

VILLAGE OF ELIZABETH
BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL
Wednesday, September 15th, 2021 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Denise Anderson, Judy Glew, Melody Landwer, Meagan Szykowski (zoom); Jason Thomasson-Trustees; Terry Kurt-Attorney; James Mensendike-PW Superintendent; Kent Dauphin-Treasurer; Jared Fluhr (MSA); Karla Rolwes-Clerk

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:03
 - II. Roll Call - 5 present at time of roll call
 - III. Approve any Board Agenda additions - **Motion to approve letters A & C. 1st Denise. 2nd Judy. All ayes. Motion carried.** Letter B was not approved; this will be added to next month's agenda and be retro-active.
 - A. TIF application for 210 S. Washington St. (New Business Letter I)
 - B. Village Retirement Contribution increase (currently 8%) (New Business Letter J)
 - C. Terminate the inducement agreement for 306 W. Madison St. due to parcel not being in the TIF district (New Business Letter K)
 - IV. Swear In New Chief of Police; Fred Cass - Attorney Kurt swore in Chief Cass.
 - V. Appoint Nate Karberg as Village Trustee - **Motion to appoint Nate Karberg. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.** Mayor Dittmar informed Nate that he can now vote during the meeting, or abstain if he prefers.
 - VI. Audience - Roger with the Community of Christians came to update the Village on events the church is working on (messy church kids event; costume party for Halloween-Dates for both TBD). Offered assistance to help install purple park play equipment (most likely will be early spring).
- Jason Thomasson arrived (7:15)**
- VII. MSA
 - A. Locust St. Sewer Project - **Motion to approve the pay application in the amount of \$52,752.69 and the Change order for completion date extension. 1st Jason. 2nd Melody. Roll call vote. All ayes. Motion carried.**
 1. Approve Fischer pay application #6 in the amount of \$666,214.38 - The amount of this pay application is incorrect. The correct amount is \$52,752.69.
 2. Approve Change Order #1 that adjusts substantial and final completion dates - There is not a monetary increase or decrease with this change order, just a

substantial completion date change. Jared provided the certificate of substantial completion.

- B. Catlin St. Water Improvement Project - **Motion to approve the pay application in the amount of \$280,342.16 and change order #1 to increase by \$271 and extend substantial completion. 1st Melody. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - 1. Approve N-Trak Pay application #5 in the amount of \$236,623.23 - This amount was revised; N-Trak requested MSA to reduce the retainage from 10 to 5%. Therefore, the pay application total is \$280,342.16.
 - 2. Approve Change Order #1 for an increase of \$271.00 and to extend the substantial completion date to 9/3/21 - Substantial completion was met.
- C. Splash Pad Project - **Motion to approve the pay application and change order. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 - 1. Approve Fischer Pay Application #5 in the amount of \$17,147.25
 - 2. Approve Change Order #2 for an increase of \$17,440.00 - This increase was due to additional vertical features and stamped/colored concrete. It also included a time extension.
- D. Downtown Sidewalk Project - Topography is complete. Next step is CAD files.
- E. IEPA Landfill #2 - Jared expressed concern that if we leave this in limbo, fines are likely to follow. The last correspondence from IEPA stated they would have to involve other agencies (State's Attorney, etc.). So MSA asked if they can reach out on our behalf to the IEPA again, asking for an "end game" on how to close this landfill. Denise stated that we should reach out to State Rep. Andrew Chesney, as he said he is happy to help with items like this in a recent meeting with Village trustees.
- F. GIS Mapping & Development - The majority of the water, sanitary sewer and storm sewer points are complete. MSA will be reviewing the maps soon for missing points and work with the village to get the needed information.

VIII. CFPS, Inc. - Didn't attend.

- A. Locust St. Sewer Project (USDA)
 - 1. Draw Request #10 in the amount of \$56,112.09 - **Motion to approve. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Water Improvement Project (IEPA Loan#17-5615)
 - 1. Draw #5 in the amount of \$257,293.33 - The revised amount of this draw is \$301,012.26 (see above under MSA, Letter B, Number 1). **Motion to approve Draw #5 in the amount of \$301,012.26. 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- C. Splash Pad Update (OSLAD)
 - 1. Draw #5 - **Motion to approve draw #5 in the amount of \$19,301.95. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- D. Downtown Sidewalk Project
- E. DCEO Grant #HR210018

- IX. Police Report - Chief Cass was sworn in at the beginning of this meeting. He has been getting acclimated and making rounds at the CTE Academy and NWSE.
- X. Minutes
- A. Regular / August 2021 - **Motion to approve the minutes. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- XI. Consent Agenda - **Motion to approve the consent agenda. 1st Meagan. 2nd Jason. Roll call vote. All ayes. Motion carried.**
- A. Approve the Sidewalk Cost Share application for Tim Knockel (214 W. Catlin St.) \$425
 - B. Approve the purchase of 2 “Authorized Vehicles Only” signs for Terrapin Park ballfield driveway (approximately \$29 each)
 - C. Approve the *UnitedHealthcare* Life Insurance policies for James, Duane, Fred and Karla (cost is \$32/month total)
- XII. Finances
- A. Treasurer’s Report - Kent delivered the police report.
 - B. Payment of Bills - **Motion to approve the monthly bills in the amount of \$18,382.60. 1st Judy. 2nd Jason. Roll call vote. All ayes. Motion carried.**
 - C. Budget - Budget minutes from the meeting on 9/13 were given to the board.
- XIII. Committee Reports
- A. Public Works
 - B. Administrative
 - C. Economic Development
- XIV. Attorney Comments
- A. 407 W. Catlin St. - Attorney Kurt will send the owners a copy of the building inspectors report along with a letter stating they have a certain amount of days (Terry is going to verify this and confirm back) to vacate the property. Mayor Dittmar spoke with the owners a couple weeks ago to explain we would like to buy the home in order to tear it down. Price was not discussed yet.
 - 1. Review Inspection Report
 - 2. Determine if broker opinion is sufficient or is an appraisal needed - For Fast Tracking, an appraisal isn’t needed. If needed, we will consult with Steve McIntyre on this.
- XV. Old Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. COVID Heroes keys to the city - Karla has not made progress on this since the last meeting. Melody Landwer offered to assist.
 - B. Mapping Project - A steering committee has been established. Once the meeting schedule is determined, the Village will post it on Facebook to notify residents who want to participate.

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

- A. Discussion and possible action on the bids for the electric car charging station in Terrapin Park - Two bids were received. (BLINK \$20,639; Smart Energy Solutions \$20,400) After final review and discussion, the board went with Smart Energy Solutions. **Motion to hire Smart Energy Solutions for the electric car charging station in Terrapin Park. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- B. Discussion and possible action on construction bids for new Village Hall building (200 E. Myrtle St.) - No action taken. Added to next month's agenda.
- C. Amend sign ordinance 10-4-1 to prevent billboards - Current ordinance states you can only put a sign on your property if it is advertising for that property. So a billboard would be allowed as long as it's for that property that the billboard is installed on. After some discussion and consulting with our attorney, it was determined to add a clause to 10-4-3 stating you must get Board approval for a billboard. This will be approved at the next board meeting.
- D. Approve the reversal of ordinance 7-1-2 and go back to stop signs (currently yield signs) - Originally this ordinance stated that stop signs would be at the corner of Catlin & Locust. In October of 2015 it was amended to change the stop signs to yield signs. The ordinance book was never changed, so it will not need amending, however, the ordinance itself does, to now enforce a stop sign at that location. **Motion to approve making the yield signs stop signs again. 1st Denise. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- E. Discussion and possible action on the Sidewalk Cost Share application for Mark/Becky Brown 219 Ash St. (\$400) - **Motion to approve. 1st Melody. 2nd Judy. All ayes. Motion carried.**
- F. Discussion and possible action on the Sidewalk Cost Share application for Helen Kilgore 318 W. Catlin. (\$175) - **Motion to approve. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- G. Discussion and possible action on joining the AJL Program through the City of East Dubuque - Tabled until the Admin November meeting.
- H. Collection of hotel/motel tax within Village limits - Tabled until next month. Mayor Dittmar to invite Rose Noble to attend that meeting on this topic.
- I. Approve TIF application for 210 S. Washington St. - **Motion to approve. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- J. Village Retirement Contribution increase (currently 8%) - Tabled until next month. The additional 2% will be paid back retroactively.
- K. Terminate TIF Inducement Agreement for 306 W. Madison due to the parcel not being located in the TIF district. - **Motion to terminate the agreement. 1st Nate. 2nd Jason. All ayes. Motion carried.**

XVII. Mayor's Comments

- A. Office hours for Karla - Karla is able to come in at 8:15 on the days she needs to leave at 3:15 in order to coach the 5/6th grade volleyball team.
- B. Trick or Treat date/time - This will be Sunday October 31st from 5-7

XVIII. Correspondence - None

XIX. Executive Session - None

A. Discussion and possible action

XX. Adjournment - **Motion to adjourn. 1st Jason. 2nd Judy. All ayes. Motion carried.**

Submitted by: Karla Rolwes; Clerk