

# CITY OF WARRENVILLE

## MEMORANDUM

To: Mayor and City Council  
From: Philip M. Kuchler, Public Works Director   
Subject: AGENDA SUMMARY FOR FEBRUARY 14, 2022, PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE MEETING  
Date: FEBRUARY 9, 2022

Please contact the City Administrator or the corresponding department head by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

### F. BUSINESS OF MEETING

1. Administration Department FY 2023 Budget presentation (Attachment)  
The Administration Department FY 2023 Budget presentation will be made by Assistant City Administrator White. A copy of the presentation and the Administration Department FY 2023 Work Plan are included with the agenda backup materials for reference.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

2. Public Works Department FY 2023 Budget presentation (Attachment)  
The Public Works Department FY 2023 Budget presentation will be made by Public Works Director Kuchler. A copy of the presentation and the Public Works Department FY 2023 Work Plan are included with the agenda backup materials for reference.

**Committee Action Requested:** For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

3. Preliminary Engineering Contract for Route 59 Multi-Use Paths Project (Attachment)  
In January 2016, City Council adopted Addendum No. 1 to the Bikeway Implementation Plan that was originally adopted by City Council in November 2010. The segment of Route 59 from Batavia Road to Continental/Meadow is the highest priority identified in the addendum due to vehicle speed limit, traffic volume, accidents and accessibility. This project will benefit residents by allowing a safe, ADA accessible path to commercial areas, and existing pedestrian routes along Continental Drive, Meadow Avenue, and Batavia Road. The City was awarded Surface Transportation Program (STP) funding that

would cover 75% of construction and construction engineering costs. The STP program requires a kickoff meeting with IDOT before March 14, 2022, so the City needs to hire a consultant for the meeting and to begin the preliminary engineering work. If the City does not hire a consultant and does not have the kickoff meeting, it would be in jeopardy of losing the STP funding for the project.

This proposal is for preliminary engineering, Phase I, design for the project. Staff followed the City's Qualifications Based Selection Process to select the engineering firm. Staff has also reviewed costs associated with this proposal and found them to be reasonable for this type of work. A copy of the scope and cost proposal from Baxter and Woodman, Inc., is included with the agenda backup materials. Senior Civil Engineer Hocking will make a brief presentation about the project and be available to answer questions at the meeting.

**Council Action Requested:** Recommend the City Council pass a resolution approving the engineering agreement with Baxter and Woodman, Inc., for the preliminary phase I engineering design of the Route 59 multi-use paths project, in the amount of \$104,833.

**Staff Recommendation:** Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** A \$10,000 expense is included in the FY 2022 budget. The remainder of the contract expense is included in the proposed FY 2023 budget.

**Other Resources Required:** Staff time to coordinate with the consultant and IDOT.

**Strategic Plan Goal:** #4 City Infrastructure

4. Bid Letting for Construction Projects Prior FY 2023 Budget Approval (Attachment)

City staff is requesting authorization to seek bids for the 2022 Road Program Project before the FY 2023 Budget is formally approved. It is staff's experience that seeking bids for planned infrastructure construction projects in late winter or early spring results in lower bid prices. Public Works Director Kuchler's February 9, 2022, memorandum is included with the agenda backup materials. Director Kuchler will make a brief presentation and answer questions at the meeting.

**Committee Action Requested:** Recommend the City Council accept staff recommendation and authorize staff to advertise for bids for the 2022 Road Program Project prior to formal approval of the Fiscal Year 2023 Budget.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** Staff and consultant time to finalize the review, permitting, and inspection of this project.

**Strategic Plan Goal:** #2 Fiscal Conservatism and #4 City Infrastructure.

5. Order Excavator Prior to Approval of the FY 2023 Budget (Attachment)

The City's existing excavator is due for replacement in FY 2023. Consistent with the updated Capital Maintenance and Replacement Plan (CMRP) and Enterprise Maintenance and Replacement Plan (EMRP), the costs for this planned replacement will be shared between the CMRP (50%), Water (25%), and Sewer (25%) funds. Due to supply chain

issues, the vendor informed staff that there will be a \$6,000 cost increase for the new excavator if the City does not place an order before March. Staff received a \$30,000 estimate of the current trade-in value from the vendor. Depending on how long delivery takes for the excavator, the value could change, due to additional wear and tear on the excavator. The vendor assured the City the new excavator will not be delivered before May 2022, after the beginning of FY 2023. Director Kuchler will make a brief presentation and answer questions at the meeting.

**Committee Action Requested:** Recommend the City Council pass an ordinance approving the purchase an excavator from Atlas Bobcat, LLC, for \$119,935 and authorizing the disposition of surplus personal property.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** Proposed FY 2023 budget includes sufficient funds in the CMRP and Enterprise funds to pay for the purchase of the new excavator for \$119,935 less the trade-in value for the existing excavator. The current estimated value of the trade-in is \$30,000.

**Other Resources Required:** Staff time to finalize the trade in of the existing excavator and the purchase of the new excavator, when it is ready for delivery.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

6. Discussion of Committee and Aldermanic Assignments List (Attachment)

Several aldermanic roles became vacant following the recent resignations of former Aldermen Anderson and Wilson. Typically, the Council determines who should be designated to such positions, every other May, following the bi-annual consolidated election. However, the vacancies currently exist, so this matter is being presented so that the Council may consider filling the vacancies at this time. Included with the agenda backup materials, for reference, is the listing of the various roles, and which are vacant. This item is presented for the Committee to discuss and determine if it wishes to take action to fill the vacancies at this time.

**Committee Action Requested:** Consideration of whether or not to fill the vacant positions. If the Committee wishes to fill them, then the Committee should vote on recommendations to the City Council for each position.

**Staff Recommendation: Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

7. Water Main Lining Change Order (Attachment)

City Council approved a \$41,760 contract to line a leaking water main under Illinois Route 59, near Winchester Circle in July 2021. Based on the City's records, the water main was an 8-inch diameter pipe. After work began, it was discovered that the water main was a slightly larger 10-inch diameter pipe. The contractor requested the change order provided with the agenda backup materials, for the increased pipe liner size in the amount of \$3,500, which staff finds to be reasonable. Director Kuchler will make a brief presentation and answer questions at the meeting.

**Committee Action Requested:** Recommend the City Council pass a resolution approving Change Order No. 1 in the amount of \$3,500 to the contract with FER-PAL Construction USA, Inc. for Watermain Pipelining Services.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** There are adequate funds budgeted in FY 2022, in the Enterprise Fund to pay for the \$3,500 change order.

**Other Resources Required:** Staff time to process a final pay request from the contractor.

**Strategic Plan Goal:** #4 City Infrastructure

8. Storm Sewer Lining Change Order (Attachment)

City Council approved a \$203,000 contract to line storm sewers located in the River Oaks subdivision, along Stafford Place through the Trailhead project area, and under Lakeview Drive, downstream of the Summerlakes pond in July 2021. Staff mistakenly included only 100 feet of 21-inch diameter storm sewer pipe liner in River Oaks, when the actual length is 163 feet. Based on final, measured in place quantities, the contractor requested the change order provided with the agenda backup materials, for the increased length of 21-inch diameter storm sewer pipe liner River Oaks, in the amount of \$7,560, which is consistent with the contract documents. Director Kuchler will make a brief presentation and answer questions at the meeting.

**Committee Action Requested:** Recommend the City Council pass a resolution approving Change Order No. 1 in the amount of \$7,560 to the contract with Benchmark Construction Co., Inc. for Lakeview Drive and River Oaks Drive Storm Sewer Pipelining.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** There are adequate funds budgeted in FY 2022, in the Capital Maintenance and Replacement Fund to pay for the \$7,560 change order.

**Other Resources Required:** Staff time to process a final pay request from the contractor.

**Strategic Plan Goal:** #4 City Infrastructure

9. Early Recruitment for Two Public Works Workers (Attachment)

Consistent with the Public Works Reorganization Plan approved by City Council on December 21, 2020, staff has prepared Decision Packages to hire a new Street Division Worker and a new Water Utility Worker in the Public Works department, to be considered with the FY 2023 budget. It is staff's experience that the recruitment process takes approximately three months. In order to have these new positions on board in May 2022, recruitment efforts should begin in February. Public Works Director Kuchler is requesting that the City Council authorize staff to begin the recruitment process in February, prior to the Decision Packages being formally approved as part of the FY 2023 Budget, to avoid delays in filling the positions in FY 2023. A copy of his memo, dated February 9, 2022, is included in the agenda backup materials. He will provide a brief presentation and be available to answer questions at the meeting.

Please note that the actual hiring and filling of the position will only occur after the City Council approval of funding of the positions in the FY 2023 Budget and the FY 2023 authorized strength ordinance.

**Committee Action Requested:** Recommend the City Council direct staff to proceed with the recruitment for the positions of Street Division Worker and Water Utility Worker in the Public Works Department, with an anticipated start date in May 2022.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** The costs for publishing the job posting will be approximately \$2,500. Sufficient funds are included in the FY 2022 budget for these expenditures. The proposed FY 2023 budget includes sufficient funding in the General Fund (\$91,377) and Enterprise Fund (\$91,377) for these two new positions.

**Other Resources Required:** Staff time to coordinate the recruitment process.

**Strategic Plan Goal:** Not applicable.

10. Solicitations for Bike Rodeo Event (Attachment)

The Bicyclist and Pedestrian Advisory Commission (BPAC) is requesting authorization to solicit local businesses for donated items to use as giveaways for participants and monetary donations to purchase giveaway items for the sixteenth annual Bike Rodeo, to be held on Saturday, May 21, 2022. Included with the agenda backup materials is a copy of the City's Solicitation policy, and a memo to Mayor Brummel and the City Council from Public Works Director Phil Kuchler and Management Analyst Kristin Youngmeyer requesting authorization.

**Committee Action Requested:** Recommend the City Council approve the request to solicit bids for the sixteenth annual Bike Rodeo event on May 21, 2022.

**Staff Recommendation:** Public Works Director Kuchler and Management Analyst Youngmeyer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** Time to solicit donations.

**Strategic Plan Goal:** Not applicable.

11. Bike Rodeo Partial Street Closures Request (Attachment)

Due to liability and safety concerns, the Bicyclist and Pedestrian Advisory Commission (BPAC) has recommended City Council approve the closure of a section of Stafford Place for the Bike Rodeo event on May 21, 2022. Included with the agenda backup materials is a copy of a memo to the Mayor and City Council of the street closure request, and a map identifying the area recommended road closure for reference purposes.

**Committee Action Requested:** Recommend the City Council authorize the partial closure of Stafford Place for the annual Bike Rodeo event, as stated in the February 9, 2022, memo from Management Analyst and BPAC Staff Liaison Youngmeyer.

**Staff Recommendation:** Public Works Director Kuchler and Management Analyst Youngmeyer recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** Public Works staff time to set up and remove barricades.

**Strategic Plan Goal:** Not applicable.

12. Discussion of FY 2023 Citywide Work Plan

This item will be on the Committee of the Whole agendas until the budget workshop in March to give the Committees an opportunity to review and provide feedback. Included with the agenda backup materials is a revised copy of the proposed work plan.

**Committee Action Requested:** For review and input purposes. No action is requested.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

13. Public Works FY 2022 Work Program and Decision Package Status Report (FYI)

The Public Works Department Work Program identifies specific projects and initiatives Public Works Department staff expects to advance during the current fiscal year, in addition to normal day-to-day core operational and service-delivery responsibilities of the department. Staff has updated the FY 2022 Public Works Department Work Program to provide the current status of department projects. A copy of the report is included with the agenda backup materials.

**Committee Action Requested:** None. For informational purposes only.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

PK/KY