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LOVES PARK CITY COUNCIL AGENDA–FEBRUARY 17, 2020 - 6 P.M.
AT CITY HALL COUNCIL CHAMBERS, 100 HEART BLVD.,
LOVES PARK, 61111

- I. CALL TO ORDER**
- II. INVOCATION & PLEDGE OF ALLEGIANCE**
 - 1. Invocation given by Alderman John Pruitt, followed by the Pledge of Allegiance.**
- III. ROLL CALL**
- IV. APPROVAL OF CITY COUNCIL MINUTES OF PREVIOUS MEETING**
- V. COMMUNICATIONS, MAYOR’S REPORT AND ANNOUNCEMENTS**
 - 1. Recognition of Harlem High School Student Ethan Pash, as “2020 Illinois State Individual Boys Bowling Champion”.**
- VI. APPROVE PAYMENT OF BILLS**
- VII. OFFICER’S REPORTS**
 - 1. Public Safety**
 - 2. Public Works**
- VIII. COMMITTEE REPORTS**
 - 1. Finance and Administration/Jacobson (Finance, Personnel, Buildings & Grounds, Purchasing, Recreation & Beautification)**
 - 2. Public Safety/Allton (Police, Fire, Public Safety & Health)**
 - 3. Public Works/Schlensker (Street, Water & Utilities)**
 - 4. Codes and Regulations/Peterson (Ordinances & Licenses)**
 - 5. Community Development/Frykman (Development, Planning, Zoning, Annexation, Building & Drainage)**

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

- 1. Presenting the name of Benjamin Danielson for appointment to the Zoning Board of Appeals to fill the vacant position with a term to expire June 30, 2024.**

XI. RESOLUTIONS & MOTIONS

- 1. Resolution authorizing the Water Department Manager to hire Kristy Driscoll for the position of Bookkeeping Clerk in the Water Department, effective March 4, 2020.**
- 2. Resolution authorizing the promotion of Russell Caveny to the position of Interim Production Lead, retroactive to January 6, 2020.**

XII. ORDINANCES 2ND READING

XIII. ORDINANCES 1ST READING

XIV. PUBLIC COMMENT

XV. EXECUTIVE SESSION

XVI. GOOD OF THE ORDER

XVII. ADJOURNMENT



CITY COUNCIL, CITY OF LOVES PARK, ILLINOIS

Journal of Proceedings

Regular Meeting, Monday, February 10, 2020

Loves Park City Hall

Mayor Gregory Jury called the meeting to order at 6:00 p.m.

Pastor Brent Dahlseng of Grace Lutheran Church opened the meeting with an invocation, followed by the Pledge of Allegiance.

Present:

Mayor Gregory Jury

Aldermen Robert Schlensker, Doug Allton, Nancy Warden, John Jacobson, Jim Puckett, Clint Little, John Pruitt, Charles Frykman, Mark Peterson, A. Marie Holmes

Also
Present:

City Clerk Bob Burden
City Attorney Gino Galluzzo

1. Approve Minutes 02/03/20
The Journal of Proceedings for the regular meeting of February 03, 2020 was approved as submitted by the city clerk on a motion by Alderman Little. Second by Alderman Schlensker. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)
2. Gigi's Playhouse
Received a letter from Karen Carlson, Executive Director, thanking City Hall employees for their recent donation to Gigi's Playhouse. Place on file.
3. IDOT/MFT December 2019
Received a notice from the Illinois Department of Transportation of Motor Fuel Tax distributed to the City of Loves Park for the month of December 2019, in the amount of \$105,334.80, and the month of January 2020, in the amount of \$74,640.74. Placed on file.
4. SEP/Faithful-2-Fitness 5K Run Request
Received a Special Event Permit application from Faithful-2-Fitness to hold a 5K Run on a portion of Loves Park streets on Saturday, August 22, 2020. Referred to Alderman Peterson of the Codes and Regulations Committee.
5. SEP/Faithful-2-Fitness 5K Run Approved
Alderman Peterson of the Codes and Regulations Committee moved to approve a Special Event Permit application from Faithful-2-Fitness to hold a 5K Run on a portion of Loves Park streets on Saturday, August 22, 2020. Second by Alderman Warden. Motion carried by voice vote.
6. SEP/Gentleman Car Club Shows Request
Received a Special Event Permit application for the Gentleman Car Club to hold car shows with amplified music at the Meadow Mart Shopping Center, 6401 N. Second Street, April 16, May 21, June 18, July 16, August 20, and September 17, 2020, from 4:00 p.m. to 8:00 p.m. Referred to Alderman Peterson of the Codes and Regulations Committee.
7. SEP/Gentleman Car Club Shows Approved
Alderman Peterson of the Codes and Regulations Committee moved to approve a Special Event Permit application for the Gentleman Car Club to hold car shows with amplified music at the Meadow Mart Shopping Center, 6401 N. Second Street, April 16, May 21, June 18, July 16, August 20, and September 17, 2020, from 4:00 p.m. to 8:00 p.m. Second by Alderman Warden. Motion carried by voice vote.

8. Water Department Bills Alderman Jacobson presented the Water Department bills dated February 3, 2020, in the amount of \$85,861.44, and moved that they be paid. Second by Alderman Peterson. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)

9. General Fund Bills Alderman Jacobson presented the General Fund bills dated February 3, 2020, in the amount of \$130,018.62, and moved that they be paid. Second by Alderman Peterson. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)

10. Public Safety Report Alderman Allton presented the Police Department Report dated February 10, 2020, to be placed on file.

11. Public Works Report Alderman Schlensker presented the Street Department Report dated February 10, 2020; presented the Water Department Report dated February 10, 2020, to be placed on file.

12. Building Department Report Alderman Frykman presented the Building Department Report for January 2020; New Commercial - \$0.00; New Residential - \$247,584.00; Others - \$323,184.00; Total Permits – 60; Permit Fees - \$9,409.00. Machesney Park Fees - \$4,979.08.

13. Finance & Administration Committee Alderman Jacobson of the Finance and Administration Committee presented General Fund and all other bills dated February 10, 2020 in the amount of \$260,224.57; for consideration at next week's city council meeting; presented the minutes from the committee meeting held February 3, 2020, to be placed on file.

14. Public Works Committee Alderman Schlensker of the Public Works Committee presented the Water Department list of bills dated February 10, 2020 in the amount of \$25,885.42, for consideration at next week's city council meeting.

15. USCOC Master Pole Agreement Alderman Jacobson presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that Mayor Gregory Jury is authorized to sign an agreement with USCOC of Central Illinois, LLC., for the use of certain, City owned utility poles, and the installation of new utility poles within City owned and maintained right-of-way, for the placement of small wireless facilities. Attached to this resolution is a copy of the Master Pole Agreement with USCOC. Second by Alderman Peterson. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)
RESOLUTION NO. 20-004

16. Young At Heart Parade Alderman Jacobson presented the following resolution and moved for its adoption: **RESOLVED**, that by the adoption of this Resolution, that **WHEREAS**, The City of Loves Park is sponsoring the YOUNG AT HEART PARADE in the City of Loves Park, which constitutes a public purpose: **WHEREAS**, this YOUNG AT HEART PARADE will require the temporary closure of the northbound lanes of Highway 251, a State Highway in the City of Loves Park, from 4800 North Second Street to 6300 North Second Street. **WHEREAS**, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes. **NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Loves Park, that permission to close off the northbound lanes of Highway 251 from 4800 North Second Street to 6300 North Second Street, as above designated, be requested of the Department of Transportation. **BE IT FURTHER RESOLVED**, that this closure shall occur during the approximate time period between 9:00 a.m. and 12:00 noon on May 23, 2020.

17. Young At Heart
Parade
(Continued)

BE IT FURTHER RESOLVED, that traffic from that closed portion of highway shall be detoured over routes with an all-weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted from the State Highway. (The parking of vehicles shall be prohibited on the detour routes to allow an uninterrupted flow of two-way traffic*). The detour route shall be as follows: Two-way traffic will be coordinated in the southbound portion of the highway. *To be used when appropriate. **BE IT FURTHER RESOLVED**, the City of Loves Park assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect. **BE IT FURTHER RESOLVED**, that police officers or authorized flaggers shall at the expense of the City of Loves Park, be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour. **BE IT FURTHER RESOLVED**, that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned. **BE IT FURTHER RESOLVED**, that all debris shall be removed by the City of Loves Park prior to reopening the State Highway. **BE IT FURTHER RESOLVED**, that such signs, flags, barricades, etc., shall be used by the City of Loves Park as may be approved by the Illinois Department of Transportation. These items shall be provided by the City of Loves Park. **BE IT FURTHER RESOLVED**, that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices. **BE IT FURTHER RESOLVED**, that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above. (Note: This paragraph is applicable when the Resolution pertains to a Parade or when no detour is required). **BE IT FURTHER RESOLVED**, that to the fullest extent permitted by law, the City of Loves Park shall be responsible for any and all injuries to persons or damages to property, and shall indemnify and hold harmless the Illinois Department of Transportation, its officers, employees and agents from any and all claims, lawsuits, actions, costs and fees (including reasonable attorneys' fees and expenses) of every nature or description, arising out of, resulting from or connected with the exercise of authority granted by the Department which is the subject of this Resolution. The obligation is binding upon the City of Loves Park regardless of whether or not such claim, damage, loss or expense is caused in part by the act, omission or negligence of the Department or its officers, employees or agents. **BE IT FURTHER RESOLVED**, that the City of Loves Park shall provide a comprehensive general liability insurance policy or an additional insured endorsement in the minimum amount of \$1,000,000.00 per person and \$2,000,000.00 aggregate which has the Illinois Department of Transportation and its officials, employees, and agents as insureds and which protects them from all claims arising from the requested road closing. A copy of said policy or endorsement will be provided to the Department before the road is closed. **BE IT FURTHER RESOLVED**, that a copy of this Resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this Resolution and to operate as part of the conditions of said permission. Second by Alderman Allton. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)

RESOLUTION NO. 20-005

18. Tim Conley
Separation
Agreement

Alderman Jacobson presented A Resolution accepting the resignation of Tim Conley as Deputy Chief of the Loves Park Fire department and authorizing the Mayor to enter into a separation agreement. **WHEREAS**, the Mayor is charged with the responsibility of exercising control of all City Departments; and **WHEREAS**, the Mayor further has the authority to appoint and remove officers of the municipality; and **WHEREAS**, the Mayor, upon the advice of a department head, negotiated the resignation of a City Employee inclusive of a severance and release contained in a Separation Agreement; and **WHEREAS**, the City has determined said Separation Agreement to be in the best interests of the City to finalize separation from City employment with equity.

19. Tim Conley
Separation
Agreement
(Continued)

NOW THEREFORE BE IT RESOLVED, by the Mayor and the City Council of the City of Loves Park, County of Winnebago and County of Boone, Illinois, that by the adoption of this resolution, that the Mayor and the City Council hereby agree as follows:

1. The above recitals are hereby incorporated into this Resolution as if fully stated herein.
2. The resignation of Tim Conley as Deputy Fire Chief is accepted.
3. The actions of the Mayor in negotiating a Separation Agreement including both a severance and release are approved and ratified and the Mayor is authorized to execute the Separation Agreement.

Second by Alderman Peterson. Motion carried. 10 Ayes (Aldermen Schlensker, Allton, Warden, Jacobson, Puckett, Little, Pruitt, Frykman, Peterson, Holmes)

RESOLUTION NO. 20-006

20. Adjourn

Alderman Jacobson moved that the meeting be adjourned. Second by Alderman Allton. Motion carried by voice vote. The meeting was adjourned at 6:12 p.m.

APPROVED:

Robert J. Burden, City Clerk

STANDING COMMITTEE MEETINGS:

Community Development:	Following City Council Meeting 6:15 p.m.
Finance and Administration:	Prior to Council Meeting 5:40 p.m.
Public Works:	Prior to Council Meeting 5:15 p.m.
Zoning Board of Appeals:	3 rd Thursday of the Month 5:30 p.m.



LOVES PARK **POLICE**

540 Loves Park Drive, Loves Park, IL 61111

Phone 815/654-5015 Fax 815/633-0555

To: Alderman Doug Allton

From: Chief Charles Lynde

Date: 02/17/2020

Subject: Police Activity Report

Police activity report for the week of 02/02/2020 through 02/08/2020

Calls for Service 611

Total Number of Arrests 337

Accidents 4

MICHAEL MCCAMMOND
DEPUTY CHIEF OF POLICE

CHARLES LYNDE
CHIEF OF POLICE

SHANE LYNCH
DEPUTY CHIEF OF POLICE

**Department of Public Works
Street Department Weekly Activity Report**

Submitted by: Shannon Messinger
Street Department Manager

Week of February 10, 2020 thru February 17, 2020

Previous week's activity:

1. Continued working on trucks.
2. Helped Water Dept. with main break.
3. Filled potholes.
4. Repaired street lights along N2nd.
5. Started tree removals.

Proposed work:

1. Continue working on trucks.
2. Fill Potholes.
3. Continue tree removals.
4. Help the Water Dept. with main breaks.

Loves Park Water Department

Weekly Activity Report

Submitted by: Craig McDonald
Department Manager

Date: **2/5/20-2/12/20**

Previous week's activity:

1. Routine work:
 - a. Install new meters
 - b. JULIE locates
 - c. Chemical tests
 - d. Back wash wells as needed
 - e. Read commercial and residential meters
2. Continued radio read meter installation
3. Continued installing high efficiency lighting in filter plant #1
4. Repaired hydrant at the intersection of Riverside Blvd. and Renn Hart Hills
5. Repaired main break at 730 Loves Park Dr.

Work anticipated for this week:

1. Routine work
2. Continue radio read meter installation
3. Assist Street Department with snow removal
4. Clean snow from all wells

**CITY OF LOVES PARK
AGENDA
FINANCE & ADMINISTRATION COMMITTEE
FEBRUARY 17, 2020 – 5:40 P.M.
CITY COUNCIL CHAMBERS**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM THE COMMITTEE MEETING HELD FEBRUARY 10, 2020**
- 4. ITEMS FOR CONSIDERATION**
 - A. Presentation from Carol Jackowski, CPA from Lucas Group, regarding the FY2019 Audit.**
 - B. Resolution authorizing the Water Department Manager to hire Kristy Driscoll for the position of Bookkeeping Clerk in the Water Department, effective March 4, 2020.**
 - C. Resolution authorizing the promotion of Russell Caveny to the position of Interim Production Lead, retroactive to January 6, 2020.**
- 5. LIST OF BILLS**
- 6. GENERAL DISCUSSION/PUBLIC COMMENT**
- 7. ADJOURN**

FINANCE AND ADMINISTRATION COMMITTEE
MEETING MINUTES

DATE OF MEETING: February 10, 2020

CALLED TO ORDER: 5:40 P.M.

MEMBERS PRESENT: Aldermen John Jacobson, Mark Peterson, Charles Frykman, John Pruitt

ALSO PRESENT: Mayor Jury, Clerk Burden, Treasurer Danielson, Steve Thompson, Attorney Galluzzo, Aldermen A. Marie Holmes, Robert Schlensker, Doug Allton, Nancy Warden, Jim Puckett, Clint Little, Chief Wiltfang, Chief Lynde

MINUTES APPROVAL: February 3, 2020

Alderman Peterson moved to approve minutes. Second by Alderman Pruitt.
Motion carried. 4 Ayes – 0 Nays

ITEMS FOR CONSIDERATION

1. Resolution authorizing the Mayor to sign an agreement with USCOC of Central Illinois, LLC. for the placement of small wireless facilities.

Alderman Peterson moved to approve. Second by Alderman Frykman.
Motion carried. 4 Ayes – 0 Nays

2. Resolution authorizing the closure of N. Second Street for the Young At Heart parade to be held May 23, 2020.

Alderman Peterson moved to approve. Second by Alderman Frykman.
Motion carried. 4 Ayes – 0 Nays

3. Resolution accepting the resignation of Tim Conley as Deputy Chief of the Loves Park Fire Department and authorizing the Mayor to enter into a separation agreement.

Alderman Peterson moved to approve. Second by Alderman Frykman
Motion carried. 4 Ayes – 0 Nays

4. List of Bills: No questions or concerns.

5. Adjournment.

Alderman Peterson moved for adjournment. Second by Alderman Frykman.
Motion carried. 4 Ayes – 0 Nays

Adjournment: 5:47 P.M.

RESPECTFULLY SUBMITTED: CHAIRMAN JACOBSON OF THE FINANCE COMMITTEE

CITY OF LOVES PARK

BY ALDERMAN John Jacobson

RESOLUTION NO.

DATE: February 17, 2020

**DEPARTMENT: Finance & Administration
Committee**

RESOLVED, that by the adoption of this resolution,

That based on the results of the Civil Service Commission list of candidates, the Water Department Manager is hereby authorized to hire Kristy Driscoll for the position of Bookkeeping clerk in the Water Department, effective March 4, 2020. The starting salary for this position shall be \$34,320.00

This position will be full time and will be subject to a pre-employment background check and pre-employment drug testing and shall be paid from: Water Department; Office Salaries; Account No. 31-50-4020.

Ald. John Jacobson, Chairman

Ald. Chuck Frykman

Ald. Mark Peterson, Vice Chairman

Mayor Gregory R. Jury

Ald. John Pruitt

Attest: Robert J. Burden

**MOTION:
SECOND:
VOTING:**

CITY OF LOVES PARK

BY ALDERMAN John Jacobson RESOLUTION NO.

**DATE: February 17, 2020 DEPARTMENT: Finance & Administration
Committee**

RESOLVED, that by the adoption of this resolution,

that having been reviewed and approved by the Civil Service Commission and the International Union of Operating Engineers Local 150, the position of Water Production Lead was established by Resolution 19-070. The Production lead position shall be a union position and have a starting wage that is 8% higher than the 5+ year wage rate set in the current collective bargaining agreement. Be it further resolved that Russell Caveny shall be promoted to Interim Production lead with a starting wage of \$28.29 per hour, retroactive to January 6th 2020, until he has obtained his class B water operator's license at which time, he will be compensated at the full production lead rate. Future increases shall be in accordance with the current Local 150 collective bargaining agreement.

This position will be full time and will be paid from account # 31-50-4030 Maintenance Wages.

Ald. John Jacobson, Chairman

Ald. Chuck Frykman

Ald. Mark Peterson, Vice Chairman

Mayor Gregory R. Jury

Ald. John Pruitt

Attest: Robert J. Burden

**MOTION:
SECOND:
VOTING:**