

**VILLAGE OF MACHESNEY PARK**  
*Journal of Proceedings ~ Regular Meeting, August 3, 2020*

The meeting was called to order at 6:00 p.m. by Mayor Steve Johnson. *He indicated that Village Hall will be closed to the public during Committee and Board Meetings to prevent unnecessary contact and possible exposure to COVID-19.*

*He also reported that all Village Committee and Board meetings will be broadcast live on the Village of Machesney Park YouTube channel for citizens to watch at the scheduled meeting times. Please visit <https://machesneypark.org/meetings> for additional information on how to access the meetings or to fill out a request form to make a Public Comment. Submissions received by 4:00pm on the day of the meeting will be read during the Public Comment portion of the meeting. You may also listen to the recorded meetings at a later time by visiting the above webpage. Questions regarding this process may be emailed to [clerk@machesneypark.org](mailto:clerk@machesneypark.org). Trustee Aaron Wilson gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Erick Beck.*

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  
Acting Village Administrator/Comm. Dev. Dir. James Richter II  
Finance and Human Resources Manager Michelle Johannsen  
Village Engineer Chris Dopkins  
Public Works Superintendent Chad Hunter  
Public Safety Supervisor, Lt. Tammie Stanley

The Journal of Proceedings for the Regular Board Meeting from July 20, 2020 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Bailey. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Village Treasurer Deborah Alms presented the Treasurer's Report as of July 27, 2020, which reflected a total of all funds to be \$15,484,882.05. A motion was made by Trustee Wilson and seconded by Trustee Schmidt to accept the Treasurer's Report. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Clerk Mitchell encouraged residents to get their nominations in for the final Yard of Distinction Award at our next Board Meeting on August 17. Nominations will be accepted through August 14.

Further, she extended condolences on behalf of the Village to the family of Robert Kerby.

She also announced that Mayor Johnson and the Board of Trustees are presenting Community Service Awards to Beverly Kerby and Rose Bailey for their Community Service and Thoughtful Contribution to Sew and Donate Protective Face Masks During the COVID-19 Pandemic. Trustee Beck will present an award to Mrs. Kerby who resides in District #6 and Trustee Schmidt will present an award to Mrs. Bailey who resides in District #2.

The Clerk Mitchell also indicated that there were no public comments submitted prior to the Board Meeting that relate to Agenda Items and there was no one in the waiting room.

Trustee Wilson presented the warrant in the amount of \$153,117.37 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 thanked everyone who attended the groundbreaking for the Strong Neighborhood House on Maria Avenue. He thanked those involved in making this long-term goal a reality and he looks forward to seeing everyone at the ribbon cutting in a few months. He believes this will be a great addition to the Village of Machesney Park.*

1. Minutes Approved

2. Treasurer's Report

3. Communications

Community Service Awards to:  
Beverly Kerby and  
Rose Bailey

4. Warrant/Approved

5. Administrative Reports

6. Mayor's Report

*He also indicated he was on a conference call recently with Dr. Martell from the Winnebago County Health Department. He said she stated that we all still need to remain diligent on wearing face coverings whenever we are out in the public and social distancing cannot be maintained.*

*Attorney Tom Green had no report this evening.*

*Finance and HR Manager Michelle Johannsen had no report this evening.*

*Acting Village Administrator/Community Development Director James Richter II had no report this evening.*

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

*Village Engineer Chris Dopkins gave a summary of road projects in the Village as follows:*

- 1) Public Works Building – He reported that the steel for the entry feature for the building has arrived and is in place. The contractor is currently doing the enclosure. This week we will have the framers and masons to the site to get the brickwork done on that and then start trim work.*
- 2) Mitchell Path was paved and grading is expected to be finished up this week and possible pavement markings also this week.*
- 3) Puri-173 subdivision roadway was paved as planned with no problems encountered whatsoever.*
- 4) The Village is currently out to bid on two projects, the Hawksview Improvements and the Villagewide Pavement Maintenance Program. Bids will be opened next week and assuming positive results, the award resolutions will be presented to Public Improvements and Safety Committee and the Board for approval on August 17.*

*Public Safety Supervisor, Lt. Tammie Stanley indicated the Sheriff's Police will be going live with its new reporting system throughout the entire county on August 18, 2020. They are doing some training this week. This is an exciting program that will allow all the agency reports and information to be shared throughout the entire Winnebago County.*

#### COMMITTEE AND TRUSTEE REPORTS

*District #1 Trustee Seipts, Public Improvements and Safety Chair thanked Chad Hunter and the Public Works Department for taking care of a public safety issue that they had coming out of Summer Hawk onto Forest Hills Road.*

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

*District #3 Trustee Kidd, Public Improvements and Safety Vice-Chair congratulated Rose Bailey on her recognition which is well deserved because she is a very giving person that he has known for over 28 years. She has always also made hats and mittens for homeless people as well.*

*Further, he stated that he went to Minneapolis, MN and was able to talk with FBI Agents, Homeland Security, citizens and business owners. He indicated he gained information from these people on how to prepare our citizens for an event like MN experienced. Items suggested were: 1) get a strike plate for your deadbolt, 2) make sure you have a bug out bag, 3) make sure when parking on the street, you park tactically in the event of needing to escape rapidly, 4) get surveillance cameras so police can collect evidence of any infractions. He said he would be glad to share the information he gathered with anyone interested.*

*Also, he asked that when FEMA is making the rules for the Flood Buyout Program, are we as a Village able to make any rules to ensure checks and balances. He had a concern about insider information and/or trustees maintaining proper protocol during this process.*

7. Attorney's Report
8. Finance/HR Manager
9. Acting Village Adm.
10. Public Works Supt.
11. Village Engineer
12. Pub Safety Supervisor
13. Committee Reports
14. District #1 Report
16. District #2 Report
17. District #3 Report

*He also talked about the positive comments he has heard about certain staff under the new Village leadership.*

*District #4 Trustee Wilson, Administration and Finance Chair, reported that the Administration and Finance Committee met this evening and have two resolutions that will be on the August 17 Board Meeting Agenda with positive recommendations.*

*District #5 Trustee Bailey, Planning and Economic Development Chair, reported that the Planning and Economic Development Committee met this evening and considered one ordinance which will be on the August 17 Board Meeting Agenda with a positive recommendation.*

*District #6 Trustee Beck, Planning and Economic Development Vice-Chair, reported that he was able attend the ground breaking for the Strong Neighborhood House. He was impressed by the enthusiasm by all the groups involved. Further, he noted that this is going to be a great thing for the community and he is excited to also attend the Ribbon Cutting as well.*

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 under Item X. Consent Agenda as follows:

- A. Ordinance 23-20, Extending a Special Use Permit for a Public Utility in the CG District, for a community solar project that will have solar rays not to exceed eight feet in height at 7740 Perryville Road, Final Reading
- B. Ordinance 24-20, Granting a Variance from Length of Time Until Lapse of SUP, allowing the applicant two years (rather than one year) to construct the community solar project at 7740 Perryville Road, Final Reading
- C. Ordinance 25-20, Granting a Zoning Variance to Allow an Above Ground Pool in the Front Yard Abutting Street Side Setback at 203 Osprey Ridge, Final Reading
- D. Ordinance 26-20, Granting a Variance from Floodway Conservation Overlay Regulations, to allow the Replacement of an Existing Carport at 7840 Shore Drive, Final Reading
- E. Ordinance 27-20, Granting a Zoning Variance to Allow a Replacement Carport that is to be Constructed as a Permanent Accessory Structure Without First Having a Principal Structure on Site at 7840 Shore Drive, Final Reading
- F. Ordinance 28-20, Amending the Trash Enclosure Design Requirements of the Industrial Design Standards Within the Zoning Ordinance, Final Reading
- G. Ordinance 29-20, Approving a Text Amendment to the Home Occupation Permit Requirements, enacting an Annual Review of all new Home Occupations, Going Forward, Final Reading

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. No items were pulled from the Consent Agenda. The Consent Agenda was accepted as presented.

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: Mayor Johnson called for a motion to approve Ordinance 31-20, Text Amendment to Zoning Code for Temporary Uses and Structures, First Reading. The motion was made by Trustee Bailey and seconded by Trustee Kidd. Staff Report: Acting Village Administrator/Community Development Director James Richter II reported that Ordinance 31-20 for first reading

18. District #4 Report

19. District #5 Report

20. District #6 Report

21. Consent Agenda

Ord 23-20/Fin/Pass  
Ord 24-20/Fin/Pass  
Ord 25-20/Fin/Pass  
Ord 26-20/Fin/Pass  
Ord 27-20/Fin/Pass  
Ord 28-20/Fin/Pass  
Ord 29-20/Fin/Pass

22. Unfinished Business

is for a text amendment to create a temporary use process that allows for an administrative review of any event that occurs on commercial property. The purpose of this temporary use is to provide a mechanism to ensure that zoning compliance is upheld as well as that events are safe to attend. The types of temporary events that would be reviewed under the temporary use permit include carnivals, circuses, festivals, farmer's markets and outdoor concerts. The text amendment is located in the Temporary Uses and Structures Section of the Zoning Ordinance, and for the purpose of the amendment, this really only addresses the uses portion.

At our last meeting, Trustee Kidd asked that we consider allowing carports and wrap that into this text amendment. We are more than happy to revisit how the Village evaluates carport structures, but we would need to address the Building Codes that govern carports and temporary sheds rather than the Zoning Ordinance which is where this amendment is actually located. What we propose this evening is that you move forward with the first reading of Ordinance 31-20 with a condition to add exemptions for ribbon cuttings, ground breaking events, Chamber events, as was suggested earlier by Trustee Seipts. This text amendment would not require temporary use permit for residential events like graduation parties and things like that. It is really meant for commercial events only. We will bring back and revisit how we evaluate carports and those types of structures as they relate to the Building Code.

Discussion: Trustee Kidd thanked everyone who either called or went to visit Mr. Watson's property and further thanked Mr. Richter for the good discussion. He further stated that his thought process for the Tarpanian type shed, if we could develop an Ordinance that says that you can have one temporary shed in the back yard, not on the side or front yard, but in the back yard. This should also cover fees and a means to hold the structure down.

Motion approved. On roll call: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

NEW BUSINESS: None

**PUBLIC COMMENT**

There were no call-ins for public comment and there was no one in the waiting room

CLOSED SESSION: None

Trustee Wilson moved to adjourn; seconded by Trustee Bailey. Motion approved by voice vote. Meeting adjourned at 6:24 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.

Ord 31-20/1<sup>st</sup>/Pass

23. New Business:

24. Public Comment  
None

25. Closed Session

26. Adjourn