

VILLAGE OF MACHESNEY PARK, ILLINOIS  
HELD IN THE FRANK G. BAUER MUNICIPAL HALL  
Journal of Proceedings ~ Regular Meeting, September 8, 2015

The meeting was called to order at 6:07 PM by Mayor Jerry Bolin. Pastor Rodney Lenzendorf from First Born Ministries presented the Invocation, which was followed by the Pledge of Allegiance led by Boy Scout Troop 206, Leader Sue Ewald. They are working on their Communications Merit Badge.

Present: Mayor Jerry Bolin, Trustees Robbin Snodgrass, Steve Johnson, James Kidd, Aaron Wilson, Terri Bailey and Erick Beck

Also Present: Village Clerk Lori Mitchell  
Treasurer Tom Yoe  
Village Attorney Tom Green  
Village Administrator Tim Savage  
HR & Accounting Manager Michelle Johannsen  
HHS Student Liaison Nick McCormick  
Public Works Superintendent Chad Hunter  
Planning and Zoning Coordinator Carrie Houston  
Public Safety Supervisor Sergeant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from August 17, 2015 were approved per typewritten copies submitted by the Clerk on a motion by Trustee Kidd and seconded by Trustee Snodgrass. Motion carried by voice vote.

Treasurer Tom Yoe gave the Treasurer's Report, stating the Village received Road Funds of \$312,373.87 and a total of all funds to be \$9,077,136.00. In addition, he noted that the Annual Treasurer's Report has been completed and available at the back table. Also, it will be published and filed as required by law. Trustee Beck moved to accept the Treasurer's Report and place it on file for audit; seconded by Trustee Kidd. Motion carried by voice vote.

Village Clerk Lori Mitchell noted that Trustee Robbin Snodgrass will be reading a Proclamation for Constitution Week that is being presented by Mayor Bolin to Alice Uphouse from the National Daughters of the American Revolution. Ms. Uphouse gave some history regarding Constitution Week and thanked the Village for its support.

Trustee Beck presented the warrants in the amount of \$844,923.98 reviewed and recommended for approval earlier this evening by the Administration and Finance Committee and moved for its passage; seconded by Trustee Johnson. Motion approved. On roll call: 6 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

ADMINISTRATIVE REPORTS

Mayor Jerry Bolin placed in nomination the names of Dave Harmon and Shane Klinger for five-year terms for the Planning and Zoning Commission expiring September 2020. He will seek a motion at the next Board Meeting for the appointment.

Attorney Tom Green had no report this evening.

Village Administrator Tim Savage had no report this evening.

Village Engineer Chris Dopkins left no report this evening.

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

Public Works Superintendent Chad Hunter reported about his successful acquisition of salt for this winter at a considerable cost savings over last year. Last year the Village was left off of the State Bid due to the providers inability to fill the order and thus we paid \$104.62/ton for salt and \$71.82/ton this year coordinating with Winnebago County.

1. Minutes Approved
2. Treasurer's Report
3. Communications  
Procl Const Week
4. Warrants/Approved
5. Administrative Reports
6. Mayor's Report
7. Attorney's Report
8. Village Administrator
9. Village Engineer
10. P/Z Coordinator
11. Public Works Supt.

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Human Resources and Accounting Manager Michelle Johannsen introduced Karla from Sikich LLP who gave the FY 2014-2015 Audit Report on the following items:

- 1) Annual Financial Report showing the Village financial statements were found to be fairly presented.
- 2) Board Communication from the Auditor. Page six of the document showed that two items from last year have been corrected.
- 3) Single Audit Report was included. It helps the Federal Government monitor grant awards. There were no internal or control findings as a result of this audit.
- 4) TIF Report is a compliance report required by State Statutes. This insures the money is being spent properly. The auditors noted no instances of non-compliance.

Trustee Wilson made a motion and Trustee Kidd seconded to accept the Audit Report and place it on file. *Discussion: Many of the Trustees complimented HR & Accounting Manager Michelle Johannsen for an outstanding performance and always providing great information to help them understand the financial issues.* Motion approved voice vote.

Harlem High School Student Liaison Nick McCormick updated the Board regarding activities occurring at Harlem including: On September 25, the Harlem Veteran Documentary Football Game will occur, providing free admission and concessions for invited Veterans and including a special half-time show for the Veterans; Freshman/Sophomore Play Tryouts have concluded; also, Harlem High School has concluded its first United Nations Model Team this year to compete in the NIC-10 Championship in April and Voices of Harlem Tryouts are being conducted.

Public Safety Supervisor, Sgt. Doug Bushman reported that for August 14 through September 3, there were 1,221 total calls for service by the Machesney Park Division of the Sheriff's Department, 363 reports were taken and there were 401 arrests.

#### COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Snodgrass, Public Improvements and Safety Chairperson, invited everyone to attend the Rock Valley College 50<sup>th</sup> Anniversary Celebration on September 12.

District #2 Trustee Johnson, Administration and Finance Vice Chairman, thanked Code Enforcement & Zoning Inspector Jake Schmidt for resolving some zoning issues in his District.

District #3 Trustee Kidd, Planning and Economic Development Vice Chairman, had no report this evening.

District #4 Trustee Wilson, Planning and Economic Development Chairman, reported the Planning and Economic Development Committee met this evening and will be moving two resolutions to the September 21 Board Meeting.

District #5 Trustee Bailey, Public Improvements and Safety Vice Chairperson, had no report this evening.

District #6 Trustee Beck, Administrative and Finance Chairman, reported that the A&F Committee met this evening, approved the warrant and recommended approval of the policing services resolution that is on tonight's Board Agenda. He also noted that he walked in the Labor Day Parade.

12. Acct./HR Mgr.

Accept Audit/Pass

13. Student Liaison

14. Pub. Safety Report

15. Committee Reports

16. District #1 Report

17. District #2 Report

18. District #3 Report

19. District #4 Report

20. District #5 Report

21. District #6 Report

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CONSENT AGENDA\* - Mayor Bolin noted that the next item is the Consent Agenda. He asked Village Administrator Savage to introduce all items to be considered under the Consent Agenda. VA Savage presented the items as follows:

Item A: Ordinance 32-15, Zoning Map Amendment R2 to R1, North Shore Estates, 2<sup>nd</sup> Reading, an ordinance to rezone Two-Family and Multi-Family lots to the Single-Family Residential District, because they have been developed with single-family homes.

Item B: Ordinance 33-15, Zoning Map Amendment R3 to R1, North Shore Estates, Forest Creek and Forest Hills Farms 2<sup>nd</sup> Reading, an ordinance to rezone Two-Family and Multi-Family lots to the Single-Family Residential District, because they have been developed with single-family homes.

Item C: Ordinance 36-15, Special Use Permit for Outdoor Storage, HMC Products, 7165 Greenlee Drive, 2<sup>nd</sup> Reading, an ordinance will permit outdoor storage for bulk oxygen and nitrogen for their manufacturing process. Because of new OSHA regulations, their oxygen and nitrogen tanks must be stored outdoors now, so they need this Special Use Permit for outdoor storage.

Item D: Ordinance 38-15, Text Amendment, Medical Uses in Commercial Zoning, 2<sup>nd</sup> Reading a text amendment proposed to make medical and dental clinics a permitted use in Commercial Zoning. There are clinics like this in the Village's commercial corridors now, with no negative impacts. This code change would keep hospitals and other inpatient medical facilities needing a Special Use Permit, and methadone and needle exchange clinics, as well.

Item E: Resolution 56-R-15, a Resolution to Authorize Execution of HMGP Flood Grant Agreement.

Mayor Bolin asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. There were no items to be considered separately. The Consent Agenda was accepted as presented.

Mayor Bolin called for a motion to approve all items under the Consent Agenda. The motion was made by Trustee Beck and seconded by Trustee Johnson. The motion was approved by roll call vote. 7 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson Bailey, Beck and Mayor Bolin), 0 nays, and 0 absent

UNFINISHED BUSINESS: None

NEW BUSINESS:

Mayor Bolin called for a motion to approve Resolution 26-R-15, Authorizing Policing Services Contract Renewal. Motion was made by Trustee Kidd and seconded by Trustee Wilson. Staff Report: **Village Administrator Tim Savage explained that approval of this resolution based on the draft and recommended updated contract with the Winnebago County Sheriff's Department for Machesney Park Policing Services. He explained the changes in the contract that included Paragraph**

22. Consent Agenda\*

Ordinance 32-15/ZMA/  
R2 to R1/2<sup>nd</sup> Rdg/Pass

Ordinance 33-15/ZMA/  
R3 to R1/2<sup>nd</sup> Rdg/Pass

Ordinance 36-15/SUP/  
HMC Products/2<sup>nd</sup> Rdg/Pass

Ordinance 38-15/Text Amd/  
Medical Uses/2<sup>nd</sup> Rdg/Pass

Res 56-R-15PHMGP/Pass

Accept Consent Agenda

Approved All Items on  
Consent Agenda

23. Unfinished Business  
None

24. New Business

25. Res 26-R-15/Police Ser  
Pass

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*#3 – Number of Personnel; Paragraph #10 – Total compensation for the year and adding Paragraph #15 regarding revenue generated by officers serving the Village will be tendered to the Village.*  
Discussion: Trustee Snodgrass questioned why the contract begins in April but is just now being approved. VA Savage explained that it historically is approved after the Budget is approved. The motion was approved by roll call vote. 7 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson Bailey, Beck and Mayor Bolin), 0 nays, and 0 absent

PUBLIC COMMENT: Resident George Parnello from Gentian Drive spoke to the Board about people parking illegally and blocking his driveway.

CLOSED SESSION: None

**Trustee Kidd moved to adjourn;** seconded by Trustee Johnson. Motion carried by voice vote. Meeting adjourned at 6:35 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.*

26. Public Comment  
George Parnello

27. Closed Session - None

28. Adjourn