

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

Special Board Meeting

October 17, 2024

www.utica-il.gov

AGENDA

- I. **6:00 p.m. - Call to Order Special Board Meeting**
- II. Pledge of Allegiance
- III. Roll Call
- IV. Village Attorney:
 - 1.) Summary of Public Hearing held on 10-17-24 for the purpose of the (Community Development Block Grant) CDBG Housing Rehabilitation Grant Application for the Village of North Utica.
 - a) Discussion regarding the Village of North Utica Application for a CDBG Housing Rehabilitation Grant to address the need for rehabilitation to approximately ten (10) owner-occupied single family homes within the community.
 - b) Consideration and Possible Action on an Ordinance authorizing the Village President to enter into an Agreement with North Central Illinois Council of Governments for the Administration and Coordination Services of a CDBG Housing Rehabilitation Grant; NCICG CDBG Grant Administration fee will be in the amount of \$35,000
 - c) Consideration and Possible Action on a Resolution for the Commitment of Village Funds in the amount of \$20,000 from the General Fund, for use in conjunction with an Illinois Community Development Block Housing Rehabilitation Grant (CDBG) that is estimated to be a total overall project cost of \$670,000. R2024-05
 - d) Consideration and Possible Action on a Resolution approving the 2025-2027 Local Administrative Policy and Procedures Manual; CDBG Housing Rehabilitation Plan. R2025-06
 - 2.) Summary on the Petition of Lucas “Luke” and Kylie Mattioda, Owners of property located at 2874 E. 752nd Rd., Utica, IL 61373. Petitioners are seeking a Variance from Village of North Utica Zoning Ordinance, Section 10.7A-4 et.seq., for the construction of an accessory building for pool use and storage purposes; Property is Zoned R-1 (Single Family Residential District)
 - a) Consideration and Possible Action on granting a Variance from Section 10.7A-4 et.seq., as necessary to allow the maximum floor area of all garages and accessory buildings to exceed the allowance of the square footage on the lot which is located at 2874 E. 752nd Rd., Utica, IL Property is Zoned R-1 (Single Family Residential District)
 - b) Consideration and Possible Action on granting Variances to allow front and side yard setbacks, as necessary to allow construction of the building; and
 - c) Consideration and Possible Action on granting such other relief as may be necessary to allow the Petitioners’ intended use of the property.

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(Village Attorney Cont.)

- 3.) Summary on the Petition of 71178 Corner, LLC, Owner of property located at 799 E. IL. Route 71, Oglesby, IL 61348; and Manager, Benjamin Ruiz, (“Petitioner”). Petitioner is seeking an amendment to the Village of North Utica Zoning Ordinance Section 10-4-5 and a special Use to construct / install small lodging facilities for camping purposes; Property is Zoned C-3 (Highway Commercial District).
 - a) Consideration and Possible Action on granting an Amendment to the Village of North Utica Zoning Ordinance Section 10-4-5, to allow mobile residential units to be allowed in non-mobile home parks as a Special Use in the C-3 Zoning District (Highway Commercial District) in order to operate as a campground; and
 - b) Consideration and Possible Action on granting a Special Use upon amendment of the Zoning Ordinance; and
 - c) Consideration and Possible Action on granting such other or relief as may be necessary to allow the Petitioners’ intended use of the property.

- 4.) Summary of the Petition of Gerhard Ward, Patricia Ward, and Moto Pro Inc., as Petitioner and Contract Purchaser of property by Gerhard Ward and Patricia Ward. Petitioners are seeking an Amendment to the Village of North Utica Zoning Ordinance and a Special Use regarding property consisting of approximately 596 acres, and generally located along the south side of 2803rd Road in the Village of North Utica, IL 61373; Property is currently zoned A-1 (Agriculture District)
 - a) Consideration and Possible Action on granting an Amendment to the Zoning Ordinance of the Village of North Utica to add, as a defined business and as a Special Use in the A-1 (Agriculture District), the operation of an Off-Road Recreational Riding Park for the general public, and for any other amendments to the Ordinance, as necessary to allow the intended use of the property, which is generally located along the south side of 2803rd Road in the Village of North Utica, IL 61373; and
 - b) Consideration and Possible Action on granting a Special Use for the Off-Road Recreational Riding Park under the Zoning Ordinance upon such conditions and Variances as imposed; and
 - c) Consideration and Possible Action on granting such other relief as may be necessary to allow the Petitioners’ intended use of the property

- 5.) Consideration and Possible Action on an Ordinance amending the Public Hearing fees in the Village of North Utica

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- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
- 1.) Minutes: 9-12-24
 - 2.) September 2024 Financial Stmts / Summary / Revenue Reports
 - 3.) September 2024 Prepaids
 - 4.) September 2024 A/P Bills
- VI. Village Clerk
- 1.) Consideration and Possible Action regarding setting the 2024 Trick or Treating hours in the Village of North Utica; 5:30 – 7:30 pm on Thursday, October 31, 2024
- VII. Director of Village Affairs
- 1.) Update on Utica Business Association
 - 2.) Update on upcoming Village Events
- VIII. Village Treasurer
- IX. Police Department - Chief Mandujano
- X. Building / Zoning Enforcement Officer
- XI. Maintenance Department/ Public Works Director
- 1.) Update - Ongoing / upcoming projects in the Village
 - 2.) Update – 2024 Project list
 - 3.) Update – Water Tower Maintenance
- XII. Village Engineer
- 1.) Update – Upcoming / Ongoing Projects in the Village
 - 2.) Update - Rebuild Illinois Downtown & Main Streets Grant; ‘Market on Mill St.’ Development Project
 - a) Consideration and Possible Action on Engineers Pay Estimate #3, payable to Illinois Valley Excavating, Inc., in the amount of \$510,939.69 for services provided on the Market on Mill St. Development Project
 - 3.) Update - Village Administrative Building Parking and North Entrance Design Project
- XIII. Village President
- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; ‘Market on Mill St.’ Development Project
 - 2.) Update on the Build IL Bond; I & M Canal Re-Watering Project
 - 3.) Update on the Illinois Transportation Enhancement (ITEP) Grant Program

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XIV. Liaison / Trustee Reports

- 1.) Finance Liaison - Trustee Schweickert
- 2.) Public Service Liaison - Trustee Holland
- 3.) Governmental Affairs Liaison – Trustee Mattioda
- 4.) Beautification Liaison – Trustee Krizel
- 5.) Park & Recreation Liaison – Trustee Pawlak
- 6.) Streets & Alleys Liaison – Trustee Schrader

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: 10-15-2024

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MINUTES

At 6:00 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, Trustee Debbie Krizel, Pete Pawlak and Jim Schrader. Also present were, Director of Village Affairs Jamie Turczyn, Police Chief James Mandujano, Public Works Director / Zoning Enforcement Officer Curt Spayer, Village Engineer Kevin Heitz, Village Treasurer Jill Margis, and Village Attorney Herb Klein.

Attorney Klein provided a brief summary of the Public Hearing held on 10-17-24 for the purpose of the (Community Development Block Grant) CDBG Housing Rehabilitation Grant Application for the Village of North Utica. The Village will be applying for a CDBG Housing Rehabilitation Grant to address the need for rehabilitation to approximately ten (10) owner-occupied single family homes within the community.

It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to approve an Ordinance authorizing the Village President to enter into an Agreement with North Central Illinois Council of Governments for the Administration and Coordination Services of a CDBG Housing Rehabilitation Grant; NCICG CDBG Grant Administration fee will be in the amount of \$35,000. ORD. 2024-34

6 Yes

Motion Carried

It was then Motioned by Trustee Holland, seconded by Trustee Schrader to approve a Resolution for the Commitment of Village Funds in the amount of \$20,000 from the General Fund, for use in conjunction with an Illinois Community Development Block Housing Rehabilitation Grant (CDBG) that is estimated to be a total overall project cost of \$670,000. R2024-05

6 Yes

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Krizel to approve a Resolution approving the 2025-2027 Local Administrative Policy and Procedures Manual; CDBG Housing Rehabilitation Plan. R2025-06

6 Yes

Motion Carried

Attorney Klein then provided a summary of the Petition of Lucas "Luke" and Kylie Mattioda, Owners of property located at 2874 E. 752nd Rd., Utica, IL 61373. Petitioners are seeking a Variance from Village of North Utica Zoning Ordinance, Section 10.7A-4 et.seq., for the construction of an accessory building for pool use and storage purposes; Property is Zoned R-1 (Single Family Residential District)

It was then Motioned by Trustee Schrader, seconded by Trustee Pawlak to approve an Ordinance granting Variances to allow front yard setback of not less than 55 ft., and to allow an accessory structure of up to 864 sq. ft. on property located at 2874 E. 752nd Rd., Utica, IL ORD. 2024-35

5 Yes

1 Recused (Mattioda)

Motion Carried

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Attorney Klein then explained to the Board that the Petition of 71178 Corner, LLC, Owner of property located at 799 E. IL. Route 71, Oglesby, IL 61348; and Manager, Benjamin Ruiz, (“Petitioner”), seeking an amendment to the Village of North Utica Zoning Ordinance Section 10-4-5 and a special Use to construct / install small lodging facilities for camping purposes, had been withdrawn by the Petitioner. No Action was taken on the matter.

Attorney Klein provided a brief summary of the Petition of Gerhard Ward, Patricia Ward, and Moto Pro Inc., as Petitioner and Contract Purchaser of property by Gerhard Ward and Patricia Ward. Petitioners are seeking an Amendment to the Village of North Utica Zoning Ordinance and a Special Use regarding property consisting of approximately 596 acres, and generally located along the south side of 2803rd Road in the Village of North Utica, IL 61373; Property is currently zoned A-1 (Agriculture District)

It was motioned by Trustee Schrader, seconded by Trustee Pawlak to approve an Ordinance granting an Amendment to the Zoning Ordinance of the Village of North Utica to add, as a defined business and as a Special Use in the A-1 (Agriculture District), the operation of an Off-Road Recreational Riding Park for the general public. ORD. 2024-36

6 Yes

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee Krizel to approve an Ordinance granting a Special Use for the Off-Road Recreational Riding Park under the Zoning Ordinance subject to the following conditions:

- A fence made primarily of steel and being at least 36 inches in ht. shall be installed around the entire perimeter of the property within 24 months of the Applicants acquiring ownership of the property and no off-road recreational activities shall commence prior to the fence being installed in all areas abutting existing residential homes surrounding the property.
- No riding activities shall occur within 30 ft. of the property perimeter boundary line.
- All public users of the off-road recreational riding park shall be directed to use the west entrance of the park for ingress and egress. The east entrance of the property shall be utilized only for construction and maintenance of the property and for emergency response uses.
- No riding activities shall occur within 30 ft. of what is commonly known as Higby Canyon, located on the property.
- Motorized off-road riding activities shall occur only during the following days and hours:
 - Wednesdays from 12:00 pm (noon) to 7:00 pm;
 - Fridays from 12:00 pm (noon) to 6:00 pm;
 - Saturdays and Sundays from 9:00 am to 5:00 pm;
 - On all Federal and State of Illinois Holidays from 9:00 am to 5:00 pm.
- Off-road riding activities are not permitted in prohibited areas upon what is commonly referred to as the “226” which are currently identified as LaSalle County Permanent Index Number (PIN) 19-13-104-000, (Reference Map #17-13-100-002) and (PIN) 19-12-309-000, (Reference Map #17-12-300-013). Those prohibited areas are further identified as Parcels 17 and 18 on the Aerial Map; Exhibit C of the Ordinance. ORD. 2024-37

6 Yes

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Discussion was then held regarding Public Hearing fees in the Village. Mayor Stewart stated that it has been a long time since the Village had increased its' Public Hearing fees and the cost to publish Legal Notices has increased. He suggested that the Board consider increasing the Villages' fee for Public Hearings.

It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve an Ordinance amending the Public Hearing fees in the Village of North Utica as follows:

Effective on November 1, 2024, the Minimum fee for a Public Hearing will be \$500; any publishing costs charged to the Village that are more than \$500 will be reimbursed by the Petitioner. ORD. 2024-38

6 Yes

Motion Carried

Consent Agenda: It was motioned by Trustee Schrader, seconded by Trustee Holland to approve the Consent Agenda including the following items:

- 1.) Minutes: 9-12-24
- 2.) September 2024 Financial Stmtms / Summary / Revenue Reports
- 3.) September 2024 Prepaids
- 4.) September 2024 A/P Bills

6 Yes

Motion Carried

Village Clerk: It was motioned by Trustee Schweickert, seconded by Trustee Schrader to set the hours for Trick or Treating in the Village as October 31, 2024 from 5:30 pm – 7:30 pm.

6 Yes

Motion Carried

Director of Village Affairs: Director Turczyn provided an update on the upcoming events being held in the Village including the Fall Fun Festival and the Annual Veterans Parade.

Village Treasurer: NONE

Police Department: NONE

Building / Zoning Enforcement Officer: NONE

Maintenance Department: NONE

Village Engineer: Engineer Heitz provided a brief update on the 'Market on Mill St.' Development Project. Soon we will have an estimate to complete the electrical work on the project which will include power to all of the buildings and getting the street lights in and powered up.

Trustee Krizel asked about the process to leasing out the buildings.

Mayor Stewart provided an update on the application process to lease the 'Market on Mill St.' buildings. The Village will be leasing the buildings for the season to begin in Spring 2025.

It was motioned by Trustee Schweickert, seconded by Trustee Holland to approve Engineers Pay Estimate #3, payable to Illinois Valley Excavating, Inc., in the amount of \$510,939.69 for services provided on the Market on Mill St. Development Project.

6 Yes

Motion Carried

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Village President: Mayor Stewart provided a brief update on the T-Mobile Grant that the Village applied for. This is a \$50,000 Grant that can be used for the Portable Public Restrooms that the Village will be installing in the 'Market on Mill St.' area next year; we should hear something back in the next month or so. Mayor Stewart also noted that the building takes 52 weeks to arrive once the order has been placed. The cost of the Portable Public Restroom building is approx. \$90,000. The Grant, if awarded, would off-set more than half of the cost and the remaining would be coming out of our water/sewer fund.

Trustee Reports: Trustee Holland stated that the Annual Burgoo Festival was a great event and thanked everyone who helped. "Everyone did a great job, including the LaSalle County EMA." The Board agreed.

Public Comment: NONE

Executive Session: NONE

Adjournment: With no additional business, the meeting adjourned at 7:03 pm; Motioned by Trustee Schweickert, seconded by Trustee Schrader.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk