

VILLAGE OF
FRANKFORT
EST. 1855

DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
FEBRUARY 13, 2019

CALL TO ORDER

Chairwoman Pro-Tem Cindy Heath called the Departmental Operations Committee meeting to order at 7:08 P.M. on Wednesday, February 13, 2019, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Departmental Operations Committee members present included Mayor Jim Holland, Chairwoman Pro-Tem Cindy Heath, Trustees John Clavio, Keith Ogle, and Mike Stevens; Village Clerk Adam Borrelli, Derek O'Sullivan, and Rob Joyce. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Deputy Police Chief Will Dowding, Supt. of Public Works Terry Kestel, Finance Director Jenni Booth, Utilities Director Mike Stone, and Administrative Assistant Theresa Cork. Margaret Farina and Jessica Petrow were also present. Member Jennifer Hindel was absent.

APPROVAL OF MINUTES (December 12, 2018)

Trustee Ogle made a motion (#1), seconded by Clerk Borrelli, to approve the minutes of the Departmental Operations Committee meeting of December 12, 2018, as presented. The motion was unanimously approved.

HICKORY CREEK PUMP STATION PERIMETER FENCING – BID APPROVAL

Utilities Director Mike Stone presented three bid proposals for the Hickory Creek Pump Station perimeter fencing project. He reported perimeter fencing is required at the Hickory Creek Pump Station to secure the site. The low bid was provided by Do All Fence, Inc., in the amount of \$39,840, to furnish and install a decorative open-style security fence with matching cantilever access gate at the Hickory Creek Pump Station. The specified fence is Montage Industrial – 8' Black Invincible Style, which is the same type of security fence installed at the West Pump Station.

Trustee Ogle made a motion (#2), seconded by Member O'Sullivan, to forward a recommendation to the Village Board to award the contract to qualified low bidder Do All Fence for the project as presented. The motion was unanimously approved.

WWTP CONSOLIDATION PROGRAM PHASE III – PROJECT 7: NORTH & WEST WWTP ABANDONMENT & NORTH WASTEWATER TREATMENT EXCESS FLOW STORAGE POND – BID APPROVAL

Director Stone presented bids from four construction firms for Project 7, North & West Wastewater Treatment Plan Abandonment and North Wastewater Treatment Excess Flow Storage Pond, as part of the Village's WWTP Consolidation Program. Joseph J. Henderson & Son, Inc. provided the low bid in the amount of \$5,800,000.00. He reported the engineer's opinion of probable construction cost for this project was \$6,300,000.00. Baxter & Woodman reviewed each of the bids and forwarded a recommendation to award the contract to low qualified bidder, Joseph J. Henderson & Son, Inc., contingent upon the Village's receipt of a formal loan offer from the Illinois Environmental Protection Agency.

Committee members discussed the timeline of the project and whether demolition of the North & West WWTP will take place simultaneously. Director Stone reported Joseph J. Henderson & Son, Inc. indicated they will provide a schedule following approval of the intent to award by the Village Board. The footprint of the North and West WWTPs was discussed, noting the North WWTP's footprint will essentially stay the same and the West WWTP is intended to be open green space following demolition.

Committee members discussed utilities rates and financing of the project, noting anticipated costs and expenses was projected to be nearly \$60.5 million and is currently projected to be \$55 million. Director Stone also provided construction updates for Projects 3-6. He reported substantial completion (all treatment systems operational and in service) is anticipated to be achieved in April.

Following discussion, Trustee Clavio made a motion (#3), seconded by Trustee Ogle, to forward a recommendation to the Village Board to award a contract to Joseph J. Henderson & Son, Inc. for Project 7, North & West WWTP Abandonment and North Wastewater Treatment Excess Flow Storage Pond, in the amount of \$5,800,000.00, contingent upon the Village's receipt of a formal loan offer from the IEPA. The motion was unanimously approved.

2019 EAB REFORESTATION PROJECT – BID APPROVAL

Supt. Terry Kestel presented five bid proposals for the reforestation of 345 parkway trees as part of the 2019 Emerald Ash Borer (EAB) Management Plan. The bids include the plant material, planting, and mulching around the base of the trees. The Fields on Caton Farm, Inc., provided the low bid in the amount of \$89,695.00. Supt. Kestel reported the bulk of the program is coming to a close, noting there are approximately 65 infested trees remaining which are being treated by homeowners at their request.

Trustee Stevens made a motion (#4), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to award a contract to The Fields on Caton Farm, Inc., for the 2019 EAB Reforestation Project, in the amount of \$89,695.00. The motion was unanimously approved.

2019 REPLACEMENT DUMP TRUCKS – BID APPROVAL

Supt. Kestel requested authorization to purchase two 2020 International Chassis trucks with dump truck body and snow plow equipment. He reported the Village operates 13 large dump trucks for snow removal, noting the useful life of a dump truck is 10-12 years and currently three dump trucks are over 14 years old. He noted the Village Board has been approving the purchase of a new dump truck each budget year to stay close to a 12 year cycle, however between 2008 and 2010 no trucks were purchased due to the downturn in the economy. Supt Kestel presented the competitively bid prices from Rush Truck Center and Monroe Truck Equipment for the dump trucks and snow plow equipment for committee consideration. The contract is from Sourcewell, formerly National Joint Powers Alliance (NJPA), which fulfills the competitive bid process. The cost of the fully equipped trucks is \$302,873.00 and the build out for the truck(s) is roughly nine months.

Mayor Holland made a motion (#5), seconded by Trustee Stevens, to forward a recommendation to the Village Board authorizing the purchase of two 2020 International 7400 truck chassis with dump truck body and snow plow equipment, in an amount not to exceed \$302,873.00. The motion was unanimously approved.

DISPOSAL OF SURPLUS VEHICLE – APPROVAL

Supt. Kestel presented a request to dispose of a 2001 GMC Sierra 2500 from its fleet that is of no further use to the Village due to mechanical issues.

Clerk Borrelli made a motion (#6), seconded by Trustee Stevens, to forward a recommendation to the Village Board to approve the disposal of the surplus vehicle. The motion was unanimously approved.

ARCGIS SOFTWARE LICENSING AGREEMENT – APPROVAL

Asst. Administrator Jeff Cook presented a software licensing agreement with Environmental Systems Research Institute, Inc. (Esri) for committee consideration. He reported the Village's Geographic Information System (GIS) is built upon the ArcGIS software platform and is used to support many cross-departmental efforts, including property records, map mapping, street condition evaluation, utility asset management and mobile applications used by our field crews. The Village first entered into the Enterprise License Agreement (ELA) with Esri in 2013, renewed in 2016, and is up for renewal this year. The three-year license agreement cost is 25,000 per year with a termination clause which allows the Village to exit, without penalty, if funding is suspended through the annual budget process.

Committee members discussed current usage of GIS by the Village. Asst. Administrator Cook reported the use of GIS throughout the Village has expanded steadily over the years and its application provides significant opportunities to promote efficiency, accuracy, improved decision support, and enhanced public communication.

Clerk Borrelli made a motion (#7), seconded by Trustee Ogle, to forward a recommendation to the Village Board to enter into a three-year Enterprise License Agreement with Esri for the use of certain GIS/Mapping software, in an amount of \$25,000.00 per year. The motion was unanimously approved.

CHICAGO SMSA LIMITED PARTNERSHIP SITE ACCESS AGREEMENT - APPROVAL

Asst. Administrator Cook presented a proposed Site Access Agreement between the Village of Frankfort and Chicago SMSA Limited Partnership, d/b/a Verizon Wireless (Verizon). He reported this agreement is part of a proposed sub-lease agreement to mount telecommunications equipment on the Grainery Tower, noting the Land Use & Policy Committee and the 1890's Theme Committee recommended approval of the lease and plan at its February 2018 meeting. In addition, the Village executed a right-of-entry agreement to permit Verizon to perform its due diligence before executing the sub-lease agreement.

Mr. Cook stated Verizon desires to conduct site investigations to assess the suitability of the property prior to installing a fiber optic line along Village-owned trail property. He reported the agreement authorizes two soil borings near the trail and includes repair/restoration of existing Village improvements, if applicable.

Member Joyce made a motion (#8), seconded by Member O'Sullivan, to forward a recommendation to the Village Board to enter into a site access agreement with Chicago SMSA Limited Partnership, subject to modifications necessary, if any, to protect existing Village improvements. The motion was unanimously approved.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Clavio made a motion (#9), seconded by Mayor Holland, to adjourn the Departmental Operations Committee meeting of February 13, 2019, at 8:00 P.M. The motion was unanimously approved.