


# CITY OF WARRENVILLE

## MEMORANDUM

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR JUNE 7, 2021, CITY COUNCIL REGULAR MEETING  
DATE: June 3, 2021

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 O2021-20 – Disposal of Surplus City Owned Property (Attachment)

The Police Department currently has surplus property for disposal, which has either been unclaimed by the owner, awarded after court adjudication, or no longer serves a City need. Past practice for disposal of surplus City property has been to sell it at auction. The Police Department has previously used PropertyRoom.com for online auctions to dispose of surplus property and found their services to be professional and well run. Proceeds from the PropertyRoom.com auction will be returned to the City. The City will receive 50% of the auctioned sale price for any item sold up to the first \$1000, and 75% of the auctioned sale price for items sold over the first \$1,000. The remaining percentages are kept by PropertyRoom.com as a service fee, which includes shipping and handling charges and State sales tax on the auctioned items.

Included with the agenda backup material is an ordinance and listing of City-owned property to be disposed of.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2021-20, authorizing the disposal of City-owned property through an auction conducted by PropertyRoom.com.

**Staff Recommendation:** Police Chief Turano and Deputy Police Chief Dawson recommend this action.

**Budgetary Impact:** Proceeds will be returned to the General Fund.

**Other Resources Required:** Minimal staff time to remove items from storage.

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

#### B. Ordinance O2021-21 – Annexation of 29W609 Butterfield Road (Attachment)

Michael and Michelle Horan, owners of property at 29W609 Butterfield Road, have petitioned the City to incorporate their property into the corporate limits of the City of Warrenville. The property encompasses approximately .99 acres and has a 200-foot frontage along Butterfield Road. Upon annexation, it would be zoned R-1 Low Density Single Family Residential. The incorporation would allow the owners to connect the

property to the City sanitary sewer system. A draft ordinance documenting the annexation together with a copy of the petition for annexation is included with the agenda backup material. The property owners plan to attend the June 7, 2021, City Council meeting and will be available for questions.

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2021-21, annexing certain territory to the City, located at 29W609 Butterfield Road.

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

**Budgetary Impact:** Once the property is incorporated, City property tax will be collected going forward.

**Other Resources Required:** Staff time to record the ordinance.

**Strategic Plan Goal:** #1 Economic Development.

C. Resolution R2021-37 – City Prosecutor Contract Renewal (Attachment)

The City Prosecutor represents the City of Warrenville at regular traffic court sessions held at the Wheaton Field Court location. Attorney Charkewycz has served in this capacity since April 20, 2015, and has provided excellent service to the City and the Police Department. Included with the agenda backup material is a resolution and proposed agreement for legal services from June 1, 2021 through May 31, 2022.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and pass resolution R2021-37, approving the renewal agreement for City Prosecutor services with Attorney Christine Charkewycz, for the period of June 1, 2021 through May 31, 2022.

**Staff Recommendation:** Police Chief Turano recommends this action.

**Budgetary Impact:** Court costs will be \$190 per session, plus \$100 per hour for any court session exceeding two hours, and \$100 per hour for City Ordinance violation research and court preparation.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

D. Resolution R2021-38 – Police Vehicle Replacement Purchase (Attachment)

The City Council authorized funding for the purchase of three replacement police vehicles through the Capital Maintenance and Replacement Fund in the FY 2022 Budget. Due to COVID-19 financial concerns, the replacement of squad 217, originally scheduled to be replaced in FY 2021, was delayed and re-budgeted for FY 2022. The second vehicle to be replaced, squad 216, has been assessed by staff and meets the requirement for replacement. Consideration of a third planned replacement vehicle, CSO squad 221, designated to be replaced in FY 2022, will be delayed to a future agenda.

The total cost for two replacement 2021 Ford Explorer Utility Police Interceptors is \$66,612. The base price for each vehicle is \$32,094, with an additional \$1,212, per vehicle, in factory options. Included with the agenda backup material is a resolution approving the

purchase of two police replacement vehicles through the Suburban Purchasing Cooperative (SPC) Contract #152.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and pass resolution R2021-38, approving the purchase of two Ford Explorer Police Squad vehicles, through Suburban Purchasing Cooperative Contract #152, at a cost not to exceed \$66,612.

**Staff Recommendation:** Police Chief Turano and Deputy Chief Jacobson recommend this action.

**Budgetary Impact:** Funding is available in the FY 2022 Capital Maintenance and Replacement Fund for these purchases.

**Other Resources Required:** Staff time to purchase the vehicles and install the required equipment.

**Strategic Plan Goal:** Not applicable.

E. Resolution R2021-39 – AVI Amended Agreement for 98-inch Display (Attachment)

On May 17, 2021, the City Council approved an agreement with AVI Systems for various upgrades to the audio visual equipment installed in the City Council Chambers, including the purchase of a 90-inch display monitor. Since that approval, AVI has notified the City that the 90-inch display is no longer available. The next larger size available is the 98-inch 4K display, which adds \$3,370 to the total approved cost of the project.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and pass resolution R2021-39, approving an amendment to the agreement with AVI Systems for the purchase and installation of audio video conferencing upgrades to the City Council Chambers, in an amount not to exceed \$31,184.

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

**Budgetary Impact:** There are sufficient funds in the FY 2022 budget for this request.

**Other Resources Required:** None.

**Strategic Plan Goal:** None.

F. Resolution R2021-40 – 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, 2020, through May 17, 2021. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2021-40, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for June 21, 2021. 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 R2021-40, 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 reimbursement.

**Other Resources Required:** A minimal amount of 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.

- G. Resolution R2021-41 – IBEW Local 701 Collective Bargaining Agreement (Attachment)  
IBEW Local 701 represents the City's Public Works Laborers. The prior Collective Bargaining Agreement (CBA) expired on April 30, 2020. In September 2020, the City and Union agreed on a one-year extension, from May 1, 2020 to April 30, 2021. In early March, IBEW representatives and City staff began meeting to negotiate terms and reach a tentative agreement on a longer-term agreement. Included with the agenda backup material is a signed copy of the tentative agreement with IBEW Local 701, effective May 1, 2021 through April 30, 2024.

**Council Action Requested:** Accept staff recommendation and pass resolution R2021-41, approving a three-year collective bargaining agreement with IBEW Local Union 701.

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

**Budgetary Impact:** The pay increases were not included in the FY 2022 Budget, therefore, a budget amendment will be prepared and presented at a future meeting. The budgetary impact for the three-year term is approximately \$84,000, not including overtime costs.

**Other Resources Required:** None.

**Strategic Plan Goal:** None.

- H. Resolution R2021-42 – Compass School Cash Bond Security Reduction (Attachment)  
The public improvements cash bond security for the Compass School project is in the amount of \$82,500. The attached resolution has been prepared to: i) accept the required public improvements associated with the project, ii) reduce the security by \$74,250 to \$8,250, in acknowledgement of the completion of the improvements, and iii) place the development into a two-year maintenance period from June 7, 2021, to June 7, 2023.

As outlined in Senior Civil Engineer Kristine Hocking's memorandum dated May 24, 2021, staff has reviewed the cash bond reduction request from Compass School, inspected the improvements, and recommends a security reduction and commencement of the two-year maintenance period. Copies of the memorandum and resolution are included with the agenda backup material.

**Council Action Requested:** Accept Senior Civil Engineer Hocking's recommendation and pass resolution R2021-42, approving the reduction of the public improvements security for the Compass School project 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:** None.  
**Other Resources Required:** None.  
**Strategic Plan Goal:** Not Applicable.

I. Community Electronic Sign Policy Revision (Attachment)

In March 2019, the City Council approved the Community Electronic Sign Policy for the sign located on the southwest corner of Butterfield (Route 56) and Batavia Roads. Included in the agenda backup material is a revised version of the policy for review. Most notably, staff is recommending extending the amount of time a message can be posted from one week to one month.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the revised Community Electronic Sign Policy.  
**Staff Recommendation:** Assistant City Administrator White recommends this action.  
**Budgetary Impact:** None.  
**Other Resources Required:** None.  
**Strategic Plan Goal:** None.

J. Revised Administrator Authority Policy (Attachment)

The current Administrator Authority Policy was adopted in 2010 to provide the City Administrator with authority to make modest wage adjustments for current employees under special circumstances and offer up to one additional week of vacation time to existing employees and job applicants in order to attract or retain a quality employee. Included with the agenda backup material is a revised version of the policy removing the limitation that a pay increase can only be made one time per employee. The 5% maximum increase for any one employee would remain in place, which would still cap the City Administrator's authority in pay adjustments without Council approval. Additionally, the Mayor would still need to provide consent, and the City Council would be notified any time the policy is used to make a wage adjustment.

**Council Action Requested:** Accept Staff recommendation and approve revisions to the Administrator Authority Policy to adjust wage and vacation benefits.  
**Staff Recommendation:** City Administrator Coakley concurs with this action.  
**Budgetary Impact:** None.  
**Other Resources Required:** None.  
**Strategic Plan Goal:** None.

K. Minutes of the Environmental Advisory Commission (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on January 19, 2021.

L. Minutes of the Environmental Advisory Commission (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on February 2, 2021.

M. Minutes of the Environmental Advisory Commission (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on April 20, 2021.

N. Minutes of the Plan Commission and ZBA (Attachment)

Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on May 20, 2021.

O. Invoices Paid (Attachment)

Receive and file report of invoices paid up to May 26, 2021, in the amount of \$161,052.75.

P. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before June 21, 2021, in the amount of \$92,132.59.

**VII. REGULAR AGENDA**

**VIII. UNFINISHED BUSINESS**

A. Preliminary Plat and PUD for Sundance Development (Attachment)

On May 17, 2021, the City Council voted to table this matter and return it to the Plan Commission for further discussion on parking in the development. Therefore, it has been included as an unfinished business item on the Agenda, as it appeared on the previous City Council agenda.

A formal public hearing for this project was conducted by the Plan Commission on February 4, March 18, and May 6, 2021. On May 6, 2021, the Plan Commission closed the public hearing, deliberated, and recommended City Council approval of the requested Preliminary Plat of Subdivision, Preliminary Planned Unit Development (PUD), and PUD variations and special approvals as outlined in the conclusion section of the Community Development Staff Report, dated May 6, 2021, a copy of which is included with the agenda backup material.

If approved, the project would allow for redevelopment of a 4.63-acre portion of the existing parking lot, located east of the existing office building at 28301 Ferry Road, with a ten-building, 48-unit, townhouse complex, together with related surface parking, lighting, and landscaping improvements. The project would also allow for the repurposing of the existing 136,900 square-foot, three-story vacant office building for a co-op shared office space.

The Applicant will attend virtually to provide a brief presentation during the City Council meeting and be available to address questions.

**Council Action Requested:** Accept Plan Commission recommendation and direct the City Attorney to prepare an ordinance documenting conditional approval of the Preliminary Plat and PUD Plans for Sundance Development at 28301 Ferry Road.

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

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to coordinate preparation of the ordinance.

**Strategic Plan Goal:** #1 Economic Development.

JMC/drg