

**VILLAGE OF MACHESNEY PARK, ILLINOIS**  
**HELD IN THE FRANK G. BAUER MUNICIPAL HALL**  
**Journal of Proceedings ~ Regular Meeting, September 6, 2016**

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

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

Absent: Trustee Robbin Snodgrass

Also Present: Village Clerk Lori Mitchell  
Village Treasurer Tom Yoe  
Village Attorney Tom Green  
Village Administrator Tim Savage  
Finance and HR Manager Michelle Johannsen  
Community Development Director James Richter II  
Village Engineer Nick Arps  
Public Works Superintendent Chad Hunter  
Public Safety Supervisor Sergeant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting and the Public Hearing from August 15, 2016, were approved per typewritten copies submitted by the Clerk on a motion by Trustee Bailey and seconded by Trustee Kidd. Motion carried by voice vote.

Treasurer Tom Yoe reported that the Treasurer's Report reflects a total of all funds as of August 30, 2016 being \$8,754,605.19. Trustee Wilson 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 Mitchell announced the Village had received new student artwork from Machesney Elementary School. This month's Student-Artist is Loren Melenas a 5<sup>th</sup> grader at Machesney.

Further, Clerk Mitchell announced to the Board that we will have a Closed Session at the September 19 Board Meeting to review previous Closed Session Minutes for release. Minutes have been prepared for Trustee review in an effort to save time during the meeting and Trustees are invited to stop by the Clerk's office within the next two weeks to review minutes for possible release.

Lastly, Clerk Mitchell announced that candidate packets are available for pick up in the Clerk's office for residents who are interested in running for the following offices: Village President, Village Clerk, Village Treasurer, Trustees in District #1, District #3 and District #4.

Trustee Wilson presented the warrant in the amount of \$1,009,698.76 reviewed and recommended for approval earlier this evening by the Administration and Finance Committee and moved for its passage; seconded by Trustee Beck. Motion approved. On roll call: 5 ayes (Trustees Johnson, Kidd, Wilson, Bailey and Beck), 0 nays, 1 absent (Trustee Snodgrass)

**ADMINISTRATIVE REPORTS**

**Mayor Jerry Bolin** welcomed new businesses to Machesney Park. They are All About Eyes, ATI Physical Therapy and RUE 21. He wished them much success in Machesney Park.

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

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

1. Minutes Approved
2. Treasurer's Report
3. Communications
4. Warrants/Approved
5. Administrative Report
6. Mayor's Report
7. Attorney's Report
8. Village Admin

**Village Engineer Nick Arps** reported about the ongoing road projects in the Village.

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

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

**Finance and HR Manager Michelle Johannsen** had no report this evening.

**Public Safety Supervisor, Sgt. Doug Bushman** reported that for August 12, 2016 through September 1, 2016, there were 1470 total calls for service by the Machesney Park Division of the Sheriff's Department, 338 reports were taken and there were 458 arrests.

#### **COMMITTEE AND TRUSTEE REPORTS**

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

**District #2 Trustee Johnson, Planning and Economic Development Vice Chairman,** thanked Sgt. Bushman and the Sheriff's Police for keeping our school zones safe.

**District #3 Trustee Kidd, Public Improvements and Safety Chairman,** had no report this evening.

**District #4 Trustee Wilson, Administrative and Finance Chairman,** reported that the Administration and Finance Committee met this evening and recommended approval of one ordinance and one resolution that will be forwarded to the September 19 Board Meeting with positive recommendations.

**District #5 Trustee Bailey, Planning and Economic Development Chairperson,** reported the Planning and Economic Development Committee met this evening and recommended approval of one resolution that will be forwarded to the September 19 Board Meeting with a positive recommendation.

**District #6 Trustee Beck, Administrative and Finance Vice Chairman,** had no report this evening.

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:

- A. Ordinance 34-16, Ordinance Approving the I-90/Route 173 Business District Plan, 2<sup>nd</sup> Reading
- B. Ordinance 35-16, Ordinance Designating the I-90/Route 173 Business District, 2<sup>nd</sup> Reading
- C. Ordinance 36-16, Ordinance Imposing a 1% Business District Retailers/Hotel Operators Occupation Tax, 2<sup>nd</sup> Reading
- D. Ordinance 39-16, Ordinance Authorizing the Exchange of Real Property at 1031 Brentwood Rd., 2<sup>nd</sup> Reading
- E. Ordinance 40-16, Amend Chapter 21, Article II, Job Descriptions, 1<sup>st</sup> Reading
- F. Resolution 47-R-16, Authorize RMTD IGA
- G. Resolution 49-R-16, Authorize Engineering for 2017 Road Reconstruction Program
- H. Resolution 50-R-16, Change Order for Prairie and Dorothea Improvements

9. Village Engineer
10. Public Works Supt.
11. Com Dev Dir. Rpt.
12. Finance/HR Manager
13. Pub. Safety Report
14. Committee Reports
15. District #1 Report
16. District #2 Report
17. District #3 Report
18. District #4 Report
19. District #5 Report
20. District #6 Report
21. Consent Agenda

Mayor Bolin asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. Trustee Beck asked that Ordinance 40-16 be removed from the Consent Agenda. Mayor Bolin noted that this item will be placed under Unfinished Business.

Mayor Bolin called for a motion to approve all remaining items under the Consent Agenda. The motion was made by Trustee Bailey and seconded by Trustee Beck. The motion was approved by roll call vote. 6 ayes (Trustees Johnson, Kidd, Wilson, Bailey, Beck and Mayor Bolin), 0 nays, and 1 absent (Trustee Snodgrass)

#### UNFINISHED BUSINESS

Mayor Bolin called for a motion to approve Ordinance 40-16, Amend Chapter 21, Article II, Job Descriptions, 1<sup>st</sup> reading. The motion was made by Trustee Kidd and seconded by Trustee Johnson. **Staff Report: Finance and Human Resources Manager Michelle Johannsen explained this Ordinance is an update and rewrite of our job descriptions that were provided by our consultant. The administration wanted to update the job descriptions and pull them out of the Code Book into a separate manual. So this ordinance updates the job descriptions, creates the manual and also updates the organizational chart to reflect these changes. Discussion: Trustee Beck spoke about his concerns related to building inspection positions being eliminated from the current code. Village Administrator Savage explained there were a number of positions that had previously been in the Code Book that were dormant. Those positions were omitted, but if they should ever be necessary in the future, they can also be reinstated by ordinance.** The motion was approved by roll call vote. 5 ayes (Trustees Johnson, Kidd, Wilson, Bailey, and Mayor Bolin), 1 nay (Trustee Beck), and 1 absent (Trustee Snodgrass)

#### NEW BUSINESS - None

#### PUBLIC COMMENT: None

#### CLOSED SESSION: None

**Trustee Wilson moved to adjourn;** seconded by Trustee Johnson. Motion approved by voice vote. Meeting adjourned at 6:16 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.

Consent Agenda/Passed

22. Unfinished Business

Ordinance 40-16/1<sup>st</sup> Rdg/  
Passed

23. New Business

24. Public Comment

25. Closed Session/None

26. Adjourn