



COMMITTEE OF THE WHOLE MINUTES
MAY 12, 2021

CALL TO ORDER

Mayor Keith Ogle called the Committee of the Whole meeting to order at 5:31 P.M. on Wednesday, May 12, 2021, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Village Clerk Schubert called the roll. In attendance were Mayor Keith Ogle, Clerk Katie Schubert, Trustees Adam Borrelli, Margaret Farina, Michael Leddin, Jessica Petrow, and Gene Savaria. Staff in attendance included Village Administrator Rob Piscia, Police Chief John Burica, Executive Assistant/Deputy Clerk Theresa Cork, Supt. Terry Kestel, Utilities Director Zach Brown, Director of Community and Economic Development Michael Schwarz, and Event Coordinator Sue Lynchey. Also in attendance were Laura Vroom, Pauline Modjeski, Stephen Langdon, Bert Behnke, Lorin McDonald, Gary Gnade, Dean Vaundry, Valerie Thelen, Ed Thelen, Chris Pasquini, Tom Ballard, Pam Griffin, Brian Adcock, and Sean Fierce. Trustee Dan Rossi was absent.

APPROVAL OF MINUTES

Trustee Borrelli made a motion (#1), seconded by Trustee Petrow, to approve the minutes of the Committee of the Whole of April 19, 2021, as presented. The motion was unanimously approved.

PUBLIC PROPERTY USAGE REQUESTS

- *Fall Fest*

Mayor Ogle welcomed Frankfort Chamber of Commerce President Laura Vroom and invited her to present an overview of the public property request for Fall Fest. Ms. Vroom directed members attention to the handout illustrating the proposed footprint of this year's festival. She reported the footprint is similar to the approved footprint from 2020 with the exception that no beer garden is being planned in the Breidert Green parking lot. She noted the space will be used to accommodate the Civics Food Court instead.

Ms. Vroom reported the proposed hours for Fall Fest are Saturday, September 4, 10:00 AM – 5:00 PM; Sunday, September 5, 10:00 AM – 5:00 PM; and Monday, September 6, 10:00 AM – 4:00 PM. She went on to explain the Chamber has been in close contact with the Will County Health Department regarding safety protocols and will follow the state guidelines for outdoor markets. She noted hand sanitation stations and signage will be posted at the entrance/exit points. The signage will read as follows:

“Exposure to Covid-19 is an inherent risk in any public location where people are present. We cannot guarantee you will not be exposed during this event.

The CDC advises that older adults and people of any age who have serious underlying conditions might be at higher risk for severe illness from Coronavirus. Guests should evaluate their own risk in determining whether to attend. People who show no symptoms can spread Coronavirus if they are infected. Any interaction with the general public poses an elevated risk of being exposed to Coronavirus. Wearing a mask may reduce this risk.

By coming to Frankfort Fall Festival, you acknowledge and agree that you assume these inherent risks associated with attendance.”

Ms. Vroom further reported entertainment will be limited to live music on the Breidert Green stage and no parade is planned at this time due to limited volunteers. She noted the Chamber is working on a revised arts and crafts layout and anticipates limiting capacity to 350 booths, which includes artisans and downtown business booths. She stated the Boy Scouts are prepared to provide buses and parking again this year and Mike Cartolano of Great Spaces will donate the Trolley Barn parking lot to Operation Playground for handicap parking.

Following an overview of the 2021 Fall Fest, a discussion was held regarding the event. Committee members noted the entire state moves into the “Bridge” transition period on Friday, May 14. In addition, Governor Pritzker announced that after a 28-day monitoring period, barring any significant increases in COVID-19 metrics, the state could move into Phase 5 (Illinois Restored) as early as Friday, June 11. Everyone acknowledged this could change if a resurgence of the virus occurs and the event would be cancelled if the state moves back into Phase 4.

Overall, committee members supported Fall Fest 2021 and preferred the event to be representative of what it has been in the past, including the beer tent and the parade. Committee members shared some public health concerns and provided several items to address to further protect individuals attending the event and the community. The Chamber was encouraged to work closely with the Village to create a plan that prioritizes safety and complies with the recommendations of federal, state, and county officials.

Chamber members thanked the Committee members for their support of the event. They felt the beer tent would be attainable but expressed concern with the many challenges to overcome regarding the parade. The Chamber stated they will move forward with planning for the annual Frankfort Fall Festival as discussed and looked forward to bringing back this wonderful tradition and making this volunteer-run event a great experience for everyone involved.

- *Concerts on the Green*

The Frankfort Chamber of Commerce also requested moving forward with the 2021 Concerts on the Green event. The event is scheduled to start on Sunday, June 20 and run through August 29. Entertainment has been scheduled and the concerts can be canceled on a weekly basis if a resurgence of the virus occurs. Committee members voiced support for the event contingent upon the state moving into Phase 5.

○ *Fall Fest Carnival*

Frankfort Fire District members, Brian Adcock, and Sean Fierce, presented a request to move forward with the Fall Fest carnival. They reported the carnival would take place from Wednesday, August 25 through Monday, September 6. Members discussed safety protocols and Mr. Adcock noted they intend to follow protocols similar to what is in place for Six Flags Great America.

Administrator Piscia noted a meeting between the Village and the Frankfort Fire Department prior to the event will be necessary so that there is a clear understanding of the parking plan for the tractor trailers. Members voiced support of the carnival contingent upon the state moving into Phase 5.

PUBLIC WORKS DEPARTMENT

A. Purchase of Replacement Leaf Collector

Supt. Kestel reported the Village current operates with three leaf collector machines for the Village's leaf collection program. He presented a request to purchase a 2021 leaf collector to replace a 2012 ODB XV6000 leaf collector which has experienced several mechanical issues and is no longer reliable for this program. The replacement equipment would be purchase from Standard Equipment Company in the amount of \$59,210.00 through Sourcewell, a cooperative purchase program, which meets all of the competitive bid requirements.

Trustee Farina made a motion (#2), seconded by Trustee Savaria, to forward a recommendation to the Village Board authorizing the purchase of the leaf collector from Standard Equipment Company, in the amount of \$59,210.00. The motion was unanimously approved.

B. Purchase of Replacement Dump Truck/Plow

Supt. Kestel presented a request to purchase a 2022 Ford F-450 dump truck to replace a 2008 Ford dump truck. He reported the truck's dump body and snow removal equipment have significant failure and are not reliable for its intended use. The replacement truck would be purchased from Currie Motors of Frankfort through the State Purchasing Program, in the amount of \$45,912.00 and the purchase of the dump body and snow removal equipment from Monroe Truck Equipment through Sourcewell, in the amount of \$43,323.00. The cost of the fully equipped vehicle is \$89,235.00.

Trustee Savaria made a motion (#3), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to approve the purchase of the 2022 Ford F-450 Dump Truck in the amount of \$89,235.00. The motion was unanimously approved.

Supt. Kestel noted staff intends to remove the snow removal equipment from the 2008 Ford F-450 dump truck and repurpose the vehicle for pretreating Village roadways during the winter months and various other projects.

UTILITIES DEPARTMENT

A. Purchase of Replacement Dump Truck/Plow

Director Brown presented a request to purchase a 2022 International dump truck to replace a 2001 International dump truck that is at the end of its useful life and the cost of repairs are no longer justified in relation to the equipment's value and reliability. The truck chassis would be provided by Rush Truck Centers, in the amount of \$84,289.97, through the State Bid Program. The dump body and snow equipment package would be purchase from Monroe Truck Equipment through Sourcewell, in the amount of \$69,194.00. The cost of the fully equipped vehicle is \$153,483.97.

Trustee Farina made a motion (#4), seconded by Trustee Savaria, to forward a recommendation to the Village Board to approve the purchase of the 2022 International Dump Truck, in the amount of \$153,483.97. The motion was unanimously approved.

B. Disposal of Surplus Vehicle

In addition to the replacement of the truck purchase, Director Brown requested the disposal of the 2001 International dump truck that is no longer useful in the daily operations of the Village.

Trustee Farina made a motion (#5), seconded by Trustee Petrow, to forward a recommendation to the Village Board to approve the disposal of the surplus vehicle as presented.

C. Minimum Utility Bill – Senior Citizen Waiver

Director Brown reported the Village adopted Ordinance No. 2005 in 2003 which established utility rate increases and a minimum utility bill charge to help fund the construction of several iron filtration plants throughout the water distribution system. He noted the ordinance calls for all utility customers be billed for a minimum 2,000 gallons of water/sewer usage even if actual usage is less. He reported the Utility Department periodically receives inquiries from senior citizens on fixed incomes who question the 2,000-gallon minimum charge, noting that they use less than 2,000 gallons of water per month.

In response to these inquiries, staff requests the Committee discuss the creation of a senior citizen exemption to the minimum monthly water/sewage charge. Under such a program qualifying utility customers would be billed for actual water/sewer usage (per 1,000 gallons).

Committee members discussed establishing a program for senior citizens and eligibility requirements to qualify for the program. Following discussion, Committee members felt the program should be explored further and asked staff to provide additional analysis to better understand the financial implications of the program and bring it back to a future meeting for further consideration.

TREE BOARD RECOMMENDATION

A. Landscape Ordinance Amendment – Chapter 158, Landscaping Regulations

Staff brought forth a recommendation from the Tree Board to amend the Village’s Landscape Ordinance to address the tree species, *Pyrus calleryana* (Callery Pear, Chanticleer Pear) and related cultivars (Bradford Pear). These tree species have been identified by the United State Department of Agriculture (USDA) as invasive. The Tree Board forwarded a recommendation to remove the tree species *Pyrus* from the Village’s acceptable plant materials list.

Trustee Farina made a motion (#6), seconded by Trustee Savaria, to forward a recommendation to the Village Board to pass an Ordinance amending the Village of Frankfort Code of Ordinances, Chapter 158, Landscaping Regulations, to remove the *Pyrus* tree species from the Village’s acceptable tree list and add *Pyrus* to the Village’s plant material list for unacceptable trees. The motion was unanimously approved.

PUBLIC COMMENT POLICY

Police Chief Burica presented a draft resolution which would establish rules for public comment during governmental meetings. He reported the Illinois Open Meetings Act (OMA), 5 ILCS 120/1, *et seq.*, provides for public comment at public meetings. He further reported Section 2.06(g) of the OMA states “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” Chief Burica noted the proposed policy would establish individual time limitations of three minutes and an aggregate time limitation of 30 minutes for public comments, unless extended by consent of a majority vote of the members present.

Committee members discussed establishing a public comment policy for the Village of Frankfort and shared their views on the topic. Members acknowledged the importance of allowing individuals to address public officials and encouraging engagement of the public. Overall members did not support a public comment policy at this time. Members felt training for managing and facilitating meetings would be more valuable and the preferred course of action.

ADVISORY COMMITTEE STRUCTURE

Chief Burica proposed eliminating supporting documents in the Village Board packets to the Committee members for their consideration, noting the Village Board would still receive the supporting documents in the Plan Commission and Committee packets. He reported the Village Board packet would be available for download in Dropbox and, if acceptable to the Village Board, on the Village website. Committee members voiced their support of the proposed changes.

Members discussed at length the Village’s advisory committee structure and how to best serve the people of Frankfort. Members shared their views on the current committee structure and their appreciation of citizen participation. Members decided to continue the discussion at a future meeting.

The next meeting of the Committee of the Whole is scheduled for Monday, June 7, at 5:30 PM.

OTHER BUSINESS

○ *Borg Warner Update*

Trustee Petrow provided a brief update relating to the Borg Warner facility. She reported the Park District is moving forward with evaluating the purchase of the land for future recreational use for the community.

○ *Cruisin' Frankfort Update*

It was reported that the Frankfort Car Club is hosting Cruisin' Frankfort at the German American Heritage Club, 25249 S. Center Road, Frankfort, on Friday nights starting May 21 from 4:00 PM till dusk. Members expressed their hope for the event to return to downtown Frankfort on Monday evenings in anticipation of the state moving into Phase 5 as early as Friday, June 11.

○ *Laraway Road Expansion Plan Update*

Staff reported information regarding the Laraway Road Expansion Plan is available on the Village website and includes links for additional project information and to provide public comments. It was noted Laraway Road is a county highway and under the jurisdiction of the WCDOT and the project is currently in Phase 1, preliminary engineering.

○ *Village Utilities System*

Staff updated the Village Board on a potential offer for a portion of the Village's utilities system.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

Hearing no further business, Trustee Borrelli made a motion (#7), seconded by Trustee Petrow, to adjourn the Committee of the Whole meeting of May 12, 2021. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 9:02 P.M.