



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
APRIL 13, 2022

CALL TO ORDER

Mayor Keith Ogle called the Committee of the Whole meeting to order at 5:30 P.M. on Wednesday, April 13, 2022, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Deputy Clerk Theresa Cork called the roll. In attendance were Mayor Keith Ogle, Trustees Adam Borrelli, Margaret Farina, Michael Leddin, Jessica Petrow, and Daniel Rossi. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator John Burica, Police Chief Leanne Chelepis, Deputy Clerk Theresa Cork, Utilities Director Zach Brown, Finance Director Jenni Booth, and Director of Community and Economic Development Michael Schwarz. Village Clerk Katie Schubert and Trustee Gene Savaria were absent.

APPROVAL OF MINUTES (APRIL 4, 2022)

Trustee Rossi made a motion (#1), seconded by Trustee Petrow, to approve the minutes of the Committee of the Whole meeting of April 4, 2022. A voice vote was taken. All were in favor. The motion carried.

JACKSON CREEK LIFT STATION PUMP UPGRADE – BID CONSIDERATION

Director Brown reported the Village operates the Jackson Creek Lift Station, a sanitary sewer lift station on the west side of Route 45 south of Laraway Road, which receives wastewater from a number of residential subdivisions in this area. He noted the lift station is designed to accommodate a total of five pumps with two “low-flow” six-inch pumps and three “high flow” eight-inch pumps. At present the lift station operates with two “low flow” pumps only. He further noted the lift station run times have tripled from an average of 5 hours per day in 2015 to over 15 hours a day in 2020. In an effort to reduce the overall station run-times, limit wear and tear on equipment, provide increased capacity during wet weather events, and accommodate future growth in the Jackson Creek Lift Station service area, the Village received proposals for the installation of a new 8-inch “high-flow” pump, including replacing the existing outdated control panel and connecting the new panel into the Village’s master SCADA system.

Director Brown reported the Village received bids from two contractors for the Jackson Creek Lift Station Improvements project. He reported consulting engineer Robinson Engineering reviewed each of the bids and recommended award of the contract to Gaskill & Walton Construction Co, in

the amount of \$268,000.00.

Following discussion, Trustee Farina made a motion (#2), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to accept the low bid and award the contract to Gaskill & Walton Construction Co., in the amount of \$268,000.00, for the Jackson Creek Lift Station Improvements project.

Deputy Clerk Cork called the roll. Ayes: Trustees Borrelli, Farina, Leddin, Petrow, and Rossi. Nays: None. Absent: Trustee Savaria. The motion carried.

### REVIEW OF PROPOSED FY 22-23 BUDGET

Finance Director Jenni Booth provided a financial overview recapping projected results for FY 21-22. She reported the Village anticipates completing FY 21-22 with the ability to transfer approximately \$8.1 million to the General Capital Development Fund. She noted the two main factors that contributed to this excess amount were the COVID-19 pandemic funding and the impact of the new Leveling the Playing Field for Illinois Retail Act. She further reported the Village anticipates transferring \$7.9 million to the Utility Capital Fund for funding major capital projects and IEPA loan payments. She noted the transfer will take place once the audit is substantially complete.

Director Booth then presented a synopsis of the proposed FY 22-23 budget. She reported that the proposed budget across all funds includes \$41,262,100 in revenues and \$56,091,400 in expenditures.

She further reported total budgeted revenues for the general operating fund are estimated at \$23,059,800, which is an increase of \$3,529,800 or 18.1% over the previous budgeted fiscal year revenues. She noted sales tax revenue continues to be the largest revenue source and makes up \$10,000,000 or 43.4% of the Village's General Fund revenues. She further noted the Village is budgeting \$2,200,000 in income tax revenue which is \$500,000 more than the prior year budget. This estimate is based on projections received from the Illinois Municipal League and factors in no additional reductions from the Local Government Distribute Fund (LGDF) by the State of Illinois. It also takes into account the updated 2020 census data.

Director Booth reported total budgeted expenditures for the general operating fund are projected to be \$18,387,100, which is an increase of \$1,046,800 or 6% from the FY 21-22 budget. Personnel costs, including salaries, pension contributions and health insurance make up the majority of the budget at 65.0% of total budgeted expenditures. In addition, 9.4% of the budgeted expenditures are for garbage and recycling services.

Director Booth reported total budgeted revenue for the utility operations increased 5.6% or \$692,000 to \$12,961,500 and total budgeted expenditures are projected at \$7,250,000 which is an increase of \$188,500 from the prior year. She noted Fund 69 will be closed as of April 30, 2022. This fund was created to account for the receipts and disbursements for the construction and engineering of the Wastewater Treatment Plant (WWTP) Consolidation Project, noting the project was completed during FY 22.

Director Booth reported capital expenditures in the amount of \$29,099,300 are included in this year's budget and are mainly funded by operating surpluses which are transferred to the capital funds annually. She shared a brief overview of the major projects driving the budget this year, including street resurfacing efforts, the Pfeiffer Road Extension Project, water and sewer infrastructure improvements, as well as IEPA debt service payments for the completed WWTP Consolidation Program. Additional capital items included in the proposed budget are new financial and building software, vehicles and equipment, community enhancements, and funding for economic incentives.

Director Booth concluded by noting this year's fiscal year budget continues to apply conservative financial management, noting staff has held down budgeted costs and has used reasonable figures for revenues.

Questions pertaining to the budgetary line items were discussed and answered by staff following the presentation.

Trustee Farina made a motion (#3), seconded by Trustee Borrelli, to forward a recommendation to the Village Board to approve the fiscal year 2022/2023 budget as presented. A voice vote was taken. All were in favor. The motion carried.

Mayor Ogle and the Trustees thanked Director Booth and staff for their tremendous efforts with the budget.

#### REQUEST FOR PROPOSAL REVIEW: 2 SMITH STREET

Mayor Ogle reported the Village of Frankfort advertised for sealed bids for the purchase of all or a portion of the surplus property commonly known as 2 Smith Street and received four proposals which were opened and publicly read aloud at the April 4<sup>th</sup> Committee of the Whole meeting. He noted the subject property (former Fra-Milco Cabinets) was purchased by the Village in 2014 as part of the Village's revitalization strategy for the downtown area.

Mayor Ogle announced each of the prospective buyers will be offered five minutes to present/summarize their proposal and the order will be determined by drawing a number. He noted there will be an open Q&A from the Board following each of the presentations. He briefly described the overall process. He noted in addition to Village Board approval the development plans would require review by the Historic Preservation Commission and the Plan Commission. He reported the proposals will be further considered at the May 11<sup>th</sup> Committee of the Whole meeting and final approval will require a vote of three-fourths (six affirmative votes) of the Corporate Authorities, which includes the Mayor at a Village Board meeting.

Mayor Ogle then called for the prospective buyers to come forward to draw a number. The order was as follows: 1) Jill Plesha and Jason Verbeek; 2) Integrus Development; 3) Morgan Premier Properties; and 4) Fulton Homes and Garden, LLC.

- ***Jill Plesha & Jason Verbeek Proposal***

Jill Plesha and Jason Verbeek provided an overview of their development plans for the property. They shared their vision to create a community gathering space and business that embodies the spirit of Historical Frankfort utilizing the existing structure. Their proposed development included an outdoor sculpture garden, local artisan gallery, dedicated studio space for artisans and the Frankfort Arts Association, boutique retail, and a bakery, indicating they have secured preliminary commitments from Liv Mia Boutique; Grow Art & Ecology; Lana's Dazzling Desserts; and Studio Space/Frankfort Arts Association. The proposal had two options: 1) purchasing the existing building and open space behind the building and Village retaining ownership of parking lot; or 2) purchase of entire parcel.

- ***Integrus Development***

Integrus Development representative, Dan Elliot, presented an overview of their proposed development which included construction of a new mixed-use, 4-tenant building, with patio seating. He indicated that he had secured preliminary commitments from Senso Sushi Restaurant, (requiring a liquor license); Nautical Bowls (secondary food use); Restore IV and Wellness Center; and Growing Smiles Dentistry. He further indicated that the proposal only included the space necessary to construct the proposed building and patio area which would be built on the existing parking lot. He noted the Village would retain ownership of the remainder of the parcel, including the Fra-Milco building.

- ***Morgan Premier Properties***

Morgan Premier Properties representative, Todd Morgan, presented a brief overview of his proposal to redevelop the existing building into a single tenant or multi-tenant retail use. He shared his vision to purchase the entire site and restore the building and bring to the downtown area a new vibrant retail space that will generate taxable retail sales. As part of the proposal, he would like to enter into a lease agreement with the Village for the Village to be able to utilize the existing parking lot for continued public use and the Country Market. He indicated that he had not secured any tenants, but some potential tenants included a toy store; juice bar; fitness center; bakery; golf stimulator and training center.

- ***Fulton Homes and Garden, LLC***

Christina Fulton presented a brief overview of her proposal to repurpose the existing building and create an experience for the local community by providing a food hall, plus goods and services all under one roof. She envisions an open space concept that will house food vendors, like a bakery and café, woodburning pizza, a deli and cheese shop, a bar featuring specialty cocktails, local wines and breweries (liquor license required), and specialty grocery items, as well as indoor and outdoor space to gather. In addition, there would be space for local vendors to sell their artisanal goods like home décor, flowers and plants, clothing, and a bookstore. She noted her concept was still very fluid and hoped to secure vendors who were willing to invest in the buildout of the space.

Mayor Ogle opened the floor with Q&A from the Board following each of the presentations.

Questions centered around the prospective buyers' proposed use of the property; proposed improvements; total estimated budget; financing; construction timeline; tenant prospects; site plans; parking; hours of operation; liquor licensing; and other details relating to their development plans.

The Village Board provided feedback and suggestions to each prospective buyer regarding their proposals and the importance of working with neighboring residential property owners. The Village Board expressed a preference for parking to remain public for the site and discussed how each development would complement the existing mix of businesses in the historic downtown area and how they align with the Village's Comprehensive Plan.

Members voiced their appreciation to the interested parties and felt each proposal had something unique and special to offer the community. Mayor Ogle noted the Village Board will give the proposals further consideration at the May 11<sup>th</sup> Committee of the Whole meeting.

#### OTHER BUSINESS

None.

#### BOARD COMMENTS

None.

#### PUBLIC COMMENTS

Kaffel Court resident Dawn Shields expressed her appreciation to the Village Board for posting the proposals online for the proposed development of 2 Smith Street and for their concern with impact to adjacent neighboring residents.

Kaffel Court resident Paul DiCosola voiced his appreciation of the presentation of the proposals and felt the art studio provided the most unique concept for the space and complemented the surrounding residential properties the most.

A resident of the Blacksmith Corner Development expressed concerns relating to the visual aesthetics of the existing building, proper screening of headlights, after hour use of the outdoor garden, public access to the trail, and theft.

#### ADJOURNMENT

Hearing no further business, Trustee Farina made a motion (#4), seconded by Trustee Borrelli, to adjourn the Committee of the Whole meeting of Wednesday, April 13, 2022, at 8:41 P.M. A voice vote was taken. All were in favor. The motion carried.