

# VILLAGE OF ELIZABETH

## BOARD MEETING MINUTES

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

Wednesday, April 19th, 2023 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Nate Karberg, Jason Thomasson, Denise Anderson, Melody Landwer, Judy Glew-Trustees; Duane Brotherton-PW; Fred Cass-Police Chief; Karla Rolwes-Clerk

Absent: James Mensendike-PW Superintendent; Kent Dauphin-Treasurer

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:00 p.m.
- II. Roll Call - 5 trustees present; 0 absent
- III. Approve any Board Agenda additions - None
- IV. Audience
  - A. Vickie Guthrie with the Galena-Jo Daviess County Historical Society - Tessa Flack (Executive Director of the Historical Society) and Nancy Breed (former Executive Director) shared a short video presentation with the board showcasing their plans for the new museum in Galena which will be on Summit Street. They asked the Village for a letter of support. The board agreed. Added to the admin agenda for May. Mayor Dittmar also said he would put them in touch with the Elizabeth Chamber of Commerce. He also asked that we be made aware of any fundraising events so we can notify our residents. The Village fully supports this project.
  - B. Tina Brandel with the Jo Daviess County Dispatch attended just to observe.
  - C. Tammy Trebian attended to ask if the sidewalk issue (water leaks into the basement) in front of her building at 136 N. Main will be fixed/addressed when the sidewalk project is completed in 2025. Our engineer wasn't in attendance so we couldn't discuss it with him but this will be added to the Public Works agenda for May.
  - D. Emma Walters and Emma Goldsmith to observe for Mr. Dittmar's class
- V. MSA - Didn't attend. Provided an email update on projects.
  - A. Locust St. Sewer Project
  - B. Well House Improvements Project (IEPA) - The bid opening was delayed to provide additional time to gain more interest and ensure bidders have enough time to prepare their bids. New bid date opening is 5/16 at 1:30 at Village Hall.
  - C. Splash Pad Project
  - D. Downtown Sidewalk Project - The Village, MSA and IDOT are still working to finalize details of the detour route. Since MSA wasn't in attendance, there was no discussion on this.
  - E. Unsewered Community Grant (IEPA) - No update.
  - F. Subdivision Ordinance - The recommendations from MSA were given to our attorney. This will be removed from the MSA portion of the agenda moving forward.

VI. CFPS, Inc.

- A. Well House Project (IEPA Project #17-5787) - Since we did not have any bids for the initial deadline, Dan has been conversing with IEPA on options now that the bid deadline has been extended.
- B. Splash Pad Update (OSLAD)
- C. Downtown Sidewalk Project
  - 1. Hire CFPS for the ITEP Grant (#251004) funding administration on an hourly basis - The Village was awarded 1,836,585 by the Illinois Transportation Enhancement Program (ITEP) through IDOT. Dan has reached out to IDOT to schedule the initial meetings (per grant requirements). Now that the grant has been awarded, Dan's (CFPS) portion of this is done. However, in case Karla needs assistance with coordination and documentation, the Village is going to hire CFPS on an hourly (as needed) basis. **Motion to approve hiring CFPS on an as needed basis for the administrative side of this project. 1st Nate. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- D. DCEO Grant #HR210018
- E. Unsewered Community Grant (IEPA)

VII. Police Report - Fred received a call and had to leave the meeting so wasn't present during this portion of the meeting. Mayor Dittmar reviewed the report.

VIII. Minutes

- A. Regular / March 2023 - **Motion to approve. 1st Melody. 2nd Nate. 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 purchase of 65 foot base plugs for upper ballfield at Terrapin Park (\$564.96)
- B. Approve purchase of secured storage equipment for the Police Department (\$270)
- C. Approve the National Travel and Tourism Week Proclamation
- D. Approve the Track & Field Conference Championship Program AD (\$102)
- E. Approve the quote from Sand Prairie for tech support at the Well House, Sewer Plant, and Microsoft 365 for two computers at Village Hall (\$659.09)

X. Finances

- A. Treasurer's Report - Kent was unable to attend. Mike reviewed the report. **Motion to approve. 1st Melody. 2nd Judy. All ayes. Motion carried.**
- B. Payment of Bills - **Motion to pay the bills in the amount of \$24,914.18. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- C. Budget
  - 1. End of the FY closeout meeting scheduled for Wednesday, 4/26 at 4:00 - Time changed to 3:45.

XI. Committee Reports

A. Public Works

B. Administrative

1. Review and approve AD for Full time Public Works employee - Verbiage changes made to the draft. Karla will get this published within the week.
2. Discussion and possible action on the request from an Elizabeth resident to purchase parcel #23-001-052-03 from the Village; annex his adjoining land and build on it, and in return, we ask for the vacant lot they own (on Poplar dr) so the Village can sell it to someone who will develop it (Village would require easement and dam for drainage) - This was discussed and as long as the resident is good with these terms, the board supports it. No formal action taken.

C. Economic Development

XII. Attorney Comments

A. Update on 314 W. Catlin St. ordinance violation by Winters Plumbing (waiting to pursue the violation until DACRA was in place) - No update.

B. Update on 244 N. Main St.

1. Owner would like to remove another owner from the deed in order to sell the property (did not address any plans for fixing the inspection issues) - Discussed the situation with Terry. No action taken.

C. Review Subdivision Ordinance notes from MSA re: new subdivisions - The draft was given to the board members for review. It will be on the public works agenda in May for action.

D. Discussion and possible action on the Ordinance to approve the annexation of 1036 Betsy Dr. (public hearing was held prior to this meeting) - **Motion to approve the annexation ordinance. 1st Judy. 2nd Jason. Roll call vote. All ayes. Motion carried.** Terry will record the annexation with the County.

E. Declare surplus property at 313 E. Myrtle St. (survey is complete) - **Motion to declare surplus (parcel A on the survey along Old Fort Rd.). 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.** Terry will publish the ad.

F. Recommendation on fencing question from Hulscher Fencing - Terry recommended the Village stay out of it. Mike and the board agreed.

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

A. Elizabeth Business Hub *(leave on agenda)* - No discussion.

B. Village of Elizabeth Zoning Ordinance *(leave on agenda)* - No discussion.

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

A. Discussion and possible action on the amendments made to the Subdivision Ordinance (Title 11, Chapters 1-4) - No discussion.

B. New flag at Veterans Memorial - The flag is in poor shape. We purchase a new one each year but they become worn quickly. This year instead of nylon, we are getting a heavy duty flag. Waiting on pricing from Freeport Flags. Karla will touch base with them Monday if we haven't heard anything by then. Board agreed to get them purchased as

soon as possible due to the condition of the current flag. **Motion to purchase new flags. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**

- C. Discussion and possible action on doing a land swap with Wurster/Ambrosia Subdivision for equal amounts of acreage to benefit both of them (to make lot 10 bigger for them and give us more acreage by the sewer plant) - The board all agree to this. No formal action taken.
- D. Discussion and possible action to award the Village Scholarship in the amount of \$1,500 - Two applications were received. **Motion to accept both applicant essays. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried. We will award one applicant and the Village of Hanover will award the other.**

XV. Mayor's Comments

- A. Review and discuss the updated "Purple Park" project pictures from Rose Noble - Moved to the Public Works agenda for May.
- B. Possibly change Admin meeting on 5/3 to 7:30 start time - Admin will be moved to a 7:30 start for 5/3.
- C. Elizabeth Community Fund 1st quarter statement - Mayor Dittmar reviewed the statement with the board.

XVI. Correspondence - The Mop Shop submitted a formal letter to the Village stating they will be relocating from their current space in the old school (NWSE building) to a location in Galena.

XVII. Executive Session - None

- A. Discussion and possible action

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

Submitted by: Karla Rolwes; Clerk

