

VILLAGE OF
FRANKFORT
EST•1855

DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
SEPTEMBER 12, 2018

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 5:30 P.M. on Wednesday, September 12, 2018, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Departmental Operations Committee members present included Mayor Jim Holland, Chairman Dick Trevarthan, Village Clerk Adam Borrelli, Trustees John Clavio, Cindy Heath, Bob Kennedy, Keith Ogle, Mike Stevens; Jennifer Hindel, Rob Joyce, and Derek O'Sullivan. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Supt. of Public Works Terry Kestel, Finance Director Jenni Booth, Building and Economic Development Manager Adam Nielsen, Event Coordinator Sue Lynchey, and Administrative Assistant Theresa Cork.

APPROVAL OF MINUTES (August 8, 2018)

Trustee Ogle made a motion (#1), seconded by Trustee Kennedy, to approve the minutes of the Departmental Operations Committee meeting of August 8, 2018, as presented. The motion was unanimously approved.

FRANKFORT AREA HISTORICAL SOCIETY MUSEUM EXTERIOR PAINTING – BID APPROVAL

Supt. Kestel presented bid results for the exterior painting of the Frankfort Area Historical Society Museum building located at 132 Kansas Street. He reported the 1890's Theme Committee reviewed and approved the paint scheme for the building at its April 11, 2018 meeting. Mr. Kestel reported four bid proposals were received for the project and recommended the contract be awarded to low bidder, Jondec Painting, in the amount of \$9,270.00.

Following brief discussion, Trustee Kennedy made a motion (#2), seconded by Trustee Heath, to forward a recommendation to the Village Board to award a contract to Jondec Painting, in the amount of \$9,270.00, for the exterior painting of the Frankfort Area Historical Society Museum building, located at 132 Kansas Street. Trustee Clavio abstained from voting on the issue. The motion was approved by all other members present.

SALT DOME ROOF REPLACEMENT – BID APPROVAL

Supt. Kestel also presented bid results for the replacement of the asphalt shingle roof on the 51' diameter dome style building, located at 100 Sangmeister Road, which stores salt for ice and snow removal for the Village. He reported Bulk Storage, Inc. submitted the lone bid for the project, in the amount of \$42,750.00. He further reported several companies picked up bid packets and conducted site visits to inspect the salt dome, however only Bulk Storage provided a bid submittal.

Following brief discussion, Trustee Kennedy made a motion (#3), seconded by Trustee Heath, to forward a recommendation to the Village Board to award a contract to Bulk Storage, Inc. for the salt dome roof replacement project, in the amount of \$42,750.00. The motion was unanimously approved.

2018 REPLACEMENT WOOD CHIPPER – APPROVAL

Supt. Kestel reported the Public Works Department budgeted \$110,000.00 in FY 2018/2019 to replace the Village's 2011 Vermeer Wood Chipper. He presented a request to purchase a 2018 Morbark Beaver M18R-TA Brush Chipper from Alexander Equipment Company, Inc., in the amount of \$82,275.60, noting this item would be purchased through the National Joint Powers Alliance (NJPA) program. He reported the branch collection program has significantly increased over the last several years with the process taking 4-5 days to complete each week and the current chipper is no longer reliable. He noted the current chipper would be retained for back-up purposes.

Clerk Adam Borrelli arrived at 5:42 P.M.

Committee members discussed the Village-provided branch collection program and the costs associated with the service. Mayor Holland suggested to place the purchase of the wood chipper on hold as staff comprehensively looks at all services and their associated expenses to determine whether the program would continue as it currently exists. The committee was in consensus to recommend the purchase of the wood chipper with the caveat that the actual purchase be delayed until the Village Board takes final action on the purchase request at their November 19th meeting.

Trustee Heath made a motion (#4), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to approve an expenditure to Alexander Equipment Company, Inc., in an amount not to exceed \$82,275.60, for the purchase of a 2018 Morbark Beaver M18R Brush Chipper, as discussed. The motion was unanimously approved.

HOLIDAY LIGHTING – BID APPROVAL

Supt. Kestel reported the Village requested bids for the installation of holiday lighting and decorations at the Village Hall, Police Station, Breidert Green, and the Route 30/45 Entrance Sign for a three-year contract. He reported Wingreen Landscape, Inc. submitted the lone bid in the amount of \$88,551.00 (\$30,775.50 for 2018/2019; \$30,775.50 for 2019/2020; and \$27,000.00 for 2020/2021).

Committee members discussed the bid results, expressing concern to commit to a three-year contract with only one bid submittal. Committee members also discussed the costs associated with the holiday lighting and decorations at the various locations and questioned whether the Village should amend the scope of services of the bid specifications moving forward.

Following discussion, it was the consensus of the Committee to direct staff to negotiate with Wingren Landscape, a one year contract in line with last year's pricing of \$24,792.00, rather than commit to a three year contract.

Trustee Heath made a motion (#5), seconded by Trustee Kennedy, to forward a recommendation to the Village Board, awarding a one year contract to Wingren Landscape, Inc., for holiday lighting decoration services for the 2018 Holiday Lighting Program, in an amount not to exceed \$26,000.00.

OTHER BUSINESS

Asst. Administrator Cook provided an update on the Iron Gate Estates Subdivision development. He reported the extension of sidewalk from the subdivision entrance to the high school has encountered a delay due to utility conflicts in the area of the proposed retaining wall. He went on to describe cost considerations as part of the annexation agreement and noted the Village expects to perform some work as part of the project.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Heath made a motion (#6), seconded by Trustee Stevens, to adjourn the Departmental Operations Committee meeting of September 12, 2018, at 6:17 P.M. The motion was unanimously approved.