

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

MONDAY, APRIL 11, 2022 - 7:00 P.M.

The meeting will be live streamed and recorded. The public may join the meeting by calling 312-626-6799, logging onto Zoom.us, or by clicking on the following link and providing Meeting ID 848 6499 0854 and Password 520780:

<https://us02web.zoom.us/j/84864990854?pwd=b3hha2tncmY3L0VuWkp2Z2JKVnQ0dz09>

AGENDA

1. Call To Order
2. Public Comment
3. Approval Of Minutes

- 3.I. 03 28 22 Draft PS Minutes

Documents:

[03 28 22 DRAFT PS MINUTES.PDF](#)

4. Planning Session Discussion Item(S):

- 4.I. Review Of Nonregulatory Boards, Commissions, And Committees Feedback

Documents:

[REVIEW OF NONREGULATORY BOARDS COMMISSIONS AND COMMITTEES FEEDBACK.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 | 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, March 28, 2022

1. Call to Order

The Wheaton City Council Planning Session was called to order at 7:24 p.m. by Mayor Suess following the conclusion of a public hearing. The following were:

Physically Present:	Councilman Barbier Mayor Suess Councilwoman Fitch Councilwoman Robbins Councilman Weller
Absent:	Councilwoman Bray-Parker Councilman Brown
City Staff Present:	Michael Dzugan, City Manager John Duguay, Assistant City Manager Betsy Adamowski, Library Executive Director James Kozik, Director of Planning & Economic Development Robert Lehnhardt, Director of Finance Holly Schulz, Director of Human Resources Susan Bishel, Public Information Officer Sean Walsh, Sewer Superintendent

2. Public Comment

There were no public comments.

3. Approval of Planning Session Minutes – February 28, 2022

The Council approved the February 28, 2022 Planning Session minutes.

4. Resolution to Allow Conversion of Military Service to IMRF Service Credit

Director of Human Resources Schulz presented a request the City received from several employees that would allow IMRF-eligible military veterans to buy back military service time for IMRF service credit. Illinois pension code allows for municipalities to pass a resolution allowing veterans to purchase up to four years of service credit from before the employee began working for an IMRF employer. Wheaton's Police and Fire pension plans allow military veterans to buy up to two years of service credit. Director of Human Resources Schulz stated if the City Council would like to pass a resolution allowing military veterans to buy back service time for IMRF service credit, the City would now be required for the resolution to be for four years; two years is no longer an option under Illinois pension code.

In reviewing the program costs, Director of Human Resources Schulz stated if all eligible employees opted to purchase four years of service credit, the cost to the City would be \$180,279. However, the cost to the

employee would be an average of \$50,000 to \$60,000, so Director of Human Resources Schulz stated it is unlikely that all eligible employees would participate and elect to buy back the maximum amount of years. In response to Council questions, Director of Human Resources Schulz stated the City would pay an additional 0.12% in its IMRF costs in future years.

Director of Human Resources Schulz confirmed that eligible employees would be able to buy back their choice of between 0 months and four years of service credit. In response to a Council question, Director of Human Resources Schulz confirmed that this opportunity would also be available to incoming employees who have military service.

To answer a Council question, the Police and Fire pension codes only allow for 2 years of military service credit to be bought back.

Director of Human Resources Schulz answered a question about whether a supermajority vote would be required to pass a resolution related to IMRF by stating she will find out what type of vote would be required.

The Council directed staff to prepare a resolution for their consideration at the April 4 City Council meeting.

5. Financial Picture/Library Funding Goals

City Manager Dzugan presented to the Council a 5-year report on the Library's finances and funding goals, mainly focusing on building renewal and capital funding. The Library receives 90% of its funding from property taxes, and during the 2022 levy discussion, the City Council requested information on whether additional annual funding is needed for the Library. City Manager Dzugan stated additional funding will be needed over the long term.

As part of this report, capital improvement projects were classified as either building renewal (attaining the structure's useful life) or alterations (staying relevant or fulfilling the Library's vision). The Library budgets for building renewal projects but not alterations.

City Manager Dzugan reviewed the formula the City uses to calculate annual funding needed for building renewal purposes, which is the Sherman-Dergis formula. The City selected a 75-year useful life formula, which equates to an annual funding amount of \$82,527 for the Library. If the City was using a 50-year useful life formula, this would require \$184,472 annually for the Library.

To fund alterations projects, City Manager Dzugan stated that the City has typically used fund balances exceeding targets.

City Manager Dzugan reviewed the roof replacement project, and a 2021 evaluation identified the roof's life may be able to be extended beyond the 2026 expected date with regular maintenance.

City Manager Dzugan reviewed projected finances at the end of 2026 in several scenarios, including with no capital improvements made, ending with approximately \$200,000 over policy target fund balance. With renewal improvements only, the total in 2026 with replacing the roof in 2026 would be \$2.2 million below target fund balance policy. However, if the roof replacement is deferred to 2031, the fund balance would be approximately \$1 million below target balance. The final scenario was completing all of the projects in both categories, resulting in approximately \$4 million below target fund balance.

Following a City staff presentation of this report, the Library Board met and suggested making temporary fixes to the West Plaza to buy time for more analysis; moving from a 75-year to a 50-year useful life formula; seeking additional funding for the 50-year useful life formula; and presenting alteration projects on an annual basis to the Council.

In a response to Council questions, City Manager Dzugan stated other City-owned buildings use a 75-year model, however in the past, the City has needed to divert additional funds because the fund balance was too low under the 75-year model. City Manager Dzugan clarified that the formula is a tool to use to guide funding levels, but it must still be regularly monitored.

As the City begins to prepare for the 2023 budget process, City staff is seeking to develop a funding approach for future projects. City staff suggested draft goals of funding renewal projects on an annual basis using the 50-year useful life formula, dedicating additional funding for renewal projects, presenting alteration projects to the Council on an annual basis, having no increase in property tax paid by property owners, and having the Library continue to review annual operating expenditures.

City Manager Dzugan further reviewed the effect of the 75-year vs 50-year renewal formula for the roof replacement, which would provide an additional \$500,000 for replacing the roof in 2026 at the 50-year formula, but the City would still be approximately \$1 million below the target fund level. If the roof lasted until 2031, under a 75-year formula, the fund balance would be about \$1.2 million under the target fund balance, vs a surplus of approximately \$36,000 at the 50-year formula.

In response to questions, City Manager Dzugan stated the study done on the roof condition identified maintenance repairs of \$100,000-\$200,000 over the next 5 years.

City Manager Dzugan reviewed over the next 5 years movement in various elements related to the City's tax levy, including the timing of bonds, pension fund obligations, and debt service. Despite this movement, City Manager Dzugan showed how the City plans to achieve a flat property tax levy. City staff sought feedback from the Council regarding the proposed draft goals and whether the Council should be funding some projects on an annual basis.

In response to Council questions, Library Executive Director Adamowski stated she would need to further review the engineering reports on the roof as to the recommended repair timing and whether this could be altered. City staff said they could provide the engineering reports on the roof to the Council.

City staff discussed the possibility of adding Library vision projects into the City's capital improvement planning process so the Council can evaluate these projects alongside other City projects. The Council spoke in favor of the goals and process as presented.

6. City Council/City Staff Comments

There were no City Council/City Staff comments.

7. Adjournment

The meeting was adjourned at 8:16 p.m.

Respectfully submitted,
Susan Bishel

MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: Michael G. Dzugan, City Manager
DATE: April 11, 2022
SUBJECT: **Review of Nonregulatory Boards, Commissions, and Committees Feedback**

In response to my January 18, 2022 letter requesting review of proposed City Code Chapter 2, Article 5, amendments to the General Provisions and Purpose Statement sections, please find attached a compilation of the non-regulatory Boards, Commissions and Committees (BCCs) feedback to the City Council's proposed amendments.

City Council Review and Direction- At the April 11 meeting, the Council will review feedback and consider whether changes are appropriate to the Council's original draft. The goal is for the Council to provide some direction so a second draft can be developed. This second draft can be further shared with the BCCs and perhaps reviewed at a future Planning Session with the Chairs. The final draft will then be formatted into an ordinance, and as a city code amendment (some of the changes involving the zoning ordinance will require a public hearing to be held by the Planning and Zoning Board) the Council will consider it as a first and second reading.

Document Color Coding	
BLACK	Language from the city code prior to review.
RED	Additions and/or strike outs reflecting changes made by City Council to original code language and sent to BCCs for review.
BLUE	Commentary, additions and/or strike outs offered by the BCCs to the City Council's draft or original code language.

Summarized List of Feedback - As you review the feedback, I would offer the following summation of the feedback received:

GENERAL PROVISIONS*

Sec. 2-257	<ul style="list-style-type: none"> Permit nonresidents to participate
Sec. 2-258	<ul style="list-style-type: none"> Permit Chair to longer term than two consecutive one-year terms

**Awaiting feedback from Regulatory BCCs regarding general provisions.*



NON-REGULATORY BCCs

Division 2, Band	<ul style="list-style-type: none"> • No comments received
Division 7, Community Relations	<ul style="list-style-type: none"> • More than 11 members may be needed • Change to general purpose statement • Add specific projects
Division 10, Environmental Improvement	<ul style="list-style-type: none"> • Change of intent of purpose statement 1
Division 11, Housing/Aging	<ul style="list-style-type: none"> • Desire to retain housing purposes
Division 12, Sister City	<ul style="list-style-type: none"> • No comments received • Community Relations suggested reaching out to those on Sister City since it is merging with Community Relations
Division 13, Historic	<ul style="list-style-type: none"> • Clarification on surveying significant properties and structures
Division 15, Fine and Cultural Arts	<ul style="list-style-type: none"> • Reworded purpose statement 1 • Questioned value of resource allocation for maintaining a calendar • Deleted repeated statements
Division 16, Bicycle Advisory	<ul style="list-style-type: none"> • Broaden purpose to include pedestrian

Summary

The Council’s draft documents sent to the BCCs for review and feedback had been finalized by the Council at the January 10, 2022 Planning Session based upon a report from the Staff that included an examination of each BCC’s past minutes, annual report if provided, and a review of many other municipal BCC ordinances.

An important and final component of the BCC review effort will be the development of a reporting mechanism that was laid out in October 2021. The reporting component will use the BCCs’ annual report as an instrument for the City Council’s review of action items taken to fulfill purpose statements in the past calendar year, and acknowledgement/approval of action items to be taken to carry out the purpose statements during the next calendar year. To assist the BCCs with this process a template will be developed.

Attachments

ARTICLE V. BOARDS, COMMISSIONS AND COMMITTEES

DIVISION 1. GENERALLY

Sec. 2-256. Creation.

The boards, ~~and~~ commissions, ~~and~~ committees specified in this article are hereby created. The city council may by ordinance or resolution create such other boards, ~~commissions~~ commissions, and committees, not inconsistent with law, as it may from time to time deem advisable.

The following provisions are precedent except as otherwise provided by this code or by law.

Sec. 2-257. Appointment of members; term of office; members city residents; compensation.

Board, commission, or committee members shall be appointed by the mayor with the approval of the city council for three-year terms, unless otherwise approved by the mayor and city council. All board, commission and committee members shall be residents of the city*. Those board, commission, or committee members not residents as of the date of this ordinance shall serve to the end of member's appointment term. The members of all boards, commissions and committees shall serve without compensation.

If any board, commission, or committee member is absent from three (3) consecutive regular meetings or from four (4) meetings within six (6) month period in a calendar year, the City Council may consider that the position be considered vacated, and a replacement appointed. Written notification shall be provided by the chairperson to the City Clerk of any vacancy created for this reason.

Upon a majority vote, the board, commission, or committee may recommend to the City Council the removal of a member for good** cause.

*Community Relations Commission – Residence needs to be clarified, since some of us reside in unincorporated Wheaton.

**Community Relations Commission – “Good” is too subjective and needs to be defined. Also, it is not consistent with wording in Sec. 2-262.

*Environmental Improvement Commission – The EIC is in the option that the proposed provision in this section of the code is unnecessarily increasing residency requirements for volunteers and restricting the ability of truly dedicated and talented people from serving for the City of Wheaton. The more restrictive residence requirement diminishes the effectiveness of the Commission, reduces the pool of qualified candidates for the Commissions and excludes the City from the benefits these valuable human resources can provide. This reduces opportunities

for truly dedicated people to act locally to the benefit of the environment and greater Wheaton area. The EIC understands that for some governmental positions residency requirements have a reasonable purpose. Commission members are unpaid volunteers who receive no monetary benefit. This should mitigate concerns that residency requirements address in other compensated types of City employment. The environment does not recognize municipal borders, and the City should remove barriers to those who can help and provide benefit to the City for free, not restrict them. Nearby unincorporated Wheaton residents are impacted and benefit by City actions regarding the environment. They should be able to reciprocate for these benefits by volunteering for the City. Past Mayors and City Councils have long recognized the talents, resources and benefits unincorporated Wheaton residents can provide for the City. There is a history of appointments of unincorporated Wheaton residents to the EIC dating back to 1984, so there is precedent for this. The EIC recommends continuing to permit them to contribute to the benefit of the City.

In the order of preference:

1. The Commission respectfully request the language requiring residence be stricken from the ordinance Section 2-257.
2. Alternately, the Commission would respectfully request that the Section 2-257 text regarding the Wheaton residency Requirements be re-written to allow people residing within the 60187 and 60189 Zip Codes of unincorporated Wheaton (or within a ¼ mile of the borders of the City proper or some such definition) be eligible to serve on City Boards, Commissions and Committees.
3. Alternately, the Commission respectfully suggest omitting the “Sunset Provision” in the current proposed Section 2-257 and add a modified “Grandfather Provision” to the ordinance to incorporate text that would allow any current Board, Commission and Committee members to be re-appointed to successive terms until they themselves no longer wish to serve and provide benefit to the City.
4. Alternately, permit incorporated provisions in the ordinance for nearby unincorporated Wheaton residents to serve as un-appointed, uncompensated volunteer consultants to the Boards, Commissions or Committees on an ad hoc basis.

*Historic Commission – Member residency has been an issue in the past for potential members of the Historic Commission. We have had two excellent candidates refused appointment to the Historic Commission because they lived in unincorporated Wheaton (Arrowhead). We suggest that the wording of this section be amended as follows: All board, commission and committee members shall be Wheaton residents; incorporated or unincorporated. If this is not possible, perhaps clarification by City Council could be made of the reason for excluding them.

Lisa Buchanan’s response (member, Historic Commission) - I completely understand the desire for term limits but this 2 one-year term limit seems unnecessarily restrictive. Our commission is not exactly turning volunteers away and even fewer of the volunteers participating are interested in the chairperson position. I don't want to speak for my fellow commissioners but

based on the discussion from this year's recent commission election process, I do not have the impression that any of our members are especially enthusiastic about volunteering for this role. Has there been any thought as to how the situation would be handled if no one stepped up to fill this position? Especially when we have a member who has been serving in the position and is willing to continue as chairperson.

Sec. 2-2578. Organization; Officers; use of city staff; adoption of bylaws.

~~Except as otherwise provided by this article or by law, E~~each board, commission or committee shall elect a chairperson ~~and secretary~~ and such other officers as it may deem appropriate on an annual basis. Such election shall take place at the first regularly scheduled meeting of each board, commission or committee following ~~May~~January 1 of each calendar year. The chairperson shall serve for a term of one year or until their successor is elected. The chairperson shall serve in the same capacity for no more than two consecutive one-year terms.*

*Bicycle Advisory Commission – The Chairperson shall serve in the same capacity for no more than three consecutive one-year terms. Rationale: The Commission acknowledges that it is hard for volunteers to commit the level of responsibility and time commitment that the Chair position requires for many of the city’s commissions. The first year of Chair service the Chair is learning all that the position encompasses, especially if the commission sponsors various events throughout the year. In the second year, the Chair starts getting into a rhythm and the position takes a little less time. Since the term of service for the members is three years, it’s reasonable for a Chair to serve for three years. Since the Chair still needs to get elected each year, if someone else wants to serve, that opportunity still exists. Allowing a Chair to serve for three years protects against the scenario where no one else wants to serve, but three consecutive terms aren’t long enough to create a stagnant leadership.

*Community Relations Commission – Remove “the chairperson shall serve in the same capacity for no more than two consecutive one-year terms.” If elections are held by the commissions each year, it should be up to the commission to make that determination.

*Fine and Cultural Arts Commission – Term language should say the following: The Chairperson may continue to act in the same capacity as long as there are commission elections every year.

*Environmental Improvement Commission – The EIC is in the opinion that the proposed provision to limit the chairperson to no more than two consecutive one-year terms is a disruption to the continuity that a chairperson develops with experience gained at that position. It creates an unnecessary learning curve on an annual basis for the new chairperson and results in a disruption to the efficiency of the post. The chairperson position is elected, so there is opportunity for new leadership, if the commission desires it. The additional demands of being the Chairperson is not a task every commission member can commit to beyond the time they are currently voluntarily committing to the EIC.

Recommendations Regarding Proposed Section:

1). The Commission respectfully request that the text of this section be re-written to allow the Commission to opt out of this requirement and self-determine the number of consecutive terms the Chair of a Commission may serve. This should be left to the discretion of the individual Commission and be codified within their own internal bylaws.

2). Alternately, the Commission respectfully requests that an exclusion for the Environmental Improvement Commission be written into the ordinance text to allow a chairperson to serve unlimited continuous 1-year terms as the chairperson. This is still an elected position, so there is a means to facilitate change and “new blood” if the EIC Commission desires it.

*Historic Commission – The Historic Commission approves moving the date of the election of officers from May to January. Due to our annual celebration of Preservation Month in May, losing or changing any officer in May would be very chaotic and disruptive to Preservation Month. The Historic Commission is worried that Commission/Board Chair term limits will lead to the loss of expertise and management skills as well as the knowledge of duties gained in the chair position over time. The rationale behind this suggestion needs to be identified. If the City adopts a resolution to term limit chairs, 11 current commissions/boards will lose their current chair.

(a) The Chairperson shall coordinate with the city clerk on meeting agendas, meeting dates, and other logistical issues, serve as the presiding officer, facilitate public meetings, and sign official minutes of the board, commission, or committee.*

*Community Relations Commission – Should be “The Chairperson, or designee, shall coordinate.” The Secretary can perform this task as well.

(b) Use of City Staff - board, commission, or committee members do not have authority over the work program of city staff and may not direct city staff in performance of board, commission, or committee related activities, nor assign projects or direct the work of staff. A board, commission, or committee may request staff assistance; however, the city manager must approve all requests which create a demand for a work product.*

*Community Relations Commission - A process needs to be defined on how this can be performed in a timely manner since it is my understanding that we cannot promote any event without the involvement of the Communications Department.

(c) Each board, commission or committee may adopt bylaws governing its procedures and regulating its business. Bylaws and/or amendments thereto shall be approved by the city council.

Sec. 2-2589. Meetings; Quorum established; official minutes.

Board, commission, or committees shall meet regularly as determined by the board, commission, or committee. All meetings shall be public, and agenda posted in accordance with the Open Meeting Act. Notices of meetings will include time, place, and agenda of the business to be transacted.*

*Community Relations Commission – Should add when notices need to be published prior to the meeting date.

(a) Except as otherwise provided by law, a majority of the appointed members of each city board, commission or committee shall constitute a quorum, and the act of a majority of the members at any meeting at which a quorum is present shall constitute the act of the board, commission or committee.

(b) Each board, commission or committee shall keep official minutes of its proceedings. The minutes shall reflect the vote of all members on any question before the board, commission or committee. The official minutes must include the date/time/place, members present or absent, a general discussion of the matters discussed, and an accurate description of any action(s) taken. The City Clerk shall retain the official minutes as a permanent record.

Sec. 2-260. Order of business.

The rules of parliamentary practice comprised in Robert Rules of Order, latest edition, shall govern the board, commission, or committee in cases which are applicable. A majority vote of those board, commission, or committee members present, and voting shall be required to take official action. A member shall be disqualified and abstain for voting whenever a member has or may have a conflict of interest in the action under consideration.

Section 2-261. Financial/budget; donations.

(a) By October 15 each year, or as soon thereafter as reasonably possible, the board, commission, or committee shall propose, in detail, a budget of their proposed revenues and expenditures for the next fiscal year. All proposed expenditures shall be budgeted in detail, and each item, whether same shall be for a fixed charge or due under contract for supplies or equipment, shall be stated. This budget shall be filed with the city manager and thereafter submitted to the city council and considered by it as part of the overall city budget.*

*Community Relations Commission – We have categories of funding (i.e. Good Citizens awarded, Festival of Cultures). Details beyond that would be estimates. In September/October (when the budget is due), we might not have sufficient details or ideas of what the later year events might entail. Those details would be formulated throughout the year. Could use language like “the board, commission or committee shall propose, to the best of their ability, a detailed budget on their proposed revenues and expenditures...”

*Fine and Cultural Arts Commission – First sentence should read as follows: By October 15 each year, or as soon thereafter as reasonably possible, the board, commission or committee shall propose, to the best of their ability, a detailed budget of their proposed revenues and expenditures.....

We cannot provide accurate details on our projects because they change so much as we move forward. Therefore, we cannot guarantee accuracy, thus, change the saying to the best of our ability.

(b) Every board, commission, or committee identified in this article is authorized on behalf of the City of Wheaton to solicit donations to support the purposes as set forth by this article.

Efforts to seek donations shall identify the solicitation is being conducted by a board, commission, or committee in the name of the City of Wheaton. Such donations shall be made to “the City of Wheaton”. Any solicitation of donations shall include an accurate description of the purpose for which the donation shall be applied.

The finance director shall record that the donation is being made to the City of Wheaton solely for the purposes of the board, commission, or committee.

The City Council retains the authority to reject donations which are not for the designated purposes as set forth by this article. The finance director shall segregate donations in such a manner that they can be audited. Payment from donations received shall be made upon review of the City Manager who, after preliminary approval, shall place the payment on the warrant under the category of “board, commission, or committee payment” which shall then be submitted to the City Council for approval.

Sec. 2-25962. Removal of members; vacancies; ~~compensation.~~

Any member of any ~~city~~ board, commission or committee may be removed with or without cause in the same manner in which the member was appointed*. Vacancies may be filled in the same manner as in the case of original appointments. ~~The members of all boards, commissions and committees shall serve without compensation.~~

*Community Relations Commission – not consistent with Sec. 2-257.

Sec. 2-2603. Other duties.

Each city board, commission or committee shall perform such other duties or services as the city council may request from time to time* ~~and may submit such recommendations to the city council as appropriate in order to fulfill the purpose of each board, commission or committee.~~

***Community Relations Commission** – Add in bold: “...request from time to time through a written request to the Commission Chairperson.”

The city council may request the commission to consider performing other duties or services. These requests should be discussed in the commission meeting resulting in a motion, considering resources required to perform the request, budget, priority and other factors that would be impacted by the motion.

***Fine and Cultural Arts Commission** – Change language in the first sentence from “shall perform” to “will discuss performing”

We are concerned the current language sets up the possibility of someone bypassing the commission and going to the city council as a way to force support for whatever art project they want.

Sec. 2-26~~14~~. Nonpolitical status.

The boards, commissions and committees ~~of the city~~ shall not advocate a particular party platform~~be political in aim or function~~ and shall not act as an agent of or for any group.

Sec. 2-26~~24~~5. Annual report.

Each ~~city~~ board, commission or committee shall submit an annual report on its activities to the city council. The report shall cover the city's fiscal year and shall be submitted to the city council no later than ~~June 15~~October 15 of each year to be presented as part of annual budget review process. The report shall include a summary of the actions, including the effectiveness of those actions, of the board, commission or committee carrying out the purpose of each board, commission, or committee as set forth in said board, commission, or committee 's purpose section; and a description of actions proposed for the upcoming fiscal year which shall be approved by the city council.*

***Community Relations Commission** – The City will provide a template that the commission will complete to the best of their ability.

***Fine and Cultural Arts Commission** – Modify last sentence as follows to mirror language in section 2-261, “and to the best of their ability, a description of actions proposed for the upcoming fiscal year.....”

DIVISION 2. BAND COMMISSION

Sec. 2-276. ~~Appointment of members, Composition, term of office.~~

The band commission shall consist of no less than five (5) and no more than seven (7) members~~appointed by the city council for terms not exceeding three years.~~

Sec. 2-277. ~~Duties~~Purpose.

The purpose of the band commission is to:

- (1) Promote music through free live band concerts and to furnish equivalent musical service upon occasions of importance.
- (2) The band commission shall have charge of the Wheaton Municipal Band~~city band~~ and all expenditures therefor, subject to annual approval of the city council.

Sec. 2-278. Appointment of band members.

All members of the Wheaton Municipal Band~~city band~~ shall be appointed by the band commission. All members of the Wheaton Municipal Band~~city band~~ are independent contractors, and specifically are not employees of the city.

Sec. 2-479. – Meetings.

The band commission shall meet no less than twice per year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

DIVISION 7. COMMUNITY RELATIONS COMMISSION

Sec. 2-351. Composition; ~~appointment of members; term of office.~~

The community relations commission shall consist of not less than seven (7) and no more than eleven (12)^{*} members ~~appointed by the mayor with the approval of the city council.~~
~~Members of such commission shall serve three year terms.~~

* Currently we are at eleven members. We are on the books for 12. Why reduce to 11 members? (I'm thinking it is so that when a vote is taken there is no "tie".) Additionally, if we incorporate Sister Cities (which currently has two members), do we let one go?

Sec. 2-352. Purposes.

The Wheaton Community Relations Commission is the catalyst to connect all people and encourage a sense of belonging within the Wheaton community through events, key partnerships, and opportunities to give back. We do this through:~~The community relations commission is to foster and promote understanding, mutual respect, cooperation, and positive relations in a diverse inclusive community. The community relations commission is also to promote increased participation in all aspects of community life and a sense of shared community among all residents. The purpose of the community relations commission shall be to:~~

1). Inspiring and fostering community involvement and volunteerism beyond just CRC events.

2). Celebrating and education the Wheaton community.

3). Recognizing other change agents within the community.

*There may be some input from the Sister Cities that needs to be incorporated.

(1) Study and recommend* means of developing better relationships among all residents in a diverse and inclusive community of Wheaton. *What does this term mean in the practical sense? Does this refer to any new projects that the CRC might expand and add? Usually when the commission discusses these types of projects, we either act on them (via motion), or elect not to move on the project. Who would we recommend taking on a project to? There needs to be a designated council member assigned that is present at the meetings and can act on behalf of the City Council.

(2) Encourage and recognize residents to be "service-oriented" in the opportunities to assist one another in the community and the neighborhood. Like Make a Difference Day

(3) Promote and support initiatives with federal, state and local governmental agencies, commissions, businesses, schools, civic and religious organizations, neighborhood and community events aimed at increasing goodwill and civil engagement among the residents and the global community at large.

(4) Recognize and approve, honors or awards for persons, firms, or entities that serve or advance understanding, mutual respect, cooperation, and positive relations between and among residents, such as a “Good Citizens Award”. [And Women of Wheaton](#)

~~(1) Foster understanding and promote amicable relations among all persons and groups in the city and to promote city activities and programs among the residents of the community. [Please retain.](#)~~

(2) Identify for the city council programs or projects which will enhance relationships between city government and its residents.

~~(3) Promote the positive aspects of the city among its residents and visitors.~~

~~(4) Study and consider special projects as may be referred to it by the city council.~~

~~(5) Hold such meetings and discussions as it may deem advisable and gather all necessary information with reference to matters that may be assigned to it.~~

(6) With city council concurrence, conduct and promote such educational and other programs as may be necessary to carry out the functions of the commission. [Isn't this concurrence the approval of our budget and strategy? How is this different? This is unclear as to how to operationalize concurrence.](#)

(8) ~~Sec. 2-428. Purposes.~~

~~The sister city commission shall identify a city or cities which, with city council approval, will be designated as sister cities of the City of Wheaton, Illinois. The commission shall encourage communications and awareness between the people of this city and its sister city or cities. The commission shall also foster, encourage and direct such further action as shall be necessary to develop activities and programs towards those ends, including, but not limited to, assisting in the formation of a state not for profit corporation in furtherance of such purpose.~~

Sec. 2-353. – Meetings.

The community relations commission shall meet no less than six (6) times a year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

DIVISION 10. ENVIRONMENTAL IMPROVEMENT COMMISSION

Sec. 2-396. Composition; ~~appointment and terms of members.~~

~~There is hereby created an~~ environmental improvement commission, ~~which~~ shall consist of ~~no less than seven (7) and no more than thirteen (13)~~¹⁴ members ~~appointed by the mayor with the approval of the city council for three-year terms.~~

Sec. 2-397. Purposes; ~~meetings.~~

~~(a)~~—The purpose of the environmental improvement commission shall be to:

- (1) Study and advise the city council on local sustainable initiatives which are fiscally responsible, enhance economic vitality and/or improve on public health ~~various environmental problems in the community which promote lifecycle fiscal responsibility both in the short and long term, enhance environmental vitality and/or improve on public health.~~
- (2) ~~Conduct beautification projects.~~ To educate and actively engage the wider Wheaton community regarding the benefits of living environmentally and sustainably sustainable. To act locally and think globally.
- (3) Sponsor national, state and local programs which affect local awareness of environmental and promote native bio-diverse beautification of the natural environment related issues, ~~including programs that encourage the public to develop environmental sustainability measures that reduce the consumption of energy and fossil fuels, conserve water, reduce hazardous, and solid and compostable waste, reduce air pollution emissions, and reduce the consumption and disposal difficult to~~ of recycle plastics.
- (4) ~~To make disseminate~~ environmental and sustainable information and resources readily available at Wheaton EIC sponsored events and via the City's e-newsletter and the City's website and other appropriate venues.
- (5) To sponsor an annual celebration of Earth Day and Arbor Day with associated environmental events.
- (6) To create partnerships with interested parties to help achieve mutually beneficial sustainability goals.

~~(b)~~—The environmental improvement commission shall meet at least three times per year.

Sec. 2-398. – Meetings.

The environmental improvement commission shall meet no less than six (6) times a year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

Concluding remarks from the EIC: The EIC wanted to note that the EIC is a very active Commission, and the members volunteer many hours above and beyond the 10 annual meetings at City Hall. These include planning and management of the Adopt-a-Highway program (including cleaning a section on Butterfield Rd.) Arbor Day, Earth Day, the April Recycling Extravaganza, Native Plant Sale, Wheaton Prairie Path Cleanup, the monthly Electronic Recycling Event, pumpkin composting, and numerous other activities. The above are the EIC's comments and recommendations. Please let us know if you have any questions regarding these respectful suggestions and if the EIC can be of further help on crafting this important matter.

DIVISION 11. HOUSING COMMISSION ON AGING SENIOR COMMUNITY COMMISSION*

Note: Our newly named Senior Community Commission can best serve the city council not by curtailing our current statement of purpose, but by embracing and extending its scope for all financially restrained seniors who qualify, as well as being inclusive of other at-risk citizens in the future.

~~Sec. 2-411. Established.~~

~~There is hereby established a housing commission for the city. The housing commission shall have only those powers, duties, responsibilities and authority specifically delegated to it by this division.~~

~~Sec. 2-4121. Composition; appointments; term of office.~~

(a) ~~The housing commission on aging shall consist of no less than seven (7) and no more than eleven (11) members, with ex-officio membership of the director of building and code enforcement in a technical and professional advisory capacity. The general membership shall be appointed on the basis of areas of interest or expertise by the mayor with the approval of the city council, with the intent to provide as broad a cross section of the political, social, economic, age, religious and ethnic representation of the community as possible.~~

~~(b) Members of the housing commission shall serve three-year terms. All members shall continue to serve until their successors have been appointed and qualified. UNSTRIKE~~

~~Sec. 2-4132. Purpose.~~

~~It is the policy of the city to encourage and develop the best possible living conditions for the present and future residents of the city, and to attain and maintain a stable and well-balanced community. The housing commission shall propose policies and programs to the city council which will assist all persons, regardless of age, race, color, creed or income, to have equal opportunity to secure safe and adequate housing within the city. To accomplish these ends, the housing commission will: In addition to providing services to seniors in the community, the Commission on Aging is encouraged, where appropriate, to utilize and involve the families, friends and neighbors of the seniors being served. The purpose of the commission on aging shall be to:~~

(1) Administer a senior ~~citizen~~ housing assistance program with funds annually budgeted by the city council. The program will be administered according to the rules and guidelines established by the ~~housing~~ commission on aging, and reviewed and updated by the commission and presented to the city council on an annual basis. The commission will advise the city council prior to the annual budget meeting of its expected needs to administer this program for the upcoming fiscal year.

~~(2) Inform and Refer — develop a resource file of services available to seniors, answering inquiries from, or on behalf of seniors and other residents on senior issues, make~~

referrals and to follow up on referrals, and publicize programs or specialized services available for seniors.

~~— Advocate — provide advocacy services to seniors, particularly those who are isolated or ill, advocate services for the rights of the aging population, promote active participation of seniors in programs addressing the needs and rights of the aging population, and consider financial problems of the aging population.~~

~~— Study, Evaluation, Planning and Recommend — study and evaluate the needs of all seniors, including those who are isolated, analyze existing services in relationship to these needs, and recommend to service providers additions, changes or deletions in services.~~

~~— Coordination and Consultation — coordinate services for seniors provided by Federal, State, regional, local agencies and, in addition, to cooperate with City departments, provide consultation and assistance to community groups developing or delivering services for seniors, and develop cooperative relationship with long-term care facilities including, but not be limited to, residents, owners, managers, and administrators.~~

~~(3) Education — promote community education and disseminate information regarding the problems, needs and status of seniors, and educate the community about the various phases of the aging process.~~

~~(2) — Review and recommend actions and policies pertaining to housing issues which have specifically been referred to them by the mayor and city council. UNSTRIKE~~

~~(3) — The housing commission will provide a public forum for residents, organizations, and other advocates to bring concerns pertaining to the living conditions and housing related concerns of the city residents.~~

~~(4) — When an issue regarding housing becomes evident to the housing commission, but has not been specifically referred, the commission may advise the mayor and city council regarding the issue and make recommendations or, as may be appropriate, refer the matter to the city's building and code enforcement department. UNSTRIKE~~

Sec. 2-4143. Meetings ~~and reports~~.

The ~~housing~~ commission on aging shall meet not less than six ~~scheduled~~ times per year at a date and time to be determined by the commission, ~~and shall deliver no less than three written reports per year to advise the city council of the status of the housing assistance program.~~ The commission may further meet at such dates and times as it may designate ~~meet additionally at the call of the chairperson.~~

~~DIVISION 12. SISTER CITY COMMISSION~~

~~Sec. 2-426. Established.~~

~~There is hereby established a sister city commission for the city. The sister city commission shall have only those powers, duties, responsibilities and authority specifically delegated to it by this division.~~

~~Sec. 2-427. Composition; appointment of members; term of office.~~

~~The sister city commission shall consist of seven members appointed by the mayor with the approval of the city council from various segments of the community. The appointments shall be for terms of three years. The commission may make recommendations to the city council regarding suitable candidates for appointment to vacancies on the commission.~~

~~Sec. 2-428. Purposes.~~

~~The sister city commission shall identify a city or cities which, with city council approval, will be designated as sister cities of the City of Wheaton, Illinois. The commission shall encourage communications and awareness between the people of this city and its sister city or cities. The commission shall also foster, encourage and direct such further action as shall be necessary to develop activities and programs towards those ends, including, but not limited to, assisting in the formation of a state not for profit corporation in furtherance of such purpose.~~

~~Sec. 2-429. Not for profit corporation.~~

~~The city shall not be a direct participant in any not for profit corporation as contemplated in section 2-428. Any action which shall in any way involve city funds with regard to such not for profit corporation shall be specifically and publicly considered by the city council. Such not for profit corporation shall be an independent entity of the city and the sister city commission, but it is intended that the two organizations shall have consistent goals and shall cooperate with each other wherever legally possible.~~

~~Sec. 2-430. Meetings; rules of procedure; records.~~

~~The sister city commission shall meet as called by the chairman, and shall establish a basis for providing communication to the city council as to the activities which it undertakes. The commission shall adopt its own rules of procedure not in conflict with this Code or state statutes, and shall keep records and minutes of its proceedings.~~

DIVISION 13. HISTORIC COMMISSION

~~Sec. 2-441. Established.~~

~~There is hereby established a historic commission for the city.~~

Sec. 2-4421. Composition; ~~appointment of members; term of office.~~

- (a) The historic commission shall consist of no less than seven (7) and no more than nine (9) members ~~appointed by the mayor with the approval of the city council for staggered terms not to exceed three years. Members of the commission shall be residents of the city. The commission shall elect its chair, vice chair and secretary annually.~~
- ~~(b) Membership on the historic commission will be composed of individuals knowledgeable in the historic traditions of the city and interested in the preservation of the historic character of the city. Persons such as architects, educators, historic preservationists, historians, museum professionals, real estate professionals and other community members whose interests and expertise will contribute to the enhancement and enjoyment of the city's heritage and historic structures.~~

Sec. 2-4432. Purposes.

The purpose of the historic commission shall be as follows:

1. ~~(1)~~ — To promote awareness of the city's history and appreciation for the city's heritage among the citizens of the city.
2. ~~(2)~~ — To preserve and record the history of the city through whatever means are appropriate and feasible, including the promotion of Preservation Week and recognizing historic landmarks.
3. ~~(3)~~ — To provide liaison between the city and groups involved in historic preservation.
4. ~~(4)~~ — To recommend to the city council appropriate historic programs and projects.
5. To inform and educate the citizens of Wheaton concerning the historic and architectural heritage of the city by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs and seminars.
6. To conduct an ongoing survey to identify historically and architecturally significant properties, structures and areas.*

* The City needs to clarify what is meant by #6 "To conduct a survey of historically and architecturally significant properties, structures and areas." Although the Historic Commission supports the creation of any historical survey, the Historic Commission needs clarification from the City about what is meant by assigning to the Historic Commission the task of conducting an ongoing survey of historically and architecturally significant properties, structures, and areas. Currently we do not conduct any comprehensive or systematic surveying. The Wheaton

Register of Historic Places program administered by the Historic Commission is owner-initiated recognition only and not comprehensive. Many historic Wheaton properties are not included in the Wheaton Register of Historic Places Register. While the Historic Commission would be delighted to supervise a professional historical survey of Wheaton, the budget for this project would need to be added to the Commission's current budget.

*Lisa Buchanan's response (member, Historic Commission) - Purpose 6. To conduct an ongoing survey to identify historically and architecturally significant properties, structures and areas.

I am curious about what the motive is behind adding this purpose and how it would be funded. Maybe you can provide some background on the reason for adding this.

I don't know if you are aware that we have been working with the city IT department on designing a GIS map of Wheaton's registered landmarks. I have provided the link below to the project in progress. I am mentioning this in case it may meet the needs behind the purpose in #6 listed above.

<https://storymaps.arcgis.com/stories/7529c1ea765a44968630abd1612a0042>

-Sec. 2-443. Meetings.

The historic commission shall meet no less than six scheduled times per year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

DIVISION 15. FINE AND CULTURAL ARTS COMMISSION

~~Sec. 2-461. Established.~~

~~There is hereby established a fine and cultural arts commission for the city.~~

Sec. 2-46~~1~~²¹. Composition; ~~appointment of members; term of office.~~

The fine and cultural arts commission shall consist of no less than seven (7) but no more than eleven (11) members ~~appointed by the mayor with the approval of the city council for three-year terms. Commission members shall be residents of the city.~~

Sec. 2-46~~3~~². Purpose.

The purpose of the fine and cultural arts commission is to:

- (1) ~~Pursue means and methods to encourage and foster cultural and fine arts opportunities in the city and its organizations for the cultural enrichment of the citizens of the city.~~ The Mission of the Wheaton Fine and Cultural Arts Commission is to increase citizen access to the arts by providing leadership, advocacy, and the support for art that enriches the cultural vitality of our community.
- ~~(2) Provide advice to the city council on matters relating to fine and cultural arts.~~
- (3) Provide advice and wWork cooperatively with the city council to promoteing fine and cultural arts in the city.
- (4) Foster and promote an appreciation of fine arts within the city by enlisting and encouraging public and private agencies, as well as the general public, to support art and cultural events ~~Encourage public and private partnership to support the enhancement of fine and cultural art and artists~~ within the city.
- (5) At the request of the city council, Rreview and make recommendations directly to the city council for art works for public buildings and public spaces.
- (6) Assist in creating a city wide arts and culture calendar, and serve as a clearing center for information to the general public concerning the activities of art related organizations and individuals who advance arts and culture in ~~Encourage the flow of fine and cultural arts into the city and stimulate fine and cultural art activities among residents of the city.~~ Assist in creating and maintaining a city wide arts and culture webpage on the city website that includes links to art related organizations and individuals who advance art in the city.

*Is the City managing this? This is a lot more work than you may imagine. Our proposed statement may be more manageable. If the city truly wants to create a calendar of events you need to consider allocating time to someone who manages the website.

~~(7) Implement such fine and cultural art programs and activities that may be delegated to it by the city council including the selection artists for fine and cultural art programs and projects. Delete entire line as it is covered in number three.~~

~~(8) Establish and maintain an information network about those agencies, individuals and organizations within the city which produce or sponsor public presentations of the visual arts, theater, dance, music, literary arts and other arts, and promote the sharing of resources among them. Delete entire line as it is covered under revised number 6.~~

~~(9) Provide information to the general public concerning activities of organizations and individuals whose efforts advance arts and culture within the city. Delete entire line as it is covered under revised number 6.~~

Sec. 2-46~~3~~4. Meetings; reports; regulations.

~~(a) The fine and cultural arts commission shall meet not less than six scheduled times per year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.~~

~~(b) The fine and cultural arts commission shall report in writing to the mayor and city council on an annual basis. The report shall cover the activities of the commission of the year immediately preceding the report and shall be presented to the council during the month of October.~~

~~(c) The fine and cultural arts commission shall adopt reasonable rules and regulations for the conduct of its business.~~

DIVISION 16. BICYCLISTE AND PEDESTRIAN* ADVISORY COMMISSION

~~Sec. 2-471. Established.~~

~~There is hereby established a bicycle advisory commission for the city.~~

Sec. 2-47~~1~~2. Composition; ~~appointment of members; term of office.~~

The ~~bicycle~~Bicyclist and Pedestrian aAdvisory ~~e~~Commission shall consist of no less than seven ~~(7)~~ and no more than ~~twelve (12)~~ members ~~appointed by the mayor with the approval of the city council for three-year terms. Commission members shall be residents of the city.~~

Sec. 2-47~~3~~2. Purpose.

~~The purpose of the bicycle advisory commission is to:~~

(1) ~~Provide advice and recommend strategies to the city council to encourage and foster bicycling opportunities in the city on matters relating to bicycling.~~The purpose of the Bicyclist and Pedestrian Advisory Commission is to: Provide advice and recommend strategies to the city Council to encourage and foster bicycling and pedestrian opportunities, and to consider accessibility issues in the city.

(2) Promote bicyclist and pedestrian education programs in the school systems and disseminate safety information to the public at large. ~~(2) — Recommend strategies to encourage and foster bicycling opportunities in the city.~~

~~(3) — Promote bicycle education programs in the school systems and disseminate bicycle safety information to the public at large.~~

(4~~3~~) Review and make recommendations regarding implementation of the Wheaton Bicycle Plan, September 2011, as amended.

(5~~4~~) Establish and maintain an information network with those agencies, individuals and organizations within the city that advocate bicycling and walking and promote the sharing of resources among them.

(5) Reduce car, bicycle and pedestrian conflict.

~~(6) — Perform such further duties as may be delegated to it by the mayor and city council.~~

* Rationale: WBAC is proposing that our commission be expanded to include representation of pedestrians in an effort to reduce car, bicycle, and pedestrian conflicts. We'd like to expand to include the safety of both bicyclists and pedestrians, including accessibility issues some pedestrians face. Precedent for this exists in Warrenville, with their commission serving this dual purpose.

Sec. 2-47~~4~~3. - Meetings; ~~reports; regulations.~~

(a) — The bicycle advisory commission shall meet not less than six ~~(6) scheduled~~ times per year at a date and time to be determined by the commission. The commission may further meet at such dates and times as it may designate.

~~(b) — The bicycle advisory commission shall report in writing to the mayor and city council on an annual basis. The report shall cover the activities of the commission for the year immediately preceding the report and shall be presented to the council during the month of October.~~

~~(c) — The bicycle advisory commission shall adopt reasonable rules and regulations for the conduct of its business.~~