

**VILLAGE OF MACHESNEY PARK, ILLINOIS**  
**HELD IN THE FRANK G. BAUER MUNICIPAL HALL**  
*Journal of Proceedings ~ Regular Meeting, April 18, 2016*

The meeting was called to order at 6:00 PM by Mayor Jerry Bolin. Pastor Heath Tibbets from First Baptist Church of Machesney Park gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Robbin Snodgrass.

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

Also Present: Village Clerk Lori Mitchell  
Village Treasurer Tom Yoe  
Village Attorney Tom Green  
Village Administrator Tim Savage  
Accounting and HR Coordinator Michelle Johannsen  
Community Development Coordinator James Richter II  
Superintendent of Public Works Chad Hunter  
Public Safety Supervisor Sergeant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from April 4, 2016, and the Budget Discussion from April 2, 2016, and the Budget Hearing from April 4, 2016, were approved per typewritten copies submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Kidd. Motion carried by voice vote.

1. Minutes Approved

Treasurer Tom Yoe reported that the Treasurer's Report reflects a total of all funds as of April 11, 2016 were \$7,315,165.83. Further, in compliance with Village Ordinance, he provided a monthly pledged collateral report showing that as of April 11, the Village is holding funds in five financial institutions with FDIC coverage. The total pledged collateral is 167% of the balance, which exceeds the minimum 110% requirement. Trustee Wilson moved to accept the Treasurer's Report and place it on file for audit; seconded by Trustee Beck. Motion carried by voice vote.

2. Treasurer's Report

Village Clerk Mitchell introduced Harlem Township Supervisor Terri Knight for Rockford United Labor who accepted a Proclamation from Mayor Bolin recognizing April 28, 2016, as Workers Memorial Day in Machesney Park. Trustee Erick Beck read the proclamation. Ms. Knight thanked the Village for the proclamation and invited everyone to attend a celebration of Workers Memorial Day at the Zeke Georgie Bldg. on April 28 at 5pm.

3. Communications

Village Clerk Mitchell introduced Ann Marie Santora from Keep Northern Illinois Beautiful who accepted a Proclamation from Mayor Bolin recognizing April 30, 2016, as the Great American Cleanup Day in Machesney Park. Trustee Steve Johnson read the proclamation. Ann Marie thanked the Village for its support of KNIB Programs and especially in recognizing the Great American Cleanup.

Mr. Charles Martin from Prairie Lane addressed the Board regarding Resolution 26-R-16, prior to the vote. He spoke about his concerns.

Trustee Beck presented the warrants in the amount of \$347,274.01 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

4. Warrants/Approved

### ADMINISTRATIVE REPORTS

Mayor Jerry Bolin had previously announced his recommendations for assignments for committee chairs and co-chairs for the next year. These appointments will be effective beginning with the May 2 Board Meeting. He called for a motion to approve the appointments. A motion was made by Trustee Johnson to approve the appointments as presented and seconded by Trustee Wilson. Motion carried by voice vote.

Mayor Bolin recommended Ray Wetzel be reappointed for a five-year term to the Chicago/Rockford International Airport Board beginning June 2016. He noted that he will call for a motion at the next Board Meeting.

**Attorney Green** had no report this evening.

**Village Administrator Tim Savage** had no report this evening.

**Student Liaison Nick McCormick** was absent this evening due to a Varsity Tennis Meet...his only Monday meet.

**Village Engineer Chris Dopkins** had no report this evening.

**Public Works Superintendent Chad Hunter** had no report this evening.

**Community Development Coordinator James Richter II** had no report this evening.

**HR/Accounting Coordinator Michelle Johannsen** reported that as required by the Village's Investment Policy, the quarterly report is included in tonight's packet. Total interest earned over the last quarter \$3,056, just over \$500 increase from the last quarter. She further noted that the Village did close its Revolving Loan Fund Checking Account in March which was no longer needed since the fund was closed with the state. If in the future the Village gets funding, we will just open a new account. Further, the Village did open a new money market account with Northwest Bank at an interest rate of 0.45 interest rate for short term holding.

**Public Safety Supervisor, Sgt. Doug Bushman** reported that for April 1, 2016 through April 14, 2016, there were 791 total calls for service by the Machesney Park Division of the Sheriff's Department, 232 reports were taken and there were 281 arrests.

### COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Snodgrass, Public Improvements and Safety Chairperson, reported that her committee met this evening and approved three resolutions to go on to the Board, all with positive recommendations. She further thanked the Mayor for the opportunity to chair the committee during the last year.

District #2 Trustee Johnson, Administration and Finance Vice Chairman, reported the AdHoc Beautification Committee met on April 13 and elected chair and secretary of the committee and will meet again on April 20 here at Village Hall.

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

5. Administrative Report
6. Mayor's Report
7. Attorney's Report
8. Village Admin
9. Student Liaison
10. Village Engineer
11. Public Works Supt.
12. Com Dev Coord Rpt.
13. HR/Accounting Coord
14. Pub. Safety Report
15. Committee Reports
16. District #1 Report
17. District #2 Report
18. District #3 Report

District #4 Trustee Wilson, Planning and Economic Development Chairman, had no report this evening.

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 the Administration and Finance Committee met this evening and approved warrants. He also thanked the Mayor for the opportunity to chair the A&F Committee and looks forward to working with new Chairman Aaron Wilson.

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 16-16, a Variance for a 6' fence in front yard at 7303 Mildred Road for first reading.

Ord 16-16/Var Fence  
7303 Mildred Road

Item B. Ordinance 23-16, Class B Liquor License, 8209 Burden Road and Increase # of "B" Licenses to 14, for first reading.

Ord 23-16/Class B  
8209 Burden Road

Item C. Ordinance 24-16, Class A Liquor License, 8990 Old River Road and Decrease # of "C" Licenses and Increase # of "A" Licenses to 10 for first reading.

Ord 24-16/Class A  
8990 Old River Rd.

Item D. Ordinance 14-16, for Code Amendments to Chapters 14 and 30, related to Trash Collection Regulations for second reading.

Ord 14-16/Code Amd  
Trash Collection

Item E. Ordinance 17-16, Budget Amendments for FY2015-2016 for second reading.

Ord 17-16/Budg Amd

Item F. Ordinance 18-16, to Amend Chapter 29, Park Rules of the Village Code Regarding Park Rules and Regulations for second reading.

Ord 18-16/Amd Ch 29  
Park Rules

Item G. Resolution 18-R-16, a Resolution Regarding Maintenance of Streets and Highways Utilizing Motor Fuel Tax for FY 2016-2017.

Res 18-R-16, MFT for  
FY 2017

Item H. Resolution 22-R-16, Authorizing Transfer Class "BB" Liquor License, 7007 N. Second Street, Suite D.

Res 22-R-16/Transfer  
Class BB, 7007 N 2<sup>nd</sup>

Item I. Resolution 23-R-16, Authorizing Transfer Class "BB" Liquor License, 10125 N Second Street

Res 23-R-16/Transfer  
Class BB/10125 N 2<sup>nd</sup>

Item J. Resolution 24-R-16, Award the Publically Bid Contract for the Reconstruction of Scott Lane and Heron Drive to N-Trak Group in the Amount of \$814,988.21.

Res 24-R-16/Award  
Scott/Heron/N-Trak

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.

Accept Consent Agenda

Mayor Bolin called for a motion to approve all items under the Consent Agenda. The motion was made by Trustee Bailey and seconded by Trustee Wilson. 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

Approved All Items on  
Consent Agenda

**UNFINISHED BUSINESS - None**

**NEW BUSINESS**

Mayor Bolin called for a motion to approve Ordinance 22-16, Adopt Annual Budget for FY2016-2017 for second reading. The motion was made by Trustee Bailey and seconded by Trustee Johnson. **Staff Report: Human Resources and Accounting Manager Michelle Johannsen** reported this is the official budget for May 1, 2016 through April 30, 2017 for the Village that has been reviewed previously by the Board. She noted that the items that have been discussed in various budget review discussions have been updated and incorporated into this budget. The total of all general fund expenditures is \$6,299,700.

Discussion: Trustee Johnson made a motion to amend Ordinance 22-16 to add items that were removed at the April 2 Budget Meeting. Those items are as follows: HCC Summer Youth Program (\$5,000), the KNIB Christmas Tree Recycling Program (\$750), Carlson Boys Club (\$2,000), Young at Heart (\$2,500), Helping Hands Food Pantry (\$750), GPS Food Pantry (\$750) and Friends of Machesney (\$1,000); motion was seconded by Trustee Kidd. Attorney Green ask that the line items that will be changed by this amendment be identified. HR/Acct Coord. Michelle Johannsen reported that it would be adding \$12,750 to Line Item 00-04-913-10, the GL description would be "Donations." The offsetting line item would be against operating transfers for the CIP Fund 18 which would keep the Budget balanced. There was discussion about the pros and cons of funding not-for-profits. The amendment was approved by a roll call vote of 4 ayes (Trustees Snodgrass, Johnson, Kidd, and Beck), 3 nays (Trustees Wilson, Bailey and Mayor Bolin), and 0 absent

Ordinance 22-16 as amended was approved by a roll call vote of 7 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey, Beck and Mayor Bolin), 0 nays and 0 absent

Mayor Bolin called for a motion to approve Resolution 19-R-16, Authorize Police Contract. The motion was made by Trustee Wilson and seconded by Trustee Johnson. **Staff Report: Village Administrator Tim Savage reported this is the Intergovernmental Agreement for Police Services with the Winnebago County Sheriff's Department beginning Fiscal Year May 1, 2016 and extending for twelve months. The contract includes 29 sworn officers, one secretary. The amount of the contract is \$3,462,002.05.** The motion was approved by roll call vote. 6 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey, and Mayor Bolin), 1 nay (Trustee Beck), and 0 absent

Mayor Bolin called for a motion to approve Resolution 26-R-16, Regarding RRWRD Prairie/Dorothea Sewer Extension. The motion was made by Trustee Wilson and seconded by Trustee Snodgrass. **Staff Report: Village Administrator Tim Savage explained that as a result of the meeting conducted by RRWRD, homeowner concerns had been expressed regarding the Prairie and Dorothea sanitary sewer project. Based on those concerns, the Village polled the home owners through a mailed survey. The results of the survey indicated the majority of the homeowners (6 in favor and 15 in opposition) did not want to hook up to the sanitary sewer. With that in mind, the administration initiated this resolution, which if passed, enables the Mayor to submit a letter to RRWRD asking them to terminate the sanitary sewer improvement project along Prairie and Dorothea. Final determination will be made by RRWRD Board. Discussion: Staff was thanked for taking the time to conduct the survey and providing the results.** Motion was approved by roll call vote. 6 ayes (Trustees Snodgrass, Johnson, Kidd, Bailey, Beck and Mayor Bolin), 1 nay (Trustee Wilson), and 0 absent

23. Unfinished Business

24. New Business

Ordinance 22-16/Budget

Amend 22-16/Pass

Ordinance 22-16  
Budget as Amended/Pass

Resolution 19-R-16  
Police Contract/Pass

Resolution 26-R-16/  
RRWRD Sewer Ext/Pass

**OTHER:** *None*

**PUBLIC COMMENT:** *None*

**CLOSED SESSION:** *None*

**Trustee Bailey moved to adjourn;** seconded by Trustee Johnson. Motion carried by voice vote. Meeting adjourned at 6:31 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.

25. Other- None

26. Public Comment-None

27. Closed Session-None

28. Adjourn