

**CITY OF WARRENVILLE  
COMMUNITY DEVELOPMENT  
COMMITTEE OF THE WHOLE  
REGULAR MEETING**

**Monday, September 14, 2020, at 7:00 p.m. at City Hall and virtually  
28W701 Stafford Place**

**MINUTES**

**A. CALL TO ORDER**

Chairman Weidner called the meeting to order at 7:00 p.m., explaining the virtual meeting protocol according to the Open Meetings Act and the Governor's Executive Orders.

**B. ROLL CALL**

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

Absent: None

Also Present: City Administrator John Coakley, Assistant City Administrator Cristina White, Community and Economic Development Director Ron Mentzer, Deputy Public Works Director Phil Kuchler, Senior Planner Natalia Domovessova, Senior Civil Engineer Kristine Hocking, City Clerk Emily Larson, and Executive Assistant / Deputy City Clerk Dawn Grivetti.

Also Absent: None

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by Chairman Weidner.

**D. CITIZENS COMMENTS (Non-agenda Items)**

There were no citizen comments.

**E. OFFICIALS AND STAFF COMMENTS**

Ald. Goodman offered condolences to California, Oregon, and Washington residents affected by the wild fires that have plagued the area.

City Administrator (CA) Coakley stated DuPage County has moved to the Orange level on the Illinois Department of Public Health county level risk metrics map, however, there are no state or county planned interventions at this time. Most increases have been seen in younger populations. He urged residents to adhere to all safety guidelines and protocol to further prevent the spread of COVID-19. Regarding Halloween events, CA Coakley stated the City will be following guidance from State and local health departments to ensure citizens stay safe.

Assistant City Administrator White stated there has been some confusion regarding the opt-out process for electric aggregation. Notices were distributed to residents in August.

Residents may still opt out of the program by sending an email to [warrenvilleoptout@eligoenergy.com](mailto:warrenvilleoptout@eligoenergy.com) or by calling Eligo Energy at (312) 668-9227. More information can be found on the City's Municipal (Electrical) Aggregation webpage at [www.warrenville.il.us/528/Municipal-Electrical-Aggregation](http://www.warrenville.il.us/528/Municipal-Electrical-Aggregation).

**F. BUSINESS OF MEETING**

Agenda items were taken out of order to accommodate presenters.

5. Consideration of Homes for a Changing Region study

Senior Planner (SP) Domovessova stated the City has an opportunity to conduct a Homes for a Changing Region study with the assistance of the Metropolitan Mayor's Caucus (MMC), Chicago Metropolitan Agency for Planning (CMAP), and the Metropolitan Planning Council (MPC) at no cost to the City. The study would evaluate the existing housing stock in the community, identify key housing-related issues and opportunities, and support informed local housing policy development and decision making about proposed future residential development projects. Funding for the study would be provided through a grant administered by the Illinois Housing Development Authority.

Representatives from the partnering organizations were present electronically and discussed details of the study and answered questions from the Committee. There was discussion regarding similar studies for neighboring communities and how the study could be adapted to Warrenville's needs. Kyle Smith, MMC Housing and Community Development Director, replied the agency typically works with municipalities the size of Warrenville and will focus on the specific sets of issues that are priorities for Warrenville. SP Domovessova added a workgroup of community leaders with diverse backgrounds would be created to provide local input. Mr. Smith added the agencies will take into consideration all existing plans and studies previously performed for the City when conducting the study, and use the information gathered to recommend and targeted action plans for current and future housing developments.

Several aldermen stated their feeling that it would be a great opportunity for the City, however, some were concerned about the timing of the study following recent housing developments, if the study will take into consideration the proximity of parks and public services to housing, and staff time needed to complete the study. Mr. Smith replied the study would identify Warrenville's housing issues, while taking into consideration elected official's perception of the same, and provide recommendations base on this local housing analysis. If it is identified as a need, proximity to public services would be considered, however, the study would mostly focus on varieties of housing stock and any mismatch of housing to job availability. SP Domovessova added the estimated staff time needed to complete the study was anticipated during the FY 2021 Budget planning and was incorporated into the department's work plan.

The success rate of similar studies and the possibility of a follow-up study were discussed. Mr. Smith replied a follow-up study is not included, however, the agencies will help the community follow through with recommended action plans. He stated representatives will

keep in regular contact with staff on the progress of the action plan, and will offer assistance in obtaining grant funds to further progress on action items.

SP Domovessova stated staff is requesting authorization to partner with the agencies and for staff to create the local workgroup in order to conduct the study. She further requested the Council assign representatives to participate in the workgroup. Ald. Davolos volunteered.

ALDERMAN GOODMAN MOVED, seconded by Ald. Davolos to recommend the City Council (i) authorize City staff to partner with the Metropolitan Mayors Caucus, Chicago Metropolitan Agency for Planning and Metropolitan Planning Council on the preparation of a Warrenville-specific Homes for a Changing Region study; (ii) authorize City staff to create a local workgroup to work on the study; and (iii) designate the Mayor and/or specific City Council members to participate in the workgroup (up to two individuals).

ROLL CALL VOTE:

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

Nay: None

MOTION ADOPTED

6. Consideration of Matrix report on City services and staffing needs

CA Coakley stated that in 2019 the City Council authorized an agreement with Matrix Consulting Group to perform a study to review current service levels, potential expansion or reduction in services, and any potential new services not currently offered. The goal of the study was to then determine if City staffing levels are right-sized, or if the City needs more or less staff to perform those services. The initial draft of the study was received in December 2019, however, there was a number of changes needed. Later, the COVID-19 pandemic delayed City staff's ability to review the subsequent drafts, further delaying the completion of the report. CA Coakley introduced Matrix Consulting Group Vice President Alan Pennington to discuss the process and results of the study.

Mr. Pennington stated Matrix conducted staff interviews, collected staffing data, interviewed Council members, and gathered public input to formulate their analysis. Key findings of the study indicate, at times, the City is too customer oriented and responsive for current staffing levels. He stated, the lean staffing allocations present a challenge with such a high level of service expectations. Mr. Pennington further offered a prioritized list of key recommendations for each City department to resolve staffing issues, including the fiscal year in which each should be implemented.

Mayor Brummel and several aldermen offered their concerns regarding the suggested timeline of the staffing recommendations and funding of the recommendations, as well as stating the timeline may have to be elongated due to recent declines in City revenues. Some aldermen stated concern for the recommended closing of the Stafford Place entrance to City Hall, and are looking forward to future staff discussions of the topic.

Ald. Goodman questioned how the Community Development Department's current staffing request on tonight's agenda fit into the staffing recommendations. Mr. Pennington replied, in the big picture, it fits quite well.

Overall, several Committee members stated they were impressed with the thoroughness of the study, and considered it a helpful resource for future staffing discussions during the budgeting process. Ald. Krischel added he agrees with the customer-oriented approach to City services and stated the City has come to these conclusions as well; and the study confirms current Council beliefs.

CA Coakley thanked all the staff who assisted with the review and editing of several drafts of the study.

ALDERMAN WILSON MOVED, seconded by Ald. Davolos to recommend the City Council accept Matrix Consulting Group's Analysis of the City's Services and Impacts on Staffing Needs report, dated August 26, 2020, and direct City staff to consider the recommendations when preparing annual City budgets.

ROLL CALL VOTE:

Aye: Alds: Krischel, Wilson, Bevier, Barry, Goodman, Davolos, Weidner, and Aschauer  
Nay: None

MOTION ADOPTED

1. Consideration of a liability transfer agreement with Phillips 66 Company for Old Town Redevelopment Site No.2

Community and Economic Development Director (CEDD) Mentzer discussed the leaking underground storage tank (LUST) incident that remains open on the City-owned property formerly known as the Citgo Gas Station and previously owned by Phillips 66 (P66). He reminded the Committee that staff has been authorized to negotiate a final liability transfer agreement with P66 regarding the property, and said that staff concluded the City must take control of the LUST incident to ensure it is closed out to the City's standards for redevelopment. The proposed agreement allows the City to close out the LUST incident and requires P66 to reimburse the City for the process.

CEDD Mentzer further stated the proposed agreement will: (i) give the City control of the timing of the closeout; (ii) allow the City to close it out to residential standards to allow for recreational use of the parcel; and (iii) provide P66 with certain commitments from the City in the form of protections against claims based on the previous contamination of the site. Liability protections do not cover any offsite contaminations.

CEDD Mentzer stated, as per the agreement, the City will receive \$96,000 from P66 to close out the LUST incident. The City will also receive State grant funding to cover City costs to further increase the value of the property to the City.

Mayor Brummel and several aldermen stated their appreciation for the work involved and support of staff recommendations, however, there was some concern regarding the final cost to the City and whether the reimbursements would fully cover those costs.

Ald. Krischel asked if the agreement is not approved by P66, would the City have to wait for them to close out the LUST incident. CEDD Mentzer replied the City does not have to close out the incident, however, it does limit the available uses and leaves a cloud over the potential value of the property if it is not remediated.

ALDERMAN WILSON MOVED, seconded by Ald. Davolos to recommend the City Council approve the September 9, 2020, Liability Transfer Agreement with Philips 66.

ROLL CALL VOTE:

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

Nay: None

MOTION ADOPTED

2. Consideration of staff recommendations regarding status of open Building Inspector/Code Enforcement Officer position

CEDD Mentzer spoke about the department's efforts to fill the additional full-time Building Inspector/Code Enforcement Officer position authorized during the recent budget process. He stated that due to an anticipated retirement and a high number of building permits this year, filling the open position has been a priority. However, the pandemic has had an impact on recruiting. The department interviewed seven candidates, none of whom were determined to be a good fit for Warrenville, therefore, the position has not been filled.

CEDD Mentzer stated construction activity continues to flourish resulting in fewer experienced candidates to transition from the private sector to the public sector. The consulting firm used by the City last year was relatively expensive and not as efficient as current staff. In order to meet the imminent staffing needs of the City, staff recommends the full-time job description focus entirely on building inspections only, and a separate part-time code enforcement position be considered as a lesser need at this time. He stated the part-time position may need to be reassessed later during the budgeting process, and expanded and elevated to fulltime if construction activity changes for the better.

Mayor Brummel stated he never considered the true dichotomy of the two individual positions before, and that the City might have a better chance of finding quality candidates with the two positions separated.

Several aldermen recognized the importance of the staffing need, noted that it was listed as a priority in the Matrix staffing report, and agreed with the separation of duties. When asked what would happen if the City could not find a suitable candidate for code enforcement, CEDD Mentzer replied the City would continue to use an outside vendor for the task.

Ald. Goodman recalled other times when it took two people to replace one retired staff. However, she is still concerned about the cost of adding two staff members at this time.

ALDERMAN WILSON MOVED, seconded by Ald. Davolos to recommend the City Council authorize staff to implement the building inspector and code enforcement officer

staffing recommendations outlined in Community and Economic Development Director Mentzer's September 9, 2020, memo.

ROLL CALL VOTE:

Aye: Aids: Barry, Goodman, Weidner, Krischel, Bevier, Davolos, Aschauer, and Wilson  
Nay: None MOTION ADOPTED

3. Consideration of public information and input meeting for potential Warrenville Grove Trail Connection Project

Senior Civil Engineer (SCE) Hocking stated in 2016, the City and Forest Preserve District of DuPage County (FPDDC) entered into an intergovernmental agreement (IGA) for the design, funding, implementation and maintenance of three trail improvement projects. The City has until January 5, 2021, to allocate funding and implement the potential Warrenville Grove Trail Connection Project; however, public input is still needed.

Recognizing similar deadlines for all three projects, Ald. Goodman requested an update on the other two projects in the IGA. SCE Hocking replied staff has been in contact with the Forest Preserve District regarding the other projects, and is seeking an extension of the agreement or renegotiation for the Fox Hollow to Maple Hill trail project as funding for the more than \$1 million project is currently not available. The other is the Mack Road Multi-Use Trail project, which was recently discussed by the City Council. Staff will present the final engineering phase of this project at the next committee of the whole meeting.

Ald. Goodman stated there is also a great demand in Maple Hill subdivision for trail connections.

ALDERMAN WILSON MOVED, seconded by Ald. Goodman to recommend the City Council direct staff to conduct a public information and input meeting on the potential Warrenville Grove Trail Connection Project.

ROLL CALL VOTE:

Aye: Aids: Davolos, Aschauer, Krischel, Weidner, Wilson, Barry, Goodman, and Bevier  
Nay: None MOTION ADOPTED

4. Consideration of a policy to allow limited Ride DuPage program related travel outside of DuPage County for medical appointments only

Assistant City Administrator (ACA) White stated the City recently received a request from a resident who uses the Ride DuPage program to travel outside of DuPage County for a medical appointment. She continued, that when the program was approved by Council, travel outside DuPage County was not considered. A survey of other municipalities indicates some do allow similar outside travel on a case-by-case basis. The City subsidizes most of the costs associated with the Ride DuPage program. Riders pay a flat fee of \$2.00, plus \$1.00 per mile for each mile traveled. In FY 2021, \$45,000 has been budgeted for this program, and staff projections indicate less than \$10,000 will be spent, allowing for

additional costs for periodic travel outside the County. ACA White stated staff is not anticipating regular riders requesting travel outside DuPage County.

There was discussion regarding the advanced notice requirements in the program for such service. ACA White replied there should be additional clarification. Scheduling rides with PACE needs to be done 24 hours in advance. She will update the policy prior to Council presentation. Notification of any new options for riders of will be posted to social media.

ALDERMAN GOODMAN MOVED, seconded by Ald. Davolos to recommend the City Council approve a policy authorizing use of Ride DuPage for travel outside of DuPage County on a limited basis for medical appointments only.

ROLL CALL VOTE:

Aye: Aids: Barry, Weidner, Krischel, Wilson, Aschauer, Goodman, Bevier, and Davolos  
Nay: None MOTION ADOPTED

7. Consideration of a policy to honor current and former City of Warrenville elected officials upon their passing

Executive Assistant Grivetti stated that in early 2019, discussions began regarding the creation of a City policy to recognize current and former City elected officials who pass away. Aldermen Goodman and Bevier, and CA Coakley drafted a policy and procedure for recognizing these City officials, which consists of a press release and memorial plaque for deceased elected officials, and additionally, a framed City flag for the family of a deceased mayor.

Mayor Brummel and Aldermen were appreciative of efforts taken to create this policy.

ALDERMAN DAVOLOS MOVED, seconded by Ald. Goodman to recommend the City Council approve a policy to honor current and former City of Warrenville elected officials upon their passing

ROLL CALL VOTE:

Aye: Aids: Barry, Weidner, Krischel, Wilson, Aschauer, Goodman, Bevier, and Davolos  
Nay: None MOTION ADOPTED

8. Consideration of Sign Ordinance amendment to replace the term “grandfathering”

CEDD Mentzer stated Ald. Goodman recently informed staff of the racist origins of the term “grandfathering,” and recommended staff review City ordinances and codes to identify any use of the term. Staff confirmed the sign ordinance is the only City regulatory ordinance that includes use of this term. CEDD Mentzer thanked Ald. Goodman for bringing the origin of this terminology to staff’s attention, and stated the proposed ordinance replaces the term with more appropriate and technically accurate language.

Ald. Goodman stated the term was also found in the Employee Personnel Manual. ACA White confirmed the manual has been amended to remove the term.

ALDERMAN GOODMAN MOVED, seconded by Ald. Davolos to recommend the City Council approve an ordinance amending Section 8-14-8 of the Warrenville City Code regarding legal nonconforming signs.

ROLL CALL VOTE:

Aye: Aids: Krischel, Wilson, Bevier, Barry, Goodman, Davolos, Weidner, and Aschauer  
Nay: None MOTION ADOPTED

9. Review and file Retail Space Vacancy Report

There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

10. Review and file Community Development Department FY 2021 Work Plan Update

There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

11. Review and file Bi-monthly Code Enforcement Activity Report

Ald. Davolos stated she noticed quite a few completed ordinance violations in the report and commended residents and property owners for completing these tasks.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

**G. MISCELLANEOUS**

None.

**H. ADJOURN**

ALDERMAN GOODMAN MOVED, seconded by Ald. Wilson to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 9:23 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Dawn R. Grivetti, Executive Assistant/Deputy Clerk