



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 28, 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 Robbins
Councilman Rutledge
Councilman Zaruba

Present By Video Conference:

Councilwoman Fitch

City Staff Physically Present:

Michael Dzugan, City Manager
John Duguay, Assistant City Manager
Jim Kozik, Director of Planning & Economic Development
Susan Bishel, Public Information Officer
Joseph Tebrugge, Director of Engineering
Robert Lehnhardt, Director of Finance
Vince Laoang, Director of Public Works
Al McMillen, Water Superintendent
Sean Walsh, Sewers Superintendent
Sarang Lagvankar, Senior Project Engineer
Nathan Plunkett, Streets Superintendent

2. Approval of September 14, 2020 Minutes

The Council approved the September 14, 2020 City Council Planning Session minutes.

3. Public Comment

There were no public comments.

4. Overview Of 5-Year Capital Improvement Plan

Assistant City Manager Duguay presented the draft 2021-2025 Capital Improvement Plan (CIP). He stated that the goal is to create a comprehensive plan that guides investments, makes the best use of resources, and provides for community facilities and assets. The Capital Improvement Plan (CIP) is to be used as a planning tool to identify future capital improvement projects based on City staff assessments and provide a long-term view of those projects while visualizing the appropriate funding needs.

Assistant City Manager Duguay provided an overview of the total capital improvement projects to be completed in 2020 and 2021. In 2020, there was 69 total projects to be completed that included 27 one-

time projects and 42 multi-year/on-going projects. In 2021, there are 75 total projects to be completed that include 31 one-time projects and 44 multi-year/on-going projects.

Assistant City Manager Duguay provided an overview of the Capital Improvement Plan funding report that provides a ranking list of capital improvement projects along with their funding source. Unranked projects were identified as defined or undefined. Unranked defined projects are lower priority with a known scope, and unranked undefined projects tend to be costly, multi-year projects. Within the report, there are 17 total projects that are unranked with 6 defined projects and 11 undefined projects.

Director of Finance Lehnhardt provided an overview of grant funding for capital improvement projects. He stated there was approximately \$4.3 million in anticipated grant funding allocated within the Capital Improvement Plan, with \$2.3 million in grant funding allocated for 2021. Grant funding for 2021 include \$2 million for road reconstruction, \$320,000 for the Pedestrian Underpass Repair, and \$500,000 for Roosevelt Road Infrastructure Improvements.

Director of Finance Lehnhardt reviewed the capital projects history and stated that City staff recommends spending \$23.9 million in 2021, with \$12.1 million allocated toward the Downtown Streetscape plan and \$11.8 million allocated toward capital improvement projects. He stated that the City has spent an average of \$10 million per year since 2014, excluding the Downtown Streetscape plan. Director of Finance Lehnhardt stated that the Downtown Streetscape plan had an original budget of \$34.7 million, and the new projected budget is approximately \$36.6 million, with 67% of the plan being funded through TIF funds.

Assistant City Manager Duguay reviewed the water fund's reserve balance target of 25% annual operating expenditures and stated that the actual balance is 31%, or approximately \$681,000 above the target reserve balance.

Water Superintendent McMillen provided an overview of the project prioritization process which utilizes water distribution system hydraulic analyses, American Water Works Association standards, EPA regulations, and City data to identify projects. He highlighted completed 2020 projects including water main replacements at Main Street, President Street, and Blanchard Street; a stand-by generator replacement at President Street; and City-wide valve inspections and leak detections. He presented the proposed 2021 projects that include water main replacements at Indiana Street and Sunnyside Avenue; inspection of Well #3; and design and engineering of a variable frequency drive.

In response to questions from Council, Water Superintendent McMillen stated that lead water service lines are owned partially by the City and by the property owner. The City owns the portion from the water main to the shut-off valve and the property owner owns the portion from the shut-off valve to the structure. He stated there are approximately 100 private lead service lines that need to be replaced and there is currently no program to assist property owners with the replacement of those lead service lines.

Assistant City Manager Duguay reviewed the sanitary sewer fund's reserve balance target of 25% annual operating expenditures. He stated that the actual balance is 333%, or approximately \$4.2 million, above the target reserve balance.

Sewer Superintendent Walsh provided an overview of the project prioritization process for sanitary sewers, which is based upon infrastructure maintenance, structural stability, and the overall reduction of inflow and infiltration into the system. He highlighted completed 2020 projects, including the cleaning of Basin 4; sewer main replacement on Wesley; and sewer lining on Liberty Drive, Sunnyside Avenue, and Plamondon

Court. He presented the proposed 2021 projects that include main sewer lining and manhole rehabilitation on Geneva Road, and the replacement of mains with new PVC piping at undetermined locations based on priority.

Assistant City Manager Duguay reviewed the storm sewer fund's reserve balance target of 25% annual operating expenditures. He stated that the actual reserve balance is very low at less than 1% of annual operating expenditures above the target reserve balance.

Director of Engineering Tebrugge provided an overview of the stormwater sewer system project prioritization process, which is based on maintaining existing infrastructure and essential maintenance. He highlighted completed 2020 projects including storm sewer lining on Washington Street and Wesley Street. He presented the proposed 2021 projects that include the continuance of the storm sewer replacement program, continuation of the road program storm sewer rehabilitation program, and the Sunnyside Avenue and Indiana Street storm ditch program.

Assistant City Manager Duguay reviewed the parking fund's reserve balance target of 25% annual operating expenditures. He stated that the actual balance is 38%, or approximately \$452,00, above the target reserve balance.

Assistant City Manager Duguay stated that the 2020 elevator replacement project at Wheaton Place Garage had its timeline changed to completion in January 2021 due to COVID-19 and the proposed work originally being conducted over the holidays. He reviewed the additional proposed 2021 projects that include painting and structural maintenance of the parking garages; Lot 9 engineering; establishment of a parking payment program; and sealcoating of Lots 2, 7, and 8.

In response to questions from the Council, Director of Finance Lehnhardt stated that the parking fund's revenue has seen a significant reduction due to the COVID-19 pandemic. City Manager Dzugan stated that the City's parking analysis, once completed, will provide more data to assist in evaluating the parking fund's expenditures and revenues.

In response to questions from the Council, City Manager Dzugan stated that the City's valuation of the lifespan of parking garage decks is at 50 to 55 years, but the City may need to change it to 75 years. He stated that there were no current plans to build a new garage parking deck. Assistant City Manager Duguay stated that there have not been many large expenses for the parking garages and most projects consisted of small repairs. He stated that a structural engineer consultant evaluates the garages every 5 years and the consultant will be assessing the structures in 2021.

Assistant City Manager Duguay provided a five-year projection for the Capital Projects Fund and the Motor Fuel Tax Fund balances through 2025. The Capital Projects Fund and Motor Fuel Tax Fund allocate funding for projects such as bridge inspections, facility improvements, streetscape projects, roads and sidewalks, and LED lighting.

Senior Project Engineer Lagvankar stated that the project prioritization process is based on a 10-year analysis projection model that evaluates the pavement condition index (PCI) rating of roads along with maintenance observations from the Public Works Street Division. He stated that they target approximately \$3.5 million in annual expenditures as part of the City's Road Program. He presented the proposed 2021 projects that include the continuation of the Road Program, bridge structure inspections, and the Wheaton Avenue pedestrian underpass repair.

In response to questions from the Council, Senior Project Engineer Lagvankar stated that approximately 10 miles of road reconstruction has been completed in 2020 with 8 miles completed through the Road Program, and 2 miles being completed by Public Works. He stated that the “failed streets” term within the Capital Improvement Plan is used solely to identify streets that need to be addressed within the City’s Road Program.

In response to a question from the Council, Senior Project Engineer Lagvankar stated that Cole Avenue and East Hawthorne Boulevard are slated for reconstruction as part of the 2021 Road Program.

Assistant City Manager Duguay provided an overview of the City’s new Sidewalk Program that is slated for 2021. The criteria to develop new sidewalks is currently unknown but previous criteria included the proximity of new sidewalks to schools, the completion of existing sidewalk networks, street geometry, and resident feedback. He stated that there will be more discussion on how to appropriately communicate with affected residents while keeping best engineering practices in mind.

Assistant City Manager Duguay provided an overview of the Building Renewal Projects for 2021, which includes new carpeting and furnishings for the second floor of City Hall, Council Chambers interior renovations and technology upgrades, locker room renovations for the Police and Fire Departments, a new Public Works cold storage facility, recaulking of the Public Works facility, City Hall HVAC replacement, and new ejector pump.

In response to questions from the Council, Director of Finance Lehnhardt stated that the building renewal fund is approximately \$1 million below the target balance. He stated that the previously proposed reallocation of reserve funds was postponed to the COVID-19 pandemic and that proprietary reserve funds are not meant to be reallocated to other funding areas.

5. First and Second CARES Act Submission - DuPage County

City Manager Dzugan presented for the Council’s consideration the proposed reimbursement submissions to DuPage County for CARES Act Funding. The County has allocated \$2.7 million dollars to the City for expenses incurred between March 1 through December 30 based on the City’s population. He stated that the City’s proposed submissions are projected higher than the City’s maximum allocation, with the highest expenses being personnel costs. He stated the City must provide its submittals to the County to receive reimbursement before the end of the year. He commented that there is a request from the City’s businesses to provide heaters within the downtown tents for \$45,000, and that is included within the submittals.

In response to a questions from the Council, Director of Planning & Economic Development Kozik stated that the \$45,000 for the downtown tent heaters is currently allocated and pro-rated through the end of the year, but it could be changed to be a month-by-month expenditure. He stated that fueling of the heaters would be provided by Public Works and the cost of fuel would be in addition to the total for the heaters. City Manager Dzugan stated that all businesses with tents will be accommodated with the heaters upon request.

In response to a question from the Council, City Manager Dzugan stated that the projected CARES Act reimbursement funds from the County would be allocated into an excess fund balance that would provide \$2.7 million over the City's fund balance policy.

In response to a question from the Council, City Manager Dzugan stated that the City would be notified within two weeks if the submittal to the County is acceptable, and the City would receive reimbursement in approximately one month upon acceptance of the submittal.

The Council requested the City Manager to proceed with submitting for CARES Act reimbursement through the County.

6. City Council/City Staff Comments

Councilman Rutledge and Mayor Suess expressed their gratitude for the collaboration of City staff in working on the Capital Improvement Plan.

Councilwoman Fitch shared that they downtown tents have been a great success and stated that the tents should be available to all the businesses across the City.

Mayor Suess expressed his satisfaction for the Rededication of Adams Park and Tree Dedication in Honor of Former Mayor Michael Gresk and expressed his gratitude to everyone who was involved with the planning of the event.

7. Adjournment

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Daniel J. Peck