

VILLAGE OF NORTH UTICA
248 W. Canal St. North Utica, IL 61373
Meeting of the Board of Trustees
June 13, 2024
www.utica-il.gov

AGENDA

- I. **6:00** p.m. - Call to Order Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Attorney:
 - 1.) Summary of the Petition of Rosanna Stuckert, proposed Tenant, and 122 Mill Street, LLC, an Illinois Limited Liability Company, as owner of property located at 122 Mill Street, Utica, IL 61373. Petitioner is seeking an amendment to the Village of North Utica Zoning Ordinance to allow as a Permitted Use, or alternatively as a Special Use, and such other requests, regarding the proposed operation of a Beauty Salon, Nail Salon and Spa on the property; Property is Zoned C-1 (Central Business District)
 - a) Consideration and Possible Action on an Ordinance amending the Village of North Utica Zoning Code, Section 10-8A-3, to create and allow as a Permitted Use in the C-1 (Central Business District) Zoning District, or alternatively as a Special Use, for the operation of a Beauty Salon, Nail Salon and Spa on the property located at 122 Mill St., Utica, IL 61373.
 - b) Consideration and Possible Action on an Ordinance granting a Special Use under Section 10-8A-3 of the Village of North Utica Zoning Code, to allow the operation of a Beauty Salon, Nail Salon and Spa on the property located at 122 Mill St., Utica, IL 61373; Zoned C-1 (Central Business District)
 - c) Consideration and Possible Action on an Ordinance granting such other amendments, variances, and / or relief as may be necessary to allow the Petitioner's intended use of the property located at 122 Mill St. Utica, IL 61373.
 - d) Consideration and Possible Action on granting approval of any proposed Design changes and improvements to property located at 122 Mill St, Utica, IL 61373, in the Downtown Design Area.
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
 - 1.) Minutes: 05-09-24; 05-23-24; 05-30-24
 - 2.) May 2024 Financial Stmts / Summary / Revenue Reports
 - 3.) May 2024 Prepaids
 - 4.) May 2024 A/P Bills
- VI. Village Clerk:
 - 1.) Consideration and Possible Action on an Ordinance for the Renewal of a Waste Removal Service Contract between the Village of North Utica and Allied Waste Services of North America, LLC dba Republic Services of Ottawa for a period of five (5) years beginning on July 1, 2024 and ending on June 31, 2029.
- VII. Donations & Advertising Requests: Consideration and Possible Action on the following requests:
 - 1.) Illinois River Road Scenic Byway - 2024 \$1,000
 - 2.) LaSalle County 4H - 2024 \$ 100
- VIII. Director of Village Affairs:
 - 1.) Update on Utica Business Association
 - 2.) Update on Upcoming Events in the Village
 - 3.) Consideration and Possible Action to approve the purchase and installation of a new Sign from P & D Sign Company, for the billboard located at Mile Marker 99 on I-80, in an amount not to exceed \$4,683.00

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(Continued) Director of Village Affairs:

- 4.) Consideration and Possible Action to approve the Corn Roast Event being held by Bruce & Ollie's and Country Kids Produce on July 26, 2024 on Church St. from 5 pm – 9 pm.
- 5.) Consideration and Possible Action to approve a Road Closure of Church St. from Mill St. east to the alley, from 4:00 pm to 10:00 pm for the Corn Roast Event being held on July 26, 2024.
- 6.) Consideration and Possible Action on a Resolution authorizing the Village President to enter into an Agreement with North Central Illinois Council of Governments (NCICG) for the purpose of submitting an application seeking a Community Development Block Grant (CDBG) Housing Rehabilitation Grant; Resolution R2024-02
- 7.) Consideration and Possible Action on the purchase and implementation of a computer software security system utilizing the services of Connecting Point Computer Center

IX. Village Treasurer:

- 1.) Consideration and Possible Action on an Ordinance approving the 2024 Appropriations Budget

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 –Schedule for Water Tower Maintenance

XIII. Village Engineer

- 1.) Update –Upcoming / Ongoing projects in the Village
- 2.) Update – Village Administrative Building Parking and North Entrance Design Project

XIV. Village President

- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; Mini Mill St. Shop Development Project
- 2.) Update on the Build IL Bond Grant; I & M Canal Re-watering Project
- 3.) Consideration and Possible Action on an Ordinance amending the Village of North Utica Raffle License Ordinance governing Raffles within the Village, as related to the Queen of Hearts Raffle license and regulations.

XV. Trustee Reports

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 06-10-2024

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MINUTES

At 6:07 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, Debbie Krizel, and Jim Schrader. Also present were, Director of Village Affairs Jamie Turczyn and Public Works Director / Zoning Enforcement Officer Curt Spayer, Village Attorney Herb Klein, Village Engineer Kevin Heitz and Police Chief James Mandujano. Trustees Kylie Mattioda and Pete Pawlak and Village Treasurer Jill Margis were absent from the meeting.

Village Attorney: Attorney Klein provided a summary of the Petition of Rosanna Stuckert, proposed Tenant, and 122 Mill Street, LLC, an Illinois Limited Liability Company, as owner of property located at 122 Mill Street, Utica, IL 61373. Attorney Klein stated that the Petitioner, Ms. Stuckert is seeking an amendment to the Village of North Utica Zoning Ordinance to allow as a Permitted Use, or alternatively as a Special Use, and such other requests, regarding the proposed operation of a Beauty Salon, Nail Salon and Spa on the property; Property is Zoned C-1 (Central Business District). The property is also located within the Downtown Design Review area.

Attorney Klein stated that there were no objections to the Petition and the Planning Commission voted unanimously to recommend that the Petitioner be granted a Special Use for the operation of a Beauty Salon, Nail Salon and Spa on the property, located at 122 Mill St., Utica. Property Owner, Ms. Kelly Waters, 122 Mill Street, LLC, was also present at the Public Hearing. Ms. Waters shared some photos of the proposed improvements that they will be making to the exterior of the building. The improvements include painting the top portion of the building a light gray color and painting the bottom brick area a darker color. The Planning Commission voted unanimously to recommend approval of the proposed improvements to the building, as presented in the Design Review.

Trustee Schweickert stated that the proposed Salon is a good addition to the downtown and the exterior improvements will compliment the downtown area and the other buildings on Mill St.

It was then motioned by Trustee Holland, seconded by Trustee Schrader to amend the Village of North Utica Zoning Code, Section 10-8A-3, to create and allow as a Special Use in the C-1 (Central Business District) Zoning District, for the operation of a Beauty Salon, Nail Salon and Spa on the property located at 122 Mill St., Utica, IL 61373. ORD 2024-23

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Krizel to Grant a Special Use or the operation of a Beauty Salon, Nail Salon and Spa on the property located at 122 Mill St., Utica, IL 61373. ORD 2024-24

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Schweickert to approve the proposed Design changes and improvements, as presented, for the property located at 122 Mill St, Utica, IL 61373, within the Downtown Design Review Area.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

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

- 1.) Minutes: 05-09-24; 05-23-24; 05-30-24
- 2.) May 2024 Financial Stmts / Summary / Revenue Reports
- 3.) May 2024 Prepaids
- 4.) May 2024 A/P Bills

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Village Clerk: Clerk Gbur presented the information regarding the Renewal of the Waste Removal Service Contract between the Village of North Utica and Allied Waste Services of North America dba Republic Services of Ottawa, for a period of five (5) years. The renewal Contract Amendment will begin on July 1, 2024 and upon expiration, offers the Village the option of extending the Contract for an additional three (3) years. The new rate will begin on July 1, 2024 in the amount of \$20.75 with a 5% increase annually. The dumpsters being rented by the Village are now included in the Contract at no additional charge.

It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve the Renewal of the Waste Removal Service Contract between the Village of North Utica and Allied Waste Services of North America dba Republic Services of Ottawa, for a period of five (5) years. ORD 2024-26

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Donations: It was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve a donation in the amount of \$1,000 to the Illinois River Road Scenic Byway for 2024. Clerk Gbur provided the link to everyone to be able to go to the North Utica page on the Illinois River Road Scenic Byway website. We provided new pictures and narratives for the page and it has been updated to current information for visitors.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Schweickert to approve a donation in the amount of \$100 to the LaSalle County 4H.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Director of Village Affairs: Director Turczyn provided a brief update on the upcoming events being held in the Village. Utica Garden Club Annual Garden Faire, being held on June 8 & 9, 2024.

The annual Fireworks Celebration will be held on Friday, July 5, 2024. The Village will offer food and drinks, and activities for the kids including bounce houses and face painting. Volunteers are needed; a sign up sheet will be emailed to everyone very soon.

It was then motioned by Trustee Schrader, seconded by Trustee Holland to approve the purchase and installation of a new Sign from P & D Sign Company, for the billboard located at Mile Marker 99 on I-80, in an amount not to exceed \$4,683.00. The Village entered into a new Lease Agreement with the property owner for the Billboard. The Lease is a ten year lease at a cost of \$400 annually. P & D Sign Company will remove the old vinyl sign and put up the new sign.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

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It was then motioned by Trustee Schweickert, seconded by Trustee Holland to approve the Corn Roast Event being held by Bruce & Ollie's and Country Kids Produce on July 26, 2024 on Church St. from 5 pm – 9 pm.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Schrader to approve a Road Closure of Church St. from Mill St. east to the alley, from 4:00 pm to 10:00 pm for the Corn Roast Event being held on July 26, 2024.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Director Turczyn then provided information about a Grant that the Village could apply for seeking a Community Development Block Grant (CDBG) Housing Rehabilitation Grant of up to \$650,000. A Survey will be sent to certain addresses within the community seeking information regarding improvements that need to be made on their property. The median income is \$67,000 and the Grant is intended for low income families, elderly and residents with disabilities that need to make necessary ADA improvements. Once the Surveys are mailed back to NCICG, an application will be submitted on behalf of the Village. The CDBG Housing Rehabilitation Grant could assist Village residents with making necessary improvements to their homes. The cost to submit the CDBG application will be \$6,000.

It was motioned by Trustee Holland, seconded by Trustee Krizel to approve a Resolution authorizing the Village President to enter into an Agreement with North Central Illinois Council of Governments (NCICG) for the purpose of submitting an application seeking a Community Development Block Grant (CDBG) Housing Rehabilitation Grant in a cost not to exceed \$6,000; Resolution R2024-02

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Director Turczyn then presented information of the purchase and implementation of a computer software security system utilizing the services of Connecting Point Computer Center. The cyber security will be 24/7 for 365 days per year and the cost for the 3 year plan is \$5,616. It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve the purchase and implementation of a computer software security system utilizing the services of Connecting Point Computer Center for a 3 year plan in the amount of \$5,616.

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Village Treasurer: It was motioned by Trustee Schrader, seconded by Trustee Schweickert to approve the 2024 Appropriations Budget. ORD 2024-27

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Police Department: Chief Mandujano provided a brief update on the Department. The new Police Truck will be ready to use by July 4th. Equipment and striping are being finished.

The Department is also testing some Body Cameras; the Department will purchase the cameras tentatively in August and there is a possibility of receiving a Grant that would reimburse the Village for some of the expense.

Chief Mandujano also thanked the Board for the new printer in the Department.

Building / Zoning Enforcement Officer: NONE

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Maintenance Department: Public Works Director Spayer provided a brief update on the Department.
2024 Project List – working on the list; will review at the next meeting.

Village Engineer: Engineer Heitz provided a brief update on the ongoing / upcoming projects in the Village.
Market on Mill St. Project - There will be a Special Meeting on June 18, 2024 to review the re-bids for the Rebuild Grant
Market on Mill St. Project.
The initial project bids came in high so Engineer Heitz and Mayor Stewart reviewed the project further to determine if there were any items that could be removed from the current bid documents, in an effort to get the cost down.
Mayor Stewart stated that he would like the project completed before the annual Burgoo Festival on October 12 & 13.

Village Administrative Building Parking and North Entrance Design Project – Engineer Heitz hopes to have a concept plan completed by the next meeting.

Village President: The Villages' current Raffle License was discussed. Currently only one Queen of Hearts can be run at a time and only two raffles are allowed per year. The Ordinance will be amended to allow for one Non-Profit organization to be able to run two raffles per year. It was motioned by Trustee Holland, seconded by Trustee Schrader to amend the Raffle License Ordinance governing raffles in the Village, to allow for one Non-Profit organization to be able to run two raffles per year. ORD 2024-28

4 Yes

2 Absent (Mattioda; Pawlak)

Motion Carried

Mayor Stewart then stated that the new business Director Sign will be installed within the next couple of weeks.

Trustee Reports: NONE

Public Comment: Discussion was held about an accessory building / trailer that was added to a commercial property in the business district, for the sale of ice cream. Mrs. Jen Cetwinski, owner of Bruce & Ollie's, located downtown on Mill St. stated that she would like the Board to consider the businesses that invest in the community before approving another vendor to set up and sell the same items as a business that has invested in the Village. "It has been heard that the accessory building on that commercial property will be used for a Vendor to come in to the Village to sell ice cream, and yet they haven't invested in the community." Mrs. Cetwinski also stated that it is very disheartening to see that anyone can come into the Village and pay for a \$500 summer vendor permit, while the brick & mortar businesses are open year round and paying taxes and license fees.

Ms. Cetwinski then read a letter from Roxie, Roxie's Candy Shop; a copy of the letter was not provided.

Mrs. Cetwinski stated that she feels that the brick & mortar businesses should be rewarded. The businesses located in the Village need to make their money during the busy season so that they can be here year round and survive when it's slow. There was a brief discussion. Mayor Stewart then stated an application for that accessory building or business has not been approved and no permits have been issued. "We are reviewing our Ordinances and nothing has been issued at this time."

Executive Session: NONE

With no additional business, the meeting was adjourned at 7:17 pm; Motioned by Trustee Krizel, seconded by Trustee Schweickert.

All in Favor

Motion Carried

Respectfully submitted,
Laurie A. Gbur
Village Clerk