

**CITY OF WARRENVILLE  
COMMUNITY DEVELOPMENT  
COMMITTEE OF THE WHOLE  
REGULAR MEETING  
Monday, July 14, 2025, at 7:00 p.m. at City Hall  
28W701 Stafford Place**

**MINUTES**

**A. CALL TO ORDER**

Chairman Lockett called the meeting to order at 7:00 p.m.

**B. ROLL CALL**

Physically Present: Chairman John Lockett, Mayor Andy Johnson, and Aldermen: John Paul Augustynowicz, Clare Barry, Kathy Davolos, Craig Kruckenberg, Bill Weidner

Absent: Aldermen Stuart Aschauer and July Wilkie

Also Present: City Administrator Cristina White, Assistant City Administrator Alma Morgan, Finance Director Kevin Dahlstrand, Community and Economic Development Director Amy Emery, Chief Code Official Michelle Lilley, Economic Development Specialist Liam Walker, City Treasurer Maury Goodman, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Clerk Julie Clark

**C. PLEDGE OF ALLEGIANCE**

Chairman Lockett lead the Pledge of Allegiance.

**D. CITIZENS COMMENTS**

There were no comments from persons present.

**E. OFFICIALS AND STAFF COMMENTS**

Mayor Johnson reported that he administered the Oath of Office to the final two appointed volunteers filling vacancies on boards and commissions. He asked elected officials to be observant of future volunteers and instruct them to let their interest in volunteering be known to the City by submitting a volunteer application through the City website.

**F. BUSINESS OF MEETING**

1. Consideration of interfund loan agreement for General Fund transfer to TIF#3

Finance Director (FD) Dahlstrand stated that in 2019, the City Council approved an ordinance authorizing interfund loans from the General Fund to the Tax Increment Financing District #3 (TIF #3) in an amount not to exceed \$4,350,000. He added that through FY 2024, City transfers have remained under the limit. It is projected that, following the completion of the FY 2025 audit, the amount owed to the General Fund from TIF #3 will be approximately \$4.9 million. Therefore, staff is recommending the interfund loan to TIF #3 be amended to the not-to-exceed amount of \$5 million.

FD Dahlstrand noted that in FY 2026, expenditures are projected to be significantly less, and a payback to the General Fund is projected to be approximately \$500,000 to begin reducing the loan.

The payback schedule through FY 2035 was discussed. FD Dahlstrand stated that an update to the schedule will be distributed following completion of the audit and confirmed the annual payback should be around \$500,000 per year. This does not take into consideration, however, any revenue received from the sale and development of the Old Town Redevelopment Site #2.

ALDERMAN Weidner MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council approve an ordinance revising the terms of the interfund loan to the Tax Increment Financing District #3 (TIF#3) fund from the General Fund, including a revision of the maximum amount of the loan to an amount not to exceed \$5,000,000.

MOTION ADOPTED VIA VOICE VOTE

2. Consideration of Donation Bin Licensing Ordinance

Community and Economic Development Director (CEDD) Emery presented a proposal to regulate donation bins in the City through the establishment of an annual license requirement. She indicated several donation bins exist at various locations throughout the City collecting used clothing and household wares. The City does not currently permit donation bins, and the existing bins have been allowed by property owners, but have not been authorized by the City, creating a Code enforcement challenge.

CEDD Emery stated the proposed regulations recognize the charitable interests of the community and allow for the donation of items through the licensing of properly located and approved bins with proper signage of where the donations are going.

There was discussion regarding the frequency of bin inspections by City staff. CEDD Emery indicated that licensing would be annual, and the City Code Enforcement Officer would inspect bins periodically as rounds are made throughout the City. CEDD Emery added that, with the licensing provisions, agencies wanting to place bins throughout the community will better understand the City's expectations and requirements will be achieved.

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Krckenberg, to recommend the City Council direct the City Attorney to prepare and establish donation bin licensing requirements in the City of Warrenville and amend the Annual Fee Ordinance to establish a Donation Bin License Fee.

MOTION ADOPTED VIA VOICE VOTE

3. Informational Update on ERP Software in Community Development

Chief Code Official (CCO) Lilley gave a presentation on the improvements made to permitting and licensing processes in the Community Development Department

provided by the new BS&A Enterprise Resource Planning software allowing for a fully digital process. She noted that enhancements and benefits of the software include a 50% reduction in staff time entering data, and 75% reduction in printing and reproduction of permitting materials. Real-time tracking allows applicants to monitor permits instantly.

There was discussion regarding improved payment options, the efficiencies of a fully digital permitting and licensing process, and public-facing information options.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

4. Consideration of Sponsorship Request and Information on Pop-Up Marketplace

CEDD Emery stated, in response to citizen requests, staff is seeking approval to establish a pop-up marketplace in Leone Schmidt Park. The City recently received a \$25,000 grant from DuPage County to initiate the beginning phases of a pop-up market. She gave a presentation on what a pop-up market is and how it can support community development and home-based businesses. She further noted how the marketplace aligns with several of the City's strategic plan goals. She provided an understanding of how the market fosters community engagement and discussed a proposed timeline for development. She added that the Warrenville Historical Society and Tavern Preservationists are supportive of the efforts, and Engineering Resource Associates has already donated \$5,000 in engineering services in support of the effort.

CEDD Emery requested authorization to seek business sponsorships and to engage local community banks to sponsor portions of the marketplace both financially and through financial education to entrepreneurs. She described a mentorship program between sponsors and entrepreneurs with levels of opportunity to participate in the sponsorship program.

There was discussion regarding development of a business selection process to fill market spots, traffic implications, seasonal timing and hours of the market, TIF influences, parking demands, and future funding and expansions. CEDD Emery outlined the possibility of a soft launch this fall with time to further develop the program over the winter.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Davolos, to direct staff to proceed with efforts to pursue private sponsorship support for the pop-up marketplace and other enhancements to Leone Schmidt Park in accordance with the procurement policy.

MOTION ADOPTED VIA VOICE VOTE

5. Consideration of a Request for Fee Waivers

CEDD Emery reported that John Bollweg, owner of property at 3S580 River Road, has been renovating the historic blacksmith shop structure to accommodate a new retail tenant. Repurposing a historical building requires additional considerations and adds

costs to a project. The effort will result in the preservation of a physical connection to Warrenville's history. She added that most fee waivers requested of the City are between overlapping governmental jurisdictions. In this case, the fee waiver is in association with a historic preservation effort located entirely within TIF #3. Both factors qualify the project for waiver assistance subject to City Council approval.

CEDD Emery indicated the requested fee waiver would not exceed \$7,215 and includes potential utility connection fees and planning and zoning fees associated with site work and a proposed new addition.

There was discussion regarding how staff determined the potential fee amount.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council direct staff to waive fees for 3S580 River Road in an amount not to exceed \$7,215.

MOTION ADOPTED VIA VOICE VOTE

6. Information Update on Retail Strategies Report

CEDD Emery provided a report on the actions of Retail Strategies, the nationally recognized consulting firm hired to assist the City in filling existing vacant spaces and identifying opportunity sites for future retail success. She noted that Retail Strategies provided several deliverables to the City, including a comprehensive market guide with retail gap analysis, demographic insights, and peer community comparisons. The findings identify nearly \$20 million in unmet retail demand within the City and offer a strong foundation for targeted business attraction. Staff will use the data in outreach, pre-application meetings, and long-term planning to strengthen Warrenville's competitiveness in the regional retail market.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

7. Review and File Economic Development Outreach Summary

Economic Development Specialist (EDS) Walker reported on the early responses to an Economic Development Outreach survey distributed to all registered businesses in the City to better understand the needs and challenges of Warrenville's business community. The survey was distributed as part of the inaugural *Warrenville Biz Connection*, the City's first quarterly business newsletter. EDS Walker indicated the survey will remain open until the end of next month to allow for more responses from registered businesses. Preliminary results indicate most respondents are unaware of local resources and many are willing to engage in community events. EDS Walker anticipates developing more regular communication and business recognition opportunities with the City's registered businesses in the future.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

8. Review and File Commercial/Retail Inventory Summary Report

The Commercial/Retail Inventory Summary Report was presented for review. There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

9. Review and File Bi-monthly Code Enforcement Activity Reports

The report was presented for review. There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

10. Review and File FY 2026 Community Development Work Plan Report

The FY 2026 Community Development Work Plan was presented for review. There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

**G. MISCELLANEOUS**

**H. CLOSED SESSION**

**I. ADJOURN**

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Kruckenberg, to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:12 p.m.

Approved:

July 21, 2025



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