

# CITY OF WARRENVILLE

## MEMORANDUM

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator *J. Coakley*  
SUBJECT: SUMMARY OF AGENDA ITEMS FOR OCTOBER 4, 2021, CITY COUNCIL REGULAR MEETING  
DATE: September 30, 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 O2021-35 – “Concert on the Commons” Temporary Use Permit (Attachment)

The Warrenville Public Library District has requested approval of a temporary use permit to conduct their annual “Concert on the Commons,” free concert series at Bob Walters Commons, adjacent to 28W701 Stafford Place, over the next three summers. According to section 1.D.4 of the Zoning Ordinance, this event requires Plan Commission review and City Council approval, because the event is not limited to two days and is not entirely conducted between the hours of 8:00 a.m. and 8:30 p.m. The Plan Commission recommended unanimous but conditional approval of this temporary use permit at its September 23, 2021, meeting, subject to the conditions reflected in the ordinance. A copy of the ordinance and the staff report are included with the agenda backup material.

**Council Action Requested:** Accept Plan Commission recommendation, waive second reading, and pass ordinance O2021-35, approving a temporary use permit for the Warrenville Public Library District’s Concert on the Commons events in calendar years 2022, 2023, and 2024 at Bob Walters Commons.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Planner/GIS Technician Kieffer recommend this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to coordinate final permitting details with Warrenville Public Library District staff.

**Strategic Plan Goal:** Not applicable.

B. Ordinance O2021-36 – Waldorf School of DuPage Temporary Use Permit (Attachment)

The Waldorf School of DuPage has requested approval of a temporary use permit, which would allow four tents to be installed at their facility located at 30W160 Calumet Avenue for use as temporary outdoor classrooms. The tents have the following dimensions: 20 feet by 50 feet, 40 feet by 40 feet, and two 20 feet by 30 feet. . The goal is to create a safer learning environment during the COVID-19 pandemic. The Applicant would like keep the tents until June 10, 2022, or two weeks after the last day of the current school year. According to section 1.D.5. of the Zoning Ordinance, temporary uses in excess of two days

may be allowed upon approval of a temporary use permit by the City Council. The Plan Commission recommended unanimous, but conditional, approval at its September 23, 2021, meeting, subject to the conditions reflected in the ordinance. A copy of the ordinance and the staff report are included with the agenda backup material.

**Council Action Requested:** Accept Plan Commission recommendation, waive second reading, and pass ordinance O2021-36, approving a Temporary Use Permit for Temporary Tents at the Waldorf School of DuPage located at 30W160 Calumet Avenue.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Planner/GIS Technician Kieffer recommend this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to coordinate final permitting details with Waldorf School of DuPage staff.

**Strategic Plan Goal:** Not applicable.

C. Resolution R2021-56 – Approving IEPA Agreement (Attachment)

In July 2020, the City Council authorized staff to negotiate a no interest, partially forgivable, Brownfield Revolving Loan Funding (RLF) Intergovernmental Agreement (IGA) with the Illinois Environmental Protection Agency (IEPA) that would provide funding for asbestos remediation, demolition, and environmental remediation related costs the City will incur as it “cleans” and prepares Old Town Redevelopment Site (OTRS) #2 for desirable redevelopment. The “pre-final” draft IGA was presented to the City Council at the May 10, 2021, Community Development Committee (CDC) meeting. The final IGA, without exhibits, was then provided to the City Council in the September 13, 2021, CDC meeting agenda packet. A copy of the complete and final IGA, and a memorandum from Community and Economic Development Director (CEDD) Mentzer, dated September 15, 2021, summarizing the key provisions, are included with the agenda backup material.

**Council Action Requested:** Accept staff recommendation and pass resolution R2021-56, approving a Brownfield Revolving Loan Fund intergovernmental agreement between the Illinois Environmental Protection Agency and the City of Warrenville for the former Citgo OTRS #2.

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

**Budgetary Impact:** Funding provided under this agreement will ultimately reduce the City's share of demolition and clean-up costs and spread them over a 10-year period.

**Other Resources Required:** Significant time by City staff and the environmental consultant to administer the agreement and coordinate the implementation of the project.

**Strategic Plan Goal:** #1 Economic Development, #2 Fiscal Responsibility, and #3 Open Space and Environment.

D. American Rescue Plan Act Funding Allocation Recommendation (Attachment)

The City is to receive \$1,790,929.02, in American Rescue Plan Act (ARPA) funding over the next two fiscal years. The funding is to come in two tranches (allotments) of \$895,464.51, each, with the first received on August 25, 2021. The Long Range Financial Planning (LRFP) workgroup has formulated a recommendation for use of the first

allotment of funding, which complies with the guidelines from the United States Treasury Department.

Included with the agenda backup material are the following:

- 1) Memo from Finance Director Dahlstrand, representing the LRFP workgroup recommendation for use of the ARPA funding
- 2) Table accompanying the memo, showing a breakdown of the recommendation, and providing the workgroups explanation of the recommendation
- 3) IML article from July 2, 2021, entitled "How Can Municipalities Spend APA Funds?," which provides a summary of the use of ARPA funds

**Council Action Requested:** Accept Public Safety and Finance recommendation from the Long Range Financial Planning workgroup and authorize use of the first tranche of the American Rescue Plan Act (ARPA) funding during FY 2022 as follows: 1) \$30,000, to hotel and travel business recovery through the DuPage Convention and Visitors Bureau (DCVB), 2) \$180,000, to the Hotel Tax fund to replace lost revenue, 3) \$15,000, to the DuPage Senior Citizen Council, to provide additional funding to serve Warrenville seniors, and 4) \$670,464.51, to the Water and Sewer Fund, to fund water and sewer infrastructure projects, fund the ongoing Infiltration and Inflow (I&I) project costs, and reduce future rate increases.

**Staff Recommendation:** City Administrator Coakley and Finance Director Dahlstrand recommend this action.

**Budgetary Impact:** The first tranche is \$895,464.51, and pending Council approval, will be allocated as delineated above. The specific expenditures will require additional Council approval.

**Other Resources Required:** Minimal staff time to do the proper accounting and remit any necessary payouts.

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

E. Strategic Plan – Diversity Goal Objectives (Attachment)

During 2020, the City Council approved revisions to the 2015 Strategic Plan Diversity goal, which were intended to broaden the scope. Included with the agenda backup material is a memo from Assistant City Administrator White with additional information.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the revised objectives for the 2015 Strategic Plan Diversity Goal.

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

**Budgetary Impact:** None.

**Other Resources Required:** None.

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

F. Diversity Statement (Attachment)

The Inclusion, Diversity, Equity, and Awareness Commission (IDEC) recommends the City adopt a Diversity Statement to be published on the City website and printed materials,

to provide the community a better understanding of the importance of this issue. Included in the agenda backup materials is a memo from Assistant City Administrator White with additional information.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the Diversity Statement as recommended by IDEC.

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

**Budgetary Impact:** Printed materials will cost approximately \$400. Funds for this expense are included in the FY 2022 Budget.

**Other Resources Required:** Staff time to coordinate with IDEC member and printer to finalize post cards and add the Diversity Statement to the City's website and Facebook page.

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

G. Financial Advisor Services Recommendation (Attachment)

In May, the City issued a request for proposals (RFP) seeking firms to serve as financial advisors to the City in determining the best options for financing infrastructure improvements, initially for those needed in TIF District #4.

The Long Range Financial Planning (LRFP) workgroup conducted interviews with three of the five firms that submitted responses to the RFP, and is recommending Speer Financial. Included with the agenda backup material is a memo from FD Dahlstrand providing the LRFP workgroup's recommendation.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation, and the recommendation from the Long Range Financial Planning workgroup, and direct staff to negotiate a professional services agreement with Speer Financial, to serve in the capacity of financial advisors for the City of Warrenville.

**Staff Recommendation:** City Administrator Coakley and Finance Director Dahlstrand recommend this action.

**Budgetary Impact:** The fees and costs for Speer Financial services will be included in the agreement for professional service, which will be presented for City Council consideration at a future meeting.

**Other Resources Required:** Staff time to coordinate with the financial advisor and work with the firm to development financial recommendations for Council consideration.

**Strategic Plan Goal:** #2 Fiscal Conservatism and #4 City Infrastructure.

H. FY 2023 Budget Preparation and Adoption Timeline (Attachment)

Included with the agenda backup material are the proposed FY 2023 Budget Preparation and Adoption Timeline and a memo from FD Dahlstrand, highlighting some of the significant aspects of the proposed adoption timeline.

**Committee Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the Fiscal Year 2023 Budget Preparation and Adoption Timeline, including a City Council Budget Workshop on Saturday, March 12, 2022.

**Staff Recommendation:** City Administrator and Budget Officer Coakley recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

I. Calendar year 2022 meetings schedule (Attachment)

Public notice for the calendar year 2022 City Council and Committee of the Whole meeting schedule was prepared in accordance with the City Code and the Council's past practice. Due to the holiday schedule, there will be three Tuesday night Council meetings during calendar year 2022. The meeting schedule also includes a proposed FY 2023 Budget workshop on Saturday, March 12, 2022. Additionally, the October 10, 2022 Public Works and Infrastructure Committee meeting has also been moved to September 26, 2022, and the Public Safety and Finance Committee meeting, originally scheduled for that date, has been moved to October 10, 2022, at the request of Alderman Barry. A copy of the revised schedule is included with the agenda backup material.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the revised Calendar Year 2022 City Council and Committee of the Whole meeting schedule.

**Staff Recommendation:** City Administrator Coakley recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

J. Calendar Year 2022 City Holiday Schedule (Attachment)

A copy of the proposed 2022 City holiday schedule is included with the agenda backup material. The 2022 City holidays were scheduled in accordance with the Employee Personnel Policy Manual and the three City employee collective bargaining agreements. The schedule is presented at this time to facilitate the timely printing of the 2022 community calendar.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the Calendar Year 2022 City Holiday Schedule.

**Staff Recommendation:** City Administrator Coakley recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

K. Minutes of the Inclusion, Diversity, Equity, and Awareness Commission (Attachment)

Receive and file minutes of the Inclusion, Diversity, Equity, and Awareness Commission meeting held on August 17, 2021.

L. Minutes of the Plan Commission and Zoning Board of Appeals (Attachment)

Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on September 23, 2021.

M. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 29, 2021, in the amount of \$78,484.90.

N. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before October 18, 2021, in the amount of \$469,705.84.

**VII. REGULAR AGENDA**

**VIII. UNFINISHED BUSINESS**

JMC/drg