

VILLAGE OF
FRANKFORT
EST. 1855

LAND USE AND POLICY COMMITTEE MINUTES
APRIL 11, 2018

CALL TO ORDER

Chairman Bob Kennedy called the meeting of the Land Use and Policy Committee to order at 5:30 P.M. on Wednesday, April 11, 2018, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Mayor Jim Holland, Village Clerk Adam Borrelli, Chairman Bob Kennedy, Trustees John Clavio, Cindy Heath, Keith Ogle, Mike Stevens and Dick Trevarthan, Stacy Bond, Michael DiMaggio, and Brian Samuels. Staff in attendance included Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Supt. of Public Works Terry Kestel, Building and Economic Development Manager Adam Nielsen, Utility Supervisor John Craven, Community Relations Manager Mary Canino and Administrative Assistant Theresa Cork. Plan Commission Chair Don Schwarz was also present.

APPROVAL OF MINUTES (March 14, 2018)

Trustee Heath made a motion (#1), seconded by Trustee Stevens, to approve the Land Use and Policy Committee minutes of March 14, 2018, as presented. The motion was unanimously approved.

NPDES REQUIREMENTS - DISCUSSION

Superintendent Kestel reported the Illinois Environmental Protection Agency (IEPA), which administers the National Pollutant Discharge Elimination System (NPDES) permit program, has informed the Village of a new requirement that necessitates the reading of a prepared statement at a public meeting. Supt. Kestel read the required statement highlighting the activities that are currently being undertaken by the Village regarding storm water management efforts. He concluded by noting that he will notify the IEPA of the Village fulfilling the requirement.

SANITARY SEWER FLOW STUDY – BID APPROVAL

Supervisor Craven provided the Committee with a request for bid approval to move forward with the completion of a sanitary sewer flow monitoring study of the Village's sanitary sewer collection system. Mr. Craven reported four bids were submitted for the project, with Baxter & Woodman being the low bidder, in the amount of \$37,000.00. This small scale flow study will be the first

phase of a multi-phase systematic program to find and remove sources of infiltration and inflow with an emphasis of the area surrounding the West Wastewater Treatment Plant (WWTP). Following presentation, committee members discussed the flow study and felt it was necessary to find the source of infiltration and ultimately improve the Village's sanitary sewer collection system and reduce costs. It was noted the Village has never performed an in-depth flow study for its system and this will serve as a pilot for future flow studies.

Trustee Trevarthan made a motion (#2), seconded by Trustee Heath to forward a recommendation to the Village Board to award the Engineering Services Agreement to Baxter & Woodman, Inc. for the Sanitary Sewer Flow Monitoring Study, in an amount of \$37,000.00. The motion was unanimously approved.

ADOPTION OF BUILDING CODE UPDATES - APPROVAL

Manager Nielsen presented a draft ordinance with changes to the Village's Building Code Ordinance, which reflected the 2012 International Code Council standards and specifications. He reported the proposed building code adoptions, amendments and deletions were reviewed by Don Morris Architectural Firm and revised with their input and consideration.

Following presentation, committee members discussed the proposed updates to the Village's Building Codes and questioned if there were any significant changes. Mr. Nielsen reported the 2012 codes are in use in surrounding communities and many builders are already familiar with them and are building to that standard.

Trustee Heath made a motion (#3), seconded by Clerk Borrelli, to forward a recommendation to the Village Board to adopt an Ordinance amending the Building Code Regulations as proposed. The motion was unanimously approved.

RAFFLE REGULATIONS ORDINANCE - APPROVAL

Chief Burica presented a proposed ordinance drafted with the assistance of the Village attorney, which provides a framework for raffle regulations. He reported in accordance with the Illinois Raffles and Poker Runs Act (230 ILCS 15/0.01 et seq.), a municipality may establish a system for the licensing of organizations to operate raffles. He further reported that failure to enact a raffle ordinance may result in challenges to any raffles conducted in the Village and ultimately, the ordinance adds a layer of protection for community organizations who wish to operate raffles in the Village of Frankfort.

Committee members discussed some of the regulations set forth in the proposed ordinance. Committee recommendations were to appoint the Village Clerk as the raffle administrator; establish a license fee of \$25.00 with an aggregate retail value of all prizes awarded in a single raffle not to exceed \$50,000.00 and maximum price charged for each raffle chance sold not to exceed \$150.00; fidelity bond to equal retail value of all prizes to be awarded; and each licensee shall file its records and report with the Village Clerk within 60 days following the conclusion of the raffle.

Trustee Trevarthan made a motion (#4), seconded by Member Samuels, to forward a recommendation to the Village Board to adopt an ordinance establishing raffle regulations for the Village of Frankfort with the recommendations set forth from the Committee. The motion was unanimously approved.

ADVISORY COMMITTEE ORDINANCES - APPROVAL

Administrator Piscia presented a draft ordinance that would codify the current process for appointing residents to Advisory Committees. The proposed ordinance outlined the current structure and application process for these committees.

Asst. Administrator Cook noted the 1890's Theme Committee is subject to certain additional standards to qualify and retain its Certified Local Government (CLG) status.

Trustee Heath made a motion (#5), seconded by Trustee Ogle, to forward a recommendation to the Village Board to adopt an Ordinance to codify the current process for the appointment of residents to Advisory Committees, with changes to recognize membership requirement of the 1890's Theme Committee. The motion was unanimously approved.

Administrator Piscia also presented a draft ordinance that would codify the ability of the Village Board to serve as ex-officio members of all Village Advisory Committees. He noted the ordinance also outlines that Village Board attendance is not required to establish a quorum if sufficient appointment members are present.

Following presentation, committee members discussed whether all members of the Village Board should be a voting member, specifically the Village Clerk and the Mayor. It was the consensus of the committee for the Village President and Board of Trustees to serve as voting members of all Village of Frankfort Advisory Committees.

Mayor Holland made a motion (#6), seconded by Trustee Trevarthan, to forward a recommendation to the Village to adopt an Ordinance designating the Village President and Board of Trustees to serve as ex officio members of all Village of Frankfort Advisory Committees. The motion was unanimously approved.

EMPLOYEE BENEFIT'S INSURANCE POOL PARTICIPATION – APPROVAL

Administrator Piscia presented a draft intergovernmental agreement between the Village of Frankfort and six other surrounding communities, including Elmhurst, Lemont, New Lenox, Romeoville, Shorewood, and Westmont establishing a Government Insurance Network. He reported this Network would create an employee insurance pool similar to the Village's participation in SWARM. The intent is to utilize the Network to achieve reduced insurance costs. He noted the agreement allows a member to leave the pool with 120 days' notice prior to renewal.

Following presentation, committee members discussed some of the restrictions associated with the joint insurance pool and whether it was financially favorable for the Village. Members also questioned whether personnel benefits would be affected. Administrator Piscia noted the only

change is the carrier for dental and life insurance, but coverage remains the same as existing. Some concern was expressed relating to the initial member contribution required to participate and the ability to terminate if the pool did not prove favorable for the Village.

Following discussion, Mayor Holland made a motion (#7), seconded by Trustee Trevarthan, to forward a recommendation to the Village Board to enter into an Intergovernmental Agreement for the creation of an employee health insurance pool. The motion was approved by a majority vote.

OTHER BUSINESS

None.

PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Clavio made a motion (#8), seconded by Trustee Heath, to adjourn the Land Use and Policy Committee meeting of April 11, 2018, at 6:33 P.M. The motion was unanimously approved.