

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor and City Council
From: Philip M. Kuchler, Public Works Director 
Subject: AGENDA SUMMARY FOR AUGUST 11, 2025, PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE MEETING
Date: AUGUST 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. Warrenville Grove Animal Hospital Temporary License Agreement (Attachment)

Construction of Warrenville Grove Animal Hospital's new addition will begin in mid-August. Due to property constraints, the owner has asked if the contractor can gain access to the property using the City owned OTRS #2 property to the south. The access will also include temporary storage of construction materials. The agreement is for six months and includes requirements to restore the property to its existing condition. Assistant Community Development Director Hocking will present this item and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving the Temporary License Agreement for construction access and storage on the City property at 3S511 Batavia Road.

Staff Recommendation: Assistant Community Development Director Hocking recommends this action.

Other Resources Required: Staff time to coordinate with Warrenville Grove Animal Hospital and its contractors.

Strategic Plan Goal: None.

2. Updates to City Code 1-8-4 – Purchasing (Attachment)

In connection with the recent implementation of the new Enterprise Resource Planning (ERP) software, it is necessary to update City Code Title 1, Chapter 8, Section 4, Purchasing Procedures.

The proposed changes to the City Code, re-establish and clarify the purchasing approval levels, by position, as established within the BS&A ERP software during implementation, needed to effectively utilize a purchase orders system.

Additionally, as a housekeeping matter, the proposed ordinance also updates the various position titles within this section of the code, to bring them in line with the position titles approved in the FY 2026 Authorized Strength Ordinance.

Included with the agenda backup materials is a copy of a proposed ordinance to revise City Code Title 1, Chapter 8, Section 4, Purchasing Procedures, as prepared by City Attorney Lenneman. Finance Director Dahlstrand will present this item and answer questions at the meeting.

Committee Action Requested: Accept staff recommendation and recommend the City Council approve an ordinance amending City Code Title 1, Chapter 8, Section 4, Purchasing Procedures.

Staff Recommendation Finance Director Dahlstrand recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies

3. Parking Evaluation on East Side Streets (Attachment)

Community Development staff received a petition from residents of Tinker Avenue requesting changes to parking restrictions on Tinker. In response, staff conducted a comprehensive review of existing parking restrictions, mailbox locations, and fire hydrant locations on the various East Side streets. Staff has been gathering feedback from residents, the Police Department, the Fire District, and the United States Postal Service (USPS). Capital Maintenance Superintendent Clark's August 6, 2025, memo provides additional detail and is included with the agenda backup materials. Public Works Director Kuchler will present this item and answer questions at the meeting.

Committee Action Requested: Direct staff to pursue the course of action detailed in Capital Maintenance Superintendent Clark's memo included with the agenda backup materials and dated August 6, 2025.

Staff Recommendation: Capital Maintenance Superintendent Clark recommends this action.

Budgetary Impact: Sufficient funds will be included in the FY 2027 Budget to pay for any costs associated with the implementation of the solution.

Other Resources Required: Staff time to coordinate with the USPS and residents.

Strategic Plan Goal: Not applicable.

4. Citywide Traffic Study Agreement (Attachment)

The FY 2026 Budget, Strategic Plan Action Items, and Public Works Department Work Plan include a Citywide traffic study to evaluate speed limits and standardize speed limits on City streets for \$65,000. Staff expanded the scope of the study by \$15,000 to include an incomplete FY 2025 Strategic Plan Action Item to establish a policy document that addresses how the City will evaluate complaints of speeding, traffic issues, requests for changes to speed limit, or requests to add signs on City roads, including the use of tools like speed sensors, trailers, etc. Staff negotiated an agreement with Kimley-Horn and Associates for these services. Public Works Director Kuchler's memo and the proposed agreement are included with the agenda backup materials. Director Kuchler will present this item and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving a professional services agreement with Kimley-Horn and Associates, Inc. for the provision of professional traffic engineering services in the amount of \$80,000.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The FY 2026 budget includes \$65,000 in the General Fund for the speed limit evaluation. The FY 2026 budget does not include the \$15,000 for the development of a traffic calming toolkit. Staff does not anticipate a budget amendment, but should one be necessary, staff will work with the Finance Director to prepare one.

Other Resources Required: Staff time to coordinate with Kimley-Horn and Associates, Inc. on the study and presentation of recommendations at a future City Council meeting.

Strategic Plan Goal: #5 Safe and Healthy Neighborhoods – Evaluate Speed Limits

5. Hitchcock Design Group Contract for Veterans Memorial (Attachment)

The Veterans Memorial Workgroup consists of Aldermen Lockett and Augustynowicz, City staff, and representatives of the VFW / American Legion and Warrenville in Bloom. The group met four times between fall of 2024 and spring of 2025. City Council accepted the Workgroup's recommendations at its May 19, 2025, meeting. As part of that action, City Council directed staff to negotiate a contract with Hitchcock Design Group (HDG) to develop design and construction documents to support volunteer solicitation of donations. HDG's proposed contract is included with the agenda backup materials. Director Kuchler will present this item and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving a professional services agreement with Hitchcock Design Group for Veterans Memorial Final Design in the amount of \$33,000.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: This expense was not included in the FY 2026 budget. City Council directed staff to use Special Projects funds in the General Fund to pay for this \$33,000 expense.

Other Resources Required: Staff time to coordinate with HDG and the Veterans Memorial Workgroup.

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

6. Hitchcock Design Group Contract Amendment for Cerny Park Construction (Attachment)

Construction of the Cerny Park improvements has extended beyond the initial time frame contemplated in Hitchcock Design Group's (HDG) contract. Proposed contract amendment #2 is included with the agenda backup materials for \$5,850 for HDG's services on the remainder of construction. The cost was calculated based on the limited amount of construction work remaining on the project. Public Works Director Kuchler will present this item and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving a second amendment to the professional services agreement with Hitchcock Design Group for Cerny Park Improvements Final Design.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: There is sufficient funding in the FY 2026 Budget to cover this cost, due to some cost savings in the contractor's construction contract. This project is being funded by a combination of an Open Space Land Acquisition and Development (OSLAD) grant from the State of Illinois and City Developer Park Donations.

Other Resources Required: Staff time to continue coordinating completion of construction project with the contractor, HDG, and the Warrenville Park District.

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

7. Public Works FY26 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 FY26 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