

**VILLAGE OF MACHESNEY PARK**  
**Journal of Proceedings ~ Regular Meeting, May 4, 2020**

The meeting was called to order at 6:05 p.m. by Mayor Steve Johnson. He indicated that pursuant to Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), Governor Pritzker has suspended certain rules of the Open Meetings Act. Specifically, that members of a public body must be physically present, therefore, the Village Board has chosen to conduct its upcoming meetings remotely.

Trustee Jake Schmidt gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Joe Seipts.

Present: Mayor Steve Johnson, Trustees Joe Seipts, Jake Schmidt, James Kidd, Aaron Wilson, Terri Bailey, and Erick Beck

Present: Village Clerk Lori Mitchell  
 Village Attorney Tom Green  
 Village Administrator Tim Savage  
 Community Development Director James Richter II  
 Finance and Human Resources Manager Michelle Johannsen  
 Village Engineer Chris Dopkins  
 Public Works Superintendent Chad Hunter

The Journal of Proceedings for the Regular Board Meeting from April 20, 2020 was approved per typewritten copy submitted by the Clerk on a motion by Trustee Schmidt and seconded by Trustee Wilson. Motion carried by voice vote.

1. Minutes Approved

Accounting and Human Resources Manager Michelle Johannsen presented the Treasurer’s Report as of April 27, 2020, which reflected a total of all funds to be \$13,845,061.29. A motion was made by Trustee Schmidt and seconded by Trustee Beck to accept the Treasurer’s Report. Motion carried by voice vote.

2. Treasurer’s Report

Clerk Mitchell reported that Mayor Johnson has issued a Proclamation for the Municipal Clerk’s Week. Trustee Aaron Wilson read a statement regarding Clerk Mitchell and Municipal Clerk’s Week.

3. Communications

Clerk Mitchell indicated that there were no public comments submitted prior to the Board Meeting that relate to Agenda Items. Viewers were provided an opportunity to call in at this time with comments related to Board Agenda Items. There were no calls or comments received.

Trustee Schmidt presented the warrant in the amount of \$831,768.92 and moved for its passage; seconded by Trustee Seipts. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

4. Warrant/Approved

**ADMINISTRATIVE REPORTS**

5. Administrative Reports

*Mayor Steve Johnson explained the Village is still under the Shelter at Home Order until May 30, 2020. He reported the Village is still following direction from Illinois Governor Pritzker and the Illinois Department of Public Health. He further indicated if residents have questions to please call 1-800-889-3931. He encouraged residents to do what they must to keep their families and homes safe during this time. He further encouraged everyone to support our local small businesses.*

6. Mayor’s Report

Mayor Johnson called for a motion to appoint Trustee Committee Assignments for 20-21. They are:

<b>Administration and Finance</b>	<b>Planning and Economic Development</b>
Aaron Wilson, Chair	Terri Bailey, Chair
Jake Schmidt, Vice Chair	Erick Beck, Vice Chair
Terri Bailey	Jake Schmidt
<b>Public Improvements and Safety</b>	<b>Liquor Commission – Mayor Johnson, Commissioner</b>
Joe Seipts, Chair	James Kidd
James Kidd, Vice Chair	Aaron Wilson
Erick Beck	Joe Seipts

Committees 20-21

Motion was made by Trustee Schmidt and seconded by Trustee Bailey. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Mayor Johnson called for a motion to appoint Deborah Alms to serve the remainder of the Treasurer's term ending April 30, 2021. Motion was made by Trustee Wilson and seconded by Trustee Beck. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Clerk Lori Mitchell administered the Oath of Office to Treasurer Deborah Alms.

*Attorney Tom Green had no report this evening.*

*Village Administrator Tim Savage had no report this evening.*

*Finance and HR Manager Michelle Johannsen reported that IDOT has recently established the Rebuild Illinois Capital Program which will distribute funding twice a year, for three years to Illinois municipalities. This week, the Village will be receiving its first allotment totaling \$258,112.76. We are reviewing the requirements that IDOT emailed late Friday and will be in touch with further information.*

*Community Development Director James Richter II's reported further regarding what the Mayor had said about the Governor's Executive Order. The good news is that retail stores may now take orders either on line or over the phone for pick-up either curbside or delivery. Many of the retailers who were shut down because of the previous Executive Order are seeing some relief through this new order.*

*The Village has been working with a number of businesses who are interested in the Downstate Small Business Stabilization Grant Program. This is money that is provided by the State of Illinois through the Village of Machesney Park. We would process any applications that would come in for that and administer that grant and deliver funds to recipients who meet all the State's requirements. We have had a lot of interest in the program, but unfortunately none of the interested parties have been able to qualify for the program. This was really intended for non-essential businesses that could not be open, such as salons, barber shops, and non-essential retailers that could not be open. Unfortunately, the scope of the availability was very limited, so we have not had any eligible applications yet. We will keep you posted on this program and let you know if that happens.*

*Finally, Dir. Richter said that ComEd had mistakenly not charged the utility tax on their January utility bills, so on the May bills which are going out now will reflect this additional amount that was not on the January bill. This will be a one-time adjustment. We are told this will be somewhere in the vicinity of a \$3-7.00 one-time increase on the bills for the month of May. We are told by ComEd that they wanted to rectify this as soon as they discovered it, so the bills have already gone out. The timing is not good, but they are not charging late fees and not disconnecting anyone. If the \$3-7 increase is a hardship for anyone, that can be delayed while Covid-19 is still on. This amount is not an additional fee, it is an adjustment from earlier bills.*

*Public Works Superintendent Chad Hunter had no report this evening.*

*Village Engineer Chris Dopkins gave a brief update on the projects occurring in the Village as follows:*

*Public Works Building – The interior of the building is substantially complete at this point. There are some final punch-list items this week as well as staff training for the mechanical systems. There is still work to be done on the exterior such as the lights, the signage and entry features along with the AC installation. In addition, final shaping, paving, grading and landscaping work needs to be done as weather allows.*

Treas Deb Alms

Oath of Office - Alms

7. Attorney's Report

8. Village Administrator

9. Finance/HR Manager

10. Comm. Dev. Dir

11. Public Works Supt.

12. Village Engineer

*Stonehedge Improvements – The weather has been frustrating as far as this project goes. Then depending on dry weather, they will get in and begin the dirt work and restoration. They are hoping to get the lawns in this week if the weather holds. Once this is all done, the millers will be brought in and we will get everything paved. Hoping to wrap it all up within the next couple of weeks.*

*Finally, the Mitchell Road Improvements – The work at the Meijer Pond is substantially done. The contractor is starting to work on the path improvements and will be doing that during the next couple weeks..*

**Harlem High School Student Liaison Hannah Herrera's** left no report this evening.

**Public Safety Supervisor, Lt. Tammie Stanley** left no report this evening.

#### COMMITTEE AND TRUSTEE REPORTS

*District #1 Trustee Seipts, Administration and Finance Committee Vice-Chair* asked staff to work on an amendment for the Liquor License fees for this upcoming year to reduce the Liquor License fees by 50% for this coming year. He would like this presented at the May 18 Meeting.

*District #2 Trustee Schmidt, Administration and Finance Chair* reported the A&F Committee met this evening and recommended approval of Resolution 29-R-20, that is on this evening's Board Agenda with a positive recommendation.

*District #3 Trustee Kidd, Planning and Economic Development Vice-Chair* had no report this evening.

*District #4 Trustee Wilson, Planning and Economic Development Chair,* reported the Planning and Economic Development Committee met this evening and recommended approval of five ordinances and one resolution that will go to the May 18, 2020 Board Meeting.

*District #5 Trustee Bailey, Public Improvements and Safety Vice-Chair,* had no report this evening.

*District #6 Trustee Beck, Public Improvement and Safety Chair,* had no report this evening.

CONSENT AGENDA - Mayor Johnson noted that the next item is the Consent Agenda. He asked Staff to introduce all items to be considered under the Consent Agenda.

Village Administrator Tim Savage, presented the items on tonight's Consent Agenda as follows:

- A. Ordinance 18-20, Ordinance to Authorize a Contract Extension for Freddy's Land LLC, First Reading
- B. Ordinance 07-20, Variance from Freestanding Sign Regulations, 7901 Burden Road, Final Reading
- C. Resolution 27-R-20, Authorizing Engineering for 2020 Pavement Maintenance Program
- D. Resolution 29-R-20, Extending IGA for Police Services with Winnebago County

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. There were no items removed from the Consent Agenda.

Mayor Johnson called for a motion to approve all items under the Consent Agenda. The motion was made by Trustee Wilson and seconded by Trustee Beck. The motion was approved by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

UNFINISHED BUSINESS: None

- 13. Student Liaison
- 14. Pub Safety Supervisor
- 15. Committee Reports
- 16. District #1 Report
- 17. District #2 Report
- 18. District #3 Report
- 19. District #4 Report
- 20. District #5 Report
- 21. District #6 Report
- 22. Consent Agenda
- Ord 18-20/1<sup>st</sup>/Pass
- Ord. 07-20/Fin/Pass
- Res 27-R-20/Pass
- Res 29-R-20/Pass
- 23. Unfinished Business  
None

NEW BUSINESS: None

PUBLIC COMMENT: There were no written public comments received prior to the meeting and the public was given the opportunity to call-in during the meeting. There were no call-ins for public comment.

Trustee Bailey moved to adjourn; seconded by Trustee Kidd. Motion approved by voice vote. Meeting adjourned at 6:28 p.m.

APPROVED:

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Lori J. Mitchell, MMC  
Village Clerk

BOARD MEETING – FIRST AND THIRD MONDAY AT 6:00 PM EXCEPT WHEN A HOLIDAY FALLS ON A BOARD MEETING MONDAY, THE MEETING IS RESCHEDULED FOR THE TUESDAY AFTER THAT HOLIDAY.

Administration and Finance Committee – First and Third Monday @ 5:45 PM prior to a regularly scheduled Board Meeting.

Planning and Economic Development Comm.- First Monday of each month at 5:30 PM

Public Improvements and Safety Comm. - Third Monday of each month at 5:30 PM

Planning and Zoning Commission – Fourth Monday of each month at 6:00 PM

These minutes are not official unless signed and sealed by the Village Clerk.

24. New Business

25. Public Comment

26. Adjourn