


**CITY OF WARRENVILLE**  
**MEMORANDUM**

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR MARCH 21, 2022, CITY COUNCIL REGULAR MEETING  
DATE: March 17, 2022

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 O2022-03 – Reducing the Number of Class A3 Liquor Licenses (Attachment)  
Through the passage of Ordinance 2814 on November 18, 2013, the City Council set the limit on the authorized number of Class A3 liquor licenses at two (2). Chipotle, 28251 Diehl Road, has held a Class A3 liquor license since 2004. However, due to a corporate decision, the Warrenville Chipotle restaurant has opted to stop selling alcohol and surrendered its City of Warrenville liquor license effective immediately. Existing City practice is to remove any non-utilized liquor licenses from the number of licenses authorized through the City Code. Therefore, included with the agenda backup material is an ordinance reducing the number of class A3 liquor licenses from two (2) to one (1).

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2022-03, amending Title 3, Chapter 2, of the City Code, Liquor Control Regulations relative to the number of Class 3 Liquor Licenses.

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** Loss of \$800 in liquor licensing revenue in the General Fund.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

- B. Ordinance O2022-04 – Adopting Revised Zoning District Map for 2022 (Attachment)  
Approval of Zoning map revisions, by ordinance, is required annually to comply with state statutes. This action will formally adopt the revised version of the City's zoning map, which includes all zoning changes approved in the past 12 months. Once the ordinance is approved, a full color map will be disseminated to the City Council. The draft zoning map is available with the online agenda packet and one copy will be available at the meeting with Mayor Brummel. A copy of the ordinance is included with the agenda backup materials.

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2022-04, adopting and publishing a revised Zoning District Map 2022 for the City of Warrenville.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Assistant Community Development Director Arguilles recommend this action.

**Budgetary Impact:** A modest amount of third-party expenses associated with laminating of large-size maps.

**Other Resources Required:** Staff time to coordinate printing and lamination of paper maps and City Website updates.

**Strategic Plan Goal:** Not Applicable.

C. Resolution R2022-08 – ERA Mack Road Bridge and Path Change Orders (Attachment)

In 2017, City Council approved a \$75,446.04, contract with Engineering Resource Associates (ERA) for the Mack Road Trail preliminary engineering design work. The cost of this design work is 100% locally funded. In 2019, City Council approved a contract for \$29,815.23, to add the Mack Road Bridge reconstruction preliminary engineering design to ERA's contract. This portion of the engineering design work is funded 80% with Federal funds and 20% with local funds.

During the preliminary engineering design review process, the Illinois Department of Transportation (IDOT) required the preliminary engineering design to be expanded to include the addition of a three-foot wide safety shoulder along the south side of Mack Road. This design modification triggered additional survey work and design coordination with the Forest Preserve District. The additional work is reflected in proposed Change Order No. 1 in the amount of \$39,277, and will be funded 80% with Federal funds and 20% with local funds.

In addition, for the trail component of the project, ERA incurred additional costs due to additional project design meetings, adjacent property owner meetings, easement exhibit preparation, and the additional preliminary engineering design plan revisions that resulted from these meetings. This level of adjacent property owner outreach was not included in ERA's original scope of work. This additional work is reflected in proposed Change Order No. 2 in the amount of \$9,960, and will be 100% funded by the City.

**Council Action Requested:** Accept Community Development Committee recommendation and pass resolution R2022-08, approving Change Order No. 1 and Change Order No. 2 to the agreement with Engineering Resource Associates, Inc. for the Mack Road Trail and Bridge Replacement Project.

**Staff Recommendation:** Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** The proposed FY 2023 Budget includes funding for Change Order No. 1. There are sufficient funds included in the FY 2022 Budget for Change Order No. 2.

**Other Resources Required:** Staff time to coordinate with the consultant and IDOT.

**Strategic Plan Goal:** #4 City Infrastructure.

D. Resolution R2022-09 – Mack Road Bridge and Path Amended Agreement (Attachment)

Change order No. 1, described in the previous agenda item, requires an amended Local Agency Agreement (LAA) with IDOT. The LAA outlines the costs for the bridge portion of the project and the split between federal and local costs. A copy of the amended LAA is included in the agenda backup material, and documents the City's commitment to pay the local costs associated with the current project scope. IDOT will review the LAA and the City will sign it after IDOT's approval.

**Council Action Requested:** Accept Community Development Committee recommendation and pass resolution R2022-09, approving the amended Local Public Agency Agreement with the Illinois Department of Transportation regarding funding for the Mack Road Path and Bridge Project.

**Staff Recommendation:** Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** The proposed FY 2023 Budget includes funding for Change Order No.1.

**Other Resources Required:** Staff time to coordinate with the consultant and IDOT.

**Strategic Plan Goal:** #4 City Infrastructure.

E. Resolution R2022-10 – ERA Change Order for Butterfield Rd Streetscape (Attachment)

Construction of the Butterfield Road / Route 56 Beautification and Streetscape Enhancement project is now complete, and Staff is working to close out the project through standard IDOT procedures. The change order included with the agenda backup material is for extra construction inspection work the City's consulting engineering inspector was required to perform during the construction of the final phase of the project.

The extra inspection costs were necessary due to the contractor taking 36 more working days than originally expected to complete the project. The original construction inspection contract did not account for these additional working days. Also, the conduit for the street lighting system near the Route 56 Bridge over the West Branch of the DuPage River needed to be redesigned and updated after being installed due to new IDOT requirements. This also required additional engineering design and inspection efforts. The total amount for this change order is \$29,543, and will be fully funded by the City.

**Council Action Requested:** Accept Community Development Committee recommendation and pass resolution R2022-10, approving Change Order No. 1 to the agreement with Engineering Resource Associates, Inc. for the Butterfield Road Beautification and Streetscape Project.

**Staff Recommendation:** Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** The proposed FY 2023 budget includes funding for this change order.

**Other Resources Required:** Staff time to coordinate with the consultant.

**Strategic Plan Goal:** #4 City Infrastructure.

F. Appointment of Rachel Fawell to fill the Plan Commission Vacancy (Attachment)

The recent appointment of John Lockett to the City Council created a vacancy on the Plan Commission (PC). 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, Community and Economic Development Director Mentzer, and PC Chairman Cosgrove recently interviewed resident Rachel Fawell and recommend her appointment to the vacant PC position. PC Chairman Cosgrove concurs with the recommendation. Copies of Ms. Fawell's letter of interest and resume are included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Rachel Fawell to fill the Plan Commission vacancy as an at-large member for a term ending April 10, 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 Allison Rojas to fill Inclusion, Diversity, Equity and Awareness Commission Vacancy (Attachment)

The resignation of Elizabeth Dudak created a vacancy on the Inclusion, Diversity, Equity, and Awareness Commission. City Code states the Mayor shall, with 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 Assistant City Administrator and Staff Liaison White interviewed several candidates for the vacant position, and recommend Allison Rojas to fill the unexpired term ending April 30, 2024. Copies of Ms. Rojas' letter of interest and resume are included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Allison Rojas to fill the IDEC vacancy for a term ending April 30, 2024.

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

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

H. Preferred Old Town Redevelopment Site #2 Preliminary Site Plan (Attachment)

Community and Economic Development Director Mentzer's memorandum, dated March 10, 2022, is included with the agenda backup material, and outlines the key elements and benefits associated with the preferred preliminary redevelopment site plan for Old Town Redevelopment Site #2 (OTRS #2). The City Council's endorsement of a preferred preliminary redevelopment plan will enable City staff and consultants to design and implement cost effective environmental site remediation activities on the property, and effectively communicate the City's vision for the property to the community, desirable businesses, and quality developers.

**Council Action Requested:** Recommend the City Council Accept the Old Town Redevelopment Site #2 Preliminary Site Planning Advisory Group recommendation and designate the Preferred Concept B redevelopment plan dated February 22, 2022, and the, Precedent Imagery examples prepared by Kimley Horn, dated August 2, 2021, as the City's preferred preliminary redevelopment plans for the OTRS #2 property.

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

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to publicize the City Council endorsed plan.

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

I. Early Recruitment for Communications Coordinator (Attachment)

A decision package for the Communications Coordinator position has been submitted for Council consideration as part of the FY 2023 Budget process. The recruitment process for a non-sworn position generally takes at least three months to complete. Therefore, staff is requesting to begin recruiting efforts for this position as soon as possible, so the position can be filled by July 2022. Included with the agenda backup material is a memorandum from Assistant City Administrator White, dated March 9, 2022, further explaining this request.

**Council Action Requested:** Accept Community Development Committee recommendation and direct staff to proceed with early recruitment of the Communications Coordinator position, with an anticipated start date after May 1, 2022.

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

**Budgetary Impact:** Approximately \$2,500 to publish job postings. Sufficient funds are included in the FY 2022 budget for this expense. The proposed FY 2023 budget includes sufficient funding for the salary and benefit costs, including funding from hotel taxes.

**Other Resources Required:** Significant staff time to recruit and onboard a new employee.

**Strategic Plan Goal:** Not applicable.

J. 2022 ComEd Green Region Program Grant Application for Trailhead Project

This grant opportunity offers a maximum reimbursement of \$10,000, at a cost share ratio of 50/50 for projects that include open spaces and pollinator habitats. Staff identified that the Illinois Prairie Path Trailhead Project would be a good candidate for this grant and has determined the current project design includes more than \$20,000, in eligible expenses. If the City receives the grant, the City would be required to install a small informational sign acknowledging the project was partially funded by a ComEd grant, participate in press conferences or events, and to be quoted in ComEd literature publicizing ComEd as a funder of specific elements of the project. The grant application deadline is March 25.

**Council Action Requested:** Accept Community Development Committee recommendation and direct staff to apply for the 2022 ComEd Green Region Program grant for the Trailhead Project.

**Staff Recommendation:** Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** Potential \$10,000, reduction in local costs of the Trailhead project.

**Other Resources Required:** Staff time to apply for the grant.  
**Strategic Plan Goal:** #2 Fiscal Conservatism.

- K. Minutes of the Plan Commission and Zoning Board of Appeals Meeting (Attachment)  
Receive and file the minutes of the Plan Commission and Zoning Board of Appeals meeting held on March 10, 2022.
- L. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to February 23, 2022, in the amount of \$48,295.05.
- M. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to March 2, 2022, in the amount of \$15,091.74.
- N. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to March 16, 2022, in the amount of \$36,622.70.
- O. Invoices Due (Attachment)  
Authorize expenditures for invoices due on or before April 4, 2022, in the amount of \$140,832.51.
- P. Master Debit Card Expenditures (Attachment)  
Receive and file report of Master Debit Card Expenditures for the month of February 2022, in the amount of \$23,077.68.

## VII. REGULAR AGENDA

- A. Proposed FY 2023 Budget Discussion  
This item is included to provide an additional opportunity for the City Council to ask questions or provide input on the proposed FY 2023 Budget, and for any follow up matters from the City Council Budget Workshop held on Saturday, March 12, 2022.

Please contact City Administrator Coakley or Finance Director Dahlstrand in advance of the meeting with any complex questions, which might require research or additional resources to be presented at the meeting. Everyone is encouraged to bring their FY 2023 Budget booklet to the meeting for reference purposes.

**Council Action Requested:** No action requested, for discussion purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

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

## VIII. UNFINISHED BUSINESS