

VILLAGE OF MACHESNEY PARK, ILLINOIS
HELD IN THE FRANK G. BAUER MUNICIPAL HALL
Journal of Proceedings ~ Regular Meeting, April 6, 2015

The meeting was called to order at 6:12 PM by Mayor Jerry Bolin. Clerk Lori Mitchell presented the Invocation, which was followed by the Pledge of Allegiance led by Trustee Aaron Wilson.

Present: Mayor Jerry Bolin, Trustees Robbin Snodgrass, Kate Tammen, James Kidd, Aaron Wilson, Tom Yoe and Erick Beck

Also Present: Village Clerk Lori Mitchell
Treasurer Steve Johnson
Village Attorney Tom Green
Village Administrator Tim Savage
HR & Accounting Coordinator Michelle Johannsen
Village Engineer Chris Dopkins
Planning and Zoning Coordinator Carrie Houston
Student Liaison Justin Porter
Public Safety Supervisor, Sergeant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from March 16, 2015 were approved per typewritten copies submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Yoe. Motion carried by voice vote.

Treasurer Steve Johnson reported MFT Funds in the amount of \$42,216.16 and Build Machesney Funds in the amount of \$322,477.69 were received with the total of all funds being \$5,897,174.71. Trustee Beck moved to accept the Treasurer's Report and place it on file for audit; seconded by Trustee Yoe. Motion carried by voice vote.

Clerk Lori Mitchell congratulated Tayato Thew who has been appointed by the United States Naval Academy to its Class of 2019 which he has accepted. The scholarship is highly competitive (a selection rate of less than 10%) and valued at more than \$400,000. We are so proud of him and know that he will be an outstanding representative of Harlem High School.

Further, Clerk Mitchell congratulated Mayor Jerry Bolin who has been nominated for the 2015 Golden Apple Foundation Jan Jones Service Award. Each year the valuable contributions by individuals or businesses to the mission of excellence in education are recognized through this award. The recipient will be announced at the 19th Annual Excellence in Education Banquet on May 1.

Further, Kate Tammen read and Mayor Bolin presented a proclamation for Great American Cleanup in Machesney Park to Ms. Jackie Minahan from Keep Northern Illinois Beautiful.

Mayor Bolin, School Superintendent Dr. Julie Morris, State Senator Steve Stadelman, and State Representative John Cabello presented Certificates of Recognition to outstanding Scholar/Athletes from Harlem High School and Private Schools. Among those being recognized were State Champion Bowler, Jacob Nimitz, 300-Game Bowler/State Qualifier, Mylee McCracken, and State Champion Josiah Vogel from Rockford Christian Elementary School who won the 8th Grader IESA 800 Meter Run.

Trustee Snodgrass presented the warrant in the amount of \$566,337.82 reviewed and recommended for approval earlier this evening by the Administration and Finance Committee and moved for its passage; seconded by Trustee Yoe. Motion approved. On roll call: 6 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe and Beck), 0 nays, 0 absent

1. Minutes Approved

2. Treasurer's Report

3. Communications

Ty Thew – US Naval Acad

Mayor Bolin Nominee

KNIB Proclamation

Scholar/Athletes
Recognition

4. Warrants/Approved

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ADMINISTRATIVE REPORTS

Mayor Jerry Bolin thanked Senator Steve Stadelman who recently held a Town Hall Meeting at Machesney Park Village Hall to meet and answer questions from Village residents.

Attorney Tom Green had no report this evening.

Village Administrator Tim Savage had no report this evening.

Community Development Coordinator Lucia Matlock left no report this evening.

Village Engineer Chris Dopkins reported on upcoming road projects and about the Ralston Road closure due to a water main break.

Planning and Zoning Coordinator Carrie Houston had no report this evening.

Public Works Superintendent Chad Hunter left no report this evening.

Human Resources and Accounting Manager Michelle Johannsen had no report this evening.

Student Liaison Justin Porter reported about athletic events that will be occurring during the upcoming weeks at Harlem High School.

Public Safety Supervisor, Sgt. Doug Bushman reported that for March 13 through April 2, 2015, there were 1143 total calls for service by the Machesney Park Division of the Sheriff's Department, 352 reports were taken and there were 481 arrests.

COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Snodgrass, Chairperson of the Administration and Finance Committee reported that her committee met this evening and recommended approval of the warrant and four resolutions, one of which is on the Board Agenda for approval tonight.

District #2 Trustee Tammen, Vice-Chairperson of the Administration and Finance Committee had no report this evening.

District #3 Trustee Kidd, Chairman of the Planning and Economic Development Committee reported that his committee met this evening and recommended approval of six ordinances and three resolutions.

District #4 Trustee Wilson, Chairman of the Public Improvements and Safety Committee reported his pleasure in serving as the MC recently for the KNIB Annual Earth Day Celebration.

District #5 Trustee Yoe, Vice Chairman of the Public Improvements and Safety Committee had no report this evening.

District #6 Trustee Beck, Vice Chairman of Planning and Economic Development Committee had no report this evening.

5. Administrative Reports

6. Mayor's Report

7. Attorney's Report

8. Village Administrator

9. Comm. Dev. Coordinator

10. Village Engineer

11. P/Z Coordinator

12. Public Works Supt.

13. Acct./HR Mgr.

14. Student Liaison

15. Pub. Safety Report

16. Committee Reports

17. District #1 Report

18. District #2 Report

19. District #3 Report

20. District #4 Report

21. District #5 Report

22. District #6 Report

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CONSENT AGENDA* - Mayor Bolin asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. Trustee Kidd asked that Ordinance 23-15 be removed from the Consent Agenda. The Consent Agenda was accepted as amended. Mayor Bolin called for a motion to approve all items under the Consent Agenda. The motion was made by Trustee Yoe and seconded by Trustee Tammen. Motion approved by roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

23. Consent Agenda*

Ordinance 07-15, VAR Rear Yard Setback, 8418 N 2nd Street, Second Reading. Staff Report: Village Administrator Tim Savage reported this is a variance for a rear yard setback to add storage in the rear of the property identified. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Ord. 07-15/VAR 8418 N.
Second St/2nd/Pass

Ordinance 08-15, SUP Open Sales Lot, 10208 Smythe Avenue, Second Reading. Staff Report: Village Administrator Tim Savage reported this is a Special Use Permit for a Open Auto Sales Lot at Carz R Us. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Ord. 08-15/SUP 10208
Smythe Ave/2nd/Pass

Ordinance 09-15, VAR Side Yard Setback, 12104 Ventura Blvd., Second Reading. Staff Report: Village Administrator Tim Savage reported this is a variance in side yard setback for an addition on the back of a home that will make it 5'1" off the lot line instead of six feet. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Ord 09-15, VAR/12104
Ventura/2nd/Pass

Ordinance 10-15, Official Zoning Map for Second Reading. Staff Report: Village Administrator Tim Savage reported this is the approval of the Village's official Zoning Map for 2015. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Ord. 10-15, Official Zoning
Map/2nd/Pass

Ordinance 12-15, Text Amendment Commercial Freestanding Sign Height, Second Reading. Staff Report: Village Administrator Tim Savage reported this is an ordinance amending the Village's Zoning Code to provide that the height of Commercial Freestanding Signs is measured from the adjacent grade or curb height, whichever is higher. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Ord. 12-15, Text Amd.
Comm. Freestanding Sign
Height/2nd/Pass

Resolution 20-R-15, Operating Transfers. Staff Report: Village Administrator Tim Savage explained this resolution is a housekeeping item. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Res. 20-R-15/Operating
Transfers/Pass

Resolution 21-R-15, Settle Interfund Balances. Staff Report: Village Administrator Tim Savage explained this resolution is also a housekeeping item. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

Res. 21-R-15/Settle
Interfund Balances/Pass

UNFINISHED BUSINESS - None

24. Unfinished Business

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NEW BUSINESS:

Ordinance 23-15, Adopt Annual Budget for FY 2015-2016, First Reading. The motion was made by Trustee Yoe and seconded by Trustee Beck. Staff Report: Village Administrator Tim Savage reported this is the first reading of the annual budget that is recommended for approval by the staff. It is a balance budget. Discussion: Trustee Kidd explained why he would be voting no on the budget. VA Savage noted he was available to answer any questions. Trustee Wilson thanked the staff for their hard work on preparing this balanced budget. Motion approved on roll call vote. 6 ayes (Trustees Snodgrass, Tammen, Wilson, Yoe, Beck and Mayor Bolin), 1 nays (Trustee Kidd), and 0 absent

Mayor Bolin called for a motion to approve Resolution 24-R-15, Authorize Employment Agreement for Village Administrator. The motion was made by Trustee Wilson and seconded by Trustee Yoe. Staff Report: HR/Accounting Manager Michelle Johannsen explained this is a resolution authorizing the Village President to execute an agreement with the Village Administrator covering several conditions and terms of employment, effective May 1, 2015. The agreement is reflective of input received from the Mayor and Board covering the areas of: length of employment, duties, salary and venefits, annual performance evaluations, termination and severance provisions and outside employment and residency. The Village Attorney has reviewed the agreement as to form and the language of the agreement and any comments and revisions were included in the final draft.. Motion approved on roll call vote. 6 ayes (Trustees Snodgrass, Tammen, Wilson, Yoe, Beck and Mayor Bolin), 1 nay (Trustee Kidd), and 0 absent

Mayor Bolin called for a motion to approve Resolution 29-R-15, Award Leland Storm Trunk and Pershing Improvements Bid. The motion was made by Trustee Yoe and seconded by Trustee Snodgrass. Staff Report: Village Engineer Chris Dopkins explained this is a resolution awarding Contract Number M0031-74-0135 to N-Trak Group for a bid of \$949,777. Motion approved on roll call vote. 7 ayes (Trustees Snodgrass, Tammen, Kidd, Wilson, Yoe, Beck and Mayor Bolin), 0 nays, and 0 absent

PUBLIC COMMENT:

CLOSED SESSION: - None

Trustee Beck moved to adjourn; seconded by Trustee Tammen. Motion carried by voice vote. Meeting adjourned at 6:47 p.m.

APPROVED:

Lori J. Mitchell, MMC
Village Clerk

25. New Business

26. Ord 23-15/Adopt Budget/ 1st Rdg/Pass

27. Res. 14-R-15/Authorize Employment Agreement/ VA/Pass

28. Res. 29-R-15, Award Leland/Pershing/Pass

29. Public Comment: None

30. Closed Session: None

31. 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.

* The Consent Agenda consists of proposals and recommendations that, in the opinion of the Village Administrator, will be acceptable to all members of the Board of Trustees. The purpose of this Agenda is to save time by taking only one roll call vote that covers all items in the Consent Agenda instead of separate votes on each item. Upon the request of any one Trustee, any item can be removed from the Consent Agenda prior to the motion to approve and be considered separately after adoption of the Consent Agenda.