

**AGREEMENT BETWEEN THE CITY OF WARRENVILLE AND THE  
DUPAGE CONVENTION & VISITORS BUREAU**

**THIS AGREEMENT**, is made and entered into at DuPage County, Illinois, between the City of Warrenville, an Illinois municipal corporation (hereinafter the “City”), and the DuPage Convention and Visitors Bureau, a not-for-profit corporation operating under Section 501(c)(6) of the United States Internal Revenue Code (hereinafter “DCVB”):

**Section One. DCVB Services to the City.** The DCVB will execute marketing and administrative services to the City as set by the tourism committee, Warrenville hotels and the City Council for the sole purpose or assisting tourism recovery through a set amount of dollars through the American Rescue Plan Act (ARPA). This contract permits the City to meet and comply with applicable laws and regulations as set by the ARPA rules.

- (A) DCVB will work with the tourism committee to prepare a marketing budget for the expenditure of the allocated funds and provide a sample draft of expenditures eligible for ARPA compliance.
- (B) At the recommendation of the committee and hotels, DCVB will provided a finalized draft for City approval.
- (C) DCVB will execute the marketing program approved by City Council in the approved timeline.
- (D) DCVB will direct all media buys and advertising placement.
- (D) DCVB will submit detailed financial invoices, proof of performance and metrics to City Finance Department.
- (E) DCVB will provide reporting of the success of trackable efforts, and work with hotels to monitor the individual spend.

The DCVB will operate in a manner intended to benefit all hotels through this Agreement.

**Section Two. City of Warrenville**

- (A) The City will appropriate ARPA funds in the amount of \$30,000 in the first year of this agreement. DCVB will issue invoices for review by City Finance Department, to not exceed the \$30,000 allocation.
- (B) All projects will go for the benefit of the recovery and improvement of tourism as a result of the devastating effects of COVID-19. The program is intended to support Warrenville hotels, restaurants, and attractions within the City.
- (C) The City agrees to pay invoices within 30-days of invoice date.

**Section Three. Administration of Program.** DCVB hereby agrees to administer the program set forth herein from the beginning date of April 1, 2022, per the approved marketing timeline. DCVB, under this Agreement, will keep records in separate expenditure line items from the regular DuPage countywide advertising campaigns.

**Section Four. Relationship of City and DCVB.** The City and DCVB shall work together to accomplish authorized objectives of insuring the proper expenditure of City’s ARPA funds. Under no circumstances shall the DCVB be an agent of the City, and no employee of the DCVB shall be deemed an employee of the City. Further, no employee or official of the City shall be deemed an employee of the DCVB. The DCVB is and will remain a distinct entity retained by the City to perform a service.

DCVB shall perform services under this agreement as stated on the draft proposal. Any outside services must fall into the scope of the projects recommended.

**IN WITNESS WHEREOF**, this agreement has been duly executed by the respective parties.

**CITY OF WARRENVILLE**

**DUPAGE CONVENTION & VISITORS  
BUREAU**

\_\_\_\_\_  
**David Brummel**

\_\_\_\_\_  
**Elizabeth Marchetti, Executive Director  
DuPage Convention & Visitors Bureau  
FEIN #36-3667324**

CITY OF WARRENVILLE  
CITY COUNCIL

Minutes of Regular Meeting  
Held virtually on Monday, October 4, 2021  
At Warrenville City Hall  
28W701 Stafford Place

In accordance with Governor Pritzker's Disaster Proclamation, Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/7(e), and a determination by the Mayor of the City of Warrenville, this meeting was held virtually.

I. OPENING CEREMONIES

A. Call to Order

Mayor Brummel called the meeting to order at 7:01 p.m.

B. Roll Call

Physically Present: Mayor David Brummel

Virtually Present: Aldermen: Jay Anderson, Clare Barry, Kathy Davolos, Leah Goodman, Jeff Krischel, Bill Weidner, and Robert Wilson

Absent: Alderman Stu Aschauer

Also Physically Present: Assistant City Administrator Cristina White, and City Clerk Julie Clark

Virtually Present: City Treasurer Ann Behrens, Attorney Brooke Lenneman, Police Chief Ray Turano, Finance Director Kevin Dahlstrand, Community and Economic Development Director Ron Mentzer, and Public Works Director Phil Kuchler

Also Absent: City Administrator John Coakley

C. Pledge of Allegiance

Mayor Brummel led the Pledge of Allegiance.

D. Proclamation Declaring October 2021 Arts DuPage Month

Mayor Brummel proclaimed October 2021 as Arts DuPage Month and called upon our community members to celebrate and promote the arts in DuPage County.

E. Proclamation Declaring October 2021 Breast Cancer Awareness Month

Mayor Brummel proclaimed the month of October as Breast Cancer Awareness Month and urged fellow citizens to become aware of the fact that breast cancer has an impact on our community that resonates far beyond just the patient with the diagnosis, and that we as a community support the fight against breast cancer, so that one day very soon, can eliminate delayed diagnosis and eradicate this cancer and all others.

II. CITIZENS COMMENTS

Bob Siebert, Albright Court, gave his suggestions for the City's long range financial planning.

III. OFFICIALS AND STAFF COMMENTS

A. Mayor

Mayor Brummel gave his condolences to the family of Mary Jo Hueber.

B. Clerk

No report

C. Treasurer

No report

D. Aldermen

Alderman Goodman shared that the annual report from Fermi Lab has been released. She attended the Fermi Lab Community Advisory Meeting, and reported that community site access will not be restored. She also stated that the latest COVID-19 deaths have reached 700,000, and feels the recent deaths could have been prevented with the vaccine.

Alderman Krischel stated that the Fire District Open House will be Wednesday October 6, from 6:00 – 8:00 p.m.

E. Assistant City Administrator

Assistant City Administrator White reported that, while COVID-19 case numbers are improving, the community is still in a high transmission level, so residents should take precautions and get vaccinated if they can.

F. City Attorney

Attorney Lenneman announced that the Elrod Friedman 16<sup>th</sup> Biannual Seminar for Illinois Local Government Officials has been rescheduled to May 6, 2021.

IV. APPROVAL OF AGENDA

Alderman Weidner made a motion, seconded by Alderman Davolos, to approve the agenda for the October 4, 2021, City Council regular meeting.

ROLL CALL VOTE:

Aye: Aldermen: Goodman, Anderson, Weidner, Wilson, Krischel, Barry, and Davolos

Nay: None

Absent: Ald. Aschauer

MOTION ADOPTED

V. APPROVAL OF MINUTES

Alderman Weidner made a motion, seconded by Alderman Wilson, to approve the minutes of the September 20, 2021, City Council regular meeting, and the minutes of the September 27, 2021, Public Safety and Finance Committee of the Whole meeting.

ROLL CALL VOTE:

Aye: Aldermen: Wilson, Davolos, Barry, Krischel, Goodman, Anderson, and Weidner  
Nay: None  
Absent: Ald. Aschauer

MOTION ADOPTED

VI. CONSENT AGENDA – OMNIBUS VOTE

- A. 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
- B. 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
- C. 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
- D. Accept Public Safety and Finance Committee 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
- E. Accept Public Safety and Finance Committee recommendation and approve the revised objectives for the 2015 Strategic Plan Diversity Goal
- F. Accept Public Safety and Finance Committee recommendation and approve the Diversity Statement as recommended by IDEC
- G. 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
- H. 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
- I. Accept Public Safety and Finance Committee recommendation and approve the revised Calendar Year 2022 City Council and Committee of the Whole meeting schedule

- J. Accept Public Safety and Finance Committee recommendation and approve the Calendar Year 2022 City Holiday Schedule
- K. Receive and file minutes of the Inclusion, Diversity, Equity, and Awareness Commission meeting held on August 17, 2021
- L. Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on September 23, 2021
- M. Receive and file report of invoices paid up to September 29, 2021, in the amount of \$78,484.90
- N. Authorize expenditures for invoices due on or before October 18, 2021, in the amount of \$469,705.84

Alderman Weidner made a motion, seconded by Alderman Davolos, to approve the Consent Agenda items as read.

ROLL CALL VOTE:

Aye: Aldermen: Anderson, Krischel, Davolos, Weidner, Wilson, Barry, and Goodman

Nay: None

Absent: Ald. Aschauer

MOTION ADOPTED

VII. REGULAR AGENDA

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

X. CLOSED SESSION

XI. ADJOURN

Alderman Goodman made a motion, seconded by Alderman Krischel to adjourn.

ROLL CALL VOTE:

Aye: Alderman: Weidner, Anderson, Barry, Davolos, Krischel, Goodman, and Wilson

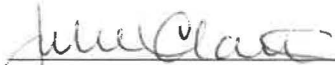
Nay: None

Absent: Ald. Aschauer

MOTION ADOPTED

The regular Council meeting adjourned at 7:29 p.m.

Approved: \_\_\_\_\_  
October 18, 2021

  
Julie Clark, City Clerk

**Hotel & Hospitality Support: \$30,000**

| <u>Program</u>  | <u>City Investment</u> | <u>Partners/Vendor</u>                      | <u>Notes</u>  | <u>Total Value</u>  | <u>Time</u>                                    |
|---|------------------------|---|---|---|--|
| Digital coop marketing-<br>Sojern, track leisure<br>hotels              | \$5,000                | Illinois Office of Tourism;<br>DCVB, Sojern | Digital platform, 2x impressions to travelers<br>interested in Chicagoland, ads, clicks, tracks # of hotel<br>room bookings<br>DCVB to provide printed brochure/map for front desk<br>complimentary - Qty. 200 per hotel  | \$12,000  | Oct-Dec 2022 or as<br>recommended by<br>hotels |
| Warrenville Naturally Brochure  | 0                      | DCVB  |   | \$1,000   | 1-May  |
| Threshold Videos  | \$5,500                | DCVB, Threshold 360                         | Key elements include: Google business listing &<br>individual shares, email signature<br><br>Includes: Six hotels, Historical museum, key assets<br>such as Two Brothers, and restaurants with group<br>dining (Eddie Merlots), park district<br>Hilton Garden Inn Naperville Warrenville done<br>Sonesta Simply Suites<br>Springhill Suites<br>Hyatt House<br>Hyatt Place<br>Residence Inn by Marriott<br>Eddie Merlot's | \$15,000<br><br>average hotel capture, if<br>completed by a local<br>photographer, would be at<br>least \$2500<br>include on email signatures | June 2022 due to<br>weather                    |
| Leisure ad  | \$2,500                | DCVB  | Reduced-rate ad in DuPage Visitors Guide - Full Page -<br>includes creative design<br>Distribution of 50,000; digital viewership 1 million  | \$5,000   | May-22   |
| Sales Initiatives   | \$6,000                | DCVB  | \$1,000 per hotel, tradeshow, signage, welcome bags,<br>transportation, booth at show<br>Gift cards: \$50 Eddie Merlot, \$25 Main Event, \$25   | use grant portal, tracked by<br>DCVB  | May-22   |
| Hotel Dining Package  | 6,000                  | DCVB  | Two Brothers, 10 each to six hotels<br>Targeted digital campaign through social media for<br>Warrenville-specific campaign--supports above dining<br>package for leisure travelers. DCVB media buys<br>boosted posts with Chicago Tribune or Daily Herald<br>on Facebook. Content developed features dining,<br>trails, outdoor spaces, "Warrenville Naturally" and<br>shopping season. Metrics report to follow.         | rate built into hotels'<br>reservation system   | August-October 2022                            |
| Social marketing-<br>Facebook, supported by<br>to market dining package | \$5,000                | DCVB/Trib/Daily Herald                      |   |   | August-October 2022                            |
|   | <b>\$30,000</b>        |   |   |   |  |

**GRANT PROGRAM: \$10,000**

|                     |          |      |  |  |  |
|---------------------|----------|------|--|--|--|
| <b>COVID Relief</b> | \$10,000 | DCVB | Grant program to assist hotel operations due to<br>challenges related to the pandemic<br>Eligible: technology for hybrid meetings; enhanced<br>security tools due to limited staffing (cameras, locks,<br>etc.); transportation and other eliminated amenities<br>due to low revenue<br><br><i>*will require grant form completion and audit for ARPA compliance</i> |  |  |
|---------------------|----------|------|--|--|--|