

VILLAGE OF
FRANKFORT
EST. 1855

DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
MAY 9, 2018

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:50 P.M. on Wednesday, May 9, 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, Cindy Heath, Bob Kennedy, Keith Ogle, Mike Stevens; and Jennifer Hindel. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Deputy Chief Kevin Keegan, Superintendent of Public Works Terry Kestel, Utilities Director Tony Minette, Utility Supervisor John Craven, Asst. Director of Development Services Zach Brown, and Administrative Assistant Theresa Cork. Burns and McDonnell representative Steve Crede was also present. Members Derek O'Sullivan and Rob Joyce were absent.

APPROVAL OF MINUTES (March 14, 2018)

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

UTILITY DEPARTMENT

A. Concrete and Asphalt Restoration Program – Bid Approval

Director Minette reported the Village received seven 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 typically are restored immediately following completion of the utility repair however, during the winter months cold weather prohibits all concrete and asphalt work. In an effort to obtain better pricing, staff issued an RFP for the 19 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 2018 concrete and asphalt restoration program, in the amount of \$18,731.15.

Kennedy made a motion (#2), seconded by Trustee Heath, to forward a recommendation to the Village Board to accept the low bid of Landscape Supply, in the amount of \$18,731.15 for the site restoration work. The motion was approved unanimously.

B. Vehicle Replacement - Approval

Director Minette presented a request to the committee seeking approval to replace an F-450 service truck that is nearing the end of its useful life. He recommended the purchase of a Ford F-550 chassis truck equipped with a crane from Currie Commercial Center in the amount of \$112,810.00. He reported the new truck will aid the utility department in its daily operations and provide additional safety measures to staff. Director Minette reported the equipment package will be installed by Monroe Truck Equipment as part of the State Purchase Program and the purchase of the vehicle is accounted for as part of the Utility Department's 2018/2019 budget.

Committee members briefly discussed the purchase of the service truck and the equipment package. Following discussion, Mayor Holland made a motion (#3), seconded by Trustee Heath, to forward a recommendation to the Village Board to authorize an expenditure to Currie Motors of Frankfort, in the amount of \$112,810.00, for the purchase of a 2019 Ford F-550 chassis truck equipped with the Monroe Upfit package via the NWMC, Contract #146, for use by the Utility Department. The motion was unanimously approved.

C. WWTP Consolidation Projects: Comprehensive Change Order No. 1 - Approval

Director Minette requested approval for Comprehensive Change Order No. 1, as part of the Village's WWTP Consolidation Program, IEPA SRF Loan #L17-5388. Comprehensive Change Order No. 1 included eleven (11) change orders for the Regional WWTP Improvements Project Parts A and B; ten (10) change orders for the Hickory Creek Pump Station Improvements Project; and two (2) change orders for the West WWTP Excess Flow Force Main Project (Contract A) and Union Ditch Interceptor Sewer and Force Main Project (Contract B). He noted the change orders were reviewed by each projects' consulting firm and by the project coordination team, Burns and McDonnell and were recommended for approval.

Director Minette reported Project #6, Regional WWTP Improvements Parts A & B, was awarded to William Brothers Construction with a contract value of \$20,620,000.00, and is requesting approval of 11 change orders. The cumulative net amount of the change orders for the Regional WWTP Improvements Project is a credit to the Village in the amount of \$32,068.95, resulting in a revised contract price of \$20,587,931.05.

Director Minette reported Project #4, Hickory Creek Pump Station Improvements, was awarded to Steve Spiess Construction with a contract value of \$5,312,000, and is requesting approval of 10 change orders. The cumulative net amount of the change orders for the Hickory Creek Pump Station Improvements Project total \$110,191.74, resulting in a revised contract price of \$5,422,191.74. Mr. Minette reported that after discussing the aforementioned change orders with all parties involved, it became clear that the change orders are a result of various errors made by Strand and Associates. Furthermore, Burns and McDonnell recommended the Village

consider requesting Strand and Associates cover the costs associated with four of the change orders.

Director Minette reported Project #5, West WWTP Excess Flow Force Main (Contract A) & Union Ditch Interceptor Sewer and Force Main (Contract B), was awarded to Steve Spiess Construction with a contract value of \$2,545,977.44, and is requesting approval of 2 change orders. The cumulative net amount of the change orders for the West WWTP Excess Flow Force Main and Union Ditch Interceptor Sewer and Force Main Project is a credit to the Village in the amount of \$31,108.16, resulting in a revised contract price of \$2,514,869.28.

Following overview of the change orders, Director Minette reported approval of the change orders is required to amend eligible costs on each contract associated with the IEPA low interest loan agreement. Burns & McDonnell Project Manager, Steve Crede reported total net change for Loan 17-5388 with Comprehensive Change Order No. 1 is \$47,014.63, resulting in a total revised contract price for the IEPA loan in the amount of \$30,795,954.13.

Committee members discussed the change orders and costs associated with the change in scope of services. Member Hindel questioned the quantity of change orders and suggested to bring the change orders monthly for approval. It was noted construction engineers, staff, and the Village's project manager, Burns & McDonnell review all change orders. It was further noted that the Village Board is advised of change orders on an ongoing basis and relies on Burns & McDonnell as the Village consultant for the projects associated with WWTP Consolidation Program.

Following discussion, Trustee Heath made a motion (#4), seconded by Trustee Kennedy, to approve Change Order No. 1 for the change in scope of services associated with Project 6, Regional WWTP Improvements, Parts A & B as presented. The motion was unanimously approved.

Trustee Heath made a motion (#5), seconded by Trustee Ogle, to approve Change Order No. 1 for the change in scope of services associated with Project 4, Hickory Creek Pump Station Improvements as presented. The motion was unanimously approved.

Trustee Heath Made a motion (#6), seconded by Trustee Stevens, to approve Change Order No. 1 for the change in scope of services associated with Project 5, West Excess Flow Force Main (Contract A) and Union Ditch Interceptor Sewer and Force Main (Contract B) as presented. The motion was unanimously approved.

POLICE DEPARTMENT

A. Squad Replacement Vehicles – Approval

Deputy Chief Keegan provided a request for approval of the purchase of two 2018 Ford Utility Police Interceptor AWD to replace older vehicles in the police department fleet. He reported the vehicles would be purchased from Currie Motors of Frankfort as part of the Suburban Purchasing Cooperative Program, Contract #152, in the amount of \$37,303.00 per vehicle. He noted that he contacted Phillips Chevrolet for pricing and was informed that they did not have pricing for the 2019 model and the cutoff date for the 2018 model was April 6, 2018.

Mayor Holland made a motion (#7), seconded by Trustee Kennedy, to forward a recommendation to the Village Board authorizing an expenditure to Currie Motors of Frankfort, in the amount of \$74,606.00 for two 2018 Ford Utility Police Interceptor AWD vehicles at \$37,303.00 each. The motion was unanimously approved.

B. Vehicle Disposal - Approval

Deputy Chief Keegan also requested the disposal of a 2013 Ford Interceptor Sedan via the Municipal Auction Program through the Will County Governmental League due to numerous mechanical problems. He reported the vehicle is no longer used by the Police Department and was recently stripped of all police equipment and markings.

Mayor Holland made a motion (#8), seconded by Trustee Kennedy, to forward a recommendation to the Village Board authorizing the disposal of the surplus vehicle as presented. The motion was unanimously approved.

PUBLIC WORKS DEPARTMENT

A. Pick-up Truck Replacement – Approval

Supt. Kestel presented a request to replace a 2005 Ford F-350 pick-up truck that is no longer reliable in the fleet due to mechanical issues. He recommended the purchase of a 2019 Ford F-350 pick-up truck from Currie Commercial Center under the State Purchase Program. He noted Phillips Chevrolet was unable to provide a bid with the same specifications at this time due to changes in the new model year.

Following brief discussion, Mayor Holland made a motion (#9), seconded by Trustee Heath, to forward a recommendation to the Village Board to authorize an expenditure to Currie Motors of Frankfort, in the amount of \$38,427.00, for the purchase of a 2019 Ford F-350 pick-up truck under the State Purchase Program. The motion was unanimously approved.

B. Dump Truck Replacement – Approval

Supt. Kestel also presented a request to the committee for replacement of a 2004 International dump truck that is no longer reliable in the fleet due to mechanical issues. He recommended the purchase of a 2019 International 7400 truck chassis equipped with snow removal equipment. He reported the truck chassis provided by Rush Truck Center and the equipment package provided Monroe Truck Equipment are both part of the State Purchase Program.

Mayor Holland made a motion (#10), seconded by Trustee Stevens, to forward a recommendation to the Village Board to authorize an expenditure to Rush Truck Center, in the amount of \$155,414.00, for the purchase of a 2019 International 7400 truck chassis equipped with dump body and snow removal equipment installed by Monroe Truck Equipment. The motion was unanimously approved.

SBA TOWERS, INC. LEASE AMENDMENT – APPROVAL

Asst. Village Administrator Cook presented an amendment to the land lease agreement between the Village of Frankfort and SBA Towers, LLC for committee consideration. Mr. Cook reported SBA Towers operates a telecommunications tower behind the Public Works building located at 100 Sangmeister Road through its land lease with the Village. Although the current lease does not expire for seven years, SBA initiated negotiations for an extension agreement. The amendment was reviewed by Village legal counsel and effectively begins a new 20-year lease on October 23, 2018 under the same business terms and conditions as before but escalating rent under the present-day schedule.

Following presentation and brief discussion, Mayor Holland made a motion (#11), seconded by Trustee Heath, to forward a recommendation to the Village Board authorizing the approval of the proposed amendment to the land lease with SBA Towers, LLC for the property located at 100 Sangmeister Road. The motion was unanimously approved.

LONG RANGE PLANNING – DISCUSSION

Mayor Holland referenced his recent Villager article regarding the sustainability of the Village's revenues to meet future obligations. He reported, while the Village's fund balances are currently healthy, they decline each year due to the need for investment in capital infrastructure. He stated in the past, surpluses from the Village's operations were used to fund capital reserves, but recognized an increasing need for capital investments to maintain the community. Mayor Holland noted existing pressure on operating revenues threaten to reduce or eliminate the Village's annual transfer to capital, concluding the Village cannot continue to sustain its long-term capital needs without additional revenue sources. He further reported the Village currently has the same number of police officers we had in 2001, although the population and size of the Village is much larger today. He noted Chief Burica proposed expanding patrol and crime prevention programs, but such programs require additional officers to implement.

Mayor Holland stated staff was directed to explore placing a measure on the November ballot to authorize the Frankfort Village Board to implement a Non-Home Rule sales tax of one percent. If approved by the voters and the board, the sales tax in Frankfort would increase from 7% to 8% on currently taxable items, except it would remain at 7% on titled goods, and would remain the same as it is now on qualifying food and drugs. Revenue from the increase in sales tax is estimated at \$2.8 million per year.

Mayor Holland opened the floor for discussion regarding the ballot measure. Committee members discussed the summary pamphlet and frequently asked questions provided. Members expressed their views and voiced favorable comments on the proposed Non-Home Rule Sales Tax referendum initiative.

OTHER BUSINESS

Trustee Trevarthan commented on the 95 grants available to municipalities from the Illinois Municipal League and encouraged staff to continue applying for grants.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Kennedy made a motion (#12), seconded by Trustee Clavio, to adjourn the Departmental Operations Committee meeting of May 9, 2018, at 6:42 PM. The motion was unanimously approved.