

VILLAGE OF
FRANKFORT
EST. 1855

COMMUNITY SERVICES COMMITTEE MINUTES
MAY 13, 2020

CALL TO ORDER

Chair John Clavio called the Community Services Committee meeting to order at 7:00 P.M. on Wednesday, May 13, 2020, by remote video conference.

ROLL CALL

Community Services Committee members present were Mayor Jim Holland, Village Clerk Brian Feehery, Trustees Adam Borrelli, John Clavio, Margaret Farina, Keith Ogle, Jessica Petrow, and Gene Savaria; Dottie Bauer, Mary Ann Bergdolld, Jerry Gleason, Bill Hardy, and Nicole Schaeffer. Staff members in attendance were Village Administrator Rob Piscia, Asst. Administrator Jeff Cook, Police Chief John Burica, Event Coordinator Sue Lynchey, and Administrative Assistant Theresa Cork.

APPROVAL OF MINUTES (December 11, 2019)

Trustee Borrelli made a motion (#1), seconded by Mayor Holland, to approve the Community Services Committee minutes of December 11, 2019, as presented. The motion was unanimously approved.

Member Bauer joined by remote video following the approval of the minutes.

2020 FRANKFORT COUNTRY MARKET SEASON

Event Coordinator Sue Lynchey reported Frankfort's Country Market was scheduled to run from April 26 through October 25, for the 2020 season. Due to the COVID-19 pandemic, the Village cancelled the spring season of the market. Ms. Lynchey reported farmers' markets are considered as a permissible essential operation under Governor Pritzker's executive orders and noted the summer market is scheduled to begin on Sunday, June 7.

Coordinator Lynchey provided the following three options for committee consideration and discussion:

- Option 1: Postpone start date or cancel summer market
- Option 2: Open a modified summer market
- Option 3: Proceed with summer market

Committee members discussed the three proposed options and shared their opinions on whether to proceed with the reopening of the summer market. Members discussed ways this year's market

could adapt in light of the COVID-19 pandemic. Members also discussed the challenges of the market to follow the required safety measures essential businesses and operations must take to ensure compliance with directives from the Governor's executive orders. Committee members offered and discussed several proposed changes to the layout and operations of a modified market to help protect shoppers and vendors from potential exposure to COVID-19, including:

- New location (1 N. White Street and Trolley Barn Parking Lot)
- Monitored entry and exit points
- Occupancy limits
- Booth layout
- One-way aisles/ground markings to assist social distancing
- Face covering requirements for vendors and patrons
- Hand washing stations
- Suspension of entertainment, food sampling and demonstrations
- Prepared foods packaged to go
- In and out market
- No common area seating
- No touch market – vendors bag items
- Payment options – no cash back
- Restroom availability
- Electrical access for vendors
- Hours of Operation/Separate hours for vulnerable populations

Members balanced COVID-19 health and safety concerns with desires to open the Country Market. Concern was expressed relating to staffing, safety, liability, compliance, additional costs, and that a modified market would not provide the festival marketplace atmosphere. Members questioned whether the proposed location would adversely affect the Trolley Barn and adjacent merchants. Staff noted Trolley Barn property owner, Nancy Cartolono, was notified and she voiced her support for the new layout. Staff was asked to contact Raffy's Candy Store and other Trolley Barn merchants to seek their input as well.

Following discussion, Member Hardy made a motion (#2), seconded by Trustee Savaria, to proceed with Option 2, a modified Country Market for the 2020 summer season, and direct staff to evaluate the market and make adjustments as necessary. The motion was approved with a 10-3 vote. Staff was directed to highlight safety measures in the press release for the reopening of the market.

OTHER BUSINESS

- *Social Media*

Staff was encouraged to use various social media platforms to promote Village events and programs. Mayor Holland noted social media presence is a staff goal for FY 2020/2021 and will be further discussed at a future Land Use and Policy Committee meeting.

○ *Fall Fest Update*

Trustee Clavio, Frankfort's 2020 Fall Festival Chair, was asked to provide an update regarding the status of Fall Fest amid the coronavirus pandemic and the Governor's Restore Illinois plan. Trustee Clavio reported the Chamber Board of Directives meets weekly via Zoom and are closely monitoring the impact of the coronavirus on Chamber events, noting the fate of Fall Fest 2020 has not yet been determined.

PUBLIC COMMENTS

Staff noted several comments were submitted by market vendors, which were included in the packet and sent via email to committee members. Overall, comments submitted by the vendors were very supportive of reopening the market. Some concern was expressed relating to relocating the market and electrical access.

ADJOURNMENT

Hearing no further business, Member Schaeffer made a motion (#3), seconded by Member Hardy, to adjourn the Community Services Committee video conference meeting of May 13, 2020, at 9:00 P.M. The motion was unanimously approved.