



DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
MARCH 14, 2018

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:45 P.M. on Wednesday, March 14, 2018, 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, Village Clerk Adam Borrelli, Trustees John Clavio, Bob Kennedy, Keith Ogle, Mike Stevens; Jennifer Hindel, Derek O’Sullivan, and Rob Joyce. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Finance Director Jenni Booth, Superintendent of Public Works Terry Kestel, Utilities Director Tony Minette, Building and Economic Development Manager Adam Nielsen, Community Relations Manager Mary Canino, and Administrative Assistant Theresa Cork. Others in attendance included Stacey Burke, Marcia Steward and Plan Commission Chair Don Schwartz.

APPROVAL OF MINUTES (February 14, 2018)

Trustee Ogle made a motion (#1), seconded by Trustee Clavio, to approve the minutes of the Departmental Operations Committee meeting of February 14, 2018, as presented. The motion was unanimously approved.

UTILITY DEPARTMENT

A. Downtown Water Tower – Discussion

Director Minette provided a brief recap of the Dixon Engineering report for the downtown water tower which was discussed at the November 8, 2017, Departmental Operations Committee meeting. Following a lengthy discussion and comments from residents and committee members at that meeting, staff was directed to seek an additional report to determine the structural integrity of the water tower and for an additional cost estimate to repair and repaint the water tower.

Mr. Minette reported SEECO Consultants, Inc. has since furnished a report summarizing the results of their visual structural inspection and cost estimates to paint the water tower. The report cited that the water tower is in fair to good condition structurally, however the paint is in poor condition and is providing minimal rust protection to the overall structure. SEECO recommended to repaint the tank by fully removing the old paint by means of sand blasting or to take the structure

down. Mr. Minette concluded by stating that although a specific timeline would not be given from Dixon or SEECO, the tower does have some time before the condition of the steel is considered poor. Both firms acknowledge that without a full sand blast down to bare metal the deterioration will continue.

Following opening remarks, committee members discussed the structural inspection report and the estimated costs to repair and repaint the water tower, which both firms estimated exceeds \$500,000. Mayor Holland noted the Frankfort Preservation Foundation has indicated that they are committed to raising the funds necessary to save the tower. It was suggested to establish a time frame for their fundraising efforts. Staff was directed to share the report with the community.

B. Baxter & Woodman Engineering Services Agreement: Harlem Avenue Pumping Station Replacement Project - Approval

Director Minette presented a proposal from Baxter & Woodman, Inc., to provide professional design engineering services, permitting, and bidding for the Harlem Avenue Pumping Station Replacement Project. Mr. Minette reported the pumping station has numerous mechanical and operational issues and noted the station is reaching the end of its useful life and a complete rebuild is necessary. He stated the Village intends to replace the existing aging structure with a new wet well and valve vault, submersible pumps, station controls, and a diesel fueled emergency power generator. The project also includes investigating existing utilities, surveying, and gathering information from the existing station and obtaining floodplain and/or wetland permitting.

Following presentation, committee members discussed the project scope, required easements, and cost estimates for the entire project. Director Minette reported the estimated cost of the entire project is approximately \$1.2 million and is a budgeted project for the upcoming fiscal year.

Following brief discussion, Trustee Kennedy made a motion (#2), seconded by Trustee Stevens, to forward a recommendation to the Village Board to approve the engineering services agreement with Baxter & Woodman to complete the design, permitting, and bidding for the Harlem Avenue Pumping Station Replacement Project, in an amount not to exceed \$67,000.00. The motion was unanimously approved.

C. Disposal of Surplus Vehicles – Approval

Director Minette requested the disposal of a 2005 Ford Explorer and a 2005 Pontiac Vibe due to engine and transmission issues. He reported the cost to make the necessary mechanical repairs exceeds the value of the vehicles.

Mayor Holland made a motion (#3), seconded by Trustee Ogle, to forward a recommendation to the Village Board to dispose of the two vehicles via public auto auction. The motion was unanimously approved.

D. Vactor Ramjet Trailer Mounted Sewer Cleaner Purchase – Approval

Director Minette sought committee approval to purchase a Vactor Ramjet Trailer Mounted Sewer Cleaner. He reported the sewer jetter would allow for the cleaning of blocked sanitary lines and regular maintenance of lines that are not accessible via the Vactor trucks. He further reported the machine would replace the current jetter, which is approximately 30 years old and beyond its useful life. He reported the Vactor Ramjet Sewer Cleaner would be purchased via the National Joint Powers Alliance (NJPA), which satisfies all competitive bid requirements. Staff requested committee approval to accept the bid from Standard Equipment Company, for the purchase of a Vactor Ramjet Trailer Mounted Sewer Cleaner, in an amount of \$67,460, less trade in of Village of Frankfort 1998 trailer jetter in the amount of \$12,500.00, for a total purchase price of \$54,960.00.

Following brief discussion, Trustee Ogle made a motion (#4), seconded by Trustee Stevens, to forward a recommendation to the Village Board to authorize an expenditure to Standard Equipment Company, in an amount not to exceed \$54,960.00, for the purchase of the 2018 Vactor Ramjet Trailer Mounted Sewer Cleaner. The motion was unanimously approved.

ROUGH CUT LOT MAINTENANCE AGREEMENT – BID APPROVAL

Building and Economic Development Manager Nielsen presented five bid proposals submitted for rough cut lot maintenance services for the 2018-2019 mowing seasons. Staff recommended awarding the two-year contract to lowest qualified bidder K & J Landscaping, in the amount of \$0.004 per sq. ft. for rough cut lot maintenance services. Staff noted PLS Services Corp. was identified as the apparent low bidder, however upon staff review, PLS requested their bid to be withdrawn from consideration. Manager Nielsen reported Village staff has advised K & J Landscaping that all work performed shall be assigned and authorized by Village staff only, in an effort to minimize costs for this service.

Following brief discussion, Trustee Trevarthan made a motion (#5), seconded by Trustee Kennedy to forward a recommendation to the Village Board to accept the low bid and award a two-year contract to K & J Landscaping for rough cut lot maintenance services as presented. The motion was unanimously approved.

PUBLIC WORKS DEPARTMENT

A. Route 30 Contractual Lawn Mowing – Bid Approval

Superintendent Kestel presented the bid results for the 2018/2019 Route 30 Contractual Lawn Mowing Agreement. Mr. Kestel reported bids are based on the combined cost of the linear foot price for mowing and linear foot price for bed maintenance. Staff noted Ramiro Guzman Landscaping was identified as the apparent low bidder. However, upon staff review of the bid submittals, staff consulted with the low bidder who did not understand the parameters and voluntarily withdrew their bid. Mr. Kestel recommended accepting the bid submitted by low qualified bidder Beary Landscaping, in the amount of \$67,288.52/per mowing season.

Committee member discussed the Route 30 lawn and landscape maintenance program and expressed concern for the quality of work performed last year by Beary Landscaping. Superintendent Kestel stated that he plans to meet with the owner of Beary Landscaping to discuss performance standards for the upcoming season. He further stated all quality issues of the work performed this year will be logged for documentation. Member Joyce suggested to add IDOT compliance language to the bid documents to create a higher level of standards for the scope of work.

Following discussion, Trustee Kennedy made a motion (#6), seconded by Member Hindel to forward a recommendation to the Village Board to accept the low bid and award a two-year contract to Beary Landscaping for the 2018-2019 Route 30 Contractual Lawn Mowing. The motion was unanimously approved.

B. Street Light Repair Contract – Bid Approval

Superintendent Kestel presented a request for bid approval for a one year contract for streetlight repairs. Mr. Kestel reported the Village owns and maintains 1,455 streetlights within the Village limits and the Public Works Department performs basic repairs of these streetlights. He further reported repairs that are more involved such as changing ballasts, performing underground repairs, and working on high voltage streetlights are turned over to an outside contract. He advised the Village requested bids for a one year contract for street light repairs and received two bid submittals. Excel Electric provided the low bid of \$116 per hour for regular time and \$148 per hour for after hour repairs.

Following brief discussion, Mayor Holland made a motion (#7), seconded by Trustee Stevens to forward a recommendation to the Village Board to accept the low bid and award a one year contract to Excel Electric for the repair of Village owned streetlights as presented.

C. Prairie Park Maintenance Contract – Bid Approval

Superintendent Kestel reported the Village of Frankfort entered into a partnership with the Conservation Foundation in 2017 to educate and engage residents in making conservation part of their community and assist the Village to develop a long-term plan to care for Prairie Park. He further reported the Conservation Foundation coordinated and participated in a community clean-up day at Prairie Park to remove invasive plants around the pond last September. He reported five truckloads of invasive plants were removed that day. He further reported the goal is to restore Prairie Park back to its original design by removing invasive species, reintroduce native plant seed, applying herbicide, and performing controlled burns. As part of these restoration efforts, the Conservation Foundation requested bid proposals from site management firms to provide management services for Prairie Park. Supt. Kestel reported four bids were received and the low bid was submitted by ILM. The management firm will provide periodic site visits to monitor natives, control weed growth by cutting/pulling and herbicide applications, site and seed collection and dispersal, and perform controlled burns.

Committee members discussed the proposal and were in consensus that it was a good investment for the community. Staff was directed to prepare a press release for the Prairie Park restoration efforts.

Mayor Holland made a motion (#8), seconded by Clerk Borrelli to forward a recommendation to the Village Board to accept the low bid and award a contract to ILM for site management services for the restoration of Prairie Park, in the amount of \$7,393 annually for a term of five years. The motion was unanimously approved.

D. Frankfort Historical Area Society Museum Roof Replacement – Bid Approval

Superintendent Kestel reported the roof of the Frankfort Area Historical Society Museum building located at 132 Kansas Street is in need of replacement. The project includes the tear off, structural repair, and re-roof of the barn style building. He presented the three bids submitted for the project and recommended awarding the contract to low bidder Viking Roofing & Construction Corp., in the amount of \$28,373.00.

Following brief discussion, Mayor Holland made a motion (#9), seconded by Trustee Stevens to forward a recommendation to the Village Board to accept the low bid and award a contract to Viking Roofing & Construction Corporation for the roof replacement project. The motion was unanimously approved.

E. Kansas Street Electric - Discussion

Superintendent Kestel reported that he had met with an electrician to check the possibility and cost of installing additional electrical panels in the parkway on the north and south side of Kansas Street near White Street for use during events. He further reported a new service line could be installed to feed a new panel from the overhead ComEd lines located on White Street. From the new panel, another line would be laid by directional boring under Kansas Street to feed an additional panel. Supt. Kestel reported a budgetary number of \$19,000 was provided.

Mayor Holland expressed concern for the lack of infrastructure to expand and/or change special events. He felt the costs associated with the project should not be the sole responsibility of the Village and should be shared with other groups. Mayor Holland will approach the Chamber of Commerce and other groups to determine if there is any interest in the project.

OTHER BUSINESS

Chief Burica reported the Frankfort Police Department was awarded a grant for a live scan fingerprint machine by the Illinois Criminal Justice Information Authority.

PUBLIC COMMENTS

Marcia Steward thanked the Committee for recommending the approval of the roof replacement of the Frankfort Area Historical Society Museum building. She also commented that the Frankfort Preservation Foundation is committed to raising funds to save the water tower and plans are being formulated for the fundraising endeavor.

ADJOURNMENT

Hearing no further business, Mayor Holland made a motion (#10), seconded by Trustee Heath, to adjourn the Departmental Operations Committee meeting of March 14, 2018, at 6:47 PM. The motion was unanimously approved.