

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: Cristina White, City Administrator *CW*
SUBJECT: SUMMARY OF AGENDA ITEMS – FEBRUARY 2, 2026 MEETING
DATE: January 29, 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 O2026-04 – Approving leases for two vehicles (Attachment)

The agenda backup material includes an ordinance waiving competitive bidding, approving two individual lease quotes for hybrid F-150 pickup trucks for the Police and Public Works departments, declaring the two existing vehicles as surplus, and authorizing their disposal through an auction service. These vehicle replacements are part of the Enterprise Management Program approved by City Council in August 2024, but competitive bidding still must be waived for each one of the individual lease agreements.

Council Action Requested: Pass ordinance O2026-04, Waiving competitive bidding and approving Enterprise Fleet Management Leases for two vehicles and further declare two existing vehicles surplus authorizing their disposal through an auction service.

Staff Recommendation: Public Works Director Kuchler recommends this action.

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

Other Resources Required: The proposed FY 2027 Budget will include sufficient funding for the lease payments for these vehicles.

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

B. Ordinance O2026-05 – Warrenville Park District 2026-2028 Event Permits

At the January 22, 2026, Plan Commission meeting, the commission unanimously voted to recommend approval of a temporary use permit for Warrenville Park District events from 2026 through 2028. Such events include Summer Daze, the Multicultural Festival, Art on the Prairie, and Holly Days. The Park District did not propose any substantive changes from previous years' events.

Council Action Requested: Accept Plan Commission recommendation, waive second reading, and pass ordinance O2026-05, approving a temporary use permit for Warrenville Park District special events in the years 2026, 2027, and 2028.

Staff Recommendation: Community and Economic Development Director Emery recommends this action.

Budgetary Impact: None.

Other Resources: None.

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

C. Resolution R2026-04 – Amended IGA with PACE (Attachment)

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 pay a greater share than in past years requiring 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. The IGA included with the agenda backup material has been reviewed and approved by the City Attorney and PACE.

Council Action Requested: Pass resolution R2026-04, approving an 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 recommend this action.

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

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

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

D. Resolution R2026-05 – PSA with EEI for Bid Document Preparation (Attachment)

Included with the agenda backup material is a proposed agreement with Engineering Enterprises, Inc. (EEI) for the development of bid documents for the Central 2 Basin Manhole Rehabilitation Project, as part of the City's ongoing Sanitary Sewer Maintenance Program. The work will support extending the service life of existing infrastructure, reducing inflow and 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: Pass resolution R2026-05, approving a professional services agreement with Engineering Enterprises, Inc. for professional services related to the rehabilitation of City sanitary manholes within the Central 2 Basin.

Staff Recommendation: Public Works Director Kuchler recommends 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.

- E. Resolution R2026-06 – Park District Intergovernmental Agreement (Attachment)
On January 19, 2026, City Council directed staff to present a resolution approving an intergovernmental agreement with the Warrenville Park District regarding a stormwater management easement at Sesquicentennial Park. Included in the agenda backup is the resolution drafted by the City attorney, along with the intergovernmental agreement.

Council Action Requested: Accept staff recommendation and pass resolution R2026-06, which directs the City Administrator and City Clerk to execute the Easement Agreement.

Staff Recommendation: Community and Economic Development Director Emery recommends 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.

- F. Resolution R2026-07 – Water Emergency Interconnect Engineering (Attachment)
Included with the agenda backup material is a proposed agreement with Engineering Enterprises, Inc. (EEI) for preliminary design engineering for a water system emergency interconnect with the City of Aurora 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: Pass resolution R2026-07, approving a professional services agreement with Engineering Enterprises, Inc. for engineering services related to the Aurora emergency interconnect and water main loop.

Staff Recommendation: Public Works Director Kuchler recommends 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.

- G. Resolution R2026-08 – Annual DCVB Funding Request Approval (Attachment)
Annually, the City renews a Municipal Partnership Agreement with the DuPage Convention and Visitors Bureau (DCVB) which provides tourism marketing services to DuPage County including Warrenville, to draw event participants to stays in Warrenville hotels, and eat at Warrenville restaurants during their stays.

For the DCVB to secure matching Illinois Department of Economic Opportunity funding, an executed agreement with the City is necessary. It also assists DCVB

in demonstrating to the board predictable revenues to fund tourism marketing efforts.

Finally, included with the agenda backup is: 1) a letter of request from DCVB Executive Director Beth Marchetti, 2) Municipal Partnership Agreement for Fiscal Year 2026, 3) DCVB invoice 2026-1459 in the amount of \$45,000.35, and 4) Municipality Program details documentation.

Council Action Requested: Pass Resolution R2026-08, approving a municipal partnership agreement by and between the City of Warrenville and the DuPage Convention and Visitors Bureau for the provision of funding.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Funds Funding is available in the Hotel Tax Fund

Other Resources Required: Not applicable

Strategic Plan Goal: Not applicable

H. FY 2027 Hotel Tax Grants (Attachment)

On January 19, 2026, the City Council directed staff to advance the Tourism and Arts Commission recommendation for the FY 2027 Hotel Tax Grant program, totaling \$134,614.

A memo from Tourism and Arts Commission Chair Monica Johnson, detailing the awards recommended, is included in the agenda backup material.

Council Action Requested: Approve the inclusion of the FY 2027 Hotel Tax Grant program as presented in the FY 2027 budget for funding.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$134,614 will be included in the FY 2027 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.

I. Warrenville Historical Society Director/Curator Position Grant (Attachment)

On January 19, 2026, the City Council directed staff to advance the FY 2027 Director/Curator funding request for \$25,000.

Council Action Requested: Approve the inclusion of \$25,000 in the FY 2027 budget to fund a grant for the Warrenville Historical Society Director/Curator position.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$25,000 will be included in the FY 2027 budget

Other Resources Required: Staff time to process reimbursement requests.

Strategic Plan Goal: Not applicable

J. Invoices Paid (Attachment)

Approve expenditures for invoices paid up to January 21, 2026, in the amount of \$165,979.77

- K. Invoices Due (Attachment)
Authorize expenditures for invoices due on or before February 17, 2026, in the amount of \$1,388,631.04
- L. Minutes of City Council Meetings (Attachment)
Approve minutes of the following City Council meetings:
 - 1) January 19, 2026, City Council regular meeting
 - 2) January 19, 2026, City Council Closed sessions 1, 2, and 3

V. REGULAR AGENDA

VI. PRESENTATION AND DISCUSSION ITEMS

- A. Mowing and Landscape Maintenance Contract Renewal (Attachment) (P. Kuchler)
City Council adopted Resolution R2025-10 approving a contract with Sebert Landscaping for mowing and landscaping services. The City and Sebert may agree to extend the term of the contract up to three one-year extension periods. Staff and Sebert would like to extend the term of the contract for the first one-year extension period and Sebert has proposed an increase of 1% to the costs, increasing the value of the contract from \$133,730.00 to \$135,067.30, as set forth in the updated schedule of prices included with the agenda backup materials.

Council Action Requested: Direct staff to present a resolution approving a first amendment with Sebert Landscaping to enter the first renewal term with pricing schedule as presented

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The FY 2026 and proposed FY 2027 Budgets include sufficient funding for this contract.

Other Resources Required: Staff time to coordinate with contractor.

Strategic Plan Goal: Not applicable.

- B. Code Changes for Public Meetings (Attachment) (C. White)
In November and December 2025, during the discussion around changes to the City's meeting structure, City Administrator White referenced a future discussion on various code changes to address inconsistencies in the City Code and the need to formalize certain City policies.

Included in the agenda backup is a memo from City Administrator White identifying recommended changes.

Council Action Requested: Direct the City Attorney to draft an ordinance approving certain City Code changes as described in City Administrator White's January 29, 2026 memo and a resolution approving the public comment policy.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate the changes.

Strategic Plan Goal: Not applicable

- C. Discussion of FY2027 Preliminary Citywide Work Plan (Attachment) (A. Morgan)

The Citywide Work Plan is incorporated into the City's budget process and provides the City Council with an overview of large, multi-departmental initiatives and their proposed prioritization. This item will appear under Presentation and Discussion Items on each City Council agenda through the March budget workshop. Including this item on a recurring basis allows Council members to review the initiatives and provide feedback to staff throughout the budget process.

Staff is also seeking additional feedback and direction on three Elected Officials Budget Consideration Requests that were previously discussed at the November 24, 2025, Public Safety and Finance Committee meeting. The requests include the Sidewalk Plan, Plan Commission Meeting Recording and Publication Initiative, and Annual Budget Amount Dedicated to Climate Action Plan.

The agenda back up materials include the draft FY2027 Citywide Work Plan, copies of three Elected Official Budget Consideration Requests and related staff memos. Assistant City Administrator Morgan and City Administrator White will be available to address questions at the meeting.

Council Action Requested: Provide feedback, input, and direction to staff on the initiatives and the initial prioritization.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Staff time to amend the work plan, as needed.

Strategic Plan Goal: Quality City Services – Effectiveness of Financial Policies

D. Old Town Redevelopment Site #2 Update (A. Emery)

In the spring of 2025, a Request for Proposal (RFP) was released to solicit developer interest in the 2.38-acre Old Town Redevelopment Site #2 (Former Citgo) located at the northeast corner of Batavia and Warrenville Roads. The process included reference checks and interviews. A preferred developer, Denver Capital, LLC, has been identified based on their diverse construction and property management experience with mixed use developments in the region.

The next step toward redevelopment of the site is to enter into a Purchase and Sale Agreement (PSA). The General Terms for the PSA, include consistency with the Warrenville By Design Overlay to establish desired uses (first floor retail, office, and dining and upper story residential) with design features, required public amenities, height restrictions, and a timeline for completion. A copy of the general terms endorsed by City Council used to negotiate the PSA are attached. It is anticipated that the PSA will be provided to City Council for initial consideration on February 17, 2026. Approval of a PSA does not immediately result in the sale of the property. Rather, it sets forth the milestones for moving through the full planning and zoning approval process before any sale transaction can occur. The PSA will include a preliminary conceptual rendering, but the site and building design will only be finalized through the public hearing process.

Community and Economic Development Director Emery will be available to present this item and address questions at the meeting.

Council Action Requested: Not applicable – informational presentation

Staff Recommendation: Not applicable

Budgetary Impact: Not applicable.

Other Resources Required: None

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

VII. INFORMATIONAL REPORTS

- A. Public Works FY26 Work Program and Decision Package Status Report (Attachment)
Staff has updated the FY26 Public Works Department Work Program to provide the status of department projects. A copy of the report is included with the agenda backup material.
- B. Minutes of the Environmental Advisory Commission (Attachment)
Receive and file minutes of the Environmental Advisory Commission meeting held on October 7, 2025
- C. Minutes of the Plan Commission and Zoning Board of Appeals (Attachment)
Receive and file draft minutes of the Plan Commission and Zoning Board of Appeals meeting held on January 22, 2026
- D. Minutes of the Inclusion, Diversity, Equity, and Awareness Commission (Attachment)
Receive and file minutes of the Inclusion, Diversity, Equity and Awareness meeting held on December 16, 2025
- E. Minutes of the Police Pension Board (Attachment)
Receive and file minutes of the Police Pension Board quarterly meeting held on October 28, 2025

CW/cs