

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

Meeting of the Board of Trustees

December 15, 2022

[www.utica-il.gov](http://www.utica-il.gov)

**AGENDA**

- **6:00 p.m.** - Call to Order Special Village Board Meeting
- Pledge of Allegiance
- Roll Call
- Village Attorney:
  - Summary of the Public Hearing held by the Planning Commission in conjunction with the Village Board of Trustees, on 12-15-22, for the purpose of considering and hearing Public Comment and Testimony as to possible amendments to the Village of North Utica Ordinances regarding Hotels and Motels, Bed and Breakfast Establishments and Vacation Rental Units.
  - Consideration and Possible Action on an Ordinance regarding amendments to the Village of North Utica Hotels and Motels Ordinance (Title 3, Chapter 7, Sec. 1 et.al.), the Bed and Breakfast Establishments Ordinance (Title 3, Chapter 8, Sec. 1 et.al.), and the Vacation Rental Unit Ordinance (Title 3, Chapter 12, Sec. 1 et.al.), regarding the operation, taxation, licensing, and regulation requirements of each, the Definition Section of each, and all other matters, applications and/or incorporations as may be deemed appropriate and necessary.
  - Consideration and Possible Action on an Ordinance regarding amendments to the Village of North Utica Zoning Ordinance (Title 10 et.al.) including but not limited to, provisions amending the Definitions Section (Section 10-2-1 et.al.) in regard to under what conditions Hotels, Motels, Bed and Breakfast Establishments and/or Vacation Rentals may be allowed; and if so allowed, consideration of regulations regarding the operation, taxation, licensing, and regulation requirements of such, and all other matters, applications and incorporations, as may be deemed appropriate and necessary.
  - Consideration and Possible Action to approve an Amended Agreement between the Village of North Utica and H.R. Green, Inc. for Professional Services related to the Wastewater Treatment Plant NPDES Permit Application in an amount not to exceed \$16,500.
- Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - Minutes: 11-10-2022; 11-17-2022
  - November 2022 Financial Stmts / Summary / Revenue Reports
  - November 2022 Prepaids
  - November 2022 A/P Bills

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- Village Clerk:
  - Discussion regarding the Annual Village of North Utica Fireworks Event being held on Saturday, 7-01-2023.
    - 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 Saturday, 7-01-2023
    - Consideration and Possible Action to make a 50% payment to ARC Pyrotechnics in the amount of \$8,000 for the Annual Village of North Utica Fireworks Event being held on 7-01-2023.
  
- Director of Village Affairs
  - Update on Utica Business Association
  - Update on upcoming Village Events
    - Consideration and Possible Action on the Approval of the Events being held in the Village of North Utica in 2023
  
- Donations & Advertising Requests: Consideration and Possible Action regarding the following request(s):
  - Starved Rock Country Magazine - 2023                      Advertising                      \$5,988
  - Donation to the Randy Stoner Benefit Fund
  
- Village Treasurer
  
- Police Department – Chief Damron
  
- Building / Zoning Enforcement Officer
  
- Maintenance Department: Update – Upcoming / Ongoing Projects in the Village
  - Discussion regarding the Purchase of a 1.5 Ton Roller for the Village of North Utica Maintenance Department
    - Consideration and Possible Action for the Purchase of a 2018 1.5 Ton Roller from United Rentals in an amount not to exceed \$13,000.
  
- Village Engineer: Update – Upcoming / Ongoing Projects in the Village
  
- Village President

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- Committee / Trustee Reports:
    - Trustee Reports
    - Updates from Committees:
      - Village of North Utica Governmental Affairs Committee
      - Village of North Utica Fire & School Liaison Committee
      - Village of North Utica Zoning Ordinance Review Committee
  - Executive Session
    - The appointment, employment, compensation, discipline, performance or dismissal for specific employees
    - Pending Litigation
    - Purchase/Sale/Lease of Real Property
  - Possible Action regarding Executive Session items
    - The appointment, employment, compensation, discipline, performance or dismissal for specific employees
      - Consideration and Possible Action on the December 2022 Amended Payroll Schedule
    - Pending Litigation
    - Purchase/Sale/Lease of Real Property
  - Public Comment
  - Adjournment
- 12-12-2022**

**POSTED:**

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**MINUTES**

At 6:00 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 Debbie Krizel, Mary Pawlak, Jim Schrader, John Schweickert, Nate Holland and Kylie Mattioda. Also present were Village Attorney Herb Klein, Village Engineer Kevin Heitz, Public Works Director Curt Spayer, Police Chief Rodney Damron, Director of Village Affairs Jamie Turczyn and Village Treasurer Jill Margis.

Village Attorney: Attorney Klein provided a brief summary of the Public Hearing that was held earlier in the evening. The meeting was a Joint Meeting of the Planning Commission in conjunction with the Village Board of Trustees for the purpose of considering and hearing Public Comment and Testimony as to possible amendments to the Village of North Utica Ordinances regarding Hotels and Motels, Bed and Breakfast Establishments and Vacation Rental Units. The Public Hearing was held for the review and discussion regarding amendments to the Lodging Ordinances. The Ordinances were adopted separately throughout the past several years and there are some areas that require updating to make all of them more consistent with each other. Some of the areas discussed were Insurance requirements, License requirements, and definitions within the Lodging Ordinances. The Hotel and Motel Ordinance would be amended to require the License Fee to be valid for the calendar year of issuance regardless of when the License is applied for and the addition of an Insurance requirement of not less than one million dollars per occurrence for the establishment. Guesthouse and Boarding House, terms located within the Bed and Breakfast Ordinance, are no longer a relevant and therefore, the Ordinance will be amended to remove that definition as a use in the Village. Additionally, amendments to the Insurance and Licensing and Taxing requirements were also discussed. Within the Vacation Rental Ordinance, the Registration, Licensing Fee and Insurance requirements would be amended to be consistent with the other Lodging Ordinances. There will be no changes in any of the Lodging Ordinances regarding uses allowed in any Zoning areas.

After a brief discussion, it was motioned by Trustee Schweickert, seconded by Trustee Holland to approve an Ordinance amending the Lodging Ordinances regarding Hotels and Motels, Bed and Breakfast Establishments and Vacation Rental Units in the Village of North Utica. Amendments to these Ordinances will be made as noted. ORD 2022-38

6 Yes

Motion Carried

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HR Green: A brief discussion was held regarding the current Agreement between the Village of North Utica and HR Green for Professional Engineering Services provided as related to the Villages' IEPA Wastewater Treatment NPDES Permit. There are additional requirements needed for the NPDES Permit at an additional cost of \$8,000. The total amount of Engineering Services being provided as related to the executed Agreement will be \$16,500. It was motioned by Trustee Schrader, seconded by Trustee Pawlak to approve an Amended Agreement between the Village of North Utica and H.R. Green, Inc. for Professional Engineering Services related to the Wastewater Treatment Plant NPDES Permit Application in an amount not to exceed \$16,500.

ORD 2022-39

6 Yes

Motion Carried

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

- 1.) Minutes: 11-10-2022; 11-17-2022
- 2.) November 2022 Financial Stmts / Summary / Revenue Reports
- 3.) November 2022 Prepaids
- 4.) November 2022 A/P Bills

6 Yes

Motion Carried

Village Clerk: Clerk Gbur provided a brief summary regarding the status of the Contract for the Annual Village of North Utica Fireworks Event being held on Saturday, 7-01-2023. ARC Pyrotechnics is finalizing a Contract for the 2023 Event and they are requesting a payment in the amount of 50%; \$8,000 along with the executed Contract.

It was motioned by Trustee Pawlak, seconded by Trustee Schweickert to Authorize the Village President to enter into an Contract with ARC Pyrotechnics for the Annual Fireworks Event being held on Saturday, 7-01-2023. ORD 2022-40

6 Yes

Motion Carried

It was then motioned by Trustee Krizel, seconded by Trustee Holland to approve 50% payment to ARC Pyrotechnics in the amount of \$8,000 for the Annual Village of North Utica Fireworks Event being held on 7-01-2023.

6 Yes

Motion Carried

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

UFPD Santa Parade: The Utica Fire Department will be having their Annual Santa Parade on Saturday, December 17th beginning at 6 pm.

2023 Events: It was motioned by Trustee Krizel, seconded by Trustee Mattioda to approve the Events being held in the Village of North Utica in 2023.

6 Yes

Motion Carried

Donations & Advertising Requests:

Starved Rock Country Magazine: It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve the Villages' participation in advertising in the Starved Rock Country Magazine in 2023 in an amount not to exceed \$5,988. UBA shares in the cost of this advertising.

6 Yes

Motion Carried

Randy Stoner Benefit: There is a request for a donation to the Benefit Fundraiser for Utica resident, Randy Stoner. The Board discussed the donation and it was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve a donation of 'Utica Bucks' in the amount of \$50 to the Randy Stoner Benefit.

6 Yes

Motion Carried

Village Treasurer: NONE

Police Department: NONE

Building / Zoning Enforcement Officer: NONE

Maintenance Department: Public Works Director Spayer provided a brief summary of the ongoing projects in the Department.

Spayer stated that he would like to purchase a used Roller for the Maintenance Department. United Rentals has a 2018 Roller with 196 hours on it. The Department can use the Roller for many different projects in the Village including road patching and work being done in the Village's parks. It was motioned by Trustee Krizel, seconded by Trustee Schweickert to approve the purchase of a 2018 Roller from United Rentals in an amount not to exceed \$13,000.

6 Yes

Motion Carried

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Village Engineer: Engineer Heitz had provided an update during the Joint Planning Commission and Board of Trustees Meeting earlier in the evening.

Village President: Mayor Stewart stated that he will be making some changes to Committee assignments in the coming year. He will further discuss the assignments at the January Committee Meeting.

Committee / Trustee Reports:

Trustee Krizel asked about the status of the vacant home located along Rt. 178, south of Lincoln St.

Mayor Stewart stated that he has had conversations with the property owner but will follow up with him again to request an update.

Trustee Krizel then stated that a resident reached out to her about the significant increase in the dust and red chaff that was coming from the elevators this year during harvest season.

Mayor Stewart stated that the only complaints that were received by the Village this year were regarding the noise from the dryers. At that time, the company representative said that they would work to minimize the noise as best as they can. Mayor Stewart also reached out to the company regarding the notable increase in the dust and red chaff. He asked if the company has been changing out the filters and / or replacing them regularly. They stated that during seasons that have had a higher moisture content, there is always an increase in the dust and red chaff. The moisture content was 25% this year; an increase from 16% in the previous year. They do expect that next year will be a bit lighter. Mayor Stewart also stated that the company CEO has been good to work with. Although the company resides within the Village, the company is regulated by the EPA regarding the particles that are being released. They will keep a line of communication with the Village.

Trustee Schweickert asked about the status of the tiny home trailer(s) located on property on Washington St. as they have remained there for approx. six months. One is located in the driveway and one is located in the backyard.

Chief Damron stated that he has looked into the matter. They are on private property and there are no utilities going to the trailers and there is no one living in them.

Executive Session: At 6:27 pm it was motioned by Trustee Schweickert, 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

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At 6:45 pm it was motioned by Trustee Krizel, seconded by Trustee Holland to reconvene the meeting.

All in Favor

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Schweickert to approve the December 2022 Amended Payroll Schedule

6 Yes

Motion Carried

With no additional business, the meeting was adjourned at 6:48 pm. Motion made by Trustee Schrader, seconded by Trustee Schweickert.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur

Village Clerk