

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

Committee of the Whole Meeting

March 28, 2024

www.utica-il.gov

AGENDA

- I. **6:00 p.m. - Call to Order**
- II. Pledge of Allegiance
- III. Roll Call
- IV. Appearance Request: Amanda Carter re: discussion regarding the Vendor Ordinance increase the number of Vendor Permits allowed to more than three permits per day
- V. Village Clerk
 - 1.) Consideration and Possible Recommendation to appoint Hopkins & Associates to perform the Annual Fiscal Year Audit for the period ending 3-31-2024 at a cost of \$9,900
- VI. Director of Village Affairs
 - 1.) Update on Utica Business Association
 - 2.) Update on upcoming Village Events
 - 3.) Consideration and Possible Recommendation for the approval of a request from August Hill Winery to bring in a Lobster Food Truck for their Wine Club Event being held on Saturday, June 8, 2024 from 1 pm to 4 pm; this includes the road closure of Canal St. from Mill St. to Vine St. for the operation of the Lobster Food Truck
 - 4.) Consideration and Possible Recommendation to approve the road closure of Church St. from Mill St. to Vine St. from 10 am to 8 pm for the annual Octoberfest Event being held from 12 pm to 6 pm on September 28, 2024.
 - 5.) Consideration and Possible Recommendation to approve a Car Show to be held by the LaSalle County Cruisers Inc. Car Club in front of the Village Administrative Building on May 19, 2024 from 10 am to 2 pm; this will include the road closure of Canal St. and Division St.
- VII. Village Treasurer
- VIII. Police Department - Chief Mandujano
 - 1.) Consideration and Possible Recommendation to approve the purchase of 4 AED units to replace the units currently located in the Police Department vehicles and in the Village Hall at a cost not to exceed \$5,993

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- IX. Building / Zoning Enforcement Officer
- X. Maintenance Department/ Public Works Director
- 1.) Update - Ongoing / upcoming projects in the Village
 - 2.) Update – 2024 Project list
 - 3.) Update – Schedule for Water Tower Maintenance Painting / Cleaning / Repairs
- XI. Village Engineer
- 1.) Update – Upcoming / Ongoing Projects in the Village
- XII. Village Attorney
- XIII. Village President
- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; ‘Mini Mill St. Shoppes’ Development Project
 - 2.) Update on the Build IL Bond; I & M Canal Re-Watering Project
 - 3.) Consideration and Possible Recommendation on a Proclamation regarding April 4, 2024 as Junior Achievement Day in the Village of North Utica
 - 4.) Consideration and Possible Recommendation regarding a donation to the Utica Fireside White Sox Club
- XIV. Trustee Reports
- XV. Public Comment
- XVI. Executive Session
- 1.) The appointment, employment, compensation, discipline, performance, or dismissal for specific employees
 - 2.) Pending Litigation
 - 3.) Purchase/Sale/Lease of Real Property
- XVII. 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
- XVIII. Adjournment

Posted: 03-22-2024

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MINUTES

At 6:04 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, Pete Pawlak and Jim Schrader. Also present were Village Engineer Kevin Heitz, and Police Chief James Mandujano, Director of Village Affairs Jamie Turczyn and Public Works Director / Zoning Enforcement Officer Curt Spayer. Village Attorney Herb Klein, Village Treasurer Jill Margis and Trustee Kylie Mattioda were absent from the meeting.

Appearance Request: Amanda Carter re: discussion regarding the Vendor Ordinance increase the number of Vendor Permits allowed to more than three permits per day-

Ms. Carter stated that she would like the Board to consider increasing the number of Vendor Permits issued per day. She would like to have food trucks attend the Craft Beer Festival this summer and she believes that having food trucks as part of the event would bring in a lot more people. The annual Craft Beer Festival is a fundraising event that supports the local Utica Fire Department, as well as Waltham School. Having food trucks would make the event larger and people driving through the Village to the Park may see more going on and they may stop at the event.

Trustee Schweickert asked how many food trucks she was thinking about having at the event.

Ms. Carter answered, "four".

Ms. Carter also stated that the food trucks serve more unique foods and something that our local restaurants do not serve so it shouldn't be a conflict. They serve food such as BBQ, Philly Cheesesteak, Eggrolls, etc.

Ms. Carter stated that these food trucks would make the event larger and more people would attend because there is more being offered.

Trustee Krizel stated that offering other things brings in more people and some would order their food and walk throughout downtown and possibly visit other businesses.

Trustee Holland stated that making the event larger would probably even increase liquor sales for the businesses on that day as well because people would see a lot going on and they would stop and visit our businesses.

Trustee Schweickert agreed.

The Board agreed that the Vendor Permits issued for food trucks to attend the Craft Beer Festival Event should be increased up to six (6) permits and the matter will be further discussed at the April Board Meeting.

Village Clerk: Village Clerk Gbur stated that the Fiscal Year is coming to a close on 3-31-24, followed by the annual audit. Hopkins & Associates have worked with the Village for 12 years preparing the annual audits as well as answering questions and providing guidance throughout the year. It was motioned by Trustee Schweickert, seconded by Trustee Holland to recommend appointing Hopkins & Associates to perform the Annual Fiscal Year Audit for the period ending 3-31-2024 at a cost of \$9,900.

5 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.

Easter Egg Hunt will be held on Saturday, 3-30-24 at Carey Memorial Park beginning at 11 am. Danna Stillwell, August Hill Winery, requested a permit to bring in a Lobster Food Truck for their annual Wine Club Event being held on 6-22-24 from 11 am-7 pm. She stated that the food truck would be parked on Mill St. in front of the bank and although it is for the Wine Club, it would also be available to the Public.

Trustee Krizel asked if the food truck would be parked in front of the bank.

Ms. Stillwell stated that it would be parked further toward August Hill and there would still be tables outside for outdoor dining.

Trustee Schweickert asked if the food truck will block a fire hydrant or impede the fire department from getting through in an emergency.

Ms. Stillwell stated that it will not block a hydrant or the fire lane on Mill St.

It was then motioned by Trustee Schweickert, seconded by Trustee Krizel to recommend approval of the request to bring in a Lobster Food Truck for August Hill's annual Wine Club Event being held on 6-22-24 from 11 am-7 pm, subject to having no conflict with the Utica Fire Department and their access to the area in an emergency.

5 Yes

Motion Carried

Matt Cetwinski briefly spoke about the annual Octoberfest Event being held by Bruce & Ollie's and Ginger Road Brewing on 9-28-24 from 12 pm-6 pm.

Mr. Cetwinski requested a road closure of Church St. from Mill St. east to the alley behind their property for the event. The road closure would be from 10 am-10 pm to allow for set up and removal of tables, chairs and other items for the event.

It was motioned by Trustee Schrader, seconded by Trustee Pawlak to recommend approval of the road closure of Church St. from Mill St. east to the alley behind the Bruce & Ollie's property from 10 am-10 pm for the Octoberfest Event being held on 9-28-24.

5 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Holland to recommend approval of a Car Show to be held by the LaSalle County Cruisers Inc. Car Club in front of the Village Administrative Building on 5-19-24 from 10 am-2pm, including the road closure on Canal St. and Division St. for the event.

5 Yes

Motion Carried

Village Treasurer: NONE

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Police Department: Chief Mandujano stated that he would like to replace four (4) of the current AED units in the Village. The cost to replace the units in the three (3) police Department vehicles, and the one (1) unit in the Village Administrative Building would be \$5,993. The additional units that are located in the Maintenance Building, Police Department Office and at the Parks in the Village, have newer batteries and do not need to be replaced until at a later date.

It was then motioned by Trustee Pawlak, seconded by Trustee Holland to recommend approval of the replacement of four (4) AED units in the three (3) Police Department Vehicles and the replacement of one (1) AED unit in the Village Administrative Building at a cost not to exceed \$5,993.

5 Yes

Motion Carried

Building / Zoning Enforcement Officer: NONE

Maintenance Department: NONE

Village Engineer: Engineer Heitz provided a brief update on the ongoing and upcoming projects in the Village.

Mini Mill St. Shops - Engineer Heitz provided a brief update on the Mini Mill St. Shops Design and Schedule. He has been working with Mayor Stewart and Director Turczyn to finalize the details of the project, which include plans for the area surrounding the Memorial, pre-fabricated restrooms, lighting, landscape and parking. Engineer Heitz stated that the Village will be ready to seek bids on the project in approximately one month.

Mayor Stewart also reminded the Board that the first plans for the Grant application were created in September 2021 and the cost of materials has greatly increased since then, which will affect the Villages' share of the cost of the development project.

Mayor Stewart also stated that he will update everyone when the project goes out for bids.

Village Attorney: NONE

Village President:

Junior Achievement Day - It was motioned by Trustee Schweickert, seconded by Trustee Schrader to recommend approval of a Proclamation of April 4, 2024 as Junior Achievement Day in the Village of North Utica

5 Yes

Motion Carried

Utica Fireside White Sox Club - It was then motioned by Trustee Schweickert, seconded by Trustee Holland to recommend approval of a donation in the amount of \$50 to the Utica Fireside White Sox Club.

5 Yes

Motion Carried

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Mayor Stewart then informed everyone that on April 20, 2024 at 6:30 pm, there will be a gathering at the Memorial on the Corner of Mill and Church St., in Honor of those who perished from the Tornado that went through the Village twenty years ago, in April 2004. Mayor Stewart asked everyone to attend if they are available.

Trustee Reports: Trustee Krizel asked that someone look at the parking around Nonie's. There have been a few issues with people parking where they shouldn't. Mayor Stewart asked Curt to look at the parking and possibly put up a no parking sign.

Public Comment: Ms. Kelly Waters, Skoog's Pub, asked the Board to consider not allowing food trucks downtown. She stated that the food trucks are a conflict with the restaurants especially during the summer when everyone is trying to make enough money to carry them through the slow winter season.

Executive Session: NONE

With no additional business, the meeting was adjourned at 6:51 pm; Motioned by Trustee Schweickert, seconded by Trustee Schrader.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk