

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 310 N. West St. / Elizabeth, IL
Wednesday, April 21st, 2021 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Denise Anderson, Jason Thomasson, Judy Glew, Melody Landwer, Meagan Szykowski (zoom), Preston Taylor (zoom)-Trustees; Scott Toot-Police Chief; James Mensendike-PW Superintendent; Kent Dauphin-Treasurer; Jared Fluhr (MSA, zoom); Dan Pepin (CFPS, zoom); Karla Rolwes-Clerk; Lara Walters, Jodi Korte, Brian & Karen Staron-Elizabeth business owners; Mike Nesbit-Lutheran Church Pastor (to observe)

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:00.
- II. Roll Call - 6 trustees present
- III. Approve any Board Agenda additions
 - A. New Business Letter H - **Motion to approve the agenda addition. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- IV. Audience
 - A. Alie Karburg re: Community Garden – Didn't attend. Added to PW meeting on 5/5
 - B. Lara Walters re: food trucks in the Village - Lara expressed concern in the Village allowing a food truck at FS gas station. Stating she feels it will take away from the business downtown. She would like the \$5/day fee raised. She feels the existing ordinance is too vague. This falls under Ordinance 4-6-1. The Village agreed to issue a solicitation permit to Celtic Kitchen Comfort Foods once they provided the application and Health Depart. Inspection. Both were received, so the permit was issued. Jodi Korte also attended and expressed her agreement with the concerns that Lara stated. Mike asked Attorney Kurt to get other communities policies with regards to food trucks and this discussion will be continued at the Admin meeting on 5/5.
 - C. Joe Ambrosia re: Village of Elizabeth 457 Retirement Plan - Due to new federal and state legislation requirements, our current retirement plan must have a 3rd party administrator (can't be the Village or Joe Ambrosia) at a cost of approximately \$1,835 the first year, and \$1,085 annually thereafter. (these figures are based on the presentation provided by RetireWell Administrators, Inc.) To keep this current plan we must abide by this.
Motion to approve the agreement. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.

V. MSA

- A. Locust St. Sewer Project - Fischer has completed the sanitary sewer replacement and storm sewer installation. The project continues to move forward on pace.
- B. IEPA Catlin St. Water Improvement Project - N-Trak will be starting on 4/26. The first construction coordination meeting between N-Trak, Fischer, MSA and the Village took place last week. Notices (door hangers) will be hung on all affected homes for the temporary water shut off and boil order that will take place Monday.
- C. Downtown Sidewalk Project - The supplemental agreement for the State's portion of this project was received Monday. MSA can now begin the design work for that.
- D. Splash Pad Update
 - 1. Budget summary - Jared reviewed the current funding sources for this project.
 - 2. Notice of Award - **Motion to approve the base bid of \$574,745. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- E. Landfill #2 EPA Non-Compliance Task Order - In order to get a meeting with the IEPA and receive guidelines as to how to become compliant on closing out this landfill, the Village is hiring MSA. **Motion to approve the task order in the amount of \$2,000. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried.**

VI. CFPS, Inc.

- A. Locust St. Sewer Project - No update
- B. IEPA Water Improvement Project
 - 1. Loan Request #2 - This should say Loan Request #1. This is on the consent agenda portion of tonight's agenda for approval. Once this funding is received (Dan said approx. a couple weeks) we can pay the majority of the loan back that was taken out at Apple River State Bank.
- C. Downtown Sidewalk Project Update - No update
- D. Splash Pad Update - No update
- E. DCEO Grant #HR210018 - Park Project \$112,500 Update - The application is almost complete; Dan anticipated this to be submitted by the end of this week.

VII. Police Report - Chief Toot delivered his final police report. His last day with the Village will be 4/28/21. He was given a standing ovation for his service to our community.

VIII. Minutes

- A. Regular / March 2021 - **Motion to approve the minutes. 1st Judy. 2nd Meagan. All ayes. Motion carried.**

IX. Consent Agenda - Mayor Dittmar asked that letter E. be removed from this agenda since we haven't heard back on the grant that will be funding the majority of it. **Motion to approve all items listed, except letter E. 1st Meagan. 2nd Melody. Roll call vote. All ayes. Motion carried.**

- A. Approve IEPA Catlin St. Water Project Loan Request #1 for \$92,300
- B. Approve MSA Task Order for the Municipal Parking Lot for \$14,850
- C. Approve USDA Locust St. project Draw Request #5 for \$190,026.54

- D. Approve Mississippi Valley Tree quote for Emerald Ash Borer of \$924
 - E. Approve Village Park playground equipment quote from Team Reil of \$14,048 (\$10,000 will be paid from grant money, \$4,048 from Village funds) - **REMOVED.**
 - F. Approve donation to the Elizabeth Food Basket for \$4,670.31
 - G. Approve TIF payout for Wurster Storage of \$2,768/year for 5 years (total payout of \$13,843)
 - H. Approve the payment to Howard Masonry for supplies/materials for the Veterans Memorial in the amount of \$3,045
 - I. Approve the *Home to Market Act*
 - J. Approve the fireworks “rain date” for Freedom Fest of 7/2
- X. Finances
- A. Treasurer’s Report - Kent delivered the report. **Motion to approve. 1st Jason. 2nd Judy. All ayes. Motion carried.**
 - B. Payment of Bills - **Motion to pay the bills totaling \$30,402.18. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 - C. Budget - budget meeting was held right before the board meeting.
- XI. Committee Reports
- A. Public Works
 - B. Administrative
 - C. Economic Development
- XII. Attorney Comments
- A. Discussion and possible action to approve amended Ordinance 7-2-4 (to account for “no parking” area by Hwy 20 Brewing Co.) - **Motion to approve the amended Ordinance. 1st Judy. 2nd Jason. All ayes. Motion carried. (2021-0421A)**The footage needs to be filled in prior to publishing this.
 - B. 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.
 - C. IEPA Non-Compliance Letter - Discussed under MSA. Task order to begin the compliance process was approved.
- XIV. New Business (Other than Committee Mtg Minutes/Consent Agenda)
- A. Discussion and possible action to approve the Ordinance to vacate Illinois St. (undeveloped section behind E. Chicago St.) - **(2021-0421B) Motion to approve. 1st Denise. 2nd Judy. 5 ayes. 1 abstain. Motion carried.** *After the meeting it was determined this ordinance needs to be revised to correct verbiage. The amended ordinance will be on the May board agenda for approval*
 - B. Approve final plans for new Village Hall from BECreative - Mayor Dittmar informed the board that the sidewalk by the new building will be designed by MSA (since Brian is not

an engineer). **Motion to approve the building design submitted by Brian Engle. 1st Judy. 2nd Melody. All ayes. Motion carried.**

- C. Approve the updated estimate from Lange sign for the Veteran's Memorial for \$5,044 (at the Admin meeting this month we approve the estimate for \$2,522 but was for only one wing; we need two wings) - **Motion to approve the revised purchase agreement. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- D. Discussion and possible action on the Sidewalk Cost Share application & invoice for reimbursement at 100 E. Poplar (\$442.50-Jackson Concrete) - **Motion to approve the cost share. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- E. "Day of Action" ideas for volunteers to complete within the Village (sponsored by United Way) to take place on 6/24 *NEED TO SUBMIT IDEAS BY 4/23* - Karla to reach out to them on this. The Village would like to participate, and will provide lunch like in past years.
- F. Discussion and possible action on the TIF Redevelopment Agreement for Wurster Storage, LLC - **Motion to approve the Redevelopment Agreement AND the Ordinance (below under letter G) for Wurster Storage, LLC. 1st Judy. 2nd Preston. Roll call vote. All ayes. Motion carried.**
- G. Discussion and possible action on the TIF Ordinance regarding Wurster Storage, LLC (this was approved as part of the motion made above on Letter F) - **Ordinance 2021-0421C**
- H. Discussion and possible action on the amended lease agreement between the Village and NWSE for rent from 2021-2024 - No action taken. Added to the Admin meeting on 5/5.

XV. Mayor's Comments - May budget meeting to draft the 5/1/21 - 4/30-22 budget will be 5/12 at 7:00. The board retreat that was cancelled on 4/19 will be rescheduled soon. No specific date discussed at the meeting.

XVI. Correspondence - None

XVII. Executive Session - Personnel - **Motion to go into closed session. 1st Denise. 2nd Jason. All ayes. Motion carried.**

- A. Discussion and possible action - No action taken in closed session.
In open session - **Motion to put an AD out for the Chief of Police position. 1st Melody. 2nd Jason. All ayes. Motion carried.**

XVIII. Adjournment - **Motion to adjourn. 1st Denise. 2nd Jason. All ayes. Motion carried.**

Submitted by: Karla Rolwes; Clerk

