



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 20, 2021

CALL TO ORDER

Mayor Keith Ogle called the Committee of the Whole meeting to order at 5:30 P.M. on Monday, September 20, 2021, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Clerk Schubert called the roll. In attendance were Mayor Keith Ogle, Clerk Katie Schubert, Trustees Adam Borrelli, Margaret Farina, Michael Leddin, Jessica Petrow, Dan Rossi, and Gene Savaria. Staff in attendance were Asst. Village Administrator John Burica, Police Chief Leanne Chelepis, Deputy Clerk Theresa Cork, Supt. Terry Kestel, Director of Community and Economic Development Mike Schwarz, Finance Director Jenni Booth, and Building Director Adam Nielsen. Also in attendance were Deborah Hardwick, Marc Steinman, and Lauterbach and Amen, LLP representative Courtney Clement.

APPROVAL OF MINUTES (SEPTEMBER 7, 2021)

Trustee Farina made a motion (#1), seconded by Trustee Savaria, to approve the minutes of the Committee of the Whole meeting of September 7, 2021. A voice vote was taken. All were in favor. The motion carried.

FISCAL YEAR 2021 AUDIT PRESENTATION BY LAUTERBACH & AMEN, LLP

Courtney Clement, from the firm of Lauterbach & Amen, began her presentation by thanking Finance Director Jenni Booth and the entire staff of the Village of Frankfort for their help in preparing the audit package. She noted the Village received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) last year, and this year's audit will also be submitted for the award. Ms. Clement went on to state that this was a clean audit process and Lauterbach's audit opinion is unmodified. She then presented an overview of the Village's Comprehensive Annual Financial Report for fiscal year ended April 30, 2021. She reported that the Governmental Activities concluded the fiscal year with an increase in net position of approximately \$5.3 million and the Business-Type Activities (Water & Sewer) also concluded the fiscal year with an increase in net position of approximately \$4.7 million. Ms. Clement and Director Booth answered questions from the committee members regarding the audited financial statements.

Following presentation, Trustee Farina a motion (#2), seconded by Trustee Savaria, to forward a recommendation to the Village Board to accept the Fiscal Year 2021 Comprehensive Annual Financial Report for the year ended April 30, 2021, as presented. The motion was unanimously approved.

T3IP NEW CONSTRUCTION GRANT – GRAEFEN DEVELOPMENT: 22791 CHALLENGER ROAD

Director Nielsen provided an overview of a request from Graefen Development for a new construction grant under the Village's Target Industry and Industrial Incentive Program (T3IP). He reported Graefen Development is in the process of constructing a new 12,209 square foot industrial building at 22791 Challenger Road within the Fey & Graefen Industrial Park. The applicant requests a new construction grant under the Village's T3IP in the amount of one dollar (\$1) per square foot of the new building area.

Following presentation and brief discussion, Trustee Savaria made a motion (#3), seconded by Trustee Petrow, to forward a recommendation to the Village Board authorizing approval of a qualified new construction grant under the T3IP to Graefen Development for the project, in the amount of \$12,209.00. The motion was unanimously approved.

BREIDERT GREEN LANDSCAPE LIGHTING – BID CONSIDERATION

Supt. Kestel reported that staff developed specifications and solicited competitive bids from qualified contractors to add accent lighting/up-lighting to the trees, stage area, and rock outcroppings at Breidert Green. He reported two contractors submitted bid proposals. The low qualified bid of \$32,000 was submitted by Wingren Landscape, Inc. Supt. Kestel reported the project will commence this fall and anticipates final completion to take place in early spring of 2022. He also noted that the new LED lighting will stay below certain levels to reduce light pollution and ensure adequate lighting for safety reasons.

Members discussed the project and whether the project would qualify for a grant under the Rebuild Downtowns and Main Streets Capital Grant Program - a \$50 million commitment to revitalize the commercial corridors and main street areas hit hardest by the pandemic with project awards ranging from \$250,000 to \$3 million in funding. Asst. Administrator Burica reported Director Schwarz has scheduled a meeting with staff to brainstorm projects for the grant program. He further noted staff has been in contact with Robinson Engineering for assistance with grant opportunities.

Following discussion, Trustee Rossi made a motion (#4), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to accept the low bid and award the contract to Wingren Landscape, Inc. in the amount of \$32,000.00 for the Landscape Up-Lighting Project at Breidert Green. The motion was unanimously approved.

VILLAGE OF FRANKFORT ZONING ORDINANCE TEXT AMENDMENTS – DISCUSSION

- a. Truck Terminal Definition
- b. Accessory Structures

Director Schwarz presented two zoning ordinance text amendments for committee consideration.

The first amendment related to truck terminals. He reported the Village's Table of Permitted Uses in Article 5 (Use Regulations) of the Zoning Ordinance lists Truck Terminals as a Special Use in the I-2 General Industrial District. However, Article 12 (Rules and Definitions) does not provide a definition for the term "Truck Terminal" but does provide a definition for "Motor Freight Terminal." Director Schwarz suggested that the title of the definition for "Motor Freight Terminal" be replaced with the title "Truck Terminal" to avoid any confusion or potential inconsistency in interpretation.

Members discussed the proposed text amendment and directed staff to research and prepare a definition for the term "Truck Terminal" and other such related text amendments to the Zoning Ordinance as may be necessary or desirable for clarification. Members further indicated a preference to keep the definition narrowly defined.

Director Schwarz began the discussion of potential text amendments for accessory structures. He reported staff has seen an increase in the number of variation requests for detached accessory structures, specifically for size and height for pool cabanas. He explained the Zoning Ordinance Article 5, Section D, Parts 2 and 3 regulate the location, size, and height of accessory structures and noted there are conflicting setback regulations. He presented several passages from the Zoning Ordinance which could potentially be amended to provide better clarity relating to accessory structures and provided a chart which briefly summarized accessory structure regulations in neighboring municipalities.

Members discussed proposed text amendments pertaining to the regulations for accessory structures and voiced support for staff to proceed with additional research pertaining to the regulations for accessory structures. Staff was asked to look at a sliding scale for regulating accessory structures relative to the size of the lot and to consider more restrictive regulations or possibly the elimination of sports courts.

OTHER BUSINESS

- *Zoning Map Amendment Update - Borg Warner Property: 300 S. Maple Street*

Asst. Administrator Burica reported there is a request to table the proposed zoning map amendment for 300 S. Maple Street until October 14, 2021 at the next Plan Commission meeting. He further reported the Plan Commission anticipates adjourning to executive session for probable litigation pertaining to the proposed rezoning of the property. He noted Borg Warner's legal counsel has been in contact with Village attorney to arrange a meeting. He stated no meeting has been set to date.

- *Vacation Rentals*

Trustee Farina commented on the proposed amendments pertaining to vacation rentals and invited resident Deborah Hardwick to speak before the Committee. Ms. Hardwick shared her concerns regarding vacation rentals in the H-1 District and how they might affect neighboring properties. Members voiced their appreciation for her comments and responded to her concerns, noting vacation

rentals would be permitted only as special use and reviewed on a case-by-case basis. Members further noted that the Village had the ability to revoke the special use permit for violations. Director Schwarz shared additional background information on the proposed amendments and addressed Ms. Hardwick's outstanding concerns.

- *Committee of the Whole Meeting*

Mayor Ogle suggested for the Committee of the Whole to meet on Monday, October 25, at 5:30 P.M. to discuss committee structures and other items of business. Members confirmed their availability for the meeting.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

Hearing no further business, Trustee Savaria made a motion (#5), seconded by Trustee Petrow, to adjourn the Committee of the Whole meeting of Monday, September 20, 2021. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 6:36 P.M.