

**VILLAGE OF MACHESNEY PARK**  
*Journal of Proceedings ~ Regular Meeting, November 2, 2020*

The meeting was called to order at 6:10 p.m. by Mayor Steve Johnson. *He indicated that Village Hall will be closed to the public during Committee and Board Meetings to prevent unnecessary contact and possible exposure to COVID-19.*

*He also reported that all Village Committee and Board meetings will be broadcast live on the Village of Machesney Park YouTube channel for citizens to watch at the scheduled meeting times. Please visit <https://machesneypark.org/meetings> for additional information on how to access the meetings or to fill out a request form to make a Public Comment. Submissions received by 4:00pm on the day of the meeting will be read during the Public Comment portion of the meeting. You may also listen to the recorded meetings at a later time by visiting the above webpage. Questions regarding this process may be emailed to [clerk@machesneypark.org](mailto:clerk@machesneypark.org). Trustee Joe Seipts gave the Invocation, which was followed by the Pledge of Allegiance led by Trustee James Kidd.*

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

Present: Village Clerk Lori Mitchell  
Village Treasurer Deborah Alms  
Village Attorney Tom Green  
Village Administrator James Richter II  
HR and Finance Manager Michelle Johannsen  
Public Works Superintendent Chad Hunter (via Zoom)  
Village Engineer Chris Dopkins (via Zoom)  
Public Safety Coordinator, Lt. Tammie Stanley (via Zoom)

The Journal of Proceedings for the Regular Board Meeting from October 19, 2020 were approved per typewritten copy submitted by the Clerk on a motion by Trustee Wilson and seconded by Trustee Bailey. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Village Treasurer Deborah Alms presented the Treasurer's Report as of October 28, 2020, reflects the total of all funds to be \$19,000,909.00.. A motion was made by Trustee Wilson and seconded by Trustee Schmidt to accept the Treasurer's Report and place it on file. Motion carried by voice vote.. Motion approved. On roll call: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey and Beck), 0 nays, 0 absent

Clerk Mitchell read a Proclamation for National Hunger and Homelessness Awareness Week being presented by Mayor Johnson this evening. The Proclamation will be mailed the Rock River Homeless Coalition.

Clerk Mitchell further announced that the Governor's recent order closing schools and governmental organizations on Election Day, was clarified by the Sangamon County Circuit Court and it was determined that all municipalities have the independent authority to determine whether or not they will be closed on Election Day. As you know, the Village is a polling place and we are not sure how many individuals will be in and out of Village Hall tomorrow. We want you to come and vote if this is your Polling Place. However, in the interest of the safety of the staff, Village Offices will be closed tomorrow, Election Day. Please note that this will not apply to any other election day in the future, unless we receive additional direction from the Governor and/or the Courts. The front door at Village Hall will be open and the Municipal Board Room will be open as a Polling Place from 6:00 a.m. until 7:00 p.m.

Trustee Wilson presented the warrant in the amount of \$1,004,735.92 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

**ADMINISTRATIVE REPORTS**

*Mayor Johnson made a presentation to Helping Hands Pantry, Jerry Gibson and thanked them for all they do for the Village. Mr. Gibson thanked the Village for the many years of collaboration and cooperation this will be put to good use.*

1. Minutes Approved

2. Treasurer's Report

3. Communications

4. Warrant/Approved

5. Administrative Reports

6. Mayor's Report

*Mayor Johnson placed the name of Daniel Pfleuger in nomination to serve an unexpired term ending September 2021 on the Planning and Zoning Commission. He gave a brined synopsis of Mr. Pfleuger's credentials and reported that this nomination will be voted on at the November 16 Board Meeting.*

*Mayor Johnson also placed the names of Scott Heidemann and Shane Klinger in nomination for reappointment to serve five-year terms on the Planning and Zoning Commission. These will be voted on at the November 16, 2020 Board Meeting.*

*Further, he encouraged everyone to support our local businesses during these difficult times, using their drive thru, curbside pickup, order online, carry out and delivery options.*

*And don't forget to vote.*

*Attorney Tom Green had no report this evening.*

*Village Administrator James Richter II thanked the Board for an additional day off. He said the staff appreciates it. He encouraged the community to go out and vote and be safe.*

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

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

*Village Engineer Chris Dopkins reported that the Hawkview Improvements are winding down. Pavement was completed today and there are just a few punch list items left to do. It has reached the point of substantial completion and has turned out very well.*

*Public Safety Supervisor, Lt. Tammie Stanley had no report this evening.*

#### COMMITTEE AND TRUSTEE REPORTS

*District #1 Trustee Seipts, Public Improvements and Safety Chair had no report this evening.*

*District #2 Trustee Schmidt, Administration and Finance Vice-Chair had no report this evening.*

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

*District #4 Trustee Wilson, Administration and Finance Chair, reported the A&F Committee met this evening and reviewed three Resolutions, two which are on tonight's agenda and one that will go to the November 16 Board Meeting with positive recommendations.*

*District #5 Trustee Bailey, Planning and Economic Development Chair, reported the Planning and Economic Development Committee met this evening and reviewed four ordinances, three will be presented on the November 16, 2020 Board Agenda and one ordinance is on this evening's agenda for first reading. All are presented with a positive recommendation.*

*District #6 Trustee Beck, Planning and Economic Development Vice-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 James Richter II, presented the items under Item X. Consent Agenda as follows:

- A. Ordinance 43-20, Amending Village Municipal Code Chapter 2 Board of Trustees and Chapter 21 Personnel Policy, First Reading
- B. Resolution 53-R-20, Adopting Amended Personnel Policies and Job Description Manual

- 7. Attorney's Report
- 8. Village Administrator
- 9. Finance/HR Manager
- 10. Public Works Supt.
- 11. Village Engineer
- 12. Pub Safety Supervisor
- 13. Committee Reports
- 14. District #1 Report
- 15. District #2 Report
- 16. District #3 Report
- 17. District #4 Report
- 18. District #5 Report
- 19. District #6 Report
- 20. Consent Agenda

- C. Resolution 54-R-20, Authorizing Installation of No Parking Signs at 10302 Ventura Blvd.
- D. Resolution 55-R-20, Authorizing Installation of Stop Signs within the Darby Close, Ralston Park Estates and North Park Industrial Developments
- E. Resolution 56-R-20, Entering into a Franchise Agreement with Comcast of Illinois/Indiana/Ohio, LLC for Cable TV
- F. Resolution 57-R-20, Authorizing the Release of Closed Session Minutes
- G. Resolution 59-R-20, Resolving to Fund the Local Portion of Project Costs for Improvements to the Forest Hills Road Underpass of the Willow Creek Multi-Use Path for an Illinois Transportation Enhancement Program Grant Application
- H. Resolution 60-R-20, Authorizing the Execution of a Release Form with Commonwealth Edison to Confirm the Village's Participation in the Smart LED Street Light Replacement Program

Ord 43-20/Pass/1<sup>st</sup>  
Res 53-R-20/Pass  
Res 54-R-20/Pass  
Res 55-R-20/Pass  
Res 56-R-20/Pass  
Res 57-R-20/Pass  
Res 59-R-20/Pass  
Res 56-R-20/Pass

Mayor Johnson asked if there were any items to be removed from the Consent Agenda to be considered separately. Discussion: Trustee Schmidt commended the resident who took the time to identify the areas throughout the northern part of the Village where the stop signs were missing. That was quite an undertaking and was very much appreciated. No items were pulled 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. The motion was made by Trustee Wilson and seconded by Trustee Bailey. 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: There were no items under Unfinished Business this evening.

21. Unfinished Business

NEW BUSINESS: Mayor Johnson called for a motion to approve Ordinance 40-20, Granting a Special Use Permit for Major Motor Vehicle Repair, 1240 Shappert Drive, First Reading. The motion was made by Trustee Seipts and seconded by Trustee Schmidt. Staff Report: Village Administrator, James Richter II reported the applicants for a Special Use Permit for Major Automobile Repair at 1240 Shappert Drive. Staff recommended approval with the addition of several conditions which the applicant has agreed to uphold. The SUP was reviewed and approved by the Planning and Zoning Commission last month as well as the Planning and Economic Development Committee this evening.

22. New Business:

Ord. 40-20/1<sup>st</sup>/Pass

The applicants have an aggressive schedule for opening their collision repair business and have requested an expedited. That is why it is on both the committee and board agenda this evening. There was an error on the heading of the ordinance that was in the packet, but the remainder of the ordinance was correctly worded and this ordinance was properly published prior to this meeting. You have a copy of the corrected ordinance at your desk this evening and he would be glad to answer any questions.

Discussion: Trustee Kidd stated he noticed it was on the Planning and Economic Development Committee agenda tonight and on tonight's Board agenda. He asked how is this on tonight's agenda and Ordinance 41-20 and 39-20 is not. VA Richter stated that the applicant had made requests to both Trustee Seipts and to Staff asking for this item to be expedited, but the applicants for the other ordinances did not. It is certainly at the Board's discretion to lay this over and follow the normal path if that is the Board's desire.

Attorney Green clarified that the normal path is these types of ordinances go to the Planning and Zoning Commission, then to the Planning and Economic Development Committee and then the next meeting date it would go to Board for first reading and then the next meeting date for final reading. This applicant requested this ordinance be accelerated, the other applicants did not.

Trustee Seipts indicated he has worked closely with the couple that is opening this business. They have expressed that they have put pretty much everything they have into this business because she lost her job due to Covid and they are opening this business. They have a family that they need to care for and this will be their first source of income. That is why he has asked to put it on tonight's agenda.

*Trustee Kidd commented that we also have another business that opened up who is another new business much like the one Tr. Seipts is requesting here. Further, Tr. Kidd did go down and see his other business, 251 Automotive, off of Prairie Hill Road and 251 where they just work on the U-Haul trucks and do not rent very many. He said during tough times, to open a business as a second revenue, he was wondering if he could after this ordinance is done, make a motion and put Ordinance 41-20 on for new business and see if we can get that passed so that they can start making income also. Just like any good business plan, if you have three sources of income during tough economic times, he said he thinks it shows the other new businesses that the Village is good stewards of new business and we want them to be successful. He did hear the lady's concern about the heavy traffic. She said he went down there and watched the business and did not see any U-Haul trucks get rented out from them or even saw a U-Haul truck. It is maintenance that makes the business go because you have to be a rental center in order to be able to work on their vehicles if you're a garage because that's their policy. He thinks Shannon Bartlow will maintain a tight and orderly facility.*

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

Trustee Seipts made a motion to waive the rules in order to bring this Ordinance back for second and final reading this evening. Motion was seconded by Trustee Kidd.

Waive Rules/Pass

The motion was approved by roll call vote: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, and Beck), 0 nays, 0 absent

Mayor Johnson called for a motion to approve Ordinance 40-20, Granting a Special Use Permit for Major Motor Vehicle Repair, 1240 Shappert Drive, Final Reading. The motion was made by Trustee Seipts and seconded by Trustee Schmidt.

Ord 40-20/Fin/Pass

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

Trustee Kidd made a motion to add to New Business tonight Ordinance 41-20, the ordinance granting a Special Use Permit for motor vehicle rental.

Attorney Green indicated that he applauds Trustee Kidd's effort, but since this item is not on tonight's agenda, it has not published as being on the agenda. This would be a new item and under the procedures, we are not allowed to do that. So the motion is out of order.

PUBLIC COMMENT: There were no requests for public comment and there was no one in the waiting room.

23. Public Comment

CLOSED SESSION: None

24. Closed Session

Trustee Wilson moved to adjourn; seconded by Trustee Bailey. The motion was approved by roll call vote: 6 ayes (Trustees Seipts, Schmidt, Kidd, Wilson, Bailey, and Beck), 0 nays, 0 absent - Meeting adjourned at 6:36 p.m.

25. Adjourn

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.