



**VILLAGE OF MACHESNEY PARK**  
**Journal of Proceedings ~ Regular Board Meeting,**  
**Monday, October 3, 2022**

The meeting was called to order at 6:00 p.m. by Mayor Johnson.

Invocation was given by Pastor Brandon Nelson, GPS Church, 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

Also Present: Clerk Robbin Snodgrass  
Village Attorney Tom Green  
Village Administrator James Richter II  
Treasurer Deb Alms  
Finance and HR Manager Michelle Johannsen  
Village Engineer Chris Dopkins  
Director of Public Works Mitch Hilden  
Management Analyst Dylan Moffitt  
Public Safety Supervisor Deputy Chief Anthony Miceli

Roll Call and Declaration of Quorum.

The Journal of Proceedings for the Regular Board Meeting from September 19, 2022 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Beck and seconded by Trustee Bailey. Motion approved on Voice Vote.

1. Minutes Approved

Treasurer Deb Alms presented the Treasurer's Report as of September 26, 2022 which reflects the total of all funds to be \$32,394,620.84. In addition, Treasurer Alms reported that the Fiscal Year Treasurer's Report has been completed and will be published soon. A motion was made by Trustee Wilson and seconded by Trustee Schmidt to accept the Treasurer's Report and place it on file. Motion approved. On Roll Call: 7 ayes (Trustees Beck, Bailey, Wilson, Kidd, Schmidt, Seipts, and Mayor Johnson)

2. Treasurer's Report

Communications: None

3. Communications

Warrant: Trustee Wilson presented the warrant in the amount of \$ 1,235,307.14 and moved for its passage; second by Trustee Schmidt. Motion approved on Roll Call: 7 ayes (Trustees Kidd, Bailey, Beck, Wilson, Schmidt, Seipts, and Mayor Johnson)

4. Warrant/Approved

ADMINISTRATIVE REPORTS :

5. Administrative Reports

A. Mayor Johnson reported on the following:

6. Mayor's Report

- On September 26, Mayor Johnson the unveiling of a memorial renaming part of Alpine Road to Veterans Memorial Highway. Then on September 27, he attended the unveiling of a memorial sign renaming a roadway near the Rockford Speedway honoring Jody Derry, longtime owner of the Speedway.
- Mayor Johnson also attended the Cops, Cars, and K-9's Car Show which appeared to be a success despite the cooler weather.

- Mayor Johnson reminded everyone about the Park Chambers Legislative Event Series held at Forest Hills Country Club. “State of the Parks” Keynote Speakers Mayor Greg Jury and President Steve Johnson will be presenting on Wednesday, October 19, 2022 from 4:30 pm to 6 pm.
- Lastly Mayor Johnson reminded the community to set aside Saturday, October 29<sup>th</sup> for the Annual Village sponsored Touch-a-Truck and Trunk-or-Treat event to be held from 11 AM – 1 PM at Machesney Town Center.

B. Attorney Tom Green had no report.

C. Village Administrator James Richter II thanked Pastor Brandon Nelson and GPS Church Volunteers who worked to clean up the 173/N. Alpine roadway.

D. Finance and HR Manager Michelle Johannsen presented the annual financial statements for the period of May 1, 2021 – April 30, 2022 have been audited by Lauterbach & Amen (L&A). Revenues totaled \$10.6M, expenditures totaled \$6.6M and transfers to other funds totaled \$1.1M. The Village Board recently adopted a Fund Balance Policy, and I am happy to report that as of April 30, the Village is in compliance with the Fund Balance reserve levels indicated in the policy. L&A has been a pleasure to work with again this year and at this time I would like to introduce Jamie Wilkey, Partner with L&A, who will review the reports that they have issued. Ms. Wilkey gave a brief overview of the reports. A motion was made by Trustee Bailey and seconded by Trustee Schmidt to accept the 21/22 Annual Financial Report and place it on file. Motion approved. On Roll Call: 7 ayes (Trustees Beck, Bailey, Wilson, Kidd, Schmidt, Seipts, and Mayor Johnson)

E. Superintendent of Public Works Mitch Hilden had no report.

F. Village Engineer Chris Dopkins updated the board in regard to the ongoing projects of Harlem Road, Darwin Drive, and the Pavement Maintenance Program. They are all working toward October completion dates.

G. Public Safety Supervisor Deputy Chief Anthony Miceli had no report.

#### COMMITTEE AND TRUSTEE REPORTS

A. District #1 Trustee Seipts, Planning & Economic Development Chair reported that the PED committee are sending 7 Ordinances to the Board on October 17 with positive recommendations.

B. District #2 Trustee Schmidt, Administration & Finance Vice-Chair had no report.

C. District #3 Trustee Kidd, Public Improvements & Safety Chair had no report.

7. Attorney’s Report

8. Village Administrator

9. Finance/HR Manager

10. Superintendent of Public Works

11. Village Engineer

12. Public Safety Supervisor

13. Committee Reports

14. District #1 Report

15. District #2 Report

16. District #3 Report

- D. District #4 Trustee Wilson, Administration & Finance Chair had no report.
- E. District #5 Trustee Bailey, Public Improvements & Safety Vice-Chair had no report.
- F. District #6 Trustee Beck, Planning & Economic Development Vice - Chair had no report.

- 17. District #4 Report
- 18. District #5 Report
- 19. District #6 Report

#### 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 Consent Agenda as follows:

- 20. Consent Agenda

1. Ordinance 42-22, Variance from Side Yard Setback for a Carport, 14 Gilbert Terr. Final Reading
2. Resolution 26-R-22, Approving Driveway Variance, 8181 Burden Rd.
3. Resolution 45-R-22, Approving the Honorary Naming of Alpine Road as Veterans Memorial Highway.

- Ord 42-22/FIN/pass

- Res 26-R-22/pass

- Res 45-R-22/pass

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. Mayor Johnson asked for a motion to approve the Consent Agenda. Motion made by Trustee Seipts and second by Trustee Beck. The motion was approved on Roll Call: 7 ayes (Trustees Beck, Bailey, Wilson, Kidd, Schmidt, Seipts, and Mayor Johnson)

UNFINISHED BUSINESS: None

- 21. Unfinished Business: None

NEW BUSINESS: None

- 22. New Business: None

PUBLIC COMMENT: None

- 23. Public Comments: None

CLOSED SESSION: None

- 24. Closed Session: none

ADJOURNMENT: Motion by Trustee Schmidt to adjourn; second by Trustee Seipts. The motion was approved on Voice Vote.

- 25. Adjourn

Meeting adjourned at 6:19 p.m.

APPROVED:

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Robbin Snodgrass, Village Clerk

*These minutes are not official unless signed & sealed by the Village Clerk or Deputy Clerk.*