

VILLAGE OF
FRANKFORT
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LAND USE AND POLICY COMMITTEE MINUTES
APRIL 10, 2019

CALL TO ORDER

Chairman Bob Kennedy called the meeting of the Land Use and Policy Committee to order at 6:05 P.M. on Wednesday, April 10, 2019, at the Village Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Land Use and Policy Committee members present included Mayor Jim Holland, Chairman Bob Kennedy, Trustees Cindy Heath, Keith Ogle, and Mike Stevens; Village Clerk Adam Borrelli, Stacy Bond, Michael DiMaggio, and Brian Samuels. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Supt. of Public Works Terry Kestel, Finance Director Jenni Booth, and Administrative Assistant Theresa Cork. Members Ilene LeRose, Paul Slade, and Marc Steinman were absent.

APPROVAL OF MINUTES (February 13, 2019)

Trustee Ogle made a motion (#1), seconded by Trustee Stevens, to approve the Land Use and Policy Committee minutes of February 13, 2019, 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, requires all permit holders to complete certain activities annually to remain compliant in the program. He then proceeded to provide a summary of control measures and activities the Village undertakes as part of the program.

PERSONNEL AND GENERAL SAFETY MANUAL REVISIONS – APPROVAL

Administrator Piscia provided four proposed revisions to the Village of Frankfort Personnel and General Safety Manual for committee consideration.

- Section 10.06 – Retirement/Voluntary Separation Incentive
- Section 11.07 – Other Leave/Accommodations
- Section 14.03 – Training and Tuition Reimbursement
- Section 14.10 – Tobacco Policy

Changes to Section 10.06 of the personnel manual authorizes the payment of a portion of unused sick time upon separation or death. To maintain parity with changes in the 2019 collective bargaining agreements, staff proposed to change eligibility for this benefit to require a minimum of 20 years of service.

Mayor Holland made a motion (#2), seconded by Member Samuels, to forward a recommendation to the Village Board to approve the proposed changes to Section 10.06 as presented. The motion was unanimously approved.

Changes to Section 11.07 of the policy manual provides language for employees who require accommodations for pregnancy, childbirth, and related conditions.

Trustee Heath made a motion (#3), seconded by Member Samuels, to forward a recommendation to the Village Board to approve the proposed changes to Section 11.07 as presented. The motion was unanimously approved.

The Committee also considered updates to the Village's current tuition reimbursement policy making it more restrictive. The proposed revisions offer employees tuition reimbursement of 100% for a grade of A, and 80% for a B, up to an annual maximum of \$5,250, eliminates reimbursement for book costs, and sets a maximum cost per credit hour. These revisions also reflect recent changes to the collective bargaining agreements.

Trustee Heath made a motion (#4), seconded by Trustee Stevens, to forward a recommendation to the Village Board to approve the proposed changes to Section 14.03 as presented. The motion was unanimously approved.

Electronic cigarettes and vaping items were added to Section 14.10 of the personnel manual, prohibiting use on Village property, in Village vehicles, and by employees while working.

Trustee Heath made a motion (#5), seconded by Trustee Ogle, to forward a recommendation to the Village Board to approve the proposed changes to Section 14.10 as presented. The motion was unanimously approved.

FINANCIAL POLICIES AND PROCEDURES – ADOPTION

Finance Director Jenni Booth presented three proposed financial policies and procedures for committee consideration. She reported the three new policies formalize current Village practice and include: a) Revenue and Cash Management Policy; b) Purchasing Policy; and c) Debt Management Policy. Ms. Booth explained the Revenue and Cash Management policy applies to all revenue collected, except where state or federal law supersede; the Purchasing Policy provides staff with guidelines for the acquisition of goods and services; and the Debt Management Policy sets forth guidelines for the financing of capital projects and infrastructure.

Following presentation, Committee members provided feedback and offered a few suggestions to further clarify the financial policies and procedures presented. There was discussion concerning

the ongoing effort to reconcile lot mowing receivables, particulars of program administration, and noting the audit is expected to include charge against the existing balance.

Trustee Heath made a motion (#6), seconded by Trustee Stevens, to forward a recommendation to the Village Board to adopt the Revenue and Cash Management, Purchasing, and Debt Management Policies and Procedures as presented. The motion was unanimously approved.

AGREEMENTS FOR PARTIAL RECAPTURE RELEASE AND AMENDMENT OF RECAPTURE ORDINANCE NO. 2030 – DISCUSSION AND APPROVAL

Asst. Administrator Cook provided a recap of the 2003 Recapture Agreement for the Candle Creek Subdivision. He explained the Village adopted Ordinance No. 2030, which provided Blue Danube Properties, Inc., the developer of the Candle Creek Subdivision, the right to recapture certain costs related to the widening and improvement of St. Francis Road. The committee reviewed proposed agreements that would result in the Village obtaining an easement for a segment of the planned Hickory Creek Bicycle Trail, payment by the Village to Blue Danube in an amount of \$63,000 with an additional \$35,000 in permit credits afforded Blue Danube, and release of property owner Runi Fleck from the 2003 recapture agreement in exchange for the easement for the proposed trail. Mr. Cook noted Village legal counsel expressed concern regarding the proposed amendment to Ordinance No. 2030 and recommended a different approach, to which the committee members concurred.

Mayor Holland made a motion (#7), seconded by Trustee Stevens, to forward a recommendation to the Village Board to enter into an agreement with Fleck, and an agreement with Fleck and Blue Danube as presented and subject to final legal review, and issue concurrently a letter formally acknowledging the acceptance date of the St. Francis Road improvements and the documented actual cost under the 2003 recapture agreement.

OTHER BUSINESS

Clerk Borrelli commented on a recent letter received from a Frankfort resident voicing a complaint against a local business conducting microblading. Administrator Piscia reported the business was recently identified as not operating with a business license and staff is taking the necessary steps to resolve the matter. He further noted numerous salons are providing eyebrow microblading at their place of business and staff considers the procedure as cosmetic rather than tattoo services.

PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Ogle made a motion (#8), seconded by Trustee Heath, to adjourn the Land Use and Policy Committee meeting of April 10, 2019, at 7:20 P.M. The motion was unanimously approved.