

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

Special Board Meeting

December 19, 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. Consent Agenda: Consideration and Possible Action for the Approval of a Consent Agenda including the following items:
 - 1.) November 2024 Financial Stmtts / Summary / Revenue Reports
 - 2.) November 2024 Prepaids
 - 3.) November 2024 A/P Bills
- V. Village Clerk
- VI. Director of Village Affairs
 - 1.) Update on Utica Business Association
 - 2.) Update on upcoming Village Events
- VII. Village Treasurer:
 - 1.) Consideration and Possible Action on an Ordinance approving the Village of North Utica 2024 Tax Levy
- VIII. Police Department - Chief Mandujano
- IX. Building / Zoning Enforcement Officer
- X. Maintenance Department/ Public Works Director
 - 1.) Update - Ongoing / upcoming projects in the Village
- XI. 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 #5, payable to Illinois Valley Excavating, Inc., in the amount of \$55,017.99 for services provided on the Market on Mill St. Development Project
 - 3.) Update - Village Administrative Building Parking and North Entrance Design Project

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XII. Village Attorney:

- 1.) Discussion regarding possible implementation of a TIF Facade Program for commercial properties located in TIF District

XIII. Village President

- 1.) Update - Rebuild Illinois Downtown & Main Streets Grant; 'Market on Mill St.' Development Project
- 2.) Update - Build IL Bond; I & M Canal Re-Watering Project
- 3.) Update - Illinois Transportation Enhancement (ITEP) Grant Program
- 4.) Update -T-Mobile Hometown Grant Application

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: 12-17-2024

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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 Nate Holland, Kylie Mattioda, Debbie Krizel, Pete Pawlak and Jim Schrader. Also present were Village Attorney Herb Klein, Engineer Kevin Heitz, Director of Village Affairs Jamie Turczyn, Police Chief James Mandujano and Village Treasurer Jill Margis. Public Works Director / Zoning Enforcement Officer Curt Spayer was absent from the meeting. Trustee John Schweickert arrived at the meeting at 6:05 pm.

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

- 1.) November 2024 Financial Stmts / Summary / Revenue Reports
- 2.) November 2024 Prepays
- 3.) November 2024 A/P Bills

5 Yes

Motion Carried

6:05 pm; Trustee Schweickert arrives

Village Clerk: NONE

Director of Village Affairs: NONE

Village Treasurer: After a brief discussion, it was motioned by Trustee Schweickert, seconded by Trustee Krizel to approve the 2024 Tax Levy; Amount: \$91,191 Rate: .020837 ORD 2024-40

6 Yes

Motion Carried

Police Department: Chief Mandujano stated that he is currently working on a Grant Application for reimbursement of the cost of purchasing the Body Cameras for the North Utica Police Department. Officers will begin using the body cameras on January 1st.

Building / Zoning Enforcement Officer: Absent

Maintenance Department: Absent

Mayor Stewart stated that Public Works Director Spayer has requested the purchase of a blade for the Utility Vehicle so that it can be used to clean up the snow in parking lots and sidewalks.

The cost of a used blade would be approximately \$2,000. It was motioned by Trustee Holland, seconded by Trustee Pawlak to approve the purchase of a used blade for the Utility Vehicle in an amount not to exceed \$2,000.

6 Yes

Motion Carried

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Village Engineer: Engineer Heitz provided a brief update on the Rebuild Illinois Grant; ‘Market on Mill St.’ Development Project.

Engineer Heitz stated that he is happy with the overall project and with the contractor. The Contract was in the amount of \$1,842,000 and the Village is over the Contract amount by about 3% bringing the total to \$1,897,000. Engineer Heitz stated that in a project this large with so many moving pieces, being able to remain so close to the budget is very good. He then presented Pay Estimate #5. It was motioned by Trustee Schrader, seconded by Trustee Schweickert to approve Engineers Pay Estimate #5, payable to Illinois Valley Excavating, Inc., in the amount of \$55,017.99 for services provided on the Market on Mill St. Development Project

5 Yes

1 Abstain (Pawlak)

Motion Carried

Update - Village Administrative Building Parking and North Entrance Design Project. Mayor Stewart spoke to the Board about assigning Engineer Heitz the task to continue on with the design of the Parking and North Entrance Design Project now that the Market on Mill St. will be completed soon. The Board discussed moving forward with the design at this time, or whether it would be better to put the project off for a couple of months due to the amount funds recently paid out to complete the Market on Mill St. Project. The Board agreed that they would rather wait for a couple of months and then reassess the Village’s Funds and other necessary upcoming projects. Engineer Heitz stated that the windows to do a project like this are really between April, after the Easter Egg Hunt, to July and then again in July, after the annual Fireworks Event, and mid-September, before the Vintage Wine Festival.

Mayor Stewart stated that the survey and concept plans are completed, so there is approx. 60% left to be completed in the design before we can go out for bids to see for sure what the overall project will cost. We were also planning to do the project in phases.

The matter will be further discussed after the New Year.

Village Attorney: Attorney Klein briefly discussed the implementation of a TIF Façade Program for commercial properties located within the TIF District. The Board could consider awarding Grants to qualified businesses to help with exterior improvements to their properties. A TIF Façade Grant can offer financial assistance to property owners to enable them to repair and / or update their buildings to make the property look more attractive in the Villages’ business district. Attorney Klein will send out some information for the Board to review and the matter will be further discussed after the New Year.

Village President: Mayor Stewart reminded the Board that one project that he would like to do in 2025 is another MFT Road Project to repair some of the roads located in the eastern part of the community. The roads included would be as follows: Canal, Grove, Vine, Oak and Center streets. Church St. has older watermain underneath so the Village would like to hold off on overlaying the road, until we can replace the watermains at the same time.

Update – I & M Canal – Engineer Heitz and Mayor Stewart will meet with Ottawa Officials and then reach back out to IDNR.

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Update - ITEP Grant; Awards will be announced in the Spring, but we believe we have a good solid project.

Update – T Mobile Grant; unfortunately the Village was not successful in being awarded this Grant.

Mayor Stewart then presented a Plaque to North Utica Police Department Officer, Mark Credi, for recognition and appreciation of his years of service and dedication to the Village of North Utica. Officer Credi will be retiring from the Department. The Village appreciates Officer Credi's service and wishes him well in his retirement.

Trustee Reports: NONE

Public Comment: NONE

Executive Session: NONE

Adjournment: It was motioned by Trustee Schweickert, seconded by Trustee Pawlak to adjourn the meeting at 6:32 pm.

All in Favor

Motion Carried

Respectfully submitted,

Laurie A. Gbur
Village Clerk