



**VILLAGE OF MACHESNEY PARK**  
**Journal of Proceedings ~ Regular Board Meeting,**  
**Monday, January 02, 2023**

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

Invocation was given by Pastor Heath Tibbetts, First Baptist Church of Machesney Park, followed by the Pledge of Allegiance led by Trustee Seipts

- 1. Invocation
- 2. Pledge

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

Absent: Trustees James Kidd and Aaron Wilson

Also Present: Clerk Robbin Snodgrass  
 Village Attorney Tom Green  
 Village Administrator James Richter II  
 Treasurer Deb Alms  
 Superintendent of Public Works Mitch Hilden  
 Management Analyst Dylan Moffitt  
 Public Safety Supervisor Deputy Chief Anthony Miceli

III. Roll Call and Declaration of Quorum.

3. Roll Call

IV. The Journal of Proceedings for the Regular Board Meeting from December 19, 2022 were approved per typewritten copy submitted by the Clerk on a motion by Tr. Schmidt and seconded by Tr. Seipts. Motion approved on Voice Vote.

4. Minutes Approved

V. Treasurer Deb Alms presented the Treasurer's Report as of December 27, 2022 which reflects the total of all funds to be \$31,205,858.61. A motion was made by Tr. Beck and seconded by Tr. Bailey. Motion approved. On Roll Call: 5 ayes (Trustees Beck, Bailey, Schmidt, Seipts, and Mayor Johnson) 2 absent (Trustee Kidd and Wilson)

5. Treasurer's Report

VI. Communications: None

6. Communications

VII. Warrant: Tr. Schmidt presented the warrant in the amount of \$784,326.57 and moved for its passage; second by Tr. Seipts. Motion approved On Roll Call: 5 ayes (Trustees Beck, Bailey, Schmidt, Seipts, and Mayor Johnson) 2 absent (Trustee Kidd and Wilson)

7. Warrant/Approved

VIII. ADMINISTRATIVE REPORTS:

8. Administrative Reports

A. Mayor Johnson reported on the following:

A. Mayor's Report

- Mayor Johnson sent condolences to the Family of North Park Firefighter/Engineer Brian Rehnberg on his passing.
- Mayor Johnson also reminded residents to shop local to help the community.

- B. Attorney Tom Green had no report.
- C. Village Administrator James Richter II had no report.
- D. Finance and HR Manager Michelle Johannsen left no report.
- E. Superintendent of Public Works Mitch Hilden had no report.
- F. Village Engineer Chris Dopkins left no report.
- G. Public Safety Supervisor Deputy Chief Anthony Miceli reported Winnebago County swore in 5 new Deputies on Friday, January 30, 2022.

- B. Attorney's Report
- C. Village Administrator
- D. Finance/HR Manager
- E. Superintendent of Public Works
- F. Village Engineer
- G. Public Safety Supervisor

#### IX. COMMITTEE AND TRUSTEE REPORTS

#### IX. Committee Reports

- 1. District #1 Trustee Seipts, Planning & Economic Development sending 2 Ordinances and 1 resolution to Board on January 17<sup>th</sup> with positive recommendations.
- 2. District #2 Trustee Schmidt, Administration & Finance Vice-Chair had no report.
- 3. District #3 Trustee Kidd, Public Improvements & Safety Chair left no report.
- 4. District #4 Trustee Wilson, Administration & Finance Chair left no report.
- 5. District #5 Trustee Bailey, Public Improvements & Safety Vice-Chair had no report.
- 6. District #6 Trustee Beck, Planning & Economic Development Vice - Chair had no report.

- 1. District #1 Report
- 2. District #2 Report
- 3. District #3 Report
- 4. District #4 Report
- 5. District #5 Report
- 6. District #6 Report

#### X. CONSENT AGENDA

#### X. 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:

- 1. Ordinance 01-23, Amendment to Special Use Permit for Fire Station in the Single-Family (R1) Residential District, 1011 Harlem Rd. (Final Reading)
- 2. Ordinance 02-23, Variance from Commercial Design Standard for Exterior Building Materials, 1011 Harlem Rd (Final Reading)

- 1. Ord 01-23/Fin/pass
- 2. Ord 02-23/Fin/pass

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3. Ordinance 05-23, Text Amendment to the Zoning Code, Amending Commercial Design Standards, Building Form and Layout, to Add Minimum Drive-Thru Lane Width. (Final Reading) 3.Ord 05-23/Fin/pass
4. Ordinance 06-23, Text Amendment to the Zoning Code, Amending Commercial Design Standards, Exterior Building Materials Requirements. (Final Reading) 4. Ord 06-23/Fin/pass
5. Ordinance 07-23, Annexation Agreement with Anderson Family Limited Partnership (Final Reading) 5.Ord 07-23/Fin/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 Tr. Beck and second by Tr. Schmidt. The motion was approved on Roll Call: 5 ayes (Trustees Beck, Bailey, Schmidt, Seipts, and Mayor Johnson) 2 absent (Wilson and Kidd)

XI. UNFINISHED BUSINESS: None

XI. Unfinished Business: None

XII. NEW BUSINESS:

XII. New Business:

1. Ordinance 03-23, Zoning Map Amendment from the Multi-Family Residential (R4) District to the Commercial Neighborhood (CN) District, 2081 Anjali Way. (First Reading). Village Administrator James Richter II reported that Attorney Marvin Keys asked to postpone the vote on Ordinance 03-23 until January 17, 2023. Motion to postpone by Tr Seipts and second by Tr Schmidt. Motion approved on Roll Call: 5 ayes (Trustees Beck, Bailey, Schmidt, Seipts, and Mayor Johnson) 2 absent (Wilson and Kidd) 1.Ord 03-23/1<sup>st</sup> /postponed
2. Ordinance 04-23, Variance from Freestanding Sign Base Regulations, 8801 N. Second St. (Final Reading) Mayor Johnson asked for a motion to approve. Motion made by Tr. Bailey and second by Tr. Seipts. Staff report by Village Administrator James Richter II. Discussion followed. Motion made to layover Ordinance 04-23 until January 17, 2023 since vote requires 4 ayes and 2 trustees are absent. Motion by Tr. Schmidt and second by Tr. Seipts. Motion to layover Ordinance 04-23 was approved on Roll Call: 5 ayes (Trustees Bailey, Schmidt, Seipts, Beck, and Mayor Johnson) 2 absent (Wilson and Kidd) 2. Ord 04-23/Fin/laid over

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XIII. PUBLIC COMMENT: None

XIV. CLOSED SESSION: None

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

Meeting adjourned at 6:12 p.m.

APPROVED:

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Robbin Snodgrass, Village Clerk

XIII. Public Comments:  
None

XIV. Closed Session:  
none

XV. Adjourn

UNOFFICIAL