

VILLAGE OF
FRANKFORT
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DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
APRIL 12, 2017

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:30 P.M. on Wednesday, April 12, 2017, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Departmental Operations Committee members present included Chairman Dick Trevarthan, Trustees Cindy Heath, Bob Kennedy, Keith Ogle, Mike Stevens; Village Clerk Adam Borrelli; Jennifer Hindel and Derek O'Sullivan. Others in attendance were Village Administrator Jerry Ducay, Assistant Administrator Rob Piscia, Police Chief John Burica, Finance Director Jenni Booth, Utilities Director Tony Minette, Superintendent of Public Works Terry Kestel, Community Relations Manager Mary Canino and Administrative Assistant Theresa Cork. Residents Linda Hand and Mimi Shireman were also present.

APPROVAL OF MINUTES (March 8, 2017)

Trustee Stevens made a motion (#1), seconded by Trustee Heath, to approve the minutes of the Departmental Operations Committee meeting of March 8, 2017, as presented. The motion was unanimously approved.

TRAFFIC ADVISORY RECOMMENDATIONS – APPROVAL

A. Steger Road Speed Limit Request

Assistant Administrator Rob Piscia presented an item from the Traffic Advisory Committee for an amendment to the Village's Traffic Code Ordinance. The amendment involved increasing the speed limit on Steger Road between Route 45 and Scheer Road from 35 mph to 40 mph. He noted a traffic survey was recently completed which showed 85% of motorists travelling near 45 mph.

Following brief discussion, Trustee Heath made a motion (#2), seconded by Trustee Stevens, to forward a recommendation to the Village Board amending the Traffic Code to reflect the speed limit increase on Steger Road, between Route 45 and Scheer Road. The motion was unanimously approved.

B. Maple Street “No Truck Traffic” Signage Request

Assistant Administrator Piscia also provided the committee with the Traffic Advisory Committee recommendation to install “No Truck Traffic” signage at the southwest corner of Maple Street and Nebraska Street. He noted that truck traffic routinely uses Maple Street to make deliveries to Borg Warner by mistake. It then requires the truck driver to use other residential streets in order to reroute to make the proper delivery along Locust Street.

Following discussion, Trustee Heath made a motion (#3), seconded by Clerk Borrelli, to forward a recommendation to the Village Board amending the Traffic Code to reflect the posting of “No Truck Traffic” signage at the southwest corner of Maple Street and Nebraska Street. The motion was unanimously approved.

C. Locust & Colorado Street Improvement Request

Superintendent Terry Kestel reported resident, Linda Hand brought a street improvement request before the Traffic Advisory Committee to widen and install a northbound right turn lane on Locust Street at Colorado Avenue. Staff was directed to contact Robinson Engineering to obtain an estimate for the improvements. Mr. Kestel reported Robinson Engineering provided an approximate cost of \$60,000.00 for the street improvement. He offered three options for committee consideration including, leave the street as currently constructed based upon limited accident occurrences; add the additional funds into the Capital Budget for 2017/2018; include the project in future resurfacing program.

Resident Linda Hand was in attendance to hear the results and discussion of the requested street improvements on Locust Street at Colorado Avenue. Committee members discussed the project and determined more data was needed before making a recommendation. It was the consensus of the committee for staff to compile more data, including determining if the engineer specifications included adequate turning radius for school buses and to contact the residents impacted by the right of way.

Asst. Administrator Piscia reported that he has been in contact with the Director of Transportation at Lincoln-Way School District 210, requesting the district to enforce the mutual agreement already in place that Locust Street be utilized for local school bus traffic only.

SANITARY SEWER RELINING PROJECT – BID APPROVAL

Utilities Director Tony Minette reported the Village received five bids to reline and repair approximately 6,200 linear feet of sanitary sewer main as part of the sewer collection system maintenance program. He requested the committee’s recommendation to the Village Board to accept the contract of low bidder Hoerr Construction, Inc., in the amount of \$152,520.00.

Trustee Kennedy made a motion (#4), seconded by Trustee Heath, to forward a recommendation to the Village Board to accept the low bid of Hoerr Construction, Inc., in the amount of \$152,520.00 for the sanitary sewer relining contract. The motion was approved unanimously.

WASTEWATER TREATMENT PLANT CONSOLIDATION PROGRAM

A. Commonwealth Edison Sewer Easement Agreement – Approval

Director Minette reported as part of the Village’s Wastewater Treatment Plant (WWTP) Consolidation Program, the Village requires access to a portion of ComEd’s property to accommodate the construction of a 16” sanitary sewer force main. Staff has been working with ComEd to secure the easement agreement. He noted ComEd initially provided a one-time easement fee of \$97,000.00 for the installation of the force main. He further noted, in light of the Village providing ComEd with Ordinance No. 3064, dated October 17, 2016, “Allowing Restricted Use on a Portion of Sangmeister Road” as part of ComEd’s transmission line improvement project, a discount in the amount of \$75,000.00 has been credited to the Village, reducing the one-time easement fee to \$22,000.00.

Trustee Heath made a motion (#5), seconded by Trustee Kennedy, to forward a recommendation to the Village Board to approve execution of the Sanitary Sewer Agreement with ComEd granting an easement for the installation of a sanitary sewer force main in the amount of \$22,000.00. The motion was approved unanimously.

B. Regional Laboratory/Administrative Building Furniture Purchase – Bid Approval

Utilities Director Minette provided the committee with a furniture request for the new Laboratory/Administrative Building located at the Regional Plant Wastewater Treatment Plant Facility. He noted as part of the bidding process, it was determined that it was more cost effective to purchase the furniture outside of the overall bid through the TCPN Government Program. He presented details on the furniture selections for the new work area and file storage room. Staff requested committee’s recommendation to the Village Board to purchase furniture as presented in the amount of \$24,199.59 for the Regional Wastewater Treatment Plant Facility.

Following the presentation and brief discussion, Trustee Heath made a motion (#6), seconded by Trustee Stevens to forward a recommendation to the Village Board approving the purchase of the furniture as outlined, in the amount of \$24,199.59 for the new Regional Laboratory/Administrative Building located at the Regional Wastewater Treatment Plant Facility. The motion was approved unanimously.

FOLDING/INSERTING SYSTEM WITH STACKER - BID APPROVAL

Finance Director Jenni Booth requested the purchase of a new folding/inserting system with stacker which will replace the existing system. She reported the new system is being requested due to the current system not functioning properly and efficiently. The new folding/inserting system and stacker will provide the Village with equipment that delivers accurate, reliable processing of multiple pieces of mail each month with a higher level of quality and increased production. Ms. Booth stated the Village sought proposals on a specific folding/inserting system with stacker model. She reported the Village received two bids for the system with Neopost providing a bid that did not meet the proposal specifications. Pitney Bowes provided the other bid proposal in the amount of \$12,093.95, plus an annual equipment maintenance fee of

\$1,120.50. She further reported the Village's current annual maintenance fee is \$1,647.24 per year, thus saving approximately \$525 annually. She requested the committee's recommendation to the Village Board to accept the contract with Pitney Bowes to purchase the TI30-Relay 3000 Inserting System and TIRS-Vertical Power Stacker, in the amount of \$12,093.95.

Following brief discussion, Trustee Kennedy made a motion (#7), seconded by Trustee Heath, to forward a recommendation to the Village Board to accept the low bid of Pitney Bowes for the purchase of the TI30-Relay 3000 Inserting System and TIRS-Vertical Power Stacker in the amount of \$12,093.95, plus an annual equipment maintenance fee of \$1,120.50. The motion was approved unanimously.

OTHER BUSINESS

A. Prairie Creek Landscaping

Superintendent Kestel provided an update relating to the removal of trees along St. Francis Road as part of the road widening project slated to commence later this year. He reported that Village staff had met with members of the Prairie Creek Townhomes Homeowners Association to discuss their request for the Village to fund landscape improvements to help mitigate the loss of trees. Mr. Kestel presented a proposal provided by the Prairie Creek HOA from Celtic Landscaping, in the amount of \$30,135.91 for the landscape improvements along St. Francis Road.

Committee members discussed the proposal and questioned the Village's responsibility for the replacement of the trees and voiced concern that only one bid proposal had been requested. Following discussion, it was the consensus of the committee for staff to require the Prairie Creek HOA to obtain additional quotes for the proposed landscape improvements before making a final determination to fund the improvements.

B. Utility Rate Increase

Administrator Ducay noted that a Financial Affairs Committee meeting will be scheduled in May to discuss the utility rate increase for sewer services as part of the IEPA Low Interest Loan Program for the Wastewater Treatment Plant Consolidation Program.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Kennedy made a motion (#8), seconded by Trustee Heath, to adjourn the Departmental Operations Committee meeting of April 12, 2017, at 6:20 PM. The motion was unanimously approved.