

**CITY OF WARRENVILLE  
PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE  
REGULAR MEETING  
Monday, August 8, 2022, at 7:00 p.m.**

**MINUTES**

**A. CALL TO ORDER**

Chairman Barry called the meeting to order at 7:00 p.m.

**B. ROLL CALL**

Present: Chairman Clare Barry, Mayor David Brummel, and Aldermen: Stuart Aschauer, Kathy Davolos, Leah Goodman, Jeff Krischel, Craig Kruckenberg, John Lockett, and Bill Weidner

Absent: None

Also Present: Acting City Administrator Cristina White, Public Works Director Phil Kuchler, Management Analyst Kristin Youngmeyer, Utility Maintenance Supervisor John Satter, Capital Maintenance Supervisor Jamie Clark, City Attorney Brooke Lenneman, and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: City Administrator John Coakley and City Clerk Julie Clark

**C. PLEDGE OF ALLEGIANCE**

Chairman Barry led the Pledge of Allegiance.

**D. CITIZENS COMMENTS**

There were no comments from the public.

**E. OFFICIALS AND STAFF COMMENTS**

Mayor Brummel thanked the Police Department, Public Works staff, the Warrenville Park District, and volunteers for coordinating the National Night Out and Summer Daze events. They were very successful. Mayor Brummel also congratulated Management Analyst Kristin Youngmeyer on her recent marriage.

**F. BUSINESS OF MEETING**

1. Consideration of CMRP Workgroup Recommendations on bridge and new infrastructure projects

Public Works Director (PWD) Kuchler stated the City has been paying for the City's share of maintenance and replacement expenses on two bridges, and design and construction expenses for new infrastructure projects primarily with General Fund dollars, adding that this is causing variability in General Fund spending from year to year. He stated that the Capital Maintenance and Replacement Plan (CMRP) workgroup recommends including the cost for two City bridges in the CMRP at an annual rate of \$35,200, based on key funding and cost assumptions. He indicated that this change represents a 1.2% increase to the CMRP average annual expenses.

PWD Kuchler stated the CMRP workgroup is also recommending the designation of Aldermen Krischel and Weidner to work with staff on the Complete Streets Implementation Plan, which would involve developing recommendations on funding for new infrastructure projects.

There was discussion regarding funding projects and the possibility of transferring money from one fund to another to supplement the completion of certain projects.

Ald. Goodman reminded the Committee of the original policy to identify new funding sources when expenses were added to the CMRP. She suggested the CMRP workgroup consult with the Long Range Financial Planning workgroup in the future when planning for funding source changes.

Mayor Brummel thanked members of the Council for the extra work they do volunteering on workgroups.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Alderman Lockett, to recommend the City Council i.) direct staff to incorporate the City's two bridges into the CMRP as part of the next annual update; and ii.) designate Aldermen Krischel and Weidner to work with staff on the Complete Streets Implementation Plan.

MOTION CARRIED VIA VOICE VOTE

2. Consideration of Computer Replacement Project

Acting City Administrator (ACA) White stated a decision package was included in the FY 2023 Budget to replace desktop and laptop computers at a cost of \$48,760. She indicated that the City began a program to replace equipment on a three year schedule, however, the replacements scheduled for FY 2022 did not occur, requiring more equipment to be replaced this year than would have normally be included in the annual schedule.

ACA White added that, due to a shortage of computer parts and high inflation, the cost of each device now is more than originally expected when the budget was prepared in the fall of 2021. ACA White requested the project move forward at a new cost of \$60,000.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Kruckenberg, to recommend the City Council approve the computer and laptop replacement project at an approximate cost of \$60,000 for FY 2023.

MOTION CARRIED VIA VOICE VOTE

3. Consideration of list of IT-Related Items for Disposal

ACA White stated that periodically, staff has a need to dispose of computer and similar equipment that is no longer in service, because it has been replaced with upgraded equipment or has exceeded its lifespan and is no longer functional. She added that staff

is requesting the disposal of certain equipment, including computers, monitors, printers, etc., using E-Scrap Technologies, Inc.

Ald. Lockett asked if staff considered auctioning off the surplus computers. ACA White replied, due to the sensitive nature of information stored on computers, all hard drives are removed from the units thereby reducing their value, and other equipment has little to no value except as scrap. ACA White added that there are no items on the current list that will incur any additional charge.

ALDERMAN LOCKETT MADE A MOTION, seconded by Alderman Goodman, to recommend the City Council approve an ordinance approving the disposal of surplus personal property owned by the City of Warrenville.

MOTION CARRIED VIA VOICE VOTE

4. Update on Rigi and Barclay Roadway Easement Dedication

PWD Kuchler stated that staff has been actively following up with Rigi Road and Barclay Avenue property owners to obtain signed easement agreements that would make the private roads public roads, which would be owned and maintained by the City. To date, he added, staff has received signed easement agreements for four of the ten properties, with a commitment to sign by a fifth owner. He noted that there are three property owners who own the other five properties on these private roadways, and none have committed to signing an agreement.

PWD Kuchler requested City Council direction to notify the property owners that the City will not perform maintenance on these private streets, including snow removal, without fully executed easement agreements from all property owners. Until that time, staff will continue to work with residents to secure the remaining agreements. He indicated that if the City receives executed agreements from all property owners of one or both roads, the City will assume ownership and maintenance, including snow removal of one or both roads.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Kruckenberg, to recommend the City Council direct staff to send a letter to the Rigi and Barclay property owners, notifying them that the City will not perform any maintenance, including snow removal, until easement agreements are executed by all property owners.

MOTION CARRIED VIA VOICE VOTE

5. Consideration of City Code changes related to Revocable Right-of-Way Permit and Covenant Agreements

Management Analyst (MA) Youngmeyer stated that, at the moment, if property owners want to do work in the right-of-way, they apply for either a Revocable ROW Covenant Agreement, or a Landscaping Covenant Agreement. She added, in order to improve efficiency and simplify the approval process, staff is proposing to amend Section 7-2-

2 of the City Code so that all permissible right-of-way encroachments, other than outdoor seating areas, are governed by an updated version of the revocable right-of-way covenant agreement.

Ald. Goodman indicated and MA Youngmeyer concurred that amending the City Code will merge the forms and clarify the process, but the fees will not change.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Lockett, to recommend the City Council approve City Code changes related to Revocable Right-of-Way Permit and Covenant Agreements.

MOTION CARRIED VIA VOICE VOTE

6. Consideration to Amend the Vacation Policy

ACA White stated that the City's current vacation policy allows employees to begin accruing vacation immediately upon hire to be used once they complete the first year of employment. She added that, while the number of days accrued under the current policy is consistent with the City's comparable communities, the lack of vacation availability in the first year is the exception. Providing some vacation time in the first year of employment allows the City to be competitive and acknowledges the need for work-life balance, emphasis on mental health, and an ongoing commitment to recruiting and retaining high performing employees. ACA White noted that this policy change is only for non-represented employees.

ALDERMAN GOODMAN MADE A MOTION, seconded by Alderman Lockett, to recommend the City Council approve the changes to the vacation policy to incorporate five days of vacation after 90 days for use in the first year of employment for non-represented employees, and direct staff to apply five days of vacation to current employees who meet the criteria.

MOTION CARRIED VIA VOICE VOTE

7. Informational Update on Warrenville's Aquifer

PWD Kuchler stated that in 2021, the Illinois State Water Survey (ISWS) provided the City with a report on the aquifer that is the source of the City's drinking water following staff's provision of water levels measured at each of the City's four wells over several years. He reported the ISWS found that Warrenville has a sustainable water supply for existing and future projected demands, based on their review of water levels in the aquifer, and that the report specifically identified rising chloride levels in the water since samples were first collected in 1958. PWD Kuchler stated that staff will continue to measure water levels and chloride levels, and is planning to work with the ISWS in the future for periodic updates to this report.

There was discussion regarding the possible causes of the rise in chloride levels. Utility Maintenance Superintendent (UMS) Satter indicated the increase is most likely due to

the use of salt on streets and private parkways. There was also discussion regarding the sampling of water in the proposed area of the new well.

Mayor Brummel asked if there was any concern residents on private wells should have in regards to City water. UMS Satter indicated that residents with wells at the same depth as City wells, and drawing from the same aquifer, could potentially have similar challenges with their water.

There was discussion regarding how salt is used throughout the City. Capital Maintenance Superintendent (CMS) Clark indicated the City salts roads at lower rates now than they used to, however, he added, it depends on each individual storm and winter snow patterns. CMS Clark stated the City salts less than other government and private property entities in the City. There was discussion regarding the benefits of talking to other entities regarding salt use to keep excessive chlorides out of City wells.

NO COMMITTEE ACTION WAS REQUESTED NOR TAKEN

8. Review and file Public Works Department FY 2023 work program and decision package status report

The report was presented for consideration. There were no questions from members of the Committee.

NO COMMITTEE ACTION WAS REQUESTED NOR TAKEN

**G. MISCELLANEOUS**

There were no miscellaneous items discussed.

**H. CLOSED SESSION**

ALDERMAN GOODMAN MADE A MOTION, seconded by alderman Krischel to enter into a Closed Session for the purpose of discussing:

- 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

ROLL CALL VOTE:

Aye: Aldermen: Goodman, Lockett, Weidner, Kruckenberg, Krischel, Barry, Aschauer, and Davolos

Nay: None

MOTION ADOPTED

The Committee entered into a Closed Session at 7:42 p.m. Chairman Barry stated that no further business will be conducted following the Closed Session.

The Committee members returned to Open Session at 8:02 p.m.

**I. ADJOURN**

ALDERMAN WEIDNER MADE A MOTION, seconded by Ald. Lockett to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:02 p.m.

Approved: August 15, 2022



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Dawn R. Grivetti, Executive Assistant/Deputy Clerk