

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council 
FROM: Cristina White, City Administrator
SUBJECT: SUMMARY OF AGENDA ITEMS FOR JANUARY 19, 2026 CITY COUNCIL
REGULAR MEETING
DATE: JANUARY 15, 2026

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

IV. CONSENT AGENDA – OMNIBUS VOTE

A. Ordinance O2026-03 – Amending Permit for 3S580 River Road (Attachment)

A business located at 3S580 River Road has no Code-compliant onsite parking. A temporary use permit allows the business to satisfy the minimum parking required by the Zoning Ordinance entirely on another nearby property. A request was made to allow a loading zone on a designated portion of the property for up to one year until a Code-compliant parking area is constructed onsite. As directed by City Council, included with the agenda backup material is an ordinance amending the temporary use permit to allow a temporary loading zone for up to 12 months.

Council Action Requested: Pass ordinance O2026-03, amending the temporary use permit for 3S580 River Road approved pursuant to ordinance O2025-30 to allow the establishment of a temporary loading zone for up to 12 months.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #1 Energetic and Healthy Economy – Business Retention and Expansion.

B. Resolution R2026-02 – EEI Agreement for Risk Assessment (Attachment)

The City is required to review and update the Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) every five years to maintain regulatory compliance and ensure the continued safety and reliability of the City's water and wastewater systems. Included with the agenda backup material is a resolution and agreement with Engineering Enterprises Inc. (EEI) for the completion of the required five-year review and revision of the plan to reflect current system conditions, regulatory requirements, and best practices. Optional enhancements may include coordination of a cybersecurity assessment with the City's SCADA integrator and facilitation of a virtual tabletop exercise for Utility Division staff using the EPA's Tabletop Exercise Tool to evaluate the effectiveness of the ERP. This work supports emergency preparedness, system resilience, and protection of public health and safety.

Council Action Requested: Pass resolution R2026-02, approving a professional services agreement with Engineering Enterprises, Inc for five-year review and revisions to the City's Risk and Resilience Assessment and Emergency Response Plan.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: This work will be split between FY 2026 and FY 2027. Sufficient funds are included in the Water and Sewer Fund budget to cover the \$15,000 FY 2026 expense, and the remaining \$27,602 will be included in the FY 2027 Water and Sewer Fund budget.

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

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure.

- C. Resolution R2026-03 – Release of Certain Closed Session Minutes (Attachment)
The Illinois Open Meetings Act requires the City Council to periodically review and make determinations with regard to closed session minutes. The Council determines whether (1) the need for confidentiality still exists as to all or part of the minutes, or (2) that the minutes or portions thereof no longer require confidential treatment and can be made available for public inspection. 5 ILCS 120/2.06(d).

Following the review of past closed session meeting minutes, the City Attorney is recommending the release of certain minutes of certain closed session meetings. Included with the agenda backup material is a resolution with a list of closed session minutes approved for release.

Council Action Requested: Pass resolution R2026-03, approving certain minutes of certain closed meetings of the City Council for release.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: None

Other Resources Required: Staff time to coordinate release of minutes.

Strategic Plan Goal: Not applicable.

- D. Re-Appointment of James Martina to the PC/ZBA
City Code requires members of the Plan Commission and Zoning Board of Appeals (PC/ZBA) to be appointed by the Mayor with the advice and consent of the City Council. James Martina has served on the PC and ZBA since November 2023, when he was appointed to fill Carla Sanfilipp's unexpired term, which expired on November 16, 2025. He has agreed to continue for a term expiring April 30, 2029.

Council Action Requested: Approve the re-appointment of James Martina to the Plan Commission and Zoning Board of Appeals for a term expiring April 30, 2029.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

- E. Re-Appointment of Katharin Ebbesen to the PC/ZBA
City Code requires members of the Plan Commission and Zoning Board of Appeals to be appointed by the Mayor with the advice and consent of the City Council. Katharin Ebbesen has served on the Plan Commission since December 2024, and the Zoning Board of Appeals since May 2025, when she was appointed to fill Bob

Vavra's unexpired term, which expires on November 16, 2025. she has agreed to continue for a term expiring April 30, 2029.

Council Action Requested: Approve the re-appointment of Katharin Ebbesen to the Plan Commission and Zoning Board of Appeals for a term expiring April 30, 2029.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

F. Appointment of David Koldoff to the EAC (Attachment)

The recent resignation of a member of the Environmental Advisory Commission (EAC) has created a new vacancy. The City Code 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 Johnson, Community and Economic Development Director Emery, and EAC Liaison Lilley interviewed resident David Koldoff, and Mayor Johnson recommends his appointment to fill the vacant EAC position. Copies of Mr. Koldoff's volunteer application and resume are included with the agenda backup material.

Council Action Requested: Accept Mayor Johnson's recommendation and approve the appointment of David Koldoff to the Environmental Advisory Commission for a term expiring April 30, 2027.

Staff Recommendation: Not applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: N/A

G. Invoices Paid (Attachment)

Approve expenditures for invoices paid up to January 7, 2026, in the amount of \$109,602.97.

H. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before February 2, 2026, in the amount of \$777,577.92.

I. Minutes of City Council Meetings (Attachments)

Approve minutes of the following City Council meetings:

- 1) December 15, 2025, City Council Closed Session meeting
- 2) January 5, 2026, City Council regular meeting
- 3) January 5, 2026, City Council Closed Session meetings 1 and 2

V. **REGULAR AGENDA**

VI. **PRESENTATION AND DISCUSSION ITEMS**

A. Amended IGA with PACE (Attachment) (K. Hernandez-Galvan)

In December 2025, the Suburban Bus Division of the Regional Transportation Authority (PACE) updated its intergovernmental agreements (IGAs) with DuPage County communities for paratransit services. The most notable change in the new

IGA between the City and PACE reduces PACE's share of the operating deficit from 75% to 50%, which applies retroactively to calendar year 2025. This change means the City will reach the subsidy limit sooner than in past years and will require an increase to the FY 2027 senior services budget. After reviewing the costs and benefits of the City's former ACORN Van Program and the Ride DuPage Program, staff concluded the program continues to provide a cost-effective service for the City's senior and disabled residents.

Included with the agenda backup material is an amended IGA and Asset Management Analyst Hernandez-Galvan's memo dated January 12, 2026, providing further detail. The IGA has been reviewed and approved by the City Attorney and PACE.

Council Action Requested: Direct staff to present a resolution approving an amended intergovernmental agreement between the City of Warrenville and the Suburban Bus Division of the Regional Transportation Authority (PACE) for the provision of paratransit services.

Staff Recommendation: Assistant City Administrator Morgan and Asset Management Analyst Hernandez-Galvan recommend this action.

Budgetary Impact: The FY 2026 Budget includes \$30,000, which staff now expects to increase to \$50,000. This increase will not require a budget amendment. Staff will be proposing \$66,000 for the FY 2027 Budget.

Other Resources Required: Staff time to receive and process resident applications.

Strategic Plan Goal: #2 Engaged and Connected Community – Unique Programs and Events.

B. Enterprise Lease for two vehicles (Attachment) (J. Clark)

Included with the agenda backup material are two individual lease quotes for hybrid F-150 pickup trucks for the Police and Public Works departments. The replacement of these vehicles is scheduled in the Capital Maintenance and Replacement Plan (CMRP) in FY 2026 and FY 2027. Staff is anticipating delivery to the City in the summer of 2026 (FY 2027). The lease payments do not begin until the City receives delivery of the vehicles. These vehicle replacements are part of the Enterprise Management Program approved by City Council in August 2024, but the Council still needs to waive competitive bidding for each one of the individual lease agreements. Staff is further requesting the City Council declare the two existing vehicles as surplus and authorize their disposal through an auction service.

Council Action Requested: Direct staff to present a resolution approving waiving competitive bidding and approving the lease of two pickup trucks through the Enterprise Fleet Management Program and authorizing for the disposal of the existing vehicles.

Staff Recommendation: Public Works Director Kuchler and Capital Maintenance Superintendent Clark recommend this action.

Budgetary Impact: The proposed FY 2027 Budget will include sufficient funding for the lease payments for these vehicles.

Other Resources Required: Staff time to coordinate replacement of the vehicle with Enterprise.

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure.

C. PSA with EEI for Bid Document Preparation (Attachment) (Z. Jardine)

Staff is requesting the City Council approve professional design engineering services for the Central 2 Basin Manhole Rehabilitation Project. The proposed agreement with Engineering Enterprises, Inc. (EEI) includes project management, field data analysis, preparation of construction documents, cost estimates, and coordination necessary to rehabilitate sanitary sewer manholes identified as priorities in the Central 2 basin, as part of the City's ongoing Sanitary Sewer Maintenance Program. The work will support extending the service life of existing infrastructure, reducing groundwater infiltration, and improving overall system performance. EEI was chosen for this work because of their previous experience on the City's Sanitary Sewer Maintenance Program projects. They are in the best position to efficiently provide these services due to their past work on this program. Staff has reviewed the proposal and determined that the scope of work and fees are appropriate for this type of project.

Council Action Requested: Direct staff to present a resolution approving a professional services agreement with Engineering Enterprises, Inc. for design engineering services related to the Central 2 Basin Manhole Rehabilitation project at an upcoming City Council meeting.

Staff Recommendation: Public Works Director Kuchler and Utility Maintenance Superintendent Jardine recommend this action.

Budgetary Impact: Sufficient funds are included in the FY 2026 budget in the Water and Sewer Fund for this project to cover the \$19,933 expense.

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

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure.

D. Park District Agreement for Stormwater Easement (Attachment) (D. Romero)

The Warrenville Park District (WPD) submitted a permit for the replacement of the existing volleyball court with a pickleball court at Sesquicentennial Park. The addition of the pickleball court triggers the need to install a post construction best management practice (PCBMP) for stormwater as required under the adopted DuPage County Stormwater Management and Floodplain Ordinance. Furthermore, the ordinance stipulates the need for WPD to grant the City a stormwater management easement for the PCBMP. Included with the agenda backup material is a proposed agreement granting an easement between the City and WPD.

Council Action Requested: Direct staff to present a resolution approving an intergovernmental agreement with the Warrenville Park District regarding a stormwater management easement at Sesquicentennial Park.

Staff Recommendation: Community and Economic Development Director Emery and Civil Engineer Romero recommend this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 Engaged and Connected Community – Support unique programs that encourage community connection.

- E. PSA with EEI for Preliminary Engineering, Water System (Attachment) (Z. Jardine)
Included with the agenda backup material is a proposed agreement with EEI for preliminary design engineering for a water system emergency interconnect with the City of Aurora, including a meter vault and approximately 300 - 400 feet of new water main on Duke Parkway near Barkley Avenue. The agreement also includes conceptual evaluation of two potential routing options for a future water main loop between Ferry Road and Duke Parkway, including feasibility, coordination with impacted properties, and preliminary cost estimates. This work will support improved system redundancy, emergency preparedness, and long-term reliability of the City's water distribution system. EEI was chosen for this work because of their experience developing and updating the City's water system model. Staff has reviewed the proposal and determined that the scope of work and fees are appropriate for this type of project.

Council Action Requested: Direct staff to present a resolution approving a professional services agreement with Engineering Enterprises, Inc. for preliminary engineering of a water system emergency interconnect and Ferry Road water main loop at an upcoming City Council meeting.

Staff Recommendation: Public Works Director Kuchler and Utility Maintenance Superintendent Jardine recommend this action.

Budgetary Impact: \$58,508 will be included in the FY 2027 TIF#4 budget.

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

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure.

- F. FY 2027 TAC Grant Award Recommendations (Attachment) (K. Dahlstrand)
The Tourism and Arts Commission (TAC) has reviewed the applications received for the FY 2027 Hotel Tax Grant program to ensure compliance with the program guidelines.

Included with the agenda backup material is a memo from TAC Chair Monica Johnson, dated January 6, 2026, detailing the TAC FY 2027 Hotel Tax Grant Awards funding recommendations with supporting documentation. Hard copies of the grant applications are available for review in a binder in the Alderman's Office at City Hall.

Council Action Requested: Direct staff to advance the Tourism and Arts Commission recommendation to award \$134,614 in Hotel Tax grant funding to various applicants for FY 2027 per the Tourism and Arts Commission memo dated January 6, 2026, with direction to include this funding in the FY 2027 Budget.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$134,614 in the proposed FY 2027 Hotel Tax Fund Budget.

Other Resources Required: Significant staff time to administer the grant program for each award recipient.

Strategic Plan Goal: #2 Engaged and Connected Community – Support unique programs and events that encourage community connection.

- G. Historical Society Director Grant (Attachment) (K. Dahlstrand)
Since FY 2010, the City Council has approved the Warrenville Historical Society's requests for funding from the Hotel Tax Fund, to cover the cost of a part-time Museum Director/Curator. Prior to FY 2026, the funding was granted at a total of

\$20,000 per fiscal year. Beginning in FY 2026 the funding was increased by Council action, to a total of \$25,000.

Included with the agenda backup material is a letter from Historical Society President Melissa Simmons requesting \$25,000 in funding for FY 2027, the same amount as FY 2026. Representatives from the Warrenville Historical Society were invited to be in attendance to answer any questions.

Council Action Requested: Direct staff to advance the Warrenville Historical Society's grant request in the amount of \$25,000 from the Hotel Tax Fund to cover the cost of a part-time Museum Director/Curator, with direction to include this funding in the FY 2027 Budget.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$25,000 will be budgeted in Hotel Tax Fund in the proposed Fiscal Year 2027 Budget.

Other Resources Required: Staff time to process reimbursement requests.

Strategic Plan Goal: Not applicable

VII. INFORMATIONAL REPORTS

- A. Commercial Vacancy Report (Attachment)
Receive and file the Commercial Vacancy Report from July 2025 to January 2026.
- B. Administration Department FY 2026 Work Plan Status Report (Attachment)
Receive and file Administration Department FY 2026 Work Plan and Decision Packages status report.
- C. Finance Department FY 2026 Work Plan Status Report (Attachment)
Receive and file Finance Department FY 2026 Work Plan and Decision Packages status report.
- D. Police Department FY 2026 Work Plan Status Report (Attachment)
Receive and file Police Department FY 2026 Work Plan and Decision Packages status report.
- E. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)
Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on December 9, 2025

CW/drg