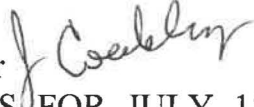


CITY OF WARRENVILLE  
MEMORANDUM

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR JULY 18, 2022, CITY COUNCIL REGULAR MEETING  
DATE: July 14, 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 O2022-23 – Parking Variance Request at 3S230 Warren Avenue (Attachment)  
Rick Dandan is requesting approval of a parking variance to allow for a new 492 square foot, walk-up and takeout restaurant use to operate in the southwest end of the lower level of the existing mixed-use building located at the south corner of Manning Avenue and Warren Avenue without any on-site parking spaces being provided. The applicant has indicated no indoor seating or outdoor seating is proposed or planned at this time.

The Zoning Board of Appeals recommended unanimous but conditional approval of the requested parking variation at the July 7, 2022, meeting. Copies of the ordinance prepared to document the approval of this parking variation and the detailed Zoning Board of Appeals staff report for this request are included with the agenda backup material.

**Council Action Requested:** Accept the Zoning Board of Appeals recommendation, waive second reading, and pass ordinance O2022-23, approving a variation from Table 5E of the Zoning Ordinance to reduce the required off-street parking at 3S230 Warren Avenue.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to coordinate final permitting details with the applicant.

**Strategic Plan Goal:** Goal 1: Economic Development.

- B. Ordinance O2022-24 – Increase in Class A2 Liquor Licenses (Attachment)  
Honeymilk Restaurant, 2S505 Route 59, has applied for a class A2 liquor license. The Police Department completed the background check process and has indicated that nothing was found that would preclude the applicant from being considered for a City liquor license.

Through the passage of ordinance O2022-19, on May 16, 2022, City Code Title 3, Chapter 2, Liquor Control Regulations, currently authorizes a total of seven (7) Class A2 liquor licenses. In order to issue a liquor license to Honeymilk Restaurant, it is necessary to amend the City Code to add one class A2 liquor license, and authorize a total of eight (8), class A2 liquor licenses. Included with the agenda backup material is a copy of the proposed ordinance amending the City Code.

**Council Action Requested:** Accept staff recommendation, waive second reading, and approve Ordinance O2022-24 amending City Code Title 3, Chapter 2, to increase the number of class A2 Liquor Licenses from seven (7) to eight (8).

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

**Budgetary Impact:** \$3,600, in Liquor License revenue in the General Fund.

**Other Resources Required:** Minimal staff time to prepare and issue the liquor license.

**Strategic Plan Goal:** Not applicable.

C. Resolution R2022-40 – GovHR USA Agreement for New Police Chief (Attachment)

Police Chief Turano has announced his retirement, effective January 3, 2023. The Police Chief is appointed by the Mayor, with the approval of the City Council. Past practice for filling this position entailed the use of an executive search firm, and a selection team consisting of the Mayor, the Alderman who serves as Chairman of the Public Safety and Finance Committee, and the City Administrator. Chief Turano will also be a part of the selection team and process. Because it is such a high-profile and important public safety position, Mayor Brummel, Alderman Goodman, and City Administrator Coakley are recommending GovHR USA coordinate the recruitment process. Included with the agenda backup material is a resolution with the GovHR USA proposal and agreement.

As spelled out in the proposal, GovHR USA services for this recruitment include preparation of the position announcement and posting, application review, candidate vetting, and background checks, interview process, assessment center for the finalists, and facilitation of all phases of the process. Pending Council approval of the agreement, the recruitment process will be further defined and will include an opportunity for all aldermen and senior staff to provide input about the future chief during the first phase and then to meet and interact with the finalist candidates during the interview phase of the process.

**Council Action Requested:** Accept Community Development Committee recommendation and pass resolution R2022-40, approving an agreement with GovHR USA to provide executive search services for the recruitment and selection of the next Police Chief, for an amount not to exceed \$35,000.

**Staff Recommendation:** City Administrator Coakley concurs with Mayor Brummel's and Alderman Goodman's recommendation to use GovHR for this recruitment.

**Budgetary Impact:** A not-to-exceed amount of \$35,000, is recommended to cover the specific expenses delineated in the proposed agreement, along with incidental costs such as travel for the assessors, assessor stipends, and possible travel and lodging expenses for out-of-state candidates. Although this expense was not included in the FY 2023 Budget, there is sufficient money to cover this expense in the General Fund.

**Other Resources Required:** Some staff time to assist with the coordination of the City's involvement, and significant time commitment by the selection team members.

**Strategic Plan Goal:** #5 Public Safety.

D. Resolution R2022-41 – 2022 Road Program Using Motor Fuel Tax Funds (Attachment)

The FY 2023 Budget includes \$500,000 of Motor Fuel Tax (MFT) funding for the 2022 Road Program. In order to utilize this money, the City must pass a resolution appropriating the money for the project. Included with the agenda backup material is a standard form resolution from the Illinois Department of Transportation.

**Council Action Requested:** Accept staff recommendation and pass resolution R2022-41, approving \$500,000, of Motor Fuel Tax funding for the 2022 Road Program.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** \$500,000 of MFT funding has been budgeted in the FY 2023 for this project.

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

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

E. Resolution R2022-42 – 2022 Road Program, Geneva Construction Contract (Attachment)

Public bids for the 2022 Road Program were opened and read aloud on July 7, 2022. Four bids were received ranging from \$1,011,747.92, to \$1,479,597.17. Staff recommends awarding the 2022 Road Program to the low bidder, Geneva Construction Company of Aurora, IL, in the amount of \$1,011,747.92. The low bid is \$300,034.58 or 22.9% below the engineer's estimate of \$1,311,782.50. Staff has positive experience with Geneva Construction on several past City road projects.

Due to the size of the bid document, only the resolution, consulting engineer's recommendation letter, and bid tabulation form are included with the agenda backup material. The entire bid document is posted on the City's website with the agenda packet, and one copy will be available at the meeting with Mayor Brummel. The bid may be reviewed prior to the meeting in the City Clerk's office.

**Council Action Requested:** Accept staff recommendation and pass resolution R2022-42, awarding the contract for the 2022 Road Program to Geneva Construction Company of Aurora, IL, in the amount of \$1,011,747.92.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** \$500,000, of State MFT money and \$452,686, of Capital Maintenance and Replacement Fund money are included in the FY 2023 Budget for this project. There is sufficient funding in the Capital Maintenance and Replacement Fund to cover the additional \$59,061.92, for this contract, as the \$655,000, budgeted for the Square Courts resurfacing is not likely to be used in FY 2023.

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

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

F. Resolution R2022-43 – ERA Contract for 2022 Road Program Engineering (Attachment)

Staff negotiated a contract with Engineering Resource Associates, Inc. (ERA) for construction engineering services for the 2022 Road Program. ERA has successfully assisted the City with design and construction observation on several other projects during the past ten years. Additionally, the firm is located in Warrentville, so their proximity to the construction site is an advantage for them to mobilize and respond to issues in a timely manner. Staff has had positive experiences on previous projects with the resident engineer who will be assigned to this project. Staff has reviewed the proposal for this project and has determined it is fair and consistent with other similar projects.

**Council Action Requested:** Accept staff recommendation and pass resolution R2022-43, approving a contract with Engineering Resource Associates, Inc. for construction engineering services for the 2022 Road Program in the amount of \$94,184.20, plus reimbursable expenses.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** \$95,269, is included in the proposed FY 2023 Budget for this service.

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

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

G. Warrentville and Batavia Road Intersection All-way Stop Condition (Attachment)

In May 2022, the City implemented an all-way trial stop condition at the Warrentville and Batavia Road intersection. A traffic analysis was performed to evaluate the operation and effectiveness of this new configuration. Included with the agenda backup material is Professional Traffic Engineer Tom Adomshick's memo, dated July 6, 2022, summarizing the traffic data his firm collected during the traffic analysis, his evaluation of that data, and his conclusion that the trial all-way stop condition enhances pedestrian safety in the area and will make it safer to construct new angled on-street parking along the east side of Batavia Road without significant adverse impacts. Staff concurs with the recommendation to retain the all-way stop condition at the intersection.

**Council Action Requested:** Accept Community Development Committee recommendation to retain the all-way stop condition at the Warrentville and Batavia Roads intersection as a permanent improvement.

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

**Budgetary Impact:** None.

**Other Resources Required:** None.

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

H. Designation of Aldermen to Work on Zoning Overlay District Initiative (Attachment)

At the July 11, Community Development Committee of the Whole meeting, Alderman Lockett and Alderman Kruckenberg volunteered to work with Community Development staff to advance the form-based Zoning Overlay District Initiative. The two aldermen will work with Community Development Department staff to advance this initiative. In addition to the two members from the City Council, the stakeholder group will ideally

include two members from the Plan Commission, a local business or property owner, and a local real estate professional.

**Council Action Requested:** Accept Community Development Committee recommendation and designate Aldermen Lockett and Kruckenberg to work with Community Development Department staff to advance the form-based Zoning Overlay District Initiative.

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

**Budgetary Impact:** \$60,000 is included the FY 2023 Budget for this initiative.

**Other Resources Required:** Staff and volunteer time to facilitate planning process.

**Strategic Plan Goal:** Strategic Plan Goal #1 Economic Development.

- I. 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 June 23, 2022.
- J. 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 July 7, 2022.
- K. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)  
Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on May 10, 2022.
- L. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)  
Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on June 14, 2022.
- M. Invoices Paid (Attachment)  
Receive and file report of invoices paid up to July 13, 2022, in the amount of \$38,651.00.
- N. Invoices Due (Attachment)  
Authorize expenditures for invoices due on or before August 2, 2022, in the amount of \$223,166.96.
- O. Master Debit Card Expenditures (Attachment)  
Receive and file report of Master Debit Card Expenditures for the month of June 2022, in the amount of \$22,437.45.

## VII. REGULAR AGENDA

## VIII. UNFINISHED BUSINESS

JMC/drg