

**CITY OF WARRENVILLE
COMMUNITY DEVELOPMENT
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, July 11, 2022, at 7:00 p.m. at City Hall
28W701 Stafford Place**

MINUTES

A. CALL TO ORDER

Chairman Weidner called the meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Chairman Bill Weidner, Mayor David Brummel, and Aldermen: Stuart Aschauer, Clare Barry, Kathy Davolos, Leah Goodman, Jeff Krischel, Craig Kruckenberg, and John Lockett

Absent: None

Also Present: City Administrator John Coakley, Assistant City Administrator Cristina White, Community and Economic Development Director Ron Mentzer, Assistant Community Development Director Consuelo Arguilles, Senior Civil Engineer Kristine Hocking, and Deputy City Clerk Dawn Grivetti

Also Absent: None

C. PLEDGE OF ALLEGIANCE

Chairman Weidner led the Pledge of Allegiance.

D. CITIZENS COMMENTS

There were no comments from the public.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel reminded the public that July 9, was the last day to submit minutes for the Mayor's Fitness Challenge, and that National Night Out and Summer Daze are coming up on August 2, and August 5-6, respectively.

City Administrator (CA) Coakley stated he missed the last City Council meeting due to the recognition his brother-in-law received for his extensive military service at the Chicago White Sox game that evening. Chairman Weidner offered his congratulations to the gentleman for his service and recognition.

F. BUSINESS OF MEETING

1. Consideration of agreement with GovHR for the Police Chief recruitment

CA Coakley reminded the Committee that Police Chief Turano will be retiring in January 2023. He indicated that this is a mayoral appointment with the consent and approval of the City Council. As in past practice, the selection team, consisting of

Mayor Brummel, Public Safety and Finance Chairman Goodman, and the City Administrator, are proposing to use an executive search firm to fill the position. Chief Turano will also be a part of the selection team and process.

CA Coakley stated that two proposals from qualified firms were received, one from GovHR USA (GovHR), and the other from the Illinois Association of Chiefs of Police. The selection team was more impressed with the qualifications and expertise of GovHR to find qualified candidates. He stated the GovHR proposal was highly detailed and professional, and added that several regional municipalities have used GovHR to select and hire their police chiefs, and that the City has used GovHR to fill several positions recently with great success.

Mayor Brummel added that DU-COMM is currently using GovHR to find a new executive director, and several mayors have used the firm for executive searches as well. He was impressed by the comprehensive assessment included in the proposal and reiterated that Chief Turano will be part of the selection process. He added that this is a critical position given the current state of the world.

Alderman Goodman noted that the City will need all of the time available on the proposed recruitment schedule before Chief Turano's retirement to find his replacement. She added that the selection team determined there would not be enough time for a community survey, and she requested feedback from the members of City Council be directed to her and the selection team, as their input is vitally important.

CA Coakley noted, there will be time allotted for stakeholder input from members of the Council to participate directly in the process.

Ald. Davolos asked for more information regarding who the stakeholders are in Phase 1 of the proposed recruitment process. CA Coakley replied the stakeholders would include: department heads, senior staff in the Police Department, and City Council members. However, there will not be enough time to include a survey from the community. Ald. Davolos requested members of the public submit any comments to staff on their own. Mayor Brummel stated the Police Department has a good rapport with the community, therefore, it did not seem necessary to take additional time to survey the public. Ald. Goodman noted the City is already behind in the timeline according to the consultant's proposal.

Chairman Weidner also suggested the City provide an opportunity for citizens to comment on the process.

There was discussion regarding the proposed total not-to-exceed amount of \$35,000. CA Coakley stated the proposed total cost of the recruitment, plus the assessment center would be \$30,000, and other costs for the assessor stipends, any additional time, and potential travel, and lodging of qualified candidates.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Barry, to recommend the City Council approve an agreement with GovHR USA to provide executive search services for the recruitment and selection of the next Warrenville Chief of Police, for an amount not to exceed \$35,000.

MOTION ADOPTED VIA VOICE VOTE

2. Consideration of staff recommendation to retain all-way trial stop condition at the Warrenville Road and Batavia Road intersection

Senior Civil Engineer (SCE) Hocking stated, in May 2022, the City implemented an all-way trial stop condition at the Warrenville and Batavia Road intersection, and that a traffic analysis was performed to evaluate the operation and effectiveness of the new configuration. Professional Traffic Engineer Tom Adomshick was in attendance and summarized the traffic data his firm collected during the traffic analysis. He presented his evaluation of that data and offered 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.

There was further discussion regarding current and future pedestrian use of the crossings at the intersection. Mr. Adomshick noted that eliminating the free-flow right turn from westbound Warrenville Road enhances the safety of pedestrians crossing the road, and for vehicles intending to park on northbound Batavia Road when it becomes available.

Several aldermen described their experiences at the intersection and offered their approval of the outcome. Mayor Brummel stated that it is important to make the location pedestrian friendly to attract more businesses to the area.

ALDERMAN LOCKETT MADE A MOTION, seconded by Alderman Davolos, to recommend the City Council accept staff's recommendation to retain the all-way stop condition at the Warrenville Road and Batavia Road intersection as a permanent improvement.

MOTION ADOPTED VIA VOICE VOTE

3. Identification of two City Council members to work with Community Development Department staff on Form-based Zoning Overlay District Initiative

Assistant Community Development Director (ACDD) Arguilles stated Community Development Department staff is seeking two City Council members to assist staff and other stakeholders in the implementation of a planning process that would culminate in the City's adoption of new form-based zoning overlay district regulations designed to encourage and support desirable mixed-use and missing middle housing projects in the City.

She added that, ideally, the stakeholder group will include six members, comprised of two from City Council, two from the Plan Commission, a local business or property owner, and a local real estate professional. She then described the time commitment involved in working with the group of stakeholders.

Ald. Lockett and Ald. Kruckenberg volunteered to participate.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Davolos, to designate Alderman Lockett and Alderman Kruckenberg to work with Community Development Department staff to advance the Form-based Zoning Overlay District Initiative.

MOTION ADOPTED VIA VOICE VOTE

4. Informational report on OTRS #2 demolition and environmental remediation activities and costs

SCE Hocking reported on the work completed on the Old Town Redevelopment Site #2 (OTRS #2) since the September 2021, status update was presented to the City Council. She also discussed the estimated and actual costs associated with various completed, ongoing, and planned work elements included in the preparation of the City-owned site for desirable redevelopment. She concluded by stating the eventual goal is to provide a public open space amenity and a desirable mixed-use project on the property. She stated that the investment the City has made and continues to make into the project is consistent with the original project cost estimates presented to the City Council during the decision process to purchase the property.

SCE Hocking stated the City still needs to develop a conceptual engineering plan to decide what site development work is required for storm water management of the site.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

5. Informational report on 2020 TIF District School and Library District reimbursement payments

Community and Economic Development Director (CEDD) Mentzer informed the Council that, in accordance with the Tax Increment Financing (TIF) Act, TIF District #3 and #4 reimbursement payments have been issued to the Warrenville Library District and Wheaton Warrenville School District 200 for calendar year 2020.

He summarized the residential improvement and related population increases associated with each TIF district, and their effects on the library and school districts. He stated fewer residents and school-aged children are living in these locations than expected. CEDD Mentzer explained the calculation for determining the reimbursements and noted that the reimbursement from TIF #3 was higher than originally estimated, and the reimbursement from TIF #4 was significantly lower than originally estimated.

There was discussion regarding how the Warrenville Park District receives contributions from the City. CEDD Mentzer stated the State TIF Act does not require reimbursements or contributions to a park district from TIF funds. Separate from the TIF, the City collects and remits to the Park District required contributions received from developers of residential units as a result of an intergovernmental agreement the City has with the Park District.

CEDD Mentzer stated TIF district reimbursements will continue annually until the end of each TIF district.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

6. Consideration of Staff recommendation to create and staff, temporary, part-time, Permit and Zoning Technician position

ACDD Arguilles stated the Community Development Department is currently seeking to fill the full-time position recently vacated by retired Administrative Assistant Marie Lupo. ACDD Arguilles stated, until that position is filled, the department is seeking to create and hire a temporary, part-time zoning and permit technician to perform the most critical responsibilities of the position. This would require an amendment to the City's Authorized Strength Ordinance.

ACDD Arguilles stated staff's preference is to re-hire Ms. Lupo to fill the temporary, part-time position at a rate of \$40.00 per hour for approximately 15 hours per week, to perform the necessary tasks of the position, and to train the next full-time assistant.

ALDERMAN LOCKETT made a motion, seconded by Ald. Davolos, to recommend the City Council approve an amended authorized strength ordinance that creates and authorizes the filling of a temporary, part-time, Permit and Zoning Technician position at a rate of \$40.00 per hour for an average of 15 hours per week for a time period ending three months after the start of the new full time Permit and Zoning Technician.

MOTION ADOPTED VIA VOICE VOTE

7. Review and file Community Development Department FY 2023 Work Program update

The Community Development Department FY 2023 Work Program was presented for review. There was no discussion

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

8. Review and file bi-monthly Code Enforcement Activity Report

The bi-monthly Code Enforcement Activity Report was presented for review. There was no discussion.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

There were no miscellaneous items discussed.

H. ADJOURN

ALD. GOODMAN MADE A MOTION, seconded by Ald. Davolos to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:04 p.m.

Approved: _____

Dawn R. Grivetti, Executive Assistant/Deputy Clerk