


CITY OF WARRENVILLE  
MEMORANDUM

TO: Mayor and City Council  
FROM: Cristina White, Assistant City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR FEBRUARY 22, 2022, CITY COUNCIL REGULAR MEETING  
DATE: February 17, 2022

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

VI. CONSENT AGENDA – OMNIBUS VOTE

A. Ordinance O2022-02 – Excavator Purchase and Surplus Disposal (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 fund at 50%, Water fund at 25%, and the Sewer fund at 25%. 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 an estimate of \$30,000 from the vendor for the trade-in of the current excavator. Depending on how long delivery takes for the new excavator and additional wear and tear on the current one, the value could change.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation, waive second reading, and pass ordinance O2022-02 approving the purchase of an excavator from Atlas Bobcat, LLC, in the amount of \$119,935, and authorizing the disposition of surplus personal property.

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

**Budgetary Impact:** The 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.

B. Resolution R 2022-03 – Five Alarm Fireworks Agreement (Attachment)

The City Council annually approves the fireworks display contract for the Warrenville Friends of the 4<sup>th</sup> Independence Day Celebration. The resolution authorizing the three-year agreement between the City and Five Alarm Fireworks is included with the agenda backup material. The required fireworks and pyrotechnics display permit is also on this City Council agenda for consideration and approval.

**Council Action Requested:** Accept staff recommendation and pass resolution R2022-03, approving a three-year agreement with Five Alarm Fireworks for an Independence Day fireworks display on July 4, 2022, 2023, and 2024, in the annual amount of \$24,000, and authorizing Mayor Brummel to execute the agreement.

**Staff Recommendation:** City Administrator Coakley and Warrenville Friends of the 4<sup>th</sup> Staff Liaison Grivetti recommend this action.

**Budgetary Impact:** \$24,000, from the Hotel Tax Fund. Sufficient funding is included in the FY 2023 Budget for this expenditure.

**Other Resources Required:** EMA, Police, and Public Works personnel time to patrol the area on the event date.

**Strategic Plan Goal:** Not applicable.

C. Resolution R2022-04 – Lexington Trace Security Bond Reduction (Attachment)

The public improvements security performance and payment bonds for the Lexington Trace Subdivision is in the amount of \$868,235.55. The attached resolution has been prepared to reduce the bonds by \$157,117.02 to \$711,118.53, in acknowledgement of the completion of the majority of the public improvements associated with this project. Senior Civil Engineer Hocking has reviewed the reduction request from Lexington Homes, inspected the improvements, and recommends the security bond reduction.

**Council Action Requested:** Accept Senior Civil Engineer Hocking's recommendation and pass resolution R2022-04, approving the reduction of the public improvements security bond for the Lexington Trace project.

**Staff Recommendation:** Senior Civil Engineer Hocking recommends this action.

**Budgetary Impact:** None

**Other Resources Required:** None

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

D. Resolution R2022-05 – Baxter & Woodman, Inc. Engineering Agreement (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 Drive and Meadow Avenue 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 resolution and professional service agreement with Baxter and Woodman, Inc., is included with the agenda backup material.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-05, 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

E. Resolution R2022-06 – FER-PAL Construction USA Change Order No. 1 (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. Included with the agenda backup material is a copy of the resolution and change order for the increased pipe liner size in the amount of \$3,500.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-06, approving Change Order No. 1 to the FER-PAL Construction USA, Inc. contract for water main pipelining in the amount of \$3,500.

**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

F. Resolution R2022-07 – Benchmark Construction Co Change Order No. 1 (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 included only 100 feet of 21-inch diameter storm sewer pipe liner in River Oaks, when the actual length is 163 feet. Included with the agenda backup material is a copy of the resolution and change order for the increased length of 21-inch diameter storm sewer pipe liner in River Oaks, in the amount of \$7,560.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-07, approving Change Order No. 1 to the Benchmark Construction Co., Inc. contract for Lakeview Drive and River Oaks Drive storm sewer pipelining in the amount of \$7,560.

**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.

G. Five Alarm Fireworks Pyrotechnics Permit for July 4, 2022 Display (Attachment)

In 2019, the City Council approved changes to City Code Section 4-6-5, regarding the issuance of pyrotechnic display permits for City events based on specific conditions. Included with the agenda backup material is a Fireworks and Pyrotechnics Display permit application submitted by Five Alarm Fireworks for the July 4, 2022, fireworks display and the approved initial permit from the Warrenville Fire Protection District.

**Council Action Requested:** Accept staff recommendation and approve the City of Warrenville Fireworks and Pyrotechnics Permit for Five Alarm Fireworks for an Independence Day fireworks display on July 4, 2022.

**Staff Recommendation:** City Administrator Coakley and Warrenville Friends of the 4<sup>th</sup> Staff Liaison Grivetti recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** Emergency Management Agency, Police, and Public Works personnel time to patrol the area and provide other logistical support on the event date.

**Strategic Plan Goal:** Not applicable.

H. Bid Letting for Construction Projects Prior to 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 describing the scope and anticipated costs of the program is included with the agenda backup material.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and authorize staff to advertise for bids for the CY 2022 Road Program Project prior to formal approval of the FY 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.

I. Designation of Aldermanic Liaisons (Attachment)

Several aldermanic roles became vacant following the recent resignations of former Aldermen Anderson and Wilson. At the February 14, Public Works and Infrastructure Committee of the Whole meeting, several Aldermen stated interest in various assignments. Included with the agenda backup material, is the listing of the newly proposed assignments.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and approve the designation of Aldermanic Liaisons as presented in the City Council Committees and Aldermanic Liaison Assignments list.

**Staff Recommendation:** Assistant City Administrator White recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** None.

J. Public Works Street Division and Water Utility Worker Recruitments (Attachment)

Consistent with the Public Works Reorganization Plan approved by City Council, 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. 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 material.

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

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and direct staff to proceed with 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 postings 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.

K. Request to Solicit for the 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 material 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.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and approve the request to solicit and accept donations 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.

L. 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 material is a copy of a memo to the Mayor and City Council requesting the street closure, and a map identifying the recommended road closure area for reference.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and authorize the partial closure of Stafford Place for the annual Bike Rodeo event, as stated in Management Analyst and BPAC Staff Liaison Youngmeyer's February 9, 2022, memo.

**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.

M. Minutes of the Bicyclist and Pedestrian Advisory Committee (Attachment)

Receive and file minutes of the Bicyclist and Pedestrian Advisory Committee meeting held January 11, 2022.

N. Minutes of the Environmental Advisory Committee (Attachment)

Receive and file minutes of the Environmental Advisory Committee meeting held January 18, 2022.

O. Minutes of the Plan Commission and Zoning Board of Appeals Meeting (Attachment)

Receive and file the minutes of the Plan Commission and Zoning Board of Appeals meeting held on February 10, 2022.

P. Invoices Paid (Attachment)

Receive and file report of invoices paid up to February 16, 2022, in the amount of \$49,371.34.

Q. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before March 7, 2022, in the amount of \$196,457.74.

R. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of January 2022, in the amount of \$16,552.31.

**VII. REGULAR AGENDA**

**VIII. UNFINISHED BUSINESS**