



DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
MARCH 8, 2017

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 8:25 P.M. on Wednesday, March 8, 2017, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Departmental Operations Committee members present included Mayor Jim Holland, Chairman Dick Trevarthan, Trustees Cindy Heath, Bob Kennedy, and Mike Stevens. Others in attendance were Village Administrator Jerry Ducay, Assistant Administrator Rob Piscia, Police Chief John Burica, Finance Director Jenni Booth, Utilities Director Tony Minette, Public Works Crew Leader Cesar Mireles and Administrative Assistant Theresa Cork.

APPROVAL OF MINUTES (December 19, 2016)

Trustee Heath made a motion (#1), seconded by Trustee Kennedy, to approve the minutes of the Departmental Operations Committee meeting of December 19, 2016, as presented. The motion was unanimously approved.

DIRT REMOVAL AND HAULING SERVICES – BID APPROVAL

Utilities Director Minette reported KLF Enterprises, Inc. was previously awarded a contract to remove and haul the stockpile of dirt from the Will County Forest Preserve to the Regional Plant in the amount of \$63,705.00. This dirt was to be staged at the Regional Plant for future use as part of the Wastewater Treatment Plant Consolidation Program. Since that time, the staging location was changed to the North Plant adding an additional two miles of trucking for each load of dirt. KLF quoted \$45,000.00 for the additional mileage, bringing their total to \$108,705.00. Staff gave KLF an opportunity to adjust their quote for the additional work. KLF declined to do so. Staff chose to rebid the project. Mr. Minette presented eight bid proposals received for the project, with Gosia Cartage submitting the low bid of \$57,980.00.

Following presentation and brief discussion, Trustee Heath made a motion (#2), seconded by Trustee Stevens to forward a recommendation to the Village Board to award the contract to Gosia Cartage for dirt removal and hauling services, in an amount of \$57,980.00. The motion was unanimously approved.

2017-2018 LAWN MAINTENANCE PROGRAM: BID APPROVAL

Crew Leader Mireles presented six bid proposals as part of the 2017-2018 Lawn Maintenance Program. He reported Beary Landscaping provided the low bid of \$99,865.00 per season; however, Beary Landscaping reported an error was made on their bid proposal and requested withdrawal of their bid. Bill's Lawn Maintenance provided the next lowest bid of \$116,525.00 per season. Staff recommended acceptance of the low bid provided by Bill's Lawn Maintenance for lawn mowing, bush trimming and landscape bed maintenance services.

Following presentation, Mayor Holland made a motion (#3), seconded by Trustee Heath, to forward a recommendation to the Village Board accepting the low bid of Bill's Lawn Maintenance & Landscaping, Inc. and awarding the two-year lawn care services contract to the company in an amount of \$116,525.00 per season. The motion was unanimously approved.

EMERALD ASH BORER MANAGEMENT PLAN: REPLACEMENT TREES - BID APPROVAL

Crew Leader Mireles also presented six bid proposals for the replacement of 450 parkway trees that were removed due to infestation of the Emerald Ash Borer (EAB). He reported the low bid was received from Langton Group in an amount of \$137,209.50, which included plant material, planting, and mulching around the base of the trees.

Following presentation, Mayor Holland made a motion (#4), seconded by Trustee Stevens, to forward a recommendation to the Village Board accepting the low bid of Langton Group in an amount of \$137,209.50 for the planting of 450 replacement trees in the Village's parkway areas. The motion was unanimously approved.

DISPOSAL OF SURPLUS VEHICLES – APPROVAL

Crew Leader Mireles sought committee approval to dispose of two vehicles that were of no further use in the daily operations of the Village. He reported both vehicles have engine failure and equipment has been removed and used on other vehicles within the fleet. Due to their current condition, both vehicles would be sent to the junkyard to be scrapped.

Trustee Heath made a motion (#5), seconded by Trustee Kennedy, to forward a recommendation to the Village Board to adopt an Ordinance for the disposal of the surplus vehicles as presented. The motion was unanimously approved.

OTHER BUSINESS

A. Facility Plan Update

Director Minette presented a report outlining the seven projects of the Wastewater Facility Plan. He highlighted the current status of the first and second phases of the project, and updated completion dates for both. He reported the design phase for the remaining phases of the consolidation is nearing completion. Construction bidding will be underway this spring pending

IEPA approval. Mr. Minette stated the IEPA requires adequate funding in place prior to the remaining projects going to bid. A recommended utility rate for sewer services for the projected debt will be presented at a future Departmental Operations meeting.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Kennedy made a motion (#6), seconded by Trustee Stevens, to adjourn the Departmental Operations Committee meeting of March 8, 2017, at 9:05 PM. The motion was unanimously approved.