphorus in lawn fertilizer. Excess phosphorus is collected by rainwater and flows into storm drains that empty into the local waterways. Phosphorus stimulates excessive algae growth, which in turn depletes the water's oxygen levels, negatively affecting aquatic life forms and causing severe reduction in water quality. As the water becomes cloudy and polluted, and the normal function of the ecosystem is disrupted. Discontinuing use phosphorus in lawn fertilizers can make a significant difference in the West Branch of the DuPage river..

Committee Action Requested: Recommend the City Council authorize the EAC to provide information to the public on the impact of phosphorus on the DuPage River, as well as local streams and ponds by (i) preparing articles and posting information on the subject in the City's newsletter, EAC's Resource newsletter, and on the City's website, and (ii) conducting public information/education/input meetings on the topic at the request of the City Council.

Staff Recommendation: EAC Staff Liaison Vainisi concurs with the EAC recommendation.

Budgetary Impact: None.

Other Resources Required: Staff and EAC time to implement the recommended informational outreach actions.

8. Informational Report on Status of DuPage County Stormwater Management and Floodplain Ordinance Update Process (Attachment)

DuPage County has initiated a process to evaluate and update the countrywide Stormwater Management and Floodplain Ordinance (Stormwater Ordinance). The County hired a consultant team consisting of Wills, Burke, Kelsey Associates; Michael Baker Engineering; and Christopher B. Burke Engineering, Ltd. to assist with the review and update. The County also formed a Steering Committee to lead the process. The Steering Committee consists of staff from DuPage County and various municipalities, as well as some industry representatives.

The main underlying goal of the Stormwater Ordinance update is to "modernize" the ordinance and make it more user-friendly. Since its original adoption in 1992, more than ten "focused" updates have been made to the existing ordinance. The ordinance is now cumbersome and can be difficult to interpret for applicants and reviewers. The character of the County has also changed significantly since 1992, when there was much more open space available for development. The original Stormwater Ordinance was written in anticipation of that development. Looking forward, the

County is anticipating more redevelopment of existing properties than new development of open space.

Beginning in November 2009, and continuing through January 2010, the County held listening sessions to present their process to the public and solicit feedback. The input is collected in a number of formats:

- A survey was conducted among the development and professional communities to collect information on their experiences with the current ordinance;
- Verbal and written comments were received at the listening sessions;
- A website (<http://ec.dupageco.org/StormWaterUpdate/>) has been setup to provide updates via community specific blog log-ins and an anonymous public comment section

To date, the County and their consultant team have reviewed national trends and practices in stormwater management, as well as the input and comments they have collected thus far. The consultant team has begun drafting the new ordinance, with a full draft expected to be ready by June 2010. The consultant team continues to solicit feedback on specific items on the website, and municipalities will have the opportunity to review the draft and provide feedback to the County as well.

The County has indicated the format of the ordinance will be modified to make it easier for applicants and reviewers to understand and implement. Rather than basing requirements on zoning classifications (Single Family or Multi-Family Residential, Non-residential, etc.), the ordinance will consider the existing and proposed total impervious area on the site. This change in approach recognizes that DuPage County is likely to experience more redevelopment of developed sites than new development of undeveloped sites in the future.

Senior Civil Engineer Kuchler has been attending the County's monthly Municipal Engineer meetings and monitors the stormwater website for updates on the process. Earlier this month, the County issued the attached Quarterly Ordinance Update providing general information on the process to date.

Once the draft revised ordinance becomes available, City staff will review the document and assess its impact on the City of Warrenville. Staff will compile their comments and present them at a future Committee of the Whole meeting for Council input and follow up direction to submit the comments to the County as the City's official position on the ordinance update.

Committee Action Requested: For informational purposes only.

Staff Recommendation: N/A

Budgetary Impact: N/A

Other Resources Required: Staff time to monitor and participate in the update process.

9. Consideration of Staff Recommendation to Apply for Illinois EPA Brownfield Revolving Loan for the Environmental Cleanup on Civic Center Redevelopment Site #1

Community Development Director Mentzer recently contacted State of Illinois Brownfield Grant Coordinator Steve Colentino regarding availability of brownfield grant funding for CCRS#1. Mr. Colentino confirmed that, even though the State does not have any brownfield **grant** funding available, the Federal Government has recently funded the State's brownfield revolving **loan** (BRL) program. Based on his understanding of the environmental issues and City goals associated with CCRS #1, Mr. Colentino felt the site would be a good candidate for BRL funding. From discussions with Mr. Colentino and the City's environmental remediation consultant, it is estimated that approximately \$100,000 of environmental remediation related costs on CCRS #1 would be eligible for BRL funding.

Under the State's BRL program, the City would be required to enter into an IGA and complete the required remediation work in a 24-month period. Payback of approved loans is over a 15-year period at 0% interest. Payback does not start until the City realizes some form of revenue from the property. The actual amount of loan repayment would be negotiated between the City and the Illinois EPA, and will depend, in part, upon the City's performance during the two-year IGA period, revenue realized from the sale, lease, trade or development of the subject site, and/or another repayment method approved by the Illinois EPA. It is possible that all or a portion of the loan would be forgiven based on when and for how much the City sells the property.

Committee Action Requested: Recommend the City Council authorize staff to apply for a State of Illinois Brownfield Revolving Loan for the remaining environmental remediation work planned on CCRS #1.

Staff Recommendation: Community Development Director Mentzer recommends this action.

Budgetary Impact: Staff estimates the cost associated with preparing and submitting a BRL application to be less than \$1,000.

Other Resources Required: Staff time to prepare and submit the detailed BRL application.

10. Informational Report on City of Warrenville/Choose DuPage Business Retention Outreach Program

In December of 2009, the City's Economic Development Representatives met with representatives of Choose DuPage the public/private organization that has been created to promote and support economic development efforts in DuPage County. The purpose of the meeting was to discuss current economic, business, and real estate conditions in DuPage County and Warrenville and determine what the City and/or Choose DuPage can or should be doing either independently or in cooperation to enhance business activity and development in the City of Warrenville. One of the follow-up economic development actions recommended by all meeting attendees

involves the development and implementation of a Business Retention and Expansion (BRE) Program in Warrenville. Choose DuPage staff committed their time and expertise to partnering with the City on the implementation of such a BRE program.

Under the first phase of this program, a Choose DuPage representative, and either the Community Development Director and/or the Mayor, would visit 25 carefully selected businesses over the next four months. The main goals of the the BRE program include:

- Communicate with employers/show appreciation for local businesses
- Identify and address community problems
- Identify and address expansion opportunities
- Identify and address companies at risk
- Determine needs of companies in the region
- Watch for business and economic trends
- Drive resources to economic opportunities
- Strengthen community economic development initiatives

At this time, City staff and Choose DuPage staff are in the process of identifying the initial list of 25 businesses that will be visited. The business visits will focus on larger employers, businesses with leases that are coming due, businesses that are considering relocation, businesses that generate significant local revenue, and businesses that have a measurable impact on the quality of life in the community. Once the initial round of business visits are complete, City Staff and Choose DuPage staff intend to prepare a report and make a presentation to the City Council to summarize the information that was collected.

Committee Action Requested: None. For information only.

Staff Recommendation: Not applicable.

Budgetary Impact: None

Other Resources Required: Staff/Mayor time to coordinate, participate, follow-up, and report on business visits.

11. Consideration of Resolution of Support for 2010 DMMC Legislative Action Program (Attachment)

DMMC annually adopts a Legislative Action Program (LAP) that spells out its legislative priorities, and is divided into three parts: Legislative Principles, Legislative Priorities, and Legislative Position Statements. The 2010 LAP was approved by the DMMC membership at the January Business Meeting on Wednesday, January 20, 2010. A bound copy of the 2010 LAP was distributed to the Mayor and Aldermen in February.

DMMC requests that the member municipalities adopt a resolution of support for the LAP to demonstrate broad support across the membership. The draft resolution is included with the agenda back up for reference.

Committee Action Requested: Recommend the City Council Adopt a Resolution Adopting the Position and Priorities for the 2010 Legislative Session

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

12. Consideration of Staff Recommendation to Request the Park District Input on the Priority, Funding Mechanism, and Implementation Schedule for the Proposed Bob Walters Commons Improvement

Bob Walters Commons project has been stalled for more than a year due to a lack of funding for the redevelopment of the park and performance area. Given the ongoing recession and lack of available private funding, and limited City funds for special projects, there will not likely be funding available for another year or more.

Because this project involves improvements for recreational purposes, staff is recommending the City request input from the Park District on the future of the project. If the Committee is interested in the Park District's input and potentially greater role in the project, staff recommends the Committee direct the City Administrator and designated Aldermen to discuss this matter at a City-Park Task Force meeting.

Committee Action Requested: Direct the City Council representatives to the City-Park Task Force and the City Administrator meet with the City-Park Task Force to request the Park District provide input on the priority, funding mechanism, and implementation schedule for the Bob Walters Commons redevelopment project.

Staff Recommendation: City Administrator Coakley concurs with this action

Budgetary Impact: None.

Other Resources Required: A minor amount of staff time on the part of the City Council representatives to the City-Park Task Force (Aldermen Schultz and Aschauer).

13. Consideration of Economic Development Workgroup Recommendation for Funding Assistance for Demolition of Accessory Structure on Cullerton Company Property (RM)

Early last year, the owners of the Cullerton Company Property, located at 3 S 220 Warren Avenue, submitted written requests for City funding assistance for the demolition of the accessory storage building located at the rear (southwest side) of the subject property. In February of 2009, the City Council "*directed the City's Economic Development Representatives to review and develop a recommendation on the Cullerton Company demolition assistance request that would be considered at a future CDC Meeting*". Community Development Director Mentzer has prepared a memorandum dated March 5, 2010 to summarize the issue and outline the Economic Development representatives recommendation. A copy of the memo is included with the agenda backup.

Committee Action Requested: Accept the Economic Development representatives recommendation and recommend the City Council direct staff and the City Attorney prepare an agreement that would memorialize the City's \$2,500 demolition reimbursement commitment and the conditions the Cullerton Company would need to comply with in order to receive the City's demolition reimbursement commitment.

Staff Recommendation: Community Development Director Mentzer's recommendation is consistent with the recommendation outlined in his March 5, 2010, memo.

Budgetary Impact: Potential expenditure of \$2,500 of TIF #2 funds from the FY 2011 budget.

Other Resources Required: Staff and City Attorney time to prepare the demolition cost reimbursement agreement, coordinate its execution, and verify the Cullerton Company performs as required under the agreement before the City's demolition reimbursement is distributed.

14. Consideration to Commit at Least Twenty Hours of Staff Time to Complete the Request for Information (RFI) for the "Google Fiber for Communities" Initiative and Recommend the City Council Vote to Support the City's Effort to Obtain This Initiative (JM)

On February 10, 2010, Google announced their plans to launch an experiment to make Internet access "better and faster." Their goal is to test ultra-high speed broadband networks in one or more trial locations across the country that will deliver Internet speeds more than 100 times faster than what most Americans have access to today. Through the March 26 deadline they are asking interested municipalities to provide information about their communities through a Request for Information (RFI). Included in the backup material is a copy of the RFI as well as a memo from ACA McMahon with a breakdown on tasks and time commitments by staff to complete the RFI. ACA McMahon is estimating at least 20 hours of staff time will be required to complete the RFI.

Committee Action Requested: Recommend that City Council direct staff to complete the RFI for the Google Fiber for Communities Project.

Staff Recommendation: Staff recommends this action.

Budgetary Impact: None.

Other Resources Required: At least 20 hours staff time to complete the RFI.

15. Review and File Bi-Monthly Code Enforcement Activity Report (Attachment)

A copy of the Code Enforcement Activity Report prepared by Code Enforcement Officer Sonya Shearer for January and February of 2010 has been included in the backup for review and reference.

Committee Action Requested: For informational purposes only.

Staff Recommendation: N/A

Budgetary Impact: N/A

Other Resources Required: N/A

VII. CLOSED SESSION

VIII. ADJOURN