

# CITY OF WARRENVILLE

## MEMORANDUM

TO: Mayor and City Council  
FROM: Cristina White, City Administrator *W*  
SUBJECT: SUMMARY OF AGENDA ITEMS FOR OCTOBER 3, 2022, CITY COUNCIL REGULAR MEETING  
DATE: September 29, 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 O2022-36 – Amending Section 1-8-4 of City Code for E-bidding (Attachment)

City staff investigated utilizing an e-bidding service for City projects. The intent is to save staff time and printing costs by handling the distribution of bid documents through this online service, which is free to the City. Contractors subscribe to the service, and are notified when projects are posted. The City will still advertise projects as in the past, but potential bidders will be directed to the online service. The service also includes the ability to open bids online. Included with the agenda backup material is an ordinance amending City Code to allow the City to use the e-bidding process as well as to continue current practices.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation, waive second reading, and pass ordinance O2022-36, amending Section 1-8-4, of the City Code regarding competitive bidding procedures.

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

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

#### B. Ordinance O2022-37 – Disposal of Surplus Property – 2009 Ford Taurus (Attachment)

Staff has identified a fleet vehicle, a 2009 Ford Taurus, which is no longer utilized, necessary, or useful to the City because of age and condition. Past practice for disposal of such City-owned vehicles has been to sell the property at auction. Obenauf Auction Service, Inc. would be utilized to sell the vehicle in an online auction. The City has previously utilized their services and found them to be professional and well run. Proceeds from the auction will be returned to the City, minus an assessed six percent service fee. Included with the agenda backup material is an ordinance listing the property for disposal.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation, waive second reading, and pass ordinance O2022-37, authorizing disposal of City-owned surplus property utilizing Obenauf Auction Service.

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

**Budgetary Impact:** 94% of the proceeds from the property sold at auction will be returned to the City.

**Other Resources Required:** Staff time to coordinate with Obenauf and the successful bidders.

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

- C. Resolution R2022-59 – EEA Agreement for Source Water Protection Plan (Attachment)  
Illinois Environmental Protection Agency (IEPA) regulations require the City to create and submit a Source Water Protection Plan (SWPP) to IEPA before July 26, 2023. Protecting the City's groundwater source from contamination by developing and implementing a SWPP is in the best interest of the City and its water customers. Included with the agenda backup material is a resolution and agreement with Engineering Enterprises, Inc. (EEI) for the performance of the work.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-59, approving a Professional Services Agreement with Engineering Enterprises, Inc. for a Source Water Protection Plan.

**Staff Recommendation:** Public Works Director Kuchler and Utility Maintenance Superintendent Satter recommend this action.

**Budgetary Impact:** Sufficient Enterprise funds were included in the FY 2023 budget to pay for this \$29,961 expense.

**Other Resources Required:** Staff time to coordinate with EEI to develop the Source Water Protection Plan.

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

- D. Resolution R2022-60 – CBDG Agreement for Summerlakes Square Courts (Attachment)  
The City is receiving \$600,000 of Community Development Block Grant (CDBG) funding through DuPage County for the replacement of sidewalk, curb and gutter, and resurfacing of a group of streets known as the square courts in the Summerlakes Subdivision. This funding represents approximately 46% of the total estimated construction cost. The City's share will be paid with CMRP funds. Included with the agenda backup material is a resolution and agreement with DuPage County.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-60, approving a Community Development Block Grant Subgrantee Agreement with the County of DuPage regarding the Summerlakes Square Courts Resurfacing Project

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

**Budgetary Impact:** The FY 2023 Budget includes funding for the City's share of construction costs, however that will be carried forward to FY 2024, due to the timing of the CDBG funding and the construction season.

**Other Resources Required:** Staff time to coordinate the preparation of bid documents and the bid process with DuPage County and the City's consultant.

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

E. Resolution R2022-61 – Preliminary Engineering Agreement for OTRS #2 (Attachment)

The City Council endorsed the preferred concept plan for the Old Town Redevelopment Site #2 (OTRS #2), and approved to retain the three-way stop condition at Batavia and Warrenville Roads as part of the plan. The next step is to prepare a preliminary engineering plan. Included with the agenda backup material is a resolution and professional services agreement with Engineering Resource Associates, Inc. (ERA) to perform the engineering work.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-61, approving a Professional Services Agreement with Engineering Resource Associates, Inc. for preliminary engineering services relating to the Old Town Redevelopment Site #2.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** There are sufficient funds included in the FY 2023 Budget to pay for the \$45,800 expense.

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

**Strategic Plan Goal:** #1 Economic Development and #3 Open Space and Environment.

F. Resolution R2022-62 – Kimley-Horn Agreement for OTRS#2 Visualizations (Attachment)

In conjunction with the preliminary engineering plan for the OTRS#2 site, design visualizations will be created to enhance the design and to help market the property. Visualizations will include three-dimensional renderings, an aerial view, and 360 degree views. Included with the agenda backup material is a resolution and professional services agreement with Kimley-Horn and Associates for the performance of this work.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-62, approving a Professional Services Agreement with Kimley-Horn and Associates for design visualization services relating to the Old Town Redevelopment Site #2.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

**Budgetary Impact:** There are sufficient funds included in the FY 2023 Budget to pay for the \$18,100 expense.

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

**Strategic Plan Goal:** #1 Economic Development and #3 Open Space and Environment.

G. Resolution R2022-63 – DuPage County Storm Sewer Funding Agreement (Attachment)

The City was awarded a DuPage County Stormwater Grant to pay for 50% of the estimated \$687,000 construction costs to upgrade the storm sewer on Virginia Avenue and Central Avenue. The maximum funding the City can receive is \$343,500. The County is funding the grant program with a portion of its American Rescue Plan Act (ARPA) funds. Included with the agenda backup material is an intergovernmental agreement with DuPage County for grant funding.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-63, approving an Intergovernmental Agreement between the City and the County of DuPage regarding East Side Phase IV (Central and Virginia Avenues)

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

**Budgetary Impact:** Construction will occur in FY 2024, and sufficient funding will be budgeted in the CMRP.

**Other Resources Required:** Staff time to coordinate execution of the agreement.

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

H. Resolution R2022-64 – ERA Agreement for Virginia and Central Storm Sewer (Attachment)

Street Division staff has previously replaced three segments of storm sewer in the system from Warrenville Road to Virginia, Lorraine, and Wilbur Avenues. The remaining storm sewer on Virginia and Central Avenues is too deep for staff to replace. It is necessary at this time for bid documents to be developed by a consultant, and the project advertised for bid. Included with the agenda backup material is a resolution and professional services agreement with Engineering Resource Associates, Inc. (ERA) to perform this work.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-64, approving a Professional Services Agreement with Engineering Resource Associates, Inc. for design engineering services relating to the 2023 Virginia and Central Avenues Storm Sewer Project.

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

**Budgetary Impact:** There are sufficient CMRP funds included in the FY 2023 Budget to pay for the \$32,475 expense.

**Other Resources Required:** Staff time to coordinate with the consultant to create bid documents and advertise for bids.

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

I. Resolution R2022-65 – Purchase of Stormwater Pump at Cerny Park (Attachment)

The three pumps on the stormwater lift station at Cerny Park are due for replacement. Staff has replaced the first pump. Metropolitan Pump Company is the exclusive provider of these pumps and parts in Illinois and Indiana. Included with the agenda backup material is a resolution waiving competitive bidding and approving the purchase of a pump from

Metropolitan Pump Company in an amount not to exceed \$34,697, for the budgeted replacement of the second of the three pumps.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and pass resolution R2022-65, waiving competitive bidding and approving the purchase of a new pump for Cerny Park from Metropolitan Pump Company in an amount not to exceed \$34,697.

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

**Budgetary Impact:** There are sufficient CMRP funds included in the FY 2023 Budget to pay for the \$34,697 expense.

**Other Resources Required:** Staff time to remove the existing pump and install the replacement.

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

J. Appointment of Katie Hughes-Schroeder to Inclusion, Diversity, Equity, and Awareness Commission (Attachment)

The recent resignation of Mike Jarmus created a vacancy on the Inclusion, Diversity, Equity, and Awareness Commission (IDEC). City Code states the Mayor shall, with advice and consent of the City Council, appoint a new member to fill the unexpired term of any member whose place has become vacant. Mayor Brummel and City Administrator and Staff Liaison White recently interviewed Katie Hughes-Schroeder for the vacant position, and recommend her to fill the vacancy for a term ending April 30, 2023. Copies of Ms. Hughes-Schroeder's volunteer application and resume are included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Katie Hughes-Schroeder to the Inclusion, Diversity, Equity, and Awareness Commission for a term expiring April 30, 2023.

**Staff Recommendation:** Mayor Brummel and City Administrator and Staff Liaison White recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

K. Minutes of the Tourism and Arts Commission (Attachment)

Receive and file minutes of the Tourism and Arts Commission monthly meetings held from July 15, 2021, through January 13, 2022. The August 2021 meeting was cancelled.

L. Minutes of the Environmental Advisory Commission (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on May 17, 2022.

M. Minutes of the Environmental Advisory Commission (Attachment)

Receive and file minutes of the Environmental Advisory Commission meeting held on June 21, 2022.

N. Minutes of the Board of Fire and Police Commissioners (Attachment)

Receive and file minutes of the Board of Fire and Police Commissioners meeting held on August 23, 2022.

O. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 28, 2022, in the amount of \$62,494.47.

P. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before October 17, 2022, in the amount of \$549,389.86.

**VII. REGULAR AGENDA**

**VIII. UNFINISHED BUSINESS**

CW/drg