

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 310 N. West St. / Elizabeth, IL
Wednesday, December 16th, 2020 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Jason Thomasson, Denise Anderson, Judy Glew (zoom), Preston Taylor (zoom), Melody Landwer(zoom)-Trustees; Scott Toot-Police Chief; James Mensendike-PW Superintendent; Kent Dauphin-Treasurer; Karla Rolwes-Clerk; Jared Fluhr (MSA-zoom); Dan Pepin (CFPS-zoom)

Absent: Meagan Szykowski-Trustee, Duane Brotherton-Public Works

- I. Call to Order - Mayor Dittmar called the meeting to order.
- II. Roll Call - 5 Trustees present. 1 absent.
- III. Approve any Board Agenda additions - None
- IV. Audience - Nate Karburg (zoom) to discuss the strip of land behind his house. The board didn't have maps in front of them, and no update or decisions have been made on this in the several months since Nate last attended. This subject was added to the January Public Works meeting and Nate plans to attend.
- V. MSA
 - A. Locust St. Sewer Project - Pre-Con meeting was last week. Fischer Excavating, USDA, CFPS and VOE attended. Work is scheduled to begin in January 2021.
 - B. IEPA Catlin St. Water Improvement Project - The bid opening was yesterday (12/15) at Village Hall (and zoom). Three bids were received: Fischer Excavating, CIVIL, N-Trak Group.
 1. Notice of Intent to Award the Catlin St. Water Main Project - **Motion to award the construction bid to N-Trak Group in the amount of \$938,017.01. 1st Jason. 2nd Preston. Roll call vote. All ayes. Motion carried.**
 - C. Downtown Sidewalk Project - No update.
 - D. Splash Pad Update - Jared met with James on 12/15 to finalize some details. The final design will be complete before the end of the year.
- VI. CFPS, Inc.
 - A. Locust St. Sewer Project - No update
 - B. IEPA Water Improvement Project - No update
 - C. Downtown Sidewalk Project Update - No update
 - D. Splash Pad Update - No update
 - E. USDA RBDG grant options - Shari (USDA) is looking into options regarding daycare center, business incubators, and municipal building needs.

- F. Cost Estimate to obtain the DCEO grant for \$112,500 - **Motion to approve up to \$2,500 for services to get this grant. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- VII. Police Report - Chief Toot delivered the report. He addressed an issue of multiple callouts from the same resident at 300 Illinois St. for locking themselves out of their apartment. If it continues, he will be contacting the JCHA to assess the appropriate fee.
- VIII. Minutes
- A. Regular / November 2020 - **Motion to approve 1st Judy. 2nd Denise. All ayes. Motion carried.**
 - B. Special Board Meeting 12/1/20 - **Motion to approve. 1st Denise. 2nd Jason. All ayes. Motion carried.**
- IX. Consent Agenda - **Motion to approve all items. 1st Melody. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- A. Approve up to \$250 for Christmas Decorations for Terrapin Park
 - B. Approve spending up to \$1,000 for a new ice rink liner
 - C. Approve the Sidewalk Cost Share for the Lutheran Church (\$451.69)
 - D. Approve Christmas AD in the Galena Gazette (\$96)
- X. Finances
- A. Treasurer's Report - Kent delivered the report.
 - 1. Discussion & possible action on what to do with the \$5 meter fee moving forward (create new account, use existing but rename, etc.) -**Motion to change the name of the "Myrtle Street Bond & Interest" account, to "Water Meter Savings Account" and continue to put the \$5 meter fee in this. 1st Preston. 2nd Jason. All ayes. Motion carried.**
 - 2. Discussion on savings for the Locust St. sewer bond payments that will start May 2022 (approx \$12,500 annually) -
 - B. Payment of Bills - **Motion to approve the bills for a total of \$61,332.10. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 - C. Budget - No discussion.
- XI. Committee Reports
- A. Public Works
 - 1. Discussion and possible action on the water bill fee increase for the Catlin St. water main project - Eventually this will be a new fee called "Water Infrastructure Fee" No action taken.
 - 2. Approve forgiving the delinquent amount for Brittany Brokl-Ornatek at 201 W. Catlin (\$203.85) - **Motion to forgive the delinquent amount. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
 - 3. Discussion on removal of trees along Catlin St. in Village ROW - James wanted to address this with the board. Part of the Catlin St. project includes taking a few large trees down that are in our ROW, however there are other smaller trees that

should be addressed since they are in ROW too. The time to move/remove them would be during the project so they don't grow larger and damage the new curb in the future (some are trees that should've already been removed and never were) The board agreed. Time frame would be over the winter. Mike asked James to get an estimate to remove Chelsea's tree (corner of Ash & Catlin) and White's (corner of Vine & Catlin). Added to the January PW meeting.

B. Administrative

1. Discussion and possible action on the Mayor's salary increase to \$1,500/quarter to take effect 5-1-21 - **Motion to approve the increase. 1st Denise. 2nd Jason. Roll call vote. All ayes. Motion carried.**
2. Gym use rules & restrictions (18 y.o. or accompanied by an adult; mask required) - Mike will facilitate this. Not going to be advertised. Key to the building will be picked up from Mike directly.

C. Economic Development - No discussion.

XII. Attorney Comments

- A. Update on IDOT Hwy 20 Maintenance agreement - No update
- B. Discussion and possible action to amend Ordinance 4-7-7 & 4-7-8 with the accompanying waiver (Amendments were approved last month, but additional changes were made since) - **Motion to approve the changes. 1st Jason. 2nd Melody. Roll call vote. All ayes. Motion carried. (2020-1216)**
- C. Eric & Pam Wheelwright Annexation (1028 W. Betsy Dr.) - Terry prepared the petition; Karla sent it to Eric. Hearing will be 1/6 at 6:45
- D. Brandon Beyer Annexation (1037 W. Betsy Dr.) - This hearing will also be 1/6 at 6:45

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

- A. Apple River Fort annexation update - No update
- B. TIF Extension update - All letters except Highland C.C. is here; they dropped it in the mail yesterday so we will have soon.
- C. Small Business Gap Loan Update - The Village was awarded \$21,000 through the DCEO CURES Economic Support Grant Program. This will go to reimburse ourselves for the business loans we issued over the summer; therefore, forgiving the businesses the debt. An 8th loan came in after the award was made, so the decision will need to be made on how to handle that (since one business received two loans). **Motion to forgive each applicant \$3,000 of their Small Business Gap Loan. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**

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

- A. Village Hall new location
 1. 15 or 20 year loan (\$68,000) and where to pay the remaining \$17,000 from (TIF, general?) - Mike made a recommendation to go with a 15 year loan for the \$68,000, use general checking for the remaining \$17,000. Then building renovations will come from TIF or general (no decision made on that part). The board agreed. Terry will let us know when the title work is complete so then

Jason can move forward with processing the loan. The closing will most likely be before the end of the month. The goal is to be moved out of this building and into the new location by 8/1/21 at the latest to allow NWSE to move into our old space prior to the school year start date.

2. NWSE rent for additional space once Village Hall moves -Mike met with Tracy Dahl (NWSE) on 12/14 and Tracy confirmed that they would like to take over as much space as possible when the Village moves out of this building. Mike to get Tracy exact square footages for her next board meeting so they can determine the rent increase. It will include the village hall office, conference room adjacent to village hall office, food pantry & mop shop storage rooms. Food pantry will relocate downstairs to Scott's office (and possibly their white door storage room on main level-TBD). Additional electrical breakers may be needed downstairs for food pantry freezers, Norma Schwirtz said they should be able to afford to complete that. As of now, Tracy would like the Village to continue contracting cleaning services for the building.

- B. NWSE meeting update - recap of this above
- C. Discuss different land options to purchase - All potential land that the Village inquired about purchasing has fallen through. Discussed the previous option of Poplar Dr. again. No action taken.
- D. Annexation tax deferment 2-3 years - No action taken.
- E. Discussion and possible action on Elizabeth Bucks for Village employees - **Motion to approve. 1st Judy. 2nd Jason. Roll call vote. All ayes. Motion carried.**
- F. Resolution to promise taxing entities TIF funds if needed (need to determine a fair example) - Added to both committee agendas.
- G. Christmas party - Had to hold off on this due to Governor's orders of no more than 10 people in a gathering.

XV. Mayor's Comments

- A. Annexation hearing for Eric Wheelwright and Brandon Beyer on Jan. 6th at 6:45 (in between PW & Admin)

XVI. Correspondence - None

XVII. Executive Session - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Jason. 2nd Judy. All ayes. Motion carried.**

