

VILLAGE OF
FRANKFORT
EST. 1855

DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
MAY 10, 2017

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:30 P.M. on Wednesday, May 10, 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, Mayor Jim Holland, Trustees John Clavio, Bob Kennedy, Keith Ogle, Mike Stevens; Village Clerk Adam Borrelli, Jennifer Hindel, Rob Joyce, and Derek O'Sullivan. Others in attendance were Assistant Administrator Rob Piscia, Police Chief John Burica, Deputy Chief Will Dowding, Finance Director Jenni Booth, Utilities Director Tony Minette, Asst. Utilities Director Zach Brown, Superintendent of Public Works Terry Kestel, and Administrative Assistant Theresa Cork. Prairie Creek Homeowners Association representatives Eric Kennedy and John Woodland were also present.

MEMBER INTRODUCTIONS

Members introduced themselves and their background.

APPROVAL OF MINUTES (April 12, 2017)

Trustee Kennedy made a motion (#1), seconded by Trustee Stevens, to approve the minutes of the Departmental Operations Committee meeting of April 12, 2017, as presented. The motion was unanimously approved.

WWTP PROJECT 2: NORTH AND WEST PUMP STATION – CHANGE ORDERS

Utilities Director Minette provided a summary of change orders relating to Project 2 of the Village's Wastewater Treatment Plant Consolidation Program. He noted it was previously determined that rather than bring every change order to committee and Village Board for approval, minor changes would be grouped together and brought forward for approval as a package. He reported Project 2 (North and West Pump Stations) was awarded with an original contract value of \$6,649,000 to Williams Brothers Construction, Inc. To date, there have been nine change orders authorized for Project 2. On February 21, 2017, the Village Board adopted Resolution No. 17-05 approving four of the change orders associated with the project in the amount of \$72,232. Mr. Minette presented five additional change orders in the amount of

\$39,218, which brings the project to a 1.56% increase over the original contract value and the IEPA loan includes a 3% contingency. He noted that all the change orders were reviewed by Burns & McDonnell and deemed necessary for completion of the project.

Following presentation and brief discussion, Mayor Holland made a motion (#2), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to approve the five change orders associated with Project 2, in the amount of \$39,218 to Williams Brothers Construction, Inc. as part of the Village's WWTP Consolidation Program. The motion was unanimously approved.

CONCRETE AND ASPHALT RESTORATION PROGRAM – BID APPROVAL

Director Minette reported the Village received four bids to perform concrete and asphalt restoration work as a result of emergency repair of underground utilities this past winter. Mr. Minette noted these areas are typically restored immediately following completion of the utility repair however, the winter months prohibits all concrete and asphalt work. In an effort to obtain better pricing, staff issued an RFP for the 10 sites that were disturbed this past winter which are currently awaiting repair. Staff requested committee's recommendation to the Village Board to award the contract to qualified low bidder, Landscape Supply, for asphalt and concrete restoration work associated with the Village's 2017 concrete and asphalt restoration program, in the amount of \$13,906.20.

Mayor Holland made a motion (#3), seconded by Trustee Stevens, to forward a recommendation to the Village Board to accept the low bid of Landscape Supply, in the amount of \$13,906.20 for the site restoration work. The motion was approved unanimously.

DISPOSAL OF SURPLUS VEHICLES – APPROVAL

Chief Burica requested the disposal of two seized vehicles via Auto Auction.

- 1987 Chevrolet Silverado Vin: 1GCEK19M2VE248773 Miles: 200,617
- 2005 Ford Mustang Vin: 1ZVFT80NX55112520 Miles: 106,991

Trustee Kennedy made a motion (#4), seconded by Mayor Holland, to direct staff to dispose of the surplus vehicles as presented. The motion was unanimously approved. No formal action is needed per the Capital Asset Policy.

PRAIRIE CREEK LANDSCAPING IMPROVEMENTS

At its April 12, 2017 meeting, Departmental Operations Committee members reviewed a proposal for landscape improvements as a result of the removal of trees along St. Francis Road as part of the road widening project slated to commence later this year. Superintendent Kestel noted he had met with residents of Prairie Creek Townhomes to identify how many trees would be removed as part of the project. He further noted that the majority of the trees that are scheduled for removal were planted on the public right-of-way by the Prairie Creek Townhome residents and have been providing screening of the roadway. He reported that in an effort to

assist the residents with the loss of trees, staff requested that they receive quotes to plant new landscape screening along St. Francis Road for funding consideration from the Village. Mr. Kestel presented three quotes provided by the Prairie Creek Townhomes HOA for committee discussion and consideration.

Following presentation, committee members discussed the landscape improvement project and the funding of the landscape improvements by the Village. Some concerns were raised relating to the location of the landscape improvements and the Village funding of such improvements. It was noted that due to the location of the new multi-use path the only suitable location for the new screening was on Prairie Creek Homeowners Association's private property. The Committee reviewed three bid proposals submitted for the landscape improvement project. The low bid was submitted by Celtic Landscaping. It was staff recommendation for the Prairie Creek HOA to enter into the agreement with Celtic and the Village to pay the invoice directly to Celtic.

Following discussion, Trustee Stevens made a motion (#5), seconded by Trustee Kennedy, to approve the funding of the proposed landscape improvements along St. Francis Road in an amount not to exceed \$30,135.91, with the understanding that Prairie Creek Homeowners Association enters the agreement with Celtic Landscaping and is responsible for all future maintenance and warranty of the landscape improvements. The motion was approved by a split vote.

OTHER BUSINESS

A. Route 30 Right-of-Way – Shenandoah Subdivision

Mayor Holland requested staff to continue to work with the Shenandoah HOA to accept the landscape maintenance of the Route 30 right-of-way.

B. Harlem Avenue Funding

Asst. Administrator Piscia reported that he will be attending a Harlem Avenue coordination meeting with Cook County Department of Transportation and Highways to discuss the status of the Harlem Avenue Project. Mr. Piscia asked if the Village would be receptive to be the lead agency for coordination of the construction project on Harlem Avenue. Committee members voiced their support.

C. WWTP Facility Plan Update

Director Minette provided a brief update for the Village's WWTP Facility Plan. He reported that Project 1 (Regional WWTP Preliminary Treatment Building and Lab) and Project 2 (North & West Pumping Stations) are nearing completion, both of which will be completed by the end of the month. He further reported negotiation of construction management proposals are currently underway.

D. Ash Tree Update

Superintendent Kestel reported that 319 out of 450 trees have been planted as part of the 2017 EAB Tree Replacement Project, and that the remaining trees will be replaced this spring.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Stevens made a motion (#6), seconded by Trustee Kennedy, to adjourn the Departmental Operations Committee meeting of May 10, 2017, at 6:07 PM. The motion was unanimously approved.