

VILLAGE OF MACHESNEY PARK
Journal of Proceedings ~ Regular Meeting, April 20, 2020

The meeting was called to order at 6:00 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 Joe Seipts 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, Aaron Wilson, Terri Bailey, and Erick Beck

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

The Journal of Proceedings for the Regular Board Meeting from April 6, 2020 and the Minutes from the April 6, 2020 Public Hearing for the FY 2020-2021 Annual Budget were approved per typewritten copy submitted by the Clerk on a motion by Trustee Bailey and seconded by Trustee Beck. Motion carried by voice vote.

1. Minutes Approved

Treasurer Bradley Robison presented the Treasurer's Report as of April 14, 2020, which reflected a total of all funds to be \$14,004,482.42. A motion was made by Trustee Schmidt and seconded by Trustee Seipts to accept the Treasurer's Report. Motion carried by voice vote.

2. Treasurer's Report

Clerk Mitchell reported that Mayor Johnson has issued a Proclamation for the Keep Northern Illinois Beautiful Great America Clean Up which has been rescheduled for June 20 from 9am until Noon. The Proclamation will be mailed to Keep Northern Illinois Beautiful.

3. Communications

Clerk Mitchell indicated that there were no public comments submitted prior to the Board Meeting that relate to Agenda Items. Viewers were provided an opportunity to call in at this time with comments related to Board Agenda Items. There were no calls or comments received.

Trustee Schmidt presented the warrant in the amount of \$413,678.64 and moved for its passage; seconded by Trustee Seipts. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

4. Warrant/Approved

ADMINISTRATIVE REPORTS

Mayor Steve Johnson explained the Village is still under the Shelter at Home Order until April 30, 2020. He reported the Village is still following direction from Illinois Governor Pritzker and the Illinois Department of Public Health. He further indicated if residents have questions to please call 1-800-889-3931. He encouraged residents to do what they must to keep their families and homes safe during this time. He further encouraged everyone to support our local small businesses.

5. Administrative Reports

6. Mayor's Report

The Mayor further reported that Treasurer Bradley Robison has submitted his letter of resignation as Treasurer effective May 1, 2020. He has done a very nice job, but he has moved out of the Machesney Park community and is therefore no longer eligible to serve as our Treasurer.

In an effort to maintain a high level of professionalism in this position, Mayor Johnson announced that he was pleased tonight to nominate Deborah Alms to serve the remainder of Bradley's term which will end April 30, 2021.

Deb is a very active community volunteer who most recently served on the successful Machesney Park Roads Campaign. She has served with the Northern Illinois Training Advisory Board since 1984,

serving as Executive Director since 1997. She has the proven ability to coordinate many projects simultaneously, to maintain effective interpersonal relationships at all levels, and oversee a fiscally responsible budget. He said Deb will be a great addition to the Machesney Village Team. We will vote on her nomination at the May 4 Board Meeting and upon her selection as Treasurer she will be sworn into office that evening.

Tonight, he also placed the following Trustee names into nomination for Committee Assignments during the Fiscal Year 2020-2021. We will vote on these nominations at the May 4 Board Meeting and upon selection, positions will become effective immediately.

<i>Administration and Finance</i>	<i>Planning and Economic Development</i>
Aaron Wilson, Chair	Terri Bailey, Chair
Jake Schmidt, Vice Chair	Erick Beck, Vice Chair
Terri Bailey	Jake Schmidt
<i>Public Improvements and Safety</i>	<i>Liquor Commission</i>
Joe Seipts, Chair	James Kidd
James Kidd, Vice Chair	Aaron Wilson
Erick Beck	Joe Seipts

Attorney Tom Green had no report this evening.

Village Administrator Tim Savage thanked Bradley Robison for serving the Village as our Treasurer. It has been a pleasure having him serve the Village.

He further added to the Mayor's comments about preventative measures. He reported the Governor has issued some new guidelines about wearing masks in public. Whenever an individual is entering a business, it is advisable to wear a mask. The masks don't necessarily have to be the N-95's, anything will help as long as a mask is worn. By doing so, you protect others and as they wear a mask, they protect you.

He also reported that since our last meeting, two communications have gone out to the Governor and his team at the state level. The first was late last week when the Village participated in a joint communication with five other municipalities, asking for the Governor to amend his executive order going forward after April 30. We thanked him for the early leadership that he and his team took to put the current measures in place. Secondly, we asked for some relief in getting our retailers open, other than convenience marts and the big box stores. Our feeling there was that our retail community has the capability whether they are small, medium or large to put protective measures in place for the public as they come to visit their stores, just like the big box stores have done with distancing and sanitation measures, etc. We know that our retailers are suffering all over but this is a commonsense measure that would help in that regard. The second communication to the Governor was to grant more authority regionally to implement measures for store openings, venues and establishment openings, based on the region and the experience we are having in the region versus a one-size-fits-all approach to the whole state.

The second letter that was a joint letter from ten or twelve taxing bodies in the area asking for the State not to modify any of the rules when property taxes are due. Although this doesn't affect the Village directly, we did show our support with our other taxing agencies in the area to ask the state to not modify the date when those property taxes are due, given the sensitivity of the revenue streams that are needed now more than ever to continue functioning as the local government.

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

Community Development Director James Richter II's reported that on Friday, Village staff sent out a second wave of letters to our business community announcing the Downstate Small Business Stabilization Grant Program. Applications will be administered by the Village and funding awards will go through the

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

Village to businesses. The program has a \$20M cap Statewide and he hopes that the folks in Springfield consider adding to it. We will keep you posted on the status.

Director Richter further explained that our Destination Machesney Gift Card Giveaway has gone extremely well. We know that information about Destination Machesney and our businesses reached 35,000 viewers and we've had over 1,000 entries for the giveaway and are in the process of drawing winners names for \$1,700 in gift cards. Our goal was to support residents and businesses by helping to put sales in the cash registers of essential businesses, which were primarily restaurants. The program has been well received by our business community and it's created something positive during these unprecedented times. We received some additional bonus gift cards that were matched as a donation by several of our businesses and have a second chance contest for those who post photos of themselves on social media with their gift cards, just to continue to promote Machesney Park businesses and our program. Thanks for the opportunity to do this for our community.

Several Minor Construction Updates:

Spider Company is finishing construction on their new facility. They are installing machinery and finishing the offices. The sign on North Second Street will be painted over the coming week.

Both Hennig and Pig Minds are continuing to make progress on their additions.

Public Works Superintendent Chad Hunter's report was given by Village Administrator Tim Savage as follows: He indicated that as we reported last meeting, we are asking residents to hold their large disposal items and loose items at their residence while Rock River Disposal is not collecting those items at the curb. Ideally, all of the garbage will be in your containers or in the large containers marked with an "X" or the brown yard waste bags. He reminded residents that there is no leaf vacuuming in April. Typically, there is one or two vacuums, but that is not happening this month. Further, there is no yard waste burning or leaf burning allowed until November 1, 2020.

11. Public Works Supt.

Village Engineer Chris Dopkins gave a brief update on the projects occurring in the Village as follows:

12. Village Engineer

Public Works Building – The interior of the building is about 98% complete at this point. There are some final inspections coming this week. Once those are done, we will button everything up for the building and start cleaning everything up. The contractors are currently working on the exterior of the building (remembering that with the harsh winter this year, a lot of the work was prohibited from being completed). They are working on that now. There is also a lot of work on the curbs, stoops, sidewalks, and shaping the parking lot for paving. So, they are making good progress on the building.

Mitchell Road Improvements – Work will start next week and as you recall there are some issues with fixing some of the ponds just east of Meijer. They will start at Meijer first and work their way up to Mitchell Road. Early next week we will issue a letter to the affected residents for the path improvements and the contractor will start working up there late next week.

Stonehedge Improvements – This project is progressing well. The contractor has one more curb pour to complete and they'll be done with the curb work. There was, unfortunately, last year some sidewalk vandalism along Colchester. That needs to be removed and replaced. They are going to work on that this week. Then depending on dry weather, they will get in and begin the dirt work and restoration. Once this is all done, the millers will be brought in and we will get everything paved.

Finally, the Forest Hills Road and IL 251 Improvements- Rock Road is currently going to work on the south bound lanes.

Chris also wished Treasurer Bradley Robison the best in his future endeavors. He said it has been a pleasure working with Bradley.

Harlem High School Student Liaison Hannah Herrera's left no report this evening.

Public Safety Supervisor, Lt. Tammie Stanley's report for monthly traffic statistics will be given at the May 4, 2020 Board Meeting. Village Administrator Tim Savage indicated that calls for service are down at this point.

COMMITTEE AND TRUSTEE REPORTS

District #1 Trustee Seipts, Administration and Finance Committee Vice-Chair thanked Village Administrator Tim Savage for creating a safe environment for Village Staff and those individuals who visit Village Hall. He further thanked Tim for the role he has taken with other city leaders in trying to bring assistance to our small businesses during these uncertain times. He further thanked Mayor Jury and Senator Syverson along with Tim for the press conferences to keep our citizens informed.

He also thanked Community Development Director James Richter II for the great job he is doing to help small businesses and for keeping them informed and up to date on what is available for them.

He thanked Bradley for a great job as Treasurer and wished him much success in the future.

District #2 Trustee Schmidt, Administration and Finance Chair reported the A&F Committee met this evening and recommended approval of one Ordinance, 18-20, which will go to the May 4, 2020 Board Agenda with a positive recommendation. Further, he wished Treasurer Robison best of luck in the future.

District #3 Trustee Kidd, Planning and Economic Development Vice-Chair ask for clarification regarding attending the current meeting structure via Zoom if an individual is out of town, would the law prohibit attendance in this manner. Attorney Green indicated that due to the current situation and the manner in which meetings are being conducted, being out of town would not prohibit attendance by a Trustee. Trustee Kidd also wished Bradley good luck.

District #4 Trustee Wilson, Planning and Economic Development Chair, had no report this evening.

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

District #6 Trustee Beck, Public Improvement and Safety Chair, reported the PISC Committee met this evening and approved two resolutions one that will go to tonight's board meeting and the other to the May 4 Board Meeting both 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 on tonight's Consent Agenda as follows:

- A. Ordinance 07-20, Variance from Freestanding Sign Regulations, 7901 Burden Road, First Reading
- B. Ordinance 11-20, Authorizing Budget Amendments for FY 2019-2020, Final Reading
- C. Ordinance 12-20, Adopting Annual Budget for FY 2020-2021, Final Reading
- D. Resolution 22-R-20, Settle Interfund Balances FY 2019-2020
- E. Resolution 23-R-20, Motor Fuel Tax Appropriation FY 2020-2021
- F. Resolution 26-R-20, Awarding the Publically Bid Construction Contract for Pine Al Drive Improvements

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. There were no items removed from the Consent Agenda.

- 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 07-20/1st/Pass
- Ord 11-20/Fin/Pass
- Ord 12-20/Fin/Pass
- Res 22-R-20/Pass
- Res 23-R-20/Pass
- Res 26-R-20/Pass

Mayor Johnson called for a motion to approve all items under the Consent Agenda. The motion was made by Trustee Wilson 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

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: There were no written public comments received prior to the meeting and the public was given the opportunity to call-in during the meeting. There were no call-ins for public comment.

Trustee Bailey moved to adjourn; seconded by Trustee Kidd. Motion approved by voice vote. Meeting adjourned at 6:33 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.

- 23. Unfinished Business
None
- 24. New Business
- 25. Public Comment
- 26. Adjourn