

# ***DRAFT***

## **VILLAGE OF ELIZABETH BOARD MEETING MINUTES**

**Village Hall / 200 E. Myrtle St. / Elizabeth, IL  
Wednesday, February 21st, 2024 @ 7:00 p.m.**

Attending: Mike Dittmar-Mayor; Craig Ketelsen, Judy Glew, Michael Sellers, Denise Anderson, Jason Thomasson, Nate Karberg-Trustees; Terry Kurt-Attorney; James Mensendike-PW Superintendent; Duane Brotherton-PW; Fred Cass- Police Chief; Michael Dauphin-Treasurer; Dan Pepin-CFPS; Karla Rolwes-Clerk

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:00 p.m.
- II. Roll Call - All trustees present
- III. Approve any Board Agenda additions - None
- IV. Audience - Pastor Donna and her husband, on behalf of the Community of Christians. She listed the upcoming community events they're hosting and stayed to observe the meeting.  
Tina Brandel attended; she notified the board of the new temporary location of the County Admin offices while the courthouse is under construction and also stayed to observe the meeting.
- V. MSA - Didn't attend; no updates.
  - A. Locust St. Sewer Project
  - B. Well House Improvements Project (IEPA)
  - C. Downtown Sidewalk Project
  - D. Unsewered Community Grant (IEPA)
- VI. CFPS, Inc.
  - A. Well House Project (IEPA Project #17-5787) - Dan stated we are waiting on the signed contract from Peerless. Once received we will schedule a pre-con meeting with them and the Village.
  - B. Downtown Sidewalk Project - Waiting on the state to give the go ahead to put this project out for bid. Dan is working with IDOT to get this QBS moving forward.
  - C. Unsewered Community Grant (IEPA) - Dan submitted the project plan (provided by MSA) to IEPA today; this will close out this portion of the grant and request our remaining grant funds (\$14,000). We are still looking to pursue the *construction phase* of this grant but are waiting for the NOFO to be announced by IEPA.
- VII. Police Report - Fred delivered the report. Notified us of an increase in CIRT dues (just put this in the budget) and presented a quote from Sand Prairie for squad laptops. The quote was added to the Admin agenda for March.
- VIII. Minutes

- A. Regular / January 2024 - **Motion to approve. 1st Craig. 2nd Nate. All ayes. Motion carried.**
- B. Special Board meeting minutes 1/17/24 - **Motion to approve. 1st Denise. 2nd Michael. All ayes. Motion carried.**

IX. Consent Agenda

- A. Approve the Well House project Notice of Award - **Motion to approve. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Approve the transfer of \$9,000 from the water emergency fund to the general checking account to cover water main break material/labor costs and water testing supply costs - **Motion to approve. 1st Judy. 2nd Michael. Roll call vote. All ayes. Motion carried.**

X. Finances

- A. Treasurer's Report - Michael delivered the report. **Motion to approve. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- B. Payment of Bills - **Motion to pay the bills in the amount of \$44,772.50. 1st Judy. 2nd Craig. Roll call vote. All ayes. Motion carried.**
- C. Budget - Had a budget meeting last week; the minutes were included in the board packet.

XI. Committee Reports

- A. Public Works
  - 1. Approve the new user fee for the Well House project in the amount of \$2.30 per month per user to go into effect 5/1/24 - **Motion to approve. 1st Denise. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- B. Administrative - The admin meeting for February was canceled.
- C. Economic Development
  - 1. Review the NWILED map provided for future expansion based on the Workforce Housing Needs Assessment study completed in 2022 - **Approve the expansion area indicated on the map. 1st Denise. 2nd Jason. All ayes. Motion carried.**

XII. Attorney Comments

- A. Update on 244 N. Main St. - No update. Terry is waiting for confirmation from the appraisal company.
- B. Clarification on the recommended raise for Mayor Dittmar in the July 2023 meeting minutes that was never implemented - In the 7/25/23 board meeting minutes it indicates that the increase in salary for Mayor Dittmar was approved. After that meeting, it was the opinion of Terry Kurt, Village Attorney, that this salary increase could NOT be given. It was never implemented but the minutes were never corrected to reflect that. This is to show on record that the raise was never implemented.
- C. Adopt the Illinois Criminal Code under DACRA - **Motion to approve. 1st Jason. 2nd Judy. Roll call vote. 5 ayes. 1 abstain (Craig). Motion carried. (2024-0221)**

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

- A. Elizabeth Business Hub
- B. Village of Elizabeth Zoning Ordinance (*leave on agenda*)

- C. DACRA Program - This will be removed from the agenda moving forward.
- D. Ambrosia Wurster Subdivision - A sketch plan review meeting was held prior to this meeting. Progress continues.

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

- A. Discussion and possible action to renew the Medical Associates Health Insurance Plan (monthly cost will go from \$4,788 to \$5,224) - **Motion to approve. 1st Michael. 2nd Craig. Roll call vote. All ayes. Motion carried.**
- B. Approve additions/subtractions on the “Elizabeth Contiguous Grown Area Map” - **Motion to approve. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- C. Discussion and possible action to approve a second CIRT savings account (requested by Kevin Turner) - **Motion to approve. 1st Craig. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- D. IEMA Response Planning Guide for Asylum Seekers - Mike reviewed the discussion at the last Mayor’s meeting on this.
- E. Discussion and possible action on the Ferguson Waterworks quote - Quote has still not been received. Will remain on the agenda for next month.

XV. Mayor’s Comments - The Crossroads Community Church will be hosting their Easter Egg Hunt here again (on the ballfield) Saturday 3/23 from 1-3:00.

XVI. Correspondence

- A. River Ridge After-Prom donation request - **Motion to approve a \$200 donation. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Day of Action (through United Way; June 20th) - Karla asked that the board brainstorm ideas on this so we can utilize the volunteers again as in years past.

XVII. Executive Session - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Judy. 2nd Craig. All ayes. Motion carried. 7:59 p.m.**

Submitted by: Karla Rolwes; Clerk

