

VILLAGE OF
FRANKFORT
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DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
DECEMBER 12, 2018

CALL TO ORDER

Chairman Pro-Tem Keith Ogle called the Departmental Operations Committee meeting to order at 5:45 P.M. on Wednesday, December 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 Pro-Tem Keith Ogle, Trustees John Clavio, Cindy Heath, Bob Kennedy, and Mike Stevens; Village Clerk Adam Borrelli and Rob Joyce. 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, Utilities Director Mike Stone, and Administrative Assistant Theresa Cork. Margaret Farina and Burns and McDonnell representative Steve Crede were also present. Members Jennifer Hindel and Derek O’Sullivan were absent.

APPROVAL OF MINUTES (October 10, 2018)

Trustee Clavio made a motion (#1), seconded by Trustee Kennedy, to approve the minutes of the Departmental Operations Committee meeting of October 10, 2018, as presented. The motion was unanimously approved.

EMERALD ASH BORER TREE REMOVAL – BID APPROVAL

Superintendent Kestel presented one lone bid proposal submitted for the removal of 345 Ash trees infested by the Emerald Ash Borer. The lone bid was received by Homer Tree Care in the amount of \$22,000.00. Staff noted that although only one proposal was received for this project, the cost per tree was the lowest since the inception of the program.

Trustee Kennedy made a motion (#2), seconded by Trustee Heath, to forward a recommendation to the Village Board to accept Homer Tree Care’s bid of \$22,000.00 for the removal of 345 diseased Ash trees located in Village parkways. The motion was unanimously approved.

WWTP CONSOLIDATION PROGRAM

A. Phase 2 Comprehensive Change Orders – Approval

Burns & McDonnell representative, Steve Crede, provided committee members construction updates for Projects 3-6 pertaining to the Village's WWTP Consolidation Program. He then presented comprehensive change orders for Projects 5 and 6 for committee consideration. The net amount of the work change directives for Project 6, Regional WWTP Improvements Project with Williams Brothers Construction (Change Directives 29-35), resulted in an increase of \$52,939.78 as well as two time extensions totaling 22 calendar days. The net amount of the work change directive for Project 5, West WWTP Excess Flow Force Main and Union Ditch Interceptor Sewer and Force Main with Steve Spiess Construction (Change Directive 2-1), resulted in an increase of \$15,854.38.

Committee members discussed the overall schedule and budget of the WWTP construction projects. Committee members also discussed the accountability of the engineers for the change orders. Staff reported discussions are taking place when there appears to be a design error and identified some of the challenges involved in the process. It was further noted documentation and approval of all change orders are necessary as part of the IEPA loan.

Trustee Stevens made a motion (#3), seconded by Trustee Kennedy, to forward a recommendation to the Village Board to approve comprehensive Change Order No. 4 (Work Change Directives 29-35) and two time extension requests totaling 22 calendar days as part of Project 6, Regional WWTP Improvements Parts A & B, in the amount of \$52,939.78. The motion was unanimously approved.

Trustee Heath made a motion (#4), seconded by Trustee Stevens, to forward a recommendation to the Village Board to approve Change Order No. 2 (Item 2-1) as part of Project 5, West WWTP Excess Flow Force Main Contract A and Union Ditch Interceptor Sewer and Force Main Contract B, in the amount of \$15,854.38. The motion was unanimously approved.

B. Construction Engineering Agreements: Project 7 - Approval

- 1. Robinson Engineering*
- 2. Baxter & Woodman*

Mr. Crede reported the final phase of the Village's WWTP Consolidation Program is projected to begin in Spring 2019. He provided an overview of Project 7, which includes the demolition and abandonment of the West WWTP and the North WWTP, and construction of the North WWTP Excess Flow Storage Pond. He recommended the use of each engineering firm to provide construction engineering services for the part of the project that they designed. Mr. Crede presented proposals for construction engineering services for Project 7 from Robinson Engineering and Baxter & Woodman for committee consideration.

Committee members briefly discussed Project 7 and the scope of services to be provided by the engineering firms. It was noted compensation for services is on a time and materials basis and potentially could be lower than the total estimated amount proposed.

Clerk Borrelli made a motion (#5), seconded by Trustee Clavio, to forward a recommendation to the Village Board to authorize an agreement with Robinson Engineering to provide construction

engineering services for Project 7 (West WWTP & North WWTP Abandonment) with compensation for services not to exceed \$92,522.00. The motion was unanimously approved.

Trustee Stevens made a motion (#6), seconded by Trustee Heath, to forward a recommendation to the Village Board to authorize an agreement with Baxter & Woodman to provide construction engineering services for Project 7 (North Excess Flow Storage Pond) with compensation for services not to exceed \$163,000.00. The motion was unanimously approved.

UTILITY DEPARTMENT

A. Harlem Avenue Pumping Station Force Main Replacement Project: Baxter & Woodman Engineering Agreement – Approval

Mr. Crede presented a proposal from Baxter & Woodman to provide design engineering services for the replacement of the existing force main for the Harlem Avenue Pump Station. He reported in March 2018, the Village approved design engineering services with Baxter & Woodman for the replacement of the existing Harlem Avenue Lift Station. This work was to include the replacement of the existing station with a new wet well and valve vault, new submersible pumps, new station controls and a new diesel fueled emergency power generator. He explained due to the low flow coming to the Harlem Avenue Lift Station and the subsequent short pump run time that is required, the residents downstream of where the force main ends complain of odor issues. He further explained this is most likely as a result of the pump station not sending enough flow through the force main to prevent the sewage from being stagnant. He reported Baxter & Woodman proposes abandoning the existing force main and replacing it with a much shorter force main and gravity sewer which would connect to the existing 15-inch sanitary sewer running to the west, north of Aberdeen Road.

Following presentation, committee members reviewed the project and costs associated with the project in its entirety. Committee members also discussed the possibility of selling this portion of the Village's utilities and possible subsequent public relations issues. This area includes Timbers Ridge which was originally part of Prestwick Utilities and lies in Cook County. Staff noted Timbers Ridge generates approximately \$300,000/year in revenue and felt it was appropriate to explore selling it to a private utility company.

No action was taken. Staff will contact Aqua to see if any interest is expressed in assuming operation and ownership of this portion only of the Village's water and wastewater facilities/infrastructure located east of Harlem Avenue.

B. Water Well No. 12 Inspection & Maintenance Agreement: Layne Christensen Company – Approval

Mr. Crede presented a proposal from Layne Christensen Company to perform inspection and maintenance of Well No. 12. He reported Well No. 12 was drilled by Layne in 2006 and was last serviced in 2010. He further reported the production being generated by this well has

consistently been declining with current production at only 685 gallons per minute versus its rated 900 gallons per minute.

Committee members reviewed the proposal and discussed the scope of services and costs associated with the project.

Trustee Heath made a motion (#7), seconded by Trustee Stevens, to forward a recommendation to the Village Board to accept the bid proposal and award a contract to Layne Christensen Company to perform the necessary inspection and maintenance of Well No. 12, in the amount of \$63,413.00. The motion was unanimously approved.

C. Utility Shop Security Gate and Fencing: 524 Center Road – Approval

Mr. Crede presented three bid proposals for the installation of a security gate and fencing at the Utilities/Public Works Facility, located at 524 Center Road. He reported staff has completed installation of two islands in the parking lot to facilitate the gate installation. It was noted that although Northwest Cedar Products provided the lowest bid, their proposal did not include any costs for the installation of an electronic opener system for the security gate and has been unresponsive to provide a revised proposal. Therefore, staff recommended to accept the proposal from Oak Ridge Fence & Gate, Inc. to install the Montage Plus Genesis Model Security Gate and Fence with the necessary electrical opening system at the Utility Shop for the agreed amount of \$13,526.00.

Committee members reviewed the bid submittals and discussed the various styles of fencing proposed and the layout of the fence. Staff reported the fence and security gate will be installed from the shop building to the property line to the south. It was noted that although the fence doesn't fully secure the property, the fence is designed as a crime prevention by environmental design to deter unauthorized vehicles from the area.

Trustee Heath made a motion (#8), seconded by Clerk Borrelli, to authorize an expenditure of \$13,526.00 to Oak Ridge Fence & Gate, Inc. to furnish and install a Montage Plus Genesis Model Security Gate and Fence with the necessary electrical opening system at the Utilities/Public Works Facility, located at 524 Center Road, in an amount not to exceed \$13,526.00. The motion was unanimously approved. Mayor Holland requested to see an example of the security gate prior to purchase.

D. Lead Service Lines Policy – Approval

Mr. Crede presented a first draft of a "Lead Service Lines Policy" establishing an official Village policy for how lead water service lines will be addressed moving forward. He reported in 2017, the Illinois Department of Public Health (IDPH) declared that all lead water service lines must be replaced in all public water systems. While no official law has been passed by the Illinois State Legislature, IDPH is using the Lead Pollution Prevention Act as a basis for forcing all to comply. In 2018, Senate Bill 3080 was put forward to the Illinois State Legislature for consideration. Mr.

Crede reported a vote on this bill has been postponed however, he expects action to take place in the coming year and it is recommended to have a policy in place prior to its passing.

Following presentation, committee members discussed the proposed Village policy pertaining to lead service lines. Administrator Piscia noted the proposed policy allows the Village to be proactive and directs staff how to address LSL when encountered in the Village's water system. The policy outlines the responsibility of the Village and the homeowner for costs associated with replacing a discovered lead service line. Committee members discussed the process of identifying the total number of lead service lines within our service area, noting the high number of areas marked as unknown. Staff noted that although identifying lead services lines is relatively simple, it is a very time consuming process.

Following discussion, Trustee Heath made a motion (#9), seconded by Clerk Borrelli, to approve the first draft of the Lead Service Lines Policy, as presented. The motion was unanimously approved.

E. Hickory Creek Pump Station Perimeter Fencing – Discussion

Mr. Crede presented renderings and cost estimates of proposed fencing for the enclosure of the new Hickory Creek Pump Station located along LaGrange Road.

Following presentation, committee members reviewed the exhibits and discussed the various styles and heights of fencing proposed. Committee members were in consensus that it was advantageous for security purposes to not fully screen the pumping station and install an ornamental, aluminum fence, as well as landscaping on the north and south side of the station, noting property lines hinder landscape screening materials along LaGrange Road.

Following discussion, staff was directed to solicit bids utilizing the specifications of the RFP for the fencing recently installed at the West Pumping Station along Colorado Avenue.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Heath made a motion (#10), seconded by Trustee Stevens, to adjourn the Departmental Operations Committee meeting of December 12, 2018, at 7:33 P.M. The motion was unanimously approved.