

VILLAGE OF FRANKFORT  
DEPARTMENTAL OPERATIONS COMMITTEE MEETING MINUTES  
November 9, 2009

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CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 6:00 p.m. on Monday, November 9, 2009, at the Village Administration Building, 432 W. Nebraska Street.

ROLL CALL

Committee members present included Mayor Jim Holland, Chairman Dick Trevarthan, Members Keith Ogle and Don Sues. Others in attendance were Trustees Mike Stevens, Cindy Heath, Todd Morgan, Kevin Egan; Village Administrator Jerry Ducay, Asst. Village Administrator Howard Sloan, Police Chief Rob Piscia; Superintendent of Public Works Terry Kestel; Utilities Director Darrin Yount, Community Relations Manager Mary Canino; Building Director Craig Eyer, Development Services Coordinator Cliff Janeliunas, Adam Nielsen from Public Works; Steve Larson and Jeffrey Mohler from Baxter and Woodman Engineering.

APPROVAL OF MINUTES (October 14, 2009)

Mayor Holland made a motion (#1), seconded by Trustee Stevens, to approve the minutes of October 14, 2009, as presented. The motion was unanimously approved.

POLICE DEPARTMENT: SURPLUS VEHICLE DISPOSAL: APPROVAL

Chief Piscia requested a seized vehicle be sent to auction for sale.

Hearing no further discussion, Trustee Heath made a motion (#2), seconded by Member Ogle, to forward a recommendation to the Village Board to adopt an ordinance for the disposal of the surplus property. The motion was unanimously approved.

At this point in the Committee's discussion, Chairman Trevarthan asked that the Administration Building expansion update (Item 5 on the agenda) follow the Public Works Department update on the agenda (Item 7).

STEGER ROAD IMPROVEMENTS AT JACKSON CREEK: PROJECT REVISION APPROVAL

Asst. Village Administrator Howard Sloan made a presentation on the Jackson Creek relocation project, stating it is substantially complete. He noted that the Village budgeted \$1,250,000 for the reconstruction of Steger Road from Scheer Road to Wolf Road. He further noted plans call for 36" wide curb and gutter roadway with designated left turn lanes at all side streets. The budget

amount does not include the cost of a bridge on Steger Road at Jackson Creek, estimated at \$600,000.

In an effort to reduce costs and still improve Steger Road, Mr. Sloan stated it is staff's recommendation that Steger Road improvements be revised to a rural cross section with the limits of improvements as shown on an exhibit prepared by village consultant M. Gingerich, Gereaux & Associates.

Following discussion, it was the consensus of the committee to delay the Steger Road improvements to a future fiscal year. Staff was directed to convey this decision to the Forest Preserve District, with whom the Village has a license agreement for the project improvements.

#### PUBLIC WORKS DEPARTMENT UPDATE

Terry Kestel indicated that leaf collection takes about eight days to pick up the entire village. The crews are on the second round of collection, and will be working on Saturday and Veterans Day. The elected officials at the meeting stated it was not worth the cost to pay double time and a half to work Veterans Day. Therefore, Public Works will not schedule work on the holiday.

A question was asked regarding branch pickup. Mr. Kestel indicated there will be one last pickup following Thanksgiving.

The Administration Building expansion docket item was brought to the floor for discussion.

#### ADMINISTRATION BUILDING EXPANSION: DISCUSSION

Mayor Holland stated he asked for the building expansion to be put on the agenda for discussion. He indicated it was necessary to make a decision to either proceed with the building addition or to delay it.

Mayor Holland stated that the Village has an architectural agreement with Architectural Resource Corporation (ARC) still pending approval.

Discussion ensued in regards to the building expansion. The question was asked what the Village is lacking with regards to office facilities. Mr. Ducay indicated the Village needs a board room and a cable TV room.

It was further discussed that no additional offices were required at this time and growth has not materialized to justify further expansion of office facilities.

A question was directed to administration for their thoughts on the budget expenditure. Jerry Ducay gave a summary of the 5-year capital plan, indicating the present plan shows a negative balance in the fifth year.

Trustee Stevens made a motion (#3), seconded by Chairman Trevarthan, to proceed with architectural services for the Administration Building expansion. Discussion ensued as to

whether or not the Village should stay with Architectural Resource Corporation. Discussion centered upon putting out a new request for a statement of qualifications to change the scope of work to limit the value of the building improvements.

During discussion, it was the consensus of the committee to delay an architectural agreement for the building expansion and inform Max Bianchini of ARC there is no need for his firm's services at this time.

Following discussion, Motion (#3) and the second were withdrawn.

## UTILITIES DEPARTMENT

### ***A. West WWTP Closure Evaluation Report: Discussion and Recommendation***

The West Waste Water Treatment Plant (WWTP) Closure Evaluation Report was presented and discussion ensued about which option would be pursued. Following discussion, there was consensus by the committee to keep the West Plant in operation and to make long term capital improvements as necessary.

Discussion then ensued as to which option should be implemented for improvement of the West Treatment Plant. Both staff and Baxter Woodman recommend the option to convert the West Plant system to aerobic digestion at an estimated cost of \$2.3 million dollars.

Chairman Trevarthan made a motion (#3), seconded by Trustee Heath, to award engineering services to Baxter & Woodman to convert the West Waste Water Treatment Plant to aerobic digestion at a cost of \$2,340,000. Baxter & Woodman will provide an engineering services agreement to the Village for approval. The motion was unanimously approved.

### ***B. Capacity Expansion Fee Amendment: Discussion and Recommendation***

Howard. Sloan presented a Capacity Expansion Fee amendment recommendation to the committee. He stated the current fee of \$974/PE was adopted in June 2002 and was based on the construction cost of the Village's 3 million gallon standpipe, pump station, new well and the 0.75 mgd Regional WWTP, which totaled \$8.6 million dollars. Mr. Sloan noted the current Capacity Expansion Fee has more than offset these improvement costs, and he recommended the fee be amended to \$863/PE to match the Village's actual cost to add capacity to its utility, based on the 2.25 mgd Regional WWTP addition and proposed 1.0 million gallon water tower.

Mr. Sloan also suggested that the Village's Code of Ordinances be amended to require the payment of the Tap-on and Connection Fee at the time of building permit. He noted this has been the Village's practice, but the ordinance reads 50% at time of Final Plat and 50% at time of IEPA permit application.

Trustee Egan made a motion (#4), seconded by Trustee Heath, to forward a recommendation to the Village Board to approve an amendment to the Village's Code of Ordinances for a reduction in the Capacity Expansion Fee from \$974/PE to \$863/PE. The motion also approved an

amendment to the language for payment of the Tap-on and Connection Fee to be paid 100% at the time of building permit. The motion was unanimously approved.

## OTHER BUSINESS

### ***A. Fox Lumber Property***

Administrator Ducay provided an update on the Fox Lumber property and what the Village will do with the property once the closing is concluded, including razing some of the building structures and improving the front façade of the main building on White Street.

### ***B. Water Bill Repository***

Chairman Trevarthan noted that the outside water bill deposit box needs replacement, due to the collection of condensation and water inside the box.

Administrator Ducay complimented the Public Works crews on the great job they did in constructing a storage building at Breidert Green.

## ADJOURNMENT

Hearing no further business, Trustee Heath made a motion (#5), seconded by Chairman Trevarthan, to adjourn the Departmental Operations Committee meeting of November 9, 2009, at 8:30 p.m. The motion was unanimously approved.

Recorded by: Howard Sloan and Chief Rob Piscia (via tape)

Transcribed by: Debbie Cox