

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL  
Wednesday, October 18th, 2023 @ 7:00 p.m.

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

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:00 p.m.
- II. Roll Call - At time of roll call, 5 trustees present. Nate Karberg arrived at 7:02 p.m.
- III. Approve any Board Agenda additions - None
- IV. Appoint new Village Treasurer; Michael Dauphin - **Motion to appoint Michael Dauphin as the treasurer for the Village. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.** New bank signature cards were signed at the meeting for Apple River State Bank. Michael is now granted authorization to access all Village bank accounts.
- V. Audience
  - A. Bob Dittmar re: Safe Haven TIF request - Bob is on the board of directors and spoke on behalf of Safe Haven to explain their upcoming project to install solar panels. No action taken during the audience portion. This is on the agenda under new business.
- VI. MSA - Didn't attend. No updates.
  - A. Locust St. Sewer Project
  - B. Well House Improvements Project (IEPA)
  - C. Splash Pad Project
  - D. Downtown Sidewalk Project
  - E. Unsewered Community Grant (IEPA)
  - F. Final Draft of Subdivision Ordinance
- VII. CFPS, Inc. - Didn't attend. No updates.
  - A. Well House Project (IEPA Project #17-5787)
  - B. Splash Pad Update (OSLAD)
  - C. Downtown Sidewalk Project
  - D. Unsewered Community Grant (IEPA)
- VIII. Police Report - Fred did not attend.
- IX. Minutes
  - A. Regular / September 2023- **Motion to approve. 1st Denise. 2nd Nate. All ayes. Motion carried.**

- X. Consent Agenda - **Motion to approve all items. 1st Craig. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- A. Approve a \$2/hour raise for James Mensendike and Duane Brotherton
  - B. Approve Sidewalk cost share application for 302 W. Catlin and 306 W. Catlin
  - C. Approve Exterior Beautification application for 209 W. Catlin
  - D. Approve the purchase of a used generator from Genesis Power for the Sewer Plant
- XI. Finances
- A. Treasurer's Report - Michael delivered the report.
  - B. Payment of Bills - **Motion to pay the bills in the amount of \$35,400.03. 1st Michael. 2nd Denise. Roll call vote. All ayes. Motion carried.**
  - C. Budget
    1. Schedule a quarterly meeting for November - Meeting scheduled for Monday 11/13 at 5:00.
- XII. Committee Reports
- A. Public Works
  - B. Administrative
    1. TIF request from Adam Wurster for paving the entrance to his shop at 3891 S. Pleasant Hill Rd. (parcel 07-001-282-16) - **Motion to approve. 1st Jason. 2nd Judy. All ayes. Motion carried.**
    2. TIF Inducement Agreement for Adam Wurster for paving the driveway approach at 3891 S. Pleasant Hill Rd. (parcel 07-001-282-16) - **Motion to approve. 1st Michael. 2nd Jason. All ayes. Motion carried. (2023-1018A)**
    3. TIF request from Wurster Storage for a land purchase from parcel 07-002-276-00 (this application request also includes land prep/excavation of future shop site) - **Motion to approve. 1st Judy. 2nd Denise. All ayes. Motion carried.**
    4. Request from NWILED for annual contribution - **Motion to approve a \$1,000 contribution. 1st Denise. 2nd Michael. Roll call vote. All ayes. Motion carried.**
  - C. Economic Development
- XIII. Attorney Comments
- A. Update on 244 N. Main St. - Terry has been in contact with Joe Nack (property owner's attorney). The building appraisal was ordered but no word yet if it's been completed. Karla will follow up on this tomorrow.
  - B. Discussion on the title search completed for parcels 07-001-238-00 and 07-002-268-03 to determine ownership - Title search was completed by H.B. Wilkinson. Showed that 07-001-238-00 is owned by the Village, so a copy of the report will be sent to the County by Karla so they can update their GIS map/records. The report showed that the state does own 07-002-268-03, but the state employees we've talked to don't agree with that. Terry will prepare a QCD to send to hopefully resolve this and just have IDOT sign over ownership to the Village.
- XIV. Old Business (Other than Committee Mtg Minutes/Consent Agenda)
- A. Elizabeth Business Hub (leave on agenda) - No update
  - B. Village of Elizabeth Zoning Ordinance (leave on agenda) - No update

- C. DACRA Program (does the Village still want to be part of this program now that there's a monthly fee associated with it?) - Fred Cass and Nate Karberg attended the DACRA meeting in East DBQ last night. It was hosted by the new East DBQ City Manager. Overall, it did not go well. No decisions were made yet. Mike will discuss this with the other Mayors at the next Mayor's meeting. This will be on the Admin agenda for November for any updates and to get input from Fred since he was not able to attend this board meeting.
- XV. New Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. Discuss changing the employee handbook to reflect IMRF usage of unused accumulated sick time - The board agreed that the Village should adopt the IMRF policy regarding unused and unpaid sick leave. Karla will update the employee handbook accordingly to reflect this. Effective immediately.
  - B. TIF application for Safe Haven - **Motion to approve the request. 1st Jason. 2nd Michael. All ayes. Motion carried. \*\*This was approved in error. Safe Haven (07-002-260-00) is not in the TIF district\*\* This correction will be on the November Admin meeting.**
  - C. TIF Inducement Agreement for Wurster Storage for a land purchase of approximately 2 acres from parcel 07-002-276-00 - This TIF request is for land acquisition, excavation and land prep. **Motion to approve. 1st Denise. 2nd Michael. All ayes. Motion carried. (2023-1018B)**
- XVI. Mayor's Comments - None
- XVII. Correspondence
- A. Jo Daviess County Board of Review notification on 540 Pleasant St. - Reviewed this with the board.
- XVIII. Executive Session - None
- A. Discussion and possible action
- XIX. Adjournment - **Motion to adjourn. 1st Judy. 2nd Michael. All ayes. Motion carried. 8:00 p.m.**

Submitted by: Karla Rolwes; Clerk

