

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator *J. Coakley*
SUBJECT: SUMMARY OF AGENDA ITEMS FOR SEPTEMBER 20, 2021,
CITY COUNCIL REGULAR MEETING
DATE: September 16, 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. Resolution R2021-53 – Terracon Task Order No. 3 for OTRS #2 LUST (Attachment)

Staff negotiated a task order with Terracon Consultants, Inc. (Terracon) for Illinois Environmental Protection Agency (IEPA) Leaking Underground Storage Tank Program (LUST) required Stage 1 environmental site investigation services. Terracon has successfully assisted the City with all recent environmental contamination related work on OTRS #2. City and IEPA staff have reviewed the proposal for this project and have determined it is fair. The majority of the cost for this work will be reimbursed by the IEPA LUST Program. The copy of the resolution and Task Order No. 3 are included with the agenda backup material.

Council Action Requested: Accept Community Development Committee recommendation and pass resolution R2021-53, approving Task Order No. 3 with Terracon Consultants Inc. for LUST Stage 1 site environmental investigation services for OTRS #2 in an amount of \$43,600.

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

Budgetary Impact: This expense is included in the approved FY 2022 Budget.

Other Resources Required: Considerable staff time to coordinate with the consulting engineer to oversee implementation of this project.

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

B. Resolution R2021-54 –Park District IGA for lease of Harding Field (Attachment)

In 2000, the City entered into an agreement with the Warrenville Park District allowing for the lease and use of a portion of City property, located south and west of the City's Public Works building for park uses. The original agreement expired in June 2020. The proposed resolution and revised agreement included with the agenda backup material extends the lease to the Park District until June 14, 2027. The Warrenville Park district approves of the agreement.

Council Action Requested: Accept Community Development Committee recommendation and pass resolution R2021-54, approving the amended and restated intergovernmental agreement between the City of Warrenville and the Warrenville Park District regarding the lease of City property for Harding Field.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: None at this time.

Other Resources Required: None at this time.

Strategic Plan Goal: #3 Open Space and Environment.

C. Resolution R2021-55 – ERA Design Engineering for 2022 Road Program (Attachment)

The FY 2022 Budget includes an estimated \$30,000, for engineering design work related to the significant edge patching, resurfacing, ditching, storm sewer, and restoration project work for the streets located east of Winfield Road and north of Galusha Avenue. This project constitutes the extent of the calendar year 2022 Road Program. Staff anticipates utilizing the State Motor Fuel Tax fund balance to partially fund this project, which will require coordination with the Illinois Department of Transportation (IDOT) and utilization of IDOT forms for the bid documents. Staff estimated \$30,000, for engineering in the budget before fully developing the scope of the project and a budget estimate of \$850,000, in project costs for these streets.

Based on previous performance on City road projects, staff negotiated a contract directly with Engineering Resource Associates, Inc. (ERA) for this project. The proposed fee of \$46,650, is reasonable, based on the budget estimate. The copy of the resolution and proposed contract with ERA is included with the agenda backup material.

Council Action Requested: Accept Community Development Committee recommendation and pass resolution R2021-55, approving a contract with Engineering Resource Associates, Inc. for design engineering services for the 2022 Road Program in the amount of \$46,650, plus reimbursable expenses.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: Only \$30,000 was included in the FY 2022 Budget for this engineering design. However, there is sufficient money included in the Capital Maintenance and Replacement Fund for the increased cost of the \$46,650 design contract from the estimated net savings of \$85,000, realized from the 2021 Road Program, City Museum painting and tuck-pointing, and the storm sewer lining project.

Other Resources Required: Considerable staff time to coordinate with the consulting engineer and contractor during design.

Strategic Plan Goal: #4 City Infrastructure.

D. Endorsement and Implementation of Warrenville Housing Action Plan (Attachment)

At the direction of the City Council, staff partnered with the Metropolitan Mayor's Caucus, the Chicago Metropolitan Agency for Planning, and a workgroup of City elected and appointed officials, community leaders, and stakeholders interested in local housing issues to analyze Warrenville's existing housing stock and evolving demographics to develop solutions for existing housing challenges. The workgroup discussed housing gaps, and developed targeted recommendations that address important housing issues and needs identified during the study. The key findings and recommendations from this study were

presented at the Community Development Committee meeting on September 13. A copy of the Warrenville Housing Action Plan, dated August 31, 2021, is included with the agenda backup material.

Council Action Requested: Accept Community Development Committee recommendation and (i) endorse the findings contained in the August 31, 2021, Warrenville Housing Action Plan prepared by the Metropolitan Mayors Caucus and the Chicago Metropolitan Agency for Planning Council, and (ii) authorize staff to pursue opportunities to implement its recommendations within the context of existing and future Community Development Department Work Plan priorities.

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

Budgetary Impact: None at this time.

Other Resources Required: Staff time to coordinate implementation of the Warrenville Housing Action Plan.

Strategic Plan Goal: #1 Economic Development.

E. COVID-19 Mitigation Plan (Attachment)

On August 16, 2021, the City Council approved the last round of revisions to the City's COVID-19 Mitigation Plan. However, on August 26, the Governor issued a new Executive Order and indoor masking mandate. Administration staff immediately began work to revise the City's plan to comply with that newest mandate. The proposed changes to the City's mitigation plan include clarification about the mask requirement within City buildings for employees, City officials, and visitors. Specifically, the changes allow temporary removal of face coverings in limited circumstances, including when a minimum of six feet of separation is consistently maintained. Staff recommends the City Council approve the revisions to the COVID-19 Mitigation Plan, which will replace the previously approved version.

Council Action Requested: Accept staff recommendation and approve the revised COVID-19 Mitigation Plan.

Staff Recommendation: City Administrator Coakley and Assistant City Administrator White recommends this action.

Budgetary Impact: None.

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

Strategic Plan Goal: Not applicable.

F. Minutes of the Environmental Advisory Commission Meeting (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on May 18, 2021.

G. Minutes of the Environmental Advisory Commission Meeting (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on June 15, 2021.

H. Minutes of the Tourism and Arts Commission Meeting (Attachment)

Receive and file minutes of the Tourism and Arts Commission meeting held on June 17, 2021.

I. Minutes of the Bicyclist and Pedestrian Advisory Commission Meeting (Attachment)

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on August 10, 2021.

J. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 15, 2021, in the amount of \$49,837.56.

K. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before October 4, 2021, in the amount of \$366,020.57.

L. Debit Card Expenditures (Attachment)

Receive and file report of debit card expenditures for the month of August 2021, in the amount of \$10,621.90.

VII. REGULAR AGENDA

VIII. UNFINISHED BUSINESS

JMC/drg