


CITY OF WARRENVILLE  
**MEMORANDUM**

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR AUGUST 2, 2021, CITY COUNCIL REGULAR MEETING  
DATE: July 29, 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 O2021-32 – Westmaas Resubdivision Plat, 3S505 Burk Avenue (Attachment)  
This ordinance has been prepared to document conditional approval of the final plat of subdivision, for the Westmaas Plat of Re-Subdivision, which would allow the owner of a residential property at 3S505 Burk Avenue to (i) remove all lot lines between parcels constituting his property, and (ii) add to his property a 20-foot by approximately 130-foot portion of land adjacent to the east edge of his property and commonly known as 28W689 Warrenville.

The owner is also requesting the City waive the installation of the public improvements required per Section 6.03.D.3.c of the Subdivision Control Ordinance. Considering that both public water and sanitary sewer lines are available for the property and the sidewalk along the property frontage is already in place, staff does not anticipate a need for additional public improvements associated with this subdivision and therefore supports the waiver request.

At the July 22, 2021, meeting, the Plan Commission considered the plat approval request, deliberated, and unanimously recommended the City Council conditionally approve of the plat. The Plan Commission recommendation is consistent with the Conclusion section of the attached July 22, 2021, Community Development staff report. The revised plat, dated July 16, 2021, and included as Exhibit B of proposed ordinance O2021-32, addresses applicable approval conditions recommended by the Plan Commission.

The Applicant will attend the August 2, 2021, City Council meeting to address any questions.

**Council Action Requested:** Accept Plan Commission recommendation, waive second reading, and pass ordinance O2021-32, approving the Westmaas Plat of Resubdivision at 3S505 Burk Avenue and waiving public improvement requirements of the Subdivision Control Ordinance.

**Staff Recommendation:** Community and Economic Development Director Mentzer recommends this action.

**Budgetary Impact:** None.

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

**Strategic Plan Goal:** Not applicable.

B. Employee Mission Statement and Vision and Values Statement Revisions (Attachment)

The Inclusion, Diversity, Equity, and Awareness Commission (IDEC) is recommending revisions to the Employee Mission statement and the City's Vision and Values statements to better identify Warrenville's aspirations moving forward, which include a commitment to being a welcoming and inclusive community. The employee mission statement was last modified in 2011. The City Council adopted the Vision and Values statements in June 2002. Included with the agenda backup material are copies of the current versions of each statement and the recommended changes proposed by IDEC.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the revisions to the Employee Mission Statement and the City's Vision and Values statements.

**Staff Recommendation:** Assistant City Administrator and IDEC staff liaison White recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to communicate the changes.

**Strategic Plan Goal:** #6 Diversity.

C. Designation of BPAC Council Liaison

Alderman Weidner has advised Mayor Brummel of his intent to step down as the City Council liaison to BPAC to focus on his role as the Council Liaison to the Inclusion, Diversity, Equity, and Awareness Commission. Alderman Barry has agreed to serve in this position.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and designate Alderman Barry to serve as the City Council Liaison to the Bicyclist and Pedestrian Advisory Commission.

**Staff Recommendation:** City Administrator Coakley concurs with this recommendation.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

D. Appointment of Harlan Davis as BPAC Chairman

In June, Jerry Sugrue resigned as Commissioner and Chairman of the Bicyclist and Pedestrian Advisory Commission (BPAC). City Code states the Mayor shall designate one of the members of the commission to be chairman annually, and that vacancies on the commission shall be filled for the unexpired term of the member whose place has been vacant. At the request of BPAC members, Mayor Brummel is recommending the appointment of Harlan Davis, a current member of BPAC, to serve as Chairman of the Commission for a term expiring April 30, 2022.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Harlan Davis as Chairman of the Bicyclist and Pedestrian Commission for a term to expire April 30, 2022.

**Staff Recommendation:** Mayor Brummel and BPAC Staff Liaison and Management Analyst Youngmeyer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

E. Appointment of Mark Kasprzyk as Commissioner on BPAC (Attachment)

With the resignation of Jerry Sugrue, there is a vacancy on the BPAC. City Code states that vacancies on the commission shall be filled for the unexpired term of the member whose place has been vacant. Mayor Brummel and BPAC Staff Liaison and Management Analyst Youngmeyer recently interviewed Mark Kasprzyk and recommend his appointment to the unexpired BPAC position for a term expiring April 30, 2024. A copy of Mr. Kasprzyk's letter of interest and resume is included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Mark Kasprzyk as Commissioner on the Bicyclist and Pedestrian Advisory Commission for a term to expire April 30, 2024.

**Staff Recommendation:** Mayor Brummel and BPAC Staff Liaison and Management Analyst Youngmeyer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

F. Appointment of Jessica Tullier to fill Zoning Board of Appeals Vacancy

In July, Ward 4 Plan Commission and Zoning Board of Appeals (PC/ZBA) member Shannon Burns resigned. The Zoning Ordinance states that the Mayor shall, with the advice and consent of the City Council, appoint a new member to fill the unexpired term of any member whose place has become vacant. It is a PC/ZBA policy to fill a ZBA vacancy with a current member of the PC. Jessica Tullier is a current member of the PC, and Mayor Brummel and Community and Economic Development Director Mentzer recommend her appointment to the vacant ZBA position.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Jessica Tullier to the Zoning Board of Appeals for a term expiring May 20, 2024.

**Staff Recommendation:** Mayor Brummel and Community and Economic Development Director Mentzer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

- G. Appointment of Mark Taylor to fill the Plan Commission Ward 4 Vacancy (Attachment)  
With the appointment of Jessica Tullier to both the PC and ZBA, a new vacancy on the PC exists. The Zoning Ordinance states that the Mayor shall, with the advice and consent of the City Council, appoint a new member to fill the unexpired term of any member whose place has become vacant. Mayor Brummel and Plan Commission Chairman Tim Cosgrove recently interviewed Ward 4 resident, Mark Taylor, and recommend his appointment to the vacant PC position. A copy of Mr. Taylor's letter of interest and resume is included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Mark Taylor to fill the Plan Commission Ward 4 vacancy for a term ending May 20, 2024.

**Staff Recommendation:** Mayor Brummel and Community and Economic Development Director Mentzer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

- H. Minutes of the IDEC Commission (Attachment)  
Receive and file minutes of the Inclusion, Diversity, Equity, and Awareness Commission meeting held on June 9, 2021.
- I. Minutes of the Plan Commission and ZBA (Attachment)  
Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on July 22, 2021.
- J. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to July 28, 2021, in the amount of \$80,162.14.
- K. Invoices Due (Attachment)  
Authorize expenditures for invoices due on or before August 16, 2021, in the amount of \$379,901.46.

## VII. REGULAR AGENDA

- A. Resolution R 2021-50 - Amending Electronic Attendance Policy (Attachment)  
Since the return to in-person meetings, there have been several instances where a member of the Plan Commission and Zoning Board of Appeals (PC/ZBA) was unable to attend a regularly scheduled PC/ZBA meeting in-person due to health related constraints. While the City Council's Electronic Meeting Attendance Policy makes it possible for City Council members to electronically attend and participate in City Council and Committee meetings due to health or work related constraints, the policy currently does not extend to the Plan Commission or Zoning Board of Appeals. Community and Economic Development Director Mentzer has confirmed the City has the technology and staff capability to support effective PC/ZBA electronic remote meeting attendance. Mayor

Brummel and PC/ZBA Chairman Cosgrove support extending the City Council's Electronic Meeting Attendance Policy to also cover the PC and ZBA.

The resolution included with the agenda backup materials includes a redlined version of the recommended revised policy as prepared by the City Attorney.

**Council Action Requested:** Accept staff recommendation and pass resolution R2021-50, approving an amended policy concerning electronic attendance at City Council, City Council Committee, Plan Commission, and Zoning Board of Appeals Meetings.

**Staff Recommendation:** Community and Economic Development Director Mentzer recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

## VIII. UNFINISHED BUSINESS

## IX. NEW BUSINESS

JMC/drg