

VILLAGE OF
FRANKFORT
EST. 1855

OPERATIONS COMMITTEE MINUTES
JULY 8, 2020

CALL TO ORDER

Trustee Adam Borrelli called the Operations Committee meeting to order at 6:30 P.M. on Wednesday, July 8, 2020, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Operations Committee members present included Mayor Jim Holland, Trustees Adam Borrelli, John Clavio, Margaret Farina, and Gene Savaria; Tom Barz, Robert Brown, Rob Joyce, Nathan Miller, and Mike Stevens. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Deputy Chief Will Dowding, Public Works Supt. Terry Kestel, and Administrative Assistant Theresa Cork. Member Jennifer Hindel was absent.

APPROVAL OF MINUTES (June 10, 2020)

Trustee Farina made a motion (#1), seconded by Member Barz, to approve the minutes of the Operations Committee meeting of June 10, 2020, as presented. The motion was unanimously approved.

2020 ROADWAY MAINTENANCE PROGRAM – BID PROPOSALS

Supt. Kestel advised members the Village budgeted \$3 million in the 2020/2021 Capital Budget for the 2020 Roadway Maintenance Program. He reported that during the street inspection rating process, staff identified 18 streets in poor condition. The number of streets in poor conditions exceeds the budgeted amount and staff identified the following 10 streets for the 2020 Roadway Maintenance Program based on age and condition:

1. Birchwood Road - Colorado Avenue to Tanglewood Lane
2. Grant Avenue - Pleasant Hill Road to Johnson Avenue
3. Florin Court - Nebraska Street to North End
4. Shilling Court- Nebraska Street to North End
5. Nebraska Street - Elsner Road to 108th Avenue
6. Pioneer Trail - 108th Avenue to North End (including cul-de-sac)
7. Sandalwood Drive - Wolf Road to 116th Avenue
8. Myrrh Lane - Clary Sage Drive to Chamomile Drive
9. Corsair Road - Center Road to Mustang Road

10. Pfaff Drive - Center Road to East End

Supt. Kestel reported due to the uncertainty caused by the COVID-19 pandemic and the potential effects to the budget, the 2020 Roadway Maintenance Program was bid with a base bid and two alternate bids. The base bid includes the 10 streets; Alternate #1 (75% of budgeted amount) includes streets #1-7; and Alternate #2 (50% of budgeted amount) includes streets #2-6.

Supt. Kestel requested bid approval for the Village's 2020 Roadway Maintenance Program. Of the 11 bid proposals received for the project, the low bidder was P.T. Ferro Construction Co., in amount of \$2,458,199.35 for base bid; \$1,805,616.39 for Alt. #1; and \$1,307,200.63 for Alt. #2. He noted this program also includes full depth patching and engineering (\$207,362) and crack sealing (\$50,000).

Committee members acknowledged that street conditions have fallen behind target conditions in the Village and felt it was appropriate to spend the amount budgeted for the program. The Village significantly increased its funding for the 2020 Street Resurfacing Program as a result of the voters approving the 1% non-home rule sales tax. Members further discussed the Village's desire to create a program that would resurface the streets approximately every 20 years and to reevaluate in a few years to determine if funds are adequate to support future road improvements.

Following discussion, Trustee Farina made a motion (#2), seconded by Mayor Holland, to forward a recommendation to the Village Board to accept the low qualified bid and award the contract to P.T. Ferro Construction Co., for the 2020 Roadway Maintenance Program, in the amount of \$2,458,199.35 for base bid, and to work with P.T. Ferro to add additional streets at the unit cost of the awarded bid, not to exceed the total budgeted amount of \$3,050,000.00, which includes engineering and crack sealing. The motion was unanimously approved.

UTILITIES DEPARTMENT

A. Elm Street Water Main Replacement Project – Bid Proposals

Administrator Piscia reported the Village received 11 bid submittals to replace the water main on Elm Street between Wisconsin Road and Michigan Road. Stip Brothers Excavating, Inc., submitted the low bid in the amount of \$145,660.82. Administrator Piscia noted this project will improve reliability and water quality in the Village's water distribution system.

Member Barz made a motion (#3), seconded by Member Stevens, to forward a recommendation to the Village Board to accept the low qualified bid and award the contract to Stip Brothers Excavating, Inc., for the Elm Street and Wisconsin Road Water Main Replacement project, in an amount not to exceed \$145,660.82. The motion was unanimously approved.

B. Project 7: North and West WWTP Abandonment and North Wastewater Excess Flow Storage Pond – Change Order #1

Administrator Piscia provided the Committee with Change Order #1 for Project 7 – North & West

Wastewater Treatment Plant (WWTP) Abandonment and North Wastewater Excess Flow Storage Pond. The Village of Frankfort and Joseph J. Henderson and Son, Inc. entered into a construction agreement for Project 7 on February 19, 2019, in the amount of \$5,888,000.00, as part of the Village's WWTP Consolidation Program. Administrator Piscia reported the comprehensive change order includes seven change order items, totaling \$31,328.00 and an extension of 73 calendar days.

Committee members discussed the miscellaneous change order items (S-001 thru S-007) and the 73-calendar day extension.

Following discussion, Member Joyce made a motion (#4), seconded by Trustee Farina, to forward a recommendation to the Village Board approving Change Order #1 for Project 7 – North & West Abandonment and North Wastewater Excess Flow Storage Pond to reflect a net increase in the amount of \$31,328.00 and extension of 73 calendar days. The motion was unanimously approved.

TRAFFIC ADVISORY RECOMMENDATION

A. Intergovernmental Agreement – Laraway Road Signage

Dept. Chief Will Dowding presented the Traffic Advisory recommendation to enter into an intergovernmental agreement with Will County Division of Transportation (WCDOT) for the placement of folding stop signs onto traffic signals located on county highways. He reported the Village was contacted by WCDOT, notifying us that they would be removing the emergency folding stop signs from the following signalized intersections:

- Laraway Road (CH 74) & 116th Avenue
- Laraway Road (CH 74) & Wolf Road
- Laraway Road (CH 74) & Center Road
- Laraway Road (CH 74) & 80th Avenue

Dept. Chief Dowding reported the primary reason for the signs' removal was the appropriate raising and lowering of the signs. The proposed intergovernmental agreement would allow WCDOT to leave the signs in-place and the Village would be responsible for the maintenance and implementation of the signs. He advised members that the Police and Public Works Departments can effectively deploy, secure, and maintain all the signs at the above intersections.

Following discussion, Mayor Holland made a motion (#5), seconded by Member Miller, to forward a recommendation to the Village Board to enter into an intergovernmental agreement with WCDOT to maintain, deploy, and secure the emergency fold down stop signs at the above intersections. The motion was unanimously approved.

TRAFFIC CODE ORDINANCE AMENDMENT – PARKING REGULATIONS

Police Chief John Burica requested an amendment to the Village's Traffic Code - §72.06. He reported due to COVID-19 precautions, the Frankfort Country Market is utilizing the 1 N. White

Street parking lot and this update will assist the Village with gaining compliance and to remove vehicles, if needed, that remain parked in the footprint of the Country Market before and during operation times.

Trustee Farina made a motion (#6), seconded by Member Barz, to forward a recommendation to the Village Board to approve a Traffic Code amendment to prohibit parking in the 1 N. White Street parking lot during the hours of 7:00 A.M. to 2:00 P.M. on Sundays (April through October) as presented. The motion was unanimously approved.

POLICE DEPARTMENT STAFFING UPDATE – INFO/DISCUSSION

Chief Burica presented information to the Committee outlying current staffing levels. He also provided additional information that showed potential retirements within the next five years. He reported the Police Department has currently added four new officers as the result of the 1% Non-Home Rule Sales Tax Referendum passed in November 2018.

Committee members discussed possible staffing needs of the department due to attrition and retirement, the amount of time involved in the hiring process, and limited academy training availability. Members discussed hiring beyond the budgeted officers due to the lengthy hiring process and to allow for more consistent manpower and staffing.

It was the consensus of the committee that the Police Department staff will work with Village Administration to proceed with hiring with the intent of staying ahead of vacancies.

ENGINEERING SERVICES CONTRACT – PFEIFFER ROAD EXTENSION PROJECT

Asst. Administrator Cook presented a Design Engineering Services proposal submitted by Robinson Engineering for the proposed extension of Pfeiffer Road. He reported the Village entered into a development and dedication agreement with Silver Cross Hospital on June 15, 2020. The basic terms of the agreement call for Silver Cross to dedicate right-of-way and easements necessary for the Village to design and construct Pfeiffer Road and related bike paths, sidewalks and stormwater management between Route 30 and the Lighthouse Pointe subdivision. Before dedication occurs, the Village agreed to pursue engineering and permitting activities to determine the feasibility and cost of the project.

Asst. Administrator Cook reported preliminary total costs estimates range from \$1.7 million to \$2.7 million, depending on project scope. He noted the agreement includes environmental studies necessary to comply with design requirements of the Rebuild Illinois Bond Fund.

Committee members discussed two roadway cross-section options. Alternate A provides for a standard roadway and Alternate B includes a 15' landscape median. Members considered quality and beautification and the ongoing maintenance expense of Alternate B. Members also discussed connecting the existing 12' water main in Lighthouse Pointe to the 12' water main on Route 30. Members agreed the connection would provide immediate benefits to the Village's water system.

Following discussion, Trustee Clavio made a motion (#7), seconded by Trustee Savaria, to forward a recommendation to the Village Board to enter into a Design Engineering Services Agreement with Robinson Engineering, in an amount not to exceed \$193,500.00, for the design of Pfeiffer Road between US Route 30 and Lighthouse Pointe subdivision, utilizing Alternate B and the inclusion of a 12" water main. The motion was unanimously approved.

VILLAGE WEBSITE – STATUS UPDATE & FINAL DESIGN APPROVAL

Asst. Administrator Cook presented a brief status update of the Village's new website design.

Members briefly discussed the new logo prepared by the Revize design team to accompany launch of the website. Members voiced concerns with the contrast between the text and imagery and felt a new logo merited additional discussion and consideration how it is used in various formats.

OTHER BUSINESS

- *License Plate Reader Camera System Demo*

Chief Burica advised members that Flock Safety is providing the Village a 60-day demo of their license plate reader system with no upfront costs to the Village. He noted a few neighboring communities are also participating in the program. Chief Burica reported a license plate reader system is included in this year's budget, noting the cameras are \$2,500/camera/year, which includes maintenance, footage hosting, cellular services, unlimited hotlist alerts, and software updates. He also noted HOAs would have an option to purchase cameras for their neighborhoods.

Members briefly discussed location placement of the cameras, how the footage is stored and privacy concerns.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

Hearing no further business, Trustee Clavio made a motion (#8), seconded by Member Stevens, to adjourn the Operations Committee meeting of July 8, 2020, at 8:08 P.M. The motion was unanimously approved.