

**CITY OF WARRENVILLE  
ENVIRONMENTAL ADVISORY COMMISSION  
REGULAR MEETING  
Tuesday, October 7, 2025, at 7:00 p.m.  
City Gallery  
at City Hall, 28W701 Stafford Place, Warrenville**

**DRAFT MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 7:00pm

**B. ROLL CALL**

Present: Chairperson Cecilia Gerber (CG), Patrick McNulty (PMcN), Kathy Franke (KF), Jean Marie Kauth (JMK) , Margaret Votava (MV)

Also Present: Staff Liaison David Romero (DR), Community and Economic Development Director Amy Emery (AE)

Also Absent: Council Liaison Kathy Davalos (KD)

**C. APPROVAL OF SEPTEMBER 16, 2025 MINUTES**

KF moved to approve the September 16, 2025 minutes. The motion was seconded by PMcN and unanimously approved.

**D. CITIZEN COMMENTS**

DR displayed an email he received from a citizen regarding EV awareness. This will be added to the November agenda for discussion at that time.

**E. BUSINESS OF MEETING**

1. Review and approval of Library Series Guidelines and Agenda

1. The presenter guidelines were reviewed, and the commission decided to revise guideline 7 to include the average attendance to set expectations for presenters. JMK motioned to approve the guideline. The motion was seconded by KF and unanimously approved.
2. The commission reviewed the draft agenda and there was some discussion. Will wait for an updated draft before approving. Items to include:
  1. Advise on seasonal events appropriate (eg, arbor day) (CB)
  2. Identify a host from the committee for each presentation (DR)
  3. Invite the public to the next EAC meeting (MV)

2. Planning for next year's Library Series Presentations

The commission finalized the presentations for 2026:

1. May - Rita Dolan to discuss the Warrenville Climate Action Plan
2. July - Cecilia Gerber (or designee) to repeat the plastic presentation from 2024
3. September - Wild Ones to present native plantings, seed exchange, TBD
4. November - Wally Levernier - to present 50 years of prairie restoration at Fermilab.

JMK moved to approve this list. KF seconded and the motion was unanimously approved. CB will send the guidelines to the presenters once the final document is done.

3. Discussion of EAC's purpose, roles and responsibilities

DR started the discussion on how to improve processes within the EAC. He presented the history of the EAC and handed out relevant ordinances and memos. Notable points

- DR joined as staff liaison in 2021. The commission at the time was well established and had a set rhythm.

- Since then, the commission has experienced turnover in members, and the commission work plan processes have changed. In particular, the 2024 City Council adopted 5 year strategic plan which assigned specific initiatives for each City commission.
- DR briefly shared the historical evolution of the commission from inception as the Natural Areas commission in the 1980s into the Warrenville Environmental Advisory Commission in 2007. In 2018, the commission membership dropped from seven members to five members, because of the difficulty in filling the empty membership slots. At that time the responsibilities of the commission were also reduced.

This sparked a discussion on the list of roles and responsibilities listed in 2-7-5 Memorandum dated July 19th, 2018. There was agreement that the commissioners were satisfied with this list; however, there was a discussion on how the committee can actually execute item B “Plan programs and initiatives and make recommendations to the City Council to respond to environmental issues”. There was no resolution to this discussion.

This also led to a discussion in general about how to improve the communication within the commission and make the meetings more effective. There was no resolution to this discussion.

4. Discussion of EAC's Strategic Plan

AE briefly attempted to remind the commission of their new initiatives as listed in the Strategic Plan, before the meeting needed to an unexpected end.

**F. OFFICIALS AND STAFF COMMENTS/REPORTS**

No comments.

**G. COMMISSIONER COMMENTS/REPORTS**

No comments.

**H. ADJOURN**

The meeting was adjourned at 8:10pm.

Respectfully Submitted,  
Commissioner Margaret Votava