



DEPARTMENTAL OPERATIONS COMMITTEE MINUTES
AUGUST 12, 2015

CALL TO ORDER

Chairman Dick Trevarthan called the Departmental Operations Committee meeting to order at 6:00 P.M. on Wednesday, August 12, 2015, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Departmental Operations Committee members present included Chairman Dick Trevarthan, Trustees Cindy Heath, Bob Kennedy, and Doug Walker; Clerk Keith Ogle, Jennifer Hindel and Adam Borrelli. Others in attendance were Administrator Jerry Ducay, Asst. Administrator Rob Piscia, Police Chief John Burica; Utilities Director Tony Minette, Superintendent of Public Works Terry Kestel, Community Relations Manager Mary Canino, and Assistant Finance Director Cheryl Scott. A contingent of Historic District merchants and Chamber of Commerce representatives were also present at the meeting.

APPROVAL OF MINUTES (July 8, 2015)

Clerk Ogle made a motion (#1), seconded by Trustee Heath, to approve the minutes of the Departmental Operations Committee of July 8, 2015, as presented. The motion was approved unanimously.

HISTORIC DOWNTOWN PARKING DISCUSSION

Mary Canino provided a brief update on the parking issues in the historic downtown area. In her memo, she included three options for discussion to the committee members and business owners in the audience. The three parking options included a proposal by the Frankfort Historic Business Association (#1), one by the Village of Frankfort (#2), and a compromise proposal (#3) brokered by Mayor Holland with the downtown business owners.

During the parking discussion, numerous business owners in the audience expressed their support for on-street parking limitations of 20 minutes and one hour along targeted portions of White/Ash Streets and Kansas/Ash Streets, respectively. Trustee Heath and some members of the committee voiced their support of option #3 with time restrictions. Chair Trevarthan, staff, and some other committee members expressed concerns about creating these types of parking restrictions.

After additional discussion between the committee members and audience on the parking options, Trustee Trevarthan made a motion (#2), seconded by Trustee Walker, to remand back to

the Traffic Advisory Committee the downtown parking issue for further discussion. The motion carried.

NEW MONUMENT CLOCK AND NAME MARKER

Harry D'Ercole and several other members of the Frankfort Historic Preservation Foundation were present at the meeting to update the Committee on the new monument clock purchased by the Foundation for the historic downtown area. The Foundation members requested Village assistance in the installation and future maintenance of the clock, to be located near My Sister's & Me Boutique on White Street. Mr. D'Ercole mentioned the Foundation would like to use the 4-sided clock base as a plaque area for the names of benefactors.

Following discussion, Trustee Heath made a motion (#3), seconded by Clerk Ogle, to permit the use of the plaque area on the clock's base for placement of name markers after review and approval of the names to be inscribed on the markers by the Village Board. The motion was approved unanimously.

DOWNTOWN PUBLIC ADDRESS SYSTEM DISCUSSION

Chamber of Commerce representative Don Olivieri presented a request to the Committee for financial assistance from the Village to help defray the cost of a new downtown area public address system. Mr. Olivieri stated the cost of the public address system was \$14,617.69, and the Chamber respectfully sought a cash contribution of \$2,500 from the Village toward the purchase of the equipment.

Mr. Olivieri noted the Chamber sought competitive bids for the project. The low bidder was Keith Ogle, to whom the Chamber awarded the contract.

Following discussion, Trustee Heath made a motion (#4), seconded by Member Borrelli to approve a \$2,500 cash contribution to the Chamber of Commerce to help defray the cost of a new downtown paging and public address system. Clerk Ogle abstained from voting on the issue. The motion was approved by all other members present.

POLICE DEPARTMENT: REPLACEMENT VEHICLE PURCHASE APPROVAL

Chief Burica presented a request to replace one of four squad cars budgeted for the current fiscal year with a new 2016 Ford Explorer from Currie Motors of Frankfort via the Suburban Purchasing Cooperative.

Trustee Kennedy made a motion (#5), seconded by Trustee Heath, to forward a recommendation to the Village Board authorizing an expenditure to Currie Motors of Frankfort in the amount of \$34,500, for the purchase of a 2016 Ford Explorer for use by the Frankfort Police Department. The motion was approved unanimously.

VILLAGE ADMINISTRATION BUILDING EXPANSION – CHANGE ORDER NO. 5 APPROVAL

The DOC members discussed the approval of Change Order No. 5 to the village administration building expansion project. Construction Solutions, Inc. (CSI) generated the contract change order in the amount of \$11,156. The change order reflects the costs associated with the reconfiguration of the board room dais and installation of wallcovering in the lobby, as well as a mark-up of \$1,013 by CSI.

Following discussion, Trustee Heath made a motion (#6), seconded by Trustee Walker, to forward a recommendation to the Village Board to approve the additional costs associated with Change Order No. 5 for the village administration building expansion project, in the amount of \$11,156. The motion was approved unanimously

TELECOMMUNICATIONS LEASE AGREEMENTS

A. Sprint Lease Amendment: 20248 Graceland Lane Water Tower

Building Supervisor Adam Nielsen brought two telecommunication lease agreements to the DOC Committee for its recommendation of approval to the Village Board.

The first agreement was an amendment to Sprint's lease of tenant space atop the Frankfort Square water tower on Graceland Lane, to allow installation of new antennas and remote radio units. Mr. Nielsen noted the negotiated terms of the amendment include a rent increase of \$600 per month.

Trustee Kennedy made a motion (#7), seconded by Trustee Heath, to forward a recommendation to the Village Board to authorize execution of the SprintCom lease amendment for the use of rooftop space for new telecommunications equipment on the 20248 Graceland Lane water tower in Frankfort Square. The motion was approved unanimously.

B. Verizon Wireless Lease : 21814 S. Elsner Road Water Tower - Resolution

In addition to the Sprint agreement, the Committee reviewed a draft agreement with Verizon Wireless to co-locate its telecommunications equipment on the existing water tower located at 21814 S. Elsner Road. Mr. Nielsen said terms of the agreement include an initial annual rent of \$37,800 and provisions for a 5 year lease with three automatic renewal terms.

Trustee Kennedy made a motion (#8), seconded by Trustee Trevarthan, to forward a recommendation to the Village Board authorizing execution of the Verizon Wireless lease agreement for use of rooftop space on the Village's existing water tower located at 21814 S. Elsner Road for cellular transmission purposes. The motion was approved unanimously.

UTILITY DEPARTMENT

A. Vehicle Replacement Purchase Approval

Utilities Director Minette presented a request to the Committee to purchase a Ford F-450 XL truck, equipped with snow equipment, as a replacement vehicle for an F-450 dump truck previously declared surplus. The vehicle would be purchased through Currie Motors of Frankfort via the Suburban Purchasing Cooperative.

Following review, Trustee Heath made a motion (#9), seconded by Trustee Walker, to forward a recommendation to the Village Board authorizing the expenditure to Currie Motors of Frankfort, in the amount of \$73,755, for the purchase of a 2016 Ford F-450 (4x4) truck. The motion was approved unanimously.

B. Plymouth Court Watermain Replacement: Bid Approval

The DOC Committee reviewed eight bid proposals received for the Aberdeen Road and Plymouth Court watermain replacement and looping project. Construction by Camco of Joliet submitted the lowest base bid at \$451,088.05, and Austin Tyler Construction of Elwood the lowest alternate bid at \$553,255.00. Staff recommended the alternate bid submitted by Austin Tyler Construction be accepted.

Trustee Heath made a motion (#10), seconded by Clerk Ogle, to forward a recommendation to the Village Board to award the contract for the Aberdeen Road and Plymouth Court watermain replacement project to low alternate bidder Austin Tyler in the amount of \$553,255.00. The motion was approved unanimously.

C. Subsurface Exploration and Geotechnical Engineering Services: Approval

Mr. Minette presented the bid results for five bid proposals received for geotechnical engineering soil borings and subsurface exploration services associated with the Village's Wastewater Treatment Plant Consolidation project. He noted Geocon Professional Services provided the low bid for the project in the amount of \$29,500.

Following Mr. Minette's presentation, Trustee Heath made a motion (#11), seconded by Trustee Kennedy, to forward a recommendation to the Village Board authorizing the execution of a geotechnical engineering contract between the Village and Geocon Professional Services in the amount of \$29,500. The motion was approved unanimously.

D. Facility Plan Update

Director Minette provided an update to the Committee on various projects related to the implementation of the Village's Facility Plan.

It was the consensus of the Committee to schedule a special DOC meeting to discuss in more detail the various Facility Plan projects that are in progress and to answer any questions put forth by the Committee.

OTHER BUSINESS

Trustee Trevarthan expressed his desire to see that proper staffing would be assigned to maintain the new landscape plantings at the village administration building.

ADJOURNMENT

Hearing no further discussion, Member Borrelli made a motion (#12), seconded by Clerk Ogle, to adjourn the Departmental Operations Committee meeting of August 12, 2015, at 8:55 PM. The motion was approved unanimously.

Recorded by: Rob Piscia

Transcribed by: Debbie Cox (via tape)