

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL
Wednesday, January 19th, 2022 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Denise Anderson, Nate Karberg, Jason Thomasson, Judy Glew (zoom), Meagan Szyrkowski (zoom)-Trustees; Terry Kurt-Attorney; James Mensendike-PW Superintendent; Fred Cass-Police Chief (zoom); Kent Dauphin-Treasurer; Jared Fluhr-MSA; Dan Pepin-CFPS; Karla Rolwes-Clerk

Absent: Melody Landwer-Trustee; Duane Brotherton-PW

- I. Call to Order
- II. Roll Call
- III. Approve any Board Agenda additions
- IV. Audience - Barb Sotanski (just observing); Pastor Roger with the Community of Christians to notify us they are working on getting meals at the church going again (like they currently do in Hanover) and to invite Chief Cass to their next meeting.
- V. MSA
 - A. Locust St. Sewer Project - Sewer lining is still in the works but should be completed soon. That is the final part of this project and then it can be closed out.
 - B. Catlin St. Water Improvement Project - Negotiations on the final amounts were finally settled. Below is the final pay application amount and final change order.
 1. Pay Application #7 (FINAL) in the amount of \$49,824.60 - **Motion to approve N-Traks final pay application and change order #3. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 2. Change Order #3 (FINAL) which reflects a net increase of \$2,280.00 - This was included in the motion above.
 - C. Splash Pad Project - No update (Project is complete - just waiting on remaining grant funds from the DNR and for the final punch list items to be completed so we can pay the final pay app from Fischer Excavating). The Engle Plumbing invoice was paid by the Village last week so reimbursement to the park savings will need to be made when the funds are received.
 - D. Downtown Sidewalk Project - Currently working on rerouting the water main.
 - E. GIS Mapping & Development - Data was obtained from the County and MSA is currently developing the final applications. Training for Village staff is scheduled for 2/2. A brief demo is scheduled for 2/16 prior to the board meeting.
 1. Field tablet (requires data plan) - The Village will be purchasing a tablet for staff to use when accessing the GIS system. Jared provided his recommendations of what to get. The Village agreed to move forward.
 - F. Cost estimate for flood analysis on parcel 07-000-330-06 - MSA will assist the Village with this and bill on an hourly basis not to exceed \$1,500. **Motion to approve this up to \$1,500. 1st Denise. 2nd Nate. Roll call vote. All ayes. Motion carried.**

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA) - No update
- B. Water Improvement Project (IEPA Loan#17-5615) - Final loan draw was presented (\$2,000 MSA; \$7,375 CFPS; \$49,824.60 N-Trak). **Motion to approve the final loan draw in the amount of \$58,699.60. 1st Judy. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- C. Splash Pad Update (OSLAD) - Dan reached out to Jennifer with DNR multiple times. The last correspondence from her said she had everything she needed. The Village hopes to receive the remaining grant funds soon.
- D. Downtown Sidewalk Project - No update
- E. DCEO Grant #HR210018 - No update. After multiple attempts of trying to contact the agency, Dan has not had any response from her since November. Mayor Dittmar said he would reach out to Chesney to touch base with DCEO and hope they get more information.
- F. Unsewered Community Grant (IEPA) (Betsy Dr.) - First round of this grant is for the “design” only. Max grant amount is \$30k for this round.
 - 1. Determine the scope of work needed based on what is eligible for the first round of this grant - The Village is looking to utilize this grant for Betsy Dr., Roberts Lane and treatment plant upgrades. It was decided that a meeting needs to be scheduled soon to include James, Jared, Mike and Dan to discuss specifics for the grant application.
Dan stated the fees for CFPS would be \$2,000. **Motion to approve hiring CFPS for \$2,000. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- G. Electrical work at NWSE building (grant options can be determined once scope of project is determined) - Dan asked that Karla send him the information/estimates we had gotten in the past on this. Added to the February PW meeting for further discussion.

VII. Police Report - No report given. Fred stated that Officer Yett worked for the first time for the Village over the weekend.

- A. Hire Anthony Yett as a part time officer at a rate of \$22/hr (Tony was sworn in on 12/20/21 by Karla Rolwes) - At the December board meeting the Village approved the hourly pay rate. Chief Cass was to meet with Officer Yett following that meeting and officially approve the hire at this meeting. **Motion to hire Anthony Yett. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**

VIII. Minutes

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

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

- A. TIF Redevelopment Agreement for Highway 20 Brewing Co. LLC (20% reimbursement for a total of \$7,856.31 payout over 3 years beginning in 2022) and accompanying ordinance **(2022-0119A)**

- B. Pay increase for James Mensendike and Duane Brotherton of \$1/hr to go into effect on payroll dated 1/19

X. Finances

- A. Treasurer's Report - Kent delivered the report. Stated that he closed out the "reserved car" savings account since the state no longer provides funding for this. Kent advised the board to consider moving the sewer savings money from Illinois Bank & Trust due to extremely low interest returns. After discussion, Kent will call IL B&T to see if they can give us a better rate and if not, the Village will decide how to proceed. **Motion to approve the treasurer's report. 1st Denise. 2nd Meagan. All ayes. Motion carried.** Mayor Dittmar reviewed the year to date sales tax graph which shows the Village is currently \$9,000 ahead of our record year with two more months to go.
- B. Payment of Bills - Total is \$41,606.01. **Motion to pay the bills. 1st Judy. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- C. Budget (Schedule a quarterly meeting in February) - Scheduled for 2/7 at 5:45

XI. Committee Reports

A. Public Works

- 1. Gary Klepack water softener - Karla filed this with our insurance company to see if it would be an eligible expense. IMLRMA stated it was not covered, however, once they knew the Village planned to pay it regardless, Karla was told by the claim adjuster that she would consult again with their supervisor and get back to us. In the event they do not cover this, the Village will just pay the \$1,025 from general checking. **Motion to approve paying this claim of \$1,025 if IMLRMA doesn't cover it. 1st Denise. 2nd Meagan. Roll call vote. All ayes. Motion carried.**

B. Administrative

C. Economic Development

XII. Attorney Comments

- A. 407 W. Catlin St. - **Motion to declare this property surplus. 1st Nate. 2nd Jason. All ayes. Motion carried.** Terry will get the notice published in the paper. A special board meeting was scheduled for 2/2 at 6:55 p.m. to discuss this further. Sealed bids will be opened at the March 16th board meeting.
- B. Lutheran Church Easement (as of 1/12/22 Eagle Point Solar is still looking for someone to do the survey so that they can get the legal description to us in order for the Village to grant a utility easement) - No update, still waiting for a legal description from Eagle Point Solar. Leave on agenda.
- C. Surplus of Blue Truck - Terry provided a notice of bid for review. After review, the board gave Terry the ok to publish it. Sealed bids will be opened at the March 16th board meeting.

- XIII. Old Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. Mapping Project - Jason asked that Cheryl Rife be added to the Admin meeting agenda for next month to speak regarding the “Community Funding Committee.”
- XIV. New Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. IMRF resolution (OPTIONAL) (IMRF form 6.72) to allow IMRF compensation on employee paid insurance premiums - **Motion to approve the resolution (2022-0119B). 1st Denise. 2nd Jason. Roll call vote. All ayes. Motion carried.**
 - B. Discussion on levying the Village IMRF contribution (currently 8.07% of gross wages) - Added to both committee agendas for next month for discussion.
 - C. Discussion on a Village Zoning Ordinance (would need building inspector; review examples other communities use; public hearing) - Terry stated he will do the Zoning Ordinance. MSA/Jared will work on the Subdivision Ordinance and then submit to Terry for review when the draft is completed. Karla to send the draft subdivision ordinance to Jared (that was put together for the Santa Ana development).
 - D. Discussion on purchasing the land between the Village burn pile and Sewer plant (see aerial map) - This area of land is full of mine shafts and has water run off. James suggested the Village consider buying this land since it’s directly between our properties. No action taken. Leave on agenda.
 - E. AmeriCorps (see print out) - Discussion but no action taken.
- XV. Mayor’s Comments
- A. Ribbon Cutting for Lola’s Deli 1/24 at 1:00 - *date is incorrect, should be 1/22 at 1:00* Three board members confirmed they will attend.
 - B. Money for Mapping Project - This was discussed under Old Business. More on this once Cheryl comes to the Admin meeting.
- XVI. Correspondence
- A. River Ridge After Prom donation request - **Motion to approve a \$200 donation. 1st Denise. 2nd Jason. Roll call vote. All ayes. Motion carried.**
- XVII. Executive Session - None
- A. Discussion and possible action
- XVIII. Adjournment - **Motion to adjourn. 1st Jason 2nd Meagan. All ayes. Motion carried.**
Adjourned at 8:07 p.m.

Submitted by: Karla Rolwes; Village Clerk

