



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, January 24, 2022

1. Call to Order

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

Physically Present:

Mayor Suess
Councilman Brown
Councilwoman Fitch
Councilman Weller

Present by Video Conference:

Councilwoman Bray-Parker
Councilwoman Robbins

Absent:

Councilman Barbier

City Staff Present:

Michael Dzugan, City Manager
John Duguay, Assistant City Manager
Susan Bishel, Public Information Officer

2. Public Comment

There were no public comments.

3. Approval of January 10, 2022 City Council Planning Session Minutes

The Council approved the January 10, 2022 City Council Planning Session Minutes.

4. City Council Chambers – City Hall Annex Audio-Visual Replacement Project

City Manager Dzugan stated the City Council discussed in 2019 placing an additional meeting space at the back of the City Council Chambers as part of a plan to replace components of the City's audio-visual equipment in the Council Chambers and City Hall Annex. The additional meeting space could be used for Planning Sessions and other commission meetings, and it would add the technology components necessary to allow the City to record these meetings and view presentations. The overall project was delayed in 2020 and 2021 in conjunction with COVID-19-related pauses on certain City projects. The City is now ready to move forward with this project.

Assistant City Manager Duguay stated that a portion of this project did not appear in the approved 2022 budget, as this part had not been carried over from the approved 2020 and 2021 budgets. However, the City has been allocating adequate funding for this project in the Equipment Replacement Fund, and the funds are available for this project. The Council will receive a budget amendment request for this purpose.

Public Information Officer Bishel reviewed the goals for this project, which are to replace audio-visual equipment in the Council Chambers and City Hall Annex in a way that makes viewing presentations easier for Council, staff and other audiences; ensures equipment is reliable and up-to-date; leverages technology to better communicate with audiences; and efficiently incorporates remote participation. She stated the

project reinforces the City's Strategic Priority related to regularly communicating with Wheaton residents and stakeholders about City services, programs and initiatives.

To explain the City's current audio-visual system, Public Information Officer Bishel reviewed the cameras and audio equipment in the Council Chambers; the City's setup to allow the meeting to be streamed on Zoom; and presentation capabilities in the Council Chambers. Some of the current challenges include that the presentations can be difficult for the Council, audience and video viewers to see; the podium for speakers lacks technology and is not ADA-accessible; and participants through Zoom can only see a faraway view of some of the dais and can't see speakers at the podium or staff table.

Improvements coming to the Council Chambers will include a new ADA-accessible podium with technology for speakers to easily share their presentations, individual monitors at the dais for the Council to view presentations clearly, a direct integration for presentations to Zoom and video recordings, upgraded audio, better technology at two staff tables, and better viewing for audience members. The project will also include replacing the components in the City Hall Annex needed to record and share video, such as the switcher, camera controllers, monitors and studio cameras. All systems will be upgraded to HD, which will provide a clearer video picture.

Finally, Public Information Officer Bishel reviewed the previously discussed Planning Session space proposed for the back of the Chambers, which would include three additional cameras, two large monitors on the walls, a microphone system and integrated technology. Staff sought the Council's direction on whether they still wanted to add this space, as the bids received would be approximately \$5,000 above the budgeted amount without the Planning Session space, and approximately \$45,000 above the budgeted amount with this space. Additional considerations include a more complicated control system if the Planning Session space was included, limited viewing angles for audience members, and setup required before each meeting.

In response to Council questions on the cost to equip the Gamon Room with technology to record Planning Sessions, City Manager Dzugan stated estimates several years ago were more than \$100,000. The other previously explored option included setting up a table and chairs near the front of the Council Chambers for Planning Sessions, but this option would require setup for each meeting, and there would be challenges with microphones for the space and finding a way to display presentations to the Council.

Some Council members stated they would like to include the Planning Session space in the back of the Chambers, as it would better facilitate discussion sitting around a table. The majority of the Council expressed the opinion that based on additional costs and potential limitations for space in the back of the Chambers, they would prefer to move forward with the project without the Planning Session space.

5. City Council/City Staff Comments

There were no Council/City Staff comments.

6. Adjournment

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Susan Bishel