

VILLAGE OF  
**FRANKFORT**  
EST • 1855

LAND USE AND POLICY COMMITTEE MINUTES  
JUNE 12, 2019

CALL TO ORDER

Chair Keith Ogle called the meeting of the Land Use and Policy Committee to order at 6:30 P.M. on Wednesday, June 12, 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, Chair Keith Ogle, Trustees Adam Borrelli, John Clavio, Margaret Farina, and Jessica Petrow; Stacy Bond, Michael DiMaggio, and Brian Samuels. Staff in attendance included Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Asst. Director of Development Services Zach Brown, Event Coordinator Sue Lynchey, Finance Director Jenni Booth, and Administrative Assistant Theresa Cork. Deborah Hardwick and Deadra Stokes were also present. Members Cindy Heath and Paul Slade were absent.

APPROVAL OF MINUTES (April 10, 2019)

Trustee Borrelli made a motion (#1), seconded by Trustee Clavio, to approve the Land Use and Policy Committee minutes of April 10, 2019, as presented. The motion was unanimously approved.

CONSIDERATION OF AMENDMENTS TO THE VILLAGE OF FRANKFORT CODE OF ORDINANCES

*A. Sweepstakes Machines*

Asst. Director Brown presented a modification to the Village of Frankfort Code of Ordinances, Chapter 135, prohibiting the operation of sweepstakes machines for committee consideration. He reported in 2010, the Village adopted Ordinance No. 2681, prohibiting video gaming within the Village pursuant with the provisions of the Illinois Video Gaming Act. Recently, municipalities have begun to see a rise in unregulated “sweepstakes machines.” He noted these machines look and operate nearly identically to video slot and poker machines, however attempt to skirt gaming laws by advertising or selling a product such as internet time or long distance phone minutes. In exchange for their purchase, customers are entered into a sweepstakes drawing to win a prize. The results of the sweepstakes are then revealed to the customer through the display of game play mimicking poker, bingo, craps, slot machine, or other similar gambling-styled games.

Following brief discussion, Trustee Farina made a motion (#2), seconded by Mayor Holland, to forward a recommendation to the Village Board to amend the Village of Frankfort Code of Ordinances, prohibiting the operation of sweepstakes machines. The motion was unanimously approved.

*B. Tree Board/Advisory Committees*

Asst. Administrator Cook presented two amendments to the Village of Frankfort Code of Ordinances for committee consideration.

Mr. Cook reported Chapter 158 of the municipal code currently requires members of the Tree Board to be residents of the Village. He noted several employees hold arborist certifications and the proposed amendment will permit non-resident employees of the Village to be appointed to the Tree Board.

Mayor Holland made a motion (#3), seconded by Trustee Farina, to forward a recommendation to the Village Board amending Chapter 158.45 Part A of the Landscape Ordinance, to permit non-resident employees of the Village to be appointed to the Tree Board. The motion was unanimously approved.

Asst. Administrator Cook presented a proposed amendment to Chapter 32, Advisory Committees, which included renaming the Departmental Operations Committee to Operations Committee and 1890's Theme Committee to Historic Preservation Commission.

Mayor Holland made a motion (#4), seconded by Trustee Petrow, to forward a recommendation to the Village Board amending Chapter 32.071 of the Village of Frankfort Code of Ordinances to substitute the Historic Preservation Commission for the 1890's Theme Committee, and to strike the word "Departmental" from the Operations Committee. The motion was unanimously approved.

*C. Ex-Officio Membership in Advisory Committees/Committee Structure Review*

Committee members discussed ex-officio membership and the overall structure of the Village's advisory committees.

It was noted the Village Board passed Ordinance No. 3145 on April 16, 2018, which designated the Village President and each Trustee of the Village of Frankfort as ex-officio members of all advisory committees, and if in attendance, shall be counted for purposes of establishing the committee's quorum and have the right to vote on matters coming before it.

Members shared ideas and exchanged views of best practices relating to the Village's advisory committees, as well as practices of other communities. Members also discussed the general descriptions of each committee and felt it was appropriate to expand the summaries of the committees.

Due to the number of committee meetings scheduled, it was the consensus of the committee to postpone the discussion of the Village Board as ex-officio members of the Historic Preservation Commission until next month and review/discuss committee structure, descriptions and use of Committee of the Whole with ad hoc groups at a future meeting.

### CONSIDERATION OF PARTICIPATION IN THE METROPOLITAN MAYORS CAUCUS CS<sup>2</sup> PROGRAM

Asst. Administrator Cook provided an overview of the Community Solar Clearinghouse Solutions Program (CS<sup>2</sup>). He reported the Metropolitan Mayors Caucus invited municipalities to participate in a cost-free analysis of municipal ComEd bills for the purpose of considering participation in the CS<sup>2</sup> Program. He noted Frankfort submitted several ComEd accounts for analysis and stated the results of the analysis identified ten accounts with savings potential, estimated to save in total \$497-\$1,491 per year. To participate, the Village must execute a CS<sup>2</sup> Purchasing Pool Enrollment Agreement and remit a \$200 enrollment fee.

Committee members discussed the CS<sup>2</sup> Program and considered whether it was in the best interest of the residents of the Village to participate in the program. Following discussion, it was the consensus of the committee not to enroll in the program at this time and directed staff to take no further action on the program.

### LOT MOWING PROGRAM UPDATE - DISCUSSION

Asst. Administrator Cook reported an active effort is underway to reduce expenses on lot mowing while collecting unreimbursed lot mowing expenses. He discussed past expenditures on the program and current receipts this year. Mr. Cook reported staff is working to develop policy parameters to guide future administration of the program.

Committee members discussed the lot mowing program and felt the appearance of the Village is important and should be continued. Members also felt lot mowing should be recognized as an expense and not recorded as an account receivable. Members further discussed best practices relating to enforcement and collection efforts, including invoicing, fines, and placing liens on the properties. Staff was directed to provide additional information and visit the issue further next month.

### FRANKFORT POLICE DEPARTMENT – UPDATES/INFORMATION

Chief Burica provided updates concerning some of the new laws recently passed by the Illinois Legislature, including the Under 21 Tobacco Law and the recreational marijuana law. In addition, he reported the Frankfort Police Department is working with Ring, the maker of video doorbells and security devices on a free law enforcement interface. He described how the interface can assist the Police Department when a crime occurs and provide evidentiary value.

Chief Burica reported the two new police hires are currently at the police academy and scheduled to graduate from the academy on August 22. He noted backgrounds are being finalized on additional police hires for a September police academy date.

Chief Burica noted the Traffic Advisory Committee is working on an update to the downtown parking and traffic plan, noting Deputy Chief Dowding will provide an update at a future committee meeting.

### FRANKFORT TERRACE BANKRUPTCY – DISCUSSION

Administrator Piscia provided background information related to the bankruptcy proceedings of the Frankfort Terrace and collection of their outstanding debt for water and sewer services. He reported the Village is working with legal counsel on the matter.

Members discussed the bankruptcy proceedings and whether the Village is appropriately named as a non-secure creditor. In addition, members discussed the Village's policy relating to shut-offs for utility customers and overall collection of debt. Economic Development Committee member, Deadra Stokes was present in the audience and explained she works on legal matters pertaining to bankruptcy. She explained the overall process and offered the suggestion to file a motion to modify the automatic stay.

### OTHER BUSINESS

- *Ethics Ordinance*

Trustee Ogle commented on the City of Chicago's ethics ordinance and wanted to make sure the Village has an ethics ordinance in place.

- *Installation of Emergency Call Boxes on Old Plank Road Trail (OPRT)*

Trustee Ogle suggested staff explore emergency phone systems for OPRT similar to the ones used at university campus settings.

- *Folkers Townhomes Development – Cash Deposit*

Asst. Director Brown informed Committee members as part of the Folkers Townhomes Development the developer was required to complete maintenance of the existing detention pond and provided a cash deposit to secure its improvement due to seasonal conflict with their construction schedule. The improvements have since been completed and verified by the Village's outside landscape consultant. He informed members staff expects to release the cash deposit provided for the pond improvements soon.

### PUBLIC COMMENTS

No public comments were addressed to the committee.

ADJOURNMENT

Hearing no further business, Trustee Clavio made a motion (#5), seconded by Trustee Farina, to adjourn the Land Use and Policy Committee meeting of June 12, 2019, at 7:50 P.M. The motion was unanimously approved.