

VILLAGE OF NORTH UTICA
801 S. Clark St., North Utica, IL 61373
Regular Meeting of the Board of Trustees
January 13, 2016
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. Consideration of Approval of Minutes: 12-9-15; 12-29-15

- V. Financial Statement
 - 1.) December 2015 Financial Stmts / Summary / Revenue Reports
- VI. Approval of Bills
 - 1.) December 2015 Prepaids
 - 2.) December 2015 A/P Bills

- VII. Finance Liaison
 - 1.) Consideration and Possible Action to approve Resolution R16-01 Adopting the Village of North Utica 457 Employee Retirement Plan
 - 2.) Consideration and Possible Action to approve an Adoption Agreement for the Village of North Utica 457 Employee Retirement Plan

- VIII. Donations / Advertising Requests
 - 1.) Consideration and Possible Action regarding a Donation to Waltham PTCC Trivia Night being held on 1-30-16
 - 2.) Consideration and Possible Action regarding a Donation to Voluntary Action Center

- IX. Clerk
 - 1.) Consideration and Possible Action re: Resolution R16-02 Road Closure for the Mardi Gras parade being held on 2-6-16
 - 2.) Consideration and Possible Action re: Resolution R16-03 Road Closure for the St. Pat's Parade being held on 3-12-16
 - 3.) Consideration and Possible Action regarding 2016 Print and Social Media Advertising Budget and concept(s) for the Village of North Utica
 - 4.) Discussion and Possible Action regarding the Village Computer / Data System
 - 5.) Discussion and Possible Action regarding Utica Business Association to conduct two 50/50 raffles in the Village of North Utica during 2016.

- X. Park & Recreation Liaison

- XI. Water / Sewer Liaison

- XII. Streets, Lights & Alleys Liaison

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- XIII. Governmental Affairs Liaison
- XIV. Police Department Liaison
- XV. Building / Zoning Enforcement Officer
- XVI. Maintenance Department/ Public Works Director
 - 1.) Update of ongoing projects in the Village
- XVII. Village Engineer
 - 1.) Update- Illinois River Bridge / Sewer Discharge Pipe / Village participation
 - 2.) Update - Mill St. Design Project / Estimate and Proposed Schedule for such
- XVIII. Village Attorney
 - 1.) Consideration and Possible Action re: Amending the Municipal Utility Tax Ordinance
 - 2.) Consideration and Possible Action re: Amending Ordinance 2015-31 for property located at 602 S. Clark St.
 - 3.) Consideration and Possible Action on An Ordinance approving a Development Agreement for property located at 602 S. Clark St.
- XIX. Village President
- XX. Public Comment
- XXI. Committee / Trustee Reports
- XXII. Executive Session
 - 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
 - 2.) Pending Litigation
 - 3.) Purchase/Sale/Lease of Real Property
- XXIII. Possible Action regarding Executive Session items including employment, compensation, salaries for specific employees; Purchase, Sale or Lease of Property
- XXIV. Adjournment

Revised 01-11-16

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MINUTES

At 7:04 pm the meeting was called to Order by Village President Matt Jereb who then led the Pledge of Allegiance. Village Clerk Laurie Gbur called the attendance. Present at the meeting were Trustees John Schweickert, Dave Stewart, Ron Pawlak, Joe Bernardoni, John Pappas and Kevin Stewart. Also present were Village Attorney Herb Klein and Village Engineer Kevin Heitz.

Approval of Minutes: It was motioned by Trustee Schweickert, seconded by Trustee Pappas to approve the Minutes from the 12-9-15 meeting.

6 Yes

Motion Carried

It was then motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve the Minutes from the 12-29-15 meeting.

6 Yes

Motion Carried

Financial Statement: It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve the December 2015 Financial Statement.

6 Yes

Motion Carried

Approval of Bills: It was motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve the December 2015 Prepays.

6 Yes

Motion Carried

It was then motioned by Trustee Pappas, seconded by Trustee D. Stewart to approve the December 2015 A/P Bills.

6 Yes

Motion Carried

Finance Liaison: It was motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve Resolution R16-01 approving the employee retirement 457 plan.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee K. Stewart to approve the employee retirement 457 plan adoption agreement; subject to a corrected start date.

6 Yes

Motion Carried

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Donations & Advertising Requests: It was motioned by Trustee D. Stewart, seconded by Trustee K. Stewart to approve a donation in the amount of \$100 to Waltham PTCC for their annual Trivia Night Event being held on 1-30-16.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve a donation in the amount of \$100 to Voluntary Action Center.

6 Yes

Motion Carried

Clerk: It was motioned by Trustee Schweickert, seconded by Trustee K. Stewart to approve a resolution for road closure for the annual Mardi Gras Parade being held on 2-6-16. R16-02

6 Yes

Motion Carried

It was then motioned by Trustee D. Stewart, seconded by Trustee K. Stewart to approve a resolution for road closure for the annual St. Pat's Parade being held on 3-12-16. R16-03

6 Yes

Motion Carried

Village Clerk Laurie Gbur then spoke to the Board about advertising. The Village had been advertising in print and social media in the Chicago, Bloomington and Peoria areas to help support Utica Business and encourage tourism. MCS Advertising creates ads based on upcoming events and publishes them for an average of \$2,500 per month. To move forward with additional advertising in the first quarter of 2016, the Clerk requested an increase in approved spending. The Board agreed that it is beneficial to continue advertising to bring visitors into the community. It was then motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve \$3,000 monthly toward the advertising campaign.

6 Yes

Motion Carried

Utica Business Association requested a letter of authorization from the Village for the purpose of hosting two 50/50 raffles in 2016. The organization had a 50/50 raffle in 2015 and it was very successful. It was then motioned by Trustee Pappas, seconded by Trustee Schweickert to approve the request by the Utica Business Association.

6 Yes

Motion Carried

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Village Treasurer Jamie Turczyn then spoke about updating the Village email system. Since creating the new website there have been several issues with the email system. Using an Outlook system will also provide the ability to use scheduling and calendars available. The cost would be approx. \$100 per month and changing everyone over should be a relatively easy process. It was then motioned by Trustee Schweickert, seconded by Trustee Pappas to approve changing the Village email system to Outlook Express.

6 Yes

Motion Carried

Park & Recreation Liaison: NONE

Water / Sewer Liaison: NONE

Streets, Lights & Alleys Liaison: Trustee Bernardoni thanked the Maintenance Department for their work plowing the snow and taking care of the roads. The Board agreed that the roads looked much better than they did in other communities.

Governmental Affairs Liaison: NONE

Police Department Liaison: Trustee K. Stewart asked Police Chief Stachowiak if he would need anything additional prior to the upcoming events being held in the Village. Chief Stachowiak stated that he has everything that he needs. Mayor Jereb then thanked Chief Stachowiak and his department for their work in the incident that had occurred recently involving two suspects that were on foot in the community. "Everyone did a great job and things went smoothly." The Board agreed.

Building and Zoning Enforcement: NONE

Maintenance: Public Works Director Spayer provided an update on the work being performed at the lift stations. The work will be completed at the Lincoln St. Lift station by the end of the week and the new pump is being installed at the Grand Bear lift station and should be finished within a few days.

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

Illinois River Bridge – Preliminary engineering data has been submitted to IDOT. Final engineering will be incorporated into the final IDOT plans. There are still a couple of issues that will require some investigation; a small sewer pipe conflict and the location of a water main.

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Mill St. Design – Heitz will present the plans to the Utica Business Association at their meeting on 1-20-16 at 5:30 pm. The Village Board will review the plans as well as an estimate for the project at the Committee Meeting being held on 1-26-16. Final plans will be brought to the Board at the 2-10-16 Board Meeting for final approval and authorization to seek bids for the project. Tentatively the bids will be due on 3-8-16 and the project could be awarded at the March Board Meeting with a project start date of 3-21-16 depending on the weather. The project should be completed by Memorial Day.

Trustee K. Stewart asked about the possible addition of a bike rack downtown. Heitz will review the plans to see if there is an area that a bike rack could be added.

Landscape Agreement - Heitz stated that the Village should review the Landscape Maintenance Contract. It was not clear if the Village would have to seek bids for 2016 or if the 2015 Contract included the ability to extend the contract. The contract will be reviewed and discussed at the January Committee Meeting.

Aerial Topography – Heitz stated that data should be available for review by the end of January.

Attorney's Report: It was motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve Ordinance 2016-01 amending the Municipal Tax Ordinance.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Pappas to approve Ordinance 2016-02; a development agreement for property located at 602 Clark St.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee K. Stewart to amend Ord. 2015-31; granting a Special Use for property located at 602 Clark St. Ordinance 2016-03

6 Yes

Motion Carried

President: NONE

Public Comment: NONE

Committee / Trustee Reports: Trustee K. Stewart asked about a low storm sewer in the back alley behind Joy & Eds. Spayer stated that he plans to use lift rings to raise the storm sewer in the spring as time allows.

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Executive Session: At 7:42 pm it was motioned by Trustee Bernardoni, seconded by Trustee Pawlak 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

At 8:04 pm the meeting was reconvened; Motioned by Trustee S. Stewart, seconding by Trustee Pawlak.

All in favor
Motion Carried

With no additional business it was motioned by Trustee D. Stewart, seconded by Trustee Schweickert to adjourn the meeting at 8:04 pm.

All in favor
Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk