

**VILLAGE OF MACHESNEY PARK, ILLINOIS**  
**HELD IN THE FRANK G. BAUER MUNICIPAL HALL**  
**Journal of Proceedings ~ Regular Meeting, August 7, 2017**

The meeting was called to order at 6:09 PM by Mayor Steve Johnson. Pastor Lensorf from First Born Ministries in Machesney Park gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Erick Beck

Present: Mayor Steve Johnson, Trustees Joe Seipts, Jake Schmidt, James Kidd, and Erick Beck

Absent: Trustee Aaron Wilson and Trustee Terri Bailey

Also

Present: Village Clerk Lori Mitchell  
Treasurer Bradley Robison  
Village Attorney Tom Green  
Village Administrator Tim Savage  
Community Development Director James Richter II  
Finance and Human Resources Manager Michelle Johannsen  
Village Engineer Chris Dopkins  
Public Safety Supervisor, Lieutenant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from July 17, 2017, was approved per typewritten copies submitted by the Clerk on a motion by Trustee Kidd and seconded by Trustee Schmidt. Motion carried by voice vote.

1. Minutes Approved

Treasurer Robison reported that the Treasurer's report as of July 28, 2017, reflects what the Village received in Build Machesney Road funds of \$308,941.64. The total of all funds was \$11,211,478.32. A copy of the treasurer's report is available at the back of the room. A motion was made by Trustee Beck and seconded by Trustee Seipts to accept the Treasurer's Report and place it on file for audit. Motion carried by voice vote.

2. Treasurer's Report

Clerk Mitchell announced that next Friday is the deadline for submission of the Yards of Distinction nominations for August. This will be the last recognition of the summer and they will be announced at the August 21 Board Meeting.

3. Communications

Trustee Seipts read a proclamation for Winnebago Buy Local Month which was presented by Mayor Johnson to business representatives Lindsey Gregg from co-owner of Peak Medical Home Care, Inc., and Skyler Davis owner of Culture Shock in Rockford. Both Lindsey and Skyler thanked the Village and its residents for supporting Buy Local in an effort to keep northern Illinois businesses strong. Several local business owners were present for the presentation.

Proclamation Buy Local

Clerk Mitchell introduced Jimsi Kuborn and Jerry Sagona from RAEDC who provided the Board with an update of economic development happenings around the northern Illinois marketplace. Jimsi spoke about partnerships with local educators, local business and municipalities. She further spoke about the regional growth, the logistics and transportation hub, the workforce and education opportunities and partnerships. She also noted national public relations partnerships to promote local businesses. Further, Jerry spoke about his tenure during the last ten months with RAEDC. He is the Vice President of National Business Development. His major role is to promote the Rockford Region. He noted that RAEDC has been working with Machesney Park businesses to create opportunities for retention and expansion. Mayor Johnson thanked them for the update and working with the Village.

RAEDC Presentation

Trustee Erick Beck presented the warrant in the amount of \$429,973.83 and moved for its approval; seconded by Trustee Kidd. Motion approved. On roll call: 4 ayes (Trustees Seipts, Schmidt, Kidd, and Beck), 0 nays, 2 absent (Trustee Wilson and Bailey)

4. Warrant/Approved

**ADMINISTRATIVE REPORTS**

5. Administrative Reports

**Mayor Johnson** thanked Penny Olson and her volunteer staff for a very successful National Night Out. It was a great event that was well attended and enjoyed by many residents of the Village.

6. Mayor's Report

Further, he spoke about the unveiling of the new Easter Seals site in Machesney Park at the former Hill Top building. The site will provide potentially further growth to benefit autistic children.

He also reported about the first open house for the assisted living program being planned for the Village. He noted that the open house received very positive feedback from the attendees. The next open house is being planned for here in the Board Room on August 16 from 4-6 p.m.

Mayor Johnson thanked all those residents who helped fellow neighbors during the last flood event. Further, he thanked the Public Works staff, Trustees Schmidt and Kidd, James Richter and others who helped residents with sand bags

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

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

**Finance and HR Manager Michelle Johannsen** reported that she has provided the quarterly investment report as of July 28, 2017, as required by the Village's investment policy. Total interest earned over the past quarter was \$9,080; which was \$2600 higher than the prior quarter due to investments maturing.

The \$250k CD at Blackhawk Bank matured and upon receiving interest rates quotes, we reinvested the funds at Associated Bank at a rate of 1.25%. In addition, there are two CD's expiring in August; the funds from one CD will be deposited to a money market account for liquidity, and the other CD will be reinvested at Associated Bank who provided the highest rate quote of 1.41%.

She reported that she will be meeting with Blackhawk Bank to review a new product that will allow for higher interest earnings on all of the checking and money market accounts held with them; otherwise, we'll move monies to IL Funds to earn higher interest rates.

She provided an opportunity for questions, but there were none.

**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** provided an update on road projects in the Village as follows:

Illinois 251 East Service Drive project continues to move forward. Most of the underground work is done. We have discovered a conflict with Nicor Gas that will affect a couple of the inlets on the west side of the street. Good news though, we will gap the curb around the inlets and get that part of the project done. Pavement may be pushed back a little to accommodate Nicor.

Two new water services will be installed at Harlem Court this week. Once that is complete, the core-out process will begin. This is the removal of the remainder of the pavement and construction of the new roadway beginning with a new stone base. He reminded residents that the driveways will get a lot steeper when that happens. Core-out will begin at the south end of the service drive and continue north to Harlem Court. It will then go down Harlem Court to Dar Court and then Dar Court will be the last for the core-out. Once that is complete the curb and gutter process will begin. The goal is to get as much done as we can and go around the Nicor project as much as possible.

7. Attorney's Report
8. Village Administrator
9. Finance/HR Manager
10. Comm. Dev Dir
11. Public Works Supt.
12. Village Engineer

*The 2017 Pavement Maintenance Program contractor has indicated they would like to start curb and gutter as well as sidewalk removal later this week or early next week. We will get the curbing put back and bring in the milling operation the week of the 21<sup>st</sup>. Paving is set to follow closely thereafter. The Village has sent a flyer out to all the affected residents, answering some frequently asked questions. Residents are asked to take a look at that information. If you still have unanswered questions, please call Chad Hunter at the Village or Christ Dopkins at McMahon Engineering.*

*Alpine Road Improvements contractor would like to start the week of August 21. The project includes widening three intersections: Alpine Road/Burden Road, Marlin Drive/Burden Road and the Service Drive/Marlin Drive. Those intersections will be closed one at a time to accommodate the intersection widening for each up to ten days. There will be lighted message boards in place before the closures occur. Detour routes will be identified to detour traffic around the intersections impacted by the closures. The Village will host an open house for the affected businesses as well. The contractor indicated they would like to start at Alpine Road and Burden Road first.*

*Finally, the Town Center demo activity has begun. It should be complete by next week. The developer has indicated they want to get started on their site this fall. In the Village agreements with the developer TLC, the Village is responsible for the development of the ring-road which is now being called the "interior access drive" to avoid confusion. We are currently undertaking the bid process for that, out for bid letting and plan to open bids on August 14 and on August 21 the contract will be presented to both the Public Improvements and Safety Committee and the Board for award approval. This will permit the Village to get our portion of the work done this construction season.*

**Public Safety Supervisor, Lt. Doug Bushman** reported that from July 14, 2017 through August 3, 2017, there were 1,509 total calls for service by the Machesney Park Division of the Sheriff's Department, 366 reports were taken and there were 518 arrests.

13. Pub Safety Supervisor

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

**District #1 Trustee Seipts** had no report this evening.

15. Committee Reports

16. District #1 Report

**District #2 Trustee Schmidt, Public Improvements and Safety Vice-Chairman** had no report this evening.

17. District #2 Report

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

18. District #3 Report

**District #4 Trustee Wilson, Administrative and Finance Chairman,** left no report this evening.

19. District #4 Report

**District #5 Trustee Bailey, Planning and Economic Development Vice-Chairperson,** left no report this evening.

20. District #5 Report

**District #6 Trustee Beck,** Planning and Economic Development Chairman, reported that Planning and Economic Development Committee met this evening and approved three ordinances and one resolution that will be on the August 21 Board Agenda and all with positive recommendations. Further, he reported that in the absence of Tr. Wilson, he chaired the A&F Committee this evening and that committee approved Warrants along with one ordinance and six resolutions that will be on the August 21 Board Agenda and all with positive recommendations.

21. District #6 Report

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

- A. Ordinance 17-17, Variance in Fence Height in Front Yard at 8403 Mildred Road, First Reading
- B. Ordinance 20-17, Variance from Commercial Building Materials Standard, 11704 N. Second Street, First Reading
- C. Ordinance 25-17, Text Amendment to Village Code of Ordinances, Chapter 9 "Alcoholic Beverages" to Decrease the Number of Class "C" Licenses, First Reading
- D. Resolution 35-R-17, Forest Lane Subdivision, Final Plat
- E. Resolution 37-R-17, Authorizing a Revocable License Agreement with the Altamore's for Minns/North Second Street
- F. Resolution 38-R-17, IMRF Participation Recertification
- G. Resolution 41-R-17, Authorizing Supplemental Contribution for 9413 Ritter Drive
- H. Resolution 45-R-17, Accepting Wyndridge Plat 9 Public Improvements and Releasing Letter of Credit
- I. Resolution 49-R-17, Authorizing Release of Escrow Funds Being Held for Winchester Subdivision

Mayor Johnson asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. Trustee Kidd asked that Item I. Resolution 49-R-17 be removed from the Consent Agenda. Mayor Johnson indicated this item will be placed under Unfinished Business for consideration.

Mayor Johnson called for a motion to approve all remaining items under the Consent Agenda as presented. The motion was made by Trustee Seipts and seconded by Trustee Schmidt. The motion was approved by roll call vote. 5 ayes (Trustees Seipts, Schmidt, Kidd, Beck and Mayor Johnson), 0 nays, and 2 absent (Trustees Wilson and Bailey)

**UNFINISHED BUSINESS:**

Mayor Johnson called for a motion to approve Item I. Resolution 49-R-17, Authorizing Release of Escrow Funds Being Held for Winchester Subdivision. The motion was made by Trustee Beck and seconded by Trustee Seipts. **Staff Report: Village Administrator Tim Savage reported that this resolution authorizes the release of the remaining surety in the amount of \$25,000 for the Winchester Hills Subdivision. He noted that there were a number of incomplete items over the last few years for this subdivision that was originally completed in 2005. The developer addressed those items through 2013 and then proceeded to undertake certain measures to dry out the bottom of a detention basin along Anjali Drive. At a suggestion from the Village Engineer, they undertook a number of remediation efforts to completely dry that out all of which were only partially successful. The bottom of that basin does have natural wetland species growing in it. The basin does serve to properly detain storm water as it was originally designed. However, there is the presence of the ground water that seeps in on the sides and bottom that was not anticipated in the original design and through numerous attempts could not be solved is being recommended to be accepted as a design change.**

**Trustee Kidd asked if he understood correctly in the previous committee meeting that all the sidewalks were done or are there still three that are not done? VA Savage explained that was a separate item that was part of the A&F Committee Agenda. It referred to a different subdivision and a different developer. He noted that the Village has been carrying a number of lots that needed the sidewalks done. We do not require those to be**

22. Consent Agenda

Approved:  
Ordinance 17-17  
Ordinance 20-17  
Ordinance 25-17  
Resolution 35-R-17  
Resolution 37-R-17  
Resolution 38-R-17  
Resolution 41-R-17  
Resolution 45-R-17

23. Unfinished Business

Resolution 49-R-17/  
Passed

*done until the house is up because we do not want the construction traffic going over the sidewalks and crumbling them and causing them to sink. Those are done after the house is constructed. He said the subdivision that Tr. Kidd is talking about has three homes left and it is not practical for them to redo the entire letter of credit through the bank for just three lots. They have signed off on a Memorandum of Understanding (MOU) that says they accept and agree their building permits and/or certificates of occupancy will be withheld if the Village does not certify that the sidewalks were installed properly when the houses are done.*

The motion was approved by roll call vote. 5 ayes (Trustees Seipts, Schmidt, Kidd, Beck and Mayor Johnson), 0 nays, and 2 absent (Trustees Wilson and Bailey)

**NEW BUSINESS - None**

**PUBLIC COMMENT - None**

**CLOSED SESSION - None**

**Trustee Kidd moved to adjourn;** seconded by Trustee Schmidt. Motion approved by voice vote. Meeting adjourned at 6:37 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.

- 24. New Business
- 25. Public Comment
- 26. Closed Session
- 27. Adjourn