

VILLAGE OF  
**FRANKFORT**  
EST • 1855

OPERATIONS COMMITTEE MINUTES  
NOVEMBER 13, 2019

CALL TO ORDER

Chair Pro-Tem John Clavio called the Operations Committee meeting to order at 6:42 P.M. on Wednesday, November 13, 2019, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Operations Committee members present included Mayor Jim Holland, Village Clerk Gene Savaria, Chair Pro-Tem John Clavio, Trustees Adam Borrelli, Margaret Farina, Keith Ogle, and Jessica Petrow; Nathan Miller, Derek O'Sullivan, and Mike Stevens. Staff in attendance included Village Administrator Rob Piscia, Police Chief John Burica, Deputy Chief Kevin Keegan, Supt. Terry Kestel, Finance Director Jenni Booth, and Administrative Assistant Theresa Cork. Residents Mark Baker, Stacy Bond, Deborah Hardwick, and Cindy Heath were also present. Members Jennifer Hindel and Rob Joyce were absent.

APPROVAL OF MINUTES (September 11, 2019)

Trustee Petrow made a motion (#1), seconded by Trustee Borrelli, to approve the minutes of the Operations Committee meeting of September 11, 2019, as presented. The motion was unanimously approved.

DESIGN ENGINEERING SERVICES AGREEMENT – ELM STREET

Supt. Terry Kestel presented a proposal from Robinson Engineering, Ltd., for professional design engineering services to assist the Village with the reconstruction of Elm Street between Route 30 and Wisconsin Road. Mr. Kestel reported during the annual street inspection process, Elm Street was identified in poor condition and core samples indicated the roadway required full reconstruction.

Supt. Kestel reported Robinson Engineering performed the initial review of the roadway and estimates \$250,000.00 for the project. Robinson Engineering provided a proposal to provide professional design engineering services in the amount of 7.5% of the awarded contract. Mr. Kestel further reported that staff checked with three additional engineering firms for the design engineering fees for this type of work and found the range between 8%-10%. He stated the estimated project timeframe falls within the FY 2019/2020 budget for engineering services and reconstruction of the roadway will take place as part of the 2020/2021 budget.

Mayor Holland made a motion (#2), seconded by Trustee Farina, to forward a recommendation to the Village Board to enter into an agreement with Robinson Engineering, Ltd. for professional design engineering services for the reconstruction of Elm Street as presented. The motion was unanimously approved.

#### SPEED/MESSAGE SIGN PURCHASE APPROVAL

Police Chief Burica requested approval to purchase a Speed Alert 24 Message Sign Trailer manufactured by All Traffic Solutions, in the amount of \$15,290.00. He explained this sign is similar to the one the Village currently owns and is used for gathering of speed and traffic data and to display various informational and safety messages. The sign has numerous predetermined messages and allows for customized messages. It will be used by the Police Department, Public Works and Utilities for Village events, hydrant flushing, temporary road closures, and any other safety information or alerts. He noted this cost will be submitted to SWARM for reimbursement as part of their ongoing safety grant program.

Member O'Sullivan made a motion (#3), seconded by Trustee Farina, to approve the purchase of a Speed Alert 24 Message Trailer from All Traffic Solutions, in an amount of \$15,290.00. The motion was unanimously approved.

#### POLICE DEPARTMENT REPLACEMENT VEHICLE – BID PROPOSALS

Deputy Chief Keegan requested approval to purchase a 2020 Ford Utility Police Interceptor AWD Hybrid vehicle from Currie Motors of Frankfort, in the amount of \$45,442.00, via the Suburban Purchasing Cooperative, Contract #152. The Police Department budgeted this purchase as part of its FY 2019/2020 budget and will be the Village's second hybrid vehicle in its fleet. Delivery of this vehicle is expected in March 2020 with an additional four weeks for the installation of emergency equipment. He further noted Phillips Chevrolet reported cooperative pricing of the 2020 Chevy Tahoe Police Patrol package is no longer active and pricing for the 2021 model was not anticipated to be available until summer 2020.

Mayor Holland made a motion (#4), seconded by Member Miller, to forward a recommendation to the Village Board authorizing an expenditure to Currie Motors of Frankfort, in an amount not to exceed \$45,442.00, for the purchase of a 2020 Ford Utility Police Interceptor AWD Hybrid vehicle, which includes the vehicle base price, options, equipment and installation of emergency equipment. The motion was unanimously approved.

#### INFORMATION TECHNOLOGY UPDATES – EXPENDITURE APPROVAL

Asst. Administrator Cook requested approval to purchase various information technology (IT) equipment and updates to support the Village's operations. He reported the Village's existing hardware and software environment is aging and several components are scheduled for end-of-life in January 2020. He noted continued usage beyond this date presents security risk to Village systems and its data. He also noted the Village's FY 2019/2020 budget includes funds to update the Village's infrastructure up to \$185,000.00.

Mr. Cook then explained in detail the various proposed IT projects and allocation of costs to update the Village's technology infrastructure. These projects will replace outdated hardware and software, upgrade the standard of the Village's network design and security features, migrate Village Email to a cloud-based system with improved spam-filtering, and move to an "app" environment to maintain consistent deployment of current office software products. Mr. Cook reported Village staff issued a request for proposals (RFP) to procure HP EliteDesk computers. The Village received seven responses to the RFP. AIS was the lowest responsive bid and due to the Village's history of working with the firm, staff recommends purchase and installation of the computers from AIS.

Mr. Cook requested approval for expenditures for the purchase of the IT equipment and updates, in an amount not to exceed \$167,000, which includes a modest contingency to provide ancillary items such as cables, adapters, potential replacement monitor(s), or additional computers should existing hardware fail to meet update requirements.

Mayor Holland made a motion (#5), seconded by Trustee Farina, to forward a recommendation to the Village Board authorizing expenditures for the purchase of information technology equipment and updates, in an amount not to exceed \$167,000,00. The motion was unanimously approved.

#### OTHER BUSINESS

Asst. Administrator Cook provided a brief update on the Village website redesign project. Mr. Cook shared that the Village received four proposals in response to the website redesign request for qualifications. After reviewing the proposals, the selection team selected two vendors to present website demonstrations. The team will conduct a deeper dive into the product offerings of the finalist firms, review final proposals, and develop a contract with the selected firm for consideration as soon as possible.

Member Stevens requested an update on the sewer televising project and the removal of the midblock sidewalk that fed from the Breidert Green parking lot onto Kansas Street. Staff reported the sidewalk was recently removed and bids for the sanitary sewer system television inspection are being accepted until December 3, 2019.

Supt. Kestel advised members that an additional emergency alert system siren was installed at the SE corner of 88<sup>th</sup> Avenue and Steger to improve the coverage area, noting \$22,000.00 will be on the bill list for Village Board approval.

#### PUBLIC COMMENTS

There were no comments from the public.

## ADJOURNMENT

Hearing no further business, Trustee Ogle made a motion (#6), seconded by Member O'Sullivan, to adjourn the Operations Committee meeting of November 13, 2019, at 7:16 P.M. The motion was unanimously approved.