

VILLAGE OF NORTH UTICA
801 S. Clark St., North Utica, IL 61373
Regular Meeting of the Board of Trustees
April 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: 3-09-16; 3-22-16

- V. Financial Statement
 - 1.) March 2016 Financial Stmts / Summary / Revenue Reports
- VI. Approval of Bills
 - 1.) March 2016 Prepays
 - 2.) March 2016 A/P Bills

- VII. Appearance Request: Supt. Kristine Eager, regarding updates on Waltham School District

- VIII. Finance Liaison
- IX. Donations / Advertising Requests
 - 1.) Consideration and Possible Action re: donation to Lions of Illinois Golf Classic \$50
 - 2.) Consideration and Possible Action re: Advertising in the Starved Rock Country Magazine \$500
 - 3.) Discussion and Possible Action regarding Illinois Court Probation Services to conduct a 50/50 raffle in the Village of North Utica during their Conference being held in April 2016
 - 4.) Consideration and Possible Action regarding a Donation in the amount of \$500 to Illinois Court Probation Services toward transportation costs incurred during their Conference being held in April 2016
 - 5.) Consideration and Possible Action re: Donation toward Waltham PTCC Pancake Breakfast \$300

- X. Clerk
 - 1.) Consideration and Possible Action re: Request from the Illinois Valley Gymnastics for a Fundraiser - to be held on 6-11-16 or 6-18-16 from 8 am - Noon at the intersection of Rt. 178 & Rt. 6
 - 2.) Consideration and Possible Action re: Purchase of a new Computer System including back up for the Village Office and Police Department. \$23,161.61 plus necessary additional labor and antivirus costs
 - 3.) Consideration and Possible Action re: sewer berm \$650 per application up to 4 times per year to address growth
 - 4.) Consideration and Possible Action to appoint Hopkins & Associates to conduct the 2016 Fiscal year Audit
 - 5.) Consideration and Possible Action re: 2nd Quarter Advertising Budget with MCS Advertising
 - 6.) Consideration and Possible Action re: Disposal of Records based on the Certificate of Approval received from the State Local Records that the records listed therein are authorized to be properly disposed of by the Village Clerk

- XI. Park & Recreation Liaison
- XII. Water / Sewer Liaison
- XIII. Streets, Lights & Alleys Liaison
- XIV. Governmental Affairs Liaison
- XV. Police Department Liaison

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XVI. Building / Zoning Enforcement Officer

XVII. Maintenance Department/ Public Works Director

- 1.) Update of ongoing projects in the Village
- 2.) Consideration and Possible Action regarding the 2016-2017 Salt Contract for the purchase of 400 ton of Road Salt

XVIII. Village Engineer

- 1.) Discussion and Possible Action regarding proposed asphalt overlay on 2803rd Road between E10th and E 11th Rd. \$14,041.81
- 2.) Discussion and Possible Action regarding utilizing services of NCICG for the purpose of submitting an application for a Grant for the Clark Run Creek Flood Control Culvert Project
- 3.) Update - 2016 Mill St. Beautification Design Project
- 4.) Update – Aerial Topography
- 5.) Update – Plan for the layout of Magnuson Park in Senica Manor

I. Village President

- 1.) Consideration and Possible Action regarding amendments to the Liquor License Ordinance
- 2.) Discussion and Possible Action regarding Consent Agenda Adoption

XIX. Village Attorney

- 1.) Consideration and Possible Action re: An Ordinance to indicate ‘no parking allowed’ along Rt. 178 from Lincoln St. to the entrance of Starved Rock.
- 2.) Consideration and Possible Action to release Extreme Pyrotechnics from a 3 year contract for the Village Fireworks Show
- 3.) Consideration and Possible Action to enter into a Contract with ARC Pyro for the Village Fireworks Show being held on July 2, 2016 in an amount of \$11,500

II. Public Comment

III. Committee / Trustee Reports

IV. Executive Session

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

V. Possible Action regarding Executive Session items including:

- 1.) Consideration and Possible Action re: Approving the 2016 Payroll Schedule
- 2.) Consideration and Possible Action re: Approving the Sale of Village Owned Properties
 - a) 125 Water Street
 - b) 149 Mill St.

VI. Adjournment

Posted 04-11-16

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At 7:00 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 roll call. Present at the meeting were Trustees Joe Bernardoni, Dave Stewart, Ron Pawlak, Joe Bernardoni, John Pappas and Kevin Stewart. Also present at the meeting were Village Attorney Herb Klein and Village Engineer Kevin Heitz.

Approval of Minutes: It was motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve the Minutes from the 3-9-16 and 3-22-16 meetings.

6 Yes

Motion Carried

Financial Statement: It was motioned by Trustee Schweickert, seconded by Trustee Pappas to approve the March 2016 Financial Statement and Summary.

6 Yes

Motion Carried

Approval of Bills: It was motioned by Trustee Pappas, seconded by Trustee D. Stewart to approve the March 2016 Prepaid Bills.

6 Yes

Motion Carried

It was then motioned by Trustee Bernardoni, seconded by Trustee D. Stewart to approve the March 2016 A/P Bills.

6 Yes

Motion Carried

Appearance Request: Ms. Kristine Eager, Waltham School Superintendent, will attend the first Village Board meeting of every quarter to provide a brief update about the school district.

Ms. Eager stated that the School Board plans to hold a referendum again on the November 2016 Ballot regarding building of a new school building. The referendum that was on the April 2015 Ballot failed to pass and the School Board has determined that people need to be better informed and have more information this time. The goal of the School Board is to be transparent in all decisions being made. A survey was conducted and the general consensus is that people would prefer one school campus. They will try to provide more information to people prior to this election so that people will be able to make a more educated decision.

Ms. Eager then thanked the Village Board for the continued use of the grass field across from the south campus. She also encouraged everyone to visit the school Facebook page (Waltham Pride) and website (www.wesd185.org) for information about things happening with the students and teachers. They will also continue to distribute a quarterly newsletter.

Trustee Schweickert thanked Ms. Eager for attending the meeting and stated that the open dialogue between the Village Board and Waltham School will provide a good partnership. Mayor Jereb agreed and stated that he will attend the first School Board meeting of every quarter to provide an update on the status of Village projects etc.

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It was then motioned by Trustee Schweickert, seconded by Trustee D. Stewart to move item #2 under Engineer's Report to this point in the meeting.

All in favor
Motion Carried

Mr. Kevin Lindeman, NCICG, spoke about the process to apply for a Grant for the Clark Run Creek Flood Control Culvert project. The approx. cost of the project is between \$1.3 Million and \$1.7 Million. There is a Grant available that could possibly provide funding for the project. The federal share would be 75% and the Village share would be 25%. The application fee would be between \$2,500 - \$5,000.

Engineer Kevin Heitz stated that Clark Run Creek affects the downtown and the area is subject to flash flooding and evacuation. It has flooded the area seven times since 1948 with the most recent being in April 2013. A culvert would divert the overflow of the creek into the I & M Canal.

Representative Andy Skoog stated that he believes this is a great project and much needed for Utica. Mayor Jereb agreed and stated that the project would ultimately help the residents and businesses in the affected area as well as possibly encouraging future development on Mill St. It was then motioned by Trustee D. Stewart, seconded by Trustee Pawlak to approve Resolution R16-04 to enter into a contract between the Village and NCICG to submit an application for the Grant .

6 Yes
Motion Carried

Finance Liaison: NONE

Donations & Advertising Requests:

It was motioned by Trustee Schweickert, seconded by Trustee Pappas to approve a donation in the amount of \$50 to Lions of Illinois foundation.

6 Yes
Motion Carried

It was motioned by Trustee D. Stewart, seconded by Trustee Pawlak to approve an ad in Starved Rock Country Magazine in the amount of \$500.

6 Yes
Motion Carried

It was motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve of a 50/50 raffle to be conducted by Illinois Court Probation Services during their annual Court Conference being held in April 2016.

6 Yes
Motion Carried

It was then motioned by Trustee Schweickert , seconded by Trustee Pappas to approve a donation in the amount of \$500 to Illinois Court Probation Services toward transportation expenses during their annual Court Conference.

6 Yes
Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve a donation in the amount of \$300 to Waltham PTCC for their Pancake Breakfast.

6 Yes
Motion Carried

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Clerk: It was motioned by Trustee Bernardoni, seconded by Trustee D. Stewart to approve a request from Illinois Valley Gymnastics to hold their annual fundraiser at the intersection of Rt. 178 & Rt. 6 on 6-18-16 from 8 am until noon.

6 Yes

Motion Carried

It was motioned by Trustee K. Stewart, seconded by Trustee Pawlak to approve an estimate submitted by D & M Landscaping in the amount of \$650 per application -up to four times during the season- to slow growth of weeds and grass on the sewer berm.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee D. Stewart to appoint Hopkins & Associates as the Auditor for Fiscal Year ending 3-31-16 in an amount of \$7,900.

6 Yes

Motion Carried

Village Clerk Laurie Gbur then spoke to the Board about the need for an updated computer system for the Village Office and Police Department. Both offices have had issues with the current system and it has become obsolete. The new system will consist of a new server, barracuda back up, and antivirus. It was then motioned by Trustee Bernardoni, seconded by Trustee Pawlak to approve the new system and installation by Connecting Point in an amount not to exceed \$30,000.

6 Yes

Motioned Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Pappas to approve the disposal of old documents as approved by the State Local Records Agency.

6 Yes

Motion Carried

Building & zoning Enforcement: NONE

Maintenance Department: It was motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve the purchase of 400 tons of road salt for the 2016 – 2017 winter season.

6 Yes

Motion Carried

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Appearance Request: Ms. Kelly Ewing and Ms. Jeanie Gerding spoke to the Board about a tree on the property of the neighbor that is creating a hazard. The neighbor, Mr. Steve Aubry, was not in attendance. The tree that is located on Aubry's property is dying and the large branches are falling on Ms. Ewing's property. She had a tree assessment completed by an arborist and he stated that the tree is dangerous and she should not use her backyard or be under the canopy of the tree. He recommended that the tree be taken down. Mr. Aubry was made aware of this in 2015 but has not removed the tree. Ms. Ewing wanted the Village Board to ask Mr. Aubry to remove it.

Attorney Klein informed Ms. Ewing that this is a civil matter between the two property owners and the Village will not be able to help her resolve the issue.

Trustee Pawlak asked Ms. Ewing if she had notified the insurance company. She answered yes.

Ms. Gerding stated that the tree is over 100 ft. tall and being under its' canopy is not safe because it is dead and there are large branches falling off of it.

Trustee Pappas stated that the tree doesn't appear to be dead and it has buds for the new season already.

Attorney Klein then stated that no one wants to see damage occur or for anyone to be hurt. Mr. Aubry was not at the meeting to speak about the matter and it appears to be a private matter between the two property owners. If the tree is spreading disease or a threat to public safety in public areas, the Village can get involved, but this is on private property; therefore it is a private matter.

Ms. Gerding then stated that there are other issues on the property. Attorney Klein advised her to provide her complaints to Police Chief Stachowiak and Building Inspector Spayer.

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

2803rd Rd. - The estimate for the overlay of 2803rd Rd. between 10th and 11th is \$14,041.81. Heitz recommended that the Village consider the overlay because it hadn't been done in 7 years. The Board discussed the matter. The road is still solid and not breaking up badly and the Village has a lot of projects and financial commitments right now. It was decided that the Village will wait until next year to overlay the road.

Mill St. Beautification – Engineer Heitz provided a brief update of the project. We are still on schedule to try to complete the project by Memorial Day. It is possible that the final pavement will be done after Memorial Day, but everything else should be completed. The project has had some rainy weather, but sidewalks are being installed on the East side and things are moving along. The Village is also looking at putting up signage to encourage people to continue to support the local businesses.

Aerial Topography – Engineer Heitz stated that the data has been coordinated with the army corp. and now we can begin putting together a Village action plan that can be utilized in the event of potential flooding.

NPDES Permit – The NPDES Permit will expire in January 2017. We need to apply for a new permit 180 days in advance of the expiration.

Magnuson Park – Heitz will work with Trustee D. Stewart to put together a layout and schedule for Magnuson Park.

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President's Report: Mayor Jereb spoke about proposed changes to the Liquor Ordinance. He would like to clean up the schedule of Licenses. Reducing the Beer & Wine Licenses allowed from 3 to 1; reducing the Package Licenses from 7 to 5 and eliminating the Class F License. It was motioned by Trustee Bernardoni, seconded by Trustee Pappas to approve Ordinance 2016-06 amending the Liquor Ordinance.

6 Yes

Motion Carried

Mayor Jereb then spoke about a possible Consent Agenda. This would enable some regular items such as Minutes and Financials and those items previously discussed and recommended at a Committee meeting to be formally approved in a single motion at a Board Meeting. The Board agreed with the concept and it was motioned by Trustee Schweickert, seconded by Trustee D. Stewart to approve a Consent Agenda for future Board meetings.

6 Yes

Motion Carried

Attorney's Report: Attorney Klein is still reviewing the item regarding the request from IDOT to approve an Ordinance which would state NO Parking along Rt. 178 from Donaldson St. to the entrance of Starved Rock. It will be further discussed at the next meeting.

Annual Fireworks – The Village has been in a contract for the annual fireworks display with Extreme Pyrotechnics. They no longer have a licensed lead shooter in the area to be able to do the show. They are requesting a release of the contract. Rob Novak, formerly the lead shooter with Extreme Pyrotechnics, is not with ARC Pyrotechnics. They would like to enter into a contract with the Village to do the annual fireworks display being held on 7-2-16 in the amount of \$11,500.

It was then motioned by Trustee Pappas, seconded by Trustee Bernardoni to release Extreme Pyrotechnics from the 3 year contract with the Village.

6 Yes

Motion Carried

It was then motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve a contract with ARC Pyrotechnics for a fireworks show on 7-2-16 in the amount of \$11,500. Ordinance 2016-07

6 Yes

Motion Carried

Public Comment:

Mr. Don Robey thanked the Village Board for the donation to Lions of Illinois Foundation.

Representative Skoog stated that he looks forward to working with Utica. Mayor Jereb thanked him for his help and support.

Committee / Trustee Reports: Trustee K. Stewart stated that he will have an estimate at the Committee meeting for the possible purchase of additional cameras.

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At 8:31 pm, it was motioned by Trustee Schweickert, seconded by Trustee Pawlak to enter 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 8:53 pm the meeting was reconvened. Motioned by Trustee D. Stewart, seconded by Trustee Bernardoni.

All in Favor
Motion Carried

It was then motioned by Trustee D. Stewart, seconded by Trustee Schweickert to approve the 2016 Payroll Schedule.

6 Yes
Motion Carried

It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to authorize the sale of property located at 125 Water St. to Linda Hannen in the amount of \$5,000 subject to a mutually agreeable contract. Ordinance 2016-08

6 Yes
Motion Carried

It was motioned by Trustee D. Stewart, seconded by Trustee Pappas to authorize the sale of property located at 149 Mill St. to DRK, LLC. in the amount of \$27,000 subject to a mutually agreeable contract. Ordinance 2016-09

Trustee K. Stewart recused himself from the vote.

5 Yes
Motion Carried

With no additional business, it was motioned by Trustee Schweickert, seconded by Trustee K. Stewart to adjourn the meeting at 8:59 pm.

All in Favor
Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk