

VILLAGE OF  
**FRANKFORT**  
EST • 1855

LAND USE AND POLICY COMMITTEE MINUTES  
FEBRUARY 8, 2017

CALL TO ORDER

Land Use and Policy Chairman Pro-Tem Doug Walker called the meeting of the Land Use and Policy Committee to order at 6:15 P.M. on Wednesday, February 8, 2017, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Mayor Jim Holland, Trustees Doug Walker, Cindy Heath, Keith Ogle, Mike Stevens, Dick Trevarthan, Village Clerk Adam Borrelli; Stacy Bond, Michael DiMaggio, and Marc Steinman. Staff in attendance included Administrator Jerry Ducay, Asst. Administrator Rob Piscia, Police Chief John Burica, Supt. of Public Works Terry Kestel, Community Relations Manager Mary Canino and Administrative Assistant Theresa Cork. Plan Commission Chair Don Schwarz was also present.

APPROVAL OF MINUTES (January 11, 2017)

Trustee Heath made a motion (#1), seconded by Trustee Stevens, to approve the Land Use and Policy Committee minutes for January 11, 2017, as presented. The motion was unanimously approved.

TRAVEL EXPENSE ORDINANCE - APPROVAL

Assistant Administrator Piscia presented to committee members a draft ordinance in response to Public Act 099-0604, known as the "Local Government Travel Expense Control Act," that was recently enacted into law by the State of Illinois. Mr. Piscia stated this Act requires non-home rule units of government, by resolution or ordinance, to regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees. Mr. Piscia further stated any travel expenses that exceed the maximum allowable reimbursement established in the ordinance must be approved by roll call vote. This Act additionally prohibits any unit of local government from reimbursing any entertainment expenses. Staff recommended the maximum travel expense reimbursement be set at \$1,750.00.

Discussion was held with regards to establishing the maximum allowable reimbursement amount for travel expenses. Following discussion, Mayor Holland made a motion (#2), seconded by Trustee Heath to forward a recommendation to the Village Board to adopt the Ordinance as presented and establish the maximum allowable reimbursement in the amount of \$1,750.00. The motion was unanimously approved.

Asst. Administrator Piscia also recommended the current per diem rate for meals be adjusted to reflect more current standards. He stated the current policy has not been changed in over ten years, noting the current per diem in Section 15.03 of the Personnel Manual read as follows:

Meals at a per diem allowance of \$40.00 per day as follows:

Breakfast - \$10.00

Lunch - \$10.00

Dinner - \$20.00

Staff recommended the following changes based on the Federal Government standard per diem rates for Will County of \$54.00 per day:

Meals at a per diem allowance of \$54 per day as follows:

Breakfast - \$12.00

Lunch - \$13.00

Dinner - \$24.00

Incidental Expenses - \$5.00

Following discussion, Trustee Ogle made a motion (#3), seconded by Trustee Stevens to forward a recommendation to the Village Board to approve the changes to Section 15.03 of the Village of Frankfort Personnel Manual establishing the per diem rates as presented. The motion was unanimously approved.

#### PERSONNEL MANUAL UPDATE - APPROVAL

Asst. Administrator Piscia also presented an additional update to the Village's Personnel Manual. He stated the update included an amendment to the language in Chapter 10, Section 10.02 of the manual relating to sick leave. This language was changed to reflect the recent enactment of 820 ILCS 191/10 by the State of Illinois, which defines family members for which paid sick leave may be used regardless of where they reside. Additionally, the law allows an employer to request written verification of the employee's absence from a health care professional if such verification is required under the employer's employment benefit plan or paid time off policy. Mr. Piscia recommended adding this language to the Village's policy.

Following brief discussion, Trustee Heath made a motion (#4), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to approve the changes to Section 10.02 of the Village of Frankfort Personnel Manual as presented, including the additional language relating to the employer's right to request written verification of the employee's absence from a health care professional. The motion was unanimously approved.

#### DONATION BOX ORDINANCE

Assistant Administrator Piscia brought forth for committee review a Donation Box Ordinance amending Ordinance No. 2697 "Regulating the Drop of Recycling Containers" for their consideration. He reported at a recent SWARM (multi-community risk pool) meeting, the City of Crest Hill made other towns aware of a recent legal trend occurring in the area. In 2011, Crest

Hill passed an ordinance that banned the placement of donation boxes within the city limits. In 2016, USAgain sued Crest Hill on the basis that their ban on donation boxes was a violation of the First Amendment. The Federal Judge presiding over the case advised that the ban was illegal, but gave Crest Hill the ability to work with USAgain to create a new ordinance that allowed for, but regulated donation boxes. The attorneys representing SWARM recommend that all of the member communities review their donation box ordinance to avoid a similar problem. Mr. Piscia noted that the new ordinance requires an application, insurance by both the box owner and the property owner, and holds the property owner responsible for violations as well.

The committee reviewed and discussed the ordinance providing for the regulation of unattended donation/collection boxes. Following discussion, it was the consensus of the committee for staff to supplement the existing language in the ordinance and to bring it back to the next committee meeting following the revisions.

### CHANGE ORDERS – WASTEWATER TREATMENT PROJECTS 1 & 2

Administrator Ducay provided a summary of change orders relating to Projects 1 & 2 of the Village's Wastewater Treatment Plant Consolidation Program. He noted it was previously determined that rather than bring every change order to committee and Village Board for approval, minor changes would be grouped together and brought forward for approval as a package. To date, there have been seven change orders authorized for Project 1 (Regional Plant Lab) and four for Project #2 (North and West Pump Stations). Project 1 was awarded with an original contract value of \$3,529,000 to J.J. Henderson & Son. The extra work orders for Project 1 total \$19,073.42, which is a .54% increase over the original contract value. Project 2 was awarded with an original contract value of \$6,649,000 to Williams Brothers Construction, Inc. The extra work orders for this project total \$72,232, which is a 1.09% increase over the original contract value. Additional information was provided relating to the bypass piping at the West Pumping Station, noting the additional cost resulted from the discovery of an existing sewer pipe conflicting with the project construction. He further noted that all change orders were reviewed by Burns & McDonnell and deemed necessary for completion of the projects.

Mr. Ducay also updated the committee relating to the dirt removal services and hauling agreement with KLF Enterprises, Inc., previously approved by the Village Board, Resolution No. 16-72, on November 21, 2016, in the amount of \$70,000.00. He reported the Village's bids specifications for said project called for dirt removal services and hauling of approximately 5,100 cubic yards of clean fill from the Steger Road Reconstruction Project jobsite to the Regional WWTP, approximately 4.8 miles. Since that time, it has been determined that the best location to stage the dirt was at the Hickory Creek WWTP, adding approximately two miles to the scope of work. Following KLF's updated bid reflecting the new mileage, staff has determined that it is in the best interest of the Village to rebid the job.

Following presentation and discussion, Trustee Heath made a motion (#5), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to approve the change orders for Project 1 in the amount of \$19,073.42 to J.J. Henderson & Son as part of the Village's WWTP Consolidation Program as presented. The motion was unanimously approved.

Trustee Heath made a motion (#6), seconded by Trustee Stevens to forward a recommendation to the Village Board to approve the change orders for Project 2 in the amount of \$72,232.00 to Williams Brothers Construction, Inc. as part of the Village's WWTP Consolidation Program as presented. The motion was unanimously approved.

## OTHER BUSINESS

### *A. Road Resurfacing Costs Update*

Superintendent Kestel provided an updated cost estimate spreadsheet for projected local road maintenance to year 2030 to address long term street resurfacing planning and its financial impact to the Village. He noted a previous spreadsheet was distributed last fall, only accounting for the streets in subdivisions established post-1997. The updated spreadsheet included streets established pre-1997 as well, making it more useful to gain insight into the current and future financial needs of the road resurfacing program. Mr. Kestel noted the spreadsheet was presented to facilitate planning of additional funds for the program.

## PUBLIC COMMENTS

No public comments were addressed to the committee.

## ADJOURNMENT

Hearing no further business, Trustee Trevarthan made a motion (#7), seconded by Trustee Heath, to adjourn the Land Use and Policy Committee meeting of February 8, 2017, at 7:50 p.m.. The motion was unanimously approved.