

VILLAGE OF MACHESNEY PARK, ILLINOIS
HELD IN THE FRANK G. BAUER MUNICIPAL HALL
Journal of Proceedings ~ Regular Meeting, December 4, 2017

The meeting was called to order at 6:00 PM by Mayor Steve Johnson. Youth Pastor Corey Whitford from Riverside Community Church gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Aaron Wilson.

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

Absent: Trustee James Kidd

Also

Present: Village Clerk Lori Mitchell
 Village Attorney Tom Green
 Village Administrator Tim Savage
 Human Resources and Finance Manager Michelle Johannsen
 Community Development Director James Richter II
 Village Engineer Chris Dopkins
 Public Works Superintendent Chad Hunter
 Student Liaison Tambryn Hecox
 Public Safety Supervisor, Lieutenant Doug Bushman

The Journal of Proceedings for the Regular Board Meeting from November 20, 2017 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.

1. Minutes Approved

Human Resources and Finance Manager Michelle Johannsen reported that the Treasurer's report as of November 28, 2017, reflects the total of all funds at \$10,852,554.99. A motion was made by Trustee Wilson 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 reported that nominations for the Holiday Lighting Contest will be accepted through December 15 at Village Hall. The top three homes will be announced and prizes awarded at the December 18 Board Meeting during the Clerk's Report. Please call Village Hall with any nominations.

3. Communications

Further, Clerk Mitchell reported that in celebration of the Illinois Bicentennial Mayor Johnson has issued a proclamation which will be shared with the Governor's Office and the Illinois Municipal League. She read the proclamation.

Trustee Wilson presented the warrant in the amount of \$1,314,317.88 and moved for authorization of the warrant; seconded by Trustee Beck. Motion approved. On roll call: 5 ayes (Trustees Seipts, Schmidt, Wilson, Bailey and Beck), 0 nays, 1 absent (Trustee Kidd)

4. Warrant/Approved

ADMINISTRATIVE REPORTS

Mayor Johnson reported about the events he had attended during the last two weeks and reminded everyone about the Village Toy Drive. The Village is collecting new, unwrapped toys at Village Hall from Monday through Friday 8:00 a.m. until 4:30 p.m. each week day for needy children that will be distributed by North Park Church of Christ on Elm Avenue.

5. Administrative Reports

He presented monetary gifts to GPS Faith Community and Helping Hands Pantry and thanked them for their service to the less fortunate in the community.

6. Mayor's Report

Attorney Green provided a review of the legal items associated with the TLC property and the process of getting to the point that they can now begin the development in reality.

7. Attorney's Report

Village Administrator Tim Savage reported about the potential dispatch changes and raises in cost for Machesney Park and Loves Park Police dispatch services via Winnebago County. He further reported on how the Village is diligently working to maintain the best service for the least cost to the Village.

8. Village Administrator

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

9. Finance/HR Manager

Community Development Director James Richter II *reported that the Village has two businesses that planning to open before the holidays: the new Dunkin Donuts at Harlem and 251 and the New Happy Wok at 6901 N. 2nd.*

10. Comm. Dev Dir

He further reported that the Village has been working with RAEDC in cooperation with RMAP and select investors on a Northern Illinois Qualified Sites Program that will be presented online as a marketing tool to highlight select industrial parks in the Rockford area. This program is mirrored on shovel ready sites programs that are offered by other states and there is significant coordination required between the Village, the other municipalities, the County, and Boone County. We will let you know when that website will be launched, the hope is that we will be able to go live in the new year.

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

11. Pub Works Supt

Village Engineer Chris Dopkins *reported the Illinois 251 Service Drive is substantially complete just finishing up some punch list items. Further, he reported about the development of the infrastructure at the Erickson Commercial Park in the northern part of the Village.*

12. Village Engineer

Harlem High School Student Liaison Tambryn Hecox *reported that the Harlem High School Student Council Toy Drive netted \$4,000 and the shopping was done to provide toys for children at Christmas. She also reported that National Honor Society hosted its annual induction dinner and welcomed 100 new students to NHS.*

13. Student Liaison

Public Safety Supervisor, Lt. Doug Bushman *reported that from November 17, 2017 through November 30, 2017, there were 888 total calls for service by the Machesney Park Division of the Sheriff's Department 218 reports were taken and there were 292 arrests.*

14. Pub Safety Supervisor

He further reported that last Saturday the Sheriff's Police Shop with a Cop was conducted and provided Christmas presents for 100 children in the Harlem School District. He thanked Target, Meijer and Village of Machesney Park for their support.

He also reported that this will be his last meeting as he is retiring. He said he has enjoyed working in the Village.

COMMITTEE AND TRUSTEE REPORTS

15. Committee Reports

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

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, *left no report this evening.*

18. District #3 Report

District #4 Trustee Wilson, Administrative and Finance Chairman, *reported that the A&F Committee met this evening and had a positive recommendation to authorize Resolution 73-R-17, Approval of an Option to Lease Agreement with Cenergy for 12.94 Acres Owned by the Village. This item will be forwarded to the December 18 Board Meeting.*

19. District #4 Report

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

20. District #5 Report

District #6 Trustee Beck, Planning and Economic Development Chairman, reported that *Planning and Economic Development met this evening and recommended approval of two ordinances and two resolutions and heard about Wayfinding Signage being planned for the Village.*

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 33-17, Special Use Permit, U-Haul Rental, 9924 North Second Street, Final Reading
- B. Ordinance 35-17, Text Amendment to Zoning Code, Commercial Signage on North Second Street Corridor, Final Reading
- C. Ordinance 38-17, Variance for Rear and Side Yard Setback and Lot Coverage, 7219 North Second Street, Final Reading
- D. Ordinance 43-17, Authorizing Aggregation Program with Independent Energy Consultants, Final Reading

Mayor Johnson asked if there were items any Trustee would like removed from the Consent Agenda to be considered separately. Trustee Beck asked that Item C. Ordinance 38-17, Variance for Rear and Side Yard Setback and Lot Coverage, 7219 North Second Street, Final Reading, be removed from the Consent Agenda and considered separately. The Consent Agenda was accepted as amended.

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

UNFINISHED BUSINESS

Mayor Johnson called for a motion to approve Ordinance 38-17, Variance for Rear and Side Yard Setback and Lot Coverage, 7219 North Second Street, Final Reading. The motion was made by Trustee Schmidt and seconded by Trustee Seipts. Staff Report: Community Development Director James Richter explained *property is zoned in the R3 Multi-Family District, which permits up to 5 dwelling units, as long as there is at least 2,900 square feet of land area, per unit. This lot is large enough to permit the two dwellings present there now. Both home structures on the lot were constructed in 1961, which was 20 years prior to the Village's incorporation. The structure at the rear of the lot was constructed in a manner that does not observe the required yard setbacks, on the side and on the rear. • Now the new property owners wish to build an attached garage onto this rear structure. But, because the structure is non-conforming in its placement, these Variances are being sought to bring the structure into conformity. Ordinance 38-17 would grant Variances from R3 bulk requirements that are deficient in how the lot was developed. These requirements pertain to: The rear dwelling structure abutting the southern (side) property line. The rear dwelling structure being located only 9' from the eastern (rear) property line. The percentage of lot coverage, once the proposed garage addition is constructed. Dir. Richter reported on the findings of fact and noted that staff finds that this request meets all six of the Findings of Fact. This lot was developed without adherence to all of the required R3 regulations and the granting of these Variances would only rectify a pre-existing non-conforming situation. Discussion: Trustee Beck stated that in his opinion allowing 54% of land to be covered by a building would be setting a bad example and he will be voting no on this ordinance.* The motion was approved by roll call vote. 5 ayes (Trustees Seipts, Schmidt, Wilson, Bailey, and Mayor Johnson), 1 nay (Trustee Beck), and 1 absent (Trustee Kidd,)

21. District #6 Report

22. Consent Agenda

Approved:

- Ordinance 33-17
- Ordinance 35-17
- Ordinance 38-17
- Ordinance 43-17

Approved Consent Items

23. Unfinished Business

Ord 38-17/Passed

NEW BUSINESS:

Mayor Johnson called for a motion to approve Resolution 72-R-17, Driveway Variance, 264 Winona Drive. The motion was made by Trustee Wilson and seconded by Trustee Seipts. **Staff Report: Public Works Superintendent Chad Hunter explained this resolution is in response to a request for a variance for driveway width on a single-family zoned property from 36 feet to 91 feet.**

For the purpose of off-street parking, no portion of a driveway on private property in single family residential districts in any yard shall exceed more than twenty-four (24) feet in width on existing non-conforming substandard lots, nor more than thirty-six (36) feet in width on conforming lots

Staff's recommendation is that it generally supports the Village code as written unless the committee feels that there is a hardship that has been placed upon this property or owner due to the size, shape, dimensions or location of a specific property. Staff does feel that although this driveway has existed for a handful of years before it was found that it must be brought into compliance either through granting a variance or removal. If committee members feel that a hardship has been placed upon this property and that a variance is warranted at this location it is recommended that the committee votes accordingly. Discussion: Trustee Beck stated that granting more parking space for a property which is already adequately provided for would be setting a bad precedent and he will vote no on this resolution. The motion failed by roll call vote. 0 ayes, 6 nays (Trustees Seipts, Schmidt, Wilson, Bailey, Beck and Mayor Johnson), and 1 absent (Trustee Kidd)

PUBLIC COMMENT – Resident Arnie Cabello reported that the American Legion 332 in Rockton will be hosting a fundraiser for fallen police officer Jamie Cox on December 9 from 3-10 p.m.

CLOSED SESSION - None

Trustee Bailey moved to adjourn; seconded by Trustee Beck. Motion approved by voice vote. Meeting adjourned at 6:29 p.m.

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.

24. New Business
Res. 72-R-17/Failed

25. Public Comment

26. Closed Session

27. Adjourn

Official Minutes