

**CITY OF WARRENVILLE
PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, December 13, 2021, at 7:00 p.m. at City Hall
28W701 Stafford Place**

In accordance with Governor Pritzker's Disaster Proclamation, Section 7(e) of the Illinois Open Meetings Act, 5 ILCS 120/7(e), and a determination by Chairman Clare Barry, this meeting was held virtually.

MINUTES

A. CALL TO ORDER

Chairman Barry called to meeting to order at 7:00 p.m., explaining the virtual meeting protocol according to the Open Meetings Act, 5 ILCS 120/7(e), the Governor's Disaster Proclamation, and a determination by the Chairman.

B. ROLL CALL

Physically Present: Chairman Clare Barry

Virtually Present: Mayor David Brummel, and Aldermen: Jay Anderson, Stu Aschauer, Kathryn Davolos, Leah Goodman, Jeff Krischel, Bill Weidner, and Robert Wilson

Absent: None

Also Physically Present: City Administrator John Coakley, Assistant City Administrator Cristina White, and Public Works Director Kuchler,

Virtually Present: Community and Economic Development Director Ron Mentzer, Senior Civil Engineer Kristine Hocking, Public Works Management Analyst Kristin Youngmeyer, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Clerk Julie Clark, and City Treasurer Ann Behrens

C. PLEDGE OF ALLEGIANCE

Chairman Barry 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 Alderman Wilson will be resigning his position December 31, 2021. Anyone interested in filling the position for Ward 2 Alderman can send a resume and letter of intent to Mayor Brummel at davidbrummel@warrenville.il.us.

Mayor Brummel determined that Council meetings will be held in the traditional in-person format beginning January 3, 2022. City Administrator (CA) Coakley added, any elected officials unable to attend meetings in-person will need to follow the Electronic Meeting Attendance Policy and notify the City Clerk at least four hours before the start of the meeting in order to participate remotely. The City will continue to live-stream Council and Committee of the Whole meetings via the GoToMeetings platform to facilitate citizen involvement and officials authorized virtual participation.

Alderman Anderson announced he will be resigning as Ward 1 Alderman tentatively effective February 1, 2022. He stated he is encouraged by the work being done in local government. Several aldermen thanked Ald. Anderson for his service to the community.

Ald. Davolos stated Groot has agreed to extend yard waste pickup by one more week.

Ald. Goodman urged low income residents in need of assistance paying for water and sewer bills to take advantage of the Illinois Department of Commerce and Economic Opportunity's Help Illinois Families assistance program. Residents may call 833-711-0374, or visit the website www.helpillinoisfamilies.com for more information.

Ald. Weidner stated he attended the National Cyclocross Championships event last week at Cantigny Park. He commented on the effect the strong weather had on the event, and congratulated all those involved for a successful event.

City Administrator Coakley stated staff will miss Aldermen Anderson and Wilson.

F. BUSINESS OF MEETING

1. Holiday Observance Schedule and Communication Plan

Assistant City Administrator (ACA) White stated that the Inclusion, Diversity, Equity, and Awareness (IDEC) Commission has been focusing for several months on finding opportunities to meet the City's mission and objectives for the Commission.

IDEC Chairman Betsy Dudak stated, in an effort to increase education and cultural awareness in the community, the Commission is recommending the City observe certain holidays in January, February, and March of 2022 by posting information on the City's Facebook page and in the *Hometown Happenings* newsletter. She added, an expanded calendar with further recommendations will be presented at a later date. Recommendations for additional observances can be submitted to the Commission at IDEC@warrenville.il.us.

Several members of the Committee thanked Ms. Dudak and the Commission for their efforts and voiced their support of the observances. Ald. Goodman suggested Mayor Brummel offer proclamations in recognition of the dates, and that IDEC contact the City's sister city in Ireland for more input on recognizing Irish American Heritage Month. ACA White stated the committee will also have regular updates in the *Hometown Happenings* newsletter.

Ald. Davolos reminded the public that the work of this Commission is part of the City's Strategic Plan to create a culture that is inclusive of all residents.

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Aschauer, to recommend the City Council approve the IDEC recommendation to acknowledge certain holidays and observances in the first three months of 2022.

ROLL CALL VOTE:

Aye: Alds: Goodman, Anderson, Weidner, Wilson, Krischel, Barry, Aschauer, and Davolos

Nay: None

MOTION CARRIES

2. City Code Amendments for Private Outdoor Seating On City Rights-Of-Way

Community and Economic Development Director (CEDD) Mentzer stated the purpose of this agenda item is to follow up on previous discussions regarding private encroachments on City rights-of-way. He added, at the onset of the COVID-19 pandemic, the City adopted a temporary auxiliary outdoor seating permit program that has since expired. Staff has worked with the City Attorney to develop City Code amendments that would establish a permanent outdoor seating area licensing process, and program rules that would support the effective administration of the new process.

CEDD Mentzer noted key elements of the proposed Code amendment and referenced detailed rules established for the annual licensing program.

Ald. Goodman commented on the proposed Code amendments and questioned whether some of the provisions would be more appropriately incorporated into the rules. Ald. Weidner asked about handicapped accessibility to the licensed areas. CEDD Mentzer replied the rules do include requirements for accessibility.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Anderson, to recommend the City Council approve (i) incorporation of the December 8, 2021, draft outdoor seating area City Code amendments prepared by the City Attorney into section 7-2-2 of the City Code, and (ii) the Outdoor Seating Area Rules last revised by the Community Development Department on December 8, 2021.

ROLL CALL VOTE:

Aye: Alds: Wilson, Davolos, Barry, Krischel, Goodman, Anderson, Weidner, and Aschauer

Nay: None

MOTION CARRIES

3. IDOT Local Agency Agreement for Trailhead Project

Senior Civil Engineer (SCE) Hocking stated, since the last project update, staff has obtained a letter of consent from ComEd, allowing certain project elements to be constructed within the ComEd easement limits. The City can now move forward with the final engineering documents in order to be included in the April 2022, IDOT bidding letting schedule.

SCE Hocking indicated the City is required to execute a Local Agency Agreement for construction with IDOT, which documents the federal and local cost sharing for the project. Staff consulted with DuPage County Department of Transportation, the owners of the trailhead property, as well as the Illinois Prairie Path association, as they will be providing a portion of the funding for the heritage display. There was further discussion on the estimated total construction costs, the local share of that cost, and funding sources for the same.

CA Coakley thanked officials and staff for their persistence and diligence in getting this project this far.

ALDERMAN WILSON MADE A MOTION, seconded by Ald. Weidner, to recommend the City Council pass a resolution approving the agreement and authorizing Mayor Brummel to execute the Local Agency Agreement for Federal Participation in an amount not to exceed \$862,817, which will be cost-shared with \$647,112.75 of STP funds and \$215,704.25 of City funds for construction and construction engineering.

ROLL CALL VOTE:

Aye: Alds: Anderson, Krischel, Davolos, Weidner, Aschauer, Wilson, Barry and Goodman

Nay: None

MOTION CARRIES

4. Construction Engineering Agreement for Trailhead Project

SCE Hocking stated this item is the actual construction engineering agreement for the trailhead project, and following the IDOT Qualifications Based Selection (QBS) requirements for federally funded projects, the City obtained project qualification submittals from six firms. She noted that Engineering Resource Associates, Inc. (ERA) was the most qualified firm based upon the submittals and the project selection criteria. ERA has also provided quality service on Phases I and II and is best positioned to provide efficient and quality construction supervision services for Phase III of the project.

SCE Hocking added, ERA will provide site-related inspection and observation services, while City inspectors will monitor work authorized through building permits.

ALDERMAN WILSON MADE A MOTION, seconded by Ald. Weidner, to recommend the City Council pass a resolution approving the agreement and authorizing the City Administrator to execute the Professional Engineering Services Agreement in an amount of \$86,551.

ROLL CALL VOTE:

Aye: Alds: Weidner, Aschauer, Anderson, Barry, Davolos, Krischel, Goodman, and Wilson

Nay: None

MOTION CARRIES

5. Future of Fleet Management Technician Position

Management Analyst (MA) Youngmeyer stated, based on a recent review of City fleet maintenance costs from the past five fiscal years, staff has determined that it is more cost effective to outsource all fleet maintenance instead of having a mechanic on staff. She added, a review of average annual costs resulted in an average annual savings of \$85,236. To date, staff has not had any challenges or issues with outsourcing fleet maintenance, mainly to local vendors, and has not experienced any significant demand on staff time.

MA Youngmeyer stated staff is recommending the Council direct staff to remove the Fleet Management Technician position from the Authorized Strength Ordinance.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Krischel, to recommend the City Council Direct staff to remove the Fleet Management Technician position from the Authorized Strength Ordinance the next time it is updated.

ROLL CALL VOTE:

Aye: Aids: Krischel, Goodman, Wilson, Anderson, Weidner, Aschauer, Davolos, and Barry

Nay: None

MOTION CARRIES

6. Update on Solar Projects, Tree Management Plan, and Complete Streets

Public Works Director Kuchler presented an update on solar, tree, and complete streets initiatives that have been delayed for various reasons over the last couple of years. He reviewed each initiative and highlighted the key features of each.

PWD Kuchler stated the City has plans to incorporate solar panels into two upcoming City projects, the trailhead project in late FY 2023, and the well house and iron filtration building proposed in TIF #4, in calendar year 2025, depending on the timing of property acquisition. He added, under the FY 2023 Work Plan, staff will evaluate the feasibility of including solar features on additional Public Works facilities, including the Public Works building and three existing City well sites.

PWD Kuchler reviewed the Complete Streets Policy and the resulting implementation plan. He noted implementing Complete Streets elements into construction projects can be expensive, and the most important step going forward will be to determine a source of revenue to cover costs of the City's share of various projects. Considering the budget constraints over the past few years, staff has delayed this project until FY 2023.

PWD Kuchler went on to state, an inventory of City trees and a tree management plan were prepared in 2020, and staff is working to ensure that a map of all City trees will be ready for posting to the website by the end of this year. Staff is also evaluating the feasibility of the five-year budget proposed in the tree management plan, and whether it would be more cost effective to perform the work in-house or contract it out. He added, staff will also be evaluating the City's existing tree planting program, which relies on property owners to pay for trees to be planted, and to maintain parkway trees

until fully established. Staff will also consider options for a more proactive tree planting plan.

Ald. Davolos stated, as the Council liaison to the Environmental Advisory Commission (EAC), thanked staff for the updated information that can now be directed to EAC for future discussion and consideration.

Aldermen Goodman and Wilson encouraged staff to reach out to professional solar installation companies for a better understanding of the feasibility of incorporating these features onto City owned property, and the costs and savings associated with the projects.

Ald. Krischel noted for public interest that according to the tree management plan, there are 110 trees recommended for removal.

Ald. Weidner commented that these issues are important to several advisory commissions and requested more frequent updates of initiatives that affect citizens' quality of life. He also noted the City's tree replacement policy should not only replace all trees removed one-for-one, but that the City should strive for more than a one-for-one replacement policy and not rely on citizens to do the replacements. He added, there is pride in being recognized as a Tree City, and suggested staff consider grant funding and consultation with the Morton Arboretum for tree replacement.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

7. Discussion of Draft FY 2023 Citywide Work Plan

ACA White presented the FY 2023 Citywide Work Plan for discussion. She noted that item CW-12 has been moved to Tier 3 for the fiscal year.

There was discussion regarding department work plans versus citywide work plans.

Ald. Aschauer noted the Mazik project is nearing completion and recommended an evaluation be done. ACA White replied the project is not far enough along to do a final evaluation at this time, but an evaluation will be performed when the Mazik and D365 projects are complete.

Ald. Goodman stated she would like to see solar projects included on the citywide work plan. There was discussion of the implementation of the ERP purchasing procedures as the item pertains to the new purchasing module, and the evaluation of the three-way stop condition at the intersection of Warrenville and Batavia Roads. CEDD Mentzer stated the evaluation of the intersection involves physical modifications of the existing raised median triangle in the intersection that prevents eastbound drivers on Warrenville Road from turning north onto Batavia Road. He noted, if the three-way stop condition creates unacceptable negative impacts on traffic flow at this location, the possibility of providing on-street parking along the Batavia Road frontage of Old Town Redevelopment Site #2 will need to be re-evaluated as well as the entire

redevelopment plan for the property. Ald. Wilson concurred that changes to the intersection will need to be discussed as the Old Town Redevelopment Site is developed.

Ald. Weidner asked if the City has completed transferring City-owned parks to the Park District, and if that initiative should be included in a City work plan.

8. Public Works FY 2022 Work Program and Decision Package Status Report
PWD Kuchler presented the Public Works Department FY 2022 Work Program and decision package status. There were no comments from the Committee.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

H. ADJOURN

ALD. WILSON MADE A MOTION, seconded by Ald. Anderson to adjourn.

MOTION ADOPTED VIA UNANIMOUS ROLL CALL VOTE.

The meeting adjourned at 8:38 p.m.

Approved: December 20, 2021



Dawn R. Grivetti, Executive Assistant/Deputy Clerk