

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, September 11, 2023, at 7:00 p.m. at City Hall
28W701 Stafford Place**

MINUTES

A. CALL TO ORDER

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

B. ROLL CALL

Present: Chairman Bill Weidner, Mayor David Brummel, and Aldermen: Stuart Aschauer, John Paul Augustynowicz, Clare Barry, Kathy Davolos, Craig Kruckenberg, John Lockett and Judy Wilkie

Absent: None

Also Present: City Administrator Cristina White, Assistant City Administrator Alma Morgan, Community and Economic Development Director Amy Emery, Public Works Director Phil Kuchler, Chief Code Official Michelle Lilley, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Clerk Julie Clark and City Treasurer Maury Goodman

C. PLEDGE OF ALLEGIANCE

Chairman Weidner recognized today as Patriot Day, and called for a moment of silence in remembrance of those who lost their lives as a result of the terrorist attack on September 11, 2001. He then led the Pledge of Allegiance.

D. CITIZENS COMMENTS

There were no comments from persons present.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel thanked the Warrenville Fire Protection District for the 9-11 Remembrance Ceremony held this morning, and other City staff who serve as first responders.

F. BUSINESS OF MEETING

1. Consideration of a Resolution to Amend the Trust 115 Retirement Healthcare Funding Plan to Include a New Class 3 for Police Command Staff

Assistant City Administrator (ACA) Morgan stated that staff is recommending an amendment to the Trust 115 Retirement Healthcare Funding Plan (Plan) to include a new Class 3 category, which would allow non-union command staff to participate in the Plan. She described the details of the recommended changes and their benefits to both the City and Command Staff employees. ACA Morgan added that staff will continue to analyze the program for the benefit of the remaining employee groups.

There was a discussion regarding how the contribution rate of 3% was determined. ACA Morgan indicated the current Command Staff employees determined the amount.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council pass a resolution amending the Trust 115 Retirement Healthcare Funding Plan to include a new Class 3 for police command staff.

MOTION ADOPTED VIA VOICE VOTE

2. Consideration of an Amendment to the Electronic Meeting Attendance Policy
City Administrator (CA) White stated there was a recent change to the Illinois Open Meetings Act (OMA) to expand the permissible reasons for a member of a public body to attend a meeting electronically to include an “unexpected childcare obligation.” This Act went into effect immediately upon signing on July 28, 2023. She added that staff is requesting City Council’s approval to amend the policy to include the additional permissible reason.

There was discussion regarding the definition of “unexpected childcare obligation.” CA White reminded the Aldermen that the City Council votes to allow any request to attend a meeting electronically, so consideration of a request can be taken at that time.

ALDERMAN BARRY MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council amend the Electronic Meeting Attendance Policy to include the additional reason for attending electronically.

MOTION ADOPTED VIA VOICE VOTE

3. Consideration of City Code Modification to Class V Video Gaming License
Community and Economic Development Director (CEDD) Emery stated that a new business owner desires to take over the lease of a current business and continue to offer video gaming to the customers who patronize the location. She noted that under existing City Code, any applicant seeking a Video Gaming Terminal License must have held a liquor license for at least 12 consecutive months prior to application for such license. She added that City Code has no provision for new owners of existing establishments to continue to operate existing video gaming equipment under the new ownership. She noted that the 12-month waiting period is a local regulation, and not part of the State statute related to video gaming.

In an effort to address the new business owner’s request and respect the intent of the City Code, CEDD Emery stated that staff is recommending the City accommodate a change in ownership without interruption by waiving the 12-month waiting period a video gaming license. This would be an option only if a new owner is also applying for the same class liquor license existing at the same established location, and where the liquor license and video gaming equipment is being operated in compliance with City Code.

CEDD Emery clarified that the proposed amendment to City Code is essential for the new business owner to assume the lease of the current business location and apply for a liquor license and video gaming license in order to continue to offer uninterrupted service. Any application for licensing would still be vetted by staff according to existing City Code.

Chairman Weidner recognized Robert Taft, the new owner of K.V. Hot Shots, and stated his appreciation for the improvements that have been made to the location. Mr. Taft spoke briefly of the future renovations planned for the site.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Barry, to recommend the City Council amend the Class V Video Gaming License to accommodate changes in ownership.

MOTION ADOPTED VIA VOICE VOTE

4. Consideration to Change Job Title of Management Analyst to Asset Management Analyst

Public Works Director (PWD) Kuchler stated that, in light of the recent vacancy in the Management Analyst (MA) position, staff has re-evaluated the needs of the department and the MA job description, and recommends a change in the title of the position from Management Analyst to Asset Management Analyst. He noted that most of the job responsibilities will remain the same, and that the position is being updated with an emphasis on technology, guided by the upcoming software implementations and ongoing maintenance.

PWD Kuchler indicated that a change in job title requires an amendment to the Authorized Strength ordinance, and there is no proposed increase in the salary offered.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council pass an ordinance amending the authorized strength ordinance to reflect the addition of one (1) full-time Asset Management Analyst position replacing one (1) Management Analyst position.

MOTION ADOPTED VIA VOICE VOTE

5. Consideration of Resolutions for OTRS#2 Environmental Services from Terracon

CEDD Emery stated that Terracon Consultants, Inc. has a master contract with the City for work related to environmental contamination remediation on the Old Town Redevelopment Site #2 (OTRS #2). She added that staff has negotiated two proposals with Terracon for related project tasks that will complete the environmental services leading to eventual No Further Remediation letters and project closeout reporting. Each proposal is specific to a separate funding stream, which makes reimbursement more efficient.

There was a question regarding the fee and payout schedules presented in the proposals. CEDD Emery indicated the schedules are presented in the way the City has handled

the master contract up to this point. She added that she will report back to the Council with more information as to why the payout schedule is constructed in such a way.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council pass resolutions approving task orders with Terracon Consultants Inc. for environmental services for OTRS #2 in the amounts of \$79,100 and \$45,525 respectively for Site Remediation Program and Leaking Storage Tank program related tasks.

MOTION ADOPTED VIA VOICE VOTE

6. Consideration to Transfer Ownership of Harding Field to Warrenville Park District
PWD Kuchler stated that the City-Park Task Force has continued to work cooperatively toward the City's goal to convey park property to the Warrenville Park District. He noted that to date, Sesqui Park, Lions Park, and Plum Path Park have been transferred to the Park District. Most recently, the Task Force and staff have been working with the Park District on the transfer of Harding Field to the District, which the District has already approved.

PWD Kuchler clarified that the transfer of Harding Field to the Park District will not affect developer park donation funds.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council pass a resolution authorizing and approving the conveyance of the property commonly known as Harding Field to the Warrenville Park District.

MOTION ADOPTED VIA VOICE VOTE

7. Consideration of an IGA with DuPage County for Warrenville Road Resurfacing
PWD Kuchler stated that Batavia Road from Route 56 to Warrenville Road is scheduled for resurfacing next year. He noted that staff intends to include Warrenville Road from Batavia Road to the bridge over the West Branch of the DuPage River in the project. Warrenville Road is under the jurisdiction of the City west of River Road, and under the jurisdiction of DuPage County east of River Road.

PWD Kuchler added that staff intends to complete a water main extension on the north side of Warrenville Road and west side of River Road to loop the water main and improve water quality and flow in this area as part of this project. This work requires an intergovernmental agreement with DuPage County Division of Transportation (DuDOT) to document DuDOT's financial contribution to the project, as well as to allow the proposed City improvements to occur in the DuDOT rights-of-way.

There was a question about the final striping pattern of the roadway. PWD Kuchler indicated that the striping should remain the same, and that staff is working with the Community Development Department regarding the adjacent OTRS#2 improvement plan to incorporate any additional striping requirements.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council pass a resolution approving the Intergovernmental Agreement between the City of Warrenville and the County of DuPage for resurfacing of Warrenville Road between River Road and the Warrenville Road Bridge.

MOTION ADOPTED VIA VOICE VOTE

8. Consideration of Code Amendment to Update Parking Restrictions on Patterman Road
PWD Kuchler stated that after widening and resurfacing Patterman Road, north of Prairie Avenue and Candlewood Lane this summer, staff realized that parking restrictions do not exist along Patterman Road north of Route 56. He indicated that staff is recommending parking be prohibited on both sides of Patterman Road north of Prairie and Candlewood, because the road is only 16 feet wide. He added that staff is also recommending parking be prohibited on the west side of Patterman south of Prairie and Candlewood, because that section of roadway is only 18 feet wide, where the City typically only allows parking on one side of the street.

There was discussion regarding the installation of signage in the restricted parking areas, and the City speed limit on narrow streets. PWD Kuchler stated he will consult with Police Chief Bonilla, and report back to the Council the standard speed limit of narrow City streets.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council pass an ordinance amending Section 5-3-6 of the Warrenville City Code regarding parking on Patterman Road.

MOTION ADOPTED VIA VOICE VOTE

9. Consideration of Fee Schedule Update Process and Goals
CEDD Emery presented a fee schedule assessment for Committee consideration. She stated that this action item, shown on the Community Development Department FY 2024 Work Plan, was recently moved from a Tier 3 to Tier 1 priority based on a recommendation from the City's enterprise resource planning (ERP) consultant to better prepare for an efficient ERP software build effort in 2024. She discussed staff's goals for the review and update of the fee schedule, including the value of preparing the fee schedule prior to the software build, and the improved transparency of a well-designed and prepared fee schedule.

CEDD Emery stated that with this update, staff will be creating a new title in the City Code to begin incorporating all City fees into one standard schedule of fees. She added that staff is also looking to address the concept of contractor registration and a tiered fee structure with lower fees for single family residential requests to support homeowner investment.

Several Aldermen and Mayor Brummel recognized the value of the proposed fee schedule plan and the proposed benefits for residents.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

10. Review and file Economic Development Activity Report

CEDD Emery presented the Economic Development Activity Report for the months of April through August 2023. She discussed the structural changes of the new report from previous reports, and highlighted sections related to the summary of market conditions, staff's economic development strategy, and development activity organized by use type.

Several Aldermen commended CEDD Emery for the new format and the plain and informative language of the report.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

11. Review and file Community Development Department FY 2024 Work Program update

The Community Development Department's FY 2024 Work Plan was presented for review. There were no comments.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

12. Review and file the Bi-Monthly Code Enforcement Activity Summary Report

The Code Enforcement Activity Summary Report for the months of July through August 2023, was presented for review.

There was discussion regarding the City's renewed focus on elevator inspections, and the definition of "not suited for compliance." Chief Code Official Lilley replied that the address came into compliance before a hearing date for adjudication.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

H. CLOSED SESSION

I. ADJOURN

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

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 7:47 p.m.

Approved: September 18, 2023



Dawn R. Grivetti, Executive Assistant/Deputy Clerk