

**VILLAGE OF NORTH UTICA**  
**248 W. Canal St. North Utica, IL 61373**  
**Meeting of the Board of Trustees**  
**December 11, 2023**

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

**AGENDA**

- I. **6:00** p.m. - Call to Order Special Village Board Meeting
- II. Pledge of Allegiance
- III. Roll Call
- IV. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
  - 1.) Minutes: 11-09-2023; 11-15-2023
  - 2.) November 2023 Financial Stmts / Summary / Revenue Reports
  - 3.) November 2023 Prepaids
  - 4.) November 2023 A/P Bills
- VI. Village Clerk
  - 1.) 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
  - 2.) 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
  - 3.) 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
  - 4.) Consideration and Possible Action to Cancel the Board Meeting previously scheduled to be held on December 14, 2023
  - 5.) Consideration and Possible Action to Cancel the Planning Commission and Committee Meetings previously scheduled to be held on December 21, 2023
- VII. Director of Village Affairs
  - 1.) Update on Utica Business Association
  - 2.) Update on Upcoming Events in the Village
  - 3.) Consideration and Possible Action to approve the Events being held in the Village of North Utica in 2024 including the associated Road Closures of certain Village Streets.
- VIII. Village Treasurer: Discussion regarding the Village of North Utica 2023 Tax Levy
  - 1.) 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
- XI. Maintenance Department / Public Works Director
  - 1.) Update –Upcoming / Ongoing projects in the Village
  - 2.) Update –2023 Project List
  - 3.) Consideration and Possible Action regarding the Painting / Cleaning / Repairs & Maintenance of the North Utica Water Towers

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XII. Village Engineer

- 1.) Update –Upcoming / Ongoing projects in the Village

XIII. Village Attorney

XIV. Village President

- 1.) Update on the Rebuild Illinois Downtown & Main Streets Grant; Mini Mill St. Shop Development Project & Design Plan
  - A. Consideration and Possible Action for the Review of Bids and Award of a Contract for the Construction of the small accessory buildings that will be located in the Project Area of the Mini Mill St. Shop Development
- 2.) Update on the Build Illinois Bond Grant; I & M Canal Re-watering Project

XV. Committee / Trustee Reports

- 1.) Committee Assignment Updates:
  - a) 175<sup>th</sup> I & M Canal Anniversary Committee
  - b) South Business District Committee
  - c) Commercial Zoning District Review Committee
- 2.) Trustee Reports

XVI. Public Comment

XVII. Executive Session

- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
- 2.) Collective negotiation matters between the public body and its employees, or deliberations concerning salary schedules for one or more classes of employees.
- 3.) Pending Litigation
- 4.) Purchase/Sale/Lease of Real Property

XVIII. Possible Action regarding Executive Session items

- A. Consideration and Possible Ordinance regarding Modifications to the Village of North Utica Employee Benefits/Paid Leave Policy and/or Employee Manual

XIX. Adjournment

Posted 12-07-2023

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MINUTES

At 6:02 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 Village Attorney Herb Klein, Village Engineer Kevin Heitz, and Police Chief James Mandujano, Public Works Director / Zoning Enforcement Officer Curt Spayer, Director of Village Affairs Jamie Turczyn and Village Treasurer Jill Margis.

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

- 1.) Minutes: 11-09-2023; 11-15-2023
- 2.) November 2023 Financial Stmtns / Summary / Revenue Reports
- 3.) November 2023 Prepaids
- 4.) November 2023 A/P Bills

6 Yes

Motion Carried

Village Clerk: A brief discussion was held regarding the additional reimbursement in the amount of \$413 for the 2023 Music on Mill St. Season. During the season, the Village approved a reimbursement in the amount of \$1,033 to the Utica Business Association for the addition on their insurance policy to cover the scheduled Music and Entertainment on Mill St. The Utica Business Association (UBA) has informed the Village Clerk that there would be an additional fee in the amount of \$413 for four of the dates that were not included in the previous schedule of insurance. UBA is requesting the reimbursement of the additional \$413 from the Village. The Village Board agreed that there would be no additional reimbursement provided and took no action on the item.

Clerk Gbur provided a summary of the cost and coverage provided for the annual renewal of the 2024 Municipal Liability Insurance for the Village. The Village currently has approx. \$14 Million in assets, property and liability coverage and the cost of the renewal for 2024 is \$78,295.73. It was then motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve the annual renewal of the 2024 Municipal Liability Insurance with IMLRMA at a cost not to exceed \$78,295.73; Option #3 payable in two installments.

6 Yes

Motion Carried

It was then motioned by Trustee Mattioda, seconded by Trustee Krizel 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.

6 Yes

Motion Carried

It was motioned by Trustee Holland, seconded by Trustee Pawlak to cancel the Board Meeting previously scheduled to be held on December 14, 2023.

6 Yes

Motion Carried

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It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to cancel the Planning Commission and Committee Meetings previously scheduled to be held on December 21, 2023

6 Yes

Motion Carried

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

A list of annual events being held in the Village in 2024 was provided to everyone. It was then motioned by Trustee Schweickert, seconded by Trustee Pawlak to approve the Events being held in the Village of North Utica in 2024 including the associated Road Closures of certain Village Streets.

6 Yes

Motion Carried

Village Treasurer: A draft of the 2023 Tax Levy was distributed to the Board. Trustee Holland stated that he is not in favor of increasing the Tax Levy amount and he would rather maintain the current Levy amount in the amount of \$82,710. After a brief discussion, it was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve the 2023 Tax Levy as follows: The levied amount will be \$86,845 and the estimated tax rate will be 0.22335 which is lower than the tax rate for the previous year, which was 0.24592. ORD 2023-34

5 Yes

1 No (Holland)

Motion Carried

Police Department: Chief Mandujano stated that the new Police Truck is currently being striped and the equipment is being installed within a couple of weeks.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: Public Work Director Spayer provided a brief update on the ongoing projects in the department.

A brief discussion was held regarding the proposed painting, repairs and maintenance on the Village Water Towers. It was motioned by Trustee Holland, seconded by Trustee Pawlak to authorize the Village President to negotiate a Contract with Maguire Iron; a formal Maintenance Contract will be considered at the January Board meeting.

6 Yes

Motion Carried

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

2023 MFT Road Project – a final pay estimate will be considered at the January Board meeting.

Hitt St. Drainage Project – the project will be completed within a couple of weeks; final payments will be made in January.

Rebuild Grant Project – Engineer Heitz is working on the final layout of the development.

Village Attorney: NONE

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Village President: Update on the Rebuild Illinois Downtown & Main Streets Grant; Mini Mill St. Shop Development Project & Design Plan - Mayor Stewart presented the bids received for the construction of the twelve (12) small accessory buildings that will be located in the Project Area of the Mini Mill St. Shop Development as follows:

Everlast – Boondocks:	\$172,364.40 which is \$14,363.70 per building
ROC Builders:	\$258,000.00 which is \$21,500.00 per building
Keeny Builders:	\$410,376.00 which is \$34,198.00 per building
Martin Portable Buildings:	\$213,996.00 which is \$17,833.00 per building

Mayor Stewart stated that the estimated cost per building in the original plans was \$11,500 however, we expected the cost to be increased over the past couple of years. Everlast had the lowest bid in the amount of \$172,364.40.

It was then motioned by Trustee Schweickert, seconded by Trustee Holland to approve the bid submitted by Everlast – Boondocks in the amount of \$172,364.40 for the construction of the twelve (12) small accessory buildings that will be located in the Project Area of the Mini Mill St. Shop Development.

6 Yes

Motion Carried

Update on the Build Illinois Bond Grant; I & M Canal Re-watering Project – Mayor Stewart stated that IDNR is currently seeking comments from other agencies regarding the project the Village submitted.

Committee / Trustee Reports: NONE

Public Comment: NONE

Executive Session: It was motioned by Trustee Schweickert, seconded by Trustee Mattioda to enter into Executive Session at 6:46 pm for the purpose of:

- 1.) The appointment, employment, compensation, discipline, performance or dismissal for specific employees
- 2.) Collective negotiation matters between the public body and its employees, or deliberations concerning salary schedules for one or more classes of employees.
- 3.) Pending Litigation
- 4.) Purchase/Sale/Lease of Real Property

All in Favor

Motion Carried

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Reconvene: At 7:12 pm it was motioned by Trustee Schweickert, seconded by Trustee Pawlak to reconvene the meeting.

All in Favor

Motion Carried

It was then motioned by Trustee Pawlak, seconded by Trustee Holland to amend the Village Policy and Procedure Manual and Police Department Policy Manual in compliance with the minimum requirements of the Paid Leave for All Workers Act. (PLAWA) Ord 2023-35

6 Yes

Motion Carried

With no additional business, the meeting was adjourned at 7:13 pm; Motioned by Trustee Pawlak, seconded by Trustee Schweickert.

All in Favor

Motion carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk