

**VILLAGE OF MACHESNEY PARK**  
*Journal of Proceedings ~ Regular Meeting, December 21, 2020*

The meeting was called to order at 6:03 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. This evening's meeting was conducted via Zoom.*

*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 Terri Bailey.*

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 James Richter II  
HR and Finance Manager Michelle Johannsen  
Public Works Superintendent Chad Hunter  
Village Engineer Chris Dopkins  
Public Safety Coordinator, Lt. Anthony Miceli

The Journal of Proceedings for the Regular Board Meeting from December 7, 2020 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Seipts. 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 December 14, 2020, reflecting the total of all funds to be \$15,795,890.97. A motion was made by Trustee Beck and seconded by Trustee Seipts to accept the Treasurer's Report and place it on file.* Motion carried by voice vote. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Clerk Mitchell thanked all Machesney Park residents who decorated and lit up Machesney Park for the holidays. The top three homes selected by some Harlem High School Honor Students each will win prize baskets filled with items provided and donated by Machesney Park Village merchants. She thanked the local business in Machesney Park who even during the pandemic have been very generous with their gifts for the prize baskets. This year, donations were received from: Meijer's, Potbelly Sandwiches, Buffalo Wild Wings, By the Dozen Bakery, MOD Pizza, Northwest Bank, Blackhawk Bank, Primitive and Proper and Clerk Lori Mitchell. Clerk Mitchell reported that a list of nominated homes will be posted on the Village Facebook Page if families wish to drive around to enjoy the spirit of the season. She also announced the winners. They are:

Third Place – 8509 Cameo Drive  
Second Place- 8804 Wakefield Drive  
First Place - 9402 Baldwin Drive

Lastly, Clerk Mitchell thanked her family, the residents and staff for the enjoyment that I have had while working with the Village of Machesney Park. She said she did some calculations and determined that she had prepared approximately 480 Agenda and Board Meeting Minutes during this last 15-1/2 years and close to 3,000 Meeting Minutes if you calculate Committees and Board. She said she has learned a lot about municipal government, made a lot of friends and mentors from Machesney Park, northern Illinois, throughout the state and the entire country. She further wished everyone a very Merry Christmas and she hopes that you all have a blessed and Covid Free 2021!

Trustee Wilson presented the warrant in the amount of \$592,736.51 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

1. Minutes Approved

2. Treasurer's Report

3. Communications

4. Warrant/Approved

ADMINISTRATIVE REPORTS

*Mayor Johnson* spoke about he and his wife, Diana's, relationship with Lori Mitchell and thanked her for the years of service and dedication to the region. He reminisced about some of the memorable events involving Lori and told her to stay in touch. **Village Administrator James Richter II** expressed his appreciation of Lori's service and ethics. He also mentioned her reputation as a "legend" in the Clerk World. Further, he said the Village was pleased to present Lori with a Distinguished Service Award and the Mayor read the inscription. Further, Mayor Johnson wished everyone a Merry Christmas and a Happy and Safe New Year.

**Attorney Tom Green** thanked Lori for her dedication and years of service and echoing Trustee Wilson, said Lori Mitchell was a "Class Act." Further, he wished everyone at Village Hall and the residents of Machesney Park a Merry Christmas and Happy New Year! He said he appreciates every day the opportunity to work with this outstanding Village.

**Village Administrator James Richter II** wished everyone a happy and safe holiday and said he is looking forward to an exciting 2021!

**Finance and HR Manager Michelle Johannsen** said it has been a pleasure working with Lori and wished her all the best in her retirement. Further, she wished everyone a Merry Christmas and Happy New Year!

**Public Works Superintendent Chad Hunter** wished everyone a Merry Christmas and Happy New Year!

**Village Engineer Chris Dopkins** echoed Attorney Green in that it is a pleasure to work with an outstanding organization like Machesney Park. He wished everyone a Merry Christmas and Happy New Year! Further, he said it has been an honor working with Lori Mitchell and he wished her the best in retirement.

**Public Safety Supervisor, Lt. Anthony Miceli** wished everyone a Merry Christmas and Happy New Year from the Winnebago County Sheriff's Department, Machesney Park Division and the Sheriff himself.

COMMITTEE AND TRUSTEE REPORTS

**District #1 Trustee Seipts, Public Improvements and Safety Chair** wished everyone a Merry Christmas and Happy New Year! Echoing everyone, Lori will be missed and congratulations on your retirement and enjoy your life in Arizona.

**District #2 Trustee Schmidt, Administration and Finance Vice-Chair** wished everyone a Merry Christmas and Happy New Year! Further, he wished Lori the best from he and the three girls in his household and thanked her for the assistance she has been to him during his tenure in the Village. He wished her the best as she rides off into the Arizona Sunset.

**District #3 Trustee Kidd, Public Improvements and Safety Vice-Chair** wished everyone a Merry Christmas and Happy New Year!

**District #4 Trustee Wilson, Administration and Finance Chair**, reported the A&F Committee met this evening and reviewed one Ordinance and two Resolutions, that will go to the January 4, 2021 Board Meeting with positive recommendations. Further, he wished everyone a Merry Christmas and Happy New Year!

**District #5 Trustee Bailey, Planning and Economic Development Chair**, reported she had known Clerk Mitchell for 49-1/2 years and she could say a lot more, but she'd cry and the clerk would cry and it'd be a mess, so she said just that Clerk Mitchell will be missed.

- 5. Administrative Reports
- 6. Mayor's Report
- 7. Attorney's Report
- 8. Village Administrator
- 9. Finance/HR Manager
- 10. Public Works Supt.
- 11. Village Engineer
- 12. Pub Safety Supervisor
- 13. Committee Reports
- 14. District #1 Report
- 15. District #2 Report
- 16. District #3 Report
- 17. District #4 Report
- 18. District #5 Report

*District #6 Trustee Beck, Planning and Economic Development Vice-Chair, congratulated Lori on her retirement on behalf of he and his wife, Pat, and said that they wish her the best and she deserves to be in the sun. Further, he wished everyone a Merry Christmas and Happy New Year!*

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 James Richter II, presented the items under Item X. Consent Agenda as follows:

X. Consent Agenda\*

- A. Ordinance 01-21, Granting a Variance in Accessory Building Size at 313 Huron Drive, First Rdg
- B. Resolution 63-R-20, Authorizing a Class "R" Liquor Lic at 1001 West Lane Rd, Onyx Bar & Grill
- C. Resolution 64-R-20, Authorizing a Class "P" Liquor Lic at 1001 West Lane Rd, Onyx Bar & Grill
- D. Resolution 65-R-20, Appointing IMRF Authorized Agent
- E. Resolution 66-R-20, Accepting Public Improvements and Release LOC for Meijer Route 173, Plat 2
- F. Resolution 67-R-20, Approving Service Agreements for Back-up Snow Plow Contractors
- G. Resolution 68-R-20, Extending the Sale and Delivery of To-Go Mixed Drinks and Cocktails During the Pandemic
- H. Resolution 69-R-20, Extending the Sale and Delivery of Alcoholic Liquor During the Pandemic
- I. Resolution 70-R-20, Amending Conditions of the Final Plat 7, Willow Creek Retail Center
- J. Resolution 71-R-20, Approving Second Amendment to MOU with Willow Creek Developers
- K. Resolution 72-R-20, Authorizing the Engineering for Route 251 Sidewalks west side of Peachtree Cr to Shoreland Road

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. There were none. 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 Schmidt 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: None

NEW BUSINESS: None

PUBLIC COMMENT: There were no requests for public comment and there was no one in the waiting room.

CLOSED SESSION: None

Trustee Schmidt moved to adjourn; 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

Meeting adjourned at 6:26 p.m.

APPROVED:

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Lori J. Mitchell, MMC  
Village Clerk

19. District #6 Report

20. Consent Agenda

Ord 01-21/1<sup>st</sup>/Pass  
Res 63-R-20/Pass  
Res 64-R-20/Pass  
Res 65-R-20/Pass  
Res 66-R-20/Pass  
Res 67-R-20/Pass  
Res 68-R-20/Pass  
Res 69-R-20/Pass  
Res 70-R-20/Pass  
Res 71-R-20/Pass  
Res 72-R-20/Pass

21. Unfinished Business

22. New Business: None

23. Public Comment

24. Closed Session

25. Adjourn

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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.