

**VILLAGE OF NORTH UTICA**  
**248 W. Canal St. North Utica, IL 61373**  
**Meeting of the Board of Trustees**  
**July 11, 2024**  
[www.utica-il.gov](http://www.utica-il.gov)

**AGENDA**

- I. **6:00** p.m. - Call to Order Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Appearance Request: Hopkins & Associates re: Presentation of the Village of North Utica Audit for Fiscal Yr. end 3-31-24
  - 1.) Consideration and Possible Action to accept the Village of North Utica Audit for Fiscal Yr. end 3-31-24
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - 1.) Minutes: 06-13-24; 06-18-24
  - 2.) June 2024 Financial Stmts / Summary / Revenue Reports
  - 3.) June 2024 Prepaids
  - 4.) June 2024 A/P Bills
- VI. Village Clerk
- VII. Director of Village Affairs:
  - 1.) Update on Utica Business Association
  - 2.) Update on Upcoming Events in the Village
- VIII. Village Treasurer
- IX. Police Department – Chief Mandujano
- X. Building / Zoning Enforcement
- XI. Maintenance Department / Public Works Director:
  - 1.) Update –Upcoming / Ongoing projects in the Village
  - 2.) Update –Schedule for Water Tower Maintenance
- XII. Village Engineer
- XIII. Village Attorney
- XIV. Village President:
  - 1.) Update - Rebuild Illinois Downtown & Main Streets Grant; Market on Mill St. Development Project
    - a) Consideration and Possible Action on the Purchase of additional Street light poles for the Market on Mill St. Development Project at a cost not to exceed \$70,000
  - 2.) Update - Build IL Bond Grant; I & M Canal Re-watering Project
  - 3.) Update - Village Administrative Building Parking and North Entrance Design Project
  - 4.) Update - Business Resiliency Grant re: Funds awarded to certain Businesses in the Village that applied for the Grant

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- XV. Appointments by Village President:
  - 1.) Village Board Liaison Positions
- XVI. Liaison / Trustee Reports
- XVII. Public Comment
- XVIII. Executive Session:
  - 1.) The appointment, employment, compensation, discipline, performance, or dismissal for specific employees
  - 2.) Pending Litigation
  - 3.) Purchase/Sale/Lease of Real Property
- XIX. Possible Action regarding Executive Session items
- XX. Adjournment

Posted 07-08-2024

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MINUTES

At 6:06 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, Director of Village Affairs Jamie Turczyn, Village Attorney Herb Klein and Police Chief James Mandujano. Village Engineer Kevin Heitz, Village Treasurer Jill Margis and Public Works Director / Zoning Enforcement Officer Curt Spayer were absent from the meeting.

Appearance Request: Hopkins & Associates re: Presentation of the Village of North Utica Audit for Fiscal Yr. ending 3-31-24 –

Village of North Utica Auditor, Kim Bird from Hopkins & Associates, provided the Board with a summary of the Annual Audit that had been completed for Fiscal Year ending 3-31-24. Ms. Bird explained revenues and expenditures and the beginning and ending balances within the Villages' Fund. She noted that there was a MFT Road Project that had been completed in 2023, thereby reducing the overall MFT Fund balance. She also noted that the Village has a Cemetery Fund from the recently acquired Oak Hill Cemetery. The Village has minimal debt and the Fund balances remain healthy.

Trustee Schweickert stated that the Board appreciates the detail that was provided in the Audit and in the summary of the Villages funds. It was then motioned by Trustee Krizel, seconded by Trustee Pawlak to accept the Audit for Fiscal Yr. ending 3-31-24 as presented.

6 Yes

Motion Carried

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

- 1.) Minutes: 06-13-24; 06-18-24
- 2.) June 2024 Financial Stmts / Summary / Revenue Reports
- 3.) June 2024 Prepaids
- 4.) June 2024 A/P Bills

6 Yes

Motion Carried

Village Clerk: NONE

Director of Village Affairs: Director Turczyn stated that the Village Fireworks Event went really well and a lot of people attended the event. The upcoming events are as follows: Craft Beer Fest August 3rd; Vintage Wine Fest September 21<sup>st</sup> and 22<sup>nd</sup> ; Burgoo weekend October 12<sup>th</sup> & 13<sup>th</sup>.

Village Treasurer: NONE

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Police Department: Chief Mandujano spoke about the upcoming purchase of Body Cameras. The department is trying out some different body cameras now, to help them determine which cameras will work best for the department. He is working on a possible Grant to help the Village pay for some of the cameras.

Chief Mandujano also requested the Board to consider making a donation to the LaSalle County EMA. They provide people to help manage some of our larger events and it really helps the department to have the additional support.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: NONE

Village Engineer: NONE

Village Attorney: NONE

Village President: Mayor Stewart provided a brief update on the following items:

Water Tower Maintenance – The company will begin the maintenance project on the small water tower at the end of July. The work should take approx. 4 weeks to complete and they don't foresee any issues in the Villages' ability to maintain water pressure throughout the community. They will bring in a temporary tank to hook up while the tower is down for the scheduled work.

Rebuild Grant; Market on Mill St. Development Project – The Project will tentatively begin on July 22<sup>nd</sup> with the watermain work happening first. We will do our best to communicate with everyone, including the businesses, throughout the project. The additional street lighting that will be installed during the project, will match the existing street lighting on Mill St., and it will cost an additional \$70,000. It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve the purchase of additional street light poles for the Market on Mill St. Development Project at a cost not to exceed \$70,000.

6 Yes

Motion Carried

160 N. Mill St. –Mayor Stewart provided a brief summary of the Planning Commission meeting that was held on June 27, 2024, regarding the review of the exterior design improvements being proposed to property located at 160 N. Mill St., Utica and owned by the family of former Trustee and Utica resident, Mary Pawlak. The building is currently vacant and the owner(s) have proposed exterior improvements that include painting the top portion of the building in a lighter gray color and painting a darker color, possibly black, on the lower brick area. They have not decided if the building will be rented and / or what interior improvements will be made. Ms. Bonnie Pawlak Hartman, an owner of the property, stated that they will make the improvements to the exterior while being respectful to the surrounding businesses in terms of keeping any noise to a minimum by doing the work on days when it is not as busy; possibly even after the Outdoor Dining season has ended.

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The Board all agreed that the proposed exterior design will fit in with the appearance of the charming downtown area. It was then motioned by Trustee Schweickert, seconded by Trustee Krizel to approve the exterior design improvements as proposed for the exterior of property located at 160 N. Mill St., formerly Mary's Beauty Salon.

5 Yes  
1 Abstain (Pawlak)  
Motion Carried

Mayor Stewart then stated that due to a scheduling conflict with an annual NCICG event that will be taking place in the Village on July 25<sup>th</sup>, the Planning Commission and Committee meeting(s) will be canceled. It was motioned by Trustee Mattioda, seconded by Trustee Pawlak to cancel the Planning Commission and Committee meeting(s) previously scheduled to be held on 7-25-24.

All in Favor  
Motion Carried

Business Resiliency Grant update – The Village assisted businesses with applying for the 2024 Business Resiliency Grant. Three businesses applied and received funds:  
Country Kids Produce which received \$18,458;  
Lodi Taphouse which received \$20,000; and  
Skoog's Pub & Grill which received \$19,097.

Mayor Stewart stated that he would like to appoint the Board as Liaisons within the Village; It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to approve the appointment of Village Board Liaisons.

6 Yes  
Motion Carried

Mayor Stewart appointed the Board Trustees to Liaison positions as follows:  
Park & Recreation Liaison – Trustee Pawlak  
Streets & Alleys Liaison – Trustee Schrader  
Governmental Affairs Liaison – Trustee Mattioda  
Public Service Liaison – Trustee Holland  
Beautification Liaison – Trustee Krizel  
Finance Liaison – Trustee Schweickert

Trustee Reports: NONE

Public Comment: NONE

Executive Session: NONE

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Adjournment: With no additional business, the meeting was adjourned at 6:37 pm; Motioned by Trustee Schweickert, seconded by Trustee Krizel.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk