

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR JUNE 20, 2022, CITY COUNCIL REGULAR MEETING
DATE: June 16, 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 O2022-21 – Greenview Avenue Storm Sewer Easement (Attachment)

The 2022 Road Program consists of resurfacing City streets located east of Winfield Road and north of Galusha Avenue. As part of these improvements, City staff will be installing storm sewer to improve drainage in the City rights-of-way, a segment of which will be installed through private property at 27W760 Greenview Avenue. Included with the agenda backup material is an ordinance and easement agreement for the improvements.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation, waive second reading, and pass ordinance O2022-21, approving an easement agreement for storm sewer improvements at 27W760 Greenview Avenue.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: Sufficient funds have been included in the FY 2023 Budget for development of the easement agreement and for the materials required for staff installation of the storm sewer.

Other Resources Required: Staff time to coordinate execution and recording of the easement agreement, and to install the storm sewer.

Strategic Plan Goal: #4 City Infrastructure.

B. Resolution R 2022-33 – Quisitive Change Requests for ERP (Attachment)

The City and Quisitive teams have been working toward an updated project plan and timeline to reach completion of the remaining components of the Enterprise Planning Program (ERP) Project. Included with the agenda backup material is a resolution and two zero-dollar change requests, which identify agreement between the parties on the remaining high level components of D365 and Mazik City, typically referred to as the ERP. The change requests were revised based on City Attorney Lenneman's recommendation to reference the original contract documents in section two.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-33, approving Change Request 2022 002 and Change Request 2022 003, to the contract with Quisitive, and authorizing the City

Administrator to sign off on a detailed project plan and associated tasks to complete the ERP project.

Staff Recommendation: Finance Director Dahlstrand and Assistant City Administrator White recommend this action.

Budgetary Impact: None.

Other Resources Required: Ongoing staff time to complete the implementation of the ERP.

Strategic Plan Goal: Not applicable.

C. Resolution R2022-34 – IDOT IGA for Traffic Device Maintenance (Attachment)

The City and the Illinois Department of Transportation (IDOT) have an Intergovernmental Agreement (IGA) for State maintained traffic signals on State highways within the City. The previous IGA expired on June 30, 2021. Staff and the City Attorney reviewed the updated agreement and worked with IDOT staff to make some minor changes. A copy of the resolution with the updated IGA is included with the agenda backup material.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-34, approving an intergovernmental agreement between the City and the Illinois Department of Transportation for the maintenance of traffic signals on State highways within the City.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: None. There would actually be a savings over the previous cost-sharing arrangement under the IDOT agreement, because the City will now be responsible for 100% of the energy costs for the traffic signals, but will not have to pay anything due to the City's franchise agreement with ComEd.

Other Resources Required: Staff time to execute agreement and send it to IDOT.

Strategic Plan Goal: Not applicable.

D. Resolution R2022-35 – Purchase of Cab and Chassis for Public Works (Attachment)

The Public Works Department's dump truck #106 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 Capital Maintenance and Replacement Fund (50%), and the enterprise fund, at Water (25%), and Sewer (25%). Due to supply chain issues, the vendor informed staff that the vehicle delivery time is anticipated to be 16 months, which means the City may not receive, or pay for, the vehicle until FY 2024.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-35, approving the purchase of a cab and chassis from Rush Truck Center in Chicago, IL, for a Public Works dump truck in the amount of \$94,994.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The FY 2023 Budget includes \$95,000, split between the Capital Maintenance and Replacement Fund (50%) and the enterprise fund (25% water, 25% sewer).

Other Resources Required: A minor amount of staff time to complete the purchase process and prepare the new vehicle for service.

Strategic Plan Goal: Not applicable.

E. Resolution R2022-36 – River Oaks Lift Station Equipment Purchase (Attachment)

The FY 2023 Budget includes rehabilitation of the River Oaks lift station. This will be similar to the 2019 Fox Hollow lift station rehabilitation project. Included with the agenda backup material is a resolution and contract from Metropolitan Pump Company to provide the components necessary for this project in the amount of \$68,612.00. Staff is proposing to provide the labor to install the components, which will save a significant amount of money over hiring a contractor to perform the work. Metropolitan Pump is the sole source provider of the equipment in the City's sanitary sewer lift stations, which meets an exemption from bidding requirements listed in Section 1-8-4-6.a.1 of the City Code.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-36, approving a contract with Metropolitan Pump Company for the purchase of River Oaks lift station equipment.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The FY 2023 Budget includes \$75,000, to cover this expense.

Other Resources Required: Staff time to install the components that are included in this purchase.

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

F. Resolution R2022-37 – Crystal Maintenance Services Contract Extension (Attachment)

The City's cleaning contract with Crystal Maintenance Services ends October 2022, which was extended from the original contract term expiration of October 2020. Staff is recommending another two year contract extension. Since the fall of 2017, Crystal Maintenance has provided adequate service, which continues to be cost competitive, and the firm has proven to understand the contract expectations. The extended contract costs would increase 2%, from a current annual expense of \$35,820, to \$36,528 (or \$3,044 per month). A copy of the resolution and proposed contract extension is included with the agenda backup material.

In response to an Alderman's question at the committee meeting, staff followed up with Crystal Maintenance, and the owner confirmed that they comply with applicable minimum wage laws.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-37, approving a contract extension with Crystal Maintenance Services for two years, expiring October 31, 2024.

Staff Recommendation: City Administrator Coakley and Assistant City Administrator White recommend this action.

Budgetary Impact: The FY 2023 Budget includes sufficient funding for this expense.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

G. Resolution R2022-38 – Batavia Road Surveying and Engineering Services (Attachment)

In preparation for the resurfacing of Batavia Road, between Warrenville Road and IL Route 56/Butterfield Road, staff recognized a long-standing issue with a combination of public and private sidewalk along the properties at 28W512 to 28W550 Batavia Road. Staff is proposing the City obtain easements for the sidewalk located on private property, so the City can replace the sidewalk with Americans with Disabilities Act (ADA) compliant public sidewalk from a proposed crosswalk at Tracy Place to a new connection with the Illinois Prairie Path.

Included with the agenda backup material is a resolution and proposed contract with Engineering Resource Associates, Inc. to perform surveying and design engineering services for the sidewalk and angled parking spaces in this area. Staff will also need to work with the City Attorney to develop easement agreements for these properties. Staff has confirmed the property owners are interested in these improvements and willing to work with the City to dedicate easements.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-38, approving a professional services agreement with Engineering Resource Associates, Inc. for Batavia Road surveying and design engineering services.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The preliminary estimate to replace the existing sidewalk and add a new connection to the Prairie Path is \$40,000, which would be a combination of General Fund and Capital Maintenance and Replacement Fund dollars in FY 2024, when construction occurs. There is sufficient money in the FY 2023 Budget to cover the \$17,930 expense. Adding the sidewalk to the Capital Maintenance and Replacement Plan (CMRP) would add \$10,260, to the total value of the CMRP and increase the average annual expense by \$256.50.

Other Resources Required: Staff time to coordinate with ERA, the City Attorney, and the individual property owners to prepare and execute easement agreements for future City Council consideration.

Strategic Plan Goal: Not applicable.

H. Invoices Paid (Attachment)

Receive and file report of invoices paid up to June 15, 2022, in the amount of \$55,940.72.

I. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before July 5, 2022, in the amount of \$139,357.25.

J. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of May 2022, in the amount of \$18,662.75.

VII. REGULAR AGENDA

A. Resolution R 2022-39 – Warren Tavern Concert Benefit (Attachment)

The Warren Tavern Preservationists group is planning to conduct a benefit concert in the Leone Schmidt Heritage Park amphitheater area on Saturday, June 25, 2022, from 2:00 p.m. to 5:00 p.m. The event entitled Warren Tavern "Pack-In, Pack-Out," will include performances from four separate musical artists. Section 7-3-1-13 of the City Code specifically prohibits live bands at City parks unless the event is sponsored by the City.

Included with the agenda backup material is The Warren Tavern Preservationists' letter, dated June 14, 2022, and concert flyer providing additional details about the event and requesting City sponsorship. This is not a monetary sponsorship. The Managing Director for the Warren Tavern will be in attendance at the meeting to address questions about their event and request.

Council Action Requested: Accept staff recommendation and pass resolution R2022-39, approving and authorizing the sponsorship of the Warren Tavern Concert Benefit event.

Staff Recommendation: Community and Economic Development Director Mentzer recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

VIII. UNFINISHED BUSINESS

JMC/drg