

VILLAGE OF MACHESNEY PARK
Journal of Proceedings ~ Regular Meeting, May 18, 2020

The meeting was called to order at 6:00 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 James Kidd gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Jake Schmidt.

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

Present: Village Clerk Lori Mitchell
Village Treasurer Deborah Alms
Village Attorney Tom Green
Village Administrator Tim Savage
Acting Village Administrator and 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 May 4, 2020 and the Special Board Meeting Minutes from May 4, 2020 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Bailey and seconded by Trustee Schmidt. Motion carried by voice vote.

Village Treasurer Deborah Alms presented the Treasurer's Report as of May 11, 2020, which reflected a total of all funds to be \$13,598,556.15. A motion was made by Trustee Beck and seconded by Trustee Seipts to accept the Treasurer's Report. Motion carried by voice vote.

Clerk Mitchell reported that on behalf of the Village of Machesney Park, Staff, and Elected Officials, Mayor Johnson has issued a Proclamation honoring the Harlem High School Graduating Class of 2020. She read the Proclamation.

Clerk Mitchell also provided information that has been received from Comcast providing assistance for residents during the COVID-19 pandemic.

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 Wilson presented the warrant in the amount of \$650,345.25 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

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 encouraged residents to do what they must to keep their families and homes safe during this time. Further, he recommended that residents follow Winnebago County Health Department guidelines during this time. He further encouraged everyone to support our local small businesses.

He also shared that a plan is in the works to reopen three critical areas of our community. Those areas are restaurants, child care facilities and youth programs along with houses of worship with some modification on June 1. This is the result of the Working Groups Committees from Rockford and Winnebago County.

- 1. Minutes Approved
- 2. Treasurer's Report
- 3. Communications
- 4. Warrant/Approved
- 5. Administrative Reports
- 6. Mayor's Report

Mayor Johnson also reported that Planning and Zoning Specialist Carrie Houston reported that the Census Count in the Village of Machesney Park is at a 77.4% response rate after receipt of the post card responses and the State is at 63.8% response rate.

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 included with board packet is the quarterly investment report for the first quarter of 2020. Total interest earned over the past quarter was \$43,628 compared to \$55,085 in the prior year. Due to COVID-19 and the impact on the economy, interest rates have seen a sharp decline and are barely above zero. There are two CD's maturing in the upcoming quarter. To maintain liquidity and earn a little bit of interest, the funds will be moved to a money market account earning .75% interest. We will continue to monitor the interest rate environment and make changes as necessary

Acting Village Administrator and CD Director James Richter II reported that two Machesney Park businesses will be participating in a focus group with the Department of Commerce tomorrow. The focus group is gathering feedback around workplace safety guidelines in order to advise the Governor on progress toward the Restore Illinois Plan. Dietmar Goellner from Hennig Inc., and Teresa Beach-Shelow from Superior Joining will be representing the Machesney Park business community in this focus group and we have great confidence in them to represent Machesney Park.

Finally, he reported that Ritchie's Smokin' BBQ is finalizing their occupancy details for the former Top Cone building at 7828 North Second. We will keep you posted on the opening.

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:

Pine-Al Project is moving along. The contractor has submitted all the shop drawings and all of those are approved. They want to begin work the week of the 25th. Usually, we will have an informational meeting with the residents, but with the COVID-19 pandemic going on that will not be possible. Our plans are to include weekly construction updates to the residents to keep them informed regarding the project.

Public Works Building construction continues to move forward. Interior work is basically complete. There are a few punch-list items still left to take care of on the inside. The temporary occupancy permit has been issued so that Public Works Staff can begin moving items in. Exterior electrical is about 80% complete and the contractor right now is preparing the site for pavement. It's possible we can be paving later next week, along with doing some landscaping up there and getting the dumpster enclosure built as well.

Stonehedge Improvements – The rough grading is complete. There are two ramps that still need to be poured and a couple panels of sidewalk that need to get done. We would really like to get all the landscaping work done before we pave so that the machines are not on the new pavement out there. About 45% of the restoration was completed before we had rains over the weekend. Hopefully, everything will dry out enough to enable finishing that up and get to paving.

Finally, the **Mitchell Road Path Improvements** – The contractor has made great progress. All the underground work is done, the path has been cored. Stone is about 90% complete. Concrete work should be done this week and we could be paving toward the end of next week. We do have a minor conflict with a guy-wire coming off of a pole. ComEd is trying to get that work done for us as quickly as possible.

7. Attorney's Report
8. Village Administrator
9. Finance/HR Manager
10. Acting Village Adm./
Comm Dev Director
11. Public Works Supt.
12. Village Engineer

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

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

COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Seipts, Public Improvements and Safety Chair reported that he has been in contact with Helping Hands Pantry which is located at 7620 Elm Avenue in Machesney Park. They wanted residents to know that they are there to help with any food provisions if residents are in need. Their hours are the first and third Saturday from 10 am until noon, the second Thursday of the month from 1pm until 3pm and the fourth Thursday of the month from 6pm until 8pm. As residents drive up, Helping Hands volunteers will bring out the groceries to the car and put them in for you.

District #2 Trustee Schmidt, Administration and Finance Vice-Chair had no report this evening.

District #3 Trustee Kidd, Public Improvements and Safety Vice-Chair had no report this evening.

District #4 Trustee Wilson, Administration and Finance Chair, reported the Administration and Finance Committee met this evening and recommended approval of the Warrant along with Ordinance 21-20 which will go to the June 1 Board Agenda and Resolution 30-R-20 which is on tonight's Board Consent Agenda.

District #5 Trustee Bailey, Planning and Economic Development Chair, had no report this evening.

District #6 Trustee Beck, Planning and Economic Development Vice-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.

Acting Village Administrator James Richter II, presented the items on tonight's Consent Agenda as follows:

- A. Ordinance 09-20, Text Amendment to Parking Regulations, Chapter 12 Motor Vehicles and Zoning Code, First Reading
- B. Ordinance 14-20, Special Use Permit for Open Sales Lot, 1023 Harlem Road, First Reading
- C. Ordinance 15-20, Zoning Map Amendment from R1 to IL, 18xxx N. Second Street, First Reading
- D. Ordinance 16-20, Special Use Permit for Outdoor Storage, 18xxx N. Second Street, First Reading
- E. Ordinance 17-20, Variance from Screening Requirements for Outdoor Storage, 18xxx N. Second Street, First Reading
- F. Ordinance 18-20, Authorizing a Contract Extension for Freddy's Land, LLC, Final Reading
- G. Resolution 28-R-20, Final Plat 2, Meijer Route 173 Development
- H. Resolution 30-R-20, Extend 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. Trustee Beck asked that Item A, Ordinance 09-20, be removed and considered separately.

Mayor Johnson indicated this item will be considered under Unfinished Business.

- 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 14-20/1st/Pass
- Ord 15-20/1st/Pass
- Ord 16-20/1st/Pass
- Ord 17-20/1st/Pass
- Ord 18-20/Fin/Pass
- Res 28-R-20/Pass
- Res 30-R-20/Pass

Mayor Johnson called for a motion to approve the remaining items under the Consent Agenda. The motion was made by Trustee Beck and seconded by Trustee Seipts. 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:

Mayor Johnson called for a motion to approve Ordinance 09-20, Text Amendment to Parking Regulations, Chapter 12 Motor Vehicles and Zoning Code, First Reading. The motion was made by Trustee Beck and seconded by Trustee Schmidt. **Staff Report: Acting Village Administrator James Richter reported this item comes from Planning and Economic Development Committee where the Committee members have reviewed and made recommendations over the past year. The revisions to this were to reflect the committee's recommendations for approval. Those recommendations included two items. One was an adjustment to the acceptable hard surface materials for recreational vehicles, trailers and boats that are parked in side and rear yards. That has been revised to include compacted and crushed asphalt in those yards. In addition, the ongoing maintenance of handicapped accessible parking stalls and signage for such has been added at the request of Trustee Beck. This is presented for your approval this evening and AVA Richter will answer any questions you might have. Discussion: Trustee Beck indicated he was under the impression that the date for the recreational parking on the hard surface was going to be changed from Memorial Day through Labor Day to make it April 15 through October 15. That change was not in the Ordinance as presented this evening. AVA Richter indicated this was missed when making the updates to the Ordinance. Staff will be glad to make that update. Trustee Beck made a motion to Amend Ordinance 09-20 to make the date of recreational vehicle parking on the hard surface in the residential yard to April 15 through October 15. Motion was seconded by Trustee Kidd. The amendment was approved by roll call vote. 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck), 0 nays, 0 absent**

Ordinance 09-20 as amended was approved for first reading by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

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 Schmidt moved to adjourn; seconded by Trustee Kidd. Motion approved by voice vote. Meeting adjourned at 6:27p.m.

APPROVED:

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.

23. Unfinished Business
Ord 09-20/1st Rd/Pass

24. New Business

25. Public Comment

26. Adjourn