

VILLAGE OF
FRANKFORT
EST. 1855

**MINUTES OF THE REGULAR FRANKFORT VILLAGE BOARD MEETING
FEBRUARY 21, 2017**

Mayor Jim Holland called the regular meeting of the Frankfort Village Board to order on Tuesday, February 21, 2017, at 7:00 P.M.

Village Administrator Jerry Ducay called the roll. In attendance were Mayor Jim Holland, Trustees Bob Kennedy, Keith Ogle, Mike Stevens, Dick Trevarthan, and Doug Walker. Also in attendance were Attorney George Mahoney, Police Chief John Burica, and Administrator Jerry Ducay. Trustee Cindy Heath and Village Clerk Adam Borrelli were absent.

APPROVAL OF SPECIAL ORDERS – UNANIMOUS CONSENT AGENDA

All items on the Omnibus Agenda are considered to be routine in nature and are enacted in one motion. There is no separate discussion of these items unless a board member makes a request, in which event, the item will be removed from the Consent Agenda and will be considered separately.

A. Approval of Minutes

1. Regular Meeting (February 6, 2017)

B. Approval of Bills - \$353,991.46/\$320,824.59

C. Land Use and Policy Committee Report

1. Travel Expense Ordinance

(Waive 1st and 2nd Readings and Adopt)

Accept the recommendation of the Land Use and Policy Committee, waive the First and Second Readings, and adopt AN ORDINANCE (NO. 3077) ESTABLISHING POLICY FOR THE REIMBURSEMENT OF TRAVEL EXPENSES.

2. Village of Frankfort Personnel Manual Amendments – Approval

- a. Sick Leave Policy – Section 10.02

- b. Per Diem Policy – Section 15.03

Accept the recommendation of the Land Use and Policy Committee and approve the amendments to Section 10.02 and Section 15.03 of the Village of Frankfort Personnel Manual as presented.

3. WWTP Consolidation Program: Change Orders - Resolutions

- a. Project 1: Regional Plant Lab – J.J. Henderson & Son

Accept the Land Use and Policy Committee recommendation and adopt A RESOLUTION (NO. 17-04) AUTHORIZING EXECUTION AND APPROVAL OF

THE SEVEN CHANGE ORDERS ASSOCIATED WITH PROJECT 1: REGIONAL PLANT LAB PROJECT, in the amount of \$19,073.42 to Joseph J. Henderson & Son, Inc. as part of the Village's Wastewater Treatment Plant Consolidation Program.

- b. Project 2: North and West Pump Stations – Williams Brothers Construction, Inc.
Accept the recommendation of the Land Use and Policy Committee and adopt A RESOLUTION (NO. 17-05) AUTHORIZING EXECUTION AND APPROVAL OF THE FOUR CHANGE ORDERS ASSOCIATED WITH PROJECT 2: NORTH AND WEST PUMP STATIONS PROJECT, in the amount of \$72,232.00 to Williams Brothers Construction, Inc., as part of the Village's Wastewater Treatment Plant Consolidation Program.

D. Plan Commission Report Summary

1. Ash Street Subdivision: 202 Ash Street – Multiple Variances
(Waive 1st and 2nd Readings and Adopt)

- a. Lot 1: Lot Width, Lot Depth, Lot Size, and Building Materials Variance – Ordinance
Accept the Plan Commission recommendation, waive the First and Second Readings, and adopt AN ORDINANCE (NO. 3078) GRANTING MULTIPLE ZONING VARIANCES TO CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (LOT 1 OF THE PROPOSED ASH STREET SUBDIVISION), granting the following zoning variances: a lot width variance from 120 feet to 90 feet; a lot depth variance from 150 feet to 140 feet; a lot size variance from 15,000 square feet to 12,597 square feet; and a building materials variance from the masonry requirement to permit the use of non-masonry materials on the first floor of the proposed single family residence to be constructed upon Lot 1 of the proposed Ash Street subdivision, in accordance with the reviewed plans and public testimony, and conditioned upon construction of the home as depicted on the architectural plans prepared by William K. Olson Architects, dated 09.08.16, for Lot 1; and subject to a maximum lot coverage of 20 percent.
- b. Lot 2: Lot Width, Lot Depth, Lot Size, and Building Materials Variance – Ordinance
Accept the Plan Commission recommendation, waive the First and Second Readings, and adopt AN ORDINANCE (NO. 3079) GRANTING MULTIPLE ZONING VARIANCES TO CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (LOT 2 OF THE PROPOSED ASH STREET SUBDIVISION), granting the following zoning variances: a lot width variance from 100 feet to 80 feet; a lot depth variance from 150 feet to 140 feet; a lot size variance from 15,000 square feet to 11,197 square feet; and a building materials variance from the masonry requirement to permit the use of non-masonry materials on the first floor of the proposed single family residence to be constructed upon Lot 2 of the proposed Ash Street Subdivision, in accordance with the reviewed plans and public testimony, and conditioned upon construction of the home as depicted on the architectural plans prepared by William K. Olson Architects, dated 09.08.16, for Lot 2; and subject to a maximum lot coverage of 20 percent.

- c. Lot 3: Lot Width, Lot Depth, Lot Size, and Building Materials Variance – Ordinance
Accept the Plan Commission recommendation, waive the First and Second Readings, and adopt AN ORDINANCE (NO. 3080) GRANTING MULTIPLE ZONING VARIANCES TO CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (LOT 3 OF THE PROPOSED ASH STREET SUBDIVISION), granting the following zoning variances: a lot width variance from 100 feet to 80 feet; a lot depth variance from 150 feet to 140 feet; a lot size variance from 15,000 square feet to 11,197 square feet; and a building materials variance from the masonry requirement to permit the use of non-masonry materials on the first floor of the proposed single family residence to be constructed upon Lot 3 of the proposed Ash Street Subdivision, in accordance with the reviewed plans and public testimony, and conditioned upon construction of the home as depicted on the architectural plans prepared by William K. Olson Architects, dated 09.08.16, for Lot 3; and subject to a maximum lot coverage of 20 percent.
- d. Preliminary Plat Approval
Accept the Plan Commission recommendation and approve the Preliminary Plat for the Ash Street Subdivision, prepared by Martin M. Engineering, Inc., dated 12.07.2015, in accordance with the reviewed plans, and conditioned upon final engineering approval and tree protection measures to be identified on the final landscape plan.

Trustee Trevarthan made a motion (#1), seconded by Trustee Stevens, to approve the Unanimous Consent Agenda.

Following a motion to approve, Trustees Stevens and Walker provided brief overview comments on the Consent Agenda docket items under consideration for approval.

Mayor Holland invited trustee and audience comment on the consent agenda items prior to a vote. Trustees Ogle, Trevarthan and Walker offered comments relating to the proposed Ash Street Subdivision, some of which included final engineering plans, construction site safety and cleanliness, and square footage of the homes. Trustee Stevens remarked that the Plan Commission discussed the details of the project in depth and noted no side lot variances are required.

Administrator Ducay called the roll. Ayes: Trustees Kennedy, Ogle, Stevens, Trevarthan and Walker. Nays: None. The motion carried.

MAYOR'S REPORT

- Mayor Holland reported Frankfort has won the Government Finance Officers Association Certificate of Excellence for the 2016 audit. The Village has been awarded this honor consecutively since 1989.

- Mayor Holland stated the Wellness Fair will be held on Saturday, February 25, from 8:30 AM to Noon at the Founders Center.
- Mayor Holland noted application forms were available at the Village Administration Building or online at www.villageoffrankfort.com for residents interested in serving on a village committee in the new fiscal year beginning May 1. The deadline to submit an application is March 31.
- Mayor Holland announced the Chamber of Commerce's annual Community Showcase event will be held on Saturday, March 18, from 10:00 AM to 2:00 PM at Lincoln-Way East High School.

POLICE DEPARTMENT REPORT

Chief Burica invited residents to attend an upcoming 12-week Citizen's Police Academy class, beginning March 2. He also encouraged residents to check their credit reports to help guard against identity theft.

VILLAGE ADMINISTRATOR'S REPORT

Administrator Ducay mentioned as part of the St. Francis Road widening project several trees have been identified for removal just east of 88th Avenue as part of ComEd's relocation of utility poles. This project is slated to commence in September and Village staff will be working with residents on the design elements for some additional trees to help mitigate that loss. He also reminded residents to be alert for bicyclists and motorcycles as more people will be out riding around the community with the warmer weather.

VILLAGE ATTORNEY'S REPORT

Village Attorney George Mahoney had no report.

OTHER BUSINESS

Trustee Kennedy thanked Trustee Walker for chairing the Land Use and Policy Committee meeting in his absence due to his recent shoulder surgery, and he thanked everyone for the cards, emails, and warm wishes.

Trustee Walker mentioned Nest Learning Thermostats, a smart thermostat proven to save energy. He encouraged residents to check out the utility rebates available to homeowners.

Trustee Trevarthan provided some landscaping tips, noting it was an excellent time to prune plants and to fertilize lawns in late April, early May.

Trustee Stevens encouraged residents to submit an application for one of the various committees, noting it was a great way to meet other members of the community and to learn how Village government works.

Trustee Ogle echoed Trustee Stevens comment, encouraging residents to apply for one of the various committee positions and invited residents interested in getting involved to attend one of the next committee meetings scheduled for Wednesday, March 8. He extended congratulations to Finance Director Jenni Booth, Village administration, and Village Board for the Government Finance Officers Association Certificate of Excellence award. In addition, he noted financial information can be found on the Village website, including the annual budget, audit, bill listing, and salary report. He commented on a few upcoming events and noted that the Village is committed to working with the community and is always striving for improvements to its events.

PUBLIC COMMENTS

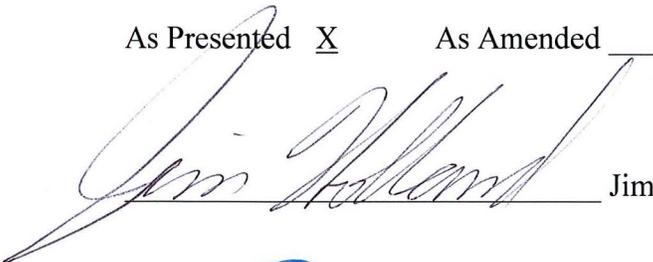
Tiffany Skinner, spoke before the board to express her gratitude and to share her family's personal experience with the Frankfort Police Cadet Post. Ms. Skinner encouraged anyone between the ages of 15-21 interested in criminal justice to submit an application to be a part of this outstanding program. She complimented Officers Bender and Thompson for their involvement with the cadets and for going above and beyond their call of duty. Mayor Holland thanked her for her positive comments, noting the cadet program plays a very important role in serving our community.

ADJOURNMENT

Trustee Trevarthan made a motion (#2), seconded by Trustee Kennedy, to adjourn the regular board meeting of Tuesday, February 21, 2017. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 7:35 P.M.

Jerry Ducay
Village Administrator

As Presented As Amended



Jim Holland, Village President



Jerry Ducay, Village Administrator