

VILLAGE OF NORTH UTICA
801 S. Clark St.
North Utica, IL 61373
Special Meeting of the Board of Trustees
November 29, 2021
www.utica-il.gov

**THIS MEETING CAN ALSO BE JOINED
FROM A COMPUTER, TABLET OR SMARTPHONE AS FOLLOWS:**

WEBSITE: <https://global.gotomeeting.com/join/283791205>

MEETING DIAL IN PHONE NUMBER: 1 (872) 240-3412

MEETING ACCESS CODE: 283791205#

AGENDA

- I. **7:00 p.m.** - Call to Order Special Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village President:
 - 1.) Rebuild Downtown & Main Street Grant Program –
 - A.) Consideration and Possible Action to Authorize the Village President to enter into an Agreement between the Village of North Utica and North Central Illinois Council of Government (NCICG) to submit an application for the Rebuild Downtown & Main Street Grant Program.
 - B.) Consideration and Possible Action on a Resolution for the Commitment of Funds for the Rebuild Downtown & Main Street Grant Program
 - 2.) Consideration and Possible Action to Establish a Village of North Utica Youth Basketball Program to be held in the new Village Recreation Center at a cost not to exceed \$3,500 annually.
- V. Village Clerk:
 - 1.) Consideration and Possible Action to schedule all future meetings of the Village Board and Planning Commission to be held in the new Village Hall Administrative Building located at 248 W. Canal St., Utica, IL
 - 2.) Consideration and Possible Action to approve the 2022 Schedule of Village of North Utica Board of Trustee Meetings, Committee Meetings and Planning Commission
- VI. Donations & Advertising Requests:

1.) Starved Rock Country Magazine	Advertising	\$5,988
2.) Utica Garden Club	Donation	\$ 500
- VII. Director of Village Affairs:
 - 1.) Update on Utica Business Association Meeting
 - 2.) Update on Upcoming Events in the Village
 - 3.) Consideration and Possible Action to Authorize the Village President to enter into a five-year Contract between the Village of North Utica and IFiber Communications for the purpose of Internet / Data Services for the new Village Hall Administrative Building and the Police Department, in a cost not to exceed \$ 1,500 each annually, and \$ 5,450 as a one-time charge

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VIII. Village Treasurer

IX. Police Department; Chief Damron

X. Building / Zoning Enforcement

XI. Maintenance Department

- 1.) Updates- Upcoming / Ongoing projects in the Village
- 2.) Update – Status of the 2021 Project List
- 3.) Consideration and Possible Action for the purchase of a new Salt Spreader not to exceed \$6,000
- 4.) Consideration and Possible Action to Authorize the Village President to enter into an Agreement with H. R. Green for the purpose of Engineering & Consulting for projects within the Water / Wastewater Department
- 5.) Consideration and Possible Action to Authorize the Village President to enter into an Agreement with Stewart Spreading, Inc. for services being provided in the Wastewater Treatment Plant, including weed and vegetation removal and the replacement of a Rock Filter

XII. Village Engineer:

- 1.) Update – Upcoming / Ongoing projects in the Village
- 2.) Update – regarding the Non-MFT Road Project
- 3.) Update – regarding the New Village Hall Administrative Building

XIII. Village Attorney

XIV. Committee / Trustee Reports:

- 1.) Updates from Committees:
 - A.) Village of North Utica Governmental Affairs Committee
 - B.) Village of North Utica Fire & School Liaison Committee
 - C.) Village of North Utica Zoning Ordinance Review Committee

XV. Public Comment

XVI. Executive Session

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

XVII. 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

XVIII. Adjournment

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MINUTES

At 7:03 pm the Meeting was called to Order by Village President David Stewart who then led the Pledge of Allegiance. Village Clerk Laurie Gbur recorded the meeting attendance. Present at the meeting were Trustees John Schweickert, Nate Holland, Mary Pawlak and Jim Schrader. Trustee Debbie Krizel attended via remote access. Also present were Village Engineer Kevin Heitz, Public Works Director / Zoning Enforcement Officer Curt Spayer, Director of Village Affairs Jamie Turczyn, Village Treasurer Jill Margis and Police Chief Rodney Damron. Village Attorney Herb Klein was absent from the meeting.

Village President: Mayor Stewart stated that he would like to establish a Youth Basketball Program for 1st through 4th grade students. The cost to hold the program at the new community recreation center would be approx. \$4000. This amount would cover expenses for the Program Director, an Assistant Coach, t-shirts as well as other one-time expenses to begin the program. This would become an annual program for the community to enjoy. Children from the Village of North Utica would be charged a reduced fee to participate in the program however, children from other communities are welcome to join as well. The program would begin on January 10, 2022 and it would run from 6 – 8 pm on Mondays and Thursdays, through February 14, 2022. The Board agreed that this would be a great thing for the children in the community. It was motioned by Trustee Schrader, seconded by Trustee Schweickert to approve the establishing a Youth Basketball Program in the Village of North Utica at a cost not to exceed \$4,000.

5 Yes

Motion Carried

Mayor Stewart provided a brief summary regarding the Rebuild Downtown & Main Street Grant Program. The Village would like to do a project in the area of the vacant block of Mill St. that was destroyed by the tornado in 2004. The Village currently owns several lots and the project would consist of building the property up and out of the floodplain, constructing approx. 12 small 12 X 12 buildings to offer retail space to small businesses and artisans and to extend the Mill St. streetscape with stamped concrete sidewalks and lighting.

Mayor Stewart then introduced Mr. Kevin Lindeman and Ms. Ali Brayboy, NCICG, to provide further details about the Grant and the application process.

Ms. Brayboy stated that DCEO is offering funding for a Rebuild Downtown & Main Street Grant that is both Federal and State funded. Grants are awarded to local businesses, non-profit organizations and communities for business development following the effects of the Covid-19 pandemic. A matching local share is not required however, it helps with the consideration of our application to provide some matching funds from the Village

Mayor Stewart stated that letters of support to include with our application would be requested from local Officials, businesses, residents, agencies and organizations.

Village Engineer Heitz stated that this is a great opportunity to secure funding for a project that can begin development of that area. The property has been challenging to developers due to being in a floodplain. In addition to construction, Developers would have the cost of flood insurance to be able to develop the property in its' current condition. By the Village removing the property from the floodplain, this will encourage future development while allowing small business owners to lease the buildings for retail space for the season to establish and grow their businesses. Some business owners aren't ready to establish their business in a larger retail space due to the size and the cost of rent, therefore this benefits them by providing a place for them to start. Similar examples of Mini Shops are the Batavia Boardwalk Shops and Muskegon Western Market Shops.

Mayor Stewart stated that this would also provide additional foot-traffic and tourism to our community and to our other local businesses which would increase State and local sales tax revenue. He then encouraged the Board to reach out to residents to seek letters of support by December 10th so that they can be included with our application.

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Trustee Schweickert asked if the Village would be able to approve the businesses that are going into the small retail shops. Mayor Stewart stated that they will have to apply for a space and that the Village would be looking for a variety of different businesses. The Village would own the buildings therefore, they would be leased to each business seasonally. They would be required to have minimum hours of operation such as Friday, Saturday and Sunday, however, they would be allowed to be open more if they choose. They would have electricity provided however, they will not have water or sewer at this time; The Village will have portable restrooms in the area for the season. There will be no Liquor Licenses granted for the retail shops.

Trustee Krizel asked about the application process and how the mini-shops will be leased out. Mayor Stewart stated that applications will be considered on a first come – first served basis.

Engineer Heitz stated that the application is due on January 10, 2022. The Village ‘Mini Mill St. Shops’ Project will consist of building up the Village owned property, extending the Mill St. streetscape north to the bridge over Clark Creek; additional stamped concrete sidewalk and lighting, a stone wall along the east and south side near the Memorial where 10 – 12 portable Mini retail shops will be placed.

It was then motioned by Trustee Schweickert, seconded by Trustee Pawlak to authorize the Village President to enter into an Agreement between the Village of North Utica and North Central Illinois Council of Government (NCICG) to submit an application for the Rebuild Downtown & Main Street Grant Program.

5 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Schrader to approve a Resolution for the Commitment of a combination of Funds from the General Fund and TIF Funds in the amount of \$250,000 for the Rebuild Downtown & Main Street Grant Program. R2021-05

5 Yes

Motion Carried

Village Clerk:

It was motioned by Trustee Schrader, seconded by Trustee Pawlak to schedule all future meetings of the Village Board and Planning Commission to be held in the new Village Hall Administrative Building located at 248 W. Canal St., Utica, IL

5 Yes

Motion Carried

It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve the 2022 Schedule of Village of North Utica Board of Trustee Meetings, Committee Meetings and Planning Commission Meetings.

5 Yes

Motion Carried

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Donations & Advertising Requests:

It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve 2022 advertising in Starved Rock Country Magazine at Level 2 plus quarterly full-page ads at a cost not to exceed \$5,988. It was also noted that Utica Business Association will be sharing in the cost again.

5 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Krizel to approve a donation to Utica Garden Club in the amount of \$500 toward expenses for decorating the planters for the Holiday Season.

5 Yes

Motion Carried

Director of Village Affairs: Director Turczyn provided an update on Village Affairs and upcoming events being held in the Village.

Events – The Christmas in the Village event went really well. There were a lot of kids enjoying the activities. The Utica Fire Department Santa Parade will be held on Saturday, December 18, 2021.

IFiber Communications will provide internet / data services to the new Village Administrative Building as well as to the Village Police Department. The cost will be \$ 1,500 each annually, and \$ 5,450 as a one-time charge. It was motioned by Trustee Pawlak, seconded by Trustee Schweickert to Authorize the Village President to enter into a five-year Contract between the Village of North Utica and IFiber Communications for the purpose of Internet / Data Services for the new Village Hall Administrative Building and the Police Department, in a cost not to exceed \$ 1,500 each annually, and \$ 5,450 as a one-time charge. ORD 2021-37

5 Yes

Motion Carried

It was noted that we will still need a new server at the new building eventually however, the Village office will get moved in and settled first. The Administrative Offices will be moved in January 2022 however, all future meetings will be held at the new building.

Village Treasurer: NONE

Police Department: Chief Damron stated that everything went well during the Christmas in the Village weekend event.

Building/Zoning Enforcement Officer: NONE

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Maintenance Department: Public Works Director Spayer provided an updated on the ongoing projects in the Village.

Salt Spreader - Spayer stated that the department is getting the trucks ready for plowing and salting for the winter season.

One of the salt spreaders is not in operation and parts are no longer available so it can't be repaired. The cost to purchase a replacement salt spreader is approx. \$7,000. It was motioned by Trustee Schrader, seconded by Trustee Pawlak to approve the purchase of a new salt spreader in an amount not to exceed \$7,000.

5 Yes

Motion Carried

HR Green – It was motioned by Trustee Schrader, seconded by Trustee Schweickert Authorize the Village President to enter into an Agreement with H. R. Green for the purpose of Engineering & Consulting for projects within the Water / Wastewater Department. ORD 2021-38

5 Yes

Motion Carried

Stewart Spreading, Inc. – It was motioned by Trustee Holland, seconded by Trustee Schrader to Authorize the Village President to enter into an Agreement with Stewart Spreading, Inc. for services being provided in the Wastewater Treatment Plant, including weed and vegetation removal and the replacement of a Rock Filter. It was noted that there will be no land application needed. ORD 2021-39

5 Yes

Motion Carried

Village Engineer: Village Engineer Kevin Heitz provided an update on the ongoing projects in the Village. Rt. 6 & Rt. 178 Intersection Roundabout Project – Ameren has completed the relocation of the gas line and D Construction has completed the relocation of the Village utilities. Construction of the roundabout is scheduled to begin in Spring 2022.

Non-MFT Road Project – Advanced Asphalt did a great job on the road project. It was a good project to get completed before winter. A payment will be submitted to the payables for the December 9th Board meeting.

The Village will be looking at doing a large MFT Road Project next year; approx. \$375,000.

New Village Hall Administrative Building – The building is almost complete and looks good. The contractors have been really good to work with.

Village Attorney: Absent

Committee / Trustee Reports: NONE

Public Comment: NONE

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Executive Session: NONE

Adjournment: With no additional business, it was motioned by Trustee Schrader, seconded by Trustee Schweickert to adjourn the meeting at 7:55 pm.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk