

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

**Board Meeting**

**January 9, 2025**

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

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**AGENDA**

- I. **6:00 p.m. - Call to Order 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: 11-14-24; 11-21-24; 12-19-24
  - 2.) December 2024 Financial Stmtns / Summary / Revenue Reports
  - 3.) December 2024 Prepaids
  - 4.) December 2024 A/P Bills
- V. Village Clerk
- VI. Director of Village Affairs
  - 1.) Update on Utica Business Association
  - 2.) Update on upcoming Village Events
  - 3.) Consideration and Possible Action re: 2025 Shaw Media Advertising Proposal in an amount not to exceed \$8,764
- VII. Village Treasurer
- 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
- XII. Village Attorney
  - 1.) Discussion regarding possible implementation of a TIF Facade Program for commercial properties located in TIF District
  - 2.) Consideration and Possible Action on an Ordinance establishing the implementation of a TIF Facade Program for commercial properties located in TIF District

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**XIII. Village President**

- 1.) Discussion - Village Administrative Building Parking and North Entrance Design Project
- 2.) Discussion – 2025 MFT Road Project
- 3.) Update - Rebuild Illinois Downtown & Main Streets Grant; ‘Market on Mill St.’ Development Project
- 4.) Update - Build IL Bond; I & M Canal Re-Watering Project
- 5.) Update - Illinois Transportation Enhancement (ITEP) Grant Program

**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: 01-07-2025**

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**MINUTES**

At 6:05 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, Engineer Kevin Heitz, Director of Village Affairs Jamie Turczyn, Police Chief James Mandujano, and Public Works Director / Zoning Enforcement Officer Curt Spayer. Village Treasurer Jill Margis was absent from the meeting.

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

- 1.) Minutes: 11-14-24; 11-21-24; 12-19-24
- 2.) December 2024 Financial Stmts / Summary / Revenue Reports
- 3.) December 2024 Prepaids
- 4.) December 2024 A/P Bills

6 Yes

Motion Carried

Village Clerk: NONE

Director of Village Affairs: Director Turczyn provided an update on the application for available leases for the Market on Mill St. shops. A committee will review all of the applications and they will implement a scoring system to determine the selection of vendors that will be chosen to enter into a lease agreement with the Village for the 2025 season. The approved applications will be announced on approx. March 1<sup>st</sup>, and vendors will be able to begin setting up on April 1<sup>st</sup>, with the opening of the Market being tentatively scheduled for May 1<sup>st</sup>.

The Market will also be used for the first time as a 'check in' area for the upcoming Winter Wine Walk on February 8<sup>th</sup>.

Jamie then provided a brief update on the proposal received from Shaw Media for advertising in 2025. The Board reviewed the proposal and had questions regarding digital advertising and asked if the Village has been provided with any data about the number of 'clicks' on a particular ad or email blast, as well as how many people the ads are reaching. The Board asked Jamie to contact Shaw Media to request data for digital advertising. The matter will be further discussed at the next meeting.

Village Treasurer: NONE

Police Department: Chief Mandujano provided a brief update on the Department. Officers are using the body cameras; Chief Mandujano is applying for a Grant for the reimbursement of the cost of the cameras and software.

Building / Zoning Enforcement Officer: NONE

Maintenance Department: NONE

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Village Engineer: Engineer Heitz provided a brief update on the ongoing projects in the Village. Market on Mill St. Development Project – Engineer Heitz updated the Board regarding the remaining items that still need to be completed on the Project. The street lights have been installed and temporarily wired. The electrical contractor will begin running the permanent wiring soon, weather permitting; the handrail is being installed there is just a small portion that needs to be completed. We hope to have the majority of the remaining items completed before the Winter Wine Walk in February.

Engineer Heitz then stated that he is also working on the upcoming Motor Fuel Tax Road Project. We hope to go out for bids in the Spring and move forward with the project in between the upcoming events being held in the Village in 2025.

Village Attorney: Attorney Klein discussed the possible implementation of a TIF Façade Program for commercial properties located in the TIF District in the Village. The Village can offer a grant program that will assist commercial property owners with making improvements to their buildings. The program would be based on an amount that the Board wants to allocate per year and it can be a reimbursement of a certain dollar amount or percentage of cost for the improvements. Mayor Stewart then discussed the TIF Districts in the Village and stated that the businesses could use this as an incentive to make some improvements to their buildings. Mayor Stewart also stated that if the business makes improvements in the amount of \$5,000, the Village TIF Façade Program would consider reimbursing the costs up to 50%.

Trustee Holland asked if the TIF program could benefit two businesses in a year with a reimbursement up to \$2,500 for a \$5,000 project. Mayor Stewart answered, “Yes, if that is what parameters the Board wants to have for the program, that would be fine.”

Attorney Klein then added that the Board could also put a maximum on how much the TIF Program would reimburse in a single year; If the Board wants to spend a maximum of \$5,000 annually, the Program could be utilized to reimburse more than one or two businesses however, the maximum amount the Village would allocate would remain at \$5,000 per year. It can offer reimbursement of up to a certain dollar amount or percentage of the improvement costs spent, per qualifying business, or it can also be a flat dollar amount that would be available for reimbursement to each qualifying business up to that total \$5,000 expenditure annually; the Board can establish the TIF Façade Program in several different ways.

It was then motioned by Trustee Holland, seconded by Trustee Schweickert to establish a TIF Façade Program for commercial properties located in the TIF District in the Village of North Utica; The Village of North Utica will fund a TIF Façade Program in an amount of \$5,000 per each fiscal year, beginning on April 1, 2025. An amount of up to 50% of the applicants total TIF eligible project costs for approved expenses with a maximum grant amount of \$2,500 and limited to two applicants per fiscal year. Grant funds are limited to one Grant per parcel during the Villages’ fiscal year which begins on April 1<sup>st</sup> and ends on March 31<sup>st</sup> each year. ORD 2025-01

4 Yes

2 Abstain (Trustees Schrader and Pawlak)

Motion Carried

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Village President: Mayor Stewart provide updates on the following items:

Village Administrative Building Parking and North Entrance Design Project – Discussion was held regarding whether or not to have Engineer Heitz continue to work on the engineering for the Village Hall Parking Project. Trustees Krizel and Mattioda agreed that we have had a lot of expenses incurred over the past year due to the large development project and the water tower project, therefore we should not continue to work on the parking project at this time. Trustee Holland stated that the Village can use more dedicated parking so the design for the project should be completed and then we can decide on when to take it out for bids for the construction.

Mayor Stewart stated that there are funds available for the parking project so we should have Kevin complete the design and estimate and then the Board can decide when we can move forward with the construction. Engineer Heitz stated that he has approx. 40% of the design completed.

Mayor Stewart then stated that having the design completed does not necessarily mean that we will immediately have the project bid for construction. Engineer Heitz then reminded the Board that there are several upcoming events so our construction window for this type of project is a lot smaller. The matter will be further discussed at the next meeting.

Mayor Stewart also reminded the Board that Engineer Heitz will be working on a MFT Road Project for the east end of the Village. Roads being included in the project will be: Vine, Oak, Center, Armstrong and Grove.

Mayor Stewart stated that he had no additional updates on the I & M Canal Re-Watering Project or on the Villages' application for the Illinois Transportation Enhancement (ITEP) Grant Program.

Mayor Stewart then asked the Board their thoughts on putting in a ½ basketball court in Magnuson-Renz Park in Senica Manor Subdivision. He then stated that he will try to get an estimate and the matter will be further discussed at an upcoming meeting.

Public Comment: NONE

Executive Session: NONE

With no additional business, the meeting was adjourned at 7:02 pm; Motioned by Trustee Schweickert, seconded by Trustee Schrader.

All in Favor  
Motion Carried

Respectfully submitted,

Laurie A. Gbur  
Village Clerk