

VILLAGE OF MACHESNEY PARK, ILLINOIS
HELD IN THE FRANK G. BAUER MUNICIPAL HALL
Journal of Proceedings ~ Regular Meeting, September 19, 2016

The meeting was called to order at 6:00 PM by Mayor Jerry Bolin. Pastor Willie Cobb from the First Born Ministries gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Aaron Wilson.

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 Darron Burke
Village Administrator Tim Savage
Finance and HR Manager Michelle Johannsen
Community Development Director James Richter II
Village Engineer Chris Dopkins
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 September 6, 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.

1. Minutes Approved

Treasurer Tom Yoe reported that the Treasurer's Report reflects a total of all funds as of September 12, 2016 being \$9,091,659.24. Further, Treasurer Yoe reported that as of September 12, 2016, the Village is holding funds at four financial institutions with FDIC coverage. The total pledged collateral is 179% of the current balance which exceeds the 110% requirement in the Village Ordinance. 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.

2. Treasurer's Report

Clerk Mitchell welcomed Tambryn Hecox an honor student from Harlem High School who will serve as this year's Student Liaison to the Village Board. Tambryn is very active in Harlem athletics, playing Tennis, Basketball and Track while serving on Student Council and the Red Ribbon Committee. She is also a long time participant in AWANA. Tambryn will be reporting to the Board and residents about what's happening at Harlem High School this year. Tambryn will presenting her report later in the Board Meeting tonight.

3. Communications

Clerk Mitchell announced that candidate packets are still 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.

Clerk Mitchell asked Trustee Robbin Snodgrass to read a proclamation for Constitution Week that is being presented this evening by Mayor Bolin to Alice Uphouse from the Rockford Chapter of the National Daughters of the American Revolution. Mayor Bolin commended the DAR for their support of our military and the Constitution of the United States. Ms. Uphouse thanked the Village and gave some background on the Constitution and its importance to our history and country.

Trustee Wilson presented the warrant in the amount of \$680,475.09 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: 6 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

4. Warrants/Approved

ADMINISTRATIVE REPORTS

Mayor Jerry Bolin reported that he attended the Viet Now POW-MIA Ceremony. He thanked Bruce Jacobson and the Rockford Chapter of Viet Now putting together this great program recognizing our nation's POWs and MIAs. He reported that this year we are excited that one more MIA has been identified and returned. He is SFC Allen Lee Boyer a Green Beret. His sister, Judy Barcher reported that on March 7, 2016 the eve of Allen's 70th birthday she was notified DNA evidence had identified Allen's remains and he is entombed in the Arlington National Ceremony.

Further, Mayor Bolin recognized GPS Faith Community for its contributions to the community especially for the establishment in 2014 of the GPS Farmer's Market to provide farm-fresh produce and products for our community.

Mayor Bolin announced that the 8th Annual Toy Drive to benefit the Helping Hands Pantry is underway in the Village. Community members are invited to bring new unwrapped toys to Village Hall each weekday from 8:00 a.m. – 4:30 p.m. through December 9. The toys will be distributed at North Park Church of Christ on Saturday, December 10.

Attorney Burke had no report this evening.

Village Administrator Tim Savage had no report this evening.

Finance and HR Manager Michelle Johannsen reported the Annual Treasurer's Report was on the back table for publication and review. She further reported that we will be reviewing the audited financial results for FY 2016. She noted the General Fund had expenditures of \$5,829,626.50 and the Village ended the year with a \$582,000 surplus. Michelle introduced Karla from Sickich LLP, Certified Accountants and Financial Advisors, who provided the FY 2015-2016 Audit Presentation. Karla covered points about the Annual Financial Report, TIF Compliance Report, and the Auditors Communication to the Board. She congratulated Michelle Johannsen for her hard work and attention to detail for generating a perfect financial report for the Village.

Mayor Bolin called for a motion to accept the Audit Report and place it on file. A motion was made by Trustee Wilson and seconded by Trustee Kidd. Motion was approved by voice vote.

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

Public Works Superintendent Chad Hunter had no report this evening.

Village Engineer Chris Dopkins reported about the ongoing road projects in the Village.

Student Liaison Tambryn Hecox reported about the Vet Doc Program at Harlem High School and have partnered with a coffee shop to sell coffee to raise funds for the program. Further, she reported Harlem High School Student Council will be representing the School District at the Annual Red Ribbon Fair at Boylan High School on October 8.

Public Safety Supervisor, Sgt. Doug Bushman reported that for September 2, 2016 through September 15, 2016, there were 872 total calls for service by the Machesney Park Division of the Sheriff's Department, 253 reports were taken and there were 211 arrests. Trustee Wilson asked if the River Patrols are done for this year and if there will be funding for next year. Sgt. Bushman reported they are done this year and next year's budget will determine if the program continues.

5. Administrative Report

6. Mayor's Report

7. Attorney's Report

8. Village Administrator

9. Finance/HR Manager

10. Comm. Dev Dir

11. Public Works
Superintendent

12. Village Engineer

13. Student Liaison

14. Pub Safety Supervisor

COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Snodgrass, Public Improvements and Safety Vice Chairperson, attended the ribbon cutting for the Route #173 Corridor. It was good to be able to thank IDOT and William Charles Construction for a job well done. Further thanked Sgt. Bushman and the deputies for helping with some issues in District #1 recently.

District #2 Trustee Johnson, Planning and Economic Development Vice Chairman, reported that he met with one of the Beautification Committee Members and talked about possible floral additions for next year. Further, he thanked Public Works Superintendent Chad Hunter for helping with an alley issue in his district. He also commended Michelle Johannsen for such a good report.

District #3 Trustee Kidd, Public Improvements and Safety Chairman, reported that the Public Improvements and Safety Committee met this evening and approved one resolution that will be on the October 3 Board Agenda.

District #4 Trustee Wilson, Administrative and Finance Chairman, reported that the Administration and Finance Committee met this evening and recommended approval of one resolution that is on tonight's Board Meeting agenda with positive recommendations. Congratulated Advance Machine for 50 years of business. They also own Hennig which is located in the Village. He further reported he served on the "40 Under 40" Selection Committee. He said there was great news forthcoming for Machesney Park in that area. He also reported about the Vet Docs fundraiser program where they are selling coffee. This will be available at Harlem High School. He further noted he will be talking to the administration about ways we can save money as we enter into the budget process for next year.

District #5 Trustee Bailey, Planning and Economic Development Chairperson, had no report this evening.

District #6 Trustee Beck, Administrative and Finance Vice Chairman, thanked Sgt. Bushman for a nice job in maintaining order in his neighborhood surrounding the bus stop.

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 43-16, Amend Chapter 14 of the Village Code Regulating Possession of Cannabis and Drug Paraphernalia Possession, First Reading
- B. Resolution 51-R-16, Approve and Authorize Signatures for Final Plat 2, Liberty Park, Replat of Lots 8, 9 and 10 to Combine Said Lots.
- C. Resolution 53-R-16, Award Publically Bid Contract for Phase III Hazard Mitigation Grant, Flood Properties Demolition, to Northern Illinois Service Co., in the amount of \$349,538.

Mayor Bolin asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. There were no items removed from the 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 Kidd. 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

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

22. Consent Agenda

Consent Agenda/Passed

UNFINISHED BUSINESS

Mayor Bolin called for a motion to approve Ordinance 40-16, Amend Chapter 21, Article II, Job Descriptions, 2nd reading. The motion was made by Trustee Wilson and seconded by Trustee Kidd. **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 reminded the Board he would be voting no on this again. 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 44-R-16, Authorize Contract for Asbestos Abatement at 8702 N. Second Street. The motion was made by Trustee Beck and seconded by Trustee Johnson. **Staff Report: Public Works Superintendent Chad Hunter explained When the Village purchased the vacant JCPenney space back in 2015, a pre-sale inspection found some asbestos mastic underneath some of the floor tile located on the main sales floor and office areas. During the closing the Village was able to negotiate a credit of a \$122,000 to address this asbestos and remove the mastic that was identified with the asbestos material.**

The Village would like to use a portion of the credit that was given at closing and hire a contractor to remove the asbestos mastic that was identified during the inspection to give the space a clean bill of health and make it more desirable to buyers.

Village staff has contacted and acquired pricing from licensed asbestos contractors for the abatement of asbestos at the JCPenney space. At this time staff recommends that a contract for service be entered into with Husar Abatement, Ltd. for the removal of asbestos at the JCPenney space located at 8702 N 2nd St. for \$49,500.

Village Administrator Savage explained while the Village did not use all of the money allocated for the abatement, but he wanted to affirm this action does eliminate all of the asbestos identified within the facility. The motion was approved by roll call vote. 6 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey, and Mayor Bolin), 1 nay (Trustee Kidd), and 0 absent

NEW BUSINESS - None

PUBLIC COMMENT: None

CLOSED SESSION: Mayor Bolin called for a motion to go into Closed Session for the purpose of 5 ILCS 120/2.06(d), Review Closed Session Minutes. Motion was made by Trustee Wilson and seconded by Trustee Kidd to go into closed session. The motion was approved by voice vote.

The Board went into Closed Session at 6:39 p.m. and returned to Open Session at 6:47 p.m.

Mayor Bolin called the open meeting back to order at 6:47 p.m.

23. Unfinished Business

Ordinance 40-16/2nd Rdg/
Passed

Resolution 44-R-16/
Passed

24. New Business

25. Public Comment

26. Closed Session

27. Return to Open
Session

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

Also Present: Village Clerk Lori Mitchell
Village Attorney Darron Burke
Village Administrator Tim Savage

Mayor Bolin called for a motion to release the Closed Session Minutes from March 7, 2016. Trustee Kidd made the motion to release the Closed Session Minutes from March 7, 2016; and Trustee Wilson seconded the motion. The motion was approved by voice vote.

28. Release Closed Session Minutes/Passed

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

29. Adjourn

APPROVED:

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.