

VILLAGE OF ELIZABETH
BOARD MEETING MINUTES
Village Hall / 200 E. Myrtle St. / Elizabeth, IL
Wednesday, February 16th, 2022 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Melody Landwer, Meagan Szykowski, Denise Anderson, Judy Glew, Nate Karberg-Trustees; James Mensendike-PW Superintendent; Duane Brotherton- PW; Fred Cass-Police Chief (zoom); Terry Kurt-Village Attorney; Karla Rolwes-Clerk; Jared Fluhr (MSA); Dan Pepin (CFPS, zoom); Steve McIntyre (just to observe); Pastor Nesbit (just to observe)
Absent: Jason Thomasson

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:00 p.m.
- II. Roll Call - 5 trustees present; 1 absent
- III. Approve any Board Agenda additions - Due to these items involving spending money they were not added to the agenda and will be on the March board agenda for action.
 - A. CFPS letter C (Items 1&2)
- IV. Audience
 - A. Jody Landwer (JDC Construction) - Jody Landwer attended to go over some of the changes that were made to the existing plans for the Village hall remodel project. Please see New Business letter B.
- V. MSA
 - A. Locust St. Sewer Project
 1. Change Order for Time Extension on Final Pay Application - **Motion to approve Change Order #3 (FINAL) in the amount of \$73,539.90 for the additional CIPP lining and time extension to 4/2/22. 1st Denise. 2nd Melody. Roll call vote. All ayes. Motion carried.** This additional money is all grant funds.
 2. Final Pay Application - **Motion to approve pay application #8 (FINAL) in the amount of \$116,677.46. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 - B. Catlin St. Water Improvement Project - No update. Still waiting on AID certifications and lien waivers from N-Trak.
 - C. Splash Pad Project - No update
 - D. Downtown Sidewalk Project - Work continues on the alignment, profiles and design.
 - E. GIS Mapping & Development
 1. Demo on new mapping system (6:45) - Jared did a 15 demonstration of the software and how to navigate through it. He suggested that the Village budget approximately \$2,500 annually for on-going support and additional development (this also includes the annual fee of \$950).
 - F. Betsy Dr. Sewer Extension (Unsewered Community Grant - IEPA) - MSA submitted the scope of work and associated fees to CFPS.
 - G. Sycamore St. Sewer Extension – The Village will move forward on this project. MSA is currently working with Public Works to get plans and permits submitted to IEPA this month. This project will be paid for with Village funds. It is not part of a grant.

VI. CFPS, Inc.

- A. Locust St. Sewer Project (USDA) - No update but they advised us to hold off on payment until we get the OK from CFPS and MSA as this will be the final pay out.
- B. Water Improvement Project (IEPA Project#17-5615) - No update.
- C. Well House Project (IEPA Project #17-5787) - This will stay on the agenda moving forward. This project now has its own project # as it was split out from the Catlin St. Water Main Project last year.
 - 1. Admin Contract - No action taken. Added to March board meeting.
 - 2. Authorized Representative - No action taken. Added to March board meeting.
- D. Splash Pad Update (OSLAD) - No update
- E. Downtown Sidewalk Project - No update
- F. DCEO Grant #HR210018 - A new contact person with DCEO was assigned to this project. She anticipated that within 4 months, the Village should have the funds in hand.
- G. Unsewered Community Grant (IEPA) (Betsy Dr.) - Application will be submitted to IEPA by the end of this week.
- H. Electrical work at NWSE building - No discussion. Will be on the March Public Works agenda to discuss scope of work to obtain estimates.

VII. Police Report - None

VIII. Minutes

- A. Regular / January 2022 - **Motion to approve. 1st Meagan. 2nd Judy. All ayes. Motion carried.**
- B. Special Board Meeting 2/2/22 - **Motion to approve. 1st Nate. 2nd Meagan. All ayes. Motion carried.**

IX. Consent Agenda - **Motion to approve the healthcare plan renewal. 1st Melody 2nd Judy. Roll call vote. All ayes. Motion carried.**

- A. Approve the Medical Associates Health Insurance renewal (village expense increase of \$50/month)

X. Finances

- A. Treasurer's Report - **Motion to approve the report. 1st Nate. 2nd Denise. All ayes. Motion carried.**
- B. Payment of Bills - **Motion to approve the bills (totaling \$18,354.85. 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- C. Budget

XI. Committee Reports

A. Public Works

- 1. Klepack water softener claim was paid in full by IMLRMA (\$1,025) - After the claims rep. spoke to Karla and was told the Village was paying this out of pocket if insurance didn't cover it, they decided to pay the claim. However, they

discouraged this payment, stating we should have let the insurance company deny it and they would've relayed that to the resident, to avoid setting future precedence. The Village stands by their decision because they knew the water main project caused this damage. Blaine Kurth will be hand delivering this check in order to give us the speech about what was just stated.

- B. Administrative
- C. Economic Development

XII. Attorney Comments

- A. 407 W. Catlin St. - The public notice for bid was published today in the paper. Bid opening will be 3/16 at the board meeting.
- B. Lutheran Church Easement (for Eagle Point Solar) - No update
- C. Ordinance to include 07-001-299-00 in the TIF district (it was included in the 2012 amendment but due to survey issues was never given a TIF tax code) - Added to March board meeting.
- D. Ordinance prohibiting residents from charging a fee to use their personal EV chargers - Added to March board meeting.
- E. Ordinance making N. Madison St. one sided parking from N. Vine to Hwy 20 (see map) - Added to March board meeting.
- F. Discussion and possible action on the Facade Improvement Loan Terms & Application - Moved back to Admin agenda for continued discussion and possible action.
- G. Discussion on the *DRAFT* Zoning Ordinance - No discussion. Will need a special meeting to review/discuss this at length. No date/time was set.

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

- A. Mapping Project - Mayor Dittmar stated there will be a business incubator tour in Dubuque on 3/19 and invited any board member to attend.
- B. Village of Elizabeth Zoning Ordinance -Duplicate on agenda in error.
- C. Discussion on purchasing the land between the Village burn pile and Sewer plant - No update. James reviewed the reasoning for considering this purchase. Leave on the agenda.

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

- A. Girls Basketball Regional Tournament Program AD (\$102) - **Motion to approve. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- B. Village Hall remodel bid update - Instead of using the existing bid of \$67,000 it was decided that JDC Construction will bill us by time and material. The overall cost shouldn't fluctuate much but this way it accounts for the changes made to the plans thus far and for any future revisions made between now and project completion. Jody did a walk through with the Mayor and Trustees to ensure everyone is ok with the new plans. Everyone was in agreement with the revisions discussed.
- C. IML email regarding TIF legislation SB 2298 - Mayor Dittmar will reach out to Andrew Chesney and Brian Stewart to express our opposition to this bill.

XV. Mayor's Comments

- A. Crossroads Church Easter Egg Hunt combined with VOE's (bounce house, coffee truck, donuts) - The Crossroads Church reached out to Mayor Dittmar about hosting this egg hunt and combining it with the Village's annual egg hunt. All thought this would be a great way to bring people to Elizabeth. The event will be 4/9. **Motion to approve hosting this event and putting \$250 towards sponsoring it. 1st Melody. 2nd Denise. All ayes. Motion carried.** Crossroads Church will make the arrangements for vendors.

XVI. Correspondence - None

**Mayor Dittmar motioned to put the meeting in recess while he and the board members did a walk-through of the remodeling changes with Jody Landwer @ 8:15 p.m.
Meeting reconvened at 8:37 p.m.**

Motion to go into closed session. 1st Judy. 2nd Denise. All ayes. Motion carried.

XVII. Executive Session - Personnel

- A. Discussion and possible action - No action taken in closed session. **Motion to come out of closed session. 1st Meagan. 2nd Melody. All ayes. Motion carried.**

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

Submitted by: Karla Rolwes; Clerk