

**VILLAGE OF MACHESNEY PARK, ILLINOIS**  
**HELD IN THE FRANK G. BAUER MUNICIPAL HALL**  
*Journal of Proceedings ~ Regular Meeting, September 5, 2017*

The meeting was called to order at 6:00 PM by Mayor Steve Johnson. Pastor Rob James from GPS Faith Community of Machesney Park gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Jake Schmidt.

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

Also

Present: Village Clerk Lori Mitchell  
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 Works Superintendent Chad Hunter  
Public Safety Supervisor, Lieutenant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from August 21, 2017 as amended, was approved per typewritten copies submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Schmidt. Motion carried by voice vote.

Finance Manager Michelle Johannsen reported that the Treasurer's report as of August 29, 2017, the total of all funds was \$11,109,288.60. A copy of the treasurer's report is available at the back of the room. A motion was made by Trustee Wilson and seconded by Trustee Bailey to accept the Treasurer's Report and place it on file for audit. Motion carried by voice vote.

Clerk Mitchell welcomed Village Public Safety Supervisor, Lt. Doug Bushman who introduced Retired Detective Jim Reavis as Mayor Steve Johnson presented him with the Mayor's Award of Outstanding Service. Also in attendance was an ensemble of officers honoring Detective Reavis.

Clerk Mitchell introduced Carla Paschal, President of the Local Chapter of the Government Finance Officers Association who presented the Village with the GFOA Distinguished Budget Presentation Award. Ms. Paschal noted this distinguished budget presentation award has been promoting the preparation of high quality budget documents since 1984. The purpose of the program is to encourage and assist governments to prepare excellent budget documents for the benefits of citizens and other parties with a vital interest in a Government's Finances.

During the 33 years the program has operated, it has gained widespread recognition as the premier indicator of excellence in Governmental Budget Reporting. To earn the Distinguished Budget Presentation Award, the Village of Machesney Park had to substantially conform to the program's demanding criteria. Such a record reflects the professionalism and commitment of numerous individuals as well as many hours of hard work. This is the first time that the Village of Machesney Park has won this award. And this award is for the fiscal period beginning May 1, 2016. The Government Finance Officers Association hopes that this award to the Village of Machesney Park will serve as an example and encourage others to strive for the same high standards in their own budget documents.

Trustee Wilson presented the warrant in the amount of \$588,175.99 and moved for its approval; seconded by Trustee Kidd. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, and Beck), 0 nays, 0 absent

**ADMINISTRATIVE REPORTS**

**Mayor Johnson** reminded the Board and community about the ribbon cutting this coming Friday morning at 10:00 a.m. at Pita Pit. He welcomed them to the Village.

- 1. Minutes Approved
- 2. Treasurer's Report
- 3. Communications  
Det. Reavis Recog.
- GFOA Exc in Budget  
Reporting Award
- 4. Warrant/Approved
- 5. Administrative Reports
- 6. Mayor's Report  
Pita Pit Ribbon Cutting

Also, the Mayor reported that on September 14 the TLC Assisted Living Center will host a ribbon cutting at 4pm at the site of their future development on the south side of the Town Center.

Further, Mayor Johnson called for a motion to approve resident Brent Nelson as a member of the Public Improvements and Safety Committee. Trustee Seipts made a motion to appoint Brent Nelson to the PISC; seconded by Trustee Schmidt. Motion approved. On roll call: 7 ayes (Mayor Johnson, Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, and Beck), 0 nays, 0 absent

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

**Village Administrator Tim Savage** added to the information provided by Carla Pascal regarding the GFOA Distinguished Budget Presentation Award. He credited Village Human Resources and Finance Manager, Michelle Johannsen for the professional development with the GFOA Association, her knowledge and effort in helping prepare the Budget. Further he gave her accolades for the vast amount of labor that she performed in applying for this award and receiving it on the first try. He also credited a previous Board for their wisdom for rather than continuing with the Budget Appropriation System, the Village began creating the Budget Document as the Village's legal spending document. That was the first step in achieving this type of award.

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

**Community Development Director James Richter II** reported that Pita Pit will be hosting a grand opening and ribbon cutting on Friday, September 8 at 10 a.m. They are hosting a soft opening beginning tomorrow for family and friends. Board Members are invited to stop by for the soft opening and for the ribbon cutting on Friday.

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

**Village Engineer Chris Dopkins** provided an update on road projects in the Village.

**Public Safety Supervisor, Lt. Doug Bushman** reported that from August 18, 2017 through August 31, 2017, there were 997 total calls for service by the Machesney Park Division of the Sheriff's Department, 262 reports were taken and there were 356 arrests.

## COMMITTEE AND TRUSTEE REPORTS

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

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

**District #3 Trustee Kidd, Public Improvements and Safety Chairman,** congratulated Harlem Jr. High 7<sup>th</sup> Grade Football Coach, Brian Howe for winning fifty games in a row. He is a volunteer and receives no pay for this position.

**District #4 Trustee Wilson, Administrative and Finance Chairman,** reported the A&F Committee met this evening and approved warrants and two resolutions, one which will go to the September 18 Board Meeting and one will be on the Consent Agenda this evening. He further congratulated Michelle Johannsen, Tim Savage and the Village on tonight's GFOA Award.

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

TLC Ground Breaking

Brent Nelson Appointed  
To PISC Committee

7. Attorney's Report

8. Village Administrator

9. Finance/HR Manager

10. Comm. Dev Dir

11. Public Works Supt.

12. Village Engineer

13. Pub Safety Supervisor

15. Committee Reports

16. District #1 Report

17. District #2 Report

18. District #3 Report

19. District #4 Report

20. District #5 Report

**District #6 Trustee Beck**, Planning and Economic Development Chairman, *reported the Planning and Economic Development Committee met this evening and approved five ordinances that will go to the Board on September 18 with positive recommendations.*

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 22-17, SUP for Planned Community Development (PCD) in the CG District, Town Center Living Community, 508 Roosevelt Road, Second and Final Reading
- B. Ordinance 23-17, Text Amendment to Zoning Code, Fences in Front Yards on Corner Lots, Second and Final Reading
- C. Ordinance 24-17, Text Amendment to Zoning Code, Removing R3 and R4 from Sec. Z-94 PUD, Second and Final Reading
- D. Ordinance 26-17, Authorizing Revised Credit Card Payment Options, Second and Final Reading
- E. Resolution 55-R-17, Authorizing a Contract Extension to Provide Snow and Ice Control Services – Trickie Enterprises
- F. Resolution 56-R-17, Authorizing a Contract to Provide Snow and Ice Control Services - Foss Landscaping
- G. Resolution 58-R-17, Transfer Class R Liquor License, Cindy Le at Happy Wok, 6901 N. Second Street
- H. Resolution 60-R-17, Authorize Village Hall Roof Replacement Contract

Mayor Johnson asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. There were no items to be removed from the Consent Agenda. The Consent Agenda was accepted as presented.

Mayor Johnson called for a motion to approve all items under the Consent Agenda as presented. The motion was made by Trustee Beck and seconded by Trustee Wilson. Trustee Beck noted that VA Savage had said First Reading on Item A when it was actually Final Reading. The motion was approved by roll call vote. 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, and 0 absent

**UNFINISHED BUSINESS: None**

**NEW BUSINESS - None**

**PUBLIC COMMENT - None**

**CLOSED SESSION - None**

**Trustee Wilson moved to adjourn;** seconded by Trustee Kidd. Motion approved by voice vote. Meeting adjourned at 6:25 p.m.

APPROVED:

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Lori J. Mitchell, MMC  
Village Clerk

21. District #6 Report

22. Consent Agenda

Approved:  
Ordinance 22-17  
Ordinance 23-17  
Ordinance 24-17  
Ordinance 26-17  
Resolution 55-R-17  
Resolution 56-R-17  
Resolution 58-R-17  
Resolution 60-R-17

23. Unfinished Business

24. New Business

25. Public Comment

26. Closed Session

27. Adjourn

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.