

# **VILLAGE OF ELIZABETH**

## **BOARD MEETING MINUTES**

**Village Hall / 310 N. West St. / Elizabeth, IL**  
**Wednesday, May 19th, 2021 @ 7:00 p.m.**

Attending: Mike Dittmar-Mayor; Jason Thomasson, Denise Anderson, Melody Landwer, Preston Taylor, Judy Glew-Trustees; James Mensendike-PW Superintendent; Kent Dauphin-Treasurer; Terry Kurt-Attorney; Dan Pepin (CFPS); Jared Fluhr (MSA); Roger (Community of Christians); Cindy Foley and Emma Hoftender (JDC Workshop)

Absent: Meagan Szykowski-Trustee; Karla Rolwes-Clerk (Late to the meeting. Meeting was recorded so she can take minutes from that; she arrived at 8:00)

- 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
  - A. Cindy Foley with the Jo Daviess County Workshop re: Community Meals - Cindy and Emma presented the services that the Workshop currently provides. They are looking to expand and would love to come to Elizabeth to deliver meals to residents who benefit from this (all are welcome). The booklet contains all the information. Mike and the board agreed this is a great program and we will do anything we can to spread the word and help with this expansion in any way we can. Roger with the Community of Christians also stated he would like them to present this at their next committee meeting so that they can get involved with helping too.
  - B. Roger with Community of Christians spoke about the event at the Methodist Church on 6/16th, open to all K-5th grade students “Messy Church” and said they are back open for meals due to the restrictions of Covid being lifted somewhat. He also presented a check to the Village for \$500 on behalf of the United Methodist Church to go towards our Splash Pad Project. The Village graciously thanked him. This money was a grant that his church received called “Grants for Christian Kindness.”
- V. MSA
  - A. Locust St. Sewer Project - The project continues to move ahead on track.
  - B. IEPA Catlin St. Water Improvement Project - Locust St. water main is complete. Water services are complete as of today along Catlin. Next week the storm sewer work will begin.
  - C. Downtown Sidewalk Project - Preliminary planning has started and design work will begin soon as well.

- D. Splash Pad Update - As of now the splash pad equipment and restroom are set to arrive in late June.
  - 1. Approve Change Order #1 (cost reduction of \$90,000) - **Motion to approve the change order. 1st Judy. 2nd Jason. Roll call vote. All ayes. Motion carried.**
  - 2. Approve Pay Application #1 for \$71,137.80 - This pay app is part of the invoices approved under CFPS below.
- E. IEPA Landfill #2 Non-Compliance Response - MSA submitted a letter on our behalf requesting a meeting. IEPA received that response and has requested a meeting to discuss the situation in length. That meeting is TBA.

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA)
  - 1. Approve Draw Request #6 (includes Fischer Excavating pay app #2 for \$211,110.52 and MSA invoice #15 for \$14,690.80) - **Motion to approve the Draw Request in the amount of \$225,801.32. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Water Improvement Project (IEPA)
  - 1. Approve Loan Request #2 in the amount of \$155,394.78 - **Motion to approve the loan request for \$155,394.78. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- C. Downtown Sidewalk Project Update - No news from IDOT on the ITEP Phase 2 application.
- D. Splash Pad Update (OSLAD)
  - 1. Approve Draw Request #1 - DNR does things a little differently than our other active projects in terms of draw requests. So tonight we are approving the current invoices. The first is MSA for \$3,789.00 and the second is pay application #1 from Fischer for \$71,137.80. Total request is \$74,926.80. **Motion to approve the two invoices. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- E. DCEO Grant #HR210018 - Park Project \$112,500 Update - Dan is waiting to get some answers from Lisa Clement on the application before he can submit it.
- F. Electric Car Charging Station (any update since PW meeting?) - Dan will present some information on this at the PW meeting on 6/2.

VII. Police Report - The Village received three applications for the Chief of Police position. Mayor Dittmar feels the best way to handle the hiring process is to have three committees. Each applicants each get 20 mins with each committee. (Committee one is Mayor, Scott Toot, Jody Landwer; committee two is the Admin committee; committee three is James, Duane and Karla). Following the interviews, all committees will discuss/review and make a decision. The date/time of this is TBA.

VIII. Minutes

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

IX. Consent Agenda - **Motion to approve all items. 1st Preston. 2nd Jason. Roll call vote. All ayes. Motion carried.**

- A. Purchase Hydraulic Scale (\$942)
- B. Renew the Neptune Maintenance Agreement 10/1/21 - 9/30/22 (\$1,250)
- C. Approve the Sidewalk Cost Share on 114 E. Poplar (up to \$688)
- D. Approve CFPS Administrative Service Agreement for the Splash Pad (\$4,500)
- E. Hire Owen Knauer as the Part-Time Seasonal Public Works laborer at \$11.50/hr
- F. Approve the Village Loan for 113 W. Catlin St. for lead water/sewer line replacement (amount of loan not to exceed \$5,000)
- G. Approve the CodeRed renewal (\$513.68)
- H. Approve the revised lease between VOE & NWSE to include school year dates instead of calendar year dates
- I. Approve insurance coverage on new village hall (200 E. Myrtle St.) for the full replacement cost at an annual premium of \$1,024 (this will change slightly when the interior is complete and “content value” is added)
- J. Approve early TIF payout for Jug’s Main St. Tap (\$1,616.80)
- K. Approve a 6 month loan extension for Catlin St. Water Project

X. Finances

- A. Treasurer’s Report - Kent delivered the report. Kent pointed out that the revenue might be less than the expenses this year, due to last year receiving \$84,100 for splash pad funding last budget year and “rebuild IL” money. **Motion to approve. 1st Jason. 2nd Denise. All ayes. Motion carried.**
- B. Payment of Bills - Motion to pay the bills (total of \$52,188.98). **1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- C. Budget - We are about 90% complete working on the FY22 budget.

XI. Committee Reports

- A. Public Works
- B. Administrative
  - 1. Discussion and possible action on the Jo Daviess County Housing Study conducted by Blackhawk Hills Regional Council (\$1,000) - Died for lack of motion.
- C. Economic Development

XII. Attorney Comments

- A. Amended Ordinance for Vacating Illinois Street (2021-0421B passed on 4/21/21) - Last month when this was passed it didn’t include verbiage conveying ½ of the vacated property to the adjacent properties. This amended ordinance includes that verbiage. This will be published and is considered sufficient for notifying those property owners. **Motion to approve the amended ordinance. 1st Preston. 2nd Denise. Roll call vote. 4 ayes. 1abstain (Jason). Motion carried. (2021-0519A)**

- B. Ordinance Declaring Surplus - **Motion to declare the small piece of land behind 212 Chicago St. (Karberg's) surplus property. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried. (2021-0519B)**
- 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. Anonymous Grant (\$50,000) update - No update.

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

- A. Discussion and possible action on Village Scholarship - There was one applicant. **Motion to award the scholarship to Emma Kloss. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- B. Discussion and possible action on contractor bid award for new village hall - There have not been any bids as of yet. We have extended the due date to 6/2.
- C. Discussion and possible action on the TIF Inducement Agreement for Common Cents Resale -. **Motion to approve the agreement. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried. (2021-0519C)**

**\*\*Karla arrived at the meeting.**

- D. TIF request letter from Mike Maynard (Antique Mall; 300 N. West St.) - **Motion to approve the TIF request. 1st Melody. 2nd Judy. All ayes. Motion carried.**
- E. Letter of support for Steve McIntyre for County Board seat - **Motion to endorse Steve McIntyre for District 13. 1st Preston. 2nd Judy. All ayes. Motion carried.**

- XV. Mayor's Comments - Mike reminded everyone that we are still in charge of parking at Freedom Fest. Also, he reminded us how he would like to recognize all the people who helped with COVID. (Dollar General employees for keeping supplies for locals; FHN; Midwest Medical; Health Department (Lori Stangl, Peg Dittmar, Sandra Wiene); volunteers with Brenda Ertmer call center; Helen Kilgore; etc.) James had the idea to present/recognize these individuals and groups at the Splash Pad opening in July. Everyone liked that idea. Mike said to pick a person or couple people to represent the group as a whole if there are many involved.
- Tentatively planning a retirement party for Scott on 6/12 from 5-7; Melody to check with his daughter to see if that date works for the family.
- It was determined to hold off on a Board Retreat for this year. Main discussion was going to be about a subdivision but with building material prices right now, it's not a priority currently.

XVI. Correspondence - None

XVII. Executive Session - Personnel - No executive session.

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Preston. 2nd Melody. All ayes. Motion carried.**  
**8:15 p.m.**

Submitted by: Karla Rolwes; Village Clerk

