

**VILLAGE OF NORTH UTICA**  
**248 W. Canal St. North Utica, IL 61373**  
**Meeting of the Board of Trustees**  
**August 8, 2024**  
[www.utica-il.gov](http://www.utica-il.gov)

**AGENDA**

- I. **6:15** p.m. - Call to Order Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Attorney
  - 1.) Illinois Transportation Enhancement (ITEP) Grant Program –
    - a) Summary of Public Hearing for the Illinois Transportation Enhancement Grant Program
    - b) Consideration and Possible Action to Authorize the Village President to work with North Central Illinois Council of Government (NCICG) to submit an application for the Illinois Transportation Enhancement (ITEP) Grant
    - c) Consideration and Possible Action on a Resolution for the Commitment of Funds from General, TIF and Water / Sewer Funds for the Illinois Transportation Enhancement (ITEP) Grant R2024-03
  - 2.) Consideration and Possible Action on an Ordinance amending the Raffle License Ordinance to increase the number of Raffle Licenses allowed in a calendar year.
- V. Appearance Request: Ms. Christy Donahue, Rock & Soul re: Gathering Wellness Event being held on October 19 & 20, 2024 from 6 am thru 4 pm at Carey Memorial Park.
  - 1.) Consideration and Possible Action on the approval of a Gathering Wellness Event being held on October 19 & 20, 2024 from 6 am - 4 pm at Carey Memorial Park, along with the road closure of Division St., and the approval of participating Vendors & Food Trucks for the event.
- VI. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - 1.) Minutes: 07-11-24
  - 2.) July 2024 Financial Stmtns / Summary / Revenue Reports
  - 3.) July 2024 Prepaids
  - 4.) July 2024 A/P Bills
- VII. Village Clerk:
  - 1.) Consideration and Possible Action re: Annual Veterans Parade being held on 11-3-24
    - a) Approval of the Annual Veterans Parade and the Temporary Road Closure of Certain Village Streets
    - b) Resolution R2024-04 for the Temporary Road Closure of IL Rt. 178
    - c) Annual Donation to Utica American Legion Post #731 toward 2024 Parade expenses \$ 6,000

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VIII. Director of Village Affairs:

- 1.) Update on Utica Business Association
- 2.) Update on Upcoming Events in the Village

IX. Village Treasurer

X. Police Department – Chief Mandujano

XI. Building / Zoning Enforcement

XII. Maintenance Department / Public Works Director:

- 1.) Update –Upcoming / Ongoing projects in the Village
- 2.) Update –Schedule for Water Tower Maintenance

XIII. Village Engineer:

- 1.) Update –Upcoming / Ongoing projects in the Village
- 2.) Update - Village Administrative Building Parking and North Entrance Design Project

XIV. Village President:

- 1.) Update - Rebuild Illinois Downtown & Main Streets Grant; Market on Mill St. Development Project
  - a) Consideration and Possible Action on Engineers Pay Estimate #1 payable to Illinois Valley Excavating, Inc. in the amount of \$238,180.77 for services provided on the Market on Mill St. Development Project.
- 2.) Update - Build IL Bond Grant; I & M Canal Re-watering Project
- 3.) Consideration and Possible Action to authorize the Village President to enter into a Contract between the Village of North Utica and the Utica Public Library District for the Purchase of property located along the Northeast corner of Mill St and Grove St.; parcel PIN #19-09-364-000, in an amount not to exceed \$12,000.

XV. Liaison / Trustee Reports

XVI. Public Comment

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

XIX. Adjournment

Posted 08-06-2024

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**MINUTES**

At 6:18 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, Public Works Director / Zoning Enforcement Officer Curt Spayer and Village Engineer Kevin Heitz. Village Treasurer Jill Margis was absent from the meeting.

Mayor Stewart asked for a Moment of Silence in memory of former Public Works Director Doug Jakse who had recently passed away.

Attorney Klein provided a brief summary of the Public Hearing that was held earlier in the evening for the (ITEP) Illinois Transportation Enhancement Grant Program. The Village will be submitting an application with the assistance of North Central Illinois Council of Governments. The project that will be submitted is the design and construction of the sidewalk path on the west side of IL Rt. 178 from south of the I & M Canal to the Village of North Utica Police Department.

It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve a Resolution for the commitment of funds for the ITEP Grant Construction Project. R2024-03

6 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Krizel to approve an Ordinance authorizing the Village President to work with NCICG to complete and submit the ITEP Grant Program application.

6 Yes

Motion Carried

General discussion was then held regarding the Villages' Ordinance regulating Raffle Licenses. Currently the Village issues only two Raffle Licenses in a calendar year. Mayor Stewart informed the Board that the Utica Fire Department began their Queen of Hearts Raffle in July and it ended very quickly, within three weeks. Mayor Stewart then stated that he would like the Board to consider increasing the Raffles Licenses being issued in a calendar year. The Village has already issued two licenses this year, therefore there is not another opportunity to run a Queen of Hearts in the Village until 2025. LaSalle County Historical Society (LCHS) would like to have a Raffle this year and in order to issue them a License, we would need to amend the Ordinance to increase the number of Raffle Licenses we can issue every year.

Some discussion was held regarding the number of Raffle Licenses the Village should be able to issue in a calendar year. The Board discussed continuing to permit only one Raffle in the Village at a time, while increasing the number of Licenses that the Village would be able to issue in a calendar year. A suggestion was made to consider increasing the number of Raffle Licenses to six (6) in a

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calendar year. The Board also discussed the non-profit organizations located within the Villages' boundaries. Amanda Carter, LCHS, stated that it would be nice if whenever one raffle ends, another can begin right away. She also stated that the raffles bring people into the community.

The Board agreed that only one raffle should be permitted at one time.

It was motioned by Trustee Schweickert, seconded by Trustee Schrader to amend the Raffle License Ordinance to increase the number of Licenses issued in a calendar year to no more than six (6), and each non-profit organization can have no more than three (3) raffles in a calendar year.

Ord 2024-30

5 Yes

1 No (Krizel)

Motion Carried

Appearance Request: Ms. Christy Donahue, Rock & Soul re: Gathering Wellness Event being held on October 19 & 20, 2024 from 6 am thru 4 pm at Carey Memorial Park.

Ms. Donahue stated that she and Ms. Abby Zulkowski, who was also in attendance, are planning a Gathering Wellness Event. The event will be held at Carey Memorial Park and there will be several tents set up with many wellness exercises focused on healthy positive experiences. There will be yoga classes, meditation classes, painting classes, drum circles and the event is to help people have a 'Moment of Awe' and get back in touch with nature. They would like to collaborate with businesses and highlight the Village. They expect between 100 and 300 people to attend the event which will run from 9 am -9 pm. The drum circle will take place in the evening.

It was motioned by Trustee Holland, seconded by Trustee Krizel to approve the Gathering Wellness Event being held on October 19 & 20, 2024 from 9 am - 9 pm at Carey Memorial Park, along with the road closure of Division St., and the approval of participating Vendors & Food Trucks coming in for the event.

Mayor Stewart informed Ms. Donahue that there is a chance that there will be a construction project taking place on Division St. and Canal St. during that time as the Village is currently working on the engineering and design for the project.

Ms. Donahue and Ms. Zulkowski said that they understand and that it should not interfere with their event. Ms. Donahue also stated that the LaSalle County Historical Society said that people will be welcome to park behind the Canal Market as well.

With no additional discussion, the Clerk recorded the vote on the Motion.

6 Yes

Motion Carried

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

- 1.) Minutes: 07-11-24
- 2.) July 2024 Financial Stmts / Summary / Revenue Reports
- 3.) July 2024 Prepaids
- 4.) July 2024 A/P Bills

6 Yes

Motion Carried

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Village Clerk: It was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve the Veteran's Parade Approval of the Annual Veterans Parade and the Temporary Road Closure of Certain Village Streets.

6 Yes

It was motioned by Trustee Krizel, seconded by Trustee Holland to approve Resolution R2024-04 for the Temporary Road Closure of IL Rt. 178.

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve a donation in the amount of \$6,000 to Utica American Legion Post #731 toward the 2024 Veterans Parade expenses.

6 Yes

Motion Carried

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

Village Treasurer: NONE

Police Department: Chief Mandujano provided a brief update on the Department. He requested that a donation be considered for LaSalle County EMA for their continued assistance with Village events; The Board agreed.

Chief Mandujano also stated that the Department is still looking at body cameras and will be making a decision soon regarding which cameras will best suit the Department.

Building / Zoning Enforcement: NONE

Maintenance: General update on ongoing projects and on the vac truck; the old vac truck will become a water truck so it will be put to good use.

Village Engineer: General update on ongoing projects;

Market on Mill St. Development Project – excavating has begun and a lot of the water / sewer work has been completed. Engineer Heitz stated, “The Contractor has been working closely on some things with the Maintenance Department and things are really coming together.”

There will be temporary parking and intermittent temporary road closures, but we are trying to minimize those as much as possible. The flood wall adjacent to Clark Run Creek has been completed and looks nice.

Village Administrative Building Parking Project – Engineer Heitz stated that he has been working on the project and design. This project will probably be done in phases and there will probably be two contracts for the work as we have done in the past.

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Village President: Mayor Stewart also provided a brief update on the Market on Mill St. Development Project. It was then motioned by Trustee Schrader, seconded by Trustee Schweickert to approve the Engineers Pay Estimate #1 in the amount of \$238,180.77 to Illinois Valley Excavating for services provided on the Market on Mill St. Development Project.

6 Yes

Motion Carried

Mayor Stewart then spoke about the small property located across the street from the Utica Public Library on the Northeast corner on Mill St. and Grove St. The Library Board have decided to sell the property to the Village and we will be able to utilize the property for additional parking in the downtown area. The Library will be selling the property for \$12,000 plus closing costs.

It was motioned by Trustee Schrader, seconded by Trustee Pawlak to approve an Ordinance authorizing the Village President to purchase the property located along the Northeast corner of Mill St. and Grove St.; parcel PIN #19-09-364-000, in an amount not to exceed \$12,000 plus the closing costs. ORD 2024-31

6 Yes

Motion Carried

It was also motioned by Trustee Schweickert, seconded by Trustee Pawlak to cancel the Planning Commission and Committee meetings that were previously scheduled to be held on Thursday, August 22, 2024. Instead, there will be a Special Board meeting held on Thursday, August 29, 2024 at 6 pm.

All in Favor

Motion Carried

Liaison / Trustee Reports: NONE

Public Comment: NONE

Executive Session: NONE

With no additional business, the meeting was adjourned at 7:11 pm; Motioned by Trustee Schrader, seconded by Trustee Schweickert.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk