

**VILLAGE OF ELIZABETH**  
**BOARD MEETING MINUTES**  
**Wednesday June 17th, 2020 @ 7:00 p.m.**

Attending: Mike Dittmar-Mayor; Judy Glew, Denise Anderson, Jason Thomasson, Melody Landwer, Preston Taylor-Trustees; Terry Kurt-Attorney (via zoom); Kent Dauphin-Treasurer; Karla Rolwes-Clerk; Dan Pepin (CFPS via Zoom); Jared Fluhr (MSA via Zoom); Damarius Houghton-Village resident  
Absent: Meagan Szynknowski; Chief Toot

- 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
  - A. New Business G, H, I - **Motion to approve the additions. 1st Preston. 2nd Jason. All ayes. Motion carried.**
- IV. Audience
  - A. Stan Neipert regarding mowing Schap Park - Didn't attend. No discussion.
  - B. Damarius Houghton - She lives at 410 Sycamore St. Explained that she is not happy about the Village's choice to let a brewery into a residential area. She is upset about the parking. Saying the brewery customers are parking up on her yard and blocking neighbors' driveways at times. She also stated she's upset that the brewery has live music outside on the weekends because it is disruptive to her. She would like to see the brewery patrons use the municipal parking lot to avoid congestion on Sycamore St. She said she finds the current situation unacceptable and is very upset the Village allowed this to happen. Board discussion comments are under New Business B.
- V. MSA
  - A. Discussion on the Locust St. Sewer Project - With the bid coming in at \$193,854 higher than the construction estimate, the Village has to decide if they will move forward and award the bid to Fischer or re-bid the project. Jared and Dan are going to speak with Lorali Heitzelman (USDA) for guidance and to discuss the chances of additional grant money versus loan money to cover the difference, and get their recommendation on whether the village should proceed with this bid, or re-bid the project. Deferred to the July Public Works meeting agenda.
  - B. IEPA Catlin St. Water Improvement Project Update - No update from MSA on this project. See update under CFPS for latest information.
  - C. Downtown Sidewalk Project Update - Detour route being determined. Myrtle St. is marked, but the side streets going back up to Highway 20 would all need work to accommodate the traffic flow. Jared will continue to work with IDOT on this.
  - D. Discussion on Poplar Dr. Extension - Mayor Dittmar met with Jared to determine what is/isn't possible for an extension of this road to accommodate new houses. The following issues were expressed by Jared: 1) Low water pressure 2) Houses may have to have their own grinder, if a lift station isn't put in \*at the next meeting Jared will have a cost estimate on this\* 3) Houses would only be possible on one side of the street due to elevation.

VI. CFPS, Inc.

A. IEPA Water Improvement Project - The IEPA released their FY2021 loan terms and unfortunately the loan forgiveness is now *50% of the project costs up to \$400,000* (this was previously 60% up to \$800,000). The Project Priority list for FY21 was also released and ours ranks 11th out of 153. The additional \$400,000 will be discussed at the meeting on 6/22 with Kent and Jason. The schedule to get this out for bid is on the update Dan provided and reads as follows: CFPS plans to submit final plans/specs by end of June. Advertise for bid 7/2 (allow minimum of 45 days), Open bids 8/17, Begin construction 9/28.

\*Dan also provided a reminder to the board that when this Catlin St. project and Well House project were submitted to the IEPA, it was sent as one project. Now that the Village has separated them and chosen not to move forward with the Well House project, the engineering design costs for the Well House project (\$35,500) are not eligible for reimbursement until the project is done.

B. Locust St. Sewer Project - Discussed under MSA.

C. Splash Pad Update - No update from last month. Mike informed the board that Apple River State Bank has approved a loan in the amount of \$168,000 at a rate of 2.75% for the village's portion of this project.

D. Discussion and possible action on TIF reimbursement for Jug's Main St. Tap - Dan met with Karla prior to the board meeting to discuss some discrepancies with invoices. Dan wants to make sure we understand he is not trying to nitpick this, he wants us to understand he goes through all TIF requests with a fine tooth comb since CFPS and the Village has to stand behind all TIF requests/projects. Karla has the CFPS file on this and will reach out to Lisa Walters to get it straightened out.

E. Discussion and possible action on TIF reimbursement for Hazelwood Properties (Linda & Mike Gansta) - Dan is still working on this and hopes to be done by next month's meeting.

F. TIF Inducement Agreement for The Little Keg - Still being reviewed by Kathy Orr. No update.

G. Village Books utility issues/determine history recovery - Dan Pepin gave a summary of the issues. He will work with the Village to manually enter the history back into Village books.

VII. Police Report - Chief Toot was not present. He provided a copy of the report to all board members.

VIII. Minutes

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

B. Budget Meeting 5/26 & 5/27- **Motion to approve the minutes. 1st Preston. 2nd Denise. All ayes. Motion carried.**

C. Locust Street Sewer Project Bid Opening - **Motion to approve the minutes. 1st Jason. 2nd Melody. All ayes. Motion carried.**

IX. Consent Agenda - **Motion to approve the consent agenda. 1st Melody. 2nd Judy. All ayes. Motion carried.**

X. Finances

- A. Treasurer's Report - Kent delivered the report. The first real estate tax disbursement will be received next month.
- B. Payment of Bills - **Motion to pay the monthly bills. 1st Preston. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- C. Budget
  - 1. Approve FY21 Appropriation Ordinance - Haven't gotten from O'Connor & Brooks yet. Will add to next months' agenda.

XI. Committee Reports

- A. Public Works
- B. Administrative
  - 1. Face Masks for Village Residents - **Motion to spend \$3,600 to purchase 4,000 disposable face masks for village residents. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- C. Economic Development

XII. Attorney Comments

- A. Cost estimate for putting Zoning guidelines into an ordinance - **Motion to approve up to \$1,000 on this. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.** A public meeting needs to be held before this can be put into effect. Once the Ordinance is drafted by Terry, the board will do a final review and a public meeting date will be determined (in compliance with the Governor's orders at that time).
- B. Approve the Emergency Declaration Ordinance (Declaration is already in place, just signing the official paperwork) - Terry Kurt provided the document. Karla to give to Mike for review and signature.
- C. Amended Ordinance regarding proper way to disconnect water lines at the main (9-3A-2) - Added verbiage regarding proper ways to disconnect water and sewer lines to stop monthly utility billing. **Motion to approve the amended ordinance. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried. (2020-0617)**
- D. Update on IDOT Hwy 20 Maintenance agreement - No update.
- E. Sycamore St. Cease and Desist letter - The property that this applies to was recently sold. Karla to send new owner contact information to Terry Kurt.
- F. Discussion on summer baseball/softball leagues using Village facilities & porta potties - Terry informed the board that his professional opinion would be not to host these summer leagues. It goes against the Governor's executive order. In doing that, a municipality could risk losing immunity and state grant eligibility (for being considered negligent). Continued discussion on this at July committee meetings since Terry was looking at Phase 3 guidelines. *Terry said Phase 4 guidelines are not out yet.*
- G. Lien release for 121 E. Sycamore St. - Lien release has been filed and recorded.

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

- A. Generator / Storm shelter at Village Hall - Still needing to determine the best grant option for this project. More discussion to come.
- B. Approve location of the light pedestal by Community Bldg donated by Kloss family for Harvey - No update
- C. Holcomb property annexation - Progress continues to be made. The Task Order for MSA is New Business H.
- D. Ribbon Cutting Ceremony for Solar project - The board thought it would be best to have at 6:00 on a Wednesday prior to a board meeting. Karla to follow up with Jeff Finn.

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

- A. Discussion of having fireworks at Fair instead of Freedom Fest or not having any this year - Freedom Fest and the Elizabeth Community Fair have both been canceled for the year. There will not be any fireworks this year.
- B. Parking issues expressed by village residents by Highway 20 Brewery - This issue was brought up by a village resident that lives on Sycamore St. right next to the brewery. The board listened to the concerns expressed. They will address the parking concerns. The Mayor will meet with applicable staff to determine the best placement for “no parking” areas on Sycamore St. Once it’s been marked with their recommendation, the Board will all visit the area so everyone is in agreement. The Mayor and board agree that patrons of the brewery need to be encouraged and directed to park in the Village municipal lot by Law Jones Funeral Home. At this time, the music is not in violation of any ordinance. The parking is not in violation of any ordinances either, however the Village will definitely work to make this situation better. This brewery falls in a business/commercial district.
- C. Discussion and possible action on quote for a field inspection on municipal building door frames (\$1,950) per the state fire inspector - **Motion to approve the inspection. 1st Preston. 2nd Denise. All ayes. Motion carried.** This will get paid out of the building fund. Preston would like to be on hand for this inspection.
- D. All village residents received a \$63.39 water bill this month due to software issues - Dan Pepin reached out to Neptune for assistance with data recovery. He didn’t get a response from them for a week straight after multiple attempts. The Village made the decision on 6/11 to send bills out with a minimum. Residents were given a two week period for payment (6/25). No late fees assessed for the month. If we had waited longer, it would’ve been back to back with July bills. **Motion to approve moving forward and not pursuing lost income due to the inability to get past usage data, and also manually entering history into each account from 1/1/20 - present except for properties with liens, we’ll do full history recovery. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- E. Discussion and possible action on Survey for Bruce Streicher property and surrounding area - Referred to Public Works.
- F. Discussion on tree/brush removal on Jim & Betty Brown’s fence line - The village wasn’t getting involved since it’s a fence on their property.

- G. Discussion on GEAR “Return to Play” guidelines and waiver - If Phase 4 allows us to have summer leagues, we need to follow these guidelines. GEAR checked with their insurance and they are covered.
- H. Discussion and possible action Task Order from MSA on the TIF extension Flooding Review & Annexation Plat - **Motion to approve the task order for \$5,400. 1st Melody. 2nd Preston. All ayes. Roll call vote. Motion carried.** This will get paid out of TIF.
- I. Summer music concerts for Lisa Nadig’s students in Terrapin Park 7/19 & 8/23 (both at 6:00pm) - Nothing is needed on the Village’s end. Just informing the board of the events.

XV. Mayor’s Comments

- A. Set up a meeting with Jason & Kent to address the water fund money - Meeting was set for 6/22 at 6:00. Karla to send out an invite to all board members.

XVI. Correspondence - None

XVII. Executive Session - None

- A. Discussion and possible action

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

Submitted by: Karla Rolwes-Village Clerk