

VILLAGE OF
FRANKFORT
EST. 1855

COMMUNITY SERVICES COMMITTEE MINUTES
NOVEMBER 14, 2018

CALL TO ORDER

Chairman Keith Ogle called the Community Services Committee meeting to order at 6:30 P.M. on November 14, 2018, at the Village of Frankfort Administration Building, 432 W. Nebraska Street, Frankfort, Illinois.

ROLL CALL

Community Services Committee members present were Chairman Keith Ogle, Mayor Jim Holland, Village Clerk Adam Borrelli, Trustees John Clavio, Cindy Heath, Bob Kennedy, and Mike Stevens; Mary Ann Bergdolld, Kara Coglianese, Jeff Boubelik, Bill Hardy, and Abby Jarchow. Also in attendance were Village Administrator Rob Piscia, Asst. Village Administrator Jeff Cook, Police Chief John Burica, Deputy Chief Kevin Keegan, Supt. of Public Works Terry Kestel, Finance Director Jenni Booth, Event Coordinator Sue Lynchey, and Administrative Assistant Theresa Cork. Also in attendance were Marianne Melcher, Kristin Murphy, Chris Oldanie, Joe Oster, Chuck Ravetto, Sharon Ravetto, Lisa Podlesak, Katie Stempniak, Margaret Farina, Richard Rappold, Brent Lane, Dan Rumishak, Rebecca Etsel, Mike Lanigan, and Gina Barrett. Committee member Dottie Bauer was absent.

APPROVAL OF MINUTES (August 8, 2018)

Trustee Heath made a motion (#1), seconded by Trustee Stevens, to approve the Community Services Committee minutes of August 8, 2018, as presented. The motion was unanimously approved.

PUBLIC PROPERTY ANNUAL REQUESTS - APPROVAL

A. Annual Events

- *Christkindl Weekend - December 1 & 2, 2018*
- *Cookie Walk - December 8 & 9, 2018*
- *Sidewalk Sale Sundays During Country Market - April 28 thru October 27, 2019*
- *Fiesta Girls Night Out - May 15, 2019*
- *Concerts on the Green - June 16 thru August 25, 2019*
- *Girls Night Out Scavenger Hunt - June 19, 2019*
- *Bluegrass Fest Sidewalk Sale - July 13 & 14, 2019*
- *Frankfort Fall Fest - August 31 thru September 2, 2019*
- *Frankfort Fall Fest (The Garden) - August 29 thru September 2, 2019*

- *Wined-ing Through Downtown Frankfort - September 29, 2019*
- *Witchy Girls Night Out - October 16, 2019*
- *Ghosts Around the Green - October 26, 2019*
- *Christkindl Weekend - December 7 & 8, 2019*
- *Cookie Walk - December 14 & 15, 2019*
- *Fridays on the Green - June 7 -- July 19, 2019*
- *Summer Camp at Prairie Park - Dates TBD*
- *Bluegrass on the Green - July 13 & 14, 2019*
- *Ice Cream Social at Prairie Park - July 21, 2019*
- *Fall Fest Carnival - August 28 thru September 2, 2019*
- *Fall Fest Handicap Parking - August 30 thru September 2, 2019*

Event Coordinator, Sue Lynchey, presented the annual public property requests, noting the footprint of the events did not change from previous years. Chairman Ogle noted these requests are calendar placeholders for the Village and the civic groups. He further noted some of these events will need additional action and will return to committee in the spring for further discussion and approval.

Committee members discussed the public property requests and the Village's policy for requesting certificates of insurance and financials from the events. It was noted all events require certificates of insurance and it was suggested to establish a threshold for financials. It was pointed out that the Girls Night Out Scavenger Hunt is scheduled for the same date as the Park District's Short Run on a Long Day event and questioned if that would cause a possible congestion problem. Chamber Executive Director Marianne Melcher noted the events were held concurrently last year and indicated she would take the matter to FHBA members to see if they prefer to change the date of the event.

The dates requested for setup of the Fall Fest Garden were also questioned. Director Melcher noted the Frankfort Chamber NFP requests Monday, August 26 through Thursday, August 29, for setup of the Garden. Proceeds from the Fall Fest Garden was also discussed, noting community groups previously benefitted from the proceeds from BETA and there was interest to see that outcome preserved.

Ms. Lynchey reported Operation Playground requests "No Vendor Parking" signage at the entrance of the Trolley Barn parking lot to accommodate handicap parking during Fall Fest. Committee members were in consensus to permit the signage.

Mayor Holland requested staff to reach out to the Frankfort Library to discuss extending the Fridays on the Green event, noting the Village would consider sponsoring a portion of the extended program.

Mayor Holland reported the KidsWork Children's Museum will host their annual fundraising event at CD & Me in 2019.

Following presentation of annual public property requests and discussion, Mayor Holland made a motion (#2), seconded by Member Hardy, to approve the dates of the annual public property requests as presented. The motion was unanimously approved.

- *Cruisin' Frankfort*

Event Coordinator Lynchey reported the Frankfort Car Club requests the use of the grassy area on the NW corner of White/Elwood Streets in anticipation of losing the Prairie Park parking lot with construction of the proposed new development at 7 & 11 N. White Street. Additionally, the Car Club proposes the dates of June 6 through August 22, 2019, for the Cruisin' Frankfort 2019 season.

Committee members discussed the use of the grassy area for the parking of collector cars, noting the area would not be used in the event of rain or wet conditions. Frankfort Car Club representative, Joe Oster, voiced a preference to use the north side of Kansas Street from White Street to Oak Street rather than the grassy area. Trustee Ogle suggested the Frankfort Car Club bring a formal proposal forward for further discussion and consideration at a future committee meeting.

Trustee Clavio made a motion (#3), seconded by Trustee Heath, to approve the Public Property request for parking of collector cars during Cruisin' Frankfort from June 6 through August 22, 2019, utilizing the Breidert Green parking lot; Oak Street from Kansas to Elwood; and the Prairie Park parking lot or access to the grassy area at the NW corner of White and Elwood Streets if the Prairie Park parking lot is under construction.

B. Annual Run/Walk Events

- *Miles for Music 5K/10K Run (Lincoln-Way East Music Boosters) – April 7, 2019*
- *Cinco de Mile 5K (Community Services Foundation) – May 4, 2019*
- *Short Run on a Long Day 5K (Frankfort Park District) – June 19, 2019*

Event Coordinator Lynchey presented the annual Run/Walk events. Administrator Piscia reported the race route for the Short Run on a Long Day has not yet been finalized with the Park District. He noted approval is for the date only and the race route will return to committee for final approval.

Trustee Kennedy made a motion (#4), seconded by Member Boubelik to approve the dates of the public property requests for the run/walk events as presented. The motion was unanimously approved.

- *Strive for Five 5K – June 1, 2019*

Event Coordinator Lynchey reported the Patrick Mizwicki Strive 5 Foundation requests the annual race event be moved from May to June 1, 2019. The Foundation plans to utilize the Village's 5K route and proceeds from this annual race provide scholarships to Lincoln-Way East seniors.

o *Lincoln-Way Foundation Half Marathon – September 14, 2019*

Event Coordinator Lynchey reported the Lincoln-Way High School District 210 Foundation for Educational Excellence requests moving this event from April to September 14, 2019. Additionally, the Foundation proposes adding a 10K for the event utilizing the same route as the half marathon. Proceeds from this annual event are used to enrich and enhance opportunities and educational experiences of Lincoln-Way School District 210 students.

Following presentation and discussion, Trustee Clavio made a motion (#5), seconded by Trustee Heath, to approve the public property requests for the Strive for Five 5K Run/Walk and Lincoln-Way Foundation Half Marathon/10K, as presented. The motion was unanimously approved. Trustee Kennedy abstained.

VILLAGE EVENTS 2019 – PROPOSED CHANGES

A. Frankfort Country Market

Event Coordinator Lynchey advised committee members that following this year's Country Market, vendors were surveyed to determine their preference of end dates for the Country Market season, noting this year's season ended on October 14. Based on vendors' feedback, she recommended to extend the 2019 Country Market through the entire month of October for 2019. She reported the vendors also requested more family-friendly entertainment be added during the market.

Committee members discussed the proposed changes to the market season and were in consensus to extend the market to October 27, 2019, and suggested to look at the contract language requiring vendors to be there each week to allow more flexibility. It was noted the Country Market will not take place during Bluegrass on the Green or Fall Fest.

Member Hardy made a motion (#6), seconded by Trustee Heath, to approve the Frankfort Country Market season to run through October 27, 2019, and for staff to adjust penalty provisions in the contract to allow flexibility during the month of October. The motion was unanimously approved.

B. Fine Arts Fair

Event Coordinator Lynchey sought committee approval to move the Village's Fine Arts Fair to a Sunday. She reported attendance and artist participation has been declining over the past several years and hosting the event in conjunction with the Country Market will help increase traffic for the Fine Arts Fair. Ms. Lynchey further reported the Frankfort Arts Association (FAA), a newly established non-profit 501(c)(3) organization, has expressed an interest to partner with the Village for this event. She noted the FAA has fresh ideas for the event and are dedicated to bringing appreciation of the fine arts to the community.

Committee members discussed the proposed changes for the Fine Arts Fair and were in support of the event being held during the Country Market and partnering with the Frankfort Arts Association for this event.

Trustee Heath made a motion (#7), seconded by Trustee Kennedy, to approve co-sponsoring the Fine Arts Fair with the Frankfort Arts Association for 2019. The motion was unanimously approved.

C. Wellness Fair

Event Coordinator Lynchey reported Franciscan Health advised Village staff they will no longer provide sponsorship of the Frankfort Wellness Fair held annually in February. Ms. Lynchey noted she contacted Riverside Medical of Frankfort to inquire whether they had an interest in sponsoring the event for 2019. Riverside Medical advised they could not commit at this time. It was noted this event offered similar health screenings and services as the TRIAD Health Expo, which is held annually in the fall.

Committee members discussed the Village event and directed staff to forego the event unless Riverside Medical contacts the Village expressing interest in exclusive sponsorship of the event.

SPONSORSHIP REQUESTS – APPROVAL

A. Frankfort Chamber of Commerce/FHBA – Christkindl Weekend

Event Coordinator Lynchey presented a sponsorship request of \$2,500.00 from the Frankfort Chamber of Commerce and the Frankfort Historic Business Alliance (FHBA) for the Christkindl weekend event to be held on December 1 and 2, 2018.

Committee members discussed the sponsorship request and voiced differing views in sponsoring the event, noting the Village already provides resources for the event. Committee members also questioned the amount requested. Chamber Board President, Rich Rappold, reported the Christkindl Weekend is a FHBA sponsored event. He noted the FHBA is a member of the Chamber as a subset of their membership, and FHBA members pay two sets of dues. Director Marianne Melcher further reported expenses for the weekend are approximately \$5,000, including \$1,800 for the live reindeer and \$1,700 for the horse drawn wagon rides.

Following discussion, Mayor Holland made a motion (#8), seconded by Trustee Stevens, to approve the sponsorship request, in the amount of \$2,500.00, for the Christkindl Weekend event. The motion was approved by a majority vote.

B. Bluegrass on the Green Event

Event Coordinator Lynchey presented a sponsorship request from the Frankfort Bluegrass Fest Committee seeking \$5,000.00 to help support the 9th Annual Frankfort Bluegrass on the Green Festival scheduled for July 13 and 14, 2019.

Committee members briefly discussed the sponsorship request, noting the Frankfort Bluegrass on the Green Festival recently won the “Special Event of the Year” award by the International Bluegrass Music Association (IBMA) and has brought national and international recognition to Frankfort. Some of the line items on the financial statement were questioned and it was voiced the Village’s financial support of any event or organization should not be perpetual.

Mayor Holland made a motion (#9), seconded by Trustee Stevens, to approve the sponsorship request, in the amount of \$5,000.00, for the 2019 Frankfort Bluegrass on the Green event. The motion was approved by a majority vote.

C. Frankfort Arts Association

Event Coordinator Lynchey presented a sponsorship request from the Frankfort Arts Association (FAA), in the amount of \$1,500.00.

Frankfort Arts Association (FAA) members, Lisa Podlesak, Katie Stempniak, and Kristin Murphy, were present and expressed their enthusiasm to partner with the Village for the Fine Arts Fair. FAA members felt their involvement would enhance the event by providing new ideas to promote and grow the event. They reported the FAA recently partnered with Friends of the Frankfort Library, Frankfort Park District, and Frankfort Square Park District and implemented a free library box program, noting donated newspaper boxes were painted by FAA artists and placed in area parks.

Committee members further discussed the Frankfort Arts Association’s role in the Fine Arts Fair. Upon FAA acceptance, the FAA will host and manage the 2019 event and the Village will provide a supporting role.

Mayor Holland made a motion (#10), seconded by Trustee Heath, to approve the sponsorship request of \$1,500.00 to the Frankfort Arts Association. The motion was unanimously approved. Trustee Stevens abstained.

NEW EVENT REQUEST: FOLKS ON SPOKES BICYCLE RIDE – APPROVAL

Coordinator Lynchey presented a new event for committee consideration. She reported the Folks on Spokes Bicycle Club, an Illinois nonprofit organization, proposes to host their annual Bicycle Ride at Breidert Green on Sunday, April 14, 2019, from 7:30 AM to 4:00 PM. The projected attendance for this event is approximately 500 participants. The proposed ride is a 50-70 mile route and will begin and end at Breidert Green.

Committee members discussed the ride route further and how the event benefits the community. Folks on Spokes Club representatives Chris Oldanie and Brent Lane were present and shared additional details of the event. They noted this is a fun event and not a race. They reported cyclists will register at Plank Road Cyclery and begin at differing times. They further reported the projected route will begin at Breidert Green, travel to the Monee Reservoir and surrounding area,

and then return to Breidert Green. They stated police assistance will most likely be needed at the intersection of Laraway and Pfeiffer Road and acknowledged the Club will be responsible for any expenses incurred for these services.

Following discussion, Member Hardy made a motion (#11), seconded by Member Bergdolld, to approve the public property request for the Folks on Spokes Bicycle Ride on April 14, 2019. The motion was unanimously approved.

KANSAS STREET ELECTRICAL INSTALLATION – APPROVAL

Mayor Holland provided an update on the proposed installation of electricity on Kansas Street near White Street. He reported the Departmental Operations Committee discussed the possibility and cost of installing electrical panels on Kansas Street to enhance special events at a meeting held earlier this year. Excel Electric provided an estimate to install two electric service pedestals on the east end of Kansas Street in the amount of \$19,000. Subsequently, he approached the Chamber of Commerce and the Bluegrass Fest Committee to determine if there was any interest in the project. He reported the Chamber of Commerce has agreed to fund \$5,000 for the electrical work. Additionally, Steve Haberichter, on behalf of the Bluegrass Festival and Down Home Guitars, has committed to donate \$1,000, respectively for the electrical work.

Following opening remarks, committee members discussed the proposed project and its benefit to enhance special events and the downtown district.

Mayor Holland made a motion (#12), seconded by Trustee Kennedy, to approve the installation of electricity on Kansas Street, in an amount up to \$20,000.00, subject to a donation from the Bluegrass Committee in the amount of \$1,000; a donation from Down Home Guitars in the amount of \$1,000; and a donation from the Chamber of Commerce in the amount of \$5,000. The motion was unanimously approved.

OTHER BUSINESS

- *Dancing in the Park*

Chairman Ogle reported Kate Daly has expressed an interest in hosting a new event, “Dancing in the Park” on Breidert Green. This event will offer free social dance instruction to the public during the summer. He felt the concept had merit and noted Ms. Daly was asked to provide a complete packet of her proposal for committee review and consideration.

- *Process for Annual Public Property Requests*

Current Village process for approving annual public property requests was briefly discussed. No formal action was taken.

- *Library Box Program*

Mayor Holland commented on the recently installed “Little Free Libraries” in the Village. He voiced concerns in placing a library box on Breidert Green.

- *Bike Share Program*

Member Jarchow inquired about the Bike Share Program previously presented at a Community Services Committee meeting. Mayor Holland reported Jagster, the company who requested to implement a bike share program in Frankfort, was unable to identify funding sources to sponsor the program.

- *Installation of Bollards in Downtown District*

Administrator Piscia sought committee interest for the installation of bollards for the downtown district. Committee members briefly discussed installing removable bollards for traffic control in the downtown district. It was the consensus of the committee for staff to place the item in next year’s budget and obtain pricing for future committee review and consideration.

PUBLIC COMMENTS

None.

ADJOURNMENT

Hearing no further business, Trustee Stevens made a motion (#13), seconded by Trustee Heath, to adjourn the Community Services Committee meeting of November 14, 2018, at 8:40 P.M. The motion was unanimously approved.