

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 310 N. West St. / Elizabeth, IL

Wednesday, June 16th, 2021 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Preston Taylor, Denise Anderson, Jason Thomasson, Judy Glew-Trustees; Terry Kurt-Attorney; James Mensendike-PW Superintendent; Kent Dauphin-Treasurer; Barb Brown-Utility Billing (zoom); Jared Fluhr-MSA; Dan Pepin-CFPS (zoom); Emily Legel- NWILED; Karla Rolwes-Clerk

Absent: Megan Szykowski, Melody Landwer-Trustees

- I. Call to Order - Meeting called to order at 7:05 p.m.
- II. Roll Call - 4 Trustees present; 2 Trustees absent
- III. Approve any Board Agenda additions - None
- IV. Audience
 - A. Emily Legel re: Jo Daviess County Housing Study - At last month's board meeting the board did not approve the \$1,000 cost for this study. Emily Legel reached out to Mayor Dittmar asking to speak with the board to explain the importance of this study. Its main focus is to bring "middle market" housing to Jo Daviess County. The total cost is \$23,000. Each community was asked to contribute \$1,000. The study will take approximately 10 months. The goal is to attract developers to our area. **Motion to approve the \$1,000 contribution to the Jo Daviess County Housing Study. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- V. MSA
 - A. Locust St. Sewer Project - Subcontractor M&M Concrete poured the sidewalk ADA ramps. The first lift of asphalt is tentatively scheduled for 6/28-30th.
 - B. IEPA Catlin St. Water Improvement Project - N-Trak is making the final few connections and has been working on water services.
 - C. Downtown Sidewalk Project - See below under CFPS Letter D.
 - D. Splash Pad Update - The color selections for the restroom (which will be located next to the pavilion) were finalized. The splash pad underground features were supposed to be delivered this week but when the truck arrived they weren't on it. That will slow things down until they arrive. The plumbing will be removed from Fischer's contract. A change order will be presented at the July Public Works meeting for approval.
 - E. IEPA Landfill #2 - Jared will be sending the final draft for review tomorrow and it will be mailed very soon.
 - F. GIS Mapping & Development - The field work is about 30% complete to date.

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA) - This draw request is the final one using loan/bond funds. The remaining expenditures will be paid by grant funds (per Shari Lannon-USDA).
 - 1. Draw Request #7 on Consent Agenda
- B. Water Improvement Project (IEPA Loan#17-5615)
 - 1. Loan Request #2 on Consent Agenda
- C. Splash Pad Update (OSLAD)
 - 1. Draw Request #2 on Consent Agenda
- D. Downtown Sidewalk Project - Dan gave us the bad news that our ITEP Phase 2 application was not awarded. We will need to wait for the next ITEP cycle. Mayor Dittmar asked if we could do the RBDG (through USDA) instead. Dan confirmed we can and was going to get some information together.
- E. DCEO Grant #HR210018 - No update. Dan received an email from the DCEO rep (Lisa Clement) that she is about two weeks out on reviewing applications.

VII. Police Report

- A. Discussion on hourly wage for Fred Cass - Mayor Dittmar will draft an agreement to present to the Admin committee that specifies pay/benefits. **Motion to approve an hourly rate of \$31.25 while Fred works PT for the Village. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**

VIII. Minutes

- A. Regular / May 2021 - **Motion to approve the minutes. 1st Preston. 2nd Denise. All ayes. Motion carried.**

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

- A. Approve Locust St. Draw Request #7 for \$64,523.81 (MSA \$1,928; Fischer Excavating \$62,595.81)
- B. Approve IEPA Catlin St. Loan Request #3 in the amount of \$168,755.03 (includes MSA inv #6 \$14,484, N-Trak pay app #2 \$154,271.03)
- C. Approve Splash Pad Draw Request #2 in the amount of \$30,416.93 (includes MSA \$4,143, Fischer \$26,273.93)
- D. Approve the mural on back side of 136 N. Main St. (Common Cents Resale)
- E. Approve the purchase of Village Park play equipment for \$14,048 (10,000 of this will be paid by grant)
- F. Approve 25% TIF Reimbursement for Common Cents Resales (\$2,127.25 one time payout)
- G. Approve O'Connor & Brooks Engagement Letter and Fees (Audit \$9,845; TIF report \$1,975; File w/Comptroller's Office \$495)
- H. Approve the Electronic Sign Variance to the CTE Academy
- I. Approve the Inducement Agreement with Mike Maynard (Elizabeth's Grand Antique Company) for parking lot reconstruction (2021-0602)

- J. Approve the Jo Daviess County GIS resolution for mapping cost of \$98.10
 - K. Approve the RRSM Girls Regional Softball AD (\$72)
 - L. Approve the purchase (using trade in) of new John Deere lawn tractor (\$13,700)
 - M. Approve wage increases to take effect 7/1/21 (PW 4% + \$1/hr additional as of 12/1 + 1% increase to employer retirement contribution; Admin 6%)
- X. Finances
- A. Treasurer's Report - **Motion to approve the report. 1st Judy. 2nd Denise. All ayes. Motion carried.**
 - B. Payment of Bills - **Motion to pay the bills (totaling \$30,763.94). 1st Preston. 2nd Jason. Roll call vote. All ayes. Motion carried.**
 - C. Budget
 - 1. Discussion and possible action on the FY22 Appropriation Ordinance - No action taken. This was added to the July board meeting. Mayor Dittmar wanted to review the water & sewer budgets with the committees again due to the lead line replacement loans being added.
- XI. Committee Reports
- A. Public Works
 - B. Administrative
 - 1. Approve BDD Loan for \$25,000 for Deli (new business at 100 N. Main) - Originally this was going to be a TIF loan; after consulting with Attorney Kathy Orr, we took her advice and made it a BDD loan. **Motion to approve the BDD Loan in the amount of \$25,000. 1st Jason. 2nd Preston. Roll call vote. All ayes. Motion carried.**
 - C. Economic Development
- XII. Attorney Comments
- A. Approve Quit Claim Deed to convey property swap between the Village and Bruce Streicher at 420 E. Sycamore St. - **Motion to approve the bid of \$1 submitted by Nicole & Nathan Karberg and to authorize Attorney Kurt to draft the QCD to convey ownership to Karbergs. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - B. Update on IDOT Hwy 20 Maintenance agreement - No update.
- XIII. Old Business (Other than Committee Mtg Minutes/Consent Agenda)
- A. New Village Hall bids - There haven't been any construction bids received to date. One tuck pointing estimate and one plumbing estimate have been received but no action taken at this time.
 - B. Apple River Fort annexation update - No update
 - C. Anonymous Grant (\$50,000) update - The Village received a letter stating the grant was approved in full. The funds will be received before the end of June.

- D. COVID Heroes - Key to the City will be issued to the groups and individuals who went above and beyond during the pandemic.

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

- A. Discussion and possible action on the bid for surplus land behind 212 E. Chicago St. (this bid was approved in the motion made above under Attorney Comments letter A.)
- B. TIF analysis for Mike Maynard (Elizabeth's Grand Antique Company; 300 West St.) - **Motion to approve a 25% one time payout in the amount of \$2,925. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- C. TIF Resolution for Common Cents Resale (in place of redevelopment agreement) - **Motion to approve the resolution (2021-0616A). 1st Preston. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- D. TIF Request from Terrapin Oaks LLC (652 Hwy 20) - **Motion to approve the consideration of TIF funding. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- E. Discussion and possible action on the 2021 MFT resolution for \$44,000 - **Motion to approve the resolution (2021-0616B). 1st Preston. 2nd Jason. All ayes. Motion carried.**
- F. Discussion and possible action on the Mobile Food Ordinance - No action taken. Added to July Admin agenda.
- G. Discussion on "Loan Agreement" for Water/Sewer line repairs (also TIF loan agreement) - A rough draft of the application was reviewed. Need to add "terms." Karla to give feedback to Terry so he can draft that portion.
- H. Tim Knockel at 214 W. Catlin would like to do a loan for his sewer line replacement (he will submit a copy of the bill from Engle Plumbing) - This was added to both committee agendas.
- I. Give Day 6/24 (plan to have 4-5 volunteers come and disassemble Village Park equipment to make way for new equipment and clean/wipe down Terrapin Park equipment) - After discussion this, the Village decided to utilize the volunteers to help move to our new office on Myrtle St. Karla will relay the project change to United Way.
- J. Discussion and possible action to renew the Jo Daviess County GIS annual subscription (\$270) - **Motion to approve the subscription renewal. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- K. Discussion and possible on the RR Football program AD (\$125) - **Motion to approve. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- L. Approve implementing the new fee breakdown on water bills (beginning 7/1/21 billing)- **Motion to approve the new fee breakdown on monthly water bills. 1st Preston. 2nd Denise. All ayes. Motion carried.** Fees are as follows: meter fee is going from \$5 down to \$2 per month. Infrastructure will remain the same at \$2 per month. New fee of Catlin St. Infrastructure for \$6 per month will be added. Total fees per month will go from \$7/month to \$10/month. (increase of \$3 per service)
- M. Meet with Chesney - Mayor Dittmar is inviting him to our July committee meetings.
- N. Discussion and possible action on the GGMI Archway Beautification Project (see print out of sign/photo opt) - No action taken.

- XV. Mayor's Comments - None
- XVI. Correspondence - Thank you card from the Food Pantry for our donation for their electrical work.
- XVII. Executive Session - None
A. Discussion and possible action
- XVIII. Adjournment - **Motion to adjourn. 1st Preston. 2nd Jason. All ayes. Motion carried.**
Adjourned at 8:55 p.m.

Submitted by: Karla Rolwes; Clerk