

VILLAGE OF
FRANKFORT
EST. 1855

OPERATIONS COMMITTEE MINUTES
JUNE 10, 2020

CALL TO ORDER

Trustee Adam Borrelli called the Operations Committee meeting to order at 5:30 P.M. on Wednesday, June 10, 2020, by remote video conference.

ROLL CALL

Operations Committee members present included Mayor Jim Holland, Village Clerk Brian Feehery, Trustees Adam Borrelli, John Clavio, Margaret Farina, Keith Ogle, Jessica Petrow, and Gene Savaria; Tom Barz, Robert Brown, Nathan Miller, and Mike Stevens. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Deputy Chief Will Dowding, Utilities Director Mike Stone, and Administrative Assistant Theresa Cork. Members Jennifer Hindel and Rob Joyce were absent.

APPROVAL OF MINUTES (February 12, 2020)

Mayor Holland made a motion (#1), seconded by Member Petrow, to approve the minutes of the Operations Committee meeting of February 12, 2020, as presented. The motion was unanimously approved.

UTILITIES DEPARTMENT

A. Water Meter Reading Equipment – Core & Main Bid Proposal

Utilities Director Mike Stone reported the Village relies on a vehicle-based radio device to acquire water usage data from customer water meters within the distribution system for billing purposes. He stated the reading device currently in use is beyond its useful life and is beginning to experience failures which requires additional staff time to re-drive meter reading routes. Director Stone presented a bid proposal submitted by Core & Main for the purchase of a Sensus FlexNet Vehicle Gateway Base-Station (VGB) Package, in the amount of \$15,500.00. He noted Core & Main is the sole source distributor of Sensus equipment, therefore no proposals were solicited from other vendors.

Committee members discussed the VGB package and the software associated with the system. It was suggested to confirm the new system reads the meters efficiently and collects reliable data for our billing system before submitting final payment.

Following discussion, Mayor Holland made a motion (#2), seconded by Member Miller, to forward a recommendation to the Village Board to enter into an agreement with Core & Main in the amount of \$15,500.00 to furnish a new Sensus FlexNet Vehicle Gateway Base-Station Package. The motion was unanimously approved.

B. Risk and Resilience Assessment and Emergency Response Plan – HR Green Professional Services Agreement Proposal

Director Stone reported Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems serving more than 3,300 people to conduct a Risk and Resilience Assessment (RRA) and prepare an Emergency Response Plan (ERP). He noted this new federal law requires the Village to submit certification to the U.S. Environmental Protection Agency by June 30, 2021 and December 30, 2021, respectively.

Director Stone provided an overview of the project and explained some of the criteria for the certifications. He presented a proposal from HR Green, Inc. to provide professional services to complete the RRA and development of an ERP, per requirements of the AWIA, in the amount of \$31,470.00.

Committee members briefly discussed the newly enacted requirements for community water systems as part of Section 2013 of AWIA and the increased emphasis on cybersecurity and natural hazards.

Following discussion, Trustee Farina made a motion (#3), seconded by Member Stevens, to forward a recommendation to the Village Board to authorize the execution of an agreement with HR Green, Inc for professional services for the preparation of the Risk and Resilience Assessment and Emergency Response Plan for the Village's water system, in an amount of \$31,470.00. The motion was unanimously approved.

C. North WWTP Groundwater Monitoring – Robinson Engineering Professional Services Agreement Proposal

Director Stone reported the Village is required to perform groundwater monitoring on a quarterly basis at the North Wastewater Treatment Plant (WWTP) excess flow storage ponds as stipulated by the IEPA Water Pollution Control Permit 2018-AB-63518. Director Stone presented a proposal submitted by Robinson Engineering, Ltd. for professional services to conduct groundwater sampling, analysis, and reporting on a quarterly basis for a period of two years, in an amount of \$22,288.00, in accordance with the Village's permit.

Committee members discussed the scope of work and the fees associated with the project. Members discussed the IEPA's permit which mandates the groundwater monitoring at the North WWTP. Director Stone explained that the former North WWTP structures were demolished in order to construct two new excess flow storage ponds and a pumping station. He reported the groundwater monitoring is required as part of the construction permit in order to verify there is no evidence of contaminants from the previous finishing pond.

Following discussion, Trustee Petrow made a motion (#4), seconded by Trustee Savaria, to forward a recommendation to the Village Board to authorize the execution of an agreement with Robinson Engineering, Ltd. for professional services for groundwater monitoring at the North WWTP site, in the amount of \$22,288.00. The motion was unanimously approved.

D. Regional WWTP Centrifuge Service Agreement – GEA Mechanical Equipment US, Inc. Proposal

Director Stone reported the Village’s Regional WWTP currently operates two centrifuges manufactured by GEA Mechanical Equipment US, Inc. (GEA). He stated these devices are precision machines that rotate at high rates of speed to remove water from digested sludge and require regular maintenance to ensure they remain in optimal working condition. He presented a three-year proposal from GEA to provide maintenance services for the centrifuges.

Cost summary for the project:

- Year 1: Minor Service - \$5,804.15
- Year 2: Minor Service - \$5,804.15
- Year 3: Major Service s- \$38,657.74

Director Stone explained minor service includes internal inspections, adjustments, oil exchanges, and greasing of components. Major service includes replacement of the gear shaft, bowl bearings, scroll bearings, and drive belts, in addition to oil exchanges and greasing of components. He noted GEA is the sole source provider for equipment and service of GEA centrifuges.

Committee members discussed the proposed maintenance agreement for the two centrifuges as well as regular maintenance of the WWTPs performed by staff. Director Stone confirmed regular ongoing maintenance is being conducted by staff and the computerized SCADA system is designed to perform monitoring, data logging, alarming and diagnostic functions for the Village’s water system.

Trustee Farina made a motion (#5), seconded by Trustee Savaria, to forward a recommendation to the Village Board to enter into an agreement with GEA to provide maintenance services for the centrifuges located at the Regional WWTP, in the amount of \$5,804.15 for minor services and \$38,657.74 for major service. The motion was unanimously approved.

TRAFFIC ADVISORY RECOMMENDATIONS

- A. No Parking Signage on West Side of Willow Street from Ohio Road to Colorado Avenue***
- B. Speed Limit and No Truck Signage on Steger Road***

Deputy Chief Dowding briefed the committee on three Traffic Advisory Committee (TAC) recommendations. The first recommendation included the installation of no parking signage on the west side of Willow Street from Ohio Road to Colorado Avenue between the hours of 10:00 AM and 11:00 AM when school is in session. He reported several residents attended the March 4,

2020 TAC meeting to request the parking restrictions due to Lincoln-Way East students partially blocking the roadway and driveways. The residents of Willow Street also submitted a petition requesting the parking restriction. Deputy Chief Dowding noted one Willow Street resident was opposed to the request.

Committee members discussed student parking issues near Lincoln-Way East High School and enforcement of parking restrictions. Members acknowledged this is an ongoing issue due to limited student parking on school property. Deputy Chief Dowding reported an automatic license plate reader system could be utilized for enforcement of parking violations and noted the Police Department typically receives voluntary compliance.

Trustee Petrow made a motion (#6), seconded by Trustee Farina, to forward a recommendation to the Village Board to adopt an amendment to the Village Traffic Code to reflect the installation of no parking signs on the west side of Willow Street from 10:00 AM to 11:00 AM during school days. The motion was unanimously approved.

Deputy Chief Dowding reported TAC members also forwarded a recommendation to post 45 MPH speed limit and no truck signage on Steger Road west of Harlem Avenue to Village limits. He reported the roadway is posted 45 MPH; however Village ordinance does not reflect the posted limit. He reported a six-day traffic study was conducted and over 55 commercial vehicles were captured on the roadway, noting the roadway is not designed for commercial vehicles.

Committee members briefly discussed the regulation of truck traffic in the Village and concurred with the TAC recommendations.

Following discussion, Trustee Savaria made a motion (#7), seconded by Trustee Ogle, to forward a recommendation to the Village Board to adopt an amendment to the Village Traffic Code to reflect the posting of 45 MPH signage on Steger Road west of Harlem Avenue to Village limits. The motion was unanimously approved.

Trustee Clavio made a motion (#8), seconded by Trustee Farina, to forward a recommendation to the Village Board to adopt an amendment to the Village Traffic Code to reflect the posting of “No Trucks” signage on Steger Road west of Harlem Avenue to Village limits. The motion was unanimously approved.

OTHER BUSINESS

- *Resignation of Utility Director Mike Stone*

Members thanked Utility Director, Mike Stone, for his time serving the Frankfort community and wished him the best in his future endeavors.

○ *Village Website Update*

Asst. Village Administrator Cook provided an update on the launch of the new Village website. He reported site mapping and migration is almost complete. He noted the form builder technology is already live and is powering new online applications for the RIPPLE Program and Beautification Nomination Awards. Trustee Petrow stated she looks forward to the launch of the new website and continuing to enhance the Village's technology and social media presence.

○ *Elwood Street*

Trustee Ogle inquired about a drainage plan for a resident on Elwood Street. Administrator Piscia reported Supt. Kestel is assisting the resident and looking at drainage patterns in the vicinity of the property.

○ *License Plate Reader System*

Chief Burica reported that he anticipates bringing an automatic license plate reader (ALPR) system for committee consideration in the near future.

○ *Hybrid Police Vehicle*

Chief Burica was pleased to announce that the Frankfort Police Department received its first hybrid vehicle and noted he will provide a complete analysis of the hybrid vehicle compared to the standard gas model in the near future.

PUBLIC COMMENTS

Public comments were accepted in advance for this meeting through the Village's "Contact Us" form, which was published on the agenda. No public comments were submitted for the meeting.

ADJOURNMENT

Hearing no further business, Trustee Ogle made a motion (#9), seconded by Trustee Farina, to adjourn the Operations Committee video conference meeting of June 10, 2020, at 6:30 P.M. The motion was unanimously approved.