

VILLAGE OF MACHESNEY PARK, ILLINOIS
HELD IN THE FRANK G. BAUER MUNICIPAL HALL
Journal of Proceedings ~ Regular Meeting, November 7, 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 Machesney Park's Ambassador of Inspiration Samantha Roberson.

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 Attorney Tom Green
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
Harlem High School Student Liaison Tambryn Hecox
Public Safety Supervisor Sergeant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from October 3, 2016, was approved per typewritten copies submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Bailey. Motion carried by voice vote.

1. Minutes Approved

Village Finance and Human Resources Manager Michelle Johannsen reported that the Treasurer's Report reflects what the Village has received in MFT Funds of \$45,068.09, bringing a total of all funds as of October 31 to \$9,978,557.90. Trustee Kidd 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

Clerk Mitchell reminded residents that tomorrow is Election Day and she asked that all registered voters who have not early voted, to go to the polls tomorrow to exercise their right to have a voice in the very important regional, state and national elections tomorrow.

3. Communications

Clerk Mitchell further wished a very Happy Birthday tomorrow to Machesney Park resident Herman Giggee who will be 99 years young tomorrow. Stop at By the Dozen Bakery tomorrow morning to wish him Happy Birthday in person tomorrow around 9am.

Trustee Johnson read a Proclamation from Mayor Bolin proclaiming National Hunger and Homelessness Awareness Week in Machesney Park from November 12-20, 2016. Mr. John Strandin, a member of the Rock River Valley Coalition on Homelessness, accepted the Proclamation from Mayor Bolin. He invited the Board to attend the Living the Legacy homeless awareness event on November 19.

Trustee Wilson presented the warrant in the amount of \$3, 468,744.00 reviewed and recommended for approval earlier this evening by the Administration and Finance Committee and moved for its passage; seconded by Trustee Snodgrass. Motion approved. On roll call: 6 ayes (Trustees Snodgrass, Johnson, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

4. Warrants/Approved

ADMINISTRATIVE REPORTS

5. Administrative Report

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 by North Park Church of Christ on Saturday, December 10.

6. Mayor's Report

Mayor Bolin reported on the Village Initiative to Abate Housing Blight. He explained a grant program by which the Village might qualify for assistance in this area. He reported that the mission of this initiative is to improve the attractiveness, livability and economic viability of our residential neighborhoods.

He further reported on several other regional events that he had attended in representation of the Village of Machesney Park.

Mayor Bolin invited the community to attend a Public Safety Forum on Tuesday, November 29, from 5-7pm at GPS Faith Community. The Forum is open to the public and presenters will include regional law enforcement officers along with area legislators.

Attorney Green had no report this evening.

Village Administrator Tim Savage reported about the Village's intent for continuation of our General Liability Workman Comp Insurance Plan with the Illinois Municipal League Risk Management Association. Last year the Village migrated to the IMLRMA which had the best rate through the competitive quote process. This year, there is a 7% increase in premiums of which 6.5% is due to work comp rate and additional property that we are now covering, such as the boat launch. That leaves only one-half of one percent as an inflationary increase. This is informational and there was no action required by the Board as it is a continuation of coverage. It will continue until cancelled.

Finance and HR Manager Michelle Johannsen gave the Quarterly Investment Report summarizing the report that was included in the Board Packets. It showed that total interest earned over the last quarter was \$3,616 consistent with the prior quarter. One investment change to note was that the Village invested a portion of the CIP Funds into two CDs. One with Rock Valley Credit Union at a rate of 1.17% and the other with Northwest Bank at a rate of 1.05%. They will mature in August 2017.

Further, Ms. Johannsen reported about the IHDA Trust Fund Single Family Rehab Program as follows: The Village has been managing the IHDA Single Family Owner-Occupied Rehab program since 2000. So for the past 16 years, the Village has been awarded over \$3M and rehabbed 98 homes. This program has now been moved into the Affordable Housing Trust Fund, but will still be monitored by IHDA.

The Single Family Rehab Program will assist low and very low-income homeowners in repairing their homes and removing health and safety hazards by repairing or replacing costly maintenance items. Eligible homeowners will receive up to a maximum of \$45,000 in assistance which will be secured to the property as a forgivable loan with a flat five-year recapture agreement. With the program now being in the Trust Fund, it will ensure the money is in hand and available to be spent and we anticipate that there will no longer be extensive environmental reviews.

The Village is submitting an application requesting \$430,950 in grant funds to complete the rehab of an estimated ten homes. The Village will commit an additional \$15,280 to cover additional costs and will also utilize Village staff time to assist in keeping administrative costs down to allow for more funding to be used directly on the house. There is no action item at this time but we did need to provide an opportunity for public comment, so if anyone has any comments I will take them at this time. There were no public comments.

Community Development Director James Richter II reported that on October 19 and 20, Village Administrator Savage and he attended the International Council of Shopping Centers, Chicago Deal-Making Event at Navy Pier. The ICSC is a global trade organization of about 30,000 shopping center owners, developers, retailers, restaurateurs, real estate and municipal government officials. The Village had attended this event previously, but this was the first time we had booth space

- 7. Attorney's Report
- 8. Village Administrator
- 9. Finance/HR Manager
- 10. Comm. Dev Dir

promoting a presence for the Village of Machesney Park. There were several inquiries as to the location of the village and that reemphasized the purpose of our attendance, to explain who we are, where we are and what we have to offer. They met with a number of shopping center owners who own space in the region as well as obtaining a number of leads that they will be following up on in the near future. This was a great opportunity for the village to be noticed and he assured the Board that the administration will continue to work hard to be a presence in the retail marketplace.

Further, Mr. Richter announced that the Village's Code Enforcement position has been filled. Mr. Zach Andrews began his tenure with the Village on Wednesday, November 2. Mr. Andrews brings over ten years of code enforcement experience in working with the City of Rockford. He is a Harlem graduate and lives in Machesney Park.

Public Works Superintendent Chad Hunter had no report this evening.

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

- *Kingsley and Drexel – the majority of the sidewalks are in now. He is anticipating completion within the next week to week and one-half.*
- *Prairie/Dorothea Improvements are pretty much wrapped up with the exception of the restoration by Otto Road and the IL251 Service Drive island restoration.*
- *The Alpine Path Project is moving on. Hoping for completion by the end of the week.*
- *Flood Property Demolition – have been going on over the last week and one-half. The Village did meet the completion dates as required by the grant.*

Student Liaison Tambryn Hecox reported the following:

- *Nine teachers have been nominated for the Golden Apple Award. Nominations come from the entire state and having nine nominees is a great testimony for the quality of staff in Harlem schools.*
- *A student-led program called "Shatter our Silence." It is a suicide prevention program that includes a hotline. The program is being well received.*
- *Next Friday is the Winter Sports Preview at Harlem High School where all the winter sports are introduced at Friday at 5:30 p.m. There will be student vs athlete game for your entertainment.*

Public Safety Supervisor, Sgt. Doug Bushman reported that for October 14, 2016 through November 3, 2016, there were 1,319 total calls for service by the Machesney Park Division of the Sheriff's Department, 424 reports were taken and there were 320 arrests.

COMMITTEE AND TRUSTEE REPORTS

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

District #2 Trustee Johnson, Planning and Economic Development Vice Chairman, *reported that he attended the Parks Chamber Touch a Truck event at Loves Park Fairgrounds and the Parks Chamber Annual Dinner. Further, he commended Sgt. Bushman for obtaining the outstanding pricing for the purchase of new squad cars. He further mentioned the tribute to Veterans to be held at Loves Park City Hall on Thursday, November 10 at 10:00 a.m.*

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

District #4 Trustee Wilson, Administrative and Finance Chairman, *reported the A&F Committee met this evening and approved three resolutions that will go to the November 21 Board Meeting with a positive recommendations.*

11. Public Works Spt.

12. Village Engineer

13. Student Liaison

14. Pub Safety Supervisor

15. Committee Reports

16. District #1 Report

17. District #2 Report

18. District #3 Report

19. District #4 Report

District #5 Trustee Bailey, Planning and Economic Development Chairperson, reported the PED Committee met this evening and approved one Ordinance that will go to the November 21 Board Meeting with a positive recommendation.

District #6 Trustee Beck, Administrative and Finance Vice Chairman, had no 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:

- A. Ordinance 41-16, Zoning Map Amendment AG to R1, for portions of 825 Ralston Road, Second Reading
- B. Ordinance 44-16, Zoning Map Amendment CN to R1, 8782 Victory Lane, Second Reading
- C. Ordinance 45-16, Authorizes a Budget Amendment adjusting several line items within the CIP, General Fund, Utility Tax and Road Funds for FY 2016-2017, Second Reading
- D. Resolution 57-R-16, Authorize the Purchase of Two Squad Cars.
- E. Resolution 58-R-16, Approve a Driveway Variance for 1121 Minns Drive.

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 Kidd 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 –

- A. Mayor Bolin called for a motion to approve Ordinance 37-16, Zoning Ordinance Text Amendment Section 20-4 and 20-50(2) further regulating and requiring a Special Use Permit for Massage Uses, Second Reading. The motion was made by Trustee Johnson and seconded by Trustee Bailey. Staff Report: **Community Development Director James Richter explained this text amendment as follows:** *The before you this evening for massage establishments was the result of work by staff, the Winnebago County Police Department, and the members of the Planning & Zoning Commission. Currently, the Village does not have regulations for massage establishments.*

The proposed regulations address this land use matter through several levels. First are the application requirements that the petitioner would need to submit to be considered, Second, is the special use permit process itself, which is a public process that allows the Village to fully review the application. Finally, the Special Use Permit criteria provide the tools necessary for the Village to regulate this use. Staff researched the use and how the surrounding municipalities in the Rockford region are regulating massage establishments.

20. District #5 Report

21. District #6 Report

22. Consent Agenda

Consent Agenda/Passed

23. Unfinished Business
A. Ordinance 37-16, Pass

Discussion: There was discussion and questions which were addressed by the Director Richter, Village Administrator Tim Savage and Attorney Tom Green. The motion was approved by roll call vote. 6 ayes (Trustees Snodgrass, Johnson, Wilson, Bailey, Beck and Mayor Bolin), 1 nay (Trustee Kidd), and 0 absent

- B. Mayor Bolin called for a motion to approve Ordinance 38-16, Zoning Ordinance Text Amendment Section 20-52 (4) regulating Shooting Ranges and establishing them as a Special Use, Second Reading. The motion was made by Trustee Johnson and seconded by Trustee Bailey. Staff Report: **Community Development Director James Richter explained this is a proactive measure to address any indoor shooting ranges that may come into the Village at some point in the future. Currently, there are no rules or regulations governing these establishments currently and since we have had a number of inquiries (no applications submitted as of yet) the administration through it prudent to provide protection to surrounding property owners. The application would be similar to what was established for massage establishments, a three step process. Discussion: Trustee Kidd stated he would be voting no on this ordinance.** The motion was approved by roll call vote. 6 ayes (Trustees Snodgrass, Johnson, Wilson, Bailey, Beck and Mayor Bolin), 1 nay (Trustee Kidd), and 0 absent

B. Ordinance 38-16/Pass

NEW BUSINESS - None

24. New Business

PUBLIC COMMENT: None

25. Public Comment

CLOSED SESSION: None

26. Closed Session

Trustee Bailey moved to adjourn; seconded by Trustee Kidd. Motion approved by voice vote. Meeting adjourned at 6:41 p.m.

27. 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.