

VILLAGE OF ELIZABETH

BOARD MEETING MINUTES

Village Hall / 200 E. Myrtle St. / Elizabeth, IL
Wednesday, September 20th, 2023 @ 7:00 p.m.

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

Audience - Michael Dauphin to observe

Absent: Michael Sellers-Trustee

- I. Call to Order - Mayor Dittmar called the meeting to order at 7:02 p.m.
- II. Roll Call - 5 trustees present; 1 absent
- III. Approve any Board Agenda additions - None
- IV. Audience
 - A. Dale McCall and Merri Sevey re: the Veterans Memorial - Merri Sevey was unable to attend. Dale McCall spoke on behalf of them. He explained the project, which includes new flagpoles and flags (which have already been installed), river rock to replace the existing mulch, and electrical upgrade for the lighting on the flags. The total cost, based on the estimates they received, is \$4,550.80. They requested the Village to contribute the costs of the rock and electric which would be \$760. The Village would like to contribute 50% of the total cost since it is our memorial and we are grateful to Dale and Merri for coordinating this much needed project. The board agreed to the 50% contribution, which will be \$2,275.40. The next step is to coordinate the volunteer date for the mulch removal. Once a date is established, the Village will post this on Facebook to try and get some volunteers to assist.
- V. MSA - No updates. Didn't attend.
 - A. Locust St. Sewer Project
 - B. Well House Improvements Project (IEPA)
 1. Notice of Intent to Award - We are still waiting to receive the final proposal. No action taken.
 - C. Splash Pad Project
 - D. Downtown Sidewalk Project
 - E. Unsewered Community Grant (IEPA)
- VI. CFPS, Inc. - No updates. Didn't attend.
 - A. Well House Project (IEPA Project #17-5787)
 - B. Splash Pad Update (OSLAD)
 - C. Downtown Sidewalk Project
 1. Cost Estimate for the QBS requirements for ITEP PE2 and PE (\$5,000) - **Motion to approve. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - D. DCEO Grant #HR210018 - The Village received the remaining grant funds (for the new bleachers at the old school) in the amount of \$56,080. The average cost of \$8,137 will be covered by the TIF fund. Bank transfers were done today.

- E. Unsewered Community Grant (IEPA)
- VII. Police Report - Fred delivered the report. He was able to get a replacement battery for the AED in the squad that should last a couple years. Fred will check the AED at the NWSE building to see if its battery needs to be replaced.
- VIII. Minutes
 - A. Regular / August 2023 - **Motion to approve. 1st Jason. 2nd Judy. All ayes. Motion carried.**
 - B. Special Board Meeting 9/6/23 - **Motion to approve. 1st Nate. 2nd Denise. All ayes. Motion carried.**
- IX. Consent Agenda - **Motion to approve all items. 1st Craig. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - A. Approve updating the Village's comprehensive plan by partaking in a grant program through Blackhawk Hills
 - B. Approve the sign request for Common Cents (136 N. Main)
 - C. Approve the estimate for updating the electrical panel at the NWSE bldg (located on the stage in gym) in the amount of \$1,825.78
 - D. Approve the Village paying to renew Fred Cass's notary (\$148)
 - E. Accept the resignation of Village Treasurer, Kent Dauphin
- X. Finances
 - A. Treasurer's Report - Kent delivered the report. He also stated he has enjoyed working for the Village and will train Michael to do a great job in the position.
 - 1. Information on Bonds through Will Glass with Raymond James (formerly worked for First MidState) - The minimum they typically bond is a million dollars. At this time, the Village does not have a use for these services.
 - B. Payment of Bills - **Motion to approve the bills in the amount of \$17,976.65. 1st Nate. 2nd Judy. Roll call vote. All ayes. Motion carried.**
 - C. Budget
 - 1. Discussion and possible action on the estimate from Pro-Tech for a mini-split in the science room where the new windows will be going - This was referred to the Admin committee. No action taken.
- XI. Committee Reports
 - A. Public Works
 - B. Administrative
 - C. Economic Development
- XII. Attorney Comments
 - A. Update on 244 N. Main St. (decide if the Village would like to move forward with a building inspection at the cost of \$1,000-\$1,200 which would require inside access) - Karla had an error in how this read on the agenda. It should've said "appraisal" not "inspection." A building inspection has already been completed. The appraisal is the next step in the eminent domain process. **Motion to approve a building appraisal. 1st Craig. 2nd Judy. Roll call**

vote. All ayes. Motion carried. Karla will call the property owner and appraisal company to coordinate a date/time.

- B. Title search needed for parcels 07-001-238-00 and 07-002-268-03 to determine ownership (see email exchange from Karla/County) The state says they belong to the Village; GIS shows the state) - **Motion to approve the title search. 1st Denise. 2nd Nate. Roll call vote. All ayes. Motion carried.**

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

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

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

- A. Discussion and possible action on the letter of interest re: Village Treasurer - **Motion to accept Michael Dauphin's letter of interest. 1st Judy. 2nd Nate. Roll call vote. All ayes. Motion carried.** Michael will be appointed at the October board meeting.
- B. Review the water budget (depreciation added) - Mayor Dittmar reviewed this with the board. This doesn't affect the budget, it is just to account for the money we transfer monthly to our water savings accounts.
- C. Sidewalk Cost Share application for 302 W. Madison (Klepack) - **Motion to approve this up to \$500. 1st Jason. 2nd Denise. Roll call vote. All ayes. Motion carried.** Gary did not receive an itemized cost estimate yet but it's for a small section of sidewalk so he figured it would only be a yard or two yards at most of concrete.
- D. Trick or treat times - 10/31 from 5-7 p.m.
- E. DACRA program costs if the Village chooses to continue participating through the City of East Dubuque - Chief Cass received a letter from the interim City Manager in East Dubuque stating the program will no longer be free. It will run through the November 15th court date and from there, each community will need to begin contributing a monthly amount (ours would be \$939.10/month) to continue with the program. The Village board decided not to continue with DACRA after the 11/15/23 date.

- XV. Mayor's Comments - The Lutheran church contacted Mayor Dittmar requesting written permission from the Village to repave their parking lot, since a portion of it falls in right of way. However, it is state ROW. Not Village (per County GIS map) The Village checked with IDOT and was told it is Village, not state owned, even though that's what the map reflected. So the Village contacted the County GIS office and was told in order for them to change the ownership, it would need a title search. The title search was approved tonight under attorney comments. Due to it technically being state ROW, the Village was not able to grant written permission to the church.
Tyler Lomas, the new Public Works employee, introduced himself.

XVI. Correspondence

- A. NWILED contribution request (see letter) - Referred to Admin.
- B. NWILED public service announcement re: Illinois Grocery Initiative opportunity (see letter) - Reviewed the press release. No action taken.

XVII. Executive Session - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Denise. 2nd Jason. All ayes. Motion carried. 7:58 p.m.**

Submitted by: Karla Rolwes; Clerk