

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor Brummel and City Council
From: Ronald Mentzer, Director of Community and Economic Development ^{RM}
Subject: AGENDA SUMMARY FOR NOVEMBER 8, 2021, COMMUNITY DEVELOPMENT COMMITTEE MEETING
Date: November 4, 2021

Please contact the City Administrator or the corresponding Department head by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

F. BUSINESS OF MEETING

1. Environmental Advisory Commission Recommendation to Ban Coal Tar Use (Attachment)

The Environmental Advisory Commission (EAC) submitted a memo on November 1, 2021, summarizing its recommendation to create and implement a City-wide coal tar ban ordinance modeled after the Village of Deerfield's ordinance. Commissioner Jean-Marie Kauth prepared the memo and reference documents, and will provide a brief presentation on coal tar, its effects on humans and the environment, and the proposal of an ordinance banning the use and sales of coal tar within Warrenville. Her presentation, the memo, and reference material are included in the agenda backup materials. Additionally, as part of staff's research, contact was made with the Assistant Village Manager of Deerfield, to inquire what challenges were encountered during the creation and implementation of their ordinance.

EAC Commissioner Jean-Marie Kauth and EAC Staff Liaison/Civil Engineer Romero will address questions at the meeting.

Committee Action Requested: Recommend the City Council approve an ordinance approving a coal tar ban, and direct staff to implement the ordinance within the first quarter of FY 2023.

Staff Recommendation: Community Development Director Mentzer and EAC Staff Liaison/Civil Engineer David Romero recommend this action.

Budgetary Impact: Approximately \$500 for the purchase of two years of contractor license stickers and postage for select mailings to residents.

Other Resources Required: Staff time to create license, communicate new licensing requirements, and enforcement.

Strategic Plan Goal: #3 Open Space and Environment.

2. Consideration of Terracon Consultants, Inc. Proposal for Old Town Redevelopment Site #2 Asbestos and Demolition Construction Oversight Services (Attachment)

Staff negotiated a task order with Terracon Consultants, Inc. (Terracon) for construction engineering services for the 2021 Asbestos Abatement and Building Demolition project planned on Old Town Redevelopment Site #2 (OTRS #2) at 28W244 Warrenville Road.

Terracon has successfully assisted the City with all environmental aspects related to this property, located at the northeast corner of Warrenville Road and Batavia Road. Together, this contract and the previously approved \$10,000 bidding assistance contract exceed the FY 2022 Budget for this assistance by approximately \$9,000. Staff has reviewed the cost proposal and feels it is reasonable and appropriate given (i) the increased complexity of the asbestos abatement component of the project, and (ii) the additional contracting requirements imposed by the Illinois EPA Brownfield Revolving Loan Funding that will be used to pay for the majority of this work. The resolution is included with the agenda backup materials.

SCE Hocking will address questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving task order #4 with Terracon Consultants, Inc. for construction engineering services for the 2021 Old Town Redevelopment Site #2 Asbestos Abatement and Building Demolition project in the amount of \$21,468.

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 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.

3. Elimination of Electrical Commission (Attachment)

The Community Development Department's professional staff coordinates electrical code adoption, including amendments, and coordinates all electrical inspection activities in the City. Prior to the establishment of the Building Division within the Community Development Department over the past two decades, these responsibilities were handled by the Electrical Commission and the Chief Electrical Inspector position. The creation and staffing of the Building Division, combined with the extensive national review and development of today's model electrical codes, has resulted in a reduction of local Electrical Commission meetings in recent years and the elimination of meetings since November 2018.

Chief Code Official (COO) Cronin's November 2, 2021, memorandum provides more detail on the history of the Electrical Commission and staff's recommendation to amend Section 8-8-4 of the City Code to eliminate the Electrical Commission. The memo is included with the agenda backup materials.

CCO Cronin will address questions at the meeting.

Committee Action Requested: Recommend the City Council approve an amendment to Section 8-8-4 of the City Code to eliminate the Electrical Commission.

Staff Recommendation: Community and Economic Development Director Mentzer and Chief Code Official Cronin recommend this action.

Budgetary Impact: Not applicable.

Other Resources Required: Staff and City Attorney time to finalize the recommended amendment.

Strategic Plan Goal: Not applicable.

4. Elimination of Electrical Contractor Registration (Attachment)

The City's current registration process requires electrical contractors to submit a valid license and a \$35 fee. Since residents are required to utilize registered electrical contractors, they are likely to search for a contractor who is already registered with the City. In doing so, they may interpret electrical contractor registration by the City to be a designation of a City-preferred contractor, and/or assume the City has conducted a detailed review of an individual contractor's qualifications or quality of work. This can result in the City's registration carrying more weight than intended, based on the information it requires.

COO Cronin's November 2, 2021, memorandum provides more detail on the history of electrical contractor registration in Warrenville and staff's recommendation to amend Section 8-8-3 of the City Code to eliminate electrical contractor registration requirements. The memo is included with the agenda backup materials.

CCO Cronin will address questions at the meeting.

Committee Action Requested: Recommend the City Council approve an amendment to Section 8-8-3 of the City Code to eliminate the electrical contractor registration requirements effective January 1, 2022.

Staff Recommendation: Community and Economic Development Director Mentzer and Chief Code Official Cronin recommend this action.

Budgetary Impact: Not applicable.

Other Resources Required: Staff and City Attorney time to finalize the recommended amendment.

Strategic Plan Goal: Not applicable.

5. Purchase of a New Public Works Cab and Chassis (Attachment)

As part of the Capital Maintenance and Replacement Plan, staff intends to include \$170,000 in the FY 2023 Budget for the replacement of a four wheel drive plow truck. This vehicle is currently available through the State of Illinois Joint Purchasing Program in the amount of \$83,972. This package does not include a snow plow or dump body, which will be purchased separately. The vendor has indicated that the cab and chassis delivery is expected to be at least twelve months after the order is placed, which is why staff is recommending placing the order in FY 2022, for a vehicle that is due for replacement in FY 2023. The City will not pay for the vehicle until it is delivered.

Staff researched alternate fuel versions of this vehicle and learned that a compressed natural gas (CNG) version is available. The vehicle wheel base and length would need to be increased which would negatively impact staff's use of the vehicle for snow plowing, and

a CNG version would add \$50,000 to \$60,000 to the cost of a vehicle that is typically driven 2,000 to 3,000 miles per year. As such, staff is recommending the purchase of a standard vehicle. The retail sales order is included with the agenda backup materials.

PWD Kuchler will address questions at the meeting.

Committee Action Requested: Recommend City Council approve the purchase of a new replacement snow plow truck cab and chassis through the State of Illinois Joint Purchasing Program in the amount of \$83,972, from Rush Truck Center in Springfield, Illinois.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: \$170,000 will be included in the FY 2023 Budget for this purchase and adding the dump body and snow plow, as the City will not pay for it until delivery of the vehicle in 12 months.

Other Resources Required: A minor amount of staff time to complete the purchase process and prepare the new vehicle for service.

Strategic Plan Goal: Not applicable.

6. Status Update on Mack Road Trail and Bridge Project (Attachment)

Staff and the City's consultant continue to pursue IDOT approval of the preliminary project design report (PDR) for this project. After the PDR is approved by IDOT in early 2022, staff intends to facilitate a detailed discussion of the scope, costs, and next steps associated with implementing the project at a future Committee meeting in early 2022. SCE Hocking's November 3, 2021, memorandum provides more detail regarding the status of the project since the public information meeting in October 2020. The memo is included with the agenda backup materials

SCE Hocking will address questions at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

7. Status Update on Trailhead Project (Attachment)

At the September CDC meeting, SCE Hocking provided an update on the revised engineering plans, project costs, updated grant funding, and remaining schedule for this project. Since that point, staff confirmed (i) the City's receipt of additional grant funding for the project and (ii) IDOT approval of the Preliminary Design Report (PDR) for it. Staff is in the process of obtaining proposals for construction engineering for the project and has continued to coordinate with ComEd regarding project improvements within their easement. The project is currently scheduled to be included in IDOT's April 29, 2022, bid letting process. Due to the new bid letting date, construction of the project is now expected to begin in late summer or early fall 2022 after the Summer Daze event occurs. Staff plans to present the IDOT Local Agency Agreement and Construction Agreement for this project

at the December Public Works and Infrastructure Committee of the Whole. Copies of the IDOT PDR approval and the additional grant funding approval letter are included with the agenda packet backup materials.

SCE Hocking will address questions at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

8. Community Development Department FY 2022 Work Program Update (Attachment)

The Community Development Department's FY 2022 Work Plan identifies the specific projects and initiatives Department staff expected to advance during FY 2022. The Department has prepared a spreadsheet-based document to track progress on the various components of its FY 2022 Work Plan, which is included with the agenda backup materials.

CEDD Mentzer will address questions at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

9. Economic Development Activity Report (Attachment)

The Commercial Space Vacancy Report, dated November 4, 2021. Since this information was last reported to the City Council in February, there has been a slight increase (less than 1%) in the total amount of vacant retail space currently available in the City. This increase is primarily related to the fact that the former California Pizza Kitchen restaurant is no longer being used as a temporary COVID 19 rapid testing facility. The report is included with the agenda backup materials.

CEDD Mentzer will address questions at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

10. Review and File Bi-Monthly Code Enforcement Activity Report (Attachment)

The Code Enforcement Activity Summary Report for the months of September and October 2021, is included with the agenda backup materials.

CEDD Mentzer will address questions at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

RM/ds

CCO – Chief Code Official, **Matt Cronin**

CE – Civil Engineer, **David Romero**

CEDD – Community and Economic Development Director, **Ron Mentzer**

PWD – Public Works Director, **Philip Kuchler**

SCE – Senior Civil Engineer, **Kristine Hocking**