

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL
Wednesday, March 16th, 2022 @ 5:30 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order at 5:33 p.m.
- II. Roll Call - 5 trustees present; 1 absent
- III. Approve any Board Agenda additions - None
- IV. Audience - Pastor Roger with the Community of Christians. He gave an update on the community meal programs in Hanover and Elizabeth. He confirmed the date of spring fling (6/4) so they can coordinate their church fundraiser for an Elizabeth resident for that same day.
- V. MSA - Didn't attend. No project updates.
 - A. Locust St. Sewer Project
 - B. Catlin St. Water Improvement Project
 - C. Well House Improvements Project
 - D. Splash Pad Project
 - E. Downtown Sidewalk Project
 - F. Unsewered Community Grant (IEPA)
 - G. Sycamore St. Sewer Extension
- VI. CFPS, Inc.
 - A. Locust St. Sewer Project (USDA) - We are still waiting on Fischer to approve the final pay application and change order. That is holding up the project close out process. Per USDA guidelines, funds are supposed to be spent within 3 years of obligation and we are well past that. If MSA cannot get the paperwork from Fischer VERY soon, Attorney Kurt and Mayor Dittmar will get involved.
 - B. Catlin St. Water Improvement Project (IEPA Project#17-5615) - Closeout paperwork was submitted to IEPA, now we are just waiting for their review/approval.
 - C. Well House Project (IEPA Project #17-5787)
 1. Cost projections - Dan reviewed our total users, current rates and water budget. It was determined that no rate increase will be required for the completion of this project.
 - D. Splash Pad Update (OSLAD) - No update. Still waiting on DNR.
 - E. Downtown Sidewalk Project - No update.

- F. DCEO Grant #HR210018 - The grant representative from DCEO sent an email today stating this grant has moved to “bond release.” We hope this means the funding is coming soon. This grant is to cover the new baseball fencing and school gym improvements.
 - G. Unsewered Community Grant (IEPA) - This application was submitted to IEPA on 2/23/22.
 - H. Electrical work at NWSE building (*leave on agenda*)
- VII. Police Report - Chief Cass reviewed his February police report.
- VIII. Minutes
- A. Regular / February 2022 - **Motion to approve. 1st Nate. 2nd Denise. All ayes. Motion carried.**
- IX. Consent Agenda - **Motion to approve all items. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- A. Professional Services Agreement for MSA to complete the IEPA Well House Improvement Project (\$48,600)
 - B. Well House Improvement Project Resolution for Authorized Representative
 - C. CFPS Agreement for Professional Services for the IEPA Well House Improvement Project (\$40,000 to be paid with IEPA loan funds)
 - D. Facade Improvement Loan Application and Terms
 - E. BE Creative proposal (\$2,800) for school building restroom design
 - F. Approve paying up to \$3,000 towards the Summer Intern position (in partnership with Energize Elizabeth/Elizabeth Chamber of Commerce)
- X. Finances
- A. Treasurer’s Report - Kent delivered the report. He brought up the video gaming license fee. IL gaming board increased the max to \$250/machine. Currently we charge \$25/machine. Added to April Admin agenda for further discussion.
Motion to approve the treasurer's report. 1st Judy. 2nd Jason. All ayes. Motion carried.
 - B. Payment of Bills - **Motion to approve the bills in the amount of \$20,978.47. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
 - C. Budget - No discussion
- XI. Committee Reports
- A. Public Works
 - 1. Discuss ordinance for conex containers (where, how many, etc.) - Discussed the need for an ordinance banning these for the following things: living quarters, stacked, residential areas. Would allow in industrial/commercial areas for storage, and variances would be allowed by request and board approval. Added to Admin agenda for further discussion. No action taken.

2. Discussion and possible action on the Neptune 360 Essential AMR Software Package (\$12,669.50) - **Motion to approve. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**

- B. Administrative
- C. Economic Development

XII. Attorney Comments

- A. 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) - **Motion to approve. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried. (2022-0316A)**
- B. Ordinance prohibiting residents from charging a fee to use their personal EV chargers - **Motion to approve. 1st Jason. 2nd Melody. Roll call vote. All ayes. Motion carried. (2022-0316B)**
- C. Ordinance making N. Madison St. one sided parking from N. Vine to Hwy 20 (see map) - **Motion to approve. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried. (2022-0316C)**
- D. Form a sub-committee for Village Beautification - No approval needed. Mayor Dittmar established the committee. This committee will work as part of the Mapping Project
- E. Lutheran Church Easement (for Eagle Point Solar) - Attorney Kurt received the needed legal information from Eagle Point. He drafted and presented the Alley Easement to the board. (Alley located behind the church at 411 Catlin St. This easement will allow boring under the alley to run needed equipment for their solar panels. The easement states they must maintain this area and if grass/dirt/etc. is disrupted, to restore it to the condition it was prior) **Motion to approve the alley easement. 1st Jason. 2nd Nate. Roll call vote. All ayes. Motion carried.**

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

- A. Mapping Project (*leave on agenda*) - Mayor Dittmar reminded everyone of the business incubator tour this Saturday. All are welcome to attend. The Chamber is also part of this tour.
- B. Village of Elizabeth Zoning Ordinance (*leave on agenda*)
 1. Schedule a meeting to review the Draft Zoning Ordinance - Scheduled for 6:00 on 4/20 (prior to the board meeting).
- C. Discussion on purchasing the land between the Village burn pile and Sewer plant (*leave on agenda*) - No discussion.

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

- A. 407 W. Catlin St. Bid Opening - 3 bids were received. No action taken.
- B. Blue Truck Bid Opening - 3 bids were received. No action taken.
- C. Resolution of support for 15% change of the Jo Daviess County Zoning Ordinance - Mayor Dittmar explained the reasons he would like the Village to approve a resolution of support. Attorney Kurt will draft this. Added to the April Admin agenda.

- D. Discussion on the invoice from MSA for Municipal Landfill Closure (1,841.35 vs \$3,673.50) - **Motion to pay \$1,841.35. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- E. Discussion of revising the NWSE lease to account for janitorial costs - Starting this August, the Village is working with NWSE to take over the janitorial services at the school building. Both parties are open to negotiating this. Terry will do an addendum to their current lease agreement once the actual terms have been agreed upon.
- XV. Mayor's Comments -
Met with Scott Sadler to review the Veteran Memorial applications. Have some follow up questions which Karla will help with.
Highway 20 Brewery would like to have a block party this summer (no specific date discussed). Discussed what is needed for insurance. Terry advised we need to be listed as an additional insured on their policy. The brewery would have to notify the neighbors.
- XVI. Correspondence - Received a request from Lange Sign on behalf of Citizens State Bank regarding new signage for the building that is currently Illinois Bank & Trust. Citizens State Bank will be taking over this building as of early June. The new signage was reviewed and approved.
- XVII. Executive Session - None
A. Discussion and possible action
- XVIII. Adjournment - **Motion to adjourn. 1st Jason. 2nd Nate. All ayes. Motion carried. 7:10 p.m.**

Submitted by: Karla Rolwes, Clerk

