

VILLAGE OF NORTH UTICA
248 W. Canal St. North Utica, IL 61373
Meeting of the Board of Trustees
January 9, 2024

www.utica-il.gov

AGENDA

- I. **6:00** p.m. - Call to Order Special Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Attorney
 - 1.) Summary of the Petition of Warren and Wendy Munson of Warren and Wendy Munson, as Contract Purchasers of property owned by Thomas Burgess, and located at the Southeast corner of Vine St. and East Grove St., Utica IL 61373; The property is Zoned R-2, Two Family Residential District
 - a) Consideration and Possible Action on an Ordinance granting the subdivision of certain property located at the Southeast corner of Vine St. and East Grove St., Utica, IL 61373;
 - b) Consideration and Possible Action on an Ordinance approving an amendment to the Village of North Utica Zoning Ordinance to allow as a Special Use, an accessory structure on a lot that is not adjoining a principal use and structure;
 - c) Consideration and Possible Action on an Ordinance granting a Special Use to construct an Accessory structure on such property;
 - d) Consideration and Possible Action on an Ordinance granting Variances to allow a front lot setback of not less than ten (10) feet, a fourteen (14) foot height for a garage door, and to allow the accessory structure to exceed 40% of the lot grand coverage area, and for such other relief necessary to permit the re-subdivision and accessory structure.
 - 2.) Consideration and Possible Action on an Ordinance Authorizing the Village President to enter into a TIF Agreement with Country Kids Produce located at 426 S. Clark St., Utica, IL 61373
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
 - 1.) Minutes: 12-11-2023
 - 2.) December 2023 Financial Stmtns / Summary / Revenue Reports
 - 3.) December 2023 Prepaids
 - a) Including a final payment to Advanced Asphalt in the amount of \$164,151.37 for services provided for the Hitt St. Drainage Project
 - 4.) December 2023 A/P Bills
- VI. Village Clerk
 - 1.) Consideration and Possible Action to Cancel the Board Meeting previously scheduled to be held on January 11, 2024
 - 2.) Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024
 - a) Consideration and Possible Action on an Ordinance Authorizing the Village President to enter into an Agreement with ARC Pyrotechnics for the Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024
 - b) Consideration and Possible Action to make a 50% payment to ARC Pyrotechnics in the amount of \$8,750 for the Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024

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- VII. Donations & Advertising Requests: Consideration and Possible Action on the following requests:
- 1.) Donation in the amount of \$500 to Waltham PTCC toward expenses for their Annual Trivia Night Event being held on January 27, 2024
 - 2.) Donation in the amount of \$500 to Utica Fire Department toward expenses for their Annual Smoker Event being held on March 1, 2024
- VIII. Director of Village Affairs
- 1.) Update on Utica Business Association
 - 2.) Update on Upcoming Events in the Village
 - 3.) Consideration and Possible Action re: Annual advertising in the 2024 Starved Rock Country Magazine at a cost not to exceed \$5,988
- IX. Village Treasurer
- X. Police Department – Chief Mandujano
- XI. Building / Zoning Enforcement
- XII. Maintenance Department / Public Works Director
- 1.) Update –Upcoming / Ongoing projects in the Village
 - 2.) Update –2024 Project List
 - 3.) Consideration and Possible Action on an Ordinance Authorizing the Village President to enter into a Contract for the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Tower
- XIII. Village Engineer
- 1.) Update –Upcoming / Ongoing projects in the Village
 - 2.) 2023 MFT Road Project-
 - a) Consideration and Possible Action on a Resolution for the Commitment of additional MFT Funds for the 2023 MFT Road Project in the amount of \$12,046.84
 - b) Consideration and Possible Action on the Final Pay Estimate to Advanced Asphalt for the 2023 MFT Road Project in the amount of \$78,465.51
- XIV. Village President
- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; Mini Mill St. Shop Development Project & Design Plan
 - 2.) Update on the Build Illinois Bond Grant; I & M Canal Re-watering Project
 - 3.) Consideration and Possible Action to approve the purchase of a Cadott Sign System from BCE Industries in an amount not to exceed \$8,500
 - 4.) Consideration and Possible Action re: Setting the Dates for the 2024 Outdoor Dining Season on Mill St.
- XV. Committee / Trustee Reports
- 1.) Committee Assignment Updates:
 - a) 175th I & M Canal Anniversary Committee
 - b) South Business District Committee
 - c) Commercial Zoning District Review Committee
 - 2.) Trustee Reports

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XVI. Public Comment

XVII. Executive Session

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

XVIII. Possible Action regarding Executive Session items

XIX. Adjournment

Posted 01-05-2024

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MINUTES

At 6:18 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, Kylie Mattioda, Debbie Krizel, Pete Pawlak and Jim Schrader. Also present were Village Attorney Herb Klein, Village Engineer Kevin Heitz, and Police Chief James Mandujano and Director of Village Affairs Jamie Turczyn. Public Works Director / Zoning Enforcement Officer Curt Spayer and Village Treasurer Jill Margis were absent from the meeting.

Village Attorney: Attorney Klein provided a brief summary of the Petition of Warren and Wendy Munson of Warren and Wendy Munson, as Contract Purchasers of property owned by Thomas Burgess, and located at the Southeast corner of Vine St. and East Grove St., Utica IL 61373; The property is Zoned R-2, Two Family Residential District. Attorney Klein stated that Warren and Wendy Munson were planning to purchase a portion of property from Tom Burgess, owner of the Burgess Funeral Home. The proposed property is located adjacent to Vine St. and Grove St. and is across the street from the Munson's home. The Petitioners are seeking approval of the subdivision of the property, an amendment to the Village of North Utica Zoning Ordinance to allow as a Special Use, an accessory structure on a lot that is not adjoining a principal use and structure, as well as Variances as follows:

Setbacks =	Facing Grove St. 20'
	Facing Vine St. 10'
	Facing South 2 ½'
	Facing East 20'

Garage doors	Two at 14' each
Size of Structure	To exceed more than 40% of the lot

Attorney Klein stated that during the Public Hearing, Mr. Munson shared that he will be using the accessory structure for the storage of his vehicles and tools, and for the possible future storage of an RV or boat. Mr. Munson also stated that in the future he may divide the second-floor area into rental apartments. Mr. Munson also contacted his neighbors to discuss the project and they didn't have any issues with the plans for the property. Attorney Klein also stated that there will be a driveway from Grove St. to access the structure. Engineer Heitz stated that in the future Mr. Munson may construct a driveway from Vine St. however, at this time Mr. Burgess is granting an easement to allow access to the structure.

The Planning Commission was unanimous in their recommendation to approve the subdivision of the property, the amendment to the Village Zoning Ordinance to allow the accessory structure on a lot not adjoining a principal use and structure as a Special Use, and for the Petitioners to be granted a Special Use as well as the aforementioned Variances. Attorney Klein also stated that a Building Permit application will need to be submitted prior to beginning the construction of the structure.

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It was motioned by Trustee Holland, seconded by Trustee Pawlak to approve an Ordinance granting the subdivision of certain property located at the Southeast corner of Vine St. and East Grove St., Utica, IL 61373; ORD 2024-01

6 Yes

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Schweickert to approve an Ordinance amending the Village of North Utica Zoning Ordinance to allow as a Special Use, an accessory structure on a lot that is not adjoining a principal use and structure; ORD 2024-02

6 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Schweickert to approve an Ordinance granting a Special Use to construct an Accessory structure on such property located at the Southeast corner of Vine St. and East Grove St., Utica, IL 61373; ORD 2024-03

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve an Ordinance granting Variances for property located at the Southeast corner of Vine St. and East Grove St., Utica, IL 61373; ORD 2024-04

Variances are as follows: Setbacks =

	Facing Grove St.	20'
	Facing Vine St.	10'
	Facing South	2 ½'
	Facing East	20'
Garage doors	Two at 14' each	
Size of Structure	To exceed more than 40% of the lot	

6 Yes

Motion Carried

Attorney Klein then provided a summary of a proposed TIF Agreement between the Village of North Utica and Country Kids Produce located at 426 S. Clark St., Utica, IL 61373

Country Kids Produce purchased a garage east of the vacant lot where the former Ice Cream Shop was. They intend to remove the garage as it is in poor condition. They are requesting a TIF agreement for the reimbursement of eligible expenses for the project, which would be in the amount of approx. \$5,000. Their current business is generating tax revenue in the Village and they are considering the development of the vacant property which would increase that tax revenue.

It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve an Ordinance authorizing the Village President to enter into a TIF Agreement between the Village of North Utica and Country Kids Produce; ORD 2024-05

6 Yes

Motion Carried

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Consent Agenda: It was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve the Consent Agenda as follows:

- 1.) Minutes: 12-11-2023
- 2.) December 2023 Financial Stmts / Summary / Revenue Reports
- 3.) December 2023 Prepaids
 - a) Including a final payment to Advanced Asphalt in the amount of \$164,151.37 for services provided for the Hitt St. Drainage Project
- 4.) December 2023 A/P Bills

6 Yes

Motion Carried

Village Clerk: It was motioned by Trustee Pawlak, seconded by Trustee Schrader to Cancel the Board Meeting previously scheduled to be held on January 11, 2024

All in Favor

Motion Carried

Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024-

It was motioned by Trustee Krizel, seconded by Trustee Schrader to approve an Ordinance Authorizing the Village President to enter into an Agreement with ARC Pyrotechnics for the Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024; ORD 2024-06

6 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Holland to approve a 50% payment to ARC Pyrotechnics in the amount of \$8,750 for the Annual Village of North Utica Fireworks Event being held on Friday, July 5, 2024.

6 Yes

Motion Carried

Donations & Advertising Requests:

It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve a donation in the amount of \$500 to Waltham PTCC toward expenses for their Annual Trivia Night Event being held on January 27, 2024.

5 Yes

1 Abstain (Trustee Mattioda)

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Krizel to approve a donation in the amount of \$500 to the Utica Fire Department toward expenses for their Annual Smoker Event being held on March 1, 2024.

6 Yes

Motion Carried

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

There will be a Birds of Prey Meet & Greet Event held in the gymnasium of the Village Administrative Building on January 28, 2024.

The Annual Winter Wine Walk will be held on February 10, 2024 from 11 am – 5 pm. The event is already sold out.

Director Turczyn discussed the annual advertising in the 2024 Starved Rock Country Magazine. The Village has cut down on advertising however, Starved Rock Country Magazine is one that we participate in every year. They do email blasts on social media and the Village does full page ads in the magazine. The Utica Business Association usually shares in the cost of the Starved Rock Country Magazine and the Village also receives advertising through Heritage Corridor as part of the Lease Agreement for their business being located in the Village Administrative Building. The Board asked that the Village advertising is tracked to better determine what type of advertising is the most successful. It was then motioned by Trustee Schweickert, seconded by Trustee Mattioda to approve the advertising in Starved Rock Country Magazine at a cost not to exceed \$5,988.

6 Yes

Motion Carried

Village Treasurer: NONE

Police Department – Chief Mandujano: None

Building / Zoning Enforcement: NONE

Maintenance Department / Public Works Director – Mayor Stewart provided a brief summary regarding the Repairs and Maintenance needed on the small Water Tower.

It was motioned by Trustee Holland, seconded by Trustee Schrader to approve an Ordinance Authorizing the Village President to enter into a Contract with Maguire Iron for the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Tower; ORD 2024-07

6 Yes

Motion Carried

Village Engineer – Engineer Heitz provided a brief summary on the ongoing and upcoming projects in the Village. 2023 MFT Road Project- It was motioned by Trustee Schweickert, seconded by Trustee Schrader to approve a Resolution for the Commitment of additional MFT Funds for the 2023 MFT Road Project in the amount of \$12,046.84;

Resolution R2024-01

5 Yes

1 Abstain (Trustee Pawlak)

Motion Carried

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It was then motioned by Trustee Holland, seconded by Trustee Schrader to approve the Final Pay Estimate to Advanced Asphalt for the 2023 MFT Road Project in the amount of \$78,465.51.

5 Yes

1 Abstain (Trustee Pawlak)

Motion Carried

Hitt St. Drainage – Engineer Heitz stated that the Village has a commitment to a resident in the Hitt St. Project area to replace the steel mesh fence; The cost to do so will be minimal.

Village President: Mayor Stewart provided an update on the Rebuild Illinois Downtown & Main Streets Grant; Mini Mill St. Shop Development Project & Design Plan.

Boondocks is going to build one of the small buildings and deliver it to the Village so that we can look at it before they build all of them.

Jamie is reviewing the regulations and rules that other communities have for their mini-shops.

We have already decided that applicants will be required to submit a business plan to be considered for a Lease on a unit.

Update on the Build Illinois Bond Grant; I & M Canal Re-watering Project – Mayor Stewart stated that when we submitted our project, we asked for six years for the pilot program however, we received a response and they would like it to be approved for only a three-year pilot program. We are going to respond to them, once again requesting the six years. We feel that we need six years to effectively study the project.

Cadott Sign system – Mayor Stewart spoke about the proposed purchase of a new sign that would be installed on the North East corner of the Village Hall property near the Heritage Corridor. Trustee Mattioda received some information on this type of sign system several months ago. Jamie and Kylie have reviewed the information to determine what the Village needs as well as the best location for the sign and reached back out to the company to get an updated quote. The sign would be 144” X 96” and the cost would be \$6,000 for the sign and \$1,000 for the panels and approx. \$1,000 for shipping. The sign will be constructed with twenty interchangeable panels for businesses to have their name, an arrow to guide people to their location and in some cases, depending on the length of the businesses’ name, even the logo might be able to be included on the panel. The Village would purchase the sign and have it installed and the businesses could apply to have their name on a panel for a fee. The Board agreed that the sign and the proposed location is a great idea to be able to provide visitors with information that can lead them in the direction of businesses located throughout the Village.

It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve the purchase of a Cadott Sign System from BCE Industries in an amount not to exceed \$8,500

5 Yes

1 Abstain (Trustee Mattioda)

Motion Carried

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Outdoor Dining 2024 - Mayor Stewart then discussed setting the Dates for the 2024 Outdoor Dining Season on Mill St. The dates will be set as follows: Mill St. will be closed on May 6, 2024 for businesses to begin setting up for the season. Outdoor Dining will end on October 27, 2024 and the road will re-open on October 31st.

It was motioned by Trustee Schweickert, seconded by Trustee Krizel to amend the Outdoor Dining Ordinance to read: 'Outdoor Dining will begin on a date in April or May each year and it will end on a date in September or October each year.' ORD 2024-08

6 Yes

Motion Carried

The dates set for the 2024 Outdoor Dining Season are as follows: May 6, 2024 through October 31, 2024. Motion was made by Trustee Holland, seconded by Trustee Schweickert.

6 Yes

Motion Carried

Trustee Reports: NONE

Public Comment: NONE

Executive Session: NONE

Adjournment: At 7:20 pm the meeting was adjourned; Motioned by Trustee Schweickert, seconded by Trustee Schrader.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk