

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 310 N. West St. / Elizabeth, IL
Wednesday, February 17th, 2021 @ 7:00 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:05 p.m.
- II. Roll Call - All trustees present
- III. Approve any Board Agenda additions
 - A. New Business letter F - **Motion to approve this addition. 1st Denise. 2nd Melody. All ayes. Motion carried.**
- IV. Audience
 - A. Louie Nack (Attorney for Carol Rayhorn) was present to submit the bid for the “Surplus property” on Illinois St. See further notes on this under Attorney Comments, letter B.
 - B. Scott Roberts with O’Connor & Brooks to present the 2020 Audit - The Audit was presented for the period of 5/1/19 - 4/30/20. They perform an “unmodified option.” It’s a “modified cash basis” accounting method.
Kent Dauphin asked the question about *adjusting entries* that the auditors give us each year, stating they cause confusion when we are working on the next budget. Scott and Kent will figure out a solution on this.
 - C. Monica Groezinger with the Community of Christians was there to observe.
 - D. Nate Karburg attended to observe regarding the property located behind his house on Chicago St.
- V. MSA
 - A. Locust St. Sewer Project - No update.
 - B. IEPA Catlin St. Water Improvement Project - No update.
 - C. Downtown Sidewalk Project - No update.
 - D. Splash Pad Update - No update.
 - E. Discussion and possible action on the Task Order for GIS Mapping (\$14,300) - **Motion to approve. 1st Preston. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- VI. CFPS, Inc.
 - A. Locust St. Sewer Project - No update
 - B. IEPA Water Improvement Project - No update
 - C. Downtown Sidewalk Project Update -

- D. Splash Pad Update - The first half of the grant was received (\$84,100). Mike asked when the Village can bid this out. Dan stated once he submits the environmental to the IEPA for review it can take weeks or months, so it's very difficult to determine when we would get the green light to proceed.
 - E. USDA RBDG grant options update - No update. Dan spoke to Sharilynn Lannon with USDA but she still hasn't gotten a chance to review this. The grant cycle for this year has closed. Dan suggested a sit down with USDA to get a plan finalized for next grant cycle so we are ready. All agreed.
 - F. TIF Predevelopment agreement for Jo Daviess County Conservation foundation - The JDCF would like to know what TIF funding they are eligible for prior to beginning their project. Since this is not typically how it works, Mike is going to invite Steve Barg (Exec. Director of JDCF) to the March Admin meeting and to bring all cost estimates (as accurate as possible) with him so we can discuss this.
- VII. Police Report - Chief Toot delivered the report.
- VIII. Minutes
- A. Regular / January 2021 - **Motion to approve. 1st Jason. 2nd Melody. All ayes. Motion carried.**
- IX. Consent Agenda - **Motion to approve all items. 1st Preston. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- A. Approve B.E.Creative proposal for \$3,800 for new Village Hall
 - B. Approve Arrow proposal for \$195 for camera cages in gym
 - C. Approve spending up to \$7,500 on fireworks for Freedom Fest 2021
 - D. Approval to forgive the \$3,000 Small Gap Business Loan for Common Cents Resale
- X. Finances
- A. Treasurer's Report - Kent delivered the report. Kent feels we should open a savings account specifically for the Splash Pad project since half the grant money was dispersed. All agreed. Jason will get that set up. Will be called "Park Savings Account"
 - B. Payment of Bills -**Motion to pay the bills totaling \$29,161.50. 1st Judy. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
 - C. Budget (See budget meeting minutes from 2/8/21 that lists quarterly transfers)
- XI. Committee Reports
- A. Public Works
 1. Discussion and possible action on the Howard Masonry estimate for the Village War Memorial (\$12,180) - **Motion to approve the estimate. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 2. Discussion and possible action on the Quit Claim Deed from Village of Elizabeth to Carol Rayhorn for property on Illinois St. - This was given to Louie Nack.
 3. Discussion and possible action on the Quit Claim Deed from Village of Elizabeth to the Jo Daviess County Conservation Foundation for the property on Illinois St. - This was given to Louie Nack.

4. Discussion and possible action to add trees on Catlin St. to the water main project - It was decided to not add any other trees to this project (cost would've been \$1,200/tree). The Village will arrange removal. A letter will be drafted to those property owners with trees that need to be removed stating that the Village will supply a replacement tree (placement to be determined by PW department) if desired.

- B. Administrative
- C. Economic Development

XII. Attorney Comments

- A. Discussion and possible action on a new Ordinance regarding building in Village ROW - Attorney Kurt amended the Title 8, Chapter 1 (includes 8-1-1 through 8-1-11) ordinance that was called "STREETS, SIDEWALKS AND PUBLIC WAYS" to Title 8, Chapter 1A (now numbered as follows: 8-1A-1 through 8-1A-11) "RIGHT OF WAY." **Motion to approve the amended Ordinance. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Rayhorn Property - The judgement for condemnation was received in favor of the Village of Elizabeth today, regarding Tract 1 of Carol Rayhorn's lot on Illinois St. (this was started several months ago to address the issue of a survey that left out the land around Carol's as "unknown")
 1. Ordinance authorizing the disposal of municipal property - **Motion to approve this ordinance which is declaring Tract 1 of the survey "surplus." 1st Preston. 2nd Judy. Roll call vote. All ayes. Motion carried.**

The Village accepted the bid of \$100 from Carol Rayhorn (presented in person by Louie Nack). It was decided to forgive the \$100. The Quit Claim Deeds were given to Louie Nack (one from the Village to Carol Rayhorn; one from Carol Rayhorn to the JDCE).
- C. Update on IDOT Hwy 20 Maintenance agreement - No update

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

- A. Apple River Fort annexation update - No update
- B. Land behind Karburg's on Chicago St. - Mayor Dittmar asked Attorney Kurt to draft the ordinance to vacate Illinois St. This will be on next month's agenda.
- C. Elizabeth Municipal Landfill #2 - No update

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

- A. Discussion and possible action on reinstating video gaming fees (\$25/machine) beginning 5/1/21 - **Motion to approve reinstating the fee. 1st Melody. 2nd Judy. All ayes. Motion carried.**
- B. Schedule the Village Board Retreat - Tentatively scheduled for 4/19 at 5:30 (location TBD)
- C. Discussion and possible action on the new banners from See It Signs (\$1,142.38) - **Motion to approve the quote. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**

- D. Review and approve the mailing of Mayor Dittmar's newsletter - These will be sent out soon.
- E. Village Christmas Party - No discussion; will be on next month's agenda.
- F. L.W. Allen Altronex Control Systems quote of \$4,476 - This is to repair the computer in the water tower (it stopped communicating with the SCADA system). **Motion to approve. 1st Preston. 2nd Melody. Roll call vote. All ayes. Motion carried.**

XV. Mayor's Comments

- A. Lola's Deli & Market - Mayor Dittmar was approached by a potential business that would like to open in Elizabeth. He will be meeting with them soon to go over location, specifics, etc. and extended an invitation to all board members to attend once a date/time is set.

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.**

Submitted by: Karla Rolwes; Clerk