

# CITY OF WARRENVILLE

## MEMORANDUM

To: Mayor and City Council  
From: Philip M. Kuchler, Public Works Director   
Subject: AGENDA SUMMARY FOR February 10, 2025 PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE MEETING  
Date: February 6, 2025

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. Public Works Department FY26 Budget Presentation (Attachment)

The Public Works Department FY26 Budget presentation will be made by Public Works Director Kuchler. For reference, a copy of the presentation and the Public Works Department FY26 Work Plan are included with the agenda backup materials.

**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. IPWMAN IGA (Attachment)

The Illinois Public Works Mutual Aid Network (IPWMAN) serves as a collaborative organization designed to facilitate mutual aid and support in response to natural or man-made disasters. Recently, IPWMAN has revised its mutual aid agreement and bylaws. These updates were implemented for three primary reasons:

- Provide clarification that mutual aid is not just for emergencies but includes day-to-day operations and training opportunities.
- Transition management from IPWMAN Inc. to IPWMAN, an intergovernmental agency.
- Provide a revised process for any future amendments to the agreement.

Capital Maintenance Superintendent Clark will present this item and answer questions.

**Committee Action Requested:** Recommend the City Council pass a resolution approving an intergovernmental agreement for participation in the Illinois Public Works Mutual Aid Network.

**Staff Recommendation:** Capital Maintenance Superintendent Clark recommends this action.

**Budgetary Impact:** Ongoing \$250 annual dues based on City population.

**Other Resources Required:** Not applicable.  
**Strategic Plan Goal:** Not applicable.

3. Cab and Chassis Purchase (Attachment)

Public Works truck #105 is due for replacement in FY27. Based on recent actual order delivery times versus estimated, staff is recommending ordering this vehicle now. Due to supply chain issues, the vendor is estimating a vehicle delivery time of 10 months, which means the City would pay for it late in FY26 if it is ordered now. For reference the last order with this vendor was estimated at 16 months but delivery actually took 30 months. This remains a common issue with the various vendors supplying these types of vehicles, so staff believes this vehicle is more likely to be delivered in FY27 than FY26, despite the vendor's estimated time frame. Capital Maintenance Superintendent Clark will present this item and answer questions.

**Committee Action Requested:** Recommend the City Council pass a resolution approving the purchase of a cab and chassis for a Public Works dump truck from Rush Truck Center in the amount of \$113,998.

**Staff Recommendation** Capital Maintenance Superintendent Clark recommends this action.

**Budgetary Impact:** The FY26 Budget includes \$190,000 split between the CMRP (50%) and EMRP (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:** #3 Quality City Services – Maintain and Replace City Infrastructure

4. Bid Letting of 2025 Construction Projects Prior to FY26 Budget Approval (Attachment)

City staff is requesting authorization to seek bids for the 2025 Road Program and the River Road Curb, Storm Sewer, and Ditch Improvements Project before the FY26 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. It is important to note that the River Road project is being funded with money received from DuPage County as part of the jurisdictional transfer of River Road. Public Works Director Kuchler's February 5, 2025, memorandum is included with the agenda backup materials. Public Works Director Kuchler will present this item and answer questions.

**Committee Action Requested:** Recommend the City Council authorize staff to advertise for bids for the 2025 construction projects outlined in Public Works Director Kuchler's February 5, 2025, memorandum, prior to formal approval of the fiscal year 2026 Budget.

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

**Budgetary Impact:** No money will be spent until FY25. Public Works Director Kuchler's memo outlines the costs associated with each project that are proposed in the FY26 Budget.

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

**Strategic Plan Goal:** #3 Quality City Services – Maintain and Replace City Infrastructure

5. Landscape Maintenance Contract (Attachment)

City staff was not satisfied with the services performed by the vendor in 2024, so its contract was not renewed. Since this project was advertised for bids a year ago, staff solicited proposals from the bidders that finished second and third. Their prices were very competitive once again this year, at \$133,730 and \$134,039.50. Staff is recommending waiving the bidding requirements set forth in the City Code and awarding the contract to Sebert Landscape. Sebert satisfactorily performed these services for the City from 2017 to 2019. Public Works Director Kuchler will make a brief presentation and answer questions.

**Committee Action Requested:** Recommend City Council pass a resolution awarding the contract for Mowing and Landscape Maintenance to Sebert Landscape, in the amount of \$133,730.

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

**Budgetary Impact:** The FY25 and proposed FY26 budgets include sufficient funding for this contract.

**Other Resources Required:** Staff time to coordinate with contractor.

**Strategic Plan Goal:** Not applicable.

6. Solicitation Request for the 2025 Bike Rodeo (Attachment)

The Bicyclist and Pedestrian Advisory Commission (BPAC) is requesting authorization to solicit local businesses for donated items to use as prizes and monetary donations to purchase drawing prizes for the nineteenth annual Bike Rodeo, to be held on Saturday, May 17, 2025. Included with the agenda backup materials is a copy of the City's Solicitation policy, and a memo from Asset Management Analyst Hernandez-Galvan requesting authorization.

**Committee Action Requested:** Recommend the City Council approve the request to solicit bids for the nineteenth annual Bike Rodeo event on May 17, 2025, as stated in the February 5, 2025, memo from Asset Management Analyst and BPAC Staff Liaison Hernandez-Galvan

**Staff Recommendation:** Public Works Director Kuchler and Asset Management Analyst Hernandez-Galvan recommend this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #5 Safe and Healthy Neighborhoods – Proactive Education

7. Street Closure Request for the 2025 Bike Rode (Attachment)

Due to liability and safety concerns, the Bicyclist and Pedestrian Advisory Commission (BPAC) has recommended the City Council approve the closure of a section of Stafford Place for the Bike Rodeo event on May 17, 2025. Included with the agenda backup materials is a memo from Asset Management Analyst Hernandez-Galvan detailing the street closure request with a map identifying the recommended road closure area.

**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 5, 2025, memo from Asset Management Analyst and BPAC Staff Liaison Hernandez-Galvan

**Staff Recommendation:** Public Works Director Kuchler and Asset Management Analyst Hernandez-Galvan recommend this action.

**Budgetary Impact:** Not applicable.

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

**Strategic Plan Goal:** #5 Safe and Healthy Neighborhoods – Proactive Education

8. Electric Easement Agreement for Water Tower (Attachment)

The City's new water tower that is currently under construction near the Thorntons gas station on Route 59 requires electric service from Commonwealth Edison. The easement agreement included with the agenda backup materials will allow the City to install electric service to the water tower from Route 59 through Thorntons' property to the City's water tower parcel, which is the shortest and most cost effective way to serve the site. Public Works Director Kuchler will make a brief presentation and answer questions.

**Committee Action Requested:** Recommend the City Council pass an ordinance approving an easement for the installation and maintenance of underground electrical facilities.

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

**Budgetary Impact:** Not applicable

**Other Resources Required:** Staff time to coordinate with Thorntons staff to execute and record the agreement with the DuPage County Recorder's Office.

**Strategic Plan Goal:** #3 Quality City Services – Maintain and Replace City Infrastructure

9. Agreements with the Warrenville Park District for the Transfer of Cerny Park (Attachment)

City Council passed Resolution R2024-44, authorizing Mayor Brummel to execute a Letter of Understanding (LOU) regarding the transfer of Cerny Park to the Warrenville Park District. Pursuant to that LOU, staff worked with the City Attorney and the Warrenville Park District to develop the three agreements included with the agenda backup materials.

There is a Purchase and Sale Agreement that provides the terms and commitments associated with the conveyance of Cerny Park to the Park District; a cost-sharing agreement that outlines the funding commitments for the City and Park District related to the Phase 1 and Phase 2 improvements that will be partially funded with State of Illinois Open Space Land Acquisition and Development (OSLAD) grant funds; and also an Intergovernmental Agreement that outlines the future commitments and rights of the City and Park District related to the maintenance and use of Cerny Park.

The Park District Board will consider these agreements at its February 20, 2025, meeting. Public Works Director Kuchler will make a brief presentation and answer questions.

**Committee Action Requested:** Recommend the City Council pass resolutions approving three agreements with the Warrenville Park District. 1.) the Purchase and Sale Agreement for the Conveyance of Cerny Park; 2.) an OSLAD Grant cost-sharing agreement; and 3.) an Intergovernmental Agreement for future maintenance and use of Cerny Park.

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

**Budgetary Impact:** When Cerny Park is transferred, it will be removed from the City's Capital Maintenance and Replacement Plan (CMRP) and reduce future CMRP expenses.

**Other Resources Required:** Staff and City Attorney time to coordinate execution of the various agreements and eventually close on the sale of the property to the Park District.

**Strategic Plan Goal:** #3 Quality City Services – Maintain and Replace City Infrastructure

10. Discussion of FY26 Citywide Work Plan (Attachment)

In keeping with past practice, the Citywide Work Plan is incorporated into the City's budget process to provide the City Council with a list of large, multi-departmental initiatives and the corresponding prioritization. The draft Citywide Work Plan for FY26 is included with the agenda backup material. This item will be on Committee-of-the-Whole agendas until the budget workshop in March, to provide the opportunity to review the initiatives, give feedback, and make changes prior to the adoption of the FY26 Budget. Assistant City Administrator Morgan will provide a brief presentation and answer questions at the meeting.

**Committee Action Requested:** Provide feedback, input, and direction to staff on the initiatives and the initial prioritization.

**Staff Recommendation:** Not applicable

**Budgetary Impact:** Not applicable

**Other Resources Required:** Staff time to review and amend the work plan, as needed.

**Strategic Plan Goal:** Not applicable.

11. Public Works FY25 Work Program and Decision Package Status Report (Attachment)

The Public Works Department Work Program identifies specific projects and initiatives 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 FY25 Public Works Department Work Program to provide the 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/KHG