

VILLAGE OF FRANKFORT
DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
October 13, 2010

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 6:00 p.m. on Wednesday, October 13, 2010, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Committee members present included Mayor Jim Holland, Chairman Dick Trevarthan and Bill Meyer. Others in attendance were Trustees Mike Stevens, Cindy Heath, Kevin Egan, Todd Morgan; Village Administrator Jerry Ducay, Asst. Village Administrator Rob Piscia, Police Chief John Burica; Superintendent of Public Works Terry Kestel, Director of Utilities Darrin Yount, Community Relations Manager Mary Canino; Director of Building/Community Development Jeff Cook, Senior Planner Zach Brown, Adam Nielsen, Tony Minette, Aaron Fundich from Robinson Engineering and a reporter from the *SouthtownStar* newspaper.

APPROVAL OF MINUTES (September 8, 2010)

Trustee Heath made a motion (#1), seconded by Trustee Morgan, to approve the Departmental Operations Committee minutes for September 8, 2010, as presented. The motion was unanimously approved.

POLICE DEPARTMENT PURCHASE APPROVALS

- A. *Command Vehicle***
- B. *In-Car Printers***

Chief Burica presented the committee with an overview of his request for a command vehicle. He explained that as a result of the Canadian National Memorandum of Settlement Agreement, the Village received an allocation in the amount of \$110,000 from CN for the purchase of a command vehicle for emergency response. Mr. Burica presented a command vehicle for purchase to the committee for its consideration.

Discussion was held regarding the type of vehicle the Village should purchase, and whether or not it should be a large utility vehicle that would house office space and command type operations, or a smaller specialty vehicle equipped to handle day-to-day operations.

The second item Chief Burica brought forward for committee consideration was the purchase of seventeen (17) Zebra RW420 in-car thermal printers. The printers would allow police officers to utilize the Will County Clerk's automated ticket and warning program. This program automatically prints citations and warnings via the in-car computer. The cost of the printers at \$17,706.58 would provide printers for each squad as well as an extra one. In addition, there is no fee associated with using the Will County program other than the actual cost of the printers.

Questions were asked about the printers and how they would be used by the officers. Chief Burica indicated that use of the Will County program would reduce the time of an average ticket stop from twelve to six minutes. Chief Burica also noted that the in-car printers were recommended by the Will County Clerk's office for use.

Trustee Heath made a motion (#2), seconded by Trustee Stevens, to recommend the Village Board authorize an expenditure of CN settlement funds in an amount of \$100,634.00 for the purchase of a Farber Specialty Vehicle and \$6,850.00 for a small portable light trailer. The motion was unanimously approved.

Trustee Stevens made a motion (#3), seconded by Trustee Morgan, to recommend the Village Board authorize an expenditure in an amount of \$17,706.58 for the purchase of seventeen (17) Zebra RW420 thermal printers. The motion was unanimously approved.

HISTORIC DISTRICT SIGNAGE APPROVAL

Senior Planner Zach Brown presented the committee with an update on the downtown historic district signage project that has been discussed at previous meetings. The project involves the placement of historic monument signage at Route 45 and Old Frankfort Way and at Route 45 and Nebraska Street.

Mr. Brown presented the committee with two sign concepts. One is a base design at base level pricing, and the second is a detailed sign that was outlined to committee members in previous discussions. He also provided pricing fees for both designs to the committee.

Committee members asked about the changes that were to be made to the final signage renderings and expressed concerns that the documents brought to committee did not reflect those changes. Additionally, staff discussed the costs associated with the signage and the various elements of the costs and what specific elements were covered by those costs.

The committee did not take any action on the downtown historic district signage issue at this time. The committee directed staff to continue to move forward with the final design and to bring the project back to committee for final presentation.

ST FRANCIS ROAD IMPROVEMENTS

A. St. Francis Road Bridge Project: Phase I Engineering Firm Approval

Adam Nielsen presented the committee with an overview of the St. Francis Road Bridge project and the Phase I Engineering costs associated with the project. He noted that Strand and Associates partnered with the Village in its successful effort to be awarded a \$1 million dollar grant for the bridge work from the state. It was his recommendation that the committee award the engineering services for the bridge project to Strand and Associates in an amount not to exceed \$135,000.00.

Trustee Egan made a motion (#4), seconded by Member Meyer, to recommend the Village Board approve Strand and Associates for Phase I engineering services for the St. Francis Road bridge project in an amount not to exceed \$135,000.00. The motion was unanimously approved.

B. St. Francis Road STP Application: Phase I Engineering Agreement

Rob Piscia provided the committee a Phase I engineering agreement to provide for a future Surface Transportation Program (STP) application for St. Francis Road improvements from 80th Avenue to 88th Avenue. These improvements involve the widening of the road to a three lane cross section between 88th Avenue and 84th Avenue and resurfacing from 84th Avenue to 80th Avenue. It was staff's recommendation that Robinson Engineering be awarded the project in the amount of \$92,309.50.

Trustee Stevens made a motion (#5), seconded by Trustee Heath, to recommend the Village Board award Phase I engineering services for the STP application for St. Francis Road improvements to Robinson Engineering in the amount of \$92,309.50. The motion was unanimously approved.

STEGER ROAD STP APPLICATION: PHASE I ENGINEERING AGREEMENT APPROVAL

Rob Piscia presented the committee with an overview of the Steger Road improvement project. He noted that as part of a plan to be ready for a potential call for projects for future STP grants through the Will County Governmental League, staff identified Steger Road as a roadway that would satisfy the required funding parameters. Mr. Piscia stated the bridge work has already been completed and recommended the committee accept Gingerich, Gereaux & Associates proposal and proceed with Phase I engineering costs in the amount of \$30,000.00.

The committee asked questions regarding the amount of engineering that is necessary to move the project forward. Following discussion, Member Meyer made a motion (#6), seconded by Trustee Egan, to recommend the Village Board accept the Gingerich proposal for Phase I engineering services for Steger Road in an amount of \$30,000.00. The motion was unanimously approved.

BUILDING DEPARTMENT: VILLAGE SOFTWARE UPGRADE DISCUSSION AND APPROVAL

Tony Minette presented the committee with an overview of the Request for Proposal process the Building Department undertook to upgrade its computer application software system. He stated 14 proposals were received from different companies to provide new hardware, software and consulting services. Mr. Minette noted that after a lengthy review process, the proposals were narrowed down to four firms and further pared down to three. A decision was then made to select CSI MAGNET Software as the Village's final choice, at a total project cost of \$64,900.00.

It was explained that the base price of the software license and setup services was \$35,500 with the additional \$29,400 for data conversion, equipment, maintenance/support, and training.

Extensive discussion was held on the capabilities of the web-based system for permit licensing and other building department functions.

Trustee Heath made a motion (#7), seconded by Trustee Morgan, to recommend the Village Board approve an expenditure in the amount of \$64,900.00 as a project budget to purchase MAGNET Software and to pursue contract negotiations with Computer software Incorporated (CSI) for a software service agreement . The motion was unanimously approved.

TRAFFIC ADVISORY COMMITTEE RECOMMENDATIONS

12-Ton Truck Limit Signage

Staff briefed the committee on two Traffic Advisory Committee recommendations for traffic control signage. The first recommendation included the installation of additional 12-ton weight limit signage westbound on St. Francis Road between Route 45 and 84th Avenue and northbound on Pfeiffer Road between Laraway Road and Route 30.

The second Traffic Advisory Committee recommendation was to install, at the request of the Frankfort Park District, "no parking between signs" signage on the west side of the Founders Center to accommodate handicapped accessible parking for Lincoln-Way East Special Recreation students who are bussed to and from park district activities at the center.

Trustee Heath made a motion (#8), seconded by Trustee Morgan, to recommend the Village Board adopt an ordinance amending the Village Traffic Code to reflect the above-mentioned recommendations. The motion was unanimously approved.

PUBLIC WORKS DEPARTMENT UPDATE

A. Disposal of Surplus Equipment: Approval

Supt. Kestel provided the committee with two vehicles for disposal via public auction that are no longer of use to the Village due to mechanical issues. The vehicles are an International 4900 Dump Truck (1993) and a Ford F450 Super Duty (1997).

Trustee Heath made a motion (#9), seconded by Trustee Egan, to recommend the Village Board adopt an ordinance to declare the vehicles as surplus for disposal via public auction. The motion was unanimously approved.

B. 524 Center Road – Facility Modifications

Terry Kestel presented the committee with a recommendation as to the usability of the 524 Center Road building property recently purchased by the Village from Bradley Industries for use as a Public Works/Utility Department facility. On plans distributed to the committee members, Mr. Kestel noted the locations earmarked for the Utility Department, the mechanic bay area, storage areas for Public Works and the Police Department and the proposed overhead door area. He also provided pricing for overhead doors (\$7,950.00/per door), concrete at the loading dock (\$1,980.00), air compressor (\$2600.00) and moving and setting overhead hoists (\$2,800.00).

Following extensive discussion on the overhead doors, it was the consensus of the committee for staff to solicit bids and authorize pricing in an amount not to exceed \$8,000 each for the purchase of up to four overhead doors.

UTILITIES DEPARTMENT UPDATE

A. Disposal of Surplus Equipment: Approval

Director Darrin Yount provided the committee with two pieces of equipment to be declared surplus for disposal via auction. One is a portable generator and the other a maintenance trailer.

Chairman Trevarthan made a motion (#10), seconded by Trustee Egan, to recommend the Village Board adopt an ordinance declaring the equipment as surplus for disposal via public auction or sale as scrap material. The motion was unanimously approved.

B. Well 6 and Well 12 Updates

Mr. Yount stated that Well 6 currently provides service to the Timber Ridge area and that the well needs to be de-commissioned and abandoned at this time. The cost to do so would be approximately \$6,000.00. In addition, he noted that he would add a valve to Harlem Avenue to assure the overflows from Timber Ridge would be sustained as needed.

Director Yount stated that Well 12's repairs are going well with the installation and repairs. He noted that once the repairs are completed and the well is back in service it is his intent to pull the pumps from Well 11 and assess whether the same repairs are necessary. The committee complimented Mr. Yount on his efforts on behalf of the Village.

He also reported on the bid opening for the construction of the digester covers at the West Plant. The costs for the digester covers range in the \$1.4 million dollar range and will be brought to a future committee meeting for approval.

OTHER BUSINESS

None.

ADJOURNMENT

Trustee Stevens made a motion (#11), seconded by Trustee Heath, to adjourn the Departmental Operations Committee meeting of October 13, 2010, at 7:40 p.m. The motion was unanimously approved.

Recorded by: Jerry Ducay (via tape)

Transcribed by: Debbie Cox