

**VILLAGE OF NORTH UTICA**  
**248 W. Canal St.**  
**North Utica, IL 61373**  
**Special Meeting of the Board of Trustees**  
**August 24, 2023**  
[www.utica-il.gov](http://www.utica-il.gov)

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**AGENDA**

- I. **6:30 p.m.** - Call to Order Special Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Attorney
  - 1.) Summary of the Public Hearing held on August 24, 2023 regarding Ground-Mounted Solar Energy Systems in the Village of North Utica
  - 2.) Consideration and Possible Action on an Ordinance amending the Village of North Utica Solar Ordinance regarding Ground-Mounted Installation of Solar Energy Systems in the Residential Zoning Districts; including the location, installation, operation and maintenance of a Ground-Mounted Solar Energy System
  - 3.) Consideration and Possible Action on an Ordinance amending the Village of North Utica Garbage and Refuse Collection and Disposal Ordinance regarding fees
  - 4.) Consideration and Possible Action on an Ordinance amending the Village of North Utica Design Review Ordinance regarding the Design Review Committee and Guidelines
  - 5.) Consideration and Possible Action on an Ordinance Authorizing the Village President to enter into a Monthly Lease Agreement between the Village of North Utica and We Care Recycling to place a Recycling Container for Textiles on North Utica Public Property
- V. Village Clerk
- VI. Director of Village Affairs
  - 1.) Update on Utica Business Association
  - 2.) Update on upcoming Village Events
  - 3.) Consideration and Possible Action to approve the Octoberfest Event being held by Ginger Road Brewing and Bruce & Ollie's on 9-30-23 on Church St. from 12 pm – 6 pm.
  - 4.) Consideration and Possible Action to approve a Road Closure of Church St. from Mill St. to Vine St. from 10 pm to 8 pm for the Octoberfest Event being held on 9-30-23.
- VII. Village Treasurer
  - 1.) Discussion regarding the draft of the Annual Treasurer's Report FY ending 3-31-2023
- VIII. Police Department – Chief Mandujano
- IX. Building / Zoning Enforcement Officer
- X. Maintenance Department: Update – Upcoming / Ongoing Projects in the Village
  - 1.) Update – 2023 Project List
  - 2.) Update – Wastewater Treatment System re: Bioaugmentation
    - A. Consideration and Possible Action on an Ordinance Amending Ordinance 2023-19 regarding an Agreement with HR Green
    - B. Consideration and Possible Action on an Ordinance Authorizing the Village President to enter into a Contract between the Village of North Utica and EnBiorganic Technologies, LLC to provide Professional Services related to Bioaugmentation of the Villages' Wastewater Treatment System
  - 3.) Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers

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- XI. Village Engineer: Update – Upcoming / Ongoing Projects in the Village
- 1.) Update – 2023 MFT Road Project
  - 2.) Update – Hitt St. Drainage Project
    - A. Consideration and Possible Action to Authorize the Village President and Village Engineer to seek bids for an Asphalt Project for Road Repairs and Pavement of Hitt St., Griffin St. and portions of Washington St. in the Village of North Utica
    - B. Consideration and Possible Action to Authorize the Village President and Village Engineer to seek bids for a Concrete Project for Road Repairs and Pavement of Hitt St., Griffin St. and portions of Washington St. in the Village of North Utica
- XII. Village President:
- 1.) Update - Rebuild Downtown & Main Street Grant: Mini Mill St. Shop Development
  - 2.) Update - Build Illinois Bond Grant: I & M Canal Rewatering Project
- XIII. Trustee Reports
- XIV. Executive Session:
- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
  - 2.) Pending Litigation
  - 3.) Purchase/Sale/Lease of Real Property
- XV. 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
- XVI. Public Comment
- XVII. Adjournment

**Posted: 08-21-2023**

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MINUTES

At 6:32 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 and Village Treasurer Jill Margis. Director of Village Affairs Jamie Turczyn was absent from the meeting.

Village Attorney: Attorney Klein provided a brief summary of the Public Hearing held on 8-24-23, regarding Ground-Mounted Solar Energy Systems in the Village of North Utica. Attorney Klein stated that the Village approved an Ordinance in 2019 regulating solar energy systems in the Village. The current Zoning Ordinance prohibits ground-mounted solar installations in residential zoning districts; only roof-mounted solar installations are allowed. The Planning Commission discussed the matter and was unanimous in the recommendation to approve Ground-Mounted Solar Energy Systems as a Special Use in the Residential Zoning District on properties of at least three acres.

Trustee Holland asked how many properties in the Village are three or more acres.

Engineer Heitz stated that there are probably at least ten to fifteen residential properties that are at least three or more acres.

Trustee Schweickert stated that as long as a Special Use would be required so that the Village would be aware of anyone wanting to install a ground-mounted solar energy system, he is in favor of amending the Ordinance. Mayor Stewart stated that the Village has received a few inquiries regarding ground-mounted solar. He would like the Board to discuss and consider amending the current Ordinance to require a certain lot size to be able to be Petition for a Special Use in the Residential Zoning District.

The Board agreed and Trustee Schweickert stated that if the ground-mounted solar is on a larger lot, they can come in to apply for a Special Use.

Mayor Stewart asked if the Village Board could add language to an amended Ordinance stating that the Village Zoning Enforcement Officer would also be able to grant an Administrative Variance.

It was then motioned by Trustee Schweickert, seconded by Trustee Krizel to amend the Village of North Utica Solar Ordinance regarding Ground-Mounted Installation of Solar Energy Systems in the Residential Zoning Districts. ORD 2023-21

6 Yes

Motion Carried

Garbage Collection Ordinance- It was motioned by Trustee Holland, seconded by Trustee Schrader to amend the Village of North Utica Garbage and Refuse Collection and Disposal Ordinance regarding fees to set the new fee at \$19.65 per household; effective 10-01-23. ORD 2023-22

6 Yes

Motion Carried

Design Review Ordinance – It was motioned by Trustee Mattioda, seconded by Trustee Schweickert to amend the Village of North Utica Design Review Ordinance regarding the Design Review Committee and Guidelines to provide that the Design Review Committee makes a recommendation to the Village Board regarding any proposed downtown design plans submitted to the Village for projects in the Mill St. and surrounding area and then the Village of North Utica Board of Trustees will consider such proposed Design and make the final decision on such. ORD 2023-23

6 Yes

Motion Carried

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We Care Recycling – Discussion was held regarding entering into a monthly Lease Agreement between the Village of North Utica and We Care Recycling to place a Recycling Container for Textiles on North Utica Public Property. The Board has decided not to move forward with a placing a textile recycling container in the Village at this time, therefore no action has been taken on this matter.

Director of Village Affairs: Absent; Mayor Stewart provided a brief update on the events being held in the Village.

Craft Beer Fest was held on 8-19-23 and had a great turn out. There were a lot of people and the event went well. The proceeds from the event will benefit Waltham School and Utica Fire Department.

The Junior Ranger Day will be held on 8-26-23 from 10 am – 2 pm on the LaSalle County Historical Society Museum Campus.

Vintage Illinois Wine Festival will be held in the Village again this year; the event dates are 9-16-23 and 9-17-23.

Octoberfest Event - It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve the Octoberfest Event being held by Bruce & Ollie's and Ginger Road Brewing Company.

The event is being held on 9-30-23 from 12 pm – 6 pm.

6 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Schrader to approve the road closure of Church St. from Mill St. to Vine St. for the Octoberfest Event being held on 9-30-23; road closure from 10 am – 8 pm.

6 Yes

Motion Carried

Village Treasurer:

A draft of the Treasurer's Report for Fiscal Year Ending 3-31-23 was provided to the Village Board by Village Treasurer Margis who provided an overview of the fiscal year revenue and expenditures. The Treasurer's Report will be further discussed and considered for approval at the Board Meeting being held on 9-14-23.

Police Department: Chief Mandujano provided a brief update on the Department.

Chief Mandujano stated that the Craft Beer Fest went well and the Department is getting ready for the other upcoming events being held in the Village. He also stated that all of the equipment is in now and is getting set up.

Building / Zoning Enforcement Officer: NONE

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

Wastewater Treatment System re: Bioaugmentation –

It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve an Ordinance amending Ordinance 2023-19 regarding an Agreement with HR Green. The Ordinance authorizes the Village President to execute an amended Agreement between the Village of North Utica and HR Green to provide services related to the Village Wastewater Treatment System; the amending will include coordination of Bioaugmentation Services. The additional amended cost for services provided by HR Green is \$8,000; the total cost for services provided by HR Green is \$24,500. ORD 2023-24

6 Yes

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It was then motioned by Trustee Pawlak, seconded by Trustee Schweickert to approve an Ordinance authorizing the Village President to execute an Agreement between the Village of North Utica and EnBiorganic Technologies, LLC to provide Professional Services related to Bioaugmentation of the Villages' Wastewater Treatment System. ORD 2023-25

6 Yes

Motion Carried

Water Towers – Regarding the Painting / Cleaning / Repairs & Maintenance of the Villages' Water Towers we are awaiting additional information, therefore no additional discussion was held at this meeting. Pending additional information, this project will be further discussed at the next Board Meeting or at the September Committee Meeting.

Village Engineer: Engineer Heitz provided a brief update on the ongoing and upcoming projects in the Village. 2023 MFT Road Project – There is a punch list of items that the contractor is working on including seed and assessing the final quantities of asphalt. The final payment for the project will be submitted for Board approval upon completion of the punch list.

Hitt St. Drainage – The Maintenance Department is finishing up the drainage part of the project. Next the Village will be repaving the area. The Village will seek separate bids on the concrete and asphalt work that needs to be done.

It was motioned by Trustee Schrader, seconded by Trustee Schweickert to Authorize the Village President and Village Engineer to seek bids for an Asphalt Project for Road Repairs and Pavement of Hitt St., Griffin St. and portions of Washington St. in the Village of North Utica.

6 Yes

Motion Carried

It was then motioned by Trustee Schrader, seconded by Trustee Krizel to Authorize the Village President and Village Engineer to seek bids for a Concrete Project for Road Repairs and Pavement of Hitt St., Griffin St. and portions of Washington St. in the Village of North Utica.

6 Yes

Motion Carried

Village President:

Mayor Stewart provided a brief update on the Villages' current awarded Grants -

Rebuild Grant – We should be receiving the Grant Agreement within the next two weeks. Once the Agreement is fully executed, we can begin working on the design phase of the project.

Build IL Bond Grant – The I & M Canal Re-watering Project is still in the review process, therefore there aren't any further updates at this time.

Mayor Stewart also informed the Board that there is a Lead Service Line Inventory Grant that has become available.

LSLI Grant – NCICG reached out to inform us that there is a Lead Service Line Inventory Grant available that the Village can apply for to aid us in the process of providing an inventory of our service lines in our water/sewer system. There is a \$750 application fee and we would be working directly with NCICG to facilitate the application. The Lead Service Line Inventory is something that we are mandated by the IEPA to get done so if we are able to obtain grant funding, that will help to defray some of the cost to the Village. This will be listed on the next Board Meeting Agenda for Board Consideration.

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MINUTES

Trustee Reports: NONE

Executive Session: NONE

Public Comment: NONE

With no additional business the meeting was adjourned at 7:08 pm; Motioned by Trustee Schrader, seconded by Trustee Schweickert.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk