

VILLAGE OF  
**FRANKFORT**  
EST. 1855

**MINUTES OF THE REGULAR FRANKFORT VILLAGE BOARD MEETING  
SEPTEMBER 21, 2020**

Mayor Jim Holland called the regular meeting of the Frankfort Village Board to order on Monday, September 21, 2020, at 7:00 P.M.

Clerk Brian Feehery called the roll. In attendance were Mayor Jim Holland, Clerk Brian Feehery, Trustees Adam Borrelli, John Clavio, Margaret Farina, Keith Ogle, Jessica Petrow, and Gene Savaria. Also in attendance were Attorney George Mahoney, Attorney Hannah Lamore, Deputy Police Chief William Dowding, Village Administrator Rob Piscia, and Asst. Village Administrator Jeff Cook.

**APPROVAL OF SPECIAL ORDERS – UNANIMOUS CONSENT AGENDA**

All items on the Omnibus Agenda are considered to be routine in nature and are enacted in one motion. There is no separate discussion of these items unless a board member makes a request, in which event, the item will be removed from the Consent Agenda and will be considered separately.

A. Approval of Minutes

1. Regular Meeting (September 8, 2020)

B. Approval of Bills/Payroll - \$1,648,442.53/\$374,570.70

C. Financial Affairs Committee Report

1. Comprehensive Annual Financial Report – Acceptance of Report

Accept the recommendation of the Financial Affairs Committee and accept the Village of Frankfort's Comprehensive Annual Financial Report for the Fiscal Year ended April 30, 2020.

D. Land Use and Policy Committee Report

1. Compliance Ticket Ordinance Amendment, Chapter 36  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the recommendation of the Land Use and Policy Committee, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3259) AMENDING CHAPTER 36 OF THE VILLAGE OF FRANKFORT CODE OF ORDINANCES, SECTIONS 36.01 AND 36.03, to reflect modifications pertaining to compliance tickets.

2. Drug Offenses Ordinance, Chapter 136  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the recommendation of the Land Use and Policy Committee, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3260) AMENDING CHAPTER 136 OF THE VILLAGE OF FRANKFORT CODE OF ORDINANCES, SECTIONS 136.06,

136.07, AND 136.99 (B), to reflect modifications pertaining to the use and possession of cannabis and drug paraphernalia.

3. Frankfort Historic Preservation Ordinance, Chapter 154  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the recommendation of the Land Use and Policy Committee, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3261) REPEALING ORDINANCE NO. 1455 AND ADOPTING THE REVISED “VILLAGE OF FRANKFORT HISTORIC PRESERVATION ORDINANCE.”

E. Operations Committee Report

1. Disposal of Surplus Vehicle – Ordinance  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the recommendation of the Operations Committee, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3262) AUTHORIZING THE SALE OF CERTAIN SURPLUS PROPERTY OWNED BY THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS.

2. Harlem Avenue Water Main Extension Project – Resolution

Accept the recommendation of the Operations Committee and adopt A RESOLUTION (NO. 20-38) AUTHORIZING THE EXECUTION OF A CONTRACT WITH SWALLOW CONSTRUCTION CORPORATION, for the Harlem Avenue Water Main Extension Project, in an amount not to exceed \$605,053.00.

3. Police Department: Replacement of Camera Server and Components – Resolution

Accept the recommendation of the Operations Committee and adopt A RESOLUTION (NO. 20-39) AUTHORIZING THE EXECUTION OF AN AGREEMENT TO PURCHASE BETWEEN THE VILLAGE OF FRANKFORT POLICE DEPARTMENT AND COBAN TECHNOLOGIES, INC./SAFE FLEET MOBILE-VISION, in an amount not to exceed \$28,133.70, for the replacement of camera server and components.

4. Software License and Services Agreement – Resolution

Accept the recommendation of the Operations Committee and adopt A RESOLUTION (NO. 20-40) AUTHORIZING THE EXECUTION OF A SOFTWARE LICENSE AND SERVICES AGREEMENT BETWEEN THE VILLAGE OF FRANKFORT AND COMPUTER SOFTWARE, INC., for the MAGNET platform, subject to final legal review.

F. Plan Commission Report Summary

1. Gutschenritter Accessory Structure Setback Variance: 142 Walnut Street – Ordinance  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the Plan Commission recommendation, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3263) GRANTING AN ACCESSORY STRUCTURE VARIANCE FOR CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (GUTSCHENRITTER RESIDENCE – 142 WALNUT STREET), granting a setback variance from 10 feet to 2.73 feet to permit the construction of a patio in the rear yard of the

property located at 142 Walnut Street, in accordance with the reviewed plans and public testimony.

2. Schwerha Building Materials Variance: 239 Utah Street – Ordinance  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the Plan Commission recommendation, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3264) GRANTING A BUILDING MATERIALS VARIANCE FOR CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (SCHWERHA RESIDENCE – 239 UTAH STREET), granting a building materials variance from the masonry requirement to permit the use of composite siding on the first floor of the new home proposed at 239 Utah Street, in accordance with the reviewed plans and public testimony.

3. Needham Residence: 318 Oak Street

a. Building Materials Variance – Ordinance  
(Waive 1<sup>st</sup> and 2<sup>nd</sup> Readings)

Accept the Plan Commission recommendation, waive the First and Second Readings, and pass AN ORDINANCE (NO. 3265) GRANTING A BUILDING MATERIALS VARIANCE FOR CERTAIN PROPERTY LOCATED WITHIN THE LIMITS OF THE VILLAGE OF FRANKFORT, WILL AND COOK COUNTIES, ILLINOIS (NEEDHAM RESIDENCE – 318 OAK STREET), granting a building materials variance from the masonry requirement to permit the use of composite siding on the first floor of the new home proposed at 318 Oak Street, in accordance with the reviewed plans and public testimony.

b. Needham Subdivision - Final Plat Approval

Accept the Plan Commission recommendation and approve the final plat for the Needham Subdivision, prepared by Martin M. Engineering, Inc., undated, in accordance with the reviewed plans.

Trustee Ogle made a motion (#1), seconded by Trustee Savaria, to approve the Unanimous Consent Agenda.

Trustees Borrelli, Clavio, Ogle, and Savaria presented a brief overview of the consent agenda docket items under consideration for approval.

Mayor Holland invited trustee and audience comment on the consent agenda items prior to a vote being taken. No comments were forthcoming.

Clerk Feehery called the roll. Ayes: Trustees Borrelli, Clavio, Farina, Ogle, Petrow, and Savaria. Nays: None. The motion carried.

### **COMMITTEE OF THE WHOLE REPORT**

A. Sale of 1 North White Street – Resolution

Mayor Holland reported that at the public committee meetings held on August 17, September 8, and earlier this evening, the Village discussed the sale of 1 North White Street. He explained as a result of the meeting held earlier this evening, the Village Board asked staff to make some adjustments to the schedule and terms for the potential sale of the surplus property.

Mayor Holland entertained a motion from the floor to postpone consideration of the Sale of 1 North White Street until the next Village Board meeting.

Trustee Farina made a motion (#2), seconded by Trustee Savaria, to postpone consideration of adopting a resolution authorizing the sale of surplus real estate for the property commonly known as 1 North White Street, Frankfort, Will and Cook Counties, Illinois, until the next regular Village Board meeting.

Mayor Holland invited trustee and audience comment on the agenda item prior to a vote being taken. No comments were forthcoming.

Clerk Feehery called the roll. Ayes: Trustees Borrelli, Clavio, Farina, Ogle, Petrow, and Savaria. Nays: None. The motion carried.

### **MAYOR'S REPORT**

- Mayor Holland announced the Village of Frankfort is the proud recipient of the 2020 Daniel Burnham Award for its “Your Future, Your Frankfort 2040 Comprehensive Plan” presented by the Illinois Chapter of the American Planning Association. He congratulated the people of Frankfort for their partnership in earning this prestigious award for the community.
- Mayor Holland announced the 24<sup>th</sup> annual OPRT 5K Run/Walk will be held virtually this year. The virtual race will take place October 3 through October 10. Registration is required.
- Mayor Holland announced the modified Country Market continues every Sunday, from 9:00 A.M. to 1:00 P.M., through October 25.
- Mayor Holland commented on Halloween and what restrictions may impact trick or treating during the coronavirus pandemic. He stated that Halloween is not run by the Village of Frankfort. He noted the Village does not have a public health department and felt it was inappropriate for the Village to weigh in on the potential health risks of trick or treating. To assist with orderliness, in the past the Village has recommended hours for trick or treating. He expects to announce the same hours the Village has announced in the past. He encouraged residents to use good judgement and continue to follow guidelines provided by the Centers for Disease Control and Prevention (CDC).
- Mayor Holland reported Casey Stanevicius provided her resignation as a member of the Historic Preservation Commission due to moving out of town. He announced the Village is accepting applications at the Village Administration Building or online at [www.villageoffrankfort.com](http://www.villageoffrankfort.com) for residents interested in serving on the Historic Preservation Commission.

### **POLICE DEPARTMENT REPORT**

Deputy Chief Dowding announced the recent retirement of Beverly Glass and he wished her the best in her retirement. He asked the public to lock their vehicles and keep garage doors closed to help deter criminal activity in the Village.

### **VILLAGE ADMINISTRATOR'S REPORT**

Administrator Piscia was happy to report the St. Francis Road project is finally complete. He reported the deadline to complete the 2020 U.S. Census is September 30, 2020, noting Frankfort's self-response rate is 85%. He congratulated long-time employee Beverly Glass on her retirement and wished her all the best for the future.

### **VILLAGE ATTORNEY'S REPORT**

Village Attorney Lamore congratulated Beverly Glass on her retirement and wished her the best.

### **OTHER BUSINESS**

Clerk Feehery announced the Village of Frankfort will have petition packets available on Tuesday, September 22, for persons who wish to run in the April 6, 2021 Consolidated Election. He reported in-person voter registration deadline is October 6, and online registration deadline is October 18 for the November 3<sup>rd</sup> General Election. He noted the Will County Clerk's Office will begin mailing Vote By Mail Ballots on Thursday, September 24.

Trustee Clavio had no comment.

Trustee Petrow congratulated residents, staff, and everyone who participated in the "Your Future, Your Frankfort 2040 Comprehensive Plan" and earning the 2020 Daniel Burnham Award for a Comprehensive Plan.

Trustee Savaria thanked Casey Stanevicius for serving the community in her role as a member of the Historic Preservation Commission. He also commented on the tents on Kansas Street and voiced his pleasure of the extension of outdoor dining in the Village.

Trustee Farina acknowledged Mayor Holland's announcement to not seek re-election next April and stated she looks forward to learning from him during the remainder of his term.

Trustee Ogle encouraged residents to "Lock It or Lose It" and stressed the importance of getting a complete count in the 2020 census. He extended best wishes to Beverly Glass on her retirement.

Trustee Borrelli commented on Mayor Holland's intention to retire from the Village Board at the conclusion of his term and his positive impact on the community. He thanked residents for continuing to invest in the community.

**PUBLIC COMMENTS**

Resident Belinda Olszewski voiced concerns relating to maintenance of vacant lots, the number of car bays and elevation of the house being constructed on Lots 16 and 17, and the status of a neighborhood park in the Five Oaks Subdivision. Ms. Olszewski noted the Five Oaks homeowner’s covenants restricts garages greater than four-cars in size.

Administrator Piscia addressed her concerns relating to maintenance of vacant lots in the Five Oaks Subdivision, noting the Village’s contractor is scheduled to cut the vacant lots this week.

Mayor Holland addressed her concerns relating to the house under construction and a neighborhood park for the Five Oaks Subdivision. He explained a homeowners’ association (HOA) enforces the covenants, conditions, and restrictions (CC&Rs) for the subdivision, noting the Village works closely with HOAs and encourages property owners to abide by the CC&Rs.

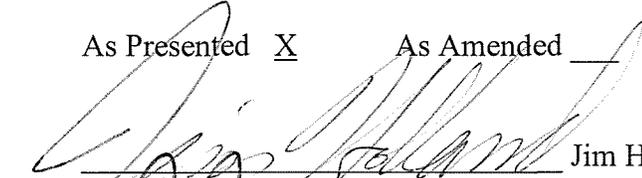
Mayor Holland shared Ms. Olszewski’s concerns relating to the park parcel in the Five Oaks Subdivision. He explained the property was not properly dedicated to the Frankfort Park District and has since been purchased by a private owner. He noted the Village and the Park District have spent a considerable amount of time on the situation and unfortunately have not been successful in resolving the issue. He suggested the homeowners work with an attorney to advise on the issues raised and also work with the Park District toward resolution of the neighborhood park.

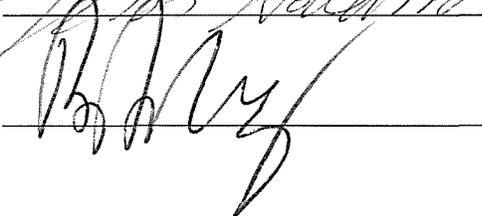
**ADJOURNMENT**

Hearing no further business, Trustee Ogle made a motion (#3), seconded by Trustee Farina, to adjourn the regular board meeting of Monday, September 21, 2020. A voice vote was taken. All were in favor. The motion carried. The meeting adjourned at 7:45 P.M.

Brian Feehery  
Village Clerk

As Presented  As Amended

  
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Jim Holland, Village President

  
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Brian Feehery, Village Clerk