

VILLAGE OF MACHESNEY PARK
Journal of Proceedings ~ Regular Meeting, April 6, 2020

The meeting was called to order at 6:24 p.m. by Mayor Steve Johnson. He indicated that pursuant to Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), Governor Pritzker has suspended certain rules of the Open Meetings Act. Specifically, that members of a public body must be physically present, therefore, the Village Board has chosen to conduct its upcoming meetings remotely.

Trustee Aaron Wilson gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee Terri Bailey.

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

Present: Village Clerk Lori Mitchell
Village Attorney Tom Green
Treasurer Bradley Robison
Village Administrator Tim Savage
Finance and Human Resources Manager Michelle Johannsen

The Journal of Proceedings for the Regular Board Meeting from March 16, 2020 and the Budget Meeting Minutes from March 16, 2020 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Bailey. Motion carried by voice vote.

Treasurer Bradley Robison presented the Treasurer’s Report as of March 31, 2020, which reflected a total of all funds to be \$14,375,257.94. A motion was made by Trustee Wilson and seconded by Trustee Kidd to accept the Treasurer’s Report. Motion carried by voice vote.

Clerk Mitchell reported that Mayor Johnson has issued a Proclamation for Child Abuse Prevention Month which will be mailed to the Department of Children and Family Services in recognition of this important program in our region.

Student Liaison Hannah Herrera provided the following report which Clerk Mitchell read during Communication: “Harlem High School has begun its Official e-Learning experience last Wednesday.”

Clerk Mitchell read written Public Comments which were received prior to tonight’s meetings and relate to Agenda Items

Public Comment #1 – Shelly Sheffield, Pine Al Drive: Due to the nature of Covid-19 being a respiratory virus, it is a dangerous time to allow burning leaves. The fact that Covid-19 can be deadly as it eliminates life safety for the people who have high risk health problems such as asthma and COPD. Burning leaves creates allergy attacks that is preventable by not burning leaves! Smoke coming from leaves burning induces migraines to ones who already suffer with migraines. Please consider the health of everyone involved and be informed this leaf burning during Covid-19 most likely will make the vulnerable sick and possibly die. Ban the burn! Save our health! Save the environment from toxins and bag, mulch or have your leaves vacuumed up. Save yourself and your neighbor. Be Well!
Curtis Sheffield, Pine Al Drive: Ban leaf burning indefinitely in Machesney Park

Trustee Schmidt presented the warrant in the amount of \$518,904.25 and moved for its authorization; seconded by Trustee Seipts. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

ADMINISTRATIVE REPORTS

Mayor Steve Johnson explained his concerns during this pandemic. He indicated he is a practicing pharmacist working on the front line most days. He indicated he has been filling prescriptions for treatment of the Covid-19 virus. He said this virus is no joke and the medication is not a magic cure. He encouraged residents to do what they must to keep their families and residents safe during this time.

1. Minutes Approved

2. Treasurer’s Report

3. Communications

4. Warrant/Approved

5. Administrative Reports

6. Mayor’s Report

Further, Mayor Johnson read a letter he received from Dr. Mueller expressing his concern for leaf burning in Machesney Park.

Attorney Tom Green had no report this evening.

Village Administrator Tim Savage reported the Village continues to participate in the coordinated pandemic response joining with the County Health Department and other municipalities as well as Winnebago County itself in addressing the needs and concerns and regulations that are put in place in response to the pandemic. We participate on a daily basis with phone in calls and have regular discussions with the County Board Chairman. In addition, he reported that Village Hall is in full operation, our lobby is open although we ask that residents conduct as much business as possible through the telephone and online. If they do come into Village Hall, that they sanitize properly and do everything they can when they are out in the public and maintain distance when they enter Village Hall.

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

Community Development Director James Richter II's report was provided by Village Administrator Tim Savage as follows:

Last Wednesday, April 1st, the Village had planned to host an open house regarding the Rock River Parks & Open Space plan. Due to Covid-19 response the open house will be rescheduled to a later date. Instead, staff hosted a brief Facebook live event and received a number of good questions and feedback during and after the event. We will let you know when we plan to reschedule the open house.

The Destination Machesney Gift Card program is going well, as of 3:00pm, we've reached over 24,000 area consumers and nearly 500 people have actively participated. Our goal is to support both residents and local businesses with this campaign, and we're pleased with the positive response we've received so far. We've also published a list of our local restaurants on social media and on DestinationMachesney.com. This information includes their hours of operation and delivery/pick-up options.

We've sent over 300 letters to Machesney Park business representatives with information on local, state and federal assistance programs to help them during the Covid-19 crisis. Many of our businesses have applied for these resources and we're providing as much assistance as we can to identify the resources and help them apply. Our website contains up-to-date information regarding all of these programs.

And finally, please support your local restaurants as often as you can because they definitely need our business during this challenging time.

Public Works Superintendent Chad Hunter's report was provided by Village Administrator Tim Savage as follows: The Rock River Disposal Company has temporarily suspended its pick-up of bulk and loose items in its weekly garbage pick up. Residents are encouraged to refrain from placing these items at the curb unless they are placed in the Rock River Disposal supplies, totes, bins or garbage cans. Rock River Disposal will update us regularly and we will inform residents through our normal means as to when the bulk pick up process will resume.

Rock River Disposal has started its weekly yard waste pick up as of last Friday, April 3. Yard waste should be placed in the large brown paper lawn waste bags or in cans marked with a large "X" on the side.

Village Engineer Chris Dopkins gave his report during the Administration and Finance Committee Meeting.

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

Harlem High School Student Liaison Hannah Herrera's report was given by Village Clerk Lori Mitchell under Communications.

Public Safety Supervisor, Lt. Tammie Stanley's report was given by Village Administrator Tim Savage as follows: Last month, the Winnebago County Sheriff's Department Machesney Park Division made 35 arrests, issued 11 warrants and 144 traffic citations. In addition, they made 861 Citizen Contacts.

COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Seipts, Administration and Finance Committee Vice-Chair had no report this evening.

District #2 Trustee Schmidt, Administration and Finance Chair reported the A&F Committee met this evening and recommended approval of four resolutions two of which will go to the April 20, 2020 Board Agenda and two that are on tonight's Board Agenda with positive recommendations.

District #3 Trustee Kidd, Planning and Economic Development Vice-Chair reminded everyone to fill out their Census forms. Further, he asked for prayers for the family who lost their home at the Waterview and Victory Fire.

District #4 Trustee Wilson, Planning and Economic Development Chair, reported the Planning and Economic Development Committee met this evening and recommended approval of two Ordinances that will be on the April 20, Board Meeting.

District #5 Trustee Bailey, Public Improvements and Safety Vice-Chair, had no report this evening.

District #6 Trustee Beck, Public Improvement and Safety Chair, had no report this evening.

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 on tonight's Consent Agenda as follows:

- A. Ordinance 11-20, Authorizing Budget Amendment for FY 2019-2020, First Reading
- B. Ordinance 12-20, Adopting Annual Budget for FY 2020-2021, First Reading
- C. Ordinance 08-20, Adopting Official Zoning Map, Final Reading
- D. Ordinance 10-20, Disposal of Surplus Personal Property, Final Reading
- E. Resolution 20-R-20, Approving an Economic Incentive Agreement
- F. Resolution 21-R-20, Authorization to Bid Hawksview Plat #1 and Plat #2, Road Improvements
- G. Resolution 24-R-20, Authorizing IL 251/Forest Hills Road Pavement Repairs
- H. Resolution 25-R-20, Continuing to Impose a Non-Home Rule Municipal Retailers' Occupation Tax and a Non-Home Rule Municipal Service Occupation Tax

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. Trustee Kidd asked that Ordinance 12-20 be removed from the Consent Agenda and considered separately as he had some questions.

Mayor Johnson indicated this item will be removed from the Consent Agenda and placed under Unfinished Business for consideration.

Mayor Johnson called for a motion to approve all remaining items under the Consent Agenda. The motion was made by Trustee Bailey and seconded by Trustee Schmidt. The motion was approved by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

- 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
- 20. District #5 Report
- 21. District #6 Report
- 22. Consent Agenda

- Ord. 11-20/1st/Pass
- Ord. 08-20/Fin/Pass
- Ord. 10-20/Fin/Pass
- Res. 20-R-20/Pass
- Res. 21-R-20/Pass
- Res. 24-R-20/Pass
- Res. 25-R-20/Pass

UNFINISHED BUSINESS: Mayor Johnson called for a motion to approve Ordinance 12-20, Adopting Annual Budget for FY 2020-2021, First Reading. Staff Report: VA Savage indicated he would defer to Trustee Kidd with his questions.

Trustee Kidd Question 1: He asked if the \$17,600 for insurance is something new? VA Savage said that all employees who work for the Village receive comprehensive health insurance. The Village Ordinance spells out specifically that there are two elected positions who are entitled to receive health insurance if they elect to take that; and those are the elected Clerk and elected Mayor positions. In the past two years, the Mayor elected not to take that health insurance and this year he is electing to take it so we have accommodated that in the line item for health insurance.

Trustee Kidd Question 2: He asked if the Police Contract is a month to month contract or is it a yearly contract. VA Savage indicated that the Police Contract historically has been a yearly contract that is paid monthly.

Trustee Kidd Question 3: He asked if we are using the Utility Tax for investments or for roads or for both. VA Savage explained that anytime that there are unused funds because the money has come in but the project is perhaps underway but not completed, the Village invests that money to try to get the best return we can on the money instead of letting it set idle. So on an annual basis we have that money building up for a project.

The motion was made by Trustee Schmidt and seconded by Trustee Beck. The motion was approved by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

NEW BUSINESS:

Mayor Johnson called for a motion to approve Ordinance 13-20, Suspending Burning of Yard Waste and Recreational Fires, First and Final Reading. The motion was made by Trustee Wilson and seconded by Trustee Schmidt. Staff Report: Village Administrator Tim Savage reported there has been a number of requests and questions regarding yard waste burning which started April 1. In response to the concerns expressed, the Village has put together a very comprehensive Ordinance regarding all burning extending it until the next burn cycle that will begin on November 1, 2020. Responding to some of the feedback that we have been getting, the administration would like to strike Section 2 any reference to 14.403 which would have suspended recreational burning. In effect, the Ordinance would read that burning of any yard waste during the month of April would be prohibited.

Trustee Schmidt indicated he was pleased with striking recreational burning. He would like to propose the effective date be Monday, April 13 to give residents who have begun their spring burning projects an opportunity to finish this clean up prior to the prohibition.

Mayor Johnson called for a motion to strike Section 2 of this ordinance regarding recreational burning. Motion was made by Trustee Schmidt and seconded by Trustee Seipts. Discussion: Trustee Kidd spoke about research showing that the N-95 masks were used by firefighters during wildfires. In addition, he has found that the CDC is requesting the N-95 masks for use by individuals as protection from the Coronavirus. He also noted that furnace filters help inside the home to prevent the infiltration of the outside smoke. In addition, he pointed out that 65% of the voters in Machesney Park voted for leaf burning in the Village. The sub-motion was approved by roll call vote: 6 ayes (Trustees Seipts, Schmidt, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent, 1 present (Trustee Kidd)

Trustee Schmidt made a motion to amend the ordinance to delay the effective date to be Monday, April 13, 2020 in order to give residents who have begun their spring burning projects an opportunity to finish this clean up prior to the prohibition; seconded by Trustee Seipts. Attorney Green explained the amendment. Section 1 would read as follows: "14.402(A) of Chapter 14 of the Code of Ordinances is hereby suspended beginning April 13, 2020. Thereafter, no open burning of yard waste shall be allowed until November 1, 2020."

23. Unfinished Business
Ord 12-20 1st/Passed

24. New Business

Amendment #1/Pass

Amendment #2/Pass

Discussion: There was discussion about whether to do area burning over thirty days or to the whole Village in one week. There was discussion about how to spread the word about when people can burn. Trustee Kidd offered to drive around and spread the word. Trustee Bailey asked how this was going to be enforced. VA Savage explained that normally if an individual violates a regulation, they receive a warning. If they receive a second infraction, they could receive a fine. After further discussion, this sub-motion was approved by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

The motion as amended was approved by roll call vote: 7 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, Beck and Mayor Johnson), 0 nays, 0 absent

PUBLIC COMMENT: There were no further written public comments received prior to the meeting other than those read under Communications and the public was given the opportunity to call-in during the meeting. There were no call-ins for public comment.

VA Savage explained in response to the comments that the CDC is recommending the N-95 masks. What they are recommending are cloth masks to be worn by citizens. The N-95 masks are in short supply and they are needed for those individuals on the front line, the medical personnel and first responders, not citizens to protect from smoke being generated by leaf burning.

Trustee Seipts moved to adjourn; seconded by Trustee Beck. Motion approved by voice vote. Meeting adjourned at 7:23 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.

Ord 13-20/1st & Final
As Amended/Passed

25. Public Comment

Village Administrator Tim Savage commented about the N-95 Masks

26. Adjourn