

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL  
Wednesday, November 17th, 2021 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Denise Anderson, Melody Landwer, Judy Glew, Nate Karberg, Jason Thomasson, Meagan Szykowski-Trustees; Terry Kurt-Attorney; James Mensendike-PW Superintendent; Duane Brotherton-PW, Fred Cass-Chief of Police  
Absent: Kent Dauphin-Treasurer; Karla Rolwes-Clerk

- I. Call to Order - Mayor Dittmar called the meeting to order.
- II. Roll Call
- III. Approve any Board Agenda additions
- IV. Audience
  - 1) Heidi Dittmar with the Lutheran church stated that the church is putting in a new solar array. They would like to bore under the alley but want Village permission and to ensure there are no water/sewer lines under it. The alley belongs to the Village, so an easement is needed. Attorney Kurt said to have the solar company get the specifics to him on where the easement is needed for boring. They also need to contact JULIE to ensure all utilities are marked. During the meeting James stated no water lines are there, but there is sewer.
  - 2) Roger with the Community of Christians stated they want to start doing Community Meals in Elizabeth in the near future. On 12/19 they are doing community Christmas caroling and all are welcome to join. Asked if the Village needs help with anything currently. Mayor Dittmar stated that when the purple park play equipment comes in they could help with that. Hopeful to get that in the ground before snowfall. Asked that if we know anyone who is lonely and in need of company/help over the holidays that they are there to help with that.
  - 3) Ben Brenner (RRHS student there for Mr. Dittmar's class to observe)
- V. MSA
  - A. Locust St. Sewer Project - Fischer only has a couple punch list items to complete, which they indicated will be done before winter. The additional work has been submitted by MSA/CFPS to USDA to utilize the remaining \$78,000 in USDA grant funds. Waiting for approval on their end.
    1. Final Pay Application - Fischer pay app #7 (FINAL) was approved in the amount of \$100,646.67. Motion made under CFPS.
  - B. Catlin St. Water Improvement Project - Final project closeout is expected to be completed in December. MSA & N-Trak are still working to finalize quantities.
    1. Pay Application - N-Trak pay app #6 in the amount of \$43,932.15 was approved. Motion was made under CFPS.

2. Change Order - **Motion to approve Change Order #2 in the amount of \$12,604 (for additional excavation, aggregate, PCC driveway and sidewalk quantities) 1st Jason. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- C. Splash Pad Project - This project will now be closed out. Jared confirmed that the invoice to Engle Plumbing can now be paid in the amount of \$23,910.75 (original invoice was for \$27,030.75).
  1. Final Pay Application - Fischer pay app #6 (FINAL) in the amount of \$46,061.75 was approved. Motion was made under CFPS. Change Order #3 (FINAL) for a deduction in the amount of \$27,836.75 from Engle's Plumbing) was approved. Motion made under CFPS.
- D. Downtown Sidewalk Project- MSA continues work on alignment, profiles and initial CADD work. Next step will be to discuss water main re-routing.
- E. IEPA Landfill #2 (remove from agenda?) - The Village did not approve the estimate from MSA (\$38,500).
- F. GIS Mapping & Development - The Village is currently reviewing the data and maps. Progress continues.

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA) - **Motion to approve draw #11 in the amount of \$113,468.87. 1st Jason. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- B. Water Improvement Project (IEPA Loan#17-5615) - **Motion to approve loan request #6 in the amount of \$68,558.35 (includes N-Trak pay app #6 for 43,932.15, MSA inv #10 for 11,001.20 & CFPS inv #3 for 13,625.00) 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- C. Splash Pad Update (OSLAD) - **Motion to approve Fischer pay app #6 (FINAL) in the amount of \$46,061.75. and Change Order #3 (FINAL) 1st Meagan. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- D. Downtown Sidewalk Project - No update
- E. DCEO Grant #HR210018 - No update; Mike said if we don't hear back from Lisa (DNR contact) by end of the week to advise so he can reach out to Andrew Chesney.
- F. Lead service lines - Add to PW agenda for next month. This will be removed from the board agenda moving forward.
- G. Unsewered Community Grant - Waiting for this program to become active. This will remain on the agenda.
- H. Well House Improvement Project - Dan will be sending a letter to IEPA on our behalf stating that the funds earmarked for this project can be de-obligated for this FY and postponed to next FY (June 2022).

VII. Police Report - Chief Cass explained his plan for monthly reports at the meetings. They will include much of what Chief Toot did, but in addition, will reflect time spent at the schools (RR, CTE, NWSE).

VIII. Minutes

- A. Regular / October 2021 - **Motion to approve. 1st Denise. 2nd Melody. All ayes. Motion carried.**
  - B. Special Board Meeting Minutes from 11/8/21 - **Motion to approve. 1st Judy. 2nd Meagan. All ayes. Motion carried.**
- IX. Consent Agenda - **Motion to approve all items. 1st Jason. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- A. TIF Redevelopment Agreement for Steve McIntyre (E town bldg) with a reimbursement of \$12,644.68 over 5 years (2,528.94/yr) beginning in 2021
  - B. Ordinance for the above Redevelopment Agreement (McIntyre) **(2021-1117A)**
  - C. Basketball Program AD (\$125)
  - D. Pro-rate Liquor License Fees at 33% of normal annual cost (Small Town Saloon \$330, Cajun Jacks \$330, Jugs Main St. Tap \$330, E-Town \$165, Hwy 20 Brewing Co. \$165, The Little Keg \$165) \*Karla will send a letter to notify businesses the first week of December\*
- X. Finances
- A. Treasurer's Report - **Mayor Dittmar reviewed Kent's report in his absence. Motion to approve. 1st Judy. 2nd Melody. All ayes. Motion carried.**
  - B. Payment of Bills (totaling \$32,715.62) - **Motion to approve. 1st Meagan. 2nd Melody. Roll call vote. All ayes. Motion carried.**
  - C. Budget - Keeping an eye on the sewer fund as it was \$10k under at the last quarterly meeting. Everything else is doing well.
- XI. Committee Reports
- A. Public Works
  - B. Administrative
  - C. Economic Development
- XII. Attorney Comments
- A. 407 W. Catlin St. - The closing is scheduled for 11/19 at 1:00. Terry will email the documents needing signatures to Judy Glew (filling in for Karla this week). Peggy will come into the office and sign the applicable documents so she doesn't need to attend the closing. Karla will need to print a check for Beyer's Monday when she returns. Terry to confirm the amount. Mayor Dittmar and Attorney Kurt both confirmed that Beyer's do not get the check until they vacate 407 W. Catlin.
  - B. Amended Ordinance verbiage on 10-4-3 (Signs/Commercial & Industrial) - **Motion to approve the change to allow for variances approved by the board. 1st Melody. 2nd Melody. Roll call vote. All ayes. Motion carried. (2021-1117B)**
  - C. Discussion on the *Emergency Management Agency Act* tax levy letter from Angie Kaiser - Terry will consult with Angie on this and follow up next month as to whether the Village should levy for this or not.
- XIII. Old Business (Other than Committee Mtg Minutes/Consent Agenda)

- A. Mapping Project - Going well so far. They are waiting for January to include more people in this. Currently 30 but wanting more like 50. (Covid restrictions dictated the limit)

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

- A. Letter from Mayor Dittmar to Village Residents about water rate increase options - Holding off on this now since CFPS is going to request an extension to next FY from IEPA. (Well House Project)
- B. Discussion on “Pop up Shops” Ordinance - Terry will draft this and have it prepared for possible action at the December board meeting.
- C. Approve a one year extension of loan #102859 (Catlin St. Engineering Fees for Well House) - Due to the well house project getting pushed back, we decided to extend this loan another year. The IEPA won’t reimburse this money to the Village until this project gets put out for bid. **Motion to approve the extension. 1st Nate. 2nd Meagan. All ayes. Motion carried.**

- XV. Mayor’s Comments - Meagan brought up that Karen Klepeck stopped her out walking one day to express concern again for the pole by their house that is loose. This has been brought up in the past as well. The Village has reached out to the utility companies and determined it is Frontier’s pole but Frontier has told us multiple times they will come inspect it when they are in the area. That was approximately two months ago, but to date, they haven’t been here. At this time there is nothing further the Village can do.

XVI. Correspondence

- A. Letter from River Ridge School re: surplus TIF funds - Superintendent Fox sent a letter requesting TIF funds from the Village. She felt it was her obligation to at least ask. Mayor Dittmar explained that the TIF law states that unless it is causing financial hardship to the school due to the TIF funds then we are not obligated to fulfill the request. In the event there was a hardship, we would gladly comply with the request.
- B. Thank you card from Betty Patterson

XVII. Executive Session - None

- A. Discussion and possible action

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

Submitted by: Karla Rolwes; Clerk

