

VILLAGE OF NORTH UTICA
248 W. Canal St., North Utica, IL 61373

Meeting of the Board of Trustees
February 10, 2022

www.utica-il.gov

AGENDA

- I. **7:00** p.m. - Call to Order Regular Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
 - 1.) Minutes: 01-13-2022; 01-27-2022
 - 2.) January 2022 Financial Stmtns / Summary / Revenue Reports
 - 3.) January 2022 Prepaids
 - 4.) January 2022 A/P Bills
 - 5.) Annual Dues for 2022 in the amount of \$1,000 to Illinois River Road Scenic Byway
- V. Village Clerk:
 - 1.) Consideration and Possible Action to Authorize the Village President to renew the Lease Agreement on the Billboard Sign located at mile 99, along Eastbound IL Rt. 80
 - 2.) Consideration and Possible Action on a Donation in the amount of \$500 to Utica Fire Department toward expenses for their Annual Smoker being held on March 4, 2022
 - 3.) Consideration and Possible Action to reschedule the February 24, 2022 Committee of the Whole meeting
- VI. Director of Village Affairs:
 - 1.) Update on Utica Business Association
 - 2.) Update on Upcoming Events in the Village
 - 3.) Consideration and Possible Action for the approval of an Agreement between the Village of North Utica and Planet Technologies for the Village Email System in the amount of \$1,533.24 Annually.
- VII. Village Treasurer
- VIII. Police Department – Chief Damron
- IX. Building / Zoning Enforcement Officer
- X. Maintenance Department / Public Works Director
 - 1.) Update – Upcoming / Ongoing projects in the Village
 - 2.) Update – 2022 Project List
 - 3.) Consideration and Possible Action for the purchase of 2006 Chevy Silverado 3500 Truck for the Maintenance Department in an amount not to exceed \$25,000
 - 4.) Consideration and Possible Action to approve an Agreement between the Village of North Utica and H.R. Green, Inc. for services required to complete and submit the Wastewater Treatment Plant NPDES Permit Application to IEPA prior to August 31, 2022 in an amount not to exceed \$8,500.

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XI. Village Engineer

- 1.) Update – Upcoming / Ongoing projects in the Village
- 2.) Update – DCEO Grant Application: Rebuild Downtown & Main Street Program Grant
- 3.) Update – 2022 MFT Road Project / Street Assessment

XII. Village Attorney:

- 1.) Consideration and Possible Action on an Ordinance amending the Video Gaming Ordinance regarding establishing a Gaming Machine License and Associated License Fee(s) in the Village of North Utica

XIII. Executive Session

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

XIV. 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

XV. Village President:

- 1.) Consideration and Possible Action to Authorize the Village President to enter into an Agreement regarding the Acquisition of Property commonly known as ‘Oak Hill Cemetery’ and located along E. 8th Rd, Utica, IL 61373; subject to review by the Village Attorney and approval of the Oak Hill Cemetery Board PIN# 19-08-216-000
- 2.) Consideration and Possible Action regarding the Purchase of Signage in an amount not to exceed \$15,216
- 3.) Consideration and Possible Action regarding Authorizing the Village President to enter into a Lease Agreement with Illinois DCEO for the Lease of an office space on property located at 248 Canal St., Utica, IL 61373

XVI. Committee / Trustee Reports:

- 1.) Committee Reports
- 2.) Trustee Reports

XVII. Public Comment

XVIII. Adjournment

Posted 02-08-2022

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MINUTES

At 7:04 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, Debbie Krizel, Kylie Mattioda and Jim Schrader. Also present were Director of Village Affairs Jamie Turczyn, Village Treasurer Jill Margis, Police Chief Rodney Damron and Public Works Director / Zoning Enforcement Officer Curt Spayer. Village Attorney Herb Klein and Village Engineer Kevin Heitz were absent from the meeting.

Consent Agenda: It was motioned by Trustee Pawlak, seconded by Trustee Schrader to approve the Consent Agenda as follows:

- 1.) Minutes: 01-13-2022; 01-27-2022
 - 2.) January 2022 Financial Stmts / Summary / Revenue Reports
 - 3.) January 2022 Prepays
 - 4.) January 2022 A/P Bills
 - 5.) Annual Dues for 2022 in the amount of \$1,000 to Illinois River Road Scenic Byway
- 6 Yes
Motion Carried

Village Clerk:

It was motioned by Trustee Holland, seconded by Trustee Krizel to Authorize the Village President to renew the Lease Agreement on the Billboard Sign located at mile 99, along Eastbound IL Rt. 80. ORD 2022-02

6 Yes
Motion Carried

It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve a donation in the amount of \$500 to Utica Fire Department toward expenses for their Annual Smoker being held on March 4, 2022

6 Yes
Motion Carried

It was motioned by Trustee Schweickert, seconded by Trustee Schrader to reschedule the 7:00 pm February 24, 2022 Committee of the Whole meeting to 5:30 pm on that evening.

6 Yes
Motion Carried

Director of Village Affairs:

It was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve an Agreement between the Village of North Utica and Planet Technologies for the Village Email System in the amount of \$1,533.24 Annually.

6 Yes
Motion Carried

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MINUTES

Director Turczyn then provided a brief update on upcoming events being held in the Village.

Upcoming Events: Winter Wine Walk will be held on February 12, 2022, followed by the annual Mardi Gras Parade and St. Pat's Parade.

Village Treasurer: NONE

Police Department – Chief Damron: Chief Damron stated that the Department is ready for the upcoming Winter Wine Walk. He also reported that the Department had a low number of crash reports in December and January, with the majority of them being in the area of Rt. 178 and Rt. 6.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: Public Works Director Curt Spayer provided a brief update on the ongoing and upcoming projects in the Village.

2022 Project List – a new project list has been compiled for 2022; copies were provided to the group. If anyone has anything to add, please contact Curt or Mayor Stewart.

Trustee Schrader asked about the Doehrr property drainage issues; it was stated that the area will be assessed by the Village Engineer when the weather breaks.

New Maintenance Truck – It was motioned by Trustee Schrader, seconded by Trustee Pawlak to approve the purchase of a 2006 Chevy Silverado 3500 in an amount not to exceed \$25,000.

6 Yes

Motion Carried

NPDES Permit Application - It was motioned by Trustee Schrader, seconded by Trustee Schweickert to approve an Agreement between the Village of North Utica and H.R. Green, Inc. for services required to complete and submit the Wastewater Treatment Plant NPDES Permit Application to IEPA prior to August 31, 2022 in an amount not to exceed \$8,500. ORD 2022-03

6 Yes

Motion Carried

Village Engineer: NONE

Village Attorney: NONE

Village President:

It was motioned by Trustee Pawlak, seconded by Trustee Schweickert to approve an Ordinance amending the Video Gaming Ordinance regarding establishing a Gaming Machine License and Associated License Fee(s) in the Village of North Utica. The Gaming Ordinance will have 10 Gaming Licenses (a total of 46 terminals) available annually from July 1st through June 30th. There will be no fee for the License however, there will be an annual fee per terminal in the amount of \$250 each. ORD 2022-04

6 Yes

Motion Carried

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MINUTES

It was then motioned by Trustee Schrader, seconded by Trustee Pawlak to Authorize the Village President to enter into an Agreement regarding the Acquisition of Property commonly known as ‘Oak Hill Cemetery’ and located along E. 8th Rd, Utica, IL 61373; subject to review by the Village Attorney and approval of the Oak Hill Cemetery Board PIN# 19-08-216-000 ORD 2022-05

6 Yes

Motion Carried

Mayor Stewart stated that the Village would like to purchase a large Utica Sign to be placed on the Village property on the northwest corner of Canal St. and IL Rt. 178. The large sign would be a place for people to stop and get photos and it would be another attraction for visitors. The cost of the sign is \$15,216; the Village is seeking donations from the Utica Business Association as well as from Heritage Corridor through a possible Grant. Zoning Enforcement Officer Spayer asked Mayor Stewart if there was a possibility to review and make changes to the installation materials used to install the sign; Mayor Stewart answered, “Yes.”

It was then motioned by Trustee Schrader, seconded by Trustee Schweickert to approve the Purchase of Signage in an amount not to exceed \$15,216; however, it is subject to half of the overall cost of the Utica Sign to be reimbursed by donations.

6 Yes

Motion Carried

It was motioned by Trustee Schweickert, seconded by Trustee Schrader to Table the item regarding authorizing the Village President to execute a Lease for the use of one Village Office in the Village Administrative Building at property located at 248 W. Canal St., Utica to Illinois DCEO.

All in Favor

Motion Carried

Mayor Stewart then reminded the group that on February 11, 2022 at 4 pm., there will be a ribbon cutting for the Heritage Corridor Visitors Center and the Village Administrative Building. Everyone is invited.

Mayor Stewart then stated that the Planning Commission will be reviewing the Villages’ Sign Ordinance and their March 24, 2022 meeting. It hasn’t been reviewed in several years. Zoning Enforcement Officer Spayer will be putting together a list of items that need to be reviewed and considered. The Zoning Review Committee will also be reviewing the Sign Ordinance. Village Clerk Gbur will email a link to the Sign Ordinance prior to that meeting.

Committee Reports:

Trustee Schweickert asked about the plan for additional parking at the new Village Administrative Building. Mayor Stewart stated that Engineer Heitz is looking into that for us to create a plan. He will be presenting a plan to the Board in March.

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MINUTES

Public Comment: NONE

Executive Session: NONE

With no additional business, the meeting was adjourned at 7:25 pm. Motioned by Trustee Schrader, seconded by Trustee Holland.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk