

**CITY OF WARRENVILLE
PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, August 11, 2025, at 7:00 p.m.
City Council Chambers at City Hall
28W701 Stafford Place, Warrenville, IL 60555**

MINUTES

A. CALL TO ORDER

Chairman Barry called the meeting to order at 7:00 p.m.

B. ROLL CALL

Physically Present: Chairman Clare Barry, Mayor Andrew Johnson, and Aldermen: Stuart Aschauer, J.P. Augustynowicz, Kathy Davolos, Craig Kruckenberg, John Lockett, Bill Weidner, and Judy Wilkie

Absent: None

Also Present: City Administrator Cristina White, Assistant City Administrator Alma Morgan, Public Works Director Phil Kuchler, Assistant Community Development Director Kristine Hocking, Finance Director Kevin Dahlstrand, Utility Maintenance Superintendent Zach Jardine, Street Division Crew Leader Jeff Simmons, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Clerk Julie Clark

C. PLEDGE OF ALLEGIANCE

Chairman Barry led the Pledge of Allegiance.

D. CITIZENS COMMENTS

There were no comments from persons present.

E. OFFICIALS AND STAFF COMMENTS

Mayor Johnson reported that he attended the Green Family Veterinary Clinic ribbon-cutting event today.

Ald. Wilkie was welcomed back following a brief hiatus.

F. BUSINESS OF MEETING

1. Consideration of Temporary Agreement with Warrenville Grove Animal Hospital

Assistant Community Development Director (ACDD) Hocking stated that construction of Warrenville Grove Animal Hospital's new addition will begin in mid-August. Due to property constraints, the owner has asked if the contractor can gain access to the property through City-owned property adjacent to the south. The access will also include temporary storage of construction materials on City-owned property. ACDD

Hocking described aspects of the proposed six month agreement including requirements to restore the property to its existing condition following completion.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council pass a resolution approving the Temporary License Agreement for construction access and storage on the City property at 3S511 Batavia Road.

MOTION CARRIED VIA VOICE VOTE

2. Consideration of updates to City Code 1-8-4 – Purchasing Procedures

Finance Director (FD) Dahlstrand stated, in connection with the implementation of the new Enterprise Resource Planning (ERP) software, it is necessary to update Section 1-8-4 of the City Code regarding Purchasing Procedures. He indicated the proposed changes re-establish and clarify staff purchasing approval levels. Additionally, the proposed changes will update various position titles within the City Code to be consistent with approved titles in the FY 2026 Authorized Strength Ordinance.

There was discussion regarding the levels of authorization in the approval process, and a request from Ald. Weidner for supervisory approval for certain staff during probationary periods. FD Dahlstrand described the purchase requisition approval process and noted that there are no restrictions based on employment longevity. CA White added that the purchase approval process includes layers of supervisory approval built into the process.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council approve an ordinance amending City Code Title 1, Chapter 8, Section 4, Purchasing Procedures.

MOTION CARRIED VIA VOICE VOTE

3. Consideration of Parking Evaluation on East Side Streets

Public Works Director (PWD) Kuchler stated that, earlier this year, residents on Tinker Avenue petitioned the City requesting a change in parking restrictions on the roadway. He indicated that parking is currently allowed on the same side of the street as mailboxes resulting in obstructions to mailbox access and mail delivery. In response to the request, staff conducted a comprehensive review of existing parking restrictions, mailbox locations, and fire hydrant locations on various east side streets.

PWD Kuchler indicated the Fire Protection District is concerned about the City allowing parking on the same side of the street as fire hydrants. It is unknown at this time the interest the U.S. Postal Service has regarding the option to relocate mailboxes to the same side of the street as fire hydrants.

Len Stankus, 3S550 Tinker Avenue, stated he appreciates the Fire Protection District having unencumbered access to fire hydrants. He added that, at the request of the U.S. Postal Service, he and several neighbors grouped their mailboxes onto one post. He suggested grouping other mailboxes on the street onto one post might alleviate the mail

delivery issue and provide additional parking. He also commented that road deterioration and driveway entrances are additional factors in the mail delivery and parking issue.

Erin Lockhart, 3S565 Tinker Avenue, stated she operates a home business in which several customers attend daily, requiring additional parking.

Fred Helwig, 3S565 Tinker Avenue, stated in his opinion, mailboxes on the street are never fully blocked, and indicated an openness to the option of grouping mailboxes with neighbors.

PWD Kuchler stated there are inconsistencies in parking and mailbox placement on several streets in the east-side area, however, this is the first time the City has received complaints regarding delayed mail delivery. There was discussion regarding the illegality of parking in front of a mailbox. CA White referenced a section in the City Code prohibiting parking on any part of a street where the parked vehicle would impair or obstruct access to a resident's mailbox preventing mail delivery.

It was suggested that the residents discuss the mail delivery issue with the U.S. Postal Service and consider grouping mailboxes together to resolve the delivery issues and potentially create additional parking space.

There was consensus by the Committee to focus only on Tinker Avenue.

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Davolos to postpone the item to a future meeting and to concentrate only on the issue on Tinker Avenue and prioritize the option of bundling mailboxes.

MOTION CARRIED VIA VOICE VOTE

4. Consideration of Citywide Traffic Study Contract

PWD Kuchler stated, the FY 2026 Budget, Strategic Plan Action Items, and Public Works Department Work Plan include a Citywide traffic study initiative to evaluate and standardize speed limits on City streets at a proposed cost of \$65,000. Staff expanded the scope of the study by \$15,000 to include a previous initiative to establish a policy document that addresses how the City will evaluate complaints of speeding, traffic issues, requests for changes to speed limit, or requests to add signs on City roads, including the use of tools like speed sensors, and trailers. Staff negotiated an agreement with Kimley-Horn and Associates for the combined services at a total cost of \$80,000.

PWD Kuchler discussed the three components of the proposed study including the evaluation of City streets with existing speed limits greater than 25 miles per hour, a recommendation for consistent speed limits on residential streets, and the provision for a traffic calming toolkit. He indicated the purpose of the study is to gather information to make data-driven decisions on speed and traffic issues.

Ald. Davolos stated she initially suggested staff conduct the study in-house, however, following further discussion, she offered her support of contracting a vendor to conduct a professional study. Chairman Barry concurred.

Ald. Lockett stated his concern for the cost of the study and supports a consistent speed limit of 20 miles per hour on all residential streets. He suggested the funds for the study be spent instead on signage and traffic-calming devices. He voiced concern about the possibility the study might indicate current limits should be increased in some areas.

Ald. Weidner spoke in favor of implementing safety improvements and increased enforcement and would prefer the traffic study include a focus on improving the walkability score of the City.

Ald. Kruckenberg stated he is in favor of and would find value in contracting for the study. Ald. Davolos added that she would not feel comfortable deciding on Citywide speed limits without data-driven results from a professional study.

Chairman Barry suggested the traffic study also consider not only vehicular traffic, but e-bikes, bicyclists and walking traffic as well.

PWD Kuchler added the study results will look at the percentage of drivers who are in violation of certain speed limits on particular roads, which will help to inform the engineer's decision in recommending speed limits.

Mayor Johnson encouraged the Committee members to support the study to provide data-driven analysis for further decisions on traffic-calming devices and additional signage. He also spoke in favor of providing engineering controls for behavior problems, which is what the toolkit offers.

Ald. Augustynowicz asked PWD Kuchler if there is a State statute requiring a traffic study to be conducted before setting speed limits. PWD Kuchler replied he was unfamiliar with any State requirement but added that in the event a speed limit is challenged, the best practice is to have good data in support of decisions.

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council pass a resolution approving a professional services agreement with Kimley-Horn and Associates, Inc. for the provision of professional traffic engineering services in the amount of \$80,000.

MOTION CARRIED VIA VOICE VOTE

5. Consideration of Hitchcock Design Group Contract for Veterans Memorial

PWD Kuchler reminded the Committee of the actions and recommendations of the Veterans Memorial Workgroup, and the direction by Council for staff to negotiate a contract with Hitchcock Design Group to develop design and construction documents that would help support the volunteer solicitation of donations for the Veterans

Memorial Improvements. He noted that construction of the project is partially dependent on successfully raising donor funding to construct the improvements. In addition to donations, the project would utilize Special Projects funds from the General Fund to pay for the improvements.

There was discussion on the timing of the solicitation of donations and the start of construction. PWD Kuchler indicated the start of construction would depend on how successful the volunteers are in gathering donations and if the City Council would agree to contribute to or scale back the project if solicitation was unsuccessful.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council pass a resolution approving a professional services agreement with Hitchcock Design Group for Veterans Memorial Final Design in the amount of \$33,000.

MOTION CARRIED VIA VOICE VOTE

6. Consideration of Hitchcock Design – Amendment, Cerny Park Construction Services
PWD Kuchler stated that construction of the Cerny Park improvements has extended beyond the initial time frame contemplated in Hitchcock Design Group's (HDG) contract. Staff is requesting approval of contract amendment number 2 for continued services in the amount of \$5,850 based on the limited amount of construction work remaining on the project. He added that construction is anticipated to be completed under budget.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council pass a resolution approving a second amendment to the professional services agreement with Hitchcock Design Group for Cerny Park Improvements Final Design.

MOTION CARRIED VIA VOICE VOTE

7. Review and File Public Works FY 2026 Work Program and Decision Package Report
Mayor Johnson requested more information on item T2-12 regarding the Shaw Drive project. PWD Kuchler indicated the City has been successful in obtaining block grant funding for the project and anticipates it will be conducted in the next fiscal year.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

H. ADJOURN

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Davolos, to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:14 p.m.

Approved: August 18, 2025



Dawn Grivetti, Executive Assistant/ Deputy Clerk