

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL  
Wednesday, March 20th, 2024 @ 7:00 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:01 p.m.
- II. Roll Call - 5 present; 1 absent
- III. Approve any Board Agenda additions - Item added was under Public Works and was discussion only.  
**Motion to approve the addition. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- IV. Audience - Michael Oelleric and Bruce Streicher both attended for observation only.
  - A. Public Restrooms - Tammy Trebian expressed concern with Jug's Bar closed that many visitors to Elizabeth are requesting to use her store restrooms. She suggested a solution to this, however, the building owner that would be involved was not interested. So this was just an FYI to our board that a public restroom in the main street area would be something to keep in mind in the future.
- V. MSA - Didn't attend. Updates provided by Jared.
  - A. Locust St. Sewer Project (Can this be removed?) - This will be removed from the agenda moving forward. Once the audit for this FY is completed this project will officially be closed out.
  - B. Well House Improvements Project (IEPA) - The signed construction agreements have been received from Peerless. A pre-con meeting is scheduled for 3/22 at Village Hall.
  - C. Downtown Sidewalk Project - The supplemental agreement (amendment) with IDOT for additional work was approved (includes TMA additions, ESR addendum, PES addendum). MSA will begin the work on these items over the next several months.
  - D. Unsewered Community Grant (IEPA) - No update.
- VI. CFPS, Inc.
  - A. Well House Project (IEPA Project #17-5787)
    1. Change Order #1 (extend length of the CFPS contract) - This is just needed since this project has taken so long to get put out for bid that we are no longer in the range of dates that was originally contracted with CFPS. **Motion to approve the change order. 1st Denise. 2nd Nate. All ayes. Motion carried.**
    2. Disbursement Request #1 - **Motion to approve the disbursement request for \$74,200. 1st Craig. 2nd Jason. Roll call vote. All ayes. Motion carried. The total invoices paid for this disbursement period is \$78,900, however \$4,700 of that**

**was not eligible for IEPA grant or loan funds since it was re-bidding costs. Re-bidding expenses are ineligible expenses per IEPA rules.**

- B. Downtown Sidewalk Project - No update
- C. Unsewered Community Grant (IEPA) - No update

VII. Police Report - Fred delivered the report. He is working on getting final reminders to owners of vehicles still parked in the Sycamore lot since the deadline to have them out is 4/1. Next month on the Admin agenda will be the information about Spillman, to replace IWIN.

VIII. Minutes

- A. Regular / February 2024 - **Motion to approve. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- B. Special Board meeting minutes from 2/21/24 - **Motion to approve. 1st Nate. 2nd Craig. All ayes. Motion carried.**

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

- A. Ambrosia Wurster Subdivision: Waive the water and sewer hookup fees (\$1,000 each) within this subdivision if the purchaser of the lot builds within two years of purchase date

X. Finances

- A. Treasurer's Report - Michael delivered the report. **Motion to approve the report. 1st Craig. 2nd Jason. All ayes. Motion carried.**
- B. Payment of Bills (in the amount of \$29,379.70) - **Motion to approve. 1st Jason. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- C. Budget

XI. Committee Reports

- A. Public Works (March meeting was canceled)
  - 1. Follow up discussion on trading in a lawn mower (from 2/7/24 meeting and 2/12/24 budget meeting) - No action taken at this meeting since it was not on the published agenda. This will be on the PW meeting next month for possible action.
- B. Administrative
- C. Economic Development

XII. Attorney Comments

- A. Update on 244 N. Main St.. - We received a quote in the amount of \$1,300 from Kane Appraisal to complete an appraisal for the Village to continue moving forward with the eminent domain process. **Motion to approve the quote. 1st Judy. 2nd Nate. Roll call vote. All ayes. Motion carried.**
- B. American Tower Verbiage for "Limited Right of First Refusal" - Legally the Village cannot grant someone first right of refusal. All property must be declared surplus and go through the sealed bid process. Karla will let American Tower know that we did not approve their request for the contract verbiage change.
- C. Sewer replacement Loan for 108 S. Hickory (waiting on invoices to determine amount of financing; once received a loan agreement will need to be drafted) - Once the village receives

invoices for this replacement, a loan agreement will be drafted. At the time of this meeting, the work hadn't been completed yet.

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

- A. Elizabeth Business Hub
- B. Village of Elizabeth Zoning Ordinance (*leave on agenda*) - The final review meeting was held last week. Mike will be getting the notes together with changes to the draft for Terry to get a final ordinance drafted.
- C. Ambrosia Wurster Subdivision

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

- A. Discussion and possible action on the Ferguson Waterworks quote for all meters to be replaced (\$135,047.17) - This will not be pursued at this time. No action taken.
- B. Block Party request on Poplar St. 5/18 (includes music until 9:00 p.m.) - **Motion to approve. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- C. Discussion and possible action to hire CFPS to update the Village's Capital Improvement Plan (CIP) (\$5,000) - The board all agreed we need to do this, since now most grants require one in place. Ours is currently out of date. This will be in the budgeted expenses for FY25. Karla will have this back on the agenda at Public Works in May.

XV. Mayor's Comments

- A. 1% grocery tax - This was just an FYI about the legislation in the works that IML had alerted municipalities to. Mike felt if this were to pass that our Village wouldn't be affected much at all, as the tax is strictly for fresh produce, not processed foods (at least that's how it's being understood at this time based on the press releases from IML).
- B. Chicago busing migrants - Mike had reached out to the County Board Chairman and Sherriff to ask what the plan would be in the event migrants were brought to Elizabeth. The plan at this time, from the County, is that the County transit bus would take them to Chicago.

XVI. Correspondence

- A. Thank you card from Barb Steinhagen and family

**Motion to go into executive session. 1st Judy. 2nd Nate. All ayes. Motion carried. (7:50 p.m.)**

XVII. Executive Session - Personnel

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

XVIII. Adjournment - **Motion to adjourn. 1st Jason. 2nd Judy. All ayes. Motion carried. 8:00 p.m.**

Submitted by Karla Rolwes; Clerk

