



DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
MARCH 13, 2019

CALL TO ORDER

Chairman Pro-Tem Keith Ogle called the Departmental Operations Committee meeting to order at 5:30 P.M. on Wednesday, March 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, Chairman Pro-Tem Keith Ogle, Trustees John Clavio, Cindy Heath, Bob Kennedy, and Mike Stevens; Village Clerk Adam Borrelli, Jennifer Hindel 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, and Administrative Assistant Theresa Cork. Margaret Farina was also present. Member Rob Joyce was absent.

APPROVAL OF MINUTES (FEBRUARY 13, 2019)

Trustee Clavio made a motion (#1), seconded by Trustee Stevens, to approve the minutes of the Departmental Operations Committee meeting of February 13, 2019, as presented. The motion was unanimously approved.

2019 ROADWAY MAINTENANCE PROGRAM ENGINEERING SERVICES AGREEMENT
- APPROVAL

Supt. Kestel presented a Professional Services Agreement between the Village of Frankfort and Robinson Engineering for preliminary engineering services pertaining to the 2019 Village Roadway Maintenance Program. He reported \$2,200,000.00 is budgeted for this year's program and the schedule of fees for the preliminary engineering services is four percent of the awarded contract.

Trustee Heath made a motion (#2), seconded by Trustee Stevens, to forward a recommendation to the Village Board authorizing the execution of a Professional Services Agreement with Robinson Engineering, Ltd., for the 2019 Village Roadway Maintenance Program, in an amount not to exceed \$88,000.00. The motion was unanimously approved.

KANSAS STREET ELECTRIC PANEL INSTALLATION – BID APPROVAL

Supt. Kestel presented bid proposals from licensed electrical contractors to furnish and install two electrical panels on Kansas Street. He reported these electrical panels will be used to enhance the Frankfort Fall Festival, Bluegrass on the Green Festival, and various other special events in the Historic District. Three bids were received for the project and Excel Electric provided the low bid in the amount of \$19,000.00.

Committee members briefly discussed the project and the scope of services. It was noted the Frankfort Chamber of Commerce (\$5,000), the Bluegrass Fest Committee (\$1,000), and Down Home Guitars (\$1,000) previously committed to financially help support this project.

Trustee Kennedy made a motion (#3), seconded by Member O’Sullivan, to forward a recommendation to the Village Board to accept the low bid and award a contract to Excel Electric for the Kansas Street electric panel installation project, in an amount not to exceed \$19,000.00. The motion was unanimously approved.

STREET LIGHT REPAIR CONTRACT - BID APPROVAL

Supt. Kestel reported the Village owns and maintains 1,455 streetlights within the Village limits. He noted staff members perform basic repairs of these Village owned streetlights and hires an outside contractor for more involved repairs, such as changing ballasts, performing underground repairs, and working on high voltage streetlights. The Village requested bid proposals for a two-year contract for streetlight repairs and Excel Electric submitted the lone bid of \$114 per hour for regular time and \$150 per hour for after hour repairs of streetlights.

Trustee Heath made a motion (#4), seconded by Trustee Kennedy, to forward a recommendation to the Village Board to accept the low bid and award a two-year contract to Excel Electric for the repair of Village owned streetlights as presented. The motion was unanimously approved.

2019/2020 LAWN MAINTENANCE CONTRACT - BID APPROVAL

Supt. Kestel presented two bid proposals for the Village’s 2019/2020 Lawn Maintenance Program for committee consideration. He reported this program provides for lawn mowing, bush trimming, and landscape bed maintenance services for Village owned property. He noted Ramiro Guzman Landscaping provided the low bid in the amount of \$63,975.00, however did not meet the requirements of the bid notice. Mr. Kestel recommended to accept the low qualified bid and award the 2019-2020 contractual lawn mowing to Bill’s Lawn Maintenance and Landscaping, Inc., in the amount of \$120,025.00.

Committee members discussed the bid proposals received for the project and the scope of work provided in the bid packet. In an effort to receive more bid proposals for the project in the future, it was suggested to advertise in a landscape publication.

Member Hindel made a motion (#5), seconded by Member O’Sullivan, to reject the low bid submitted by Ramiro Guzman Landscaping and award a two-year contract to Bill’s Lawn

Maintenance and Landscaping, Inc., in an amount not to exceed 120,025.00 per year for the Village' 2019/2020 Lawn Maintenance Program. The motion was unanimously approved.

POLICE TRAINING REPORT UPDATE

Chief Burica provided Committee members an update on police training requirements mandated by the State of Illinois pursuant to his memo. He reported the Frankfort Police Department (FPD) belongs to Mobile Training Unit (MTU16), also known as Tri-River Training, which handles the vast majority of a police officer's training for the Village. He further reported the present cost for membership is \$70.00 per year for each sworn officer. He explained the financial benefits of being a member of MTU16 and then highlighted a few of the trainings offered by the organization.

OTHER BUSINESS

- *Lincoln-Way Public Safety Communications Center*

Trustee Heath reported the dissolution of the Lincoln-Way Public Safety Communications Center and Intergovernmental Agreement will come before the Village Board for final approval in April, noting the Lincoln-Way board votes on the measure on March 27, 2019.

Committee members praised Trustee Heath for her extensive time and volunteer efforts relating to the dissolution of the communication center.

- *Downtown Parking*

Chief Burica reported the Traffic Advisory Committee recently met on March 6, 2019, and discussed parking in the Historic District, noting staff is actively working on ideas to address various commercial and event parking issues.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Stevens made a motion (#6), seconded by Clerk Borrelli, to adjourn the Departmental Operations Committee meeting of March 13, 2019, at 6:29 P.M. The motion was unanimously approved.