

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

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

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

- I. Call to Order - Mayor Dittmar called the meeting to order.
- II. Roll Call - 5 trustees present; one absent
- III. Approve any Board Agenda additions - **Motion to approve the addition of the 2021 TIF Disbursements (this is an annual planned expense and accounted for in the Village budget). Added under “Admin” 1st Denise. 2nd Jason. All ayes. Motion carried.**
- IV. Tax Levy
  - A. Discussion and possible action on FY21 Tax Levy - **Motion to approve. 1st Jason. 2nd Nate. All ayes. Motion carried. (2021-1215A)**
- V. Audience
  - A. Scott Roberts with O’Connor & Brooks to present the FY21 Audit - Scott went through the audit and answered questions. Overall, our cash assets are up about \$70k from last year. Scott informed us that next year the auditing process will change a bit based on new GASB requirements.
  - B. Pastor Mike Nesbit on behalf of the Community of Christians to observe
  - C. Erica Doms (zoom) to observe for Mr. Dittmar’s class
- VI. MSA
  - A. Locust St. Sewer Project - The final punch list items are being wrapped up. Visu-Sewer (under contract with Fischer) is hoping to complete the additional CIPP lining soon.
  - B. Catlin St. Water Improvement Project - Final pay app was anticipated to be done this month but N-Trak is still negotiating. This will remain on the agenda for next month.
    1. Pay Application
    2. Change Order
  - C. Splash Pad Project - Final pay was processed. Fischer is just finishing some final punch list items. MSA said to hold off on payment of Fischer’s final pay app until these are completed. MSA said the Engle Plumbing invoice can be paid; however the Village is waiting until they receive the remaining DNR grant funds.
  - D. Downtown Sidewalk Project - Currently working on preliminary plan sheets.
  - E. GIS Mapping & Development - MSA provided the Village set up instructions for ESRI. Karla will work on this soon.

- VII. CFPS, Inc. - Didn't attend. Dan provided an email to the Village stating there were no updates on his end for the below projects.
- A. Locust St. Sewer Project (USDA)
  - B. Water Improvement Project (IEPA Loan#17-5615)
  - C. Splash Pad Update (OSLAD)
  - D. Downtown Sidewalk Project
  - E. DCEO Grant #HR210018
  - F. Unsewered Community Grant
- VIII. Police Report - Chief Cass is meeting with Officer Anthony Yett on Monday to hire as a part-time officer for the Village for weekend and evening coverage. Hourly rate of \$22/hr was discussed and approved unofficially. Added to January board agenda.  
The Village is pursuing the purchase of a new squad. Fred stated to buy new right now is over a year out before orders are being taken. He presented a cost for a 1500 Silverado 4WD pick up that he found that he asked for approval to hold for the Village. The board agreed but Mayor Dittmar stated the payment for this needs to be after 5/1/22. If payment is needed sooner a special board meeting will be required. It was added to the budget checklist for next year.  
Fred is attending a Crisis Intervention Training Seminar in Rockford this week.
- IX. Minutes
- A. Regular / November 2021 - **Motion to approve. 1st Denise. 2nd Nate. All ayes. Motion carried.**
- X. Consent Agenda - **Motion to approve all items. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- A. 2022 Meeting dates for Admin, Public Works and Board
  - B. Snow Plowing Agreement between the Village and the IL Historical Preservation Agency re: the Apple River Fort State Historic Site
  - C. Locust St. Project Change Order #2 (Decrease of project cost by \$31,103.50 and time extension to February 2022)
  - D. Gym Windows estimate from Dubuque Glass Company (\$8,295)
  - E. TIF Inducement Agreement for David Brown Construction at 221 Roberts Ln. **(2021-1215B)**
- XI. Finances
- A. Treasurer's Report - **Motion to approve. 1st Denise. 2nd Jason. All ayes. Motion carried.**
  - B. Payment of Bills - **Motion to pay the bills. 1st Judy. 2nd Nate. Roll call vote. All ayes. Motion carried.**
  - C. Budget - Next quarterly meeting will be in February.
- XII. Committee Reports
- A. Public Works
  - B. Administrative

1. 2021 TIF Disbursements in the amount of \$73,690.73 - **Motion to approve the payouts and include Maynard. 1st Jason 2nd Denise. Roll call vote. All ayes. Motion carried.**

C. Economic Development

XIII. Attorney Comments

- A. 407 W. Catlin St. - Closing finalized last month. It was decided that all expenses for this (legal fees, property acquisition costs, demolition costs) will go under 01-8100. Keep on the agenda.
- B. Follow up discussion and possible action on the *Emergency Management Agency Act* tax levy letter from Angie Kaiser - Terry stated his opinion is not to levy for this. Board agreed.
- C. Discussion and possible action on a “Pop Up Shop” Ordinance - **Motion to approve. 1st Denise. 2nd Nate. Roll call vote. All ayes. Motion carried. (2021-1215C)**
- D. Lutheran Church Easement (see map provided by Eagle Point Solar) - Waiting to receive the legal description. Leave on agenda.

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

- A. Mapping Project - Mayor Dittmar gave a brief update on the different projects committees. Eric Dregne was the guest speaker at the meeting tonight.

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

- A. Boiler repair Estimate from Rockford Steam Boiler Works, Inc. (\$3,500) - This estimate is no longer accurate. There were more pipes that needed replacing. Leave on the agenda for next month once we know what the total cost will be.
- B. Approve Christmas bonuses for Elizabeth bucks - **Motion to approve the list. 1st Jason. 2nd Nate. Roll call vote. All ayes. Motion carried.**  
**Motion to approve the addition of Jody Landwer (\$50) to the list. 1st Denise. 2nd Jason. Roll call vote. 4 ayes. 1 abstain (Melody). Motion carried.**

XVI. Mayor’s Comments - Mayor Dittmar addressed the issues with the new County District maps that were approved at the County Board meeting on 12/14.

XVII. Correspondence - None

XVIII. Executive Session - None

- A. Discussion and possible action

XIX. Adjournment - **Motion to adjourn. 1st Jason. 2nd Denise. All ayes. Motion carried.**  
**Adjourned at 8:30 p.m.**

