



DEPARTMENTAL OPERATIONS COMMITTEE MINUTES  
DECEMBER 13, 2017

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:32 P.M. on Wednesday, December 13, 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, Cindy Heath, Bob Kennedy, Keith Ogle, Mike Stevens, Village Clerk Adam Borrelli, Jennifer Hindel, Rob Joyce, and Derek O'Sullivan. Staff in attendance included Village Administrator Rob Piscia, Assistant Village Administrator Jeff Cook, 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.

APPROVAL OF MINUTES (November 8, 2017)

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

PUBLIC WORK DEPARTMENT

A. St. Francis Road Construction Engineering Services Agreement – Approval

Superintendent Kestel provided a Construction Engineering Services Agreement with Robinson Engineering for the St. Francis Road Project. He reported two engineering firms submitted qualifications as part as the formal selection process required by IDOT for Phase III Construction Services. He advised Robinson Engineering received the highest rating for the project. He further advised Robinson Engineering will be the firm responsible for submittal of all documents relating to the project to IDOT. The project consists of the reconstruction of St. Francis Road between 88th Avenue and 84th Avenue; resurfacing between 84th Avenue and 80th Avenue; replacement of the bridge; and construction of a multi-use path.

Following brief discussion, Mayor Holland made a motion (#2), seconded by Trustee Heath, to forward a recommendation to the Village Board to adopt a resolution authorizing execution of the

Construction Engineering Services Agreement with Robinson Engineering for the St. Francis Road Project. The motion was unanimously approved.

B. Emerald Ash Borer Removal – Bid Approval

Superintendent Kestel presented a request for bid approval for the Village’s Emerald Ash Borer (EAB) Tree Replacement Program. Eight contractor bids were submitted for the removal of 583 parkway trees in the Village as a result of the EAB infestation. The low bid was provided by Ramiro Guzman Landscaping in the amount of \$40,197.85 for the project however, after reviewing the bids, Ramiro Guzman Landscaping provided an incomplete bid packet. Mr. Kestel noted Ramiro Guzman Landscaping could not provide any references for tree removal work of similar scope and do not have a certified arborist on staff that was required in the bid packet. Mr. Kestel requested to disqualify Ramiro Guzman Landscaping and accept the lowest qualified bid from Homer Tree Care in the amount of \$46,922.40 for the EAB tree removals.

Following brief discussion, Trustee Heath made a motion (#3), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to award a contract to Homer Tree Care for the removal of 583 diseased Ash trees located in the Village parkways as part of the Village’s EAB Tree Removal Program, in an amount not to exceed \$46,922.40. The motion was unanimously approved.

UTILITY DEPARTMENT

A. Utility Vehicle Purchase – Approval

Utility Director Minette requested approval to purchase a new off road utility vehicle (UTV). He reported the UTV will serve two primary functions for the Utility Department. He noted the UTV will assist in transportation of samples, equipment, and personnel to and from the monitoring stations along Hickory Creek and provide employees shelter from the elements. In addition, the UTV will be utilized to transport equipment and personnel within the Regional WWTP upon its completion and provide access to areas of the plant not accessible by road. He further noted this expenditure was accounted for in the 2017/2018 Utility Department budget. Mr. Minette requested approval to purchase a Polaris Ranger XP 900 from Shorewood Home and Auto, in the amount of \$17,949.93.

Following presentation, committee members discussed the solicited quotes received for the purchase of the UTV and felt the quotes needed to be reviewed further to ensure the specifications included in the proposals were similar for the different makes/models and accessories.

Following discussion, Trustee Clavio made a motion (#4), seconded by Trustee Heath, to forward a recommendation to the Village Board authorizing an expenditure in an amount not to exceed \$18,000 for the purchase of a UTV vehicle for use by the Utility Department. The motion was unanimously approved.

## B. Jackson Creek Lift Station Generator: Engineering Services Agreement - Approval

Director Minette presented a proposal from Burns & McDonnell to provide engineering services to relocate a standby generator currently located at the Village's North Wastewater Treatment Plant (WWTP) to the Jackson Creek Lift Station. He reported a new backup power generator was recently installed at the North WWTP as part of the WWTP Consolidation Program, and rather than dispose of the previous generator, staff investigated relocating the generator elsewhere in the wastewater system. He noted the Jackson Creek Lift Station services the entire southwest quadrant of the Village's sewer system and presently is not equipped with an emergency standby generator to provide power in the event of an outage. He further noted an additional easement is necessary from Silver Cross Hospital who owns the surrounding farmland. Silver Cross has indicated they are amendable to providing the necessary easement.

Committee members discussed the project and the need to provide standby power capability at the Jackson Creek Lift Station. Discussion also centered on acquiring the necessary easement for the project. Committee members felt it was important to obtain final easement approval from Silver Cross prior to entering an engineering agreement with Burns & McDonnell.

Following discussion, Trustee Heath made a motion (#5), seconded by Trustee Ogle, to forward a recommendation to the Village Board authorizing approval of an Engineering Services Agreement with Burns & McDonnell to provide engineering services to relocate an existing generator to the Jackson Creek Lift Station contingent upon final easement approval from Silver Cross Hospital. The motion was unanimously approved.

### OTHER BUSINESS

Superintendent Kestel provided a handout to committee members for the National Joint Powers Alliance (NJPA), a government agency offering competitively solicited contracts for use by education, government, and nonprofits. NJPA solicits, evaluates, and awards contracts through a competitive solicitation process on behalf of its members.

### PUBLIC COMMENTS

None.

### ADJOURNMENT

Hearing no further business, Trustee Ogle made a motion (#6), seconded by Trustee Stevens, to adjourn the Departmental Operations Committee meeting of December 13, 2017, at 6:05 PM. The motion was unanimously approved.