

VILLAGE OF ELIZABETH
BOARD MEETING MINUTES
Wednesday, November 20th, 2019 @ 7:00 p.m.

Attending: Mike Dittmar-Mayor; Judy Glew, Melody Landwer, Denise Anderson, Meagan Szykowski, Jason Thomasson-Trustees; Terry Kurt-Village Attorney, James Mensendike-PW Superintendent; Scott Toot-Police Chief; Kent Dauphin -Treasurer; Karla Rolwes-Clerk
Absent: Preston Taylor

- I. Call to Order - Mayor Dittmar called the meeting to order.
- II. Roll Call - 5 Trustees present; 1 absent
- III. Tax Levy Approval
 - A. Discussion and possible action on the 2020 FY Tax Levy - Standard allotted increase was made as in years past. **Motion to approve the Tax Levy. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- IV. Approve any Board Agenda additions - None
- V. Audience
 - A. First Midstate, Inc. - Will Glass spoke on behalf of First Midstate about options the Village has for debt consolidation and incorporating future debt with regards to our Locust St. Sewer project & Catlin St. water main project. Added to the December Admin meeting to discuss current and future debt amounts; then will follow up with Will Glass.
- VI. MSA
 - A. IEPA Water Improvement Project Update
 - B. Locust St. Sewer Project Update
 - C. Local Public Agency Appropriation Resolution for the Downtown Sidewalk project pre-engineering funding - **Motion to approve the resolution. 1st Meagan. 2nd Melody. Roll call vote. All ayes. Motion carried.**
- VII. CFPS, Inc. - Didn't attend.
- VIII. Police Report - Chief Toot delivered the report.
 - A. Discussion and possible action on the contract for Jo Daviess County Animal Control - The Village received a contract from Animal Control stating that the new annual fee is \$900, compared to the previous \$70/dog. The Village has only used this service 3 times since 2010 for a total spending of \$210. Follow up discussion is on the agenda for next months' meeting. No action taken.
- IX. Minutes
 - A. Regular / October 2019 - **Motion to approve the minutes. 1st Meldoy. 2nd Judy. All ayes. Motion carried.**

- X. Consent Agenda - **Motion to approve the consent agenda. 1st Denise. 2nd Meagan. Roll call vote. All ayes. Motion carried.**
- XI. Finances
- A. Treasurer's Report - **Motion to approve the report. 1st Denise. 2nd Jason. All ayes. Motion carried.**
 - B. Payment of Bills - **Motion to pay the monthly bills. 1st Jason 2nd Meagan. Roll call vote. All ayes. Motion carried.**
 - C. Budget - Quarterly meeting was held on 11/18. No discussion.
- XII. Committee Reports
- A. Public Works (*See minutes*)
 - B. Administrative (*See minutes*)
 - C. Economic Development
- XIII. Attorney Comments
- A. Annexation of Wilca Spring Farm (Joe Berlage) - This document was prepared in 2016 but never got recorded. Mayor Dittmar noticed it wasn't on the GIS map so contacted Terry. Terry confirmed it never got recorded, so took it to the courthouse today and it is not officially recorded. The day after this meeting Karla received confirmation from Attorney Kurt that it is now recorded.
 - B. Jo Carroll annexation - The recorder's office contact Terry that the survey acreage doesn't match and won't record the ordinance until resolved. Leave on agenda for next month.
 - C. Kettlesen's annexation - Waiting for Ketelsens to provide the documentation for the strip they bought from Dale to make their property contiguous with village boundaries. After this meeting it was determined they are already contiguous and that documentation isn't needed.
 - D. Schedule a meeting with IDOT re: Hwy 20 Maintenance agreement - Terry contacted Tony Baretta but this is out of his scope. So he instructed Terry to send a letter to Masood Ahmad, which he did. Follow up on this next meeting.
 - E. Roberts Subdivision 1 & 2 annexation status - MSA did a survey last month and we need a copy of it. When that survey was done, flags were put in the middle of the current roadways because they were put in the wrong place. Fixing this shouldn't be a village expense since they didn't authorize putting those roads in through property that belonged to other people. Mayor Dittmar suggested that we have MSA confirm that everything is kosher prior to annexation. Next step is contacting Dale to get a copy of the recent survey done by MSA.
 - F. Wild's and Leonard's annexation - Petitions are signed. The notice will be in next weeks Gazette. Public Hearing will be Dec. 18th at 7:00.

XIV. Old Business (Other than Committee Mtg Minutes/Consent Agenda) - None

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

- A. Discussion and possible action on a 15 minute parking space in front of the Elizabeth Pharmacy - In the original agreement when the pharmacy decided to open in Elizabeth, the village said they would designate a 15 min spot for them. This was never followed through on. Recently this issue came up because customers were saying it was hard to find parking there, especially during lunch time. Kip Sabinson (pharmacy owner) said he would appreciate if the Village did do this but understood if they decided against it. After discussion it was decided that a temporary sign would be allowed during Pharmacy business hours (M-F 8-5) to be placed on the sidewalk, designating the parking spot closest to Eshelman Pottery (for ease of parking since its an end spot). The sign will specify "15 min parking" but will be specify that it's for the pharmacy. **Motion to approve a temporary 15 minute parking spot during Pharmacy business hours in the spot closest to Eshelman Pottery that the Pharmacy will be in charge of. 1st Judy. 2nd Melody. All ayes. Motion carried.** Mayor Dittmar will follow up with Kip to tell him the Board's decision.
- B. Discussion on memorial plaques from trees that were taken down - Memorial plaques that were on downed trees are in the Public Works office. James asked what if anything should be done with them. Mayor Dittmar decided to leave them there and discuss if a family member contacts the Village in the future. At this time, we haven't been contacted by anyone.
- C. Carol Rayhorn property on Chicago St. - Mayor Dittmar was contacted by a potential buyer about the lot owned by Carol Rayhorn. It's a double lot and the backlot is land-locked. The potential buyer asked if the Village had vacated that street. It was determined we did not. Mayor Dittmar will follow up with the potential buyer.
- D. Town Christmas Tree - The Walters family is taking this over from Taylor Brown.

XVI. Mayor's Comments

- A. PW & Admin meetings for December will be on the 11th *not the 4th*

XVII. Correspondence

- A. Thank you card to PD for returning wallet - Scott read a thank you card he received from a lost wallet owner that was safely returned to her.
- B. Girl Scout cookie sales & delivery dates - Dates of cookie sales and delivery was provided to the Village from Council. The board had no issues with the sales of cookies in town as in years past.

XVIII. Executive Session - Property - **Motion to go into Executive Session. 1st Denise. 2nd Judy. All ayes. Motion carried.**

- A. Discussion and possible action - Discussion only. No action taken.
Motion to go out of Executive Session. 1st Judy. 2nd Melody. All ayes. Motion carried.

XIX. Adjournment - Motion to adjourn. 1st Judy. 2nd Jason. All ayes. Motion carried. Adjourned at 8:35 p.m.

Submitted by: Karla Rolwes