

VILLAGE OF MACHESNEY PARK, ILLINOIS  
HELD IN THE FRANK G. BAUER MUNICIPAL HALL  
Journal of Proceedings ~ Regular Meeting, December 7, 2015

Mayor Bolin called the meeting order at 6:12 PM. Pastor Rob James from GPS Church presented the Invocation, which was followed by the Pledge of Allegiance led by Trustee Terri Bailey.

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

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

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

1. Minutes Approved

Treasurer Tom Yoe reported that the Treasurer's Report reflects what the Village received in Build Machesney Road Funds of \$297,427. He further noted that the total of all funds as of November 30 is \$6,251,808.81. He noted that a detailed copy of the Treasurer's Report was available in the back of this meeting room. Further, he reported the Village conducted its annual review with Blackhawk Bank and as a result, the amount to offset the fees has been reduced giving the Village an additional \$160,000 monthly on which we can earn interest. Trustee Wilson moved to accept the Treasurer's Report and place it on file for audit; seconded by Trustee Johnson. Motion carried by voice vote.

2. Treasurer's Report

Village Clerk Mitchell reminded the community that with Board Room renovations beginning tomorrow, the December 21 meetings have been cancelled. The next scheduled Board and Committee Meetings will be January 4 at their regular times at the Harlem Administration Center Board Room.

3. Communications  
Board Mtgs Jan 4

Further, Clerk Mitchell reported that the Village's annual Outdoor Holiday Decorating Contest is underway. Nominations will be accepted now through Friday, December 18. The top three winners will be awarded baskets of prizes from Village merchants and will be delivered prior to Christmas.

Holiday Decorating

Also, Clerk Mitchell introduced Mike Nicholas, President of RAEDC along with Stacy Bernadi, VP of Development, Jimsi Kuborn, VP of Investor Relations, and Dennis McCarthy, Director of National Business Development who reported on the new Strategic Plan.

RAEDC Present.

President Mike Nicholas reported about some of the exciting projects going on within the region. He reported that over \$1.5 billion being invested in our area right now. Mr. Nicholas further spoke about the Strategic Plan and its development. He reported that this year, they had 70 interviews and around 600 committee meetings to bring about the development of the Strategic Plan. He further spoke about plans for business attraction by promoting the region to Chicago-based business that are disappointed with their current opportunities. Further, he reported about business retention whereby they are meeting with current businesses to convince them of the importance of this region versus moving 20 miles across the border. He also spoke about educational opportunities in the region to educate and retain a regional workforce.

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Stacy Bernadi, VP of Development reported on business retention and expansion in Machesney Park and the conferences her department has been conducting with businesses in Machesney Park. There has been 185,000 sq. ft. of expansion in the areas where RAEDC has been assisting. Further, she reported that there has been about \$5M in new investments and 85 jobs that RAEDC has been associated with in Machesney Park.

Dennis McCarthy, Director of National (and International) Business Development reported there are currently six projects on the RAEDC scope that directly involve the Machesney Park area. He reported that he works very closely with VA Tim Savage, but most recently he met with Mayor Bolin and his administrative team to get feedback from them on some of the initiatives that were taking place and what they were looking for. He plans to do this quarterly keeping us informed of what they are doing and what we are looking for. He reported that when they receive an inquiry, he relates the information to the area municipalities. If the inquiry is not applicable for Machesney Park, Tim responds immediately to that effect.

Jimsi Kuborn, Vice President of Investor Relations, spoke about the Strategic Plan Campaign and the importance of the RAEDC to the region. She spoke about working and planning strategies for the region while being aware of the challenges involved. She spoke about a tax abatement project they had been working on which Tim Savage was an integral part. She said this is currently on hold because of state budgeting. She also said they are currently working on a property tax component to educate residents. She summarized the Strategic Plan and the areas they will be focusing on during the upcoming years. She emphasized that RAEDC wants to continue to partner with the Village of Machesney Park to help with growth. She further noted that they have submitted their formal request for the continued support of the Village.

Mayor Bolin presented a check to Pastor Rob James for their Mobile Food Pantry. Pastor James thanked the Village for its support. He reported they host this food pantry the third Monday of every month at Grace Lutheran Church in Loves Park, serving a hot dinner and distributing food from 5-7 p.m.

Trustee Beck presented the warrants in the amount of \$1,131,659.83 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 reported that Governor Rauner signed the bill releasing crucial funds to municipalities that have been on hold. This means that we can now get our Motor Fuel Tax monies, Use Tax Revenue, Gaming monies, 911 funding and several other areas within the local municipalities. He further reported that he also received an email from the Illinois Comptroller that the money will be forthcoming in an expeditious manner.

He thanked WREX TV-13 Morgan Koekmeir and Cameraman Dillon for the live coverage of the Toy Drive on November 20 and all individuals who came by to drop off toys that morning. He thanked Senator Steve Stadelman for his efforts to also collect toys last Saturday and Beef-A-Roo for their support in giving free cheese fries to people who donated toys that morning.

Mayor Presents Check to  
GPS Church

4. Warrants/Approved

5. Administrative Reports

6. Mayor's Report

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He again reminded everyone that the Toy Drive that is underway to help community children through Helping Hands Pantry at North Park Church of Christ. He further reported that there are already 400 children signed up for the program. He noted that new unwrapped toys are needed. They can be delivered to the Village between 8:00 a.m. and 4:30 p.m. during the work week until December 11.

Mayor Bolin also reported about another successful Machesney Park Christmas Tree Lighting. He thanked the Public Works Department and Chad for the beautiful tree and their efforts during the lighting, Penny Olson for coordinating the event, GPS Church for the hot chocolate and cookies and the Winnebago County Animal services for bringing the animals that brought joy to the children and families and to Mr. & Mrs. Claus and he wished everyone a very Merry Christmas.

Attorney Tom Green had no report this evening.

Village Administrator Tim Savage reported that Bauer Parkway which is a Winnebago County roadway and with the discontinuation of the toll booth on the parkway, many have had concerns about traffic speed and accidents at Bauer Parkway and Victory Lane. The Village conducted a traffic study because of these concerns, but the county elected not do to an analysis of that data. In lieu of some accidents at that location, there has been renewed interest. The county is stepping up and will refresh the traffic counts at that intersection to determine if there is adequate design at the intersection and also if there is potential for traffic signalization. He further reported that there will be a separate study done on the speed that is currently posted on the roadway to determine if that is the appropriate speed for that stretch of roadway. He said if the weather is good and the traffic counts are done, we should have something back from them in the near future.

Village Engineer Chris Dopkins reported on the construction projects still going on and also those that are winding down for the year. He wished everyone a Merry Christmas and Happy New Year from the McMahan Group.

Planning and Zoning Coordinator Carrie Houston reported that the December 28 Planning and Zoning Commission Meeting is being cancelled due to lack of agenda.

Public Works Superintendent Chad Hunter had no report this evening.

Human Resources and Accounting Manager Michelle Johannsen reported

Harlem High School Student Liaison Nick McCormick reported the following: 1) Harlem High School has two National Merit Semi-Finalists. They are Scott Kirker and Carolyn Gander. 2) The Harlem Student Council raised over \$5,000 for its toy drive and will be distributing toys during the next two weeks. 3) Thursday, December 10 is the Harlem High School Wind Ensemble and Concert Band Concert. 4) Last weekend Scott Kirker, Nick McCormick and five other individuals put together 14 care packages and distributed them to the homeless in downtown Rockford.

Public Safety Supervisor, Sgt. Doug Bushman reported that for November 13 through December 3, there were 1130 total calls for service by the Machesney Park Division of the Sheriff's Department, 350 reports were taken and there were 312 arrests.

#### COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Snodgrass, Public Improvements and Safety Chairperson, had no report this evening.

7. Attorney's Report

8. Village Administrator

9. Village Engineer

10. P/Z Coordinator

11. Public Works Supt.

12. Acct./HR Mgr.

13. Student Liaison

14. Pub. Safety Report

15. Committee Reports

16. District #1 Report

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District #2 Trustee Johnson, Administration and Finance Vice Chairman thanked everyone who participated in the Light up the Parks Parade.

17. District #2 Report

District #3 Trustee Kidd, Planning and Economic Development Vice Chairman, thanked everyone for their support during his recent illness.

18. District #3 Report

District #4 Trustee Wilson, Planning and Economic Development Chairman, reported that his committee met this evening and recommended approval of two ordinances that will be on the January 4 agenda.

19. District #4 Report

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

20. District #5 Report

District #6 Trustee Beck, Administrative and Finance Chairman, reported that the A&F Committee met this evening and recommended approval of Warrants and two Ordinances and three Resolutions. Thanked the Mayor and Staff for the nice float in the Light Up the Parks Parade.

21. District #6 Report

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

22. Consent Agenda\*

Item A: Ordinance 44-15, a Text Amendment to the Zoning Ordinance for Advertising Sign otherwise known as "Off Premise Signage" for second reading. Discussion: Trustee Kidd noted that we do have to modernize our sign regulations, but with the road construction on Route #173, he feels that Speedway Auto Mall should be allowed to keep their sign. VA Savage explained that he had read Tr. Kidd's comments in the newspaper and wanted to clarify that the Speedway sign has nothing to do with this ordinance. Their sign is an on-premises sign, the property was obtained by the State of Illinois. Speedway has room to put the sign back up, although it has to come within compliance with a different ordinance. Ordinance 44-15 is related to billboards or off-premises signs and not the sign to which Tr. Kidd referenced.

Ordinance 44-15/2<sup>nd</sup> Rdg  
Zoning Ord for Adv Signs

Item B: Ordinance 46-15, a Text Amendment to the Zoning Ordinance for Commercial Waterfront Use Category as a Special Use in the Commercial Neighborhood, Commercial Community and Commercial General categories for second reading.

Ordinance 46-15/2<sup>nd</sup> Rdg  
Comm Waterfront Zoning

Item C. Ordinance 47-15, Disposal of Certain Village-Owned Property deemed to be no longer necessary for the operation of the Village for second reading.

Ordinance 47-15/2<sup>nd</sup> Rdg  
Disp of Property

Item D. Resolution 66-R-15, Engineering for Prairie and Dorothea Improvements.

Resolution 66-R-15/Prairie &  
Dorothea Improvements  
Resolution 70-R-15, Bd Rm  
Improvements

Item E. Resolution 70-R-15, Authorization to Award Contracts for Village Board Room Improvements.

Resolution 71-R-15, Award  
Liability Insurance

Item F. Resolution 71-R-15, Authorization to Award Village Liability Insurance Package.

Resolution 72-R-15, Award  
Comp Study

Item G. Resolution 72-R-15, Authorization to Award Compensation Study to GovHR.

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Mayor Bolin asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. Trustee Kidd asked that Item E. Resolution 70-R-15, Authorization to Award Contracts for Village Board Room Improvements be removed from the Consent Agenda. The Consent Agenda was accepted as modified with the elimination of Item E. Resolution 70-R-15.

Accept Consent Agenda as Modified

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

Approved All Items on Consent Agenda

UNFINISHED BUSINESS:

23. Unfinished Business

Mayor Bolin called for a motion to approve Resolution 70-R-15, Authorization to Award Contracts for Village Board Room Improvements. The motion was made by Trustee Wilson and seconded by Trustee Bailey. Staff Report: VA Savage noted these improvements involve four contracts for services. The administration budgeted \$111,000 and so far we are under budget. Discussion: Tr. Beck noted that the verbiage of the contract called for prevailing wage for all work during the renovations of the Board Room. He said he asked about the carpeting during the committee meeting and did not get an answer. VA Savage noted that the carpeting contract was not included in this list of bids. Since it was under \$20,000, it was not required to go to the Board for approval that is why it was not included in the listing being considered for approval. Tr. Beck reported that he is a member of the United Brotherhood of Carpenters and Joiners of America and carpet laying is part of their work and that work falls under the prevailing wage act. He stated that the carpet laying should be done as such. The motion was approved by roll call vote. 5 ayes (Trustees Snodgrass, Johnson, Wilson, Bailey, and Mayor Bolin), 2 nays (Trustees Kidd and Beck), and 0 absent

Res 70-R-15/Award Bd Rm/  
Pass

NEW BUSINESS:

24. New Business

Mayor Bolin called for a motion (advice and consent) to approve the appointment of Community Development Coordinator. The motion was made by Trustee Wilson and seconded by Trustee Bailey. Staff Report: VA Savage reported that this position calls for the appointment by the Village Administrator with the Advice and Consent of the Village Board. A team made up of Mayor Bolin, VA Savage, HR Coord. Johannsen, Attorney Green and Consultant Roger Hopkins completed the interview process. As a result, VA Savage recommended James Richter for the position. The motion was approved by roll call vote. 7 ayes (Trustees Snodgrass, Kidd, Johnson, Wilson, Bailey, Beck and Mayor Bolin), 0 nays, and 0 absent

Appoint Comm. Dev. Coord.  
James Richter II/Pass

PUBLIC COMMENT: None

25. Public Comment - None

CLOSED SESSION: None

26. Closed Session - None

Trustee Wilson moved to adjourn; seconded by Trustee Kidd. Motion carried by voice vote. Meeting adjourned at 6:49 p.m.

28. Adjourn

APPROVED:

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Lori J. Mitchell, MMC  
Village Clerk

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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.*

UNOFFICIAL MINUTES