

VILLAGE OF ELIZABETH
BOARD MEETING MINUTES
Tuesday, April 14th, 2020 @ 7:00 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order. This meeting was conducted via Zoom due to COVID-19 and the Governor's orders to limit public meetings of 10 or more people.
- II. Roll Call - All trustees present.
- III. Approve any Board Agenda additions - None
- IV. Audience - Brandon Behlke-Galena Gazette
- V. MSA
 - A. Locust St. Sewer Project Update - Jared stated that this project is ready to advertise for bids next week. Time frame would then be by 5/30 for the Ad. Wait for USDA to confirm the awarded bid (takes approx. 90 days), then construction can begin late August/early September 2020.
 - B. IEPA Catlin St. Water Improvement Project Update - Advertise for bids on this project has a 45 day minimum requirement. CFPS and MSA are working together on this to ensure the bid award is done after July 1st (when new state FY begins) and that the construction of this project and Locust correlate as much as possible.
 - C. Downtown Sidewalk Project Update - MSA is working with IDOT on a new scope of work now that the Highway 20 improvements will be part of this project. IDOT will be providing a revised Joint Agreement to the Village. MSA will then provide a supplemental engineering agreement with the Village. All invoicing will go through the Village, then reimbursement by IDOT. Interim financing may be necessary to cover engineering costs prior to reimbursement.
 - D. Bid date information for the Catlin St. & Locust St. projects - Discussed above.
 - E. Cost Estimate on Concept 2 for Handicapped / Elderly parking at Upper Ballfield (was presented at the March Board meeting) - Jared will put a cost estimate together for our next meeting for the concept that was chosen.
 - F. Cost Estimate on new school parking lot - Jared provided a cost estimate that is more than what the Village wants to spend. More discussion on this to come once the Village decides exactly what they want done and if the entire parking lot or just the Village portion will be done.
 - G. Discussion on Poplar Dr. Extension - No discussion. Added to next months' agenda.
- VI. CFPS, Inc.

- A. IEPA Water Improvement Project - Discussed above
- B. Locust St. Sewer Project - Discussed above
- C. Splash Pad Update - CFPS is waiting to receive a grant agreement from DNR. Dan said this can be a long process since so many agencies are involved but we are hopeful that it could possibly be started this year.
- D. Discussion and possible action on TIF reimbursement for Jug's Main St. Tap - Dan had requested proof of payment from Jug & Lisa Walters and is just waiting to receive that to proceed. Added to next months' agenda.
- E. Discussion and possible action on TIF reimbursement for Hazelwood Properties (Linda & Mike Gansta) - Dan is still going through receipts on this. Added to next months' agenda.

VII. Police Report : Chief Toot delivered the report.

VIII. Minutes

- A. Regular / March 2020 - **Motion to approve the minutes. 1st Denise. 2nd Melody. All ayes. Motion carried.**

IX. Consent Agenda (NONE)

X. Finances

- A. Treasurer's Report - Kent delivered the report. He transferred \$13,800 from Sewer Fund to checking to cover the final payment for the Solar panels at the Sewer plant. He transferred \$2,100 from BDD to checking for the BDD disbursement made to the Elizabeth Pharmacy. **Motion to approve the report. 1st Jason. 2nd Denise. All ayes. Motion carried.**
- B. Payment of Bills - **Motion to pay the bills. 1st Jason. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- C. Budget - Mayor Dittmar will be working on this. He's going to take into consideration the reduction of state disbursements due to the pandemic.

XI. Committee Reports

- A. Public Works (NO MEETING THIS MONTH)
 - 1. Continued Discussion on the Zoning Ordinance (specifically weed height allowance) - Terry to get an estimate for us at the next meeting on how much it will cost to put our Zoning guidelines into an ordinance.
- B. Administrative (NO MEETING THIS MONTH)
 - 1. Discussion and possible action on the cost estimate for Veterans Memorial from John Howard - Mayor Dittmar plans to designate an outside committee to take the lead on this to get the improvements completed.
- C. Economic Development

XII. Attorney Comments

- A. Discussion and possible action on the Resolution of Support for the Elizabeth Ambulance Service - **Motion to approve the resolution (2020-0414). 1st Jason. 2nd Preston. Roll call vote. All ayes. Motion carried.**
- B. Determine date/time for CTE Academy Annexation Public Hearing - The Village has not received the signed petition back from the Academy yet. No action taken.
- C. Update on IDOT Hwy 20 Maintenance agreement - No update.
- D. Sycamore St. Cease and Desist letter - Mayor Dittmar asked that this letter be sent. Terry to draft.

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

- A. Generator for Village Hall - Mayor Dittmar spoke with CFPS, and they are looking into grant opportunities to cover the generator, kitchen and bathrooms and since the building is going to be designated a disaster shelter. Follow up next month.
- B. Discussion on ambulance service at Freedom Fest - No update.
- C. Emergency Declaration - Per the advice of our attorney, the Village made the decision to make an emergency declaration to give the Mayor the power to make financial decisions and take action without board approval in the event of an emergency. This can also help with obtaining future grants. This Emergency Declaration goes into effect as of today. The paperwork will be signed at the next board meeting on 5/20. **Motion to approve the Emergency Declaration. 1st Preston. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- D. Holcomb property annexation - Mayor Dittmar and MSA have been working with our TIF attorney to finalize information. Annexation agreements are being drafted.

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

- A. Discussion and possible action on Liquor License fees due 5/1/20 - **Motion to waive the liquor license fee to \$1 until further notice. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Pedestal and Light donation by the Community Bldg by the family of Harvey Kloss - The board is in favor of this. Mayor Dittmar will speak with the family and ask that they place an X where they want the pedestal to be. Follow up next meeting for location approval.
- C. Discussion and possible action regarding utility billing late fees, disconnects and payment collection - Mayor Dittmar and the Board agree that we need to be lenient. It was agreed that there will NOT be late fees or service disconnects for the month of April. This topic will be revisited next month to determine more specific guidelines on payment requirements.
- D. Discussion on a Truancy Ordinance - No action taken.

XV. Mayor's Comments - Mayor Dittmar thanked the Village staff for their extra efforts.

XVI. Correspondence

- A. Thank you card from Jay & Deb Graves to Elizabeth P.D.

XVII. Executive Session - None

A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Jason. 2nd Judy. All ayes. Motion carried. Meeting adjourned at 8:40 p.m.**

Submitted by: Karla Rolwes, Village Clerk