

WHEATON CITY COUNCIL PLANNING SESSION
WHEATON CITY HALL - COUNCIL CHAMBERS
303 W WESLEY STREET, WHEATON, ILLINOIS

MONDAY, SEPTEMBER 28, 2020 - 7:00 P.M.

In compliance with Governor Pritzker's Executive Order allowing gatherings of 50 persons or less, the public is now able to attend the City Council Planning Session in person. The meeting will also be conducted "virtually" and will be live streamed and recorded. The public can join the meeting by calling 312-626-6799 or by logging onto Zoom.us and providing **Meeting ID 869 3878 3666 and Password 683122**. You can also join the meeting by clicking on the link below and providing the Meeting ID and Password:

<https://us02web.zoom.us/j/86938783666?pwd=dHZ4SHkydzYzNXZISEJ6MGk1L2RoUT09>

AGENDA

1. Call To Order
2. Public Comment
3. Approval Of Minutes
 - 3.I. 09 14 20 Draft PS Minutes

Documents:

[09 14 20 DRAFT PS MINUTES.PDF](#)

4. Planning Session Discussion Item(S):
 - 4.I. Overview Of 5-Year Capital Improvement Plan

Documents:

[5-YEAR CAPITAL IMPROVEMENT PLAN.PDF](#)

- 4.II. First And Second CARES Act Submission - DuPage County

Documents:

[FIRST AND SECOND CARES ACT SUBMISSION - DUPAGE COUNTY.PDF](#)

5. City Council/Staff Comments
6. Adjournment

During the Public Comment portion of the agenda, the presiding officer shall recognize any person requesting to be heard on any of the planning session agenda items only. Persons speaking during Public Comment shall not speak longer than three (3) minutes and shall be permitted to speak only once.

To make a public comment, you must request to be called on. If you are joining using a computer, click on the "Raise Hand" button, and you will receive a notification when you have been recognized to speak and are unmuted. If you are joining using a phone, "Raise your hand" by pressing *9. You will receive a notification when you have been unmuted and

are able to speak. Please ensure you are in a quiet place with no background noise. When called upon, please announce your name and address before commenting.



WHEATON CITY COUNCIL PLANNING SESSION MINUTES

MAYOR PHILIP J. SUESS

COUNCILMAN MICHAEL BARBIER | COUNCILWOMAN ERICA BRAY-PARKER | COUNCILWOMAN SUZANNE FITCH
COUNCILWOMAN LYNN ROBBINS | COUNCILMAN JOHN RUTLEDGE | COUNCILMAN CHRISTOPHER ZARUBA

WHEATON CITY HALL, COUNCIL CHAMBERS, 303 W WESLEY STREET, WHEATON, ILLINOIS 60187

Monday, September 14, 2020

1. Call to Order

The Wheaton City Council Planning Session was called to order at 7:00 p.m. by Mayor Suess. The following were:

Physically Present:

Mayor Suess
Councilman Barbier
Councilwoman Bray-Parker
Councilwoman Fitch
Councilwoman Robbins
Councilman Rutledge
Councilman Zaruba

City Staff Physically Present:

John Duguay, Assistant City Manager
Jim Kozik, Director of Planning & Economic Development
Susan Bishel, Public Information Officer
Joseph Tebrugge, Director of Engineering

2. Approval of August 24, 2020 and August 31, 2020 Minutes

The Council approved the August 24, 2020 and August 31, 2020 City Council Planning Session minutes.

3. Public Comment

There were no public comments.

4. Downtown Streetscape Lots 3 & 4 – Design Review

Assistant City Manager Duguay stated that the Downtown Streetscape Plan/Phase 4 was proceeding on schedule and the project would be going out to bid in mid-December. He stated that City staff was seeking direction from the Council related to Design Development concepts presented by the City's Downtown Streetscape Project design team consisting of Primera, Design Workshop, and Ethos Architects.

Assistant City Manager Duguay stated that the design team was seeking Council direction on specific project details that include the approval of the reconfiguration of West/Liberty intersection, the selection of a bike canopy structure, approval of lighting for the multi-use canopy structure and Lot 3, the selection of retaining wall material, a decision on incorporating solar power for the multi-use canopy structure, and selection of a final design concept for Lot 4.

Ms. Manisha Kaul of Design Workshop presented the updated design concept for the reconfiguration of the West/Liberty intersection, which allowed for more pedestrian flow. The design included a planter with a seating area and wider sidewalk crossing over the railroad on the west side of West Street, and new benches adjacent to the northeast corner of the intersection.

Mayor Suess requested the design team place the benches on the northeast corner of the intersection to an area farther away from the intersection.

Ms. Kaul reviewed the two proposed options for the bike canopy structure along with detail comparisons including the amount of bike storage, overall dimensions, estimated cost, and additional considerations.

In response to questions from the Council, Ms. Kaul stated that the Upfit structure had a 15-year warranty and the Apex structure had a 5-year warranty. She was unsure whether the warranty also included the mechanical components of the structures.

The majority of the Council requested the design team proceed with the Apex structure for the final bike canopy design option.

Ms. Kaul presented a photometric detail of the lighting for the multi-use canopy structure.

The Council requested the design team proceed with the downlight design option.

Ms. Kaul presented the options for the retaining wall along the Illinois Prairie Path that included a gabion wall structure and a concrete wall structure. She stated that the concrete wall would require more work related to stormwater and would be more costly. The cost for the gabion wall structure was approximately \$25,000 and the concrete wall structure was approximately \$86,000.

In response to questions from the Council, Ms. Kaul stated that the height of wall for either concrete or the gabion wall would be 18" in height. Limestone was the current stone proposed with the gabion wall, but different types of stone could be chosen with differences in cost. The mesh around the gabion wall is primarily made with stainless steel with an approximate 50-year lifespan, and by design, it should not allow rocks to protrude through the mesh. She stated there are instances where a guardrail would need to be integrated with the wall.

The Council requested the design team proceed with the gabion wall element.

Scott Allman of Ethos Workshop Architects reviewed the design aesthetics of the solar option for the multi-use canopy structure. He stated that it would have minimal visual impact as it would be on top of the roof and only be located on the south side of the structure.

Mr. Atif Zaidi of Primera Engineering provided details about the electrical engineering of the solar panels that would allow for 18,000-watt system at an estimated cost of \$48,600. He stated that there are multiple incentives for pricing that could bring the estimated cost lower that have yet to be included with the final overall cost. Mr. Zaidi explained that the solar system could also be fitted with a battery system at an estimated cost of \$22,000 to allow the City to store energy for future usage. Without a battery system, the solar energy gathered would be directed back into the power grid in which ComEd would provide credits to the City based on the amount of energy received.

In response to a Council question, Mr. Zaidi stated that the City would not directly receive tax-credit incentives. He stated that the installers of the system would receive any tax-credit incentives and would apply the cost reductions into the cost of installation.

In response to questions from the Council, Mr. Zaidi stated that batteries would need to be on site within an enclosure. Assistant City Manager Duguay stated that a facility on Lot 3 would be housing the electrical system for the canopy's sprinkler system and the batteries could be housed in the same location.

In response to questions from the Council, Mr. Zaidi stated that the proposed 18,000-watt system is enough power to run the lights at night but may not be efficient for running additional electric items. He recommended that the City use a combination of the battery system and power grid system to allow for more flexibility with usage. He stated that the City would be able to track usage internally over time.

The Council requested the design team proceed with the solar panel option for the multi-use canopy structure.

Ms. Kaul provided two updated design concepts for Lot 4. Both options are less expensive than the original design concept and include more playful elements within the design.

In response to Council questions, Ms. Kaul stated that the original design concept had not changed but had been developed to include additional items and to incorporate more cost-saving elements. She stated that Option A would maximize the amount of seating and would offer the most cost-savings within the space.

The Council requested the design team proceed with Option A for the design concept for Lot 4.

5. Zoning Ordinance Text Amendment – Short-Term Rentals

Director of Planning & Economic Development Kozik provided a summary of proposed changes to the text of Article 2 and Article 24 of the Wheaton Zoning Ordinance based on Council recommendations from September 8, 2020. Assistant City Manager Duguay commented that short-term rentals are currently not allowed in Wheaton and the text amendments would be the first step in allowing them within the City.

Director of Planning & Economic Development Kozik reviewed the proposed revisions to Article 2 – Definitions. The revisions include the exclusion of time constraints and expanding of ways of advertising rentals in the definition of Short-term Home Sharing Rentals, revised text for being present on a property within the definition of Lives on Site, and a simplified definition of Owner.

In response to a Council question, Director of Planning & Economic Development Kozik stated that the term "other means" within the definition was used to describe ways in which people could advertise their rental property apart from a Hosting Platform. He stated that City staff would investigate the possibility of revising the amendment to allow a point-of-contact to be acceptable when an owner is unable to be on site.

Director of Planning & Economic Development Kozik reviewed the proposed revisions to Article 24 - Accessory Uses and Home Occupations. The revisions include changes that permit rooms for boarding use to be leased at a term of greater than 14 days, the removal of the word dwelling in Section 24.10 #11, and the clarification of when rooms are needed to be inspected.

6. City Council/City Staff Comments

Councilwoman Bray-Parker expressed her excitement for the City ranking first in response rates among Illinois communities with a population greater than 50,000 for the U.S. Census.

Mayor Suess recognized the Fire and Police Department for their efforts for the September 11 virtual ceremony and asked the community to remember that the City had lost people in the terrorist attack.

7. Adjournment

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Daniel J. Peck

DRAFT

MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: John Duguay, Assistant City Manager
DATE: September 28, 2020
SUBJECT: **5-Year Capital Improvement Plan (CIP)**

Background

Over the course of the past several months, Bob Lehnhardt, Sarang Lagvankar, PW and Engineering Department representatives and I have met for the purpose of creating a CIP that will identify to the City Council our public infrastructure needs and help us to visualize the appropriate need for future funding. It will also be used as a management tool to coordinate and keep capital projects on track. Projects scheduled for 2021 will be included in the CY2021 Budget.

The CIP is a multi-year plan looking forward over a five-year period that will help the City plan and schedule necessary capital improvement projects. It will address repair, replace and/or improve existing infrastructure to meet community and organizational needs. While the focus of the CIP is infrastructure, other large facilities-related projects will also be included in this comprehensive document.

As a planning tool, it enables the City to identify necessary capital projects and coordinate the funding, construction and scheduling.

September 28 Planning Session

The upcoming Planning Session will focus on a review of the draft 2021-2025 CIP. The CIP is consistent with two of the draft City Strategic Priorities; in particular, Enhanced Infrastructure and Financial Sustainability.

There are 69 projects that have/will be completed in 2020. For 2021, that number rises to 75 projects with the 2021-2025 CIP including a total of 119 different projects over the 5 years.

Staff is presenting the CIP at this point to receive feedback and provide the Council an opportunity to review as the budgeting process moves forward. If there are projects the City Council desires and/or those that may not fit your priorities, the staff requests your feedback.

Given the amount of information presented at the Planning Session, specifics on your desire for capital project prioritization can be provided through the next few months as part of the budget process.



MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: Michael G. Dzugan, City Manager
DATE: September 25, 2020
SUBJECT: **1st and 2nd CARES Act Submission – DuPage County**

Objective

Present for City Council consideration, the City's 1st and 2nd reimbursement submissions to DuPage County for CARES Act funding.

Background

In August, the City Council approved a Resolution authorizing execution of an Intergovernmental Agreement (IGA) with DuPage County for reimbursement under the CARES Act of coronavirus emergency expenses up to a maximum allocation of \$2.7MM incurred between the period of March 1 through December 30, 2020.

CARES Act - In March 2020, U.S. lawmakers agreed on the passage of a \$2 trillion stimulus bill called the CARES (Coronavirus Aid, Relief, and Economic Security) Act to blunt the impact of the economic downturn created by the coronavirus pandemic. The legislation offered historic government funding. The State of Illinois received \$3.5 billion in CARES Act funding. The Act also allocated funding directly to 5 counties in Illinois and the City of Chicago for local use. DuPage County received \$161MM.

DuPage County agreed to use the same formula as the State's \$51.84 per capita to allocate a portion of the CARES Act funding to DuPage municipalities in accordance with an IGA with each municipality. The County allocated \$47.5MM to municipalities based upon population; for the City of Wheaton that equals \$2.7MM.

Intergovernmental Agreement

The IGA defines expenses as tangible goods, services, payroll costs where time was substantially dedicated to the public health emergency, and expenses for economic development programs to support local businesses that may have been negatively impacted. The IGA goes into some detail regarding municipal personnel expenses. Section 5 provides that a municipal employee's time "substantially dedicated" (60% or greater) to the public health emergency may be considered as 100% of that employee's time for reimbursement. If a municipal employee spent a portion of time (less than 60%) on the emergency, then that employee's time may be reimbursed at the percentage time spent.

The IGA specifically references the U.S. Department of Treasury guidelines as being used as a basis for reimbursement decisions. Ultimately it will be up to the County evaluating the requested



WHEATON MAYOR PHILIP J. SUESS

CITY MANAGER MICHAEL DZUGAN

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reimbursement whether such meets the criteria under the IGA and U.S. Department of Treasury guidelines.

DuPage CARES Act Reimbursement

The City's allocation of \$2.7MM is for those expenses incurred between March 1 through December 30, 2020. In my July 30 memorandum to the City Council regarding CARES Act reimbursement, the staff identified expenses to date at \$435,740 that were believed to meet the Department of Treasury guidelines. The \$435,740 did NOT include personnel costs that were diverted to the pandemic.

Provided below is a summary of the actual and estimated expenses that the staff believes meet the reimbursement requirements of the IGA and Department of Treasury guidelines. Submissions 1 and 2 are actual documented expenses that are being proposed to be submitted to the County for their consideration. Submission 1 is due September 30 and submission 2 is due by October 30. Submissions 3, 4, 5 and 6 are primarily estimates.

Submission 1 alone brings us within \$169,000 of the City's maximum allocation of \$2.7MM.

Category	PROJECTED						Grand Total
	#1 Submission (Mar-June)	#2 Submission (Jul-Aug)	#3 Submission (Sept)	#4 Submission (Oct)	#5 Submission (Nov)	#6 Submission (Dec)	
Payroll	\$2,324,973.13	\$ 601,531.29	\$ 203,655.48	\$ 104,242.46	\$ 53,357.22	\$ 27,311.26	\$ 3,315,070.85
Personal Protective Equipment	32,822.83	28,926.86	5,000.00	5,000.00	5,000.00	5,000.00	81,749.69
Small Business Assistance							
Downtown Tents, Heaters	17,110.95	71,685.26	138,992.13	124,388.60	-	-	352,176.94
Liquor Licenses Partial Refunds	15,875.00	-	-	-	-	-	15,875.00
Waive Wireless Fire Alarm Monitoring Fee	155,040.00	-	-	-	-	-	155,040.00
Waive Rent for Train Station Vendors	6,408.48	4,272.32	2,136.16	2,136.16	2,136.16	2,136.16	19,225.44
Waive Fee for Wheaton Public Library Concession Vendor	500.00	1,000.00	500.00	500.00	500.00	500.00	3,500.00
Admin Expenses	4,841.25	627.10	-	-	-	-	5,468.35
Improve Telework Capabilities of Public Employees	7,305.37	-	-	-	-	-	7,305.37
Library Interior Construction Modifications	-	-	-	-	380,000.00	-	380,000.00
Total	\$2,564,877.01	\$ 708,042.83	\$ 350,283.77	\$ 236,267.22	\$ 440,993.38	\$ 34,947.42	\$ 4,335,411.64

Recommendation

Staff recommends Submissions 1 and 2 be sent to the County for review and approval. The staff believes the submissions are in full compliance with the IGA and Department of Treasury guidelines. Our goal is to make every effort to receive as early as possible the full \$2.7MM allocation.