

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

**AGENDA**

- I. 7:00 p.m. - Call to Order Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Appearance Request: Mr. Don Dirks, Starved Rock Cycling Association re: Installation of safety signs on 2803<sup>rd</sup> Rd.
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - 1.) Minutes: 02-13-20
  - 2.) February 2020 Financial Stmtts. / Summary / Revenue Reports
  - 3.) February 2020 Prepaids
  - 4.) February 2020 A/P Bills
- VI. Village Clerk:
  - 1.) Consideration and Possible Action to Appoint the Hopkins & Associates for the Annual Audit for the period ending 3-31-20
- VII. Director of Village Affairs:
  - 1.) Update on upcoming Village Events & Affairs
- VIII. Village Treasurer
- IX. Finance Liaison
- X. Donations / Advertising / Event Requests Consideration and Possible Action regarding the following:
  - 1.) Waltham PTCC Donation toward Pancake Breakfast being held on 4-23-2020 \$300
  - 2.) Central Region Senior Baseball Regional Tournament being held on July 24 – 29, 2020 \$ 75
  - 3.) Cops 4 Cancer Boobapalooza Event being held on March 28, 2020 \$ 50
  - 4.) LP Annual Trivia Night being held on April 18, 2020 \$100
  - 5.) For the Love of Starved Rock Campaign kick-off event April 5, 2020
- XI. Police Department Liaison
- XII. Water / Sewer Liaison
- XIII. Governmental Affairs Liaison:
  - 1.) General updates on Utica Business Association
- XIV. Park & Recreation Liaison

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

- XV. Streets, Lights & Alleys Liaison
- XVI. Building / Zoning Enforcement
- XVII. Maintenance Department
- 1.) Updates on any ongoing / upcoming projects in the Village
- XVIII. Village Engineer:
- 1.) Updates on any ongoing / upcoming projects in the Village
- XIX. Village Attorney:
- 1.) Consideration and Possible Action on an Ordinance amending Bed & Breakfast Establishments
  - 2.) Consideration and Possible Action on an Ordinance amending Hotel and Motel Establishments
- XX. Village President:
- 1.) Consideration and Possible Action on a Proclamation for April 4, 2019 as Junior Achievement Day in the Village.
  - 2.) Consideration and Possible Action on a Proclamation for April 2020 as Fair Housing Month
  - 3.) Discussion regarding the 2020 Village Project List
- XXI. Committees / Trustees
- 1.) Committee Assignment updates
  - 2.) Trustee Reports
- XXII. Public Comment
- XXIII. Executive Session
- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
  - 2.) Pending Litigation
  - 3.) Purchase/Sale/Lease of Real Property
- XXIV. Possible Action regarding Executive Session items
- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
    - a) Consideration and Possible Action on an Ordinance amending the Employee Policy Manual effective April 1, 2020
  - 2.) Pending Litigation
  - 3.) Purchase/Sale/Lease of Real Property
- XXV. Adjournment

Posted 03-10-2020

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

MINUTES

At 7:05 pm the meeting was called to Order by Village President David Stewart. The Pledge of Allegiance was recited and the meeting attendance was recorded. Present were Trustees John Schweickert, Nate Holland, Ron Pawlak, Debbie Krizel, Mary Pawlak and Jim Schrader. Also present were Village Engineer Kevin Heitz, and Public Works Director / Zoning Enforcement Officer Curt Spayer, Village Attorney Herb Klein and Director of Village Affairs Jamie Turczyn. Village Treasurer Jill Margis and Village Clerk Laurie Gbur were unable to attend the meeting.

In the absence of the Clerk, it was motioned by Trustee Schweickert and seconded by Trustee M. Pawlak to appoint the Director of Village Affairs, Jamie Turczyn, as Clerk Pro-tem for the meeting.

6 Yes

Motion Carried

Appearance Request: Mr. Don Dirks, Starved Rock Cycling Association, re: Safety Signage being installed along 2803<sup>rd</sup> Rd, Utica. Mr. Dirks stated that the Starved Rock Cycling Association would pay for the safety signs but they would like to request that the Village Maintenance Dept. would install the signs. The association would like one sign installed on 2803<sup>rd</sup> Rd. as you leave Utica right after the curve and another one installed on the east end of 2803<sup>rd</sup> Rd. right before 13<sup>th</sup> Rd. Mr. Dirks then provided a map to everyone that outlined a large area showing that many cyclists use 2803<sup>rd</sup> Rd. Chief Damron stated that he believes that adding the signage is a good idea for the community. Engineer Heitz asked if anyone was opposed to doing more. It was decided that the item will be placed on the April Board Agenda for consideration of approval.

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

- 1.) Minutes: 02-13-20
- 2.) February 2020 Financial Stmts. / Summary / Revenue Reports
- 3.) February 2020 Prepaids
- 4.) February 2020 A/P Bills

6 Yes

Motion Carried

Village Clerk: Director of Village Affairs, Jamie Turczyn, asked the Board to consider approval of Hopkins & Associates for the Villages' annual audit for period ending 3-31-2020. It was motioned by Trustee M. Pawlak, seconded by Trustee Schweickert to appoint Hopkins & Associates for the Village of North Utica annual audit for period ending 3-31-2020.

6 Yes

Motion Carried

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

MINUTES

Director of Village Affairs: Jamie provided a brief update of upcoming events happening in the Village.

Mayor's Dinner: will be held on 4-16-2020; more information will follow.

Community Clean-up Day: will be held on 4-18-2020; more information will follow.

Village Treasurer: NONE

Finance Liaison: NONE

Donations & Advertising requests:

Waltham PTCC Pancake Breakfast – it was motioned by Trustee Schweickert, seconded by Trustee Schrader to approve a \$300 donation to Waltham PTCC toward their annual Pancake Breakfast being held on 4-23-2020.

6 Yes

Motion Carried

Cops 4 Cancer - it was motioned by Trustee Schweickert, seconded by Trustee Schrader to approve a \$50 donation to Cops 4 Cancer toward their annual Boobapalooza Event being held on 3-28-2020.

6 Yes

Motion Carried

Central Region Senior Baseball - it was motioned by Trustee Schweickert, seconded by Trustee Holland to approve a \$75 donation to Central Region Senior Baseball toward their annual Tournament being held from 7-24-2020 through 7-29-2020.

6 Yes

Motion Carried

LP Foundation - it was motioned by Trustee Schweickert, seconded by Trustee M. Pawlak to approve a \$50 donation to LP Foundation toward their annual Trivia Night being held on 4-18-2020.

6 Yes

Motion Carried

Starved Rock Foundation – it was motioned by Trustee Schrader, seconded by Trustee M. Pawlak to approve a donation in the amount of \$500 to Starved Rock Foundation toward their 'For the Love of Starved Rock' campaign with an event being held on 4-5-2020.

6 Yes

Motion Carried

Lighted Way – it was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve a donation in the amount of \$100 toward their spaghetti dinner being held on 3-30-2020.

6 Yes

Motion Carried

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

MINUTES

Police Department Liaison: Chief Damron stated that his Department has been investigating a few illegal property rentals and he will update the Board at a future meeting.

Water / Sewer Liaison: NONE

Governmental Affairs Liaison: Trustee Krizel stated that the Utica Business Association meeting had been moved to 3-24-2020.

Park & Recreation Liaison: NONE

Streets, Lights & Alleys Liaison: NONE

Building & Zoning Enforcement: NONE

Maintenance Department: Public Works Director Spayer provided an update of the ongoing projects in the Village.

A 2020 project list was provided to the Board for review.

The Village recently received an Award for the Illinois Department of Public Health for 12 months of compliance.

Curt spoke about the possible installation of a lift in the Maintenance shop to be able to work on Village vehicles. The cost of such would be approx. \$6,200. The Board decided that it would be something that could be further considered during the next Fiscal year.

Village Engineer: Village Engineer Heitz provided an update of the ongoing projects in the Village.

Engineer Heitz will be working with Curt to put together an assessment list of Village streets.

He will also be working on the relocation of utilities that will need to be done as part of the IDOT round-about project at the intersection of Rt. 6 & Rt. 178.

Trustee Krizel asked about the status of the Illinois River Bridge Project. Engineer Heitz stated that the steel is completed on the bridge and now they will begin to put the framing and rebar in.

Village Attorney: A brief discussion was held regarding the amending of the Hotel / Motel and Bed & Breakfast Ordinance to make the information and requirements uniform with the recently adopted Short Term Vacation Rental Ordinance. It was then motioned by Trustee Krizel, seconded by Trustee Schweickert to approve Ordinance 2020-02 amending the Hotel / Motel and Bed & Breakfast Ordinance.

6 Yes

Motion Carried

Village President: Mayor Stewart spoke about the annual Proclamation for Junior Achievement Day. It was motioned by Trustee M. Pawlak, seconded by Trustee Schweickert to approve a Proclamation of April 2, 2020 as Junior Achievement Day in the Village of North Utica.

6 Yes

Motion Carried

VILLAGE OF NORTH UTICA  
801 S. Clark St., North Utica, IL 61373  
Meeting of the Board of Trustees

**March 12, 2020**

[www.utica-il.gov](http://www.utica-il.gov)

MINUTES

The item regarding a Proclamation for Fair Housing was Tabled pending the receipt of paperwork for consideration and review. These items had not yet been received by the Village Clerk.

It was motioned by Trustee Schweickert, seconded by Trustee Schrader to Table the item.

6 Yes

Motion Carried

Committee / Trustee Reports:

Trustee Schweickert asked about the status of the updating of the Disaster Plan. Mayor Stewart explained that it is still being worked on with the Fire Chief and LaSalle County EMA. A final draft will be ready for Board review soon.

Public Comment: NONE

Executive Session: At 7:47 pm, it was motioned by Trustee Schrader, seconded by Trustee R. Pawlak to enter into Executive Session for the purpose of:

- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
- 2.) Purchase/Sale/Lease of Real Property

All in Favor

Motion Carried

At 8:45 it was motioned by Trustee Schrader, seconded by Trustee M. Pawlak to reconvene the meeting.

All in Favor

Motion Carried

It was then motioned by Trustee Schweickert, seconded by Trustee M. Pawlak to approve Ordinance 2020-03 to approve the updated Village of North Utica Employee Policy Manual.

6 Yes

Motion Carried

With no additional business, the meeting was adjourned at 8:46 pm; Motioned by Trustee Schrader, seconded by Trustee Schweickert.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk