

**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**OF THE UNITED CITY OF YORKVILLE, KENDALL COUNTY, ILLINOIS,**  
**HELD IN THE CITY COUNCIL CHAMBERS,**  
**800 GAME FARM ROAD ON**  
**TUESDAY, FEBRUARY 9, 2021**

Mayor Purcell called the meeting to order at 7:01 p.m. and led the Council in the Pledge of Allegiance.

Mayor Purcell stated that he has determined that under the Governor's orders the meeting can be held with electronic attendance for the safety of the council members and the public and to help prevent the spread of the coronavirus.

**ROLL CALL**

City Clerk Pickering called the roll.

Ward I	Koch	Present (electronic attendance)
	Transier	Present
Ward II	Milschewski	Present (electronic attendance)
	Plocher	Present
Ward III	Funkhouser	Present (electronic attendance)
	Frieders	Present (electronic attendance)
Ward IV	Tarulis	Present (electronic attendance)
	Peterson	Present (electronic attendance)

Staff in attendance at city hall: City Administrator Olson, Chief of Police Jensen and Attorney Orr.

Staff in attendance electronically: City Clerk Pickering, Public Works Director Dhuse, Community Development Director Barksdale-Noble, Finance Director Fredrickson, Assistant City Administrator Willrett, Building Code Official Ratos, Facilities Manager Raasch, Purchasing Manager Parker, and EEI Engineer Sanderson.

Clerk's Note: Due to COVID-19, in accordance with Public Act 101-0640 and Gubernatorial Disaster Proclamation issued by Governor Pritzker pursuant to the powers vested in the Governor under the Illinois Emergency Management Act, the United City of Yorkville encouraged social distancing by allowing remote attendance to the City Council meeting.

Members of the public were able to attend this meeting in person while practicing social distancing as well as being able to access the meeting remotely via Zoom which allowed for video, audio and telephonic participation.

A meeting notice was posted on the city's website on the agenda, minutes and packets webpage with instructions regarding remote meeting access and a link was included for the public to participate in the meeting remotely: <https://us02web.zoom.us/j/83504411448?pwd=RERVOHZoVXhiZTlZK1lPNHdXUjVjZz09>. The Zoom meeting ID was 835 0441 1448.

**QUORUM**

A quorum was established.

**AMENDMENTS TO THE AGENDA**

None.

**PRESENTATIONS**

None.

**PUBLIC HEARINGS**

None.

**CITIZEN COMMENTS ON AGENDA ITEMS**

None.

**CONSENT AGENDA**

1. Minutes of the Regular City Council – January 26, 2021
2. Bill Payments for Approval
  - \$ 441,079.79 (vendors)
  - \$ 311,928.12 (payroll period ending 2/5/21)
  - \$ 753,007.91 (total)

3. **Resolution 2021-05** Approving an Intergovernmental Agreement for Reciprocal Building Inspection Services between the United City of Yorkville and Kendall County – *authorize the Mayor and City Clerk to execute* (EDC 2021-13)
4. **Ordinance 2021-03** Repealing Parking Restrictions on West Van Emmon Street – *authorize the Mayor and City Clerk to execute* (EDC 2021-15)

Mayor Purcell entertained a motion to approve the consent agenda. So moved by Alderman Milschewski; seconded by Alderman Frieders.

Motion approved by a roll call vote. Ayes-8 Nays-0  
Koch-aye, Milschewski-aye, Funkhouser-aye, Tarulis-aye,  
Transier-aye, Plocher-aye, Frieders-aye, Peterson-aye

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## **REPORTS**

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### **MAYOR'S REPORT**

#### **COVID-19 Vaccinations**

Mayor Purcell reported that the Kendall County Health Department's vaccination clinic has been going very smoothly. The weekly vaccination clinic that is being held at the city's Prairie Pointe Drive building is running two to three days per week. He said almost 750 people were vaccinated today at the clinic. Mayor Purcell also reported that the mass vaccination event that was held at the high school last weekend also went very well. He said the health department, the high school, the local police and fire departments, and all the volunteers did a tremendous job on this event. He said that 4300 people received vaccinations over the weekend.

#### **Prairie Pointe Building Update** (CC 2021-04)

Dean Roberts from McClaren, Wilson & Lawrie, Inc. gave a presentation on the Facility Space Needs Study that his firm is conducting in conjunction with Cordogan Clark (*see attached*). The presentation included three different building layouts for the council to consider. Alternative A includes the option to expand the building footprint and build a new council chamber on the first floor of the building. Alternative B places the council chamber on the first floor within the existing building footprint, which would result in a decreased first floor operational area for the police department. Alternative C places the council chamber on the third floor within the existing building footprint resulting in the public having to climb two flights of stairs or to use a small capacity elevator to attend a public meeting.

Discussion took place on the options presented. Most of the aldermen were in favor of the council chamber being located on the first floor so that it would be convenient for the public to access. One alderman and the Mayor noted they were in favor of locating the council chamber on the third floor to save money. Other discussion took place on the option for a separate entrance for staff and elected officials to enter the building rather than entering and exiting through public areas; the time frame for completion of the project; the ceiling height of the council chamber if located on the third floor; the ability to add on additional floors in the future to the proposed new addition of the council chamber on the first floor; a canopy area for police vehicles; file storage; ability to add an additional stairwell and elevator if the council chamber is located on the third floor; and the accuracy of projected future staffing. It was also discussed that the proposed location of the building expansion to add a council chamber to the first floor will result in moving the public parking areas further from the front entrance of the building. It was asked if the proposed building expansion could be moved to the side of the building instead in order to keep the public parking spaces intact near the main entrance to the building.

Mayor Purcell said that he would like to eliminate one of the options so the architects could refine the cost estimates in order for a final decision to be made on the layout. After further discussion, the consensus was to eliminate Alternative B.

### **PUBLIC WORKS COMMITTEE REPORT**

No report.

### **ECONOMIC DEVELOPMENT COMMITTEE REPORT**

No report.

### **PUBLIC SAFETY COMMITTEE REPORT**

No report.

### **PARK BOARD**

No report.

**PLANNING AND ZONING COMMISSION**

**Ordinance 2021-04**

**Approving the Final Plat of Kendall Marketplace  
Lot 52 Phase 2 & 3 Resubdivision  
(PZC 2020-11 and EDC 2020-54)**

Mayor Purcell entertained a motion to approve an Ordinance Approving the Final Plat of Kendall Marketplace Lot 52 Phase 2 & 3 Resubdivision. So moved by Alderman Transier; seconded by Alderman Plocher.

Motion approved by a roll call vote. Ayes-8 Nays-0  
Tarulis-aye, Transier-aye, Plocher-aye, Frieders-aye,  
Peterson-aye, Koch-aye, Milschewski-aye, Funkhouser-aye

**Ordinance 2021-05**

**Approving the Final Plat of Subdivision of Grande Reserve  
Units 15 and 22 First Resubdivision  
(PZC 2020-12 and EDC 2020-55)**

Mayor Purcell entertained a motion to approve an Ordinance Approving the Final Plat of Subdivision of Grande Reserve Units 15 and 22 First Resubdivision. So moved by Alderman Plocher; seconded by Alderman Peterson.

Motion approved by a roll call vote. Ayes-8 Nays-0  
Transier-aye, Plocher-aye, Frieders-aye, Peterson-aye,  
Koch-aye, Milschewski-aye, Funkhouser-aye, Tarulis-aye

**ADMINISTRATION COMMITTEE REPORT**

**Disposal of Real Property – Old Bank Building  
and Kendall Marketplace Property  
(ADM 2021-04)**

Alderman Funkhouser reported that the committee discussed selling the old bank building and the Kendall Marketplace property. They discussed using a broker to sell the Kendall Marketplace property and using an RFP versus a broker to sell the old bank building. The committee felt the city might want to retain some control on the old bank building property such as parking lot rights.

Attorney Orr remarked that if the council declares the property as surplus and puts it up for sale, they cannot accept less than 80% of the appraised value of the property. If the property is not sold after six months, then the council has a little more flexibility with the purchase price.

Consensus to move forward with getting appraisals on both properties and then bringing back for future discussion once the appraisals are complete. Mayor Purcell recommended that the city council hold off on putting the Kendall Marketplace property up for sale until a determination is made as to whether the property could be used for a Public Works building.

**CITY COUNCIL REPORT**

**National Suicide Prevention + Action Month  
Proclamation Project**

Alderman Frieders reported that the National Suicide Prevention + Action Month Proclamation project currently has twenty-nine communities in thirteen states that have agreed to issue proclamations. He noted that the Hope for the Day website (hftd.org) has a resource function that allows anyone that needs help to enter their zip code to see the resources that are available near them.

**CITY CLERK'S REPORT**

No report.

**COMMUNITY & LIAISON REPORT**

No report.

**STAFF REPORT**

No report.

**MAYOR'S REPORT (cont'd)**

**FY 21 Budget Update  
(CC 2021-03)**

Director Fredrickson reported that November sales tax figures have been received. Municipal sales tax is up 10% and non-home rule sales tax is up 8%. Additionally, income tax is up 19% and local use tax is up 40% year-over-year.

Alderman Funkhouser commented that the UDO project as well as the Public Works RFQ would be restarting.

**ADDITIONAL BUSINESS**

**COVID-19 Vaccinations**

Alderman Milschewski had a brief comment regarding the scheduling of COVID-19 vaccinations. She said that her father lives in Cicero and when she took him to receive his first vaccination, they gave him an appointment date for his second vaccination before he left. She asked if it was possible for our health department to start doing that as well. Chief Jensen said that when you sign up through Kendall County for your first appointment, you will receive a QR code. He said it's his understanding that the QR code gets entered into the state's system and you will receive an email when your second shot is due and when the link will open up for you to sign up for your second appointment.

**CITIZEN COMMENTS**

None.

**EXECUTIVE SESSION**

None.

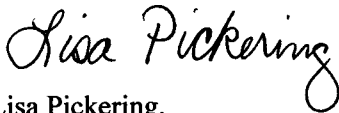
**ADJOURNMENT**

Mayor Purcell entertained a motion to adjourn the City Council meeting. So moved by Alderman Frieders; seconded by Alderman Peterson.

Motion unanimously approved by a viva voce vote.

Meeting adjourned at 8:56 p.m.

Minutes submitted by:



Lisa Pickering,  
City Clerk, City of Yorkville, Illinois



# City Hall / Police Department Facility Space Needs Study

United City of Yorkville, Illinois

## FINAL REPORT

09 February 2021



# Facility Space Needs Study

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United City of Yorkville, Illinois

## AGENDA

INTRODUCTION / COMMISSION

PROCESS

PREVAILING QUESTIONS / UNDERSTANDING

FINDINGS

RECOMMENDATIONS

# Introduction: Cordogan Clark/ MWL Integrated Team



- Founded in 1951
- Offices: Aurora, Chicago, Lafayette, IN  
*'Celebrating 70-years in Aurora'*
- Multiple Disciplines
  - Architecture
  - Interior Design
  - Structural Engineering
  - Mechanical Engineering
  - Electrical Engineering
  - Construction Management
- Over 50 Innovative professionals
- Multiple police projects in Illinois



Accessible, Accountable, Relationship Focused

# Introduction: Cordogan Clark/ MWL Integrated Team

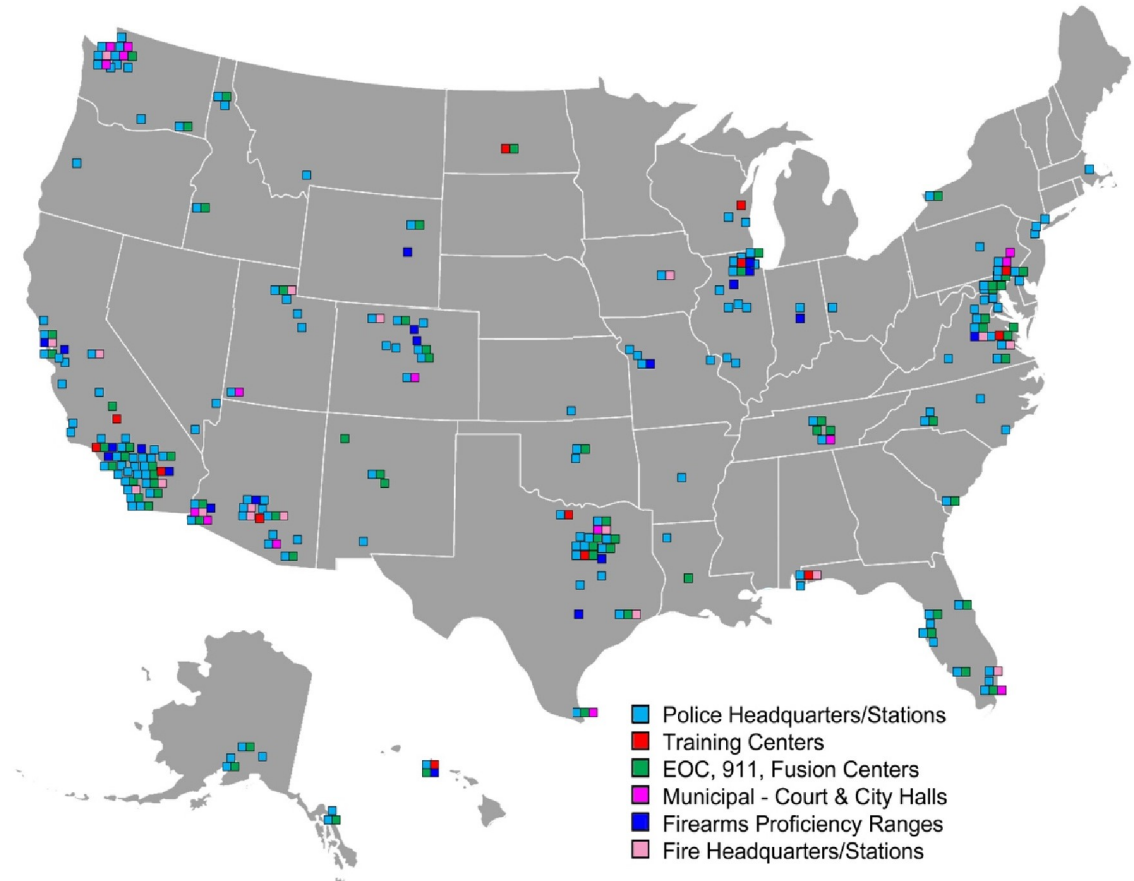


McClaren, Wilson & Lawrie, Inc.  
Architects in Public Safety

- Founded in 1995 with an exclusive commitment to Public Safety.
- Experience working with large, medium & small police departments
- Multiple police projects in Illinois.
- Unique and broad client experience:
  - FBI
  - U.S. Marshall's Service
  - State Police Agencies
  - County Sheriffs
  - Municipal Police Departments
  - Universities



A TEAM OF EXPERTS



MWL has completed 450+ Public Safety Projects in 46 States



# Commission

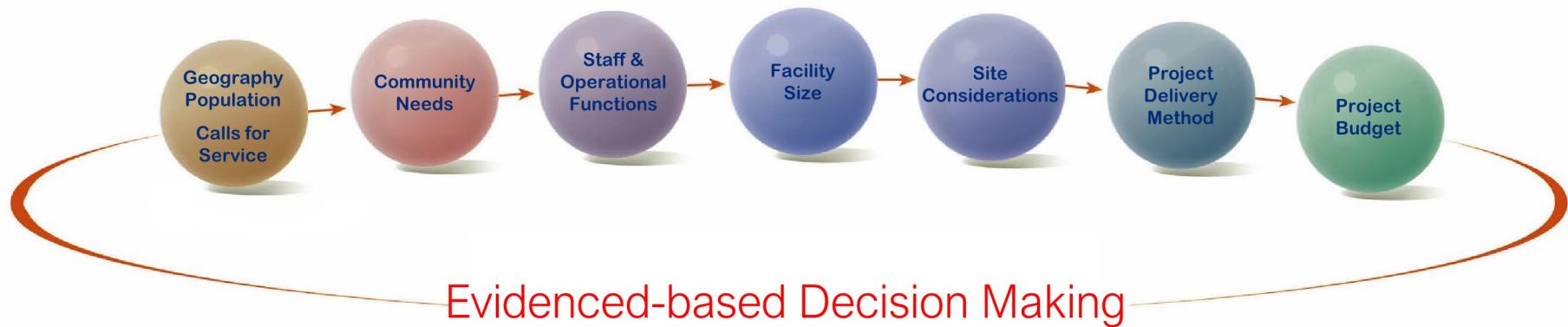
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## Space Needs Assessment and Building Test-fit Concepts

- *Assess present and future space needs for Police Department & City Hall*
- *Analyze current City Hall & Police building / Prairie Pointe building*
- *Prepare concept alternatives*
- *Estimate the cost*



# Process- Study Framework



# Process- Prevailing Questions

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1. What are the shortfalls of our current facility?
2. What type and quantity of space is required to meet current needs?
3. How should we plan for the future?
4. Are there benchmarks from similar communities that will help to inform us?

# Process- Understanding City Hall

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*. . . What makes this building special?*

- This is a civic building
- Symbol and heart of community
- Building will serve for multiple generations to come

*"A city hall is an explicit statement about the reverence for the past, the ambitions and pretensions of the present, and a beacon for the future."*

*- Arthur Chandler, America's City Halls*



# Process- Understanding City Hall

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## *City Hall operations:*

- One-Stop' Customer Service
  - *public / staff accommodation*
- Council Chambers
  - *public / council, staff accommodation- technology, security & safety*
- Administration/ IT
  - *meeting / teaming / training space*
- Finance Department
  - *staff support / public interaction*
- Community Development Department
  - *staff support / public interaction*
  - *inspector/ engineering tech. accommodations*
- Parks and Recreation Staff

# Process- Understanding of the Police Facility

*. . . What makes this building special?*

- Base for providing police services to residents
- Best practice- 'Operational function and flow are key to efficiency'
- Safety and security
- Vehicle intensive operations

*"As one fundamental purpose of federal government is to provide for the common national defense of citizens. . . So, one fundamental purpose of local government is to provide for the public safety of residents and visitors.*

# Process- Understanding of the Police Facility

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## *Police Department operations:*

- Front Desk- Records
  - *public/staff separation, security*
- Police Administration
  - *public visitors, incident command*
- Investigations
  - *secure suite, vehicle access, suspect interviews*
- Property & Evidence
  - *secure storage, safe processing, ventilation*
- Patrol Operations
  - *vehicle access, briefing, report writing, officer lockers & fitness*
- Staff Hub
  - *staff cross-roads, connection & communication*

# Process- Understanding the Existing Facility

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800 Game Farm Road

## *Facts:*

- Constructed in 1999 and expanded in 2003
- 18,000sf on 2-levels (Ground level and Basement level)
- Police Department occupies 6,000sf on 2-levels
- City Hall occupies 8,800sf on-2-levels
- Council Chambers, Executive Session Room and Public Lobby occupies 3,200sf on ground level

## *Features:*

- 3-points of entry (Public, City Staff, Police Staff)
- 2-stairs and 1-elevator
- Council Chambers access and characteristics

# Process- Understanding the New Facility

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651 Prairie Pointe Drive

## *Facts:*

- Constructed in 2006 as a multi-tenant office building with lease-space
- 41,500sf on 3-levels (1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, 3<sup>rd</sup> Floor)

## *Features:*

- 4-points of entry
- 2-stairs and 1-elevator

# Process- Receiving Input

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City Staff and Police Department Staff

+ Department Leaders

+ Administration Leadership

+ Council Members

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= CRITICAL SUCCESS FACTORS



# Critical Success Factors

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1. Accommodate customer service needs of Police Department visitors
2. Accommodate operational & functional needs of the Police Department
3. Create 'Front-Desk' that is welcoming & customer service friendly
4. Accommodate customer service needs of City Hall visitors
5. Accommodate the functional needs of City Hall departments

# How should the space be accommodated?

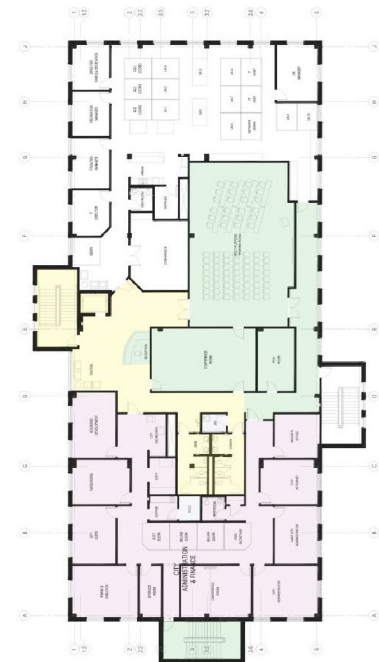
## *Alternative 'A' - Building Concept Study*



GROUND FLOOR  
SCALE:  $\frac{1}{4}" = 1'-0"$



SECOND FLOOR  
SCALE:  $\frac{1}{4}" = 1'-0"$



THIRD FLOOR  
SCALE:  $\frac{1}{4}" = 1'-0"$





# How should the space be accommodated?

## *Alternative 'A' – Site Concept Study*



# Alternative 'A'

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## *Facts:*

- ✓ *Ground floor building addition: 6,880 Square Feet*
- ✓ *Renovation of existing building: 3-floors, 41,500 Square Feet*
- ✓ *Additional public parking (northeast of building) 26 spaces*
- ✓ *Site security fence and gates*

## *Features:*

- ✓ *Council Chambers located on ground floor*
- ✓ *One-stop customer service desk and meeting rooms at ground floor public lobby*
- ✓ *Separate entry accommodation for city staff*
- ✓ *City staff stairway connection to One-Stop desk*
- ✓ *Separate entry accommodation for police staff*
- ✓ *Efficient ground floor adjacencies for police operations (Patrol, Records, Prop/Evid)*
- ✓ *Second floor EOC*
- ✓ *Third floor training room*



# Alternative 'A'

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## Advantages

1. *Optimized police accommodations at 1<sup>st</sup> floor.*
2. *Provides Police Dept. a dedicated staff entry and access to work areas.*
3. *Excellent customer service at Front Desk.*
4. *Optimized public access to Council Chambers.*
5. *Enables long-term use of building.*
6. *Provides City Hall staff entry and access to front desk work areas without going through public lobby.*
7. *Customary Council Chambers room volume and ceiling height.*

## Disadvantages

1. *Building addition adds additional cost to total project budget.*

# How should the space be accommodated?

## Alternative 'B' - Building Concept Study



GROUND FLOOR

SCALE:  $\frac{1}{8}" = 1'-0"$



SECOND FLOOR

SCALE:  $\frac{1}{8}" = 1'-0"$



THIRD FLOOR

SCALE:  $\frac{1}{8}" = 1'-0"$



# Alternative 'B'

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## *Facts:*

- ✓ *Renovation of existing building: 3-floors, 41,500 Square Feet*
- ✓ *Site security fence and gates*

## *Features:*

- ✓ *Council Chambers located on ground floor*
- ✓ *One-stop customer service desk and meeting rooms at ground floor public lobby*
- ✓ *Staff entry accommodation through shared common stairway*
- ✓ *Second floor EOC*

# Alternative 'B'

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## Advantages

1. *Excellent customer service at Front Desk.*
2. *Good public access to Council Chambers.*

## Disadvantages

1. *Inefficient and undesirable 2<sup>nd</sup> floor location for police functions (Property & Evidence, Evidence Processing).*
2. *Existing columns block sightlines in Council Chambers.*
3. *Council Chambers will have an uncomfortably low ceiling for such a large room.*
4. *Limited area on 3<sup>rd</sup> floor to adequately accommodate City Hall functions.*
5. *City Hall staff do not have a dedicated entry and access to work areas without going through public access areas.*

# How should the space be accommodated?

## Alternative 'C' - Building Concept Study



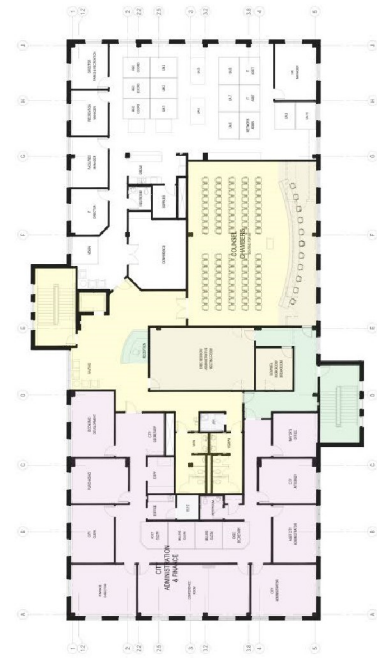
GROUND FLOOR

SCALE:  $\frac{1}{4}" = 1'-0"$



SECOND FLOOR

SCALE:  $\frac{1}{4}" = 1'-0"$



THIRD FLOOR

SCALE:  $\frac{1}{4}" = 1'-0"$





# Alternative 'C'

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## *Facts:*

- ✓ *Renovation of existing building: 3-floors, 41,500 Square Feet*
- ✓ *Site security fence and gates*

## *Features:*

- ✓ *Council Chambers located on third floor*
- ✓ *One-stop customer service desk and meeting rooms at ground floor public lobby*
- ✓ *Staff entry accommodation through shared common stairway*
- ✓ *Efficient ground floor adjacencies for police operations (Patrol, Records, Prop/Evid)*
- ✓ *Second floor shared staff break room*



# Alternative 'C'

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## Advantages

1. *Allows for good layout of police functions on the 1<sup>st</sup> and 2<sup>nd</sup> floors.*
2. *Accommodates Community Development functions on 2<sup>nd</sup> floor.*
3. *Accommodates Council Chamber function in existing 3<sup>rd</sup> floor training room.*

## Disadvantages

1. *Remote location and undesirable public access to 3<sup>rd</sup> floor Council Chambers requiring the use of stairs and elevator by the public.*
2. *City Hall staff do not have a dedicated entry and access to work areas without going through public access areas.*

# Cost Comparison

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## *Alternative A - Total project budget: \$7,935,513*

- *Construction Costs: \$6,891,278*
  - *Renovation Costs (\$4,194,359)*
  - *New Addition/ Site Costs (\$2,696,919)*
- *Soft Costs: \$1,044,235*


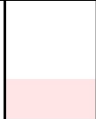


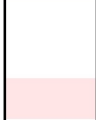
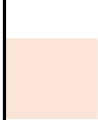

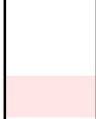


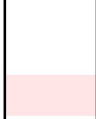


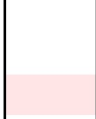


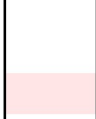


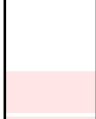




## *Alternative B - Total project budget: \$5,294,512*

- *Construction Costs: \$4,584,726*
  - *Renovation/ Site Costs (\$4,584,726)*
- *Soft Costs: \$709,785*

## *Alternative C - Total project budget: \$5,054,344*

- *Construction Costs: \$4,374,973*
  - *Renovation/ Site Costs (\$4,374,973)*
- *Soft Costs: \$679,371*

# MEASURING SUCCESS

Critical Success Factors	Project Alternatives		
	A	B	C
Accommodates space needs			
Optimizes functional adjacencies			
Accommodate customer service needs of Police Department visitors			
Accommodate operational & functional needs of the Police Department			
Create 'Front-Desk' that is welcoming & customer service friendly			
Accommodate customer service needs of City Hall visitors			
Accommodate the functional needs of City Hall departments			
Total Project Budget			

# Recommendation

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- ✓ Alternative 'A' provides for the most effective and efficient accommodation of functional spaces required by police and city hall staff for the next 10 to 20 years, providing the best long-term solution of the three alternatives studied.

# Where do we go from here?

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1. Select preferred alternative.
2. Establish the project budget.
3. Establish the project schedule.
4. Set target move-in date.

## Alternative 'A'

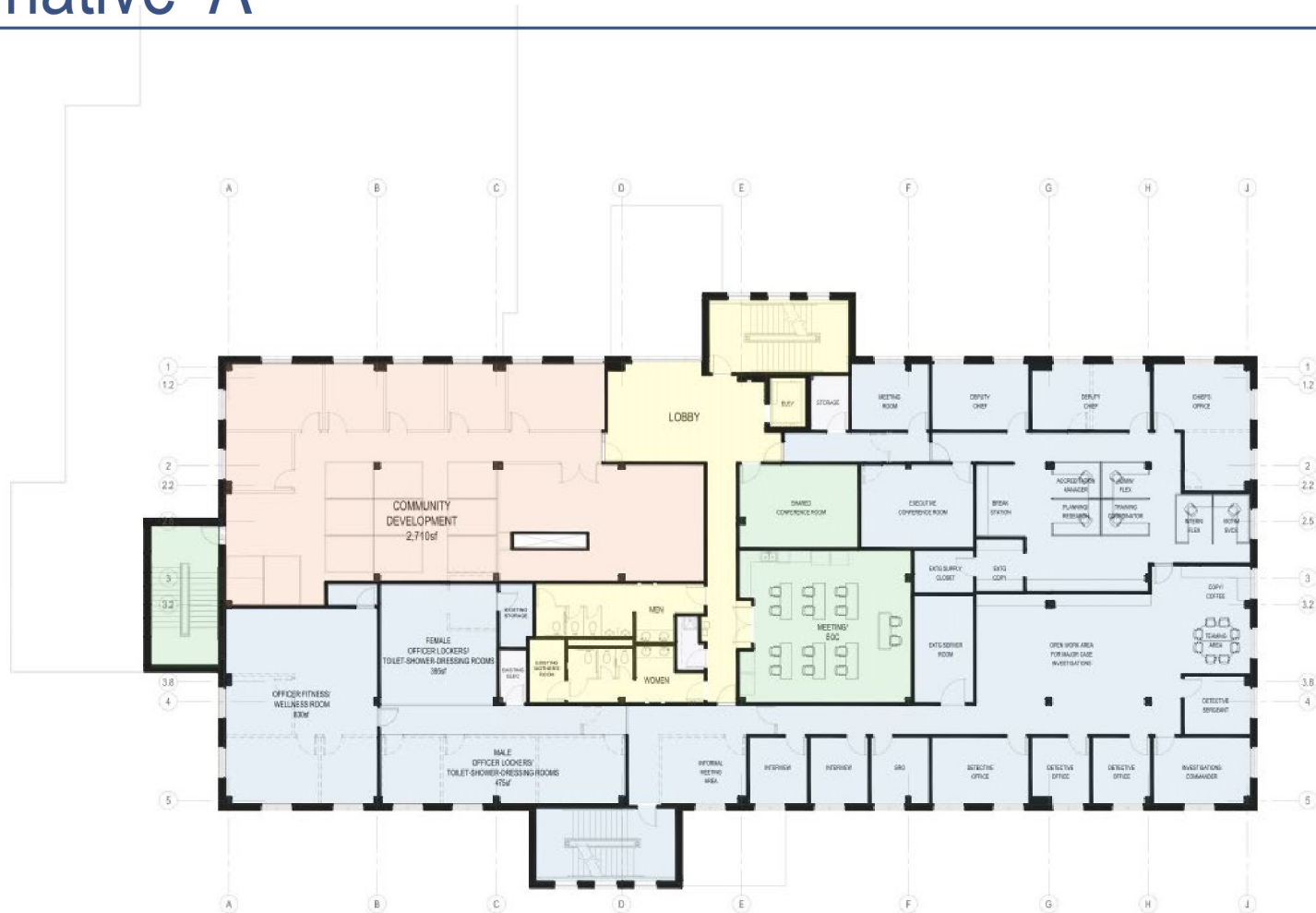


### Ground Floor Blocking Diagram





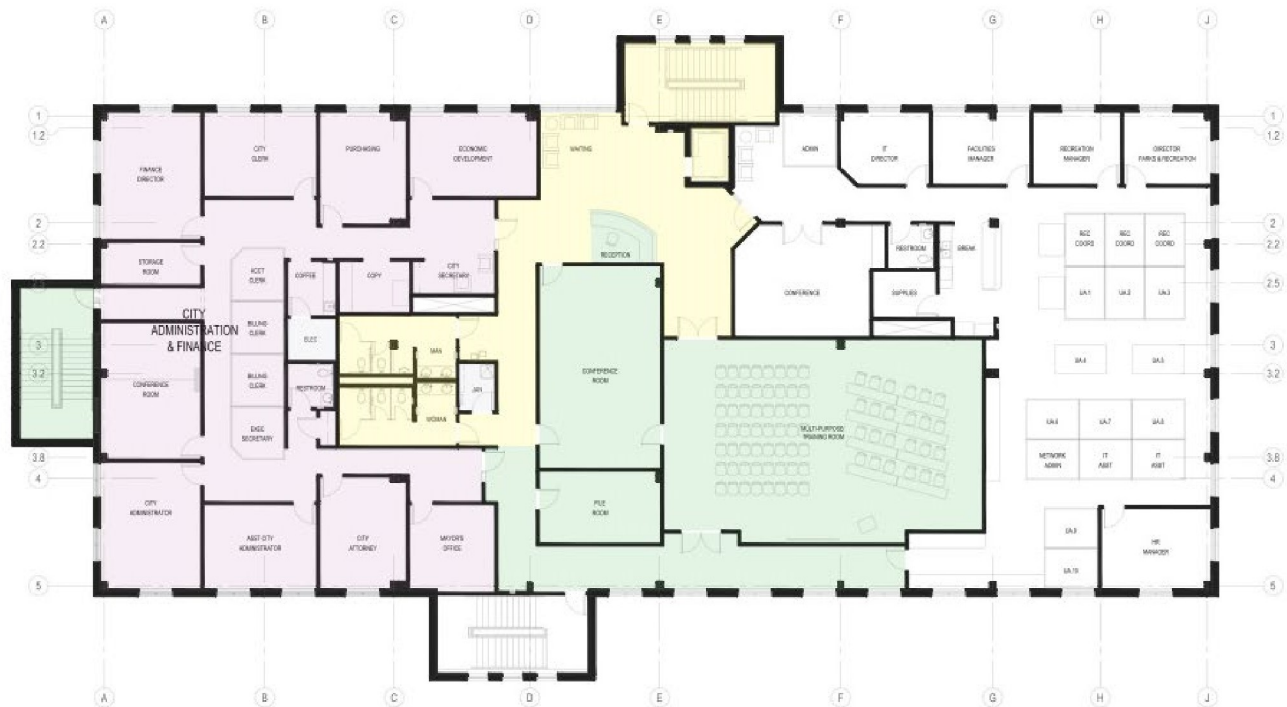
# Alternative 'A'



*Second Floor Blocking Diagram*



# Alternative 'A'

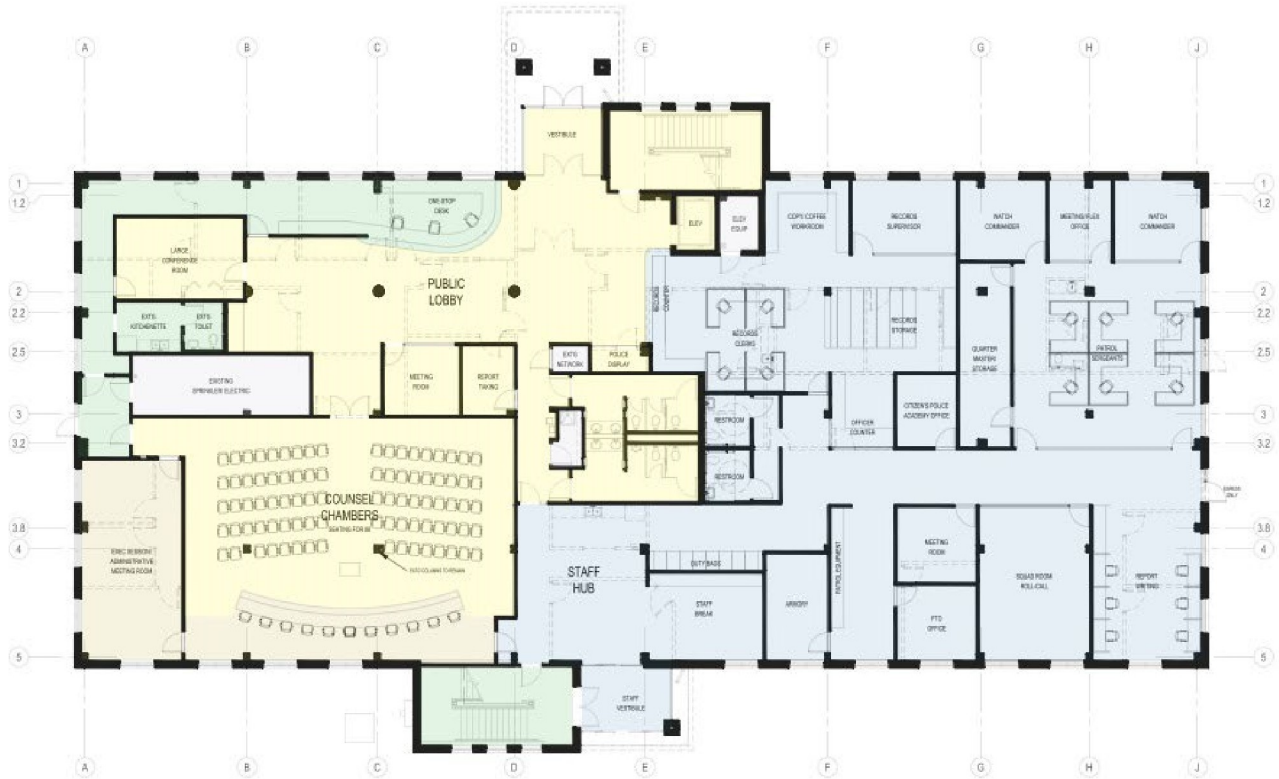


*Third Floor Blocking Diagram*





## Alternative 'B'



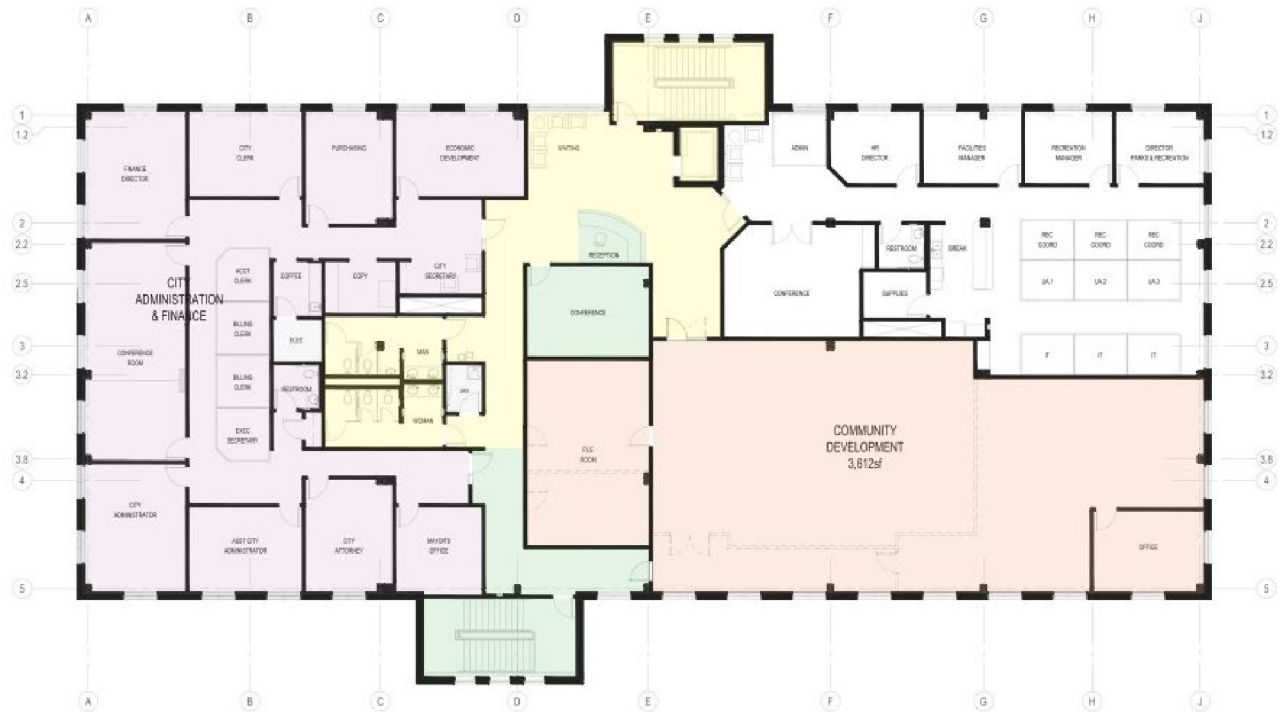
### Ground Floor Blocking Diagram



## Second Floor Blocking Diagram



## Alternative 'B'



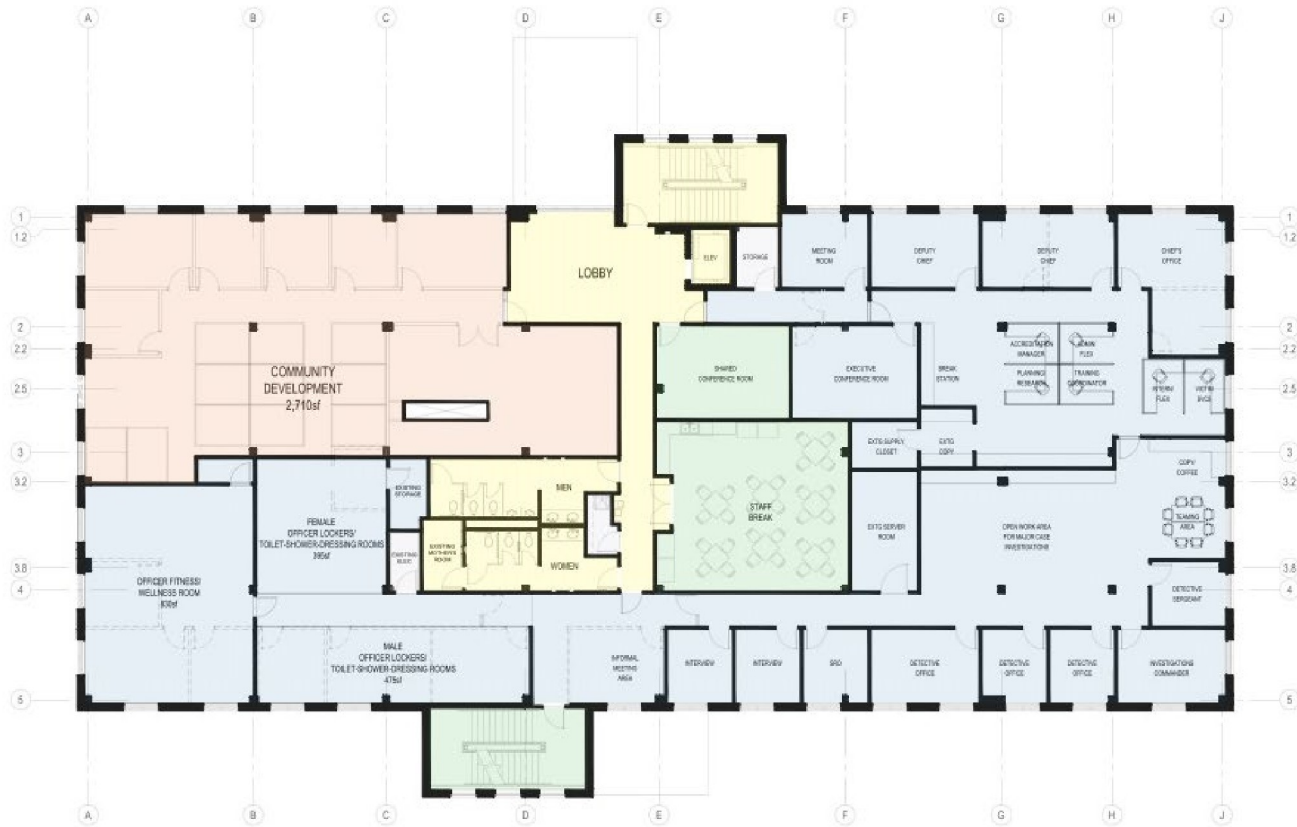
### Third Floor Blocking Diagram



### Ground Floor Blocking Diagram



# Alternative 'C'

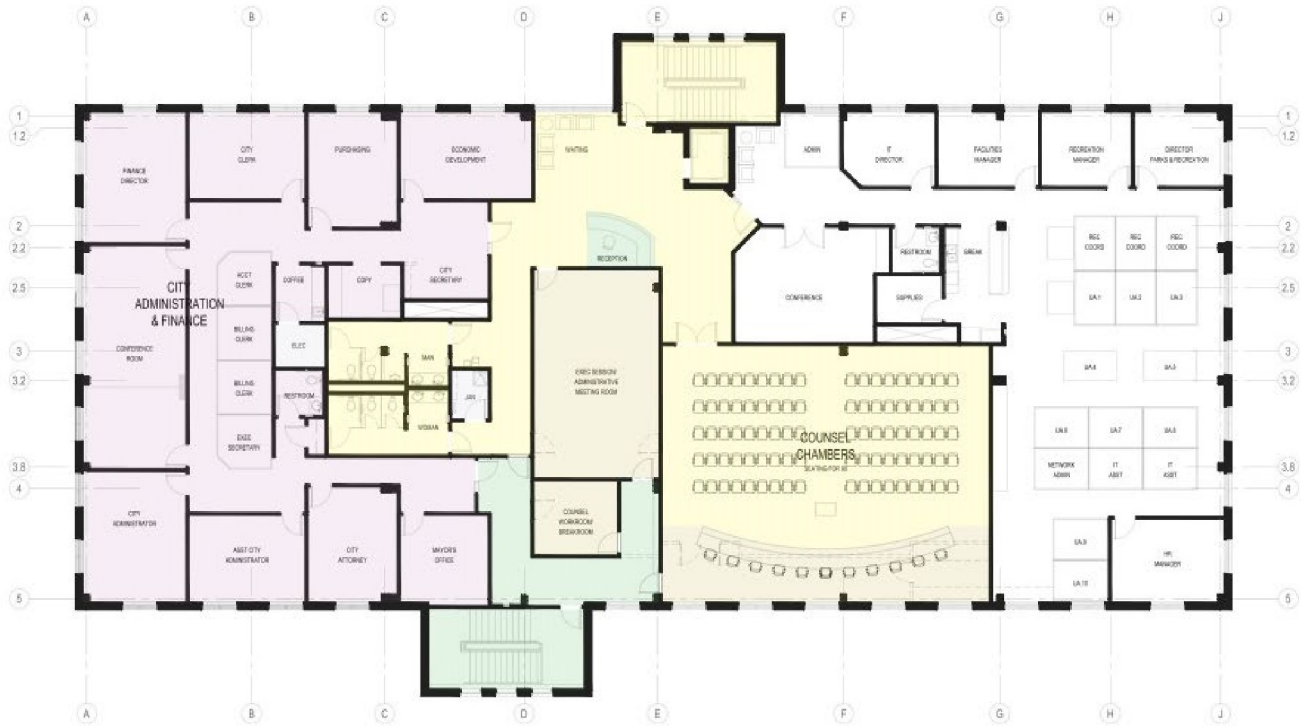


Second Floor Blocking Diagram





## Alternative 'C'



### Third Floor Blocking Diagram

