

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

Board of Trustees Meeting

November 9, 2023

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AGENDA

- I. **6:00 p.m. - Call to Order**
- II. Pledge of Allegiance
- III. Roll Call
- IV. Appearance Request: Viking Industrial Painting: Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers
- V. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
 - 1.) Minutes: 10-14-2023; 10-26-2023
 - 2.) October 2023 Financial Stmt's / Summary / Revenue Reports
 - 3.) October 2023 Prepaids
 - 4.) October 2023 A/P Bills
- VI. Village Clerk
 - 1.) Consideration and Possible Action to approve the 2024 Village of North Utica Meeting Schedule regarding Regular Village Board of Trustee Meetings, Committee of the Whole Meetings and Planning Commission Meetings
 - 2.) Consideration and Possible Action on a Request for additional reimbursement for the 2023 Music on Mill St. Season at a cost not to exceed \$413
 - 3.) Consideration and Possible Action regarding the Annual Renewal of the 2024 Municipal Liability Insurance for the Village of North Utica in an amount not to exceed \$78,295.73; Option #3 payable in two installments
- VII. Director of Village Affairs
 - 1.) Update on Utica Business Association
 - 2.) Update on upcoming Village Events
 - a) Discussion and Possible Recommendation regarding Approval of the Annual Xmas in the Village Event being held on 11-25-23 & 11-26-23, along with an approved budget not to exceed \$6,000
- VIII. Village Treasurer: Discussion regarding the Village of North Utica 2023 Tax Levy
 - a) Consideration and Possible Action on an Ordinance regarding the Village of North Utica 2023 Tax Levy
- IX. Police Department: Chief Mandujano
- X. Building / Zoning Enforcement Officer
- XI. Appearance Request: Maguire Iron Company re: Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers

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- XII. Maintenance Department/ Public Works Director
- 1.) Update - Ongoing / upcoming projects in the Village
 - 2.) Update – 2023 Project list
 - 3.) Consideration and Possible Action on the Purchase of replacement Safety Equipment for the Maintenance Department at a cost not to exceed \$12,000
 - 4.) Update – BioAugmentation Services being implemented at the Wastewater Treatment Plant
 - 5.) Consideration and Possible Action to approve an Amended Agreement between the Village of North Utica and H.R. Green, Inc. for Professional Services related to the Wastewater Treatment Plant NPDES Permit Application and the coordination of BioAugmentation Services in an amount not to exceed \$30,000.
- XIII. Village Engineer
- 1.) Update – Upcoming / Ongoing Projects in the Village
 - 2.) Update – Status of the Hitt St. Drainage Project
 - 3.) Update – 2023 MFT Road Project
 - a) Consideration and Possible Recommendation on the approval of Pay Estimate #1 to Advanced Asphalt for services provided for the 2023 MFT Road Project
- XIV. Village Attorney:
- 1.) Consideration and Possible Action on the Annexation of Property located at 500 Hitt. St., Utica, IL 61373
- XV. Village President
- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; ‘Mini Mill St. Shoppes’ Development Project
 - a) Consideration and Possible Action to schedule a Special Meeting & Public Open House to be held on Wednesday, November 15, 2023 at 6:00 pm, for the purpose of sharing the preliminary designs for the Mini Mill St. Shops Development Project
 - 2.) Update on the Build Illinois Bond Grant; I & M Canal Rewatering Project
- XVI. Committee / Trustee Reports
- 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
- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
 - 2.) Pending Litigation
 - 3.) Purchase/Sale/Lease of Real Property
- XIX. Public Comment
- XX. Adjournment

Posted: 11-06-2023

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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. Director of Village Affairs Jamie Turczyn recorded the meeting attendance. Present at the meeting were Trustees, John Schweickert, Nate Holland, Kylie Mattioda and Jim Schrader. Also present were Village Attorney Herb Klein, Village Engineer Kevin Heitz, Public Works Director / Zoning Enforcement Officer Curt Spayer, Police Chief James Mandujano and Village Treasurer Jill Margis. Village Clerk Laurie Gbur and Trustees Debbie Krizel and Pete Pawlak were absent from the meeting.

It was motioned by Trustee Schrader, seconded by Trustee Schweickert to appoint Director of Village Affairs Jamie Turczyn as Clerk Pro-Tem for the meeting.

4 Yes

Motion Carried

Appearance Request: Viking Industrial Painting: Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers-
Representatives of Viking Industrial Painting provided the Board with a packet of information. They went over the information and answered questions from the Board. They offer a full-service repair and maintenance plan and also service that can be provided over a five-year plan. If awarded the Contract for maintenance and repairs to the Water Tower(s), the Services would be performed between May and September 2024. Mayor Stewart thanked them for the presentation and stated that the Board will review the information and provide any questions they have to Public Works Director Spayer for him to address with Viking Industrial.

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

- 1.) Minutes: 10-14-2023; 10-26-2023
- 2.) October 2023 Financial Stmtns / Summary / Revenue Reports
- 3.) October 2023 Prepaids
- 4.) October 2023 A/P Bills

4 Yes

Motion Carried

Village Clerk: In the absence of the Clerk, all items were tabled; It was motioned by Trustee Schweickert, seconded by Trustee Holland to Table Items VI numbers 1 through 3 to the next Board Meeting.

4 Yes

Motion Carried

Director of Village Affairs: Director Turczyn provided an update on the upcoming events being held in the Village.

It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve the Annual Xmas in the Village Event being held on 11-25-23 & 11-26-23, along with a budget for expenses for the event not to exceed \$6,000

MINUTES

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Village Treasurer: Treasurer Margis presented a draft of the 2023 Tax Levy to the Board. After a brief discussion, the Board will further review the information and the 2023 Tax Levy will be considered for approval at the next Board Meeting.

Police Department: Chief Mandujano provided a brief update on the Department.

Chief Mandujano stated that the annual Veterans Parade went well and the Department is getting ready for the Villages' annual Christmas in the Village Event weekend.

Chief Mandujano also stated that the new squad arrived and the equipment will be installed soon.

Building / Zoning Enforcement Officer: NONE

Appearance Request: Maguire Iron Company re: Discussion regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers –

Representatives from Maguire Iron Company provided the Board with estimates of their offered services and explained the information. They stated that the project would take approx. 4 – 6 weeks depending on the weather. Police Lt. Quinn asked about the Police Department's repeater equipment that is currently located on the Water Tower and whether it would need to be removed; It was noted that the equipment would need to be moved temporarily while the work is being performed.

Maintenance Department: Public Works Director Spayer provided a brief update on the ongoing and upcoming projects in the Village.

2023 Project List – Spayer stated that he will review the remaining items on the Project List and provide an update at the Board Meeting in December.

Purchase of equipment – It was motioned by Trustee Schrader, seconded by Trustee Holland to approve the Purchase of replacement Safety Equipment for the Maintenance Department at a cost not to exceed \$12,000.

4 Yes

Motion Carried

Update – BioAugmentation Services being implemented at the Wastewater Treatment Plant – Spayer stated that the date for the implementation of the BioAugmentation equipment was rescheduled to a later date.

HR Green Service Agreement – It was motioned by Trustee Schweickert, seconded by Trustee Schrader to approve an Ordinance for an Amended Agreement between the Village of North Utica and H.R. Green, Inc. for Professional Services related to the Wastewater Treatment Plant NPDES Permit Application and the coordination of BioAugmentation Services in an amount not to exceed \$30,000. ORD 2023-31

4 Yes

Motion Carried

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

2023 MFT Road Project – Engineer Heitz stated that he is verifying the final quantities submitted by Advanced Asphalt and he will have the final payment information available at the next Board Meeting.

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Hitt St. Drainage Project – Engineer Heitz stated that Wozniak finished the concrete work and I V Excavating is finishing up their work now. Advanced Asphalt is scheduled to begin on November 13, 2023. The goal is to have the project completed before Thanksgiving.

Village Attorney: It was motioned by Trustee Holland, seconded by Trustee Schweickert to approve an Ordinance for the Annexation of Property located at 500 Hitt. St., Utica, IL 61373; Property Zoned R-1 ORD 2023-32

4 Yes

Motion Carried

Village President:

Update –Rebuild Illinois Downtown & Main Streets Grant; ‘Mini Mill St. Shoppes’ Development Project – It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to schedule a Special Meeting & Public Open House to be held on Wednesday, November 15, 2023 at 6:00 pm, for the purpose of sharing the preliminary designs for the Mini Mill St. Shops Development Project.

4 Yes

Motion Carried

Build Illinois Bond Grant; I & M Canal Rewatering Project - Mayor Stewart stated that the IDNR gave the Village the initial ‘ok’ on the project; we are moving forward and awaiting the final Grant Agreement.

Committee / Trustee Reports: NONE

Executive Session: It was motioned by Trustee Schweickert, seconded by Trustee Holland to enter into Executive Session at 6:48 pm for the purpose of:

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

All in Favor

Motion Carried

At 7:08 pm, the meeting was reconvened; Motioned by Trustee Schweickert, seconded by Trustee Schrader.

All in Favor

Motion Carried

Public Comment: NONE

Adjournment: It was motioned by Trustee Schweickert, seconded by Trustee Schrader to adjourn the meeting at 7:09 pm.

All in Favor

Motion Carried

Respectfully submitted,
Laurie A. Gbur; Village Clerk