

**VILLAGE OF NORTH UTICA**  
**248 W. Canal St. North Utica, IL 61373**  
**Meeting of the Board of Trustees**  
**August 10, 2023**

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

**AGENDA**

- I. **6:00** p.m. - Call to Order Regular Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Appearance Request: Hopkins & Associates presenting the Village of North Utica Audit for Fiscal Yr. ending 3-31-23
  - 1.) Consideration and Possible Action to Accept the Village of North Utica Audit for Fiscal Yr. ending 3-31-23
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - 1.) Minutes: 07-11-2023; 07-27-2023
  - 2.) July 2023 Financial Stmts / Summary / Revenue Reports
  - 3.) July 2023 Prepays
  - 4.) July 2023 A/P Bills
  - 5.) Donation in the amount of \$1033 to the 'Music on Mill St. Group' toward the expense for providing the insurance for the Music and Entertainment performing on Mill St. for the remainder of the 2023 Outdoor Dining Season
  - 6.) Donation in the amount of \$500 to LaSalle County Emergency Management Agency (LS County EMA) for services provided to the Village of North Utica during community events
- VI. Village Clerk
  - 1.) Consideration and Possible Action re: the Annual Veterans Parade being held on 11-5-2023
    1. Approval of the Annual Veterans Parade and the Temporary Road Closure of Certain Village Streets
    2. Resolution R2023-06 for the Temporary Road Closure of IL Rt. 178
    3. Annual Donation to Utica American Legion Post #731 toward Parade expenses \$ 6,000
- VII. Donations & Advertising Requests: Consideration and Possible Action on the following requests:

1.) Heather Dawn Memorial Fund	Donation	\$ 100
2.) LaSalle County Historical Society	Annual Donation Request	\$ 4,000
3.) Utica Fire Department	Annual Donation Request	\$ 750
4.) Utica Public Library	Annual Donation Request	\$ 500
- VIII. Director of Village Affairs:
  - 1.) Update on Utica Business Association
  - 2.) Update on Upcoming Events in the Village
  - 3.) Discussion regarding Village of North Utica Water / Sewer / Utility Rates
  - 4.) Consideration and Possible Action on an Ordinance amending the Village of North Utica Water / Sewer Ordinance regarding water and sewer usage rates
- IX. Village Treasurer
- X. Police Department – Chief Mandujano
- XI. Building / Zoning Enforcement Officer

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**XII. Maintenance Department / Public Works Director**

- 1.) Update – Upcoming / Ongoing projects in the Village
- 2.) Update – 2023 Project List
- 3.) Update – Status of the Hitt St. Drainage Project
- 4.) Consideration and Possible Action to authorize the Village President to enter into a Contract between the Village of North Utica and H.R. Green to provide services related to Bioaugmentation of the Villages' Wastewater Treatment System
- 5.) Consideration and Possible Action on the purchase of a used 2012 Polaris Sportsman 800 ATV in an amount not to exceed \$6,000
- 6.) Further Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers

**XIII. Village Engineer**

- 1.) Update – Upcoming / Ongoing projects in the Village
- 2.) Update – Status of the I & M Canal Re-Watering Project
- 3.) Update - Status of the 2023 MFT Road Project
  1. Consideration and Possible Action on Pay Estimate #1 in the amount of \$275,000 to Advanced Asphalt for services provided for the 2023 MFT Road Project

**XIV. Village Attorney**

**XV. Village President**

- 1.) Consideration and Possible Action to authorize the Village President to enter into an Intergovernmental Cooperation Agreement in support the efforts of the City of Ottawa to obtain Community Development Block Grant (CDBG) funds from the Illinois Department of Commerce and Economic Opportunity for the Business Resiliency Program; Funds will be utilized for projects located within the Village of North Utica.
- 2.) Update - Rebuild Downtown & Main Street Grant: Mini Mill St. Shop Development
- 3.) Update - Build Illinois Bond Grant: I & M Canal Rewatering Project
- 4.) Discussion regarding ground installation of Solar in the Village of North Utica Residential Zoning District

**XVI. Committee / Trustee Reports**

- 7.) Committee Assignment Updates:
  - a) 175<sup>th</sup> I & M Canal Anniversary Committee
  - b) South Business District Committee
  - c) Commercial Zoning District Review Committee
- 8.) Trustee Reports

**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**

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

**XIX. Public Comment**

**XX. Adjournment**

Posted 08-04-2023

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MINUTES

At 6:08 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, Public Works Director / Zoning Enforcement Officer Curt Spayer, Police Chief James Mandujano, Director of Village Affairs Jamie Turczyn and Village Treasurer Jill Margis.

Appearance Request: Hopkins & Associates presenting the Village of North Utica Audit for Fiscal Yr. ending 3-31-23. The Annual Audit form Fiscal Yr. ending 3-31-23 was presented by Kim Bird, Hopkins & Associates. A general overview of the Village's Funds, annual revenue and expenditures throughout the Fiscal Year was briefly discussed. Ms. Bird stated that the Village of North Utica remains in a good financial position with good internal controls and oversight. It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to accept the Annual Audit for Fiscal Year ending 3-31-23 as presented.

6 Yes

Motion Carried

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

- 1.) Minutes: 07-11-2023; 07-27-2023
- 2.) July 2023 Financial Stmts / Summary / Revenue Reports
- 3.) July 2023 Prepaids
- 4.) July 2023 A/P Bills
- 5.) Donation in the amount of \$1033 to the 'Music on Mill St. Group' toward the expense for providing the insurance for the Music and Entertainment performing on Mill St. for the remainder of the 2023 Outdoor Dining Season
- 6.) Donation in the amount of \$500 to LaSalle County Emergency Management Agency (LS County EMA) for services provided to the Village of North Utica during community events

6 Yes

Motion Carried

Village Clerk: Annual Veteran's Parade

It was motioned by Trustee Schweickert, seconded by Trustee Schrader to approve the Annual Veteran's Parade being held on 11-5-23 along with the closure of certain Village Streets.

6 Yes

Motion Carried

It was then motioned by Trustee Holland, seconded by Trustee Krizel to approve Resolution R2023-06 for the Temporary Road Closure of IL Rt. 178 for the Annual Veteran's Parade being held on 11-5-23.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Krizel to approve a donation to the Utica American Legion, Post #731, in the amount of \$6,000, toward expenses of the Annual Veteran's Parade being held on 11-5-23.

6 Yes

Motion Carried

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MINUTES

Donations & Advertising Requests:

Heather Dawn Memorial Fund – It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to approve a donation in the amount of \$100 to the Heather Dawn Memorial Fund.

6 Yes

Motion Carried

LaSalle County Historical Society - – It was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve an annual donation in the amount of \$4,000 to the LaSalle County Historical Society.

6 Yes

Motion Carried

Utica Fire Department - It was motioned by Trustee Mattioda, seconded by Trustee Holland to approve an annual donation in the amount of \$750 to the Utica Fire Department.

6 Yes

Motion Carried

Utica Public Library - It was motioned by Trustee Mattioda, seconded by Trustee Schweickert to approve an annual donation in the amount of \$500 to the Utica Public Library.

Director of Village Affairs:

Water/Sewer Rates - It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to approve an Ordinance amending the Water/Sewer Ordinance regarding water and sewer usage rates. ORD 2023-18

6 Yes

Motion Carried

Director Turczyn also provided a brief update on the upcoming events being held in the Village.

Craft Beer Fest – 8-19-23;

Junior Ranger Day – 8-26-23;

Vintage Illinois Wine Festival – 9-16-23 & 9-17-23;

UFPD Car Show and Burgoon Festival – 10-7-23 & 10-8-23

Village Treasurer: NONE

Police Department – Chief Mandujano provided a brief update; Chief Mandujano stated that the radar units are in and the repeater system is working well. There haven't been any updates on the Police Truck that is on order; it could be several months yet before it arrives. Chief Mandujano also stated that the Department is getting ready for all of the events coming up.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: Public Works Director Spayer provided a brief update on the current and upcoming projects in the Village.

Striping and sealing of the sidewalks is almost complete. The department is still working on the Hitt St. Drainage Project which should be completed within the next week depending on the weather.

Bioaugmentation – It was motioned by Trustee Schrader, seconded by Trustee Pawlak to authorize the Village President to enter into a Contract between the Village of North Utica and H.R. Green to provide services related to Bioaugmentation of the Villages' Wastewater Treatment System. ORD 2023-19

6 Yes

Motion Carried

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Polaris ATV – An ATV is needed to be able to plow sidewalks and parking lots. It was motioned by Trustee Mattioda, seconded by Trustee Schweickert to approve the purchase of a used 2012 Polaris Sportsman 800 ATV in an amount not to exceed \$6,500.

6 Yes

Motion Carried

Village Engineer – Engineer Heitz provided a brief update on the current and upcoming projects in the Village.

Hitt St. Drainage – Engineer Heitz stated that the Village Maintenance Department is doing a great job on the project. There have been a few surprises that have come up while working in the area but the project is going well.

I & M Canal Re-watering Project – Engineer Heitz stated that everything is submitted for the project and it is being reviewed; we should hear back from them soon.

2023 MFT Road Project – It was motioned by Trustee Schweickert, seconded by Trustee Schrader to recommend approval of a progress payment in the amount of \$275,000 to Advanced Asphalt for services provided for the 2023 MFT Road Project.

5 Yes

1 Abstain (Pawlak)

Motion Carried

Also discussed was the paving of Hitt St. once the drainage project has been completed by the Maintenance Department. Engineer Heitz stated that there will be some concrete work and some asphalt work and the Village will need to seek bids for both. Hitt St., Griffin St. and a portion of East Washington St. will be included in that paving project.

Village Attorney: NONE

Village President:

CDBG Grant – It was motioned by Trustee Holland, seconded by Trustee Schweickert to authorize the Village President to enter into an Intergovernmental Cooperation Agreement in support of the efforts of the City of Ottawa to obtain Community Development Block Grant (CDBG) funds from the Illinois Department of Commerce and Economic Opportunity for the Business Resiliency Program; Funds will be utilized for projects located within the Village of North Utica. ORD 2023-20

6 Yes

Motion Carried

Rebuild Grant – No Updates; the Village is awaiting the Grant Agreement.

Build IL Bond – The plans for the I & M Canal re-watering project are currently being reviewed; we hope to hear something from them within the next couple of months.

Solar Installation in the Village – Mayor Stewart stated that the Planning Commission will be meeting on 8-24-23 for a Public Hearing to discuss Solar Installation in the Village. Currently the Village does not permit ground installations however we have received a few inquiries requesting information on ground installations of solar on larger properties. The Planning Commission will discuss the matter and make their advisory recommendation for the Board to consider.

Committee Reports:

I & M Canal 175<sup>th</sup> Anniversary Committee – The Junior Ranger Day will be held on 8-26-23 from 10 am – 2 pm.

South Business District Committee – No update at this time

Commercial Zoning District Committee – No update at this time

Trustee Reports: Trustee Krizel stated that someone had asked about the Village considering one-way streets downtown due to the narrow streets. Mayor Stewart stated that he and Engineer Heitz will review the area to determine whether one-way streets would be an option.

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Executive Session: NONE

Public Comment: NONE

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

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur

Village Clerk