

CITY OF WARRENVILLE
PUBLIC SAFETY AND FINANCE COMMITTEE OF THE WHOLE

Minutes of Regular Meeting
Monday, July 27, 2020 at 7:00 p.m.
Conducted virtually at City Hall
28W701 Stafford Place

A. CALL TO ORDER

Chairman Goodman called the virtual meeting to order at 7:00 p.m., explaining the virtual meeting protocol of the Open Meetings Act.

B. ROLL CALL

Present: Mayor David Brummel, Alds. Stuart Aschauer, Clare Barry, Fred Bevier, Kathryn Davolos, Leah Goodman, Jeff Krischel, Bill Weidner, and Bob Wilson

Absent: None

Also Present: City Administrator John Coakley, Assistant City Administrator Cristina White, City Finance Director Kevin Dahlstrand, Police Chief Raymond Turano, Community Development Director Ron Mentzer, Deputy Public Works Director Phil Kuchler, City Treasurer Larry Brenner, and Executive Assistant / Deputy Clerk Dawn Grivetti

Also Absent: Clerk Emily Larson

C. PLEDGE OF ALLEGIANCE

Chairman Goodman recited the pledge.

D. PUBLIC COMMENTS

No comments.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel stated it is a joy to see all the work residents and volunteers for Warrenville In Bloom have put into beautifying the City. Over 200 signs have been posted recognizing residents' yards throughout the City.

Chairman Goodman stated that on July 13, Fermilab broke their own record for developing the strongest accelerator magnet ever made. She further announced a drive-up voter registration event will take place at College of DuPage on August 2, from 1:00 – 5:00 p.m. Face masks will be required and provided if necessary, and social distancing will be in place. Finally, she recognized the ongoing pandemic by extending the City's condolences to the family and friends of the 507 DuPage County residents who have died due to COVID-19. She thanked essential workers for their sacrifices, and stressed the DuPage County Health Departments message to wear masks, wash hands, and watch our distance to help slow the spread of the virus.

Ald. Weidner congratulated the DuPage County Forest Preserve District for having the Blackwell landfill deleted from the federal priorities list as a Superfund site.

City Administrator (CA) Coakley wished Mayor Brummel a happy birthday this week. He also thanked Chairman Goodman for reminding residents to continue to be cautious and vigilant in slowing the spread of the virus following recent increases in DuPage County coronavirus cases.

Chief Turano stated Warrenville was added to the Illinois Chiefs of Police Association website list affirming the Ten Shared Principles, which include a philosophy of providing unbiased public service to all citizens, continued professional education and training in law enforcement, and upholding the sanctity of human life with the use of force as a last resort.

Chief Turano further reported on the inaugural MERIT (Metropolitan Emergency Response and Investigations Team) Annual Report for 2019-2020. He considers MERIT to be a real asset to DuPage County law enforcement and to the citizens of Warrenville.

F. BUSINESS OF MEETING

1. DuPage Convention and Visitors Bureau informational presentation on COVID-19 impact on local hospitality industry

Community and Economic Development Director (CEDD) Mentzer introduced Beth Marchetti, Executive Director, DuPage Convention and Visitors Bureau (DCVB), and Sharon Espino, General Manager of Hyatt House and Hyatt Place, to address the impacts of COVID-19 on local tourism and the hospitality industry.

Ms. Marchetti presented information on DCVB's COVID-specific recovery initiatives, citing changes in consumer behavior, and the remaining summer travel outlook as factors in the plan for future recovery. Currently, there are guests staying at local hotels, but not at pre-COVID levels. DuPage County is typically a business destination, however, with reductions in business travel, hotels are focusing on local leisure amenities to attract guests. DCVB's top priorities are to focus on a unified message to increase consumer confidence for travel in a safe way, and to keep DuPage County relevant by promoting small-town charm and local amenities. Ms. Marchetti thanked the City for continued support of local hotels, restaurants, and the tourism industry.

Ms. Espino discussed the impact the pandemic has had on the local Hyatt businesses. She stated the local hotel industry relies heavily on the DCVB for marketing and supports the use of the hotel tax fund for tourism. She further spoke about Hyatt's COVID-related safety protocols to keep guests and employees safe.

Ms. Marchetti was asked if all Warrenville hotels are now open. She replied all six are open, but occupancy is very low, and noted this region is faring better than Chicago. There was further discussion regarding Chicago's Emergency Travel Order for visitors from certain states, which now includes Wisconsin and the order's impact on local tourism.

Chair Goodman asked Ms. Marchetti's opinion of DuPage County's recent contribution to DCVB of COVID-19 relief fund money for the purpose of marketing rather than employee relief for the tourism industry. Ms. Marchetti replied DCVB is not using the funds to encourage tourism, but instead for economic recovery by encouraging people to get out safely, spend money, and generate more tax dollars, and by partnering with the business community and DuPage Health Department for guidance about safe travel and hotel stays.

Ald. Weidner thanked the representatives for their unified marketing message, but questioned the lack of unified safety protocols for all hotels. Ms. Marchetti replied the DuPage County Health Department has a unified message of standard safety protocols for all hotels, local attractions, and all their guests. Industry leaders are following local guidelines while taking into consideration guests can be arriving from different states. The signage, however useful, can be different by hotel brand.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

2. Consideration of recommendations for City Council adoption of the Modified Work and Confined Space safety policies effective immediately

Assistant City Administrator (ACA) White stated the Safety Committee has been working diligently to update the City's Safety Manual. She presented the proposed *Modified Work* policy and *Confined Space* policy as the latest collaborations with staff for updated safety procedures and protocols.

Chair Goodman asked whether the modified work policy restriction regarding wearing the department uniform by sworn personnel should be generalized to include all types of personnel. ACA White replied the restriction could be amended to state, "the wearing of the department uniform by personnel shall be at the discretion of the department head." Staff will make the change before presentation to the Council.

ALDERMAN WILSON MOVED, seconded by Ald. Weidner to recommend the City Council adopt the Safety Committee's *Modified Work* and *Confined Space* policies, effective immediately.

ROLL CALL VOTE:

Aye: Aids: Barry, Weidner, Krischel, Wilson, Aschauer, Goodman, Bevier, and Davolos

Nay: None.

MOTION ADOPTED

3. Consideration of Omnia Partners Agreement with U.S. Trane, Inc. for installation of an engineered makeup air system within the Public Works Department garage

Deputy Public Works Director (DPWD) Kuchler summarized the need for a new air replacement system in the Public Works garage, and stated, design costs were included in the FY 2021 Budget, but the construction costs for this project were not included. However, the opportunity for potential reimbursement by Coronavirus Aid, Relief, and Economic Security (CARES) Act funding has now become evident, and allows for

current consideration of the project. Construction must be complete by the end of year for such reimbursement consideration, so timing is critical. The contractor has provided low-bid pricing. Staff recommends waiving competitive bidding. DPWD Kuchler stated the final cost, as presented in supporting documents would be \$218,981, which includes the design, construction and installation of the system. Only construction and installation costs would be eligible for CARES Act funding reimbursement.

There was some discussion regarding project qualifications for CARES Act funding reimbursement. CA Coakley stated, and staff believes, that improving air quality in a public building qualifies the project based on federal guidelines, and is similar to projects DuPage County included for CARES Act funding reimbursement as well. The City should see a full cost reimbursement, but nothing is guaranteed. There was further discussion regarding other City expenses included in the request for CARES Act funding reimbursement. The items the City submits for reimbursement must pass the CARES Act rules, U.S. Treasury Guidelines, and potential federal audit guidelines.

Chair Goodman asked if a budget amendment was necessary to approve this item. Finance Director (FD) Dahlstrand replied, because the full expense of the item was not budgeted, the City may need a budget amendment. That would take place closer to the end of the year, because such determinations are made at the fund level. DPWD Kuchler reiterated the design cost was budgeted, so it might not be eligible for reimbursement, but that design, construction and installation are included in the total pricing.

ALDERMAN DAVOLOS MOVED, seconded by Ald. Aschauer, to recommend the City Council pass a resolution approving a contract in the amount of \$218,981 with Trane U.S., Inc. for the design and installation of the Warrenville Garage UA System.

ROLL CALL VOTE:

Aye: Aids: Krischel, Wilson, Bevier, Barry, Goodman, Davolos, Weidner, and Aschauer

Nay: None

MOTION ADOPTED

4. Consideration of a Community Relations Task Force to develop the purpose, mission, and structure of a Community Relations Advisory Commission

Mayor Brummel requested the Council establish a community relations task force to provide input and guidance to the City on the formation of an advisory Community Relations Commission. The proposed Commission would expand upon the City's Strategic Plan Diversity goal and help the City progress toward diversity, inclusiveness, and equality within the community.

ALDERMAN WEIDNER MOVED, seconded by Ald. Davolos, to recommend the City Council establish a Community Relations Task Force through December 31, 2020, authorized to assist in creating a Community Relations Commission.

ROLL CALL VOTE:

Aye: Aids: Aschauer, Goodman, Weidner, Bevier, Wilson, Barry, Davolos, and
Krischel

Nay: None

MOTION ADOPTED

5. Appointment of Mayor Brummel as Chair of the Community Relations Task Force and Alderman Weidner as the Council Liaison (DB)

Mayor Brummel confirmed his desire to serve as chairman, and stated his appreciation to Ald. Weidner for the idea of creating a Community Relations Task Force and for volunteering to be the Council liaison. Ald. Weidner replied such a commission can only help to make the community stronger.

ALDERMAN WILSON MOVED, seconded by Ald. Davolos, to recommend the City Council appoint Mayor Brummel as Chair of the Community Relations Task Force and Alderman Weidner as the Council Liaison, both terms expiring on December 31, 2020.

ROLL CALL VOTE:

Aye: Aids: Barry, Goodman, Weidner, Krischel, Bevier, Davolos, Aschauer, and
Wilson

Nay: None

MOTION ADOPTED

6. Discussion of FY 2022 Hotel Tax Funding for the Grant Program and Aesthetic Enhancement Program

ACA White stated the City continues to see declines in revenues due to COVID-19, and it is necessary to reevaluate expenses, including those related to the Hotel Tax fund grant program. Traditionally, the City has budgeted \$150,000 in annual Hotel Tax grant funds for community organizations as well as \$60,000 every other year for aesthetic enhancements. Applicants from previous years have expressed interested in knowing what funding will be available for FY 2022. Normally, this discussion would occur during the budget process but the Tourism and Arts Commission (TAC) would like to provide information to potential applicants at the upcoming FY 2022 grant workshop on August 13.

Current projections indicate a loss of approximately \$200,000 in Hotel Tax revenue for FY 2022. Of the options presented in the staff memo, staff and the TAC recommend option 1, reducing hotel grant funding to \$100,000, and suspending the aesthetic enhancements program, thereby saving \$110,000. The recommendation to suspend the aesthetic enhancements program is due to TAC's recent public art installations and a desire to collaborate with the Illinois Prairie Path Project, which is currently on hold as well. Some revenue savings has been realized this fiscal year due to the cancellation of several previously funded events, however, hotel tax revenue has declined and is unlikely to return to pre-COVID levels by the beginning of next fiscal year.

Grants funded by the Hotel Tax Fund outside of the grant program managed by TAC, such as Summer Daze, Fourth of July, and the Warren Tavern, are not included in this

recommendation. Staff might return with recommendations affecting those organizations in future months.

Ald. Barry stated some organizations may be using none or limited amounts of their grant funds this year, so there will be some savings from amounts granted. She further recalled a time, during the great recession, when funding reductions were made to this level, and organizations got along fine then. The workshop will offer a better idea of which organizations are interested in applying for future grants.

Several aldermen expressed their concerns for cutting back on arts funding, but were optimistic full funding could be restored in the future. Ald. Weidner suggested the wording of the motion be changed to reflect this is only a temporary suspension of the aesthetic program. ACA White replied TAC is equally saddened there is no aesthetic enhancement project planned for FY 2022, but feels this is the most responsible approach to take at this time.

ALDERMAN BARRY MOVED, seconded by Ald. Davolos to recommend the City Council direct staff to include \$100,000 for the Hotel Tax Grant Program and temporarily suspend funding for the Aesthetic Enhancement Program, in the FY 2022 proposed budget.

ROLL CALL VOTE:

Aye: Aids: Davolos, Aschauer, Krischel, Wilson, Barry, Goodman, and Bevier

Nay: Ald. Weidner

MOTION ADOPTED

7. Consideration of Remote Work policy revisions

ACA White reminded the Committee about the current telecommuting policy and explained how the experience of remote working during the coronavirus pandemic provided an opportunity to evaluate these types of working arrangements. Changes to the policy include limiting remote work assignments to exempt employees, restricting how much of an employee's work schedule can be performed remotely, and providing greater detail on an employee's eligibility and suitability for remote work considerations. She stated the new policy is intended to address remote work under normal circumstances for long-term use and not just to address issues associated with coronavirus or any other emergency situation.

Chair Goodman questioned why eligibility is limited to exempt employees only, if hourly employees have been effectively working remotely during pandemic building closures. ACA White replied some hourly employees have been working remotely during the pandemic at the discretion of the Supervisor, Department Head, and City Administrator, however, due to the responsibilities of most hourly employees to interact with customers and other staff, a long-term remote work assignment would not be ideal.

CA Coakley added, the policy is written to be more specific for longer-term use. During this time of pandemic response, all local government employees have been considered

essential workers. The City did not have to allow hourly employees to work remotely, but did so out of concern for the health and safety of employees. Staff believe most employees working remotely have been very productive, however, some still need interaction with specialized equipment, files, and other staff to be more productive. Remote work assignments have been allowed on a case-by-case basis even for exempt employees. Aside from the office workers, most of the other hourly employees, by nature of their assigned tasks, cannot work remotely. It is also difficult to track hours worked to ensure employees not only work the required number of hours, but that they also do not work over 40 hours. During the pandemic, staff did what needed to be done to make the situation work due to COVID-19, but it was not ideal.

Chair Goodman asked for clarification regarding the policy objective that a typical remote work schedule would not exceed 20% of the work week, and employee eligibility requiring at least 50% of all job functions be able to be completed remotely. ACA White replied job functionality has more to do with whether or not an employee needs to be on site to perform regular tasks or can perform a majority of those tasks remotely in order to be considered. If approved, an employee's remote work schedule would then be limited to the policy objective. Chair Goodman suggested the language be more specific to address the difference between those two sections.

Ald. Krischel asked if the new policy would be in effect after the City returns to normal working conditions post-pandemic. ACA White replied it would be effective immediately upon Council approval. Most employees have returned to work, however, some continue to work remotely on a case-by-case basis due to COVID-related concerns. The intent is to proceed, not to wait until the pandemic is over to apply this policy.

There was further discussion of the benefits of a flexible work schedule. ACA White stated the ability to allow for remote work schedules facilitates flexibility with recruiting and retention of employees. It can also encourage employees to be more productive and engaged at no additional cost to the City. Remote and flexible work schedules benefit employees as well as the City by providing greater work/life balance.

ALDERMAN ASCHAUER MOVED, seconded by Ald. Davolos, to recommend the City Council adopt the Remote Work Policy.

ROLL CALL VOTE:

Aye: Aids: Barry, Weidner, Krischel, Wilson, Aschauer, Goodman, Bevier, and Davolos

Nay: None

MOTION ADOPTED

8. Informational updates on Administration, Finance, and Police Department FY 2021 Work Plans and Decision Packages (FYI)
FY 2021 Departmental Work Plans were presented for consideration. Chairman Goodman questioned why so many items on the Police Department plan indicate no

progress, some say ongoing, while most others say nothing. Police Chief Turano replied many items have been put on hold due to COVID-19.
NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

1. Commendations

Chief Turano noted complimentary messages the Police Department received from residents and the Bloomingdale Police Department for meritorious service.

H. CLOSED SESSION

There was no closed session.

I. ADJOURN

ALDERMAN KRISCHEL MOVED, seconded by Ald. Aschauer to adjourn.

MOTION ADOPTED VIA UNANIMOUS ROLL CALL VOTE

The meeting adjourned at 8:55p.m.

Approved: _____

Dawn R. Grivetti, Deputy City Clerk