

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

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

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

- I. Call to Order
- II. Roll Call
- III. Approve any Board Agenda additions - **Motion to approve the agenda additions. 1st Denise. 2nd Judy. All ayes. Motion carried.**
  - A. Attorney Comments Letter B (Action)
  - B. New Business Letter E (Discussion only)
- IV. Audience - Roger with the Community of Christians attended and brought up the following items:
  - 1) They would like to host a music festival in Terrapin Park on 6/6 to coincide with Spring Fling. The Mayor and Board agreed this is a great idea.
  - 2) This organization continues to provide services to area residents like delivering groceries, transportation to appointments, etc. They will be providing a post to the Village to post to make residents aware of these services.
  - 3) Discussed a possible VBS (vacation bible school) this summer.
- V. MSA
  - A. Locust St. Sewer Project - The project is in full swing. First payment application will be coming at the end of this month. It will be on the PW committee agenda in April for approval.
  - B. IEPA Catlin St. Water Improvement Project - The signed contract from N-Trak was received. Jared will bring the documents to Village Hall soon for the Mayor's signature.
  - C. Downtown Sidewalk Project - No update.
  - D. Splash Pad Update - The official green light was received from the DNR on 3/16. This project will be put out for bid next week. Bid deadline is 4/7 at 3:00 with the bid opening to occur 4/7 at 3:30. A special meeting is scheduled for 6:50 on 4/7 to award the bid. MSA listed the construction completion date of 7/2/21 but feels that is unrealistic and to be prepared for a later completion date.
    1. Change order approval for \$775 (to accommodate water fountain donation) - **Motion to approve the change order. 1st Jason. 2nd Preston. 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 - No update
- D. Splash Pad Update - See above under MSA for splash pad update.
- E. DCEO Grant #HR210018 - Park Project \$112,500 - Dan informed the board that the listed items below do not need action taken. The resolution of support is not needed because we are not spending Village funds.
  - 1. Resolution of Support
  - 2. Uniform budget application
  - 3. DCEO Conflict of interest
  - 4. DCEO Mandatory disclosure
  - 5. W-9 Form
  - 6. IRS Letter
  - 7. Certification documents

VII. Police Report - Chief Toot delivered the report.

VIII. Minutes

- A. Regular / February 2021- **Motion to approve. 1st Denise. 2nd Melody. All ayes. Motion carried.**

IX. Consent Agenda - **Motion to approve the below items. 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**

- A. Approve the corrected survey for 420 E. Sycamore St.
- B. Approve the estimate from Lange sign for \$518 for new Village Hall sign
- C. Approve the estimates from Exquisite Scapes totaling \$3,900 for the removal of 10 trees on Catlin St.
- D. Approve the Medical Associates Healthcare Renewal contract for \$3,482.88 per month

X. Finances

- A. Treasurer's Report - Kent delivered the report. **Motion to approve. 1st Jason. 2nd Melody. All ayes. Motion carried.**
- B. Payment of Bills (total of \$21,861.27) - **Motion to pay the bills. 1st Preston. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- C. Budget - No discussion.

XI. Committee Reports

- A. Public Works
- B. Administrative
- C. Economic Development

XII. Attorney Comments

- A. Set date for public hearing to vacate Illinois St. (undeveloped section behind E. Chicago St.) - Public hearing will be 4/21 at 6:45 p.m.

- B. Discussion and possible action on the Annexation Ordinance for Eric & Pam Wheelwright (1028 Betsy Dr.) & Brandon Beyer (1037 Betsy Dr.) - **2021-0317 Motion to approve. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- 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. Village Christmas Party - Nothing finalized
- C. Anonymous Grant update - No update

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

- A. Municipal building parking lot - Jared (MSA) will be on site tomorrow to work on this. With the current Locust St. project and soon to be splash pad project everyone agrees this is the best time to complete the lot. Jared will determine how much of it will be replaced within those project contracts and how much will need to be done separately.
- B. Village Easter Egg Hunt on Sunday 3/28 (TIME ?) (Rain date 4/5) - After much discussion it was determined that the egg hunt will be held on Friday 4/2 at 10:00 in Village Park and the rain date will be 4/3 (same time and location).
- C. Discussion and possible action on the estimate from Vincent Earthmoving for Pleasant St. drainage project (\$13,348.93) - This project estimate was approved last year at a cost of \$10,880 but Vincent's wasn't able to complete it. New estimate for \$13,349 is due to increased cost of pipe, per Vincent's. Mayor Dittmar and board agreed that if possible, get this completed before the end of this FY. **Motion to approve the estimate. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- D. Garbage fees for the Jo Daviess County Housing Authority - A call was received from Ed Bochniak, Exec. Director for JDCHA, requesting reimbursement of garbage fees and to stop billing individual fees moving forward. They rent dumpsters from Montgomery and tenants use those, not curb pick up. **Motion to approve refunding JDCHA the garbage fees from Jan-March 2021 and not to bill for garbage moving forward. 1st Jason. 2nd Denise. Roll call vote. 5 yes, 1 no (Preston). Motion carried.**
- E. Discussion regarding the American Rescue Plan (ARP Act of 2021) payout of approximately \$89,000 - Mayor Dittmar informed the board of this funding notice. More discussion to come once more details are received and the money is received. The email from IML specified it would come in two disbursements, the first coming within 60 days and the second to come not prior to 12 months from the first.

XV. Mayor's Comments

- A. Special Meeting on 4/7 at 6:50 for Splash Pad bids (in between committee meetings)
- B. Reminder - Board Retreat 4/19 @ 5:30 (location TBD) - Location will be Cajun Jacks.
- C. Lazlo plans to host a one day garlic fest in August, farmers market style
- D. Ferguson will be coming to the PW meeting next month to do a Neptune software presentation.

XVI. Correspondence - None

XVII. Executive Session - Labor

A. Discussion and possible action - **Motion to go into executive session. 1st Judy. 2nd Meagan. All ayes. Motion carried.**

No action taken in closed session.

**Motion to come out of closed session. 1st Meagan. 2nd Denise. All ayes. Motion carried.**

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

Submitted by: Karla Rolwes; Clerk