

# CITY OF WARRENVILLE

## MEMORANDUM

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator  
SUBJECT: SUMMARY OF AGENDA ITEMS FOR AUGUST 17, 2020, CITY COUNCIL REGULAR MEETING  
DATE: August 13, 2020

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

### VI. CONSENT AGENDA – OMNIBUS VOTE

#### A. Ordinance O2020-30 – To The Next Level Temporary Use (Attachment)

This ordinance has been prepared to document conditional approval of a Temporary Use Permit to allow To The Next Level to operate a food cart at 2S781 Route 59, Unit A, through 2022.

At its August 6, 2020, meeting, the Plan Commission recommended unanimous approval of the Temporary Use Permit. The Plan Commission recommendations are consistent with the conclusion section of the Community Development Staff Report, dated August 6, 2020. Copies of the ordinance and the staff report are included with the agenda backup materials. The applicant's representative will attend the August 17, 2020, City Council meeting to address questions.

**Council Action Requested:** Accept Plan Commission recommendation, waive second reading, and pass ordinance O2020-30, approving the Temporary Use Permit for To The Next Level to operate a food cart in the parking lot at 2S781 Route 59, Unit A, through 2022.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Senior Planner Domovessova recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

#### B. Ordinance O2020-31 – Water and Sewer Rate Increase (Attachment)

Included with the agenda backup materials is a memo, dated August 12, 2020, and supporting documentation from Finance Director Dahlstrand regarding the water and sewer rate increases proposed as a part of the FY 2021 Budget.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation, waive second reading, and approved ordinance O2020-31 authorizing a

ten-percent water rate increase and a ten-percent sewer rate increase effective September 1, 2020.

**Staff Recommendation:** City Administrator Coakley, Finance Director Dahlstrand and Deputy Public Works Director Kuchler recommend this action.

**Budgetary Impact:** \$162,222 combined FY 2021 water and sewer sales revenue within the Water and Sewer Fund (Fund 20/020 in D365).

**Other Resources Required:** Staff time to update the rate change tables within the Utility Billing system and to communicate rate changes to the users.

**Strategic Plan Goal:** Not Applicable.

C. Resolution R2020-48 – Emergency Declaration Extension (Attachment)

In accordance with Ordinance No. O2020-15, Mayor Brummel issued a Declaration of Local Emergency following the conclusion of the City Council meeting on March 16, 2020, due to the local impacts of the coronavirus (COVID-19). The City Council has subsequently approved extensions to the declaration at every City Council meeting from March 23, through August 3. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-48, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for September 8, 2020. In accordance with state law, the Mayor or three Aldermen may call for a special meeting of the City Council to end the extension if deemed necessary.

**Council Action Requested:** Accept Mayor Brummel's recommendation and pass resolution R2020-48 extending the duration of the March 16, 2020, Declaration of Emergency until the adjournment of the next regular, special, or emergency meeting of the City Council.

**Staff Recommendation:** City Administrator Coakley concurs with the Mayor's request and recommends this action.

**Budgetary Impact:** None from this action. Budgetary impacts related to the City's response to the COVID-19 pandemic will be tracked for possible federal and state reimbursement.

**Other Resources Required:** A minimal amount staff time to record and publish the emergency declaration. Significant staff time and other resources have been committed to address the COVID-19 pandemic impacts at the local level.

**Strategic Plan Goal:** #5 Public Safety.

D. Resolution R2020-49 – Access and Indemnity Agreement with Thorntons (Attachment)

City staff and the City Attorney are actively negotiating a purchase agreement for approximately 1.1 acres of the Thorntons property at the southwest corner of Route 59 and Duke Parkway. City staff and consultants need to access the property for various investigations, such as surveys and soil borings during the negotiation of the purchase agreement and after it is approved by all parties. The draft agreement, included with the agenda backup materials, was modified by the City Attorney to clarify that the City is not indemnifying the other parties for the discovery of any pre-existing condition found through the City's inspections of the property.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2020-49, approving an access, indemnity, and release agreement with TZBP Warrenville LLC and Thorntons LLC-Illinois.

**Staff Recommendation:** Deputy Public Works Director Kuchler recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to coordinate execution of agreement.

**Strategic Plan Goal:** #4 City Infrastructure.

- E. Resolution R2020-50 – PSA with EEI for Sanitary Manhole Rehabilitation (Attachment)  
As part of the City's ongoing Infiltration and Inflow (I/I) Reduction Program, City staff and a consultant have evaluated the first two basins, identifying approximately 60 sanitary sewer manholes that need to be repaired. To obtain better pricing, staff is combining the two basins into a single contract, with construction anticipated during the summer of 2021. The contract included with the agenda backup materials is for bid document preparation and construction observation services with Engineering Enterprises, Inc.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2020-50, approving a professional services agreement with Engineering Enterprises, Inc. for the West 2 and 3 Basins Manhole Rehabilitation in the amount of \$54,382.

**Staff Recommendation:** Deputy Public Works Director Kuchler recommends this action.

**Budgetary Impact:** \$170,250 are budgeted in the Enterprise Fund in the FY 2021 Budget.

**Other Resources Required:** Staff time to coordinate with the consultant.

**Strategic Plan Goal:** #4 City Infrastructure.

- F. Resolution R2020-51 – Crystal Maintenance Two-Year Contract Extension (Attachment)  
The City's cleaning contract with Crystal Maintenance Services ends October 31, 2020. Since the fall of 2017, Crystal has provided adequate service, continues to be cost-competitive and has proven to understand the contract expectations. The extended contract costs would increase 12%, from a current annual expense of \$31,980, to \$35,820 (or \$2,985 per month). Temporarily during the pandemic, City Hall, the Police Department, and Public Works buildings are cleaned five days a week instead of the pre-pandemic schedule of three days a week. The pandemic cleaning schedule annual expense is \$55,860 (\$4,655 per month). A resolution with Crystal's proposal for extended service is attached.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2020-51, approving the contract extension with Crystal Maintenance Services for two years, to October 31, 2022.

**Staff Recommendation:** Assistant City Administrator White and Management Analyst Youngmeyer recommend this action.

**Budgetary Impact:** There is sufficient funding in the FY 2021 budget for this expense.

**Other Resources Required:** Staff time to move forward with contract.

**Strategic Plan Goal:** Not applicable.

G. Rigi Road and Barclay Avenue Future Ownership and Maintenance (Attachment)

Rigi Road and Barclay Avenue are privately owned roads. The last time the roads were resurfaced, the City was actively working with the residents to dedicate the roads to the City as public roads. However, once the roadwork was complete, some of the residents did not execute the Plat of Dedication. The roads are due for resurfacing once again. The City still plows snow on these roads. Their condition is such that pot holes are starting to form, which could damage City equipment if repairs are not made, so staff would like to discuss the future ownership and maintenance of these private roads.

Similar to a previous issue regarding ownership and maintenance of another private street, staff is recommending that Council assign Aldermen Aschauer and Bevier to work with staff and the residents on the future ownership and maintenance of Rigi Road and Barclay Avenue. This will allow consistency in how the City proceeds with matters regarding maintenance of private roads. Staff will meet first with the aldermen to develop a plan to communicate and coordinate with residents. Ultimately, a recommendation will be provided to City Council for a path forward, following input from area residents.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and assign Aldermen Aschauer and Bevier to work with staff and property owners to develop recommendations for City Council consideration at a future committee of the whole meeting regarding the future ownership and maintenance of Rigi Road and Barclay Avenue

**Staff Recommendation:** Deputy Public Works Director Kuchler recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to meet and coordinate with the workgroup and residents.

**Strategic Plan Goal:** Not applicable.

H. Ride Illinois Affiliate Membership and BPAC Attendance at 2020 Summit (Attachment)

Bicyclist and Pedestrian Advisory Commission (BPAC) commissioners are interested in attending Ride Illinois' 2020 Bike Summit, which will be held virtually on September 15. This budgeted item was approved prior to the pandemic, but given the current financial situation, it is being brought to Council again for consideration. Additionally, Ride Illinois has changed membership qualifications for similar groups to become more involved as affiliate members. This would provide benefits such as access to additional resources, information sharing, and discounted registration costs related to Ride Illinois events. Included with the agenda backup materials is a memo from BPAC liaison and Management Analyst Youngmeyer, with additional information on Ride Illinois, the summit, and affiliate membership benefits.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and approve affiliate membership in Ride Illinois for the City of Warrenville, and BPAC attendance at Ride Illinois 2020 Bike Summit

**Staff Recommendation:** Management Analyst Youngmeyer recommends this action.

**Budgetary Impact:** \$199, which includes registration costs (\$100) and a donation (\$99) to Ride Illinois to become an affiliate.

**Other Resources Required:** Staff time to coordinate commissioner registration and send in affiliate donation.

**Strategic Plan Goal:** Not applicable.

- I. Minutes of the Board of Fire and Police Commissioners Regular Meeting (Attachment)  
Receive and file minutes of the Board of Fire and Police Commissioners regular meeting held on June 23, 2020.
- J. Minutes of the Plan Commission / ZBA Regular Meeting (Attachment)  
Receive and file minutes of the Plan Commission / Zoning Board of Appeals regular meeting held on August 6, 2020.
- K. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to August 12, 2020, in the amount of \$92,732.85
- L. Invoices Due (Attachment)  
Authorize expenditures for invoices due on or before September 8, 2020, in the amount of \$758,704.24
- M. Master Debit Card Expenditures  
Receive and file report of Master Debit Card Expenditures for the month of July 2020, in the amount of \$3,361.49

## VII. REGULAR AGENDA

- A. Resolution R2020-52 – Adoption of Shared Principles (Attachment)  
In 2018, following discussions between law enforcement and communities of color, the Illinois Association of Chiefs of Police (IACP) and the National Association for the Advancement of Colored People (NAACP) Illinois State Conference leaders arrived at ten shared principles designed to bridge a gap of mistrust between police and relationships within communities of color. These shared principles include the endorsement of community policing, development of ongoing relationships between law enforcement and communities of color to help eliminate racism, increasing diversity within police departments, and use of de-escalation training for officers.  
  
**Council Action Requested:** Accept Staff recommendation and pass resolution R2020-52, approving the adoption of the Illinois Association of Chiefs of Police and the NAACP Illinois State Conference Shared Principles.  
**Staff Recommendation:** Police Chief Turano recommends this action.  
**Budgetary Impact:** None.  
**Other Resources Required:** None.  
**Strategic Plan Goal:** #5 Public Safety.
- B. FY 2021 Financial Update and Discussion (Attachment)  
Included with the agenda backup material is a memo and supporting documentation from City Administrator and Budget Officer Coakley and Finance Director Dahlstrand, which addresses the most recent projected financial impacts of the COVID-19 pandemic on the

City's finances, specifically, the City's major market based revenue streams across all funds. City Administrator Coakley and Finance Director Dahlstrand will discuss the projections at the Council meeting.

**Council Action Requested:** No action requested, informational only.

**Staff Recommendation:** No action requested informational only.

**Budgetary Impact:** Not applicable

**Other Resources Required:** Not applicable

**Strategic Plan Goal:** #2 Fiscal Conservatism

C. Revised FY 2021 CoffeeCon Hotel Tax Grant (Attachment)

Due to COVID-19, the FY 2021 CoffeeCon event, which was previously approved to receive a Hotel Tax Grant, cannot be held in person. Therefore, the grantee has requested an amendment to the event to allow for a virtual CoffeeCon. The Tourism and Arts Commission (TAC) reviewed the request at its August 13, 2020, meeting and has recommended the Council approve the modified event this year.

Included with the agenda backup material is a two-page write up provided by the Sinnotts and includes a budget worksheet for the proposed virtual CoffeeCon event.

**Note:** an exception was made by the City Administrator to include this matter directly on this City Council agenda due to the effects of the pandemic on events, the recommendation from TAC, and the Council and Committee meeting schedule. The normal process would send such an item to a Committee of the Whole meeting for consideration prior to appearing on a City Council agenda,. However, the next Committee meeting is not until September 14.

**Council Action Requested:** Accept Tourism and Arts Commission recommendation and approve the amendment to the FY 2021 Hotel Tax Grant, in the amount of \$25,000, for the CoffeeCon event.

**Staff Recommendation:** Assistant City Administrator White recommends this action.

**Budgetary Impact:** The funds for this event were included in the FY 2021 budget.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.