

MINUTES OF MAYOR NELSON AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF
THE VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON JUNE 21, 2021

VILLAGE HALL / ZOOM MEETING

JUNE 21, 2021

7:30 pm

Mayor Nelson called the meeting to order at 7:31 pm.

Village Clerk Gina A. LoGalbo took roll.

PRESENT: Mayor Nelson, Trustees Bradley-Scott, Daggett, Driscoll, Hoag, Lofton, Mitros

ALSO PRESENT: Village Manager Bridget Wachtel; Assistant Village Manager Allison Matson; Police Chief Tod Kamleiter; Fire Chief Bob Kopec; Public Works Director John Brunke; Finance Director Scott Bordui; Attorney Kathi Orr; Village Clerk Gina A. LoGalbo; 5 residents.

Mayor Nelson called the meeting to order. Mayor Nelson noted that the meeting was being held in person and via zoom. She noted that public participation would be permitted during the citizen comment portion of the agenda. She also noted that the Board would be using a consent agenda where items that are routine in nature would be grouped together and voted upon as one. Items on the consent agenda may also be removed from the consent agenda.

Citizens Present Wishing to Address the Board

Mayor Nelson asked if there were citizens wishing to address the board on an agenda or non-agenda item.

No citizen wished to address the board in person or via Zoom.

Mayor Nelson referred to the Consent Agenda (which encompassed Agenda Items 1-6):

Mayor Nelson called for a motion to approve the Consent Agenda. Trustee Hoag so moved, seconded by Trustee Lofton. Mayor Nelson called for a vote on the motion as presented. Motion passed by a roll call vote.

AYES: Trustees Bradley-Scott, Daggett, Driscoll, Hoag, Lofton, and Mitros.

ABSENT: None

ABSTAIN: None

NAYS: None

Mayor Nelson referred to Agenda Item #7 – Consideration of a Contract Award for the Design Engineering for the Street Rehabilitation Program.

Mayor Nelson called for a motion to approve the Consideration of a Contract Award for the Design Engineering for the Street Rehabilitation Program. Trustee Lofton so moved, seconded by Trustee Mitros. Public Works Director John Brunke stated that in November 2020, Staff advertised an RFQ to engineering firms for the Street Rehabilitation Program from the Bond Referendum from November and for the Stormwater Infrastructure Improvements related to the Flossmoor Road Viaduct Drainage Improvement

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Project. RFQ documents were sent out to 15 firms and they received 9 SOQs from the firms that they had requested them from. Staff interviewed each of the 9 firms, and they rated the firms based on key personnel for their projects, street rehabilitation program experience, stormwater infrastructure project experience, firm availability, and firm experience with public interaction and communication. It was a very competitive process, and they ultimately selected Milhouse Engineering and Construction Inc. for the first phase of the street rehab program. Milhouse is a multi-disciplinary firm with over 300 talented professionals. They are a certified Minority Business Enterprise with the City of Chicago. Milhouse has assembled a diverse and capable team of subconsultants, including Environmental Design International, Nashnal Soil Testing, and Engineering and Research International, to complete the first phase of the Street Rehabilitation Program.

Public Works Director John Brunke stated that the total not-to-exceed cost of the proposal is \$170,000 which represents 10% of the overall cost for Phase 1. The estimated budget for the Phase 1 engineering was \$150,000 and given the fact that the estimate didn't include the update of the PASER database at a cost of \$30,000 out of the contract, their proposal is in line with the budgeted amount for the project. Public Works is recommending that the Mayor and Board of Trustees award the design engineering contract for the Phase 1 Street Rehabilitation Program Design Engineering to Milhouse, in the not-to-exceed amount of \$170,000. Sal Danmole from Milhouse was present to answer questions.

Mayor Nelson asked if the Trustees had any questions or comments.

Trustee Lofton discussed his past experience working with Milhouse and his support for the company.

Trustee Mitros stated that this was in keeping with the 5-year plan.

Trustee Hoag inquired on how the project was priced, and when RFQs are done versus obtaining bids.

Public Works Director John Brunke stated that for the RFQ process, they don't solicit bids. Per state statute they interview firms, the firms are scored based on criteria, then they negotiate a contract with the highest rated firm. They can't get rates from other firms unless the negotiations fall through with the highest rated firm. They evaluate the proposed terms, costs, and fees and compare them with other similar past projects.

Attorney Kathi Orr stated that RFQs pertain to architects, engineers, and surveyors, and unless the Village had previous experience with one of those entities, they must only go to the RFQ process and negotiate only with the top-rated firm. This process is for non-home rule municipalities. She also stated that Milhouse was amenable to making contract changes that she proposed.

Trustees Bradley-Scott and Daggett stated their support for the project.

Mayor Nelson stated her support for the chosen firm, that a goal of the Village is to diversify professional services, and she asked whether they knew how many miles would be completed in Phase 1, how long it will take for the PASER update, and whether Milhouse has minority contractors they can recommend to bid the work.

Public Works Director John Brunke stated that they don't know the mileage yet, that the cost of Phase 1 is about \$1.7 million, and that it depends on factors like what streets are chosen because some streets are

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more expensive than others due to the sidewalk work. He noted that the updating of the PASER database was very important, so they could have updated ratings of the streets and pick the right streets to do first. Phase 2 would follow the following year and possibly a Phase 3 (depending on funding).

Sal Danmole from Milhouse responded that they do have a network of minority contractors to notify for the bidding process.

Trustee Bradley-Scott inquired about the status of the software discussed in the past that could be used for the street project.

Public Works Director John Brunke stated that the Village has not moved forward with GIS project yet, and they intend to put the ratings into it once they have it.

Mayor Nelson called for a vote on the motion as presented. Motion passed by a roll call vote.

AYES: Trustees Bradley-Scott, Daggett, Driscoll, Hoag, Lofton, and Mitros.
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Nelson referred to Agenda Item # 8 – Approval of the Minutes of the Executive Session Meeting Held on May 17, 2021 and Consideration to Hold those Minutes Confidential.

Mayor Nelson called for a motion to approve and hold confidential the minutes of the Executive Session Meeting Held on May 17, 2021. Trustee Mitros so moved, seconded by Trustee Bradley-Scott. Mayor Nelson called for a vote on the motion as presented. Motion passed by a roll call vote.

AYES: Trustees Bradley-Scott, Daggett, Driscoll, Hoag, Lofton, and Mitros.
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Nelson asked if there were any discussion items.

Trustee Daggett praised Village Manager Bridget Wachtel and the Police Department for expeditiously handling a matter involving Flossmoor Road. He praised the Public Works Department/ John Brunke for expeditiously handling the cutting back of vegetation on Vardon & Dixie.

Trustee Hoag commented on the possible benefits and risks of the Board using the Consent Agenda. He commented that the Board has previously been criticized for short meetings and consistently agreeing with staff recommendations and now that we have the potential for meetings to move even faster, it will be incumbent upon Board members to communicate the procedures and preparation involved before staff puts items on an agenda.

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Mayor Nelson stated that she agreed, that sometimes items will need to be pulled off of the consent agenda, but that it's being done in the interest of streamlining and respect for Flossmoor residents who can comment on issues right away rather than wait an hour, and for the Board to have time to discuss substantive issues.

Mayor Nelson noted the Board's strategic planning sessions are on September 13th & 14th in the evenings, the success of the Juneteenth Celebration, the bike parade on July 3rd starting at Parker, and music at Flossmoor Station on June 26th.

Mayor Nelson referred to Agenda Item #9 on the Agenda: A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition and Litigation

There was no need to enter into Executive Session.

As there were no other items to discuss, Mayor Nelson called for a motion to adjourn the meeting. Trustee Mitros so moved, seconded by Trustee Bradley-Scott and passed by a voice vote.

AYES: Trustees Bradley-Scott, Daggett, Driscoll, Hoag, Lofton, and Mitros.
ABSENT: None
ABSTAIN: None
NAYS: None

The Regular Meeting was adjourned at 7:51 p.m.

Respectfully Submitted,


Gina A. LoGalbo
Village Clerk