

VILLAGE OF
FRANKFORT
EST. 1855

COMMUNITY SERVICES COMMITTEE MINUTES
APRIL 11, 2018

CALL TO ORDER

Chairman Keith Ogle called the Community Services Committee meeting to order at 6:40 P.M. on April 11, 2018, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Community Services Committee members present were Mayor Jim Holland, Chairman Keith Ogle, Trustees John Clavio, Cindy Heath, Bob Kennedy, Mike Stevens, and Dick Trevarthan, Village Clerk Adam Borrelli, Jeff Boubelik and Bill Hardy. Also in attendance were Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Supt. of Public Works Terry Kestel, Building and Economic Development Manager Adam Nielsen, Community Relations Manager Mary Canino, and Administrative Assistant Theresa Cork. Also in attendance were Alicia Bermes, Bob Peters, Rich Rappold, Steve Haberichter, April Jackson, Brooke Groszek, Jon Hamilton, Tommy Ridings, Kristin Schoon, Stephen Langdon, Phil Simmons, Peg Donnellan, Kellee Mayhew, Emily Beshansky, Allan Beshansky, Jenny Yohe, Pam Patterson, Debbie Powers, Belinda Basso, Nichole Underwood, Deborah Hardwick, Pam Griffin, Pam Pivaronas, Mike Canino, Steve Hogan, John Cosgrove, Kris McGuire, Drew Wright, Dean Vaundry, Steve Malcolm, and Bill Fanizzo.

APPROVAL OF MINUTES (December 13, 2017)

Trustee Trevarthan made a motion (#1), seconded by Trustee Heath, to approve the Community Services Committee minutes of December 13, 2017, as presented. The motion was unanimously approved.

PUBLIC PROPERTY REQUESTS

A. Fall Fest

1. Operation Playground Foundation - Approval

Operation Playground representative Phil Simmons reported there would be no changes to their Fall Fest operations for 2018. He further reported proceeds will be contributed to the Judy Herder Memorial Pumptrack Project.

Mayor Holland made a motion (#2), seconded by Member Boubelik, to approve the public

property request for Operation Playground to provide handicap parking in the Trolley Barn parking lot for Fall Fest 2018, subject to receipt of insurance certificate. The motion was unanimously approved.

2. Boy Scout Troop 270 – Approval

Boy Scout Troop #270 representative Steve Malcolm commented that they anticipate no changes to the shuttle service provided for Fall Fest.

Mayor Holland made a motion (#3), seconded by Trustee Heath, to approve the public property request for Boy Scout Troop #270 to provide shuttle bus service in the Prairie Park parking lot located at White Street and Elwood Street for Fall Fest 2018, subject to receipt of insurance certificate. The motion was unanimously approved.

3. Chamber of Commerce

a. Fall Fest Update

Fall Fest Chair, Bob Peters, reported the theme for Fall Fest 2018 is “Escape to Paradise” as Frankfort Fall Festival celebrates 50 years. As part of this year’s theme, the Fall Fest Committee proposes to invite Frankfort businesses to purchase and paint Adirondack chairs in the theme of this year’s fest and display them inside/outside of their business during the months of July and August.

Committee members discussed the concept and expressed concerns relating to space restraints, impeding sidewalks for pedestrians, ADA compliancy, and general public safety. Following brief discussion, staff was directed to work with the Fall Fest Committee to determine locations that could accommodate the outdoor display of the Adirondack chairs as part of Fall Fest 2018.

Trustee Kennedy made a motion (#4), seconded by Member Hardy, to approve the Adirondack chair display request subject to staff approval of placement location and securement of chairs. The motion was unanimously approved.

b. Beer and Wine Garden Update

Frankfort Chamber President, Rich Rappold, reported the Chamber formed the Frankfort Chamber NFP for the purpose of operating the Beer & Wine Garden during Fall Festival 2018, noting the NFP is a 501(c)(3) and as part of the bylaws, will donate proceeds to local organizations.

Trustee Clavio noted a separate public property request should be submitted under the new entity.

Chamber Executive Director, Alicia Bermes, indicated she would forward the updated property request to Mary Canino.

Mayor Holland then provided a basic overview of the proposed new layout of the Beer and Wine Garden, expressing some concern for the larger footprint and questioned whether it was headed back in the direction of a beer tent with emphasis on alcohol consumption. He voiced the importance of creating a space to showcase our community that is compatible with Fall Fest.

Dean Vaundry, Chair of the Beer and Wine Committee, shared his vision of creating a new culture for the Beer and Wine Garden with an emphasis on “garden.” He explained how the space will be shared with the Civic Food Booths and how the area will be utilized during different times of the day. Mr. Vaundry noted all alcohol servers, ticket sellers and security personnel will be professionals hired by the Frankfort Chamber NFP. He reported no bands had been retained to date and indicated he is trying to get bands that complement the theme and the Fall Fest atmosphere for the Beer and Wine Garden. He further reported daytime entertainment will be low key and will play at opposite times of Breidert Green entertainment this year.

Committee members reviewed the rendering provided of the new proposed layout for the food/beer/entertainment space. Discussion ensued regarding other particulars of the event, including footprint, fencing, lighting, hours of operation, and containment of the area to ensure adequate security. There was also discussion regarding opening the Beer and Wine Garden at 10:00 AM versus Noon. Concerns were raised relating to the overall capacity of the proposed food/beer/entertainment space, stressing the importance of public safety and the ability to provide security along the perimeter of the area.

Following discussion, the Police Department and Village staff were asked to work closely with the Fall Fest Committee/Chamber NFP to secure details of the event layout, in particular security requirements and overall set-up for the food/beer/entertainment space for Fall Fest 2018.

B. Chamber of Commerce/FHBA Events 2018 – Approvals

- 1. May Girls Night Out – Wednesday, May 16*
- 2. Girls Night Out Scavenger Hunt – Wednesday, June 20*
- 3. Sidewalk Sale Days – Saturday & Sunday, July 28 & 29*
- 4. Wined-ing Through Historic Downtown Frankfort – Sunday, September 30*
- 5. Witchy Girls Night Out – Wednesday, October 17*
- 6. Ghosts Around the Green – Saturday, October 27*

Committee members reviewed the above-listed public property requests and were in consensus to approve the events. Mayor Holland voiced his appreciation to the Chamber of Commerce for their efforts in bringing these events to the downtown district.

Trustee Trevarthan made a motion (#5), seconded by Trustee Heath, to approve the Chamber of Commerce/FHBA public property requests as submitted. The motion was unanimously approved.

C. KidsWork Children’s Museum Annual Fundraising Event 2018 – Approval

Debbie Powers, Belinda Basso, and Nichole Underwood from the KidsWork Children’s Museum

provided an overview of this year's annual fundraiser gala, Cinco de Mayo, scheduled for Friday, May 4, 2018, from 7:00 PM - 10:00 PM. They reported the event will be very similar to last year with a few changes to better accommodate guests. They proposed to host the event in the northeast corner of the parking lot to the east of the Trolley Barn and erect a 40' x 80' tent with walls to restrict entrance/exit to the event. They requested closing a portion of the Trolley Barn parking lot on Thursday, May 3, at 4:00 PM in order to set-up for the event as well as closing the lot entirely on Friday night for the event. It was noted that the museum has engaged the services of Marlie Shelton, Ravenswood Event Planners, to help coordinate the event. It was further noted that the KidsWork Children's Museum has notified the tenants of the Trolley Barn of the proposed event timeline. Final details relating to securing the confined area, inspection process, and traffic flow will be coordinated with Village staff.

Members briefly discussed the event and were in consensus that it was an appropriate use of space to raise funds. Member Hardy made a motion (#6), seconded by Trustee Heath, to approve the KidsWork Children's Museum public property request for Cinco de Mayo on Friday, May 4, 2018, as presented. The motion was unanimously approved. Trustee Clavio abstained from voting.

BLUEGRASS FESTIVAL 2018

A. Donation Request – Approval

Frankfort Bluegrass Fest Committee representatives, Steve Haberichter, April Jackson, and Jon Hamilton presented a request for a monetary gift of 5,000.00 from the Village to help support the 8th Annual Frankfort Bluegrass on the Green. Mr. Haberichter reported this year's expenses exceed \$75,000.00 and in order to provide this free, family-friendly event, donations and sponsorships are required.

Following discussion, Member Hardy made a motion (#7), seconded by Trustee Stevens, to support the 2018 Bluegrass Festival through a monetary contribution in the amount of \$5,000.00. The motion was unanimously approved.

Trustee Heath commented on their upcoming fundraiser event scheduled for Friday, May 11, at CD & Me, noting all proceeds will benefit the 8th Annual Frankfort Bluegrass Fest.

Mayor Holland encouraged the Bluegrass Committee to continue to seek ways to raise money to support the event.

B. Bluegrass Update

Bluegrass representatives noted there were no proposed changes to the layout for the Bluegrass on the Green event from last year. The Bluegrass Committee provided a rendering of the layout for the event. This free festival is scheduled for Saturday, July 14 and Sunday, July 15.

C. Proposed Street Closure of Ash Street and Kansas Street

Staff provided discussion for the possible closure of Ash Street between Nebraska and Kansas Street and for the closure of Kansas Street from White Street to Oak Street during the entire Bluegrass on the Green event for 2018. Staff noted Ash Street and Kansas Street were closed at 3:00 PM last year and cited issues with clearing parked vehicles following the closure of the streets.

There was an open discussion between several of the downtown merchants, committee and audience members regarding the proposed street closures during the event. Safety of festival attendees was cited as the primary reason for the proposed closure of the streets and lack of accessible parking for patrons was cited as the main concern for the downtown merchants opposing the closure of streets.

A lengthy discussion ensued regarding the pros and cons of closing Ash and Kansas Streets for this year's event. Some did not feel it was appropriate to close the streets while the businesses were open. A change in venue for the event was also suggested. Additional parking options were discussed, including designating parking spaces in the Nebraska Street parking lot or the Breidert Green parking lot for merchants on Ash Street. Concerns related to alcohol consumption during the event were also cited.

Following discussion, Mayor Holland made a motion (#8), seconded by Trustee Heath, to close Kansas Street from White Street to Oak Street and to close Ash Street from Nebraska Street to Kansas Street during the 2018 Bluegrass Festival beginning at 8:00 AM Saturday, July 14 and ending at the conclusion of the activities on Sunday, July 15. The Bluegrass Committee was directed to work with Ash Street merchants to provide an area for customer parking in the Breidert Green parking lot during the event. The motion was approved by a majority vote.

DOWNTOWN PARKING DISCUSSION

Administrator Piscia presented several renderings of proposed parking strategy options for committee consideration and discussion as a result of the Downtown Parking Evaluation report completed in August 2016. He noted the Village implemented some of the low cost recommendations last year, including striping parallel parking stalls on the west side of Oak Street between Kansas and Elwood, restriping crosswalks on White and Oak Streets, new trail crossing warning signage on White and Oak Street, and installation of additional bike racks to increase bike parking supply.

Committee members discussed the merits and costs associated with the proposed parking study recommendations, as well as the implementation of additional timed parking restrictions in the downtown area. Audience members also provided comments and suggestions to improve the downtown traffic and parking flow.

Resident Pam Griffin shared some concerns relating to the overflow of parking on residential streets from neighboring businesses. She reported some of the issues caused by employees of these businesses and restaurants included not receiving mail, garbage and debris on streets,

sidewalks, and lawns, and increased traffic and noise from car alarms and foot traffic. Ms. Griffin requested assistance from the Village in alleviating these parking issues.

Committee members discussed the issue of employees utilizing prime parking spaces in the downtown as well as in the neighboring residential areas. It was noted that the parking lot east of White Street and behind the Trolley Barn is underutilized and ideally businesses should have their personnel park in these lots. Permit parking and time restrictions were also discussed.

It was the consensus of the committee to evaluate some of the options at a future meeting to solicit public input before taking action. It was the consensus of the committee to not move forward with any high cost, low benefit options.

OTHER BUSINESS

Committee members recognized previous correspondence provided by resident Peg Donnellan and invited her to share her views concerning downtown traffic and parking. Ms. Donnellan offered several suggestions to help control traffic congestion in the downtown district as previously penned in her correspondence, a few of which included restricting truck deliveries to designated days and times, crossing flags for crosswalks, and designated parking spaces for resident parking only.

Following her comments, committee members were in consensus to consider her suggestions as part of future evaluation of options.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Member Hardy made a motion (#9), seconded by Trustee Kennedy, to adjourn the Community Services Committee meeting of April 11, 2018, at 9:35 P.M. The motion was unanimously approved.