

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL  
Wednesday, October 20th, 2021 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Jason Thomasson, Melody Landwer, Nate Karberg, Judy Glew, Meagan Szykowski-Trustees; Terry Kurt-Attorney; Fred Cass-Police Chief; Kent Dauphin-Treasurer; Dan Pepin-CFPS; Jared Fluhr-MSA; Karla Rolwes; Clerk

Helen Kilgore, Mike Nesbit, Tom Moser (& son) Steve McIntyre

Absent: Denise Anderson-Trustee

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:01
- II. Roll Call - 5 Trustees present; 1 absent
- III. Approve any Board Agenda additions - None
- IV. Audience
  - A. Rose Noble with GGMI re: hotel/motel tax - Rose explained how to go about entering into an agreement with GGMI directly for hotel/motel tax instead of going through the County. Current percentage for Jo Daviess County is 11% (5% county, 6% state) paid entirely by the visitor. This agreement would allow the Village to keep 8% and the remaining will go to GGMI to use for Elizabeth tourism and marketing promotion. The board would like a contract to be presented at the November Admin meeting for possible action.
  - B. Allie Karberg and Faith Morhardt re: Community Garden - The girls would like to start a community garden; asked the board if there was a good location for them to use? Board said they need to come up with where they would like the garden to be. Helen (audience) said the Apple River Fort could be an option. Steve McIntyre (audience) said his wife would be happy to help with this project. Mayor Dittmar asked a board member to take the lead on this. Nate Karberg will take over. Added to November Public Works meeting for location decision.
  - C. (not on the agenda) Asked for Village permission to replace a busted pipe and cement area at the fairgrounds by 4H barns. Also want to add a cement pad (approx 10 foot space) between sheep and goat barns where mud accumulates. They would use funds from the Auction Committee to pay for this. Mayor Dittmar and the board agreed to this as long as they get a written letter of approval from the Fair Board (since they own the buildings). This was added to the November PW meeting and November board agenda to take action.
- V. MSA
  - A. Locust St. Sewer Project - Have approximately \$80,000 left in grant funds on this project that weren't utilized. Jared has been working with James to determine the best ways to

use the money. The plan is to replace sanitary sewer lining and manhole lining that needs it. Jared provided a cost estimate for this. A change order will come next month for this.

1. Amendment for engineering contract - **Motion to approve the contract amendment of an estimated \$8,000 to cover additional on-site inspection time and additional work. 1st Jason. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- B. Catlin St. Water Improvement Project - Next month we will have the final pay app and change order for approval. Status on the sidewalk in front of Village Hall is that we are not paying for it. N-Trak is not happy about that but Jared feels it's fair. Neither side got what they wanted. The village is not happy with the sidewalk and therefore isn't paying for sloppy work; the contractor is not happy about not being paid.
  1. Amendment for engineering contract - **Motion to approve the contract amendment for an estimated \$12,000 to cover additional on-site inspection time and the project taking two more weeks than projected by N-Trak. 1st. Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- C. Splash Pad Project - Winterizing is complete. Currently we are under budget by \$2,428 overall on this project. Next month we will have the final pay apps and change order for approval. Once they are approved, the Village can pay the outstanding Engle Plumbing bill (which they revised). The change order will be for the exact amount of Engle's invoice. The Village will pay Engle directly.
- D. Downtown Sidewalk Project - No update
- E. IEPA Landfill #2
  1. Cost Estimate - Jared will bring this to November's board meeting.
- F. GIS Mapping & Development - Preliminary maps have been given to PW for review.

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA) - Confirmed what was discussed under MSA regarding additional funds. Also now that the Amended Engineering Contract has been approved (above under MSA) USDA can process draw #10.
- B. Water Improvement Project (IEPA Loan#17-5615) - See below under letter H.
- C. Splash Pad Update (OSLAD) - No update
- D. Downtown Sidewalk Project - No update
- E. DCEO Grant #HR210018 - No update
- F. Lead service lines - Added to November PW agenda
- G. "Unsewered" Community Grant - Added to November PW agenda
- H. Well House Improvement Project (need to decide if we want to move forward/special meeting would be needed) - The current cost of the project would be about \$30,000 higher than when it was originally applied for in 2019 (due to material/labor increases) so based on 407 water users, the approximate rate increase would be 50 cents per month per user. So \$6/year. Total project cost (estimate) comes in about \$424,000. The Village would be responsible for 50% (\$212,000) while the remaining 50% is funded through the IEPA. That 424,000 includes the well repairs. The Village discussed this and decided to add it to the PW agenda for possible action. These funds are earmarked for us until

March of 2022. Water rates will need to be raised anyway for cost of living adjustment. Water/Sewer rates haven't been increased in several years.

VII. Police Report - He has spent a lot of time networking and getting familiar with the three schools.

VIII. Minutes

A. Regular / September 2021 - **Motion to approve the minutes. 1st Judy. 2nd Meagan. All ayes. Motion carried.**

IX. Consent Agenda - **Motion to approve all items on the consent agenda. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**

- A. Body Armor for Chief Cass (\$350)
- B. Estimate from Dubuque Glass for Village Hall front windows and front entrance door (\$16,900) to come from 01-11-8200
- C. Estimate from Dubuque Glass for the railing at Village Hall front ramp (\$1,681.20) to come from 01-11-8200
- D. Wifi Booster at Village Hall (\$229.50 for materials only)
- E. Approve paying for our portion of the NWSE's estimate for Fire Resistant Hallway double doors (total estimate is \$15,995, NWSE has applied for a 50% grant, VOE will pay 25% of the remaining balance with NWSE)
- F. Pay NWILED \$1,000 for dues (along with a letter from Mayor Dittmar explaining why we aren't paying the \$2,000 we typically do)
- G. Girls Volleyball Regional Program AD (\$72)
- H. Renew the Jo Daviess County Animal Control Contract at \$300/dog pick up

X. Finances

- A. Treasurer's Report - Kent delivered the report
- B. Payment of Bills (total is \$25,740.91) - **Motion to approve the bills. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- C. Budget - Will need to have a quarterly meeting in November. No discussion on date or time yet.

XI. Committee Reports

A. Public Works

- 1. Discussion and possible action of an automatic closure gate at the sewer plant (Estimate from Overhead Door Co. for \$4,431) - No action taken. Dan Pepin to check with USDA if this would count as an eligible expense for our remaining USDA grant funds on the Locust St. project. Added to November PW agenda.
- 2. Exterior Beautification Grant for 214 W. Catlin St. (\$500) - **Motion to approve the grant. 1st Melody. 2nd Judy. Roll call vote. All ayes. Motion carried.**

B. Administrative

1. Discussion and possible action to approve joining IMRF beginning December 1st, 2021 at a cost of \$1,244 (approx.) per month - **Motion to approve. 1st Judy. 2nd Meagan. Roll call vote. All ayes. Motion carried. (2021-1020C)**

C. Economic Development

XII. Attorney Comments

- A. 407 W. Catlin St. - Steve McIntyre did a comparative market analysis for us but said it was very difficult since he couldn't go inside the house or garage. He came up with 46,000. Mike asked if the condemnation report would make a difference and Steve said yes, he didn't know anything about that. Error on Village part in not providing that to Steve prior. The County Assessor has \$25,674 as fair market value. Board discussed and all feel this is too much; the house is in disrepair. Mike suggested offering a set amount to buy it, to avoid the fast tracking process. Board agreed to try this.

**Motion to offer Peggy Beyer \$20,000 to purchase the property. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.** Mayor Dittmar will call Peggy first thing tomorrow with this offer. (This offer is only good for 10 days)

If Peggy declines the offer and the deadline (which was posted by Hammer Law) comes (10/29), the Village can continue the Fast track process. Terry would then publish the legal notice in the paper.

**Motion to continue the Fast Track process if the offer is declined or the property is vacated by the set date (10/29). 1st Meagan. 2nd Judy. All ayes. Motion carried.**

- B. Amended Ordinance verbiage on 10-4-3 (Signs/Commercial & Industrial) - This will be added to next month's meeting.

XIII. Old Business (Other than Committee Mtg Minutes/Consent Agenda)

- A. COVID Heroes keys to the city - Melody will be placing the order this week now that all names/organizations are final.
- B. Mapping Project - Mayor Dittmar and Trustees Meagan and Jason are part of this committee, so they gave a summary of some of the main areas of focus.

XIV. New Business (Other than Committee Mtg Minutes/Consent Agenda)

- A. Discussion and possible action to approve a Village retirement contribution increase from 8% to 10% on the 457B plan (to be retro-active as of 9/15/21) - Since the Village will be entering into IMRF as of 12/1 it was decided to leave this at 8% for the remaining two months for James and Duane. IMRF costs came in after the retro-active pay decision was made.
- B. Discussion and possible action on the contractor bids for Village Hall - Two bids were received. B-Squared Bldg & Modeling Inc. with a bid of \$65,500 and JDC Construction with a bid of \$67,000. B-Squared isn't able to start until spring. JDC Construction stated they can start after 1/1/22. Clarification on when that meant hasn't been received yet.  
**Motion to hire JDC Construction contingent on them starting construction prior to 2/1/22. 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**

- C. Discussion and possible action on the TIF Redevelopment Resolution for CCS Rentals (one time payout of \$970) - **Motion to approve. 1st Jason 2nd Melody. Roll call vote. All ayes. Motion carried. (2021-1020A)**
- D. Parking on Catlin St. for snow removal - No action taken. Added to November PW agenda.
- E. TIF Inducement Agreement for Village Treasurers LLC at 134 N. Main St. - **Motion to approve. 1st Judy. 2nd Melody. All ayes. Motion carried. (2021-1020B)**
- F. Discussion and possible action to sponsor a meal for the Mapping committee at the Community Bldg on 11/15 - **Motion to approve. 1st Judy. Melody. Roll call vote. All ayes. Motion carried.**
- G. Selling Blue Truck to Farm Camp - Added to November PW agenda.
- H. Discussion on “Pop up Shops” Ordinance - Mayor Dittmar asked Terry to find some we could use as examples and the Mayor is going to reach out to IML.

XV. Mayor’s Comments

- A. Reminder: Mayor’s meeting Nov. 10th
- B. Reschedule PW/Admin for 11/3? - It was decided to leave it as is. Mike will join PW via zoom. He will be back for Admin.

XVI. Correspondence - None

XVII. Executive Session - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Meagan. 2nd Judy. All ayes. Motion carried.**  
Adjourned at 8:50 p.m.

Submitted By: Karla Rolwes; Clerk

