

VILLAGE OF NORTH UTICA
801 S. Clark St., North Utica, IL 61373
Committee of the Whole Meeting
June 25, 2020
www.utica-il.gov

THIS MEETING CAN BE JOINED

FROM A COMPUTER, TABLET OR SMARTPHONE AS FOLLOWS:

WEBSITE: <https://global.gotomeeting.com/join/990522581>

MEETING DIAL IN PHONE NUMBER: [1 \(669\) 224-3412](tel:16692243412)

MEETING ACCESS CODE: [990522581#](#)

AGENDA

- I. **7:00 p.m. - Call to Order**
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Clerk:
 - 1.) Consideration and Possible Recommendation regarding the Reclassification of Certain Utility Accounts in the Village of North Utica Water / Sewer Fund
- V. Village Treasurer
- VI. Director of Village Affairs:
 - 1.) Update on upcoming Village Events & Affairs
 - 2.) Update and the Consideration and Possible Recommendation regarding Cycling Safety Signage being installed along 2803rd Rd., Utica, IL
- VII. Finance
- VIII. Donations / Advertising / Event Requests: Consideration and Possible Recommendation on the following:
 - 1.) Lions of Illinois Foundation Golf Outing being held on Saturday August 1, 2020 \$ 50
- IX. Police Department Liaison
- X. Water / Sewer Liaison
- XI. Governmental Affairs Liaison:
 - 1.) General updates on Utica Business Association
- XII. Park & Recreation Liaison
- XIII. Streets, Lights & Alleys Liaison

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- XIV. Building / Zoning Enforcement Officer

- XV. Maintenance Department/ Public Works Director
 - 1.) Update - Ongoing / upcoming projects in the Village

- XVI. Village Engineer
 - 1.) Update – Ongoing / upcoming projects in the Village

- XVII. Village Attorney

- XVIII. Village President:
 - 1.) Consideration and Possible Recommendation regarding a Seasonal Mill St. Road Closure for Outdoor Dining

- XIX. Committees / Trustees
 - 1.) Committee Assignment updates
 - 2.) Trustee Reports

- XX. Public Comment

- XXI. Executive Session
 - 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
 - 2.) Pending Litigation
 - 3.) Purchase/Sale/Lease of Real Property

- XXII. Possible Action regarding Executive Session items
 - 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
 - 2.) Pending Litigation
 - 3.) Purchase/Sale/Lease of Real Property

- XXIII. Adjournment

Posted 06-23-20

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MINUTES

At 7:08 pm the meeting was called to Order by Village President David Stewart who then led the Pledge of Allegiance. This meeting was held at the Village Hall as well as providing available remote access due to COVID-19. Village Clerk Laurie Gbur recorded meeting attendance. Present for the meeting were Trustees John Schweickert, Nate Holland, Ron Pawlak, Debbie Krizel, Mary Pawlak and Jim Schrader. Also present were Village Attorney Herb Klein, Village Engineer Kevin Heitz, and Director of Village Affairs Jamie Turczyn.

Village Clerk: Village Clerk Laurie Gbur provided a list of certain Utility Accounts that need to be reclassified and written off in the Village accounting system. The list consisted of 13 utility accounts that are still listed in the system as having balances or credits on them. The majority of the accounts had very small balances due to old penalties and finance charges that inadvertently posted to the account after it was final due to sale of the property or when a payment in full was made on the account. The largest account was a balance that was for a property that had been billed for water but was verified to have never been hooked up to water therefore the amount should have been credited back to a zero balance. The total amount to be written off and removed from the Village water / sewer fund ledger is \$ 2,756.81. It was motioned by Trustee R. Pawlak, seconded by Trustee Schrader to recommend approval of writing off 13 utility accounts in the water / sewer fund ledger in the amount of \$ 2,756.81.

6 Yes

Motion Carried

Audit; Fiscal yr. ending 3-31-2020: Laurie then stated that the annual Audit was taking place on June 25th and 26th and due to the delays resulting from Covid-19 the presentation to the Village Board would be later this year.

2020 Census: The 2020 Census is taking place and the final due date for response is August 2020. The Village of North Utica has a current self-response rate of 81.3% which is higher than most of the surrounding communities. Laurie asked the Village Board to reach out to Utica friends and neighbors to encourage them to complete their Census questionnaire as soon as possible. The Census is important to every community.

Director of Village Affairs: Director Jamie Turczyn provided a brief update on Village Affairs.

Parks - The Maintenance Department has been cleaning up the shelters to prepare for re-opening of the parks. We are not yet sure about the re-opening of the playground equipment.

Village office – In preparation of re-opening the Village office plexiglass will be installed at the front counter, hand sanitizer will be available, masks and social distancing will be required by the Public and restrooms will be open to employees only. We hope to open the office by July 1st.

Cycling Safety Signage – It was motioned by Trustee Schrader, seconded by Trustee Schweickert to recommend approval of the installation of up to four signs to promote cycling safety along 2803rd Rd. in the Village.

6 Yes

Motion Carried

Village Treasurer: NONE

Finance Liaison: NONE

Donations & Advertising Requests: It was motioned by Trustee Schweickert, seconded by Trustee Krizel to recommend approval of a donation in the amount of \$50 to Lions of Illinois Foundation for their golf outing being held on August 1, 2020.

6 Yes

Motion Carried

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Police Department Liaison: NONE

Water / Sewer Liaison: NONE

Governmental Affairs Liaison: NONE

Park & Recreation Liaison: NONE

Streets, Lights & Alleys Liaison: NONE

Building / Zoning Enforcement: Absent

Maintenance Department: Absent

Village Engineer: Engineer Kevin Heitz provided an update of the ongoing projects in the Village.

Illinois River Bridge – The progress on the bridge is going very well.

Jamie's Outpost property – Mr. Mix brought in gravel to improve the drainage on his property.

Village Attorney: NONE

Village President: A brief discussion was held about Outdoor Dining on Mill St. and whether to close the street for the remainder of the summer season, possibly through October. Mayor Stewart stated that he has received a lot of positive feedback about Mill St. It has been busy since Outdoor Dining began in late May. To address parking needs, the Maintenance Department is going to stripe the back alley, so that parking in the area will be designated and better utilized. The area will be reserved for customer parking so employees of the businesses will have to park in the surrounding areas. This will help the other small businesses located on Mill St. as well.

The dining area does need to be maintained everyday so Mayor Stewart is going to have a conversation with the Business Owners that are participating in Outdoor Dining to make sure that the street is kept clean and free of trash.

Trustee Schweickert would like this addressed in the Ordinance along with a fine or other consequence such as loss of their dining spaces for not complying. Mayor Stewart agreed.

Jamie asked if the restaurants will be able to maintain both inside and outside seating once Phase 4 begins.

Trustee M. Pawlak asked if Mayor Stewart would meet with the Mill St. businesses before making a decision to close Mill St. for the season.

Mayor Stewart stated that no one has requested a meeting with him, nor has anyone contacted him to voice their concerns about the road remaining closed.

Trustee M. Pawlak stated that there are businesses that would like the road to be opened up again. The Village spent a lot of money on Mill St. and the area brings in a lot of traffic. With the road closed, some businesses feel that people will not stop.

Trustee Holland stated that traffic going through town can see the area and will wonder what is down there which will encourage people to come downtown to shop and dine.

Trustee R. Pawlak asked if closing the road will have an affect on the ADA requirements that the Village fixed when the Mill St. project was completed.

Mayor Stewart stated that the tables and chairs being on the road now is actually better for addressing ADA requirements than when the tables and chairs were along the buildings on the sidewalks. It was more difficult to pass by on the sidewalk.

Trustee Schweickert stated that there have been a lot of positives with having the road closed and helping our local businesses to open to Outdoor Dining. The business owners need to come to a Village Board or Committee Meeting or they need to reach out to Mayor Stewart to request a meeting if they have questions or concerns.

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Trustee Krizel stated that the back alley has several businesses employees parking there and instead there needs to be designated parking for the customers, especially those that have mobility issues and need to park a little closer.

Trustee M. Pawlak asked about dogs being allowed on Mill St., as some dogs will bite.

Trustee Holland stated that the Outdoor Dining and having Mill St. closed has been as a whole, very beneficial.

Trustee Schweickert agreed and stated that he has heard a lot of positive comments about the area, however we need to look at all of the businesses. They should come to a meeting or reach out directly to the Mayor if they have comments or concerns.

Mayor Stewart stated that also all of the seasonal events have been canceled so we are hoping that this has helped the businesses.

Trustee Schrader asked if parking could also be looked at in the east alley. Chief Damron and Curt will look at the alley to determine if a parking plan can be implemented.

Further discussion of the matter will be held at the next meeting in July.

Committee / Trustee Reports:

Trustee Krizel – there are reports of 4 wheelers and atv's and golf carts being driven up and down the streets in the subdivisions. Chief Damron will have his Officers patrol, but when someone sees that happening they need to call the Police at that time so it can be addressed.

Trustee Krizel then asked if there was another vacation rental home on the Canal Rd. Mayor Stewart stated that approval was granted for only one parcel of property so there shouldn't be another vacation rental home. Trustee Krizel stated that it is located near the other vacation rental home. Attorney Klein stated that he will review the file to determine which parcel of property is being referred to.

Public Comment: NONE

At 7:53 pm it was then motioned by Trustee Holland, seconded by Trustee Krizel to enter into Executive Session for the purpose of:

- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
- 2.) Pending Litigation
- 3.) Purchase/Sale/Lease of Real Property

All in Favor
Motion Carried

It was then motioned by Trustee M. Pawlak, seconded by Trustee R. Pawlak to reconvene the meeting at 8:21 pm.

All in Favor
Motion Carried

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It was motioned by Trustee M. Pawlak, seconded by Trustee Schweickert to appoint Director of Village Affairs, Jamie Turczyn, Clerk Pro Tem for the remainder of the meeting.

All in Favor

Motion Carried

With no additional business, it was motioned by Trustee Schrader, seconded by Trustee Schweickert to adjourn the meeting at 8:22 pm.

All in favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk