



# WHEATON CITY COUNCIL PLANNING SESSION MINUTES

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MAYOR PHILIP J. SUESS

COUNCILMAN MICHAEL BARBIER | COUNCILWOMAN ERICA BRAY-PARKER | COUNCILMAN SCOTT BROWN  
COUNCILWOMAN SUZANNE FITCH | COUNCILWOMAN LYNN ROBBINS | COUNCILMAN SCOTT WELLER

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

Monday, February 28, 2022

## 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  
Councilman Brown  
Councilwoman Fitch  
Councilwoman Robbins

Absent: Councilman Weller

City Staff Present: Michael Dzugan, City Manager  
John Duguay, Assistant City Manager  
James Kozik, Director of Planning & Economic Development  
Susan Bishel, Public Information Officer  
Andrea Rosedale, City Clerk  
Brandon Kowalke, Grant Coordinator

## 2. Public Comment

There were no public comments.

## 3. Approval of January 24, 2022 City Council Planning Session Minutes

The Council approved the January 24, 2022 City Council Planning Session Minutes.

## 4. One-Year Review of Special Use Permit – Memorial Park

Director of Planning & Economic Development Kozik stated as part of the 2019 and 2020 ordinances authorizing a special use permit for Wheaton Park District to construct and use a new bandshell at Memorial Park, the City required a review after the first full year of operation. The purpose of the review is to examine the efficacy of the conditions set forth in the ordinance, such as the ability of the park to accommodate capacity of attendees at events, and how traffic and parking were affected by events.

In preparation for this review, the Park District and City staff provided summary information of the Memorial Park activities for 2021. The City also solicited feedback from residents who live within 750 feet of the park and the community at-large through an online survey, social media postings, and postcards mailed to the surrounding neighborhood. The feedback the City received was included in a report as part of the agenda materials.

Council members commended the Park District for a successful first year of events in the park and commented on the events being well organized and appreciated by the community. Council members

expressed support for the Park District's plan to add more free events in their 2022 lineup and keeping its ticket price at \$10 for this year's events.

The Council discussed whether the end time of 9:30 p.m. as set in the ordinance should be extended to a later time. Director of Planning & Economic Development Kozik stated the ordinance requires an end time of 9:30 p.m. except for the Taste of Wheaton concerts, which have an allowed end time of 10:00 p.m.

Mark Combs, 125 W. Union Avenue, stated he lives across from the park and thinks the Park District did a great job with its events, and he appreciated their work to ensure neighbors were satisfied with noise levels. He expressed support for keeping the end time for events at 9:30 p.m., and he thanked the Park District for their communication to neighbors about their events.

#### **5. Wheaton Strategic Plan 2021-2025 Action Plan and Tracking Update**

City Manager Dzugan stated staff are pleased to have completed an action plan for the 2021-2025 Strategic Plan initiatives, and Grant Coordinator Kowalke would present the online dashboard the City is using to display progress toward the plan's initiatives. Grant Coordinator Kowalke collaborated with the I.T. Department and Communications Department to create this dashboard in-house.

Grant Coordinator Kowalke reviewed the hierarchy of projects, of which a priority is the highest level of detail, and under those are projects and milestones. To demonstrate how this system works, Grant Coordinator Kowalke showed the Council how City staff are using the existing Lucity platform as a project management interface that can document progress and completion of project milestones. Every two weeks, departments receive a status update report with their current and upcoming milestones, each with a link for staff to update these milestones. The City's system shows this progress on the City's website through a public-facing dashboard, where users can see each of the high-level priorities and more detailed progress toward the initiatives. Grant Coordinator Kowalke stated staff plans to add narrative information on the progress as we make substantial progress toward the initiatives.

The Council expressed satisfaction with the dashboard being accessible to the public, presenting information in a clear way.

In response to a Council question, Grant Coordinator Kowalke stated staff could explore adding a way to show which projects are expected to be completed in each year of the plan.

#### **6. Regulatory Board and Commission Review**

City Manager Dzugan continued the City's discussion of its board and commission review, of which this was the fourth discussion. This discussion focused on the regulatory boards and commissions. As in staff's review of non-regulatory boards/commissions, staff researched and reviewed each group by establishing best practices from more than 20 other municipal ordinances; reviewing the related state statutes; and comparing bylaws with statutory requirements.

Among the most significant changes proposed, City Manager Dzugan stated all regulatory boards and commissions would be moved to the same place within the City Code, and City staff worked to clean up the Zoning Board bylaws.

City Manager Dzugan reviewed each of the regulatory boards and commissions with the Council and summarized the proposed changes. For the Fire and Police pension boards, changes mainly consisted of moving these sections to Article V, Chapter 2 of the City Code.

For the Board of Local Improvements, the suggested revisions included removing language on appointments, as this is covered by proposed language that applies to all boards and commissions. City Manager Dzugan stated he suggests the City continue to maintain this board because it would be necessary for any future special assessments for local improvements. In response to Council questions, City Manager Dzugan stated there are currently no members appointed to this board.

For the Board of Fire and Police Commissioners, changes proposed include removing a requirement related to political party affiliation. Staff also proposes removing the requirement for fidelity bonds, as they no longer exist, and removing the requirement for the City to codify the date of any rule and regulation changes. Finally, changes would include adding a requirement for commissioners to complete an oath of office, as required by state statute.

City Manager Dzugan reviewed the changes proposed for the Group Care Home Commission, including making the membership language consistent. Also proposed was including bylaw changes to reflect City Code, and clarifying language on quorums and voting.

In response to a Council question, City Manager Dzugan affirmed that the City Council will approval bylaws of all boards and commissions.

For the Liquor Commission, City Manager Dzugan highlighted some areas of significance, including how the chair is selected.

In response to Council questions, City Manager Dzugan confirmed that the number of members of the Liquor Commission (5) is set by state statute, but the City could in its Home Rule authority elect to add members. Director of Planning & Economic Development Kozik stated he thought that having five commissioners was suitable.

Council members expressed a desire to change language throughout to remove gendered references.

City Manager Dzugan reviewed the proposed changes for the Tobacco Commission, which included moving this section to Article V, Chapter 2. Related to the Liquor and Tobacco commissions, Council members requested that when the City reviews fines and fees, that staff also present data related to the resources required for enforcement efforts and the activity level for violations.

For the Foreign Fire Insurance Tax Board, proposed changes include adding this board to Article V, Chapter 2 of the City Code, and explicitly stating that bylaws, rules and regulations must be approved by the City Council.

In discussing proposed changes for the Library Board, City Manager Dzugan stated the Library's powers and duties are conferred by state statute, but the City could choose to alter this under its Home Rule power. Any changes would need to be codified in the City Code. City Manager Dzugan stated the current bylaws have not been approved by the City Council, so these will be brought to the Council for approval to comply with state statute. City staff noted some minor differences between these bylaws and state statute requirements, including allowing electronic participation. Because the City has not adopted a Home Rule ordinance allowing for electronic participation, the Library may not conduct electronic participation as stated in their bylaws. However, City Manager Dzugan stated the City intends to bring before the Council a proposal to allow electronic participation.

One Council suggestion was to include a clause related to the bylaws that is in the state statute but was left out of the Library's bylaws.

In response to Council questions related to whether Library employees should be included in the City's payroll and benefits system, Library Director Betsy Adamowski stated this is a question that has come up in the past. She outlined some of the differences between the City's and the Library's employees, such as benefits, observed days off, and different employee handbooks. While the library is funded by the City, there are certain areas where the Library differs in a way that is more consistent with library culture. City Manager Dzugan stated liability for Library staff actions ultimately rests with the City.

One Council comment suggested that the duties of each board or commission be added to the City Code in the same section as discussed here so that residents interested in serving as part of one of these groups can review their duties.

In reviewing the proposed changes to the Planning & Zoning Board, City Manager Dzugan suggested language clarifying that the chair is appointed by the Mayor, and other changes included a statement identifying that a quorum for this board consists of 4 members. The updated language would also state the number of votes required under different circumstances.

The Council also reviewed the Downtown Design Review Board, with staff proposing changes to remove language already established in the City Code.

In response to Council questions about the makeup of this board, Director of Planning & Economic Development Kozik stated the requirements for various types of members was initially to provide voices of those either invested in the downtown or those who provide subject matter expertise related to design. City Manager Dzugan stated he believes the board has been successful in driving forward an established character through the downtown design aesthetic.

The Council discussed whether these duties should continue to be executed through the Downtown Design Review Board or whether they should be given to the Planning & Zoning Board. Some Council members and staff expressed an interest in leaving this a separate board, as the expertise provided by the Downtown Design Review Board members is a different skillset than what is asked of the Planning & Zoning Board, which asks members to review matters of property zoning. In addition, having a Downtown Design Review Board can also encourage these decisions to be made by individuals who have a vested interest in the downtown.

In response to a Council question, City Manager Dzugan stated the general provisions for boards and commissions requiring residency in Wheaton would apply for all boards and commissions going forward.

The Council directed staff to review the requirements for membership on the Downtown Design Review Board as well as what changes should be made to update the Downtown Design guidelines.

City Manager Dzugan reviewed the next steps, which include submitting the City Council suggested amendments to chairs of regulatory boards and commissions to receive feedback; the City Council reviewing this feedback from both non-regulatory and regulatory boards and commissions; the Council's formal consideration of City Code and Zoning amendments; and preparing for the City Council a formal review process for the appointment of board/commission members. Then, boards/commissions would

prepare 2023 action items to carry out their purpose statements as part of the 2023 budget review process.

The Council discussed a Community Relations Commission program that the commission received direction from some Council members to pause until it could go through the Council's review process for future programs. Council members discussed that each commission would propose their programs for next year along with their budget in October, and the Council would examine future programs at that time. Because the aspect of the program that was paused was the identification of individuals for recognition, some Council members expressed a desire to discuss the Good Citizens Award program criteria before next year's budget process, as this Commission program would also be identifying individuals for recognition.

#### **7. City Council/City Staff Comments**

Mayor Suess stated that Hope Presbyterian Church and College Church were both hosting vigils in support of the people of Ukraine as they face conflict with Russia, and he encouraged interested residents to reach out to local organizations that are offering support to people in need in Ukraine.

Councilman Brown echoed Mayor Suess's statement and expressed his support for the people of Ukraine.

Councilman Barbier stated the Boards and Commission Appreciation Event on Feb. 27 was well attended, and he thanked all of the members of Wheaton's boards and commissions for their contributions to the community. Councilwoman Bray-Parker complimented City Clerk Rosedale for organizing and executing this great event. Mayor Suess also thanked City staff for putting together the event and would like to host an appreciation event on a more regular basis to thank our community's volunteers.

#### **8. Adjournment**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Susan Bishel