

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL

Wednesday, September 21st, 2022 @ 7:00 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:02 p.m.
- II. Roll Call - All trustees present
- III. Approve any Board Agenda additions
  - A. New business letter G - **Motion to approve adding this to the agenda for action. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- IV. Audience: Roger with the Community of Christians gave an update on their month's events and what's coming up. Steve Haring with MSA attended to observe.  
Paul Studtmann attended. He and his wife are purchasing the Bishop's building at the end of this month. He explained his bicycle museum to the board.  
Cheryl Rife attended with Nichole Ambrosia regarding a business incubator. The Mapping Committee has been working on this for months (touring other towns incubators, researching, reaching out to potential users) and they are ready to apply for grant funds to get it going. It would be called the "Elizabeth Business Hub." The startup cost is \$5,000. They are asking the Village to contribute \$1,000. Other contributors of \$1,000 are: Apple River State Bank, Citizens State Bank, Jo Carroll Energy (didn't catch the other one). Ideally they want to keep the hub on Main Street. Until they can make that happen they requested to use the meeting room side of Village Hall. That will be on both agendas in October for discussion.  
**Motion to approve contributing \$1,000 to the Elizabeth Business Hub startup costs. 1st Meagan. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- V. MSA - No updates
  - A. Locust St. Sewer Project
  - B. Well House Improvements Project (IEPA)
  - C. Splash Pad Project
  - D. Downtown Sidewalk Project - Jared facilitated the Public Hearing directly before this meeting.
  - E. Unsewered Community Grant (IEPA)
  - F. Sycamore St. Sewer Extension
  - G. Subdivision Ordinance
- VI. CFPS, Inc. - Jill Pepin gave the below updates.

- A. Well House Project (IEPA Project #17-5787) - Pre-bid meeting was yesterday. Three companies attended. The bid opening is scheduled for 10/13 at 10:00 am at Village Hall.
- B. Splash Pad Update (OSLAD) - No update
- C. Downtown Sidewalk Project
  - 1. Approve the Resolution for the ITEP Grant Application - **Motion to approve the resolution. 1st Meagan. 2nd Denise. Roll call vote. All ayes. Motion carried. (2022-0921A)**
- D. DCEO Grant #HR210018
  - 1. Notice of Award - Hulscher Fencing - **Motion to award Hulscher Fencing. 1st Judy. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- E. Unsewered Community Grant (IEPA) - The design will begin next quarter.

VII. Police Report

VIII. Minutes

- A. Regular / August 2022 - **Motion to approve. 1st Judy. 2nd Meagan. All ayes. Motion carried.**
- B. Special Board Meeting 8/30/22 - **Motion to approve. 1st Denise. 2nd Melody. All ayes. Motion carried.**

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

- A. Approve a total payout of \$3,720.20 over two years (\$1,860.10 each year for two years) beginning in 2023 for Three Sister Sweet Shoppe (tuck pointing and paved parking lot) **(2022-0921B)**
- B. Approve Asbestos removal estimate for the school building for \$10,500 (that price is tear out only and one air clearance- we need two air clearances so price will need to be increased by \$450)
- C. Approve the Sidewalk Cost Share for 236 & 238 W. Main St.
- D. Approve the Sidewalk Cost Share for 106 E. Washington St.

X. Finances

- A. Treasurer's Report - **Motion to approve the treasurer's report. 1st Judy. 2nd Melody. All ayes. Motion carried.**
  - 1. Second installment of the ARP funds were received - \$49,126.56 was received on 9/14/22. This will get put as revenue in the police fund. Due to the extra revenue being accounted for in the Police Fund there is only \$12k remaining for interfund transfer to police for the rest of the FY.  
Originally the Village was going to put this money towards our "Biden money" loan but for now we are going to use it to pay Hulscher Fencing since we are going to owe them for the new baseball fencing next week and then once DCEO sends our grant funds for this fencing, we'll reimburse our Biden money loan at that point. This is for precaution in case the DCEO drags their feet on sending the grant money.

NWSE submitted their rental payment this week. That money (\$19,050) will go entirely to the building savings account to have when the building loan payment is due in January 2023.

B. Payment of Bills - **Motion to approve the bills in the amount of \$37,373.78. 1st Judy. 2nd Meagan. Roll call vote. All ayes. Motion carried.**

C. Budget

1. Mapping committee will give \$1,000 towards this and the Village will give \$4,000. The Village will be responsible for writing the check - This was discussed under Audience. This was on the agenda incorrectly. The Village will be asked to contribute \$1,000 (not \$4,000 as stated above).

XI. Committee Reports

A. Public Works

1. Approve billing the Elizabeth Housing LP (#3720) at normal water and sewer rates beginning 10/1/22 and removing the flat rate of \$494.59 - Since the Village has been unable to find any old contracts stating the flat rate it was decided to remove the flat rate and begin billing this account based on usage. Ron Temperly remembers it being discussed at a meeting around 2012 but Karla was unable to locate anything to reference this. **Motion to approve removing the flat rate and begin billing based on usage starting 10/1/22. 1st Denise. 2nd Meagan. All ayes. Motion carried.**

B. Administrative

1. Approve the Arrow Estimate for \$9,895 for new downtown cameras and Village Hall (includes installation) (Streets to pay for 7,680, gen corp. to pay for \$2,215) - **Motion to approve. 1st Melody. 2nd Judy. Roll call vote. All ayes. Motion carried.**

C. Economic Development - None (contribution to NWILED is under New Business)

XII. Attorney Comments

- A. Three ordinances needed for DACRA - Alyssa from the City of East Dubuque is working on getting these together for us. Added to October Admin agenda.
- B. Dog Ordinance Violation letter (review the drafted copy) - **Motion to approve the letter and send it to the property owner. 1st Judy. 2nd Melody. All ayes. Motion carried.**
- C. Vacate Vine Street to Washington Street per 2001 meeting minutes (Motion was made at the Admin meeting on 9/7 to get this paperwork recorded - want official approval in the board minutes also so this is on record in both places) - This was on the Admin agenda and recommended for approval on 9/7/22 but Karla wanted this on both minutes and so all board members were aware. **Motion to approve the vacation of Vine St. to Washington St. and get this recorded. 1st Meagan. 2nd Denise. All ayes. Motion carried. (2022-0921C) Hammer Law will get this recorded.**
- D. Ordinance for Sycamore Street/Industrial Parking Lot - **Motion to approve. 1st Meagan. 2nd Denise. Roll call vote. All ayes. Motion carried. (2022-0921D)**

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

- A. Mapping Project (*leave on agenda*)
- B. Village of Elizabeth Zoning Ordinance (*leave on agenda*) - Next review meeting will be at 6:00 prior to the board meeting on 10/19

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

- A. Approve the TIF Development Agreement for Ambrosia Wurster LLC - **Motion to approve. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- B. Approve the Inducement Resolution for Deborah and Paul Studtmann for 137 N. Main St. - **Motion to approve. 1st Judy. 2nd Meagan. All ayes. Motion carried. (2022-0921E)**
- C. Approval to keep track of funding for the Elizabeth Business Hub - This was discussed under Audience; Cheryl Rife. The Village will collect the startup money.
- D. Discussion and possible action on a contribution to NWILED - **Motion to contribute \$500. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- E. Approve the use of MFT funds for this FY to resurface the alley from Vine Street (by post office) to behind the Lutheran Church (cost of \$24,750 - MFT resolution was approved for \$25,000) - **Motion to approve. 1st Denise. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- F. Set the date/time for trick or treating - Monday 10/31 from 5-7 p.m.
- G. Purchase 6-8 picnic tables @ \$750 each - Tabled.

XV. Mayor's Comments

- A. Review the TIF process (after Karla's conversation with Kathy Orr) - Karla gave a summary of her conversation with Kathy Orr regarding the TIF process. "Baby projects" with low expenses do not need inducement agreements. Once the TIF application is approved, the property owner can submit their receipts/proof of payment to the Village and then a redevelopment agreement can be drafted once a percent for reimbursement is approved by the Village board. For larger projects an inducement agreement is needed (as we have always done). Exact expenses aren't needed until the redevelopment agreement is drafted. Karla wanted this on record for future reference.
- B. Possible date change for PW & Admin next month (10/5) due to River Ridge School Concert - No date change. The committee meetings will stay as is. Mayor Dittmar will not be in attendance.

XVI. Correspondence - None

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

XVII. Executive Session - Personnel benefits

- A. Discussion and possible action - No action taken in closed session.

**In open session: Motion to offer 4 employees (Duane, James, Fred, Karla) a 2% village match in the 457b retirement plan. 1st Denise. 2nd Jason. Roll call vote. All ayes. Motion carried.**

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

Submitted by Karla Rolwes; Clerk