

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

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

Wednesday, November 15th, 2023 @ 7:00 p.m.

Attending: Mike Dittmar; Mayor; Jason Thomasson, Denise Anderson, Michael Sellers, Nate Karberg, Craig Ketelsen, Judy Glew-Trustees; Fred Cass-Police Chief; Duane Brotherton-PW; Tyler Lomas-PW (arrived at 7:21); Michael Dauphin-Treasurer; Karla Rolwes-Clerk

Absent: James Mensendike-PW Superintendent; Terry Kurt-Attorney (arrived at 8:03)

- 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 - Under Budget, items 1-3 were added and New Business letter C. **Motion to approve the additions. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- IV. Tax Levy
 - A. Discussion on possible action on the 2023 Tax Levy - Mike reviewed the tax levy and what it means for the new trustees and students in the audience. **Motion to approve the 2023 tax levy. 1st Craig. 2nd Jason. Roll call vote. All ayes. Motion carried. (2023-1115)**
- V. Audience - The following River Ridge students were there to observe for Mr. Dittmar's class: Kailynn Bond, Macy Palmer, Addison Albrecht, Evie Walters, Ethan Walters, Seth Nicholas.
- VI. MSA - Didn't attend. No updates provided.
 - A. Locust St. Sewer Project
 - B. Well House Improvements Project (IEPA)
 - C. Splash Pad Project
 - D. Downtown Sidewalk Project
 - E. Unsewered Community Grant (IEPA)
- VII. CFPS, Inc. - Didn't attend, but Dan provided the updates below.
 - A. Well House Project (IEPA Project #17-5787) - All bid paperwork has been submitted to IEPA. Now we wait for their review/approval.
 - B. Downtown Sidewalk Project
 1. Policies and procedures - No action taken. The documentation hadn't been received from IDOT prior to this meeting. This was moved to the December PW agenda.
 - C. Unsewered Community Grant (IEPA) - No update.
 - D. Scope of Work and Cost Estimate for the CDBG Grant Program through DCEO (determine if the Village wants to get a project together and apply for this asap) - The Village will not be able to make the necessary deadline so the prep work for next billing cycle will begin once we determine what project(s) we want to pursue with this.
- VIII. Police Report - Fred and Rich have been spending a lot of time completing the end of the year training requirements. DACRA is still in limbo. The latest is that Warren may take this over. As of now, the Village will not be writing anymore DACRA tickets and will use our Admin tickets.

The industrial lot on Sycamore St. was brought up again. Mainly a repeat of what was discussed at the Admin committee meeting on 11/1. Fred did not have a draft of the sign to be posted. This will remain on the Admin agenda under old business for updates.

IX. Minutes

- A. Regular / October 2023 - **Motion to approve. 1st Denise. 2nd Judy. All ayes. Motion carried.**

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

- A. Approve the task order from MSA for NPDES permit application (\$4,200)
B. Approve the purchase of water testing supplies (\$5,007.25)
C. Notice of Intent to Award for Peerless Well & Pump in the amount of \$253,333

XI. Finances

- A. Treasurer's Report - **Michael delivered the report. Motion to approve. 1st Judy. 2nd Denise. All ayes. Motion carried.**
- B. Payment of Bills in the amount of \$40,565.56 *includes IML semi-annual insurance premium of \$20,510) - **Motion to approve the bills. 1st Craig. 2nd Michael. Roll call vote. All ayes. Motion carried.**
- C. Budget
1. Discussed the water increase to take effect January 2024 billing cycle for the Well House project. Increase will be \$2.25/month/user. This will be on the December board agenda for official approval. - CFPS recommended that the increase take effect in January, however, Mayor Dittmar said it doesn't need to happen that fast. This will be on the PW agenda next month to discuss and take action.
 2. Discuss the increase of the part time police salary budget from the original amount of \$6,500 to \$13,000. This will be on the December board agenda for official approval. - This was discussed at the budget meeting on 11/13 and added to this agenda as an FYI. It will be on the board meeting next month to take action on this.
 3. Discussion to use the OSLAD grant funds in the amount of \$38,039 to pay towards the principal on the splash pad loan (the original loan was approximately \$71k but was consolidated a few months ago into the loan for the new roof at village hall) - The board agreed to put the remaining \$38,039 in grant funds towards the principal on the loan. This will be on the consent agenda for December's board meeting for official approval. At that time it will be decided if we want to pay the remaining portion of that loan (approximately 33,000 with TIF funds or not).

XII. Committee Reports

A. Public Works

1. Recommendation on signage to slow traffic down on E. Myrtle St. (per the email received from the Elizabeth Papp/Apple River Fort Interpretive Center) - It was decided to have Fred and Rich increase the traffic patrol in this area. No signage will be ordered at this time.
2. Lead line grant information (follow up from PW this month) - No discussion. Moved to PW for December.

- B. Administrative
 - 1. Discussion and possible action on the Facade Improvement Loan application from Tammy Trebian for 136 N. Main St. (\$5,000 over 3 years = \$138.88/month) -
Motion to approve. 1st Craig. 2nd Nate. Roll call vote. All ayes. Motion carried.
 - C. Economic Development
- XIII. Attorney Comments - This portion of the meeting was done at the very end. Terry arrived at 8:03 p.m.
- A. Update on 244 N. Main St. - No update.
 - B. Take legal action against O'Connor & Brooks for the delinquent status of our FY22 Audit? - No action taken at this time. Once the invoice is received it will be revisited. The Audit wasn't submitted to the Comptroller's office in time to have it included in the financial year book. O'C & B was well aware that the deadline was approaching, as Karla sent many correspondence to them. It was uploaded to GATA on 10/26/23.
 - C. Liability question re: Streicher yard - Too much back and forth on this. The owners originally asked Karla for an answer on who was liable if someone fell in their yard due to a drain basin which is fairly deep being close to the road where brewery customers park. Karla explained that to the PW committee and it was decided to fix the drain basin to level it with a grate or build a fence around it. The owners approached James one day asking for an update on their question about liability and when James told them the plan to fix the drain basin, they said that's not what they wanted. They want a fence along their yard. That was never expressed originally. The Village is going to move forward with the drain basin plan (to level it with a grate or fencing. At the December public works meeting the final decision will be made. If the owners have further concerns or questions on this one, they need to attend a meeting in person to avoid more back and forth.
- XIV. Old Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. Elizabeth Business Hub * FYI -The Village will be hosting their 1/17/24 board meeting there*
 - B. Village of Elizabeth Zoning Ordinance (*leave on agenda*)
 - C. DACRA Program
 - D. Ambrosia Wurster Subdivision - The Village had a meeting 11/13 to review the preliminary sketch plan. Jared (MSA) is putting together a list of notes from that meeting to present to the developers.
- XV. New Business (*Other than Committee Mtg Minutes/Consent Agenda*)
- A. Discussion and possible action on the BDD Redevelopment Agreement with Safe Haven (07-002-260-00) payment amount and when first payout would be - **Motion to approve a onetime payment of \$5,000 at the completion of the project. 1st Michael. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - B. Discussion and possible action on the Subdivision Ordinance - No action taken. The final draft hasn't been received from MSA.
 - C. Discussion and possible action on making a \$200 administrative fee for Facade Improvement Loans (reviewed at budget meeting on 11/13/23) - **Motion to approve. 1st Craig. 2nd Denise. Roll call vote. All ayes. Motion carried.**

XVI. Mayor's Comments

A. Queen of Hearts - This was a request made by the Elizabeth Chamber of Commerce. In order for them to have it (local lottery) in Village limits, an ordinance is needed. Terry will prepare the ordinance and have it at the December board meeting for discussion and possible action.

1. Pass ordinance allowing queen of hearts
2. Police traffic control and security protection
3. Do we charge a fee to pay for that?

XVII. Correspondence - None

XVIII. Executive Session - None

A. Discussion and possible action

XIX. Adjournment - Motion to adjourn. 1st Denise. 2nd Michael. All ayes. Motion carried. **Adjourned at 8:11 p.m.**

Submitted by: Karla Rolwes; Clerk

