


CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR NOVEMBER 16, 2020,
CITY COUNCIL REGULAR MEETING
DATE: November 12, 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 O2020-38 – Water Sewer Connection Incentive Program (Attachment)

At its regular meeting on October 19, 2020, the City Council directed staff to implement a water and sewer incentive program, discounting the surcharge fees for future water and sewer connections by 50%, effective immediately, and ending on December 31, 2023. Staff worked with the City Attorney to develop an ordinance memorializing this temporary program that is included with the agenda backup materials. Once the ordinance is approved, staff will notify the residents who could benefit from this program with a letter mailed to them, and provide information on the City website and Facebook page.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-38, Approving a Temporary Water and Sanitary Sewer Connection Incentive Program to temporarily reduce certain water and sanitary sewer tap-on fees.

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

Budgetary Impact: None.

Other Resources Required: Staff time to prepare and distribute program materials to residents with unused sewer and water stubs.

Strategic Plan Goal: #4 City Infrastructure.

B. Ordinance O2020-39 – Liquor License for El Toro Negro (Attachment)

El Toro Negro restaurant, 2S539 Route 59, has applied for a class A2 liquor license. The Police Department completed the background check process, and found nothing that would preclude the applicant from being considered for a City of Warrenville liquor license.

Through the passage of ordinance O2020-33, on September 9, 2020, City Code Title 3, Chapter 2, Liquor Control Regulations, currently authorizes a total of seven (7) Class A2 liquor licenses. In order to issue a liquor license to El Toro Negro, it is necessary to amend the City Code to add one class A2 liquor license and authorize a total of eight (8) class A2 liquor licenses. Included with the agenda backup materials is a copy of the proposed ordinance.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-39, amending City Code Title 3, Chapter 2, to increase the number of class A2 Liquor Licenses from seven (7) to eight (8).

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$1,800 in Liquor License revenue in the General Fund.

Other Resources Required: Minimal staff time to prepare and issue the liquor license.

C. Ordinance O2020-40 – Inclusion, Diversity, Equity, Awareness Commission (Attachment)

On August 3, 2020, the City Council established the Community Relations Task Force to assist in creating a new commission focused on diversity and inclusion. The Task Force has been meeting monthly since August, and is recommending the establishment of the Inclusion, Diversity, Equity, and Awareness Commission (IDEC). Included with the agenda backup material is a memo from Assistant City Administrator White, outlining the Task Force recommendations, and an ordinance establishing the commission.

Council Action Requested: Accept Community Development Committee recommendation, approve the revisions to the 2015 Strategic Plan Diversity Goal, waive second reading, and pass ordinance O2020-40, establishing the Inclusion, Diversity, Equity, and Awareness Commission (IDEC)

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to assist the Commission.

Strategic Plan Goal: #6 Diversity.

D. Resolution R2020-65 – Terracon Consultants Change Order for Task Order (Attachment)

On July 13, 2020, the City Council approved Task Order 11197222, with Terracon Consultants for a variety of consulting assistance, including the preparation of the bid package for the underground storage tank removal project on Old Town Redevelopment Site #2. Terracon submitted a change order request on October 30, 2020, for the extra time spent on bid package preparation. The requested change order would increase the amount of the original Task Order from \$22,000 to \$23,500.

Council Action Requested: Accept Community Development Committee recommendation, and pass resolution R2020-65, approving Change Order No. 1 to Task Order No. 11197222, with Terracon Consultants Inc., for engineering services in the amount of \$1,500.00.

Staff Recommendation: Senior Civil Engineer Hocking and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: The FY 2021 Budget includes sufficient funds for this change order.

Other Resources Required: Not Applicable.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment.

E. Resolution R2020-66 – 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 novel coronavirus (COVID-19). The City Council has

subsequently approved extensions to the declaration at every City Council meeting from March 23, through November 2. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-66, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for December 7, 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 R2020-66, 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 continue to be tracked for possible federal and county CARES Act funding 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.

F. Resolution R2020-67 – Stiles, Inc. Agreement for UST Removal (Attachment)

Public bids for the 2020 Underground Storage Tank Removal were opened and read aloud on November 2, 2020. Three bids were received ranging from \$111,520.00 to \$185,550.00. Staff recommends awarding the 2020 Underground Storage Tank Removal to the low bidder, Stiles, Inc., of Loves Park, IL, in the amount of \$111,520.00. The low bid is \$28,480, or about 20%, below the engineer's estimate of \$140,000. The City's environmental consultant has reviewed the bid, checked their references, and has no objections to awarding the contract to them.

Due to the size of the bid document, only the resolution and bid tabulation form are included with the agenda backup material. The entire bid document was posted on the City's website with the agenda packet and one copy will be available at the meeting with Mayor Brummel. The bid may be reviewed prior to the meeting in the City Clerk's office.

Council Action Requested: Accept staff recommendation and pass resolution R2020-67, awarding the contract for the 2020 Underground Storage Tank Removal to Stiles, Inc., of Loves Park, IL in an amount of \$111,520.00.

Staff Recommendation: Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: This expense is included in the proposed FY 2021 Budget.

Other Resources Required: Staff time to coordinate with the contractor.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment.

G. Resolution R2020-68 – Terracon Consultants Task Order for UST Removal (Attachment)

Staff negotiated a task order with Terracon Consultants, Inc. (Terracon) for construction engineering services for the 2020 Underground Storage Tank Removal project. Terracon has successfully assisted the City with all environmental aspects related to the former Citgo gas station property located at the northeast corner of Warrenville Road and Batavia Road. Staff has reviewed the proposal for this project and has determined it is fair.

Council Action Requested: Accept staff recommendation and pass resolution R2020-68, approving a Task Order with Terracon Consultants Inc., for construction engineering services for the 2020 Underground Storage Tank Removal in an amount of \$60,000.

Staff Recommendation: Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: This expense is included in the proposed FY 2021 budget.

Other Resources Required: Considerable staff time to coordinate with the consulting engineer to oversee construction.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment.

H. Resolution R2020-69 – Batavia Road Subdivision Letter of Credit Reduction (Attachment)

The public improvements letter of credit for the Batavia Road subdivision project is in the amount of \$31,750.92. The attached resolution has been prepared to: (i) approve the bill of sale and accept the required public improvements associated with the project, (ii) reduce the security by \$27,217.32 to \$4,533.60, in acknowledgement of the completion of the improvements, and (iii) place the development into a two-year maintenance period to run from November 16, 2020, to November 16, 2022.

As outlined in the memorandum dated November 10, 2020, Senior Civil Engineer Hocking, has reviewed the bond reduction request from Main Street Homes, inspected the improvements, and recommends approval of the bill of sale, completed improvements, acceptance of specific public improvements, related security reduction, and two-year maintenance period. Copies of the resolution and memorandum are included with the agenda backup materials.

Council Action Requested: Accept Senior Civil Engineer Hocking's recommendation and pass resolution R2020-69, approving the reduction of the public improvements letter of credit for Batavia Road Four-Lot Subdivision project, accepting the bill of sale and placing the project into the two-year maintenance period.

Staff Recommendation: Senior Civil Engineer Hocking and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: \$103 in additional yearly expenses in the Capital Maintenance and Replacement Plan (CMRP).

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

I. Resolution R2020-70 – Batavia Road Four-Lot Subdivision Plat of Easement (Attachment)

A public utility easement was included in the Final Plat of Subdivision approved as Ordinance 3031, at the November 7, 2016, City Council meeting. However, the City storm

sewer was built outside of the existing easement due to conflicts with other utilities. This new Plat of Easement limit includes the as-built location of the storm sewer.

Council Action Requested: Accept staff recommendation, and pass resolution R2020-70, approving the Plat of Easement for Batavia Road Four-Lot Subdivision project.

Staff Recommendation: Senior Civil Engineer Hocking and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #4 City Infrastructure.

J. Resolution R2020-71 – Butterfield Unit 6 Detention Pond Bond Reduction (Attachment)

The public improvements security performance and payment bonds for the Duke Realty Butterfield Unit 6 Detention pond is in an amount of \$474,587.00. The attached resolution has been prepared to reduce the bonds by \$408,184.00, to \$66,394.00, in acknowledgement of the completion of the majority of the public improvements associated with this project. Senior Civil Engineer Hocking has reviewed the reduction request from Duke Realty, inspected the improvements, and recommends the security bond reduction.

Council Action Requested: Accept staff recommendation and pass resolution R2020-71, approving the reduction of the public improvements security bond for Duke Realty Butterfield Unit 6 detention pond.

Staff Recommendation: Senior Civil Engineer Hocking and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not Applicable.

K. Summerlakes HOA Stormwater Management Permit Fee Reimbursement (Attachment)

Summerlakes Homeowner's Association (HOA) identified the need to stabilize the shoreline of the Summerlakes detention pond near their clubhouse and pond outlet structure. This pond provides stormwater detention for a majority of the Summerlakes Subdivision. The HOA submitted a letter to the City requesting the permit fees for this project be waived. Included with the agenda backup materials is a memo from Senior Civil Engineer Hocking, outlining staff's alternative recommendation on this request.

Council Action Requested: Accept Community Development Committee recommendation and direct staff to work with the City Attorney and the Summerlakes HOA to prepare a stormwater management reimbursement agreement.

Staff Recommendation: Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate with City Attorney and Summerlakes HOA.

Strategic Plan Goal: #3 Open Space and Environment.

- L. Zoning Text Amendment Public Hearing for Outdoor Seating Improvements (Attachment)
Included with the agenda backup materials is a memo from Senior Planner Domovessova, dated November 4, 2020, providing an update on the status of the City's temporary Auxiliary Outdoor Seating Program and outlining staff's recommended follow up actions.

Council Action Requested: Accept Community Development Committee recommendation and direct staff and the Plan Commission to conduct a formal public hearing to consider potential Zoning Ordinance text amendments supporting the establishment and operation of additional outdoor food and beverage seating improvements in the City.

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

Budgetary Impact: A minimal expense would be incurred to publish the legal notice for the recommended public hearing.

Other Resources Required: Staff and City Attorney time to develop and process potential Zoning Ordinance text amendments.

Strategic Plan Goal: #1 Economic Development.

- M. Reappointment of Robert Pepple to the Plan Commission/Zoning Board of Appeals
City Code requires members of the Plan Commission and Zoning Board of Appeals to be appointed by the Mayor. Robert Pepple has served on the Plan Commission since 2014, and the Zoning Board of Appeals since 2015. He has agreed to continue for a term expiring November 16, 2025. Commissioner Pepple will be present to address any questions

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Robert Pepple as Ward 3 Plan Commissioner and Zoning Board of Appeals member for a term expiring November 16, 2025.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

- N. Reappointment of Elizabeth Chapman to the Plan Commission/Zoning Board of Appeals
City Code requires members of the Plan Commission and Zoning Board of Appeals be appointed by the Mayor. Elizabeth Chapman has served on the Plan Commission since 2018, and the Zoning Board of Appeals since 2019. She has agreed to continue for a term expiring November 16, 2025. Commissioner Chapman will be present to address any questions.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Elizabeth Chapman as Ward 1 Plan Commissioner and Zoning Board of Appeals member for a term expiring November 16, 2025.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

O. Minutes of the Plan Commission / Zoning Board of Appeals Meeting (Attachment)

Receive and file minutes of the Plan Commission and Zoning Board of Appeals regular meeting held on November 5, 2020.

P. Invoices Paid (Attachment)

Receive and file report of invoices paid up to November 11, 2020, in the amount of \$115,721.89.

Q. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before December 7, 2020, in the amount of \$267,191.14.

VII. REGULAR AGENDA

A. FY 2021 Financial Update and Discussion – impact of the pandemic (Attachment)

Included with the agenda backup material is a memo and supporting documentation from City Administrator and Budget Officer Coakley and Finance Director Dahlstrand, addressing the most recent financial impacts of the COVID-19 pandemic on the City's finances. They specifically address 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.

JMC/drg