

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

**Committee of the Whole Meeting**

**August 25, 2022**

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**AGENDA**

- I. **7:00 p.m. - Call to Order**
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Clerk: Consideration and Possible Recommendation to reschedule the September 22, 2022 Committee Meeting.
- V. Director of Village Affairs
  - 1.) Update on Utica Business Association
  - 2.) Update on upcoming Village Events
- VI. Village Treasurer:
  - 1.) Discussion regarding the draft of the Annual Treasurer's Report FY ending 3-31-2022
- VII. Police Department – Chief Damron
- VIII. Building / Zoning Enforcement Officer
- IX. Maintenance Department/ Public Works Director
  - 1.) Update - Ongoing / upcoming projects in the Village
  - 2.) Update – Status of the 2022 Project List
- X. Village Engineer
  - 1.) Update – Upcoming / Ongoing Projects in the Village
  - 2.) Update – 2022 MFT Road Project
  - 3.) Update – IDOT Rt. 178 & Rt. 6 Roundabout Project
  - 4.) Update – Burgess Park Basketball Court
  - 5.) Update – Village Administrative Building Parking
  - 6.) Update – Status of Drainage Projects:
    - a) Johnson St. Drainage Project
    - b) Doehrr Property / Hitt St. Drainage Project
    - c) East Canal St. Drainage Project
- XI. Village Attorney
- XII. Village President:
  - 1.) North Utica ITEP Grant Application: Sidewalk Project
  - 2.) Rebuild Downtown & Mainstreet Grant: Mill St. Project
  - 3.) Discussion re: Establishing a Queen of Hearts Raffle License in the Village of North Utica

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**XIII. Committee / Trustee Reports:**

- 1.) Trustee Reports
- 2.) 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

**XIV. Public Comment**

**XV. Executive Session**

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

**XVI. 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

**XVII. Adjournment**

**Posted: 08-23-2022**

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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 Board Trustees Debbie Krizel, Mary Pawlak, Jim Schrader, John Schweickert, and Kylie Mattioda. Also present were Village Attorney Herb Klein, Director of Village Affairs Jamie Turczyn, Police Chief Rodney Damron, Public Works Director / Zoning Enforcement Officer Curt Spayer, Village Treasurer Jill Margis and Village Engineer Kevin Heitz. Trustee Nate Holland arrived at 7:12 pm.

It was motioned by Trustee Krizel, seconded by Trustee Schweickert to move item XII on the Agenda.

All in Favor

Motion Carried

Village President: Mayor Stewart welcomed representatives of NCICG, Kevin Lindeman and Ali Braboy, to speak to the Board about the ITEP Grant Application.

Mr. Lindeman stated that the ITEP Grant will have approx. \$125,000,000 in funds available. The Village has a project that would qualify; the construction of a sidewalk on the west side of Rt. 178, south of the I & M Canal.

Engineer Heitz stated that he has been working on the preliminary sketch and cost estimate for the project. The Village has a need for a sidewalk on the south side of the community and we believe that we would have a strong application. The project would include four crosswalks across Rt. 178 from east to west.

Mayor Stewart stated that the Village would like to include letters of support, pictures and data with our application to provide additional information that will further support the project and the Villages' need for a side walk on the west side of Rt. 178. The application is due on September 30, 2022 and this type of Grant is only available every two years. We will have a Public Hearing on September 8, 2022 at 6:30 pm, to discuss the Grant Application and proposed project.

Mayor Stewart then thanked Kevin Lindeman and Ali Braboy and the team at NCICG for their help with the Application that the Village submitted in January for the Rebuild Downtowns & Mainstreet Grant. The Village was awarded a Grant of more than \$1.2 Million for the Mini Shops of Mill St. retail development project. Mayor Stewart stated that final plans will begin on the project and the process for selecting businesses to lease the unit for the 2023 season will be established. Mayor Stewart stated that a committee will be created to review applications from artisans and small business owners. He then reiterated that there will be no liquor licenses issued to anyone leasing a unit. The Village is already receiving calls and emails from people that are interested in leasing a unit so we should be able to fill all of the units at the beginning of the season next year.

Establishing a Queen of Hearts Raffle License in the Village was briefly discussed. The Board agreed that Ms. Amanda Carter, President of the Utica Business Association, provided the information needed for the Board to consider establishing a license in the Village. Attorney Klein provided the Board with a copy of the Ordinance regulating such in Spring Valley, for review.

Trustee Schrader suggested that the Village allow for two licenses to be granted per year, with only one raffle being held at a time.

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Trustee Pawlak asked if the Village could require that the raffle be held at a non-profit location rather than at a business so that one business isn't benefiting over another.

Trustee Holland stated that the businesses will rotate; the first raffle will be held at one business and then the next raffle will be held at a different business.

Trustee Krizel stated that she does not support the raffle as she believes it to be another adding layer of gambling in the community.

Mayor Stewart stated that the funds will be donated to non-profit organizations

Trustee Schrader stated that the Utica Business Association is hoping to attract people to the Village during the slower winter season.

Trustee Schweickert stated that a Queen of Hearts Raffle usually brings in a lot of people and holding a raffle in the Village should bring people in and help the businesses during what is usually a slower time of year.

Per the Boards' discussion, Mayor Stewart asked that Attorney Klein prepare a draft of an Ordinance establishing a Queen of Hearts Raffle License in the Village for the Boards' consideration at the September Board meeting. Any comments or questions regarding such should be forwarded to Attorney Klein by September 1, 2022.

Village Clerk: It was motioned by Trustee Schweickert, seconded by Trustee Krizel to cancel the September 22, 2022 Committee Meeting and reschedule it for Thursday, September 28, 2022 at 7 pm.

All in Favor

Motion Carried

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

The Visitor's Center Event, Chalk the Block has been rescheduled to be held on Saturday, 8-27-2022. There will also be face painting and Tropical Sno will attend at the event as well.

Bruce & Ollie's will be having a Corn Roast Event on 8-27-2022 on Church St. between Mill St. and the Alley behind the Bickerman Building.

Vintage Illinois Wine Fest will be held on September 17 – 18, 2022.

Director Turczyn then spoke about the Villages' Server and computer system. The Server needs to be replaced as it will no longer be supported after the end of the year. The new server will have a 'wall' inside that will separate the Village Office from the Police Department. The cost to replace the Server is \$17,565 and it will serve both the Village Administrative Building as well as the Utica Police Department. It was motioned by Trustee Pawlak, seconded by Trustee Schweickert to approve the purchase of a new Server from Connecting Point Computer Center in the amount of \$17,565.

6 Yes

Motion Carried

Village Treasurer: Treasurer Margis provided the Board with a draft of the annual Treasurer's Report for Fiscal Yr ending 3-31-2022. The Treasurer's Report outlines the revenue and expenses for the Fiscal Year and will need to be filed and published by the end of September. The Treasurer's Report will be listed on the September Board Meeting Agenda for Board consideration.

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**MINUTES**

Police Department: Lt. Jay Quinn provided a brief update on the Department. Lt. Quinn stated that the department was busy preparing for upcoming events including Vintage Illinois Wine Fest and Burgoo.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: NONE

Village Engineer: Engineer Heitz provided an update of the ongoing projects in the Village.  
2022 MFT Road Project – Engineer Heitz is completing the paperwork to submit to IDOT; then the Village will be able to seek bids on the project that should be completed in the Fall.  
IDOT IL Rt. 178 & Rt. 6 Roundabout Project – Engineer Heitz stated that the Village will be making a final payment to the contract now that the final punch list has been completed. The Village will also be submitted a request for final reimbursement on the project as well.  
Burgess Park Basketball Court – Engineer Heitz stated that the Basketball ½ Court was completed and looks great. Mayor Stewart thanked the residents that donated to the project for their generosity as well as Ladgenski Concrete for their services. Engineer Heitz then stated that since the Village may be planning to extend the court into a full basketball court, it might be a good idea to purchase an additional basketball pole and net so that they will match. The Board agreed and this will be listed on the Board Meeting Agenda for consideration in September.  
Village Administrative Building Parking – Engineer Heitz has been working on other projects but will get back to reviewing the parking near the Village Administrative Building soon.  
Status of Drainage Projects – Engineer Heitz will also be getting back to reviewing the status of the drainage on Johnson St. once he has completed the concept plans and cost estimate for the ITEP Grant application as well as the MFT Road Project bid documents. The Canal St. drainage project has been completed by the Maintenance Department. The Hitt St. drainage issues have been reviewed; there may be some easements that will be needed in that area. Mayor Stewart will reach out to the Doehrr family to discuss the drainage. This project will be something that the Village assesses again in early spring 2023.  
ITEP Grant Application – Engineer Heitz has been working on the concept plans and cost estimate for the construction of a sidewalk on the west side of IL. Rt. 178. The sidewalk would extend from Johnson St. to the Utica Police Department, providing people with an easier access to businesses on the west side of the road and located south of the I & M Canal. The ITEP Grant is only available every two years so Mayor Stewart believes that this is a good time for the Village to submit an application for the Capital Project. The Board agreed that a sidewalk on that side of the road is needed.

Village Attorney: NONE

Committee / Trustee Reports: NONE

Public Comment: NONE

Executive Session: NONE

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With no additional business, the meeting was adjourned at 7:42 pm. Motion made by Trustee Schrader, seconded by Trustee Krizel.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk