

VILLAGE OF ELIZABETH
BOARD MEETING MINUTES
Wednesday, March 18th, 2020 @ 7:00 p.m.

Attending: Michael Dittmar-Mayor; Judy Glew, Jason Thomasson, Denise Anderson, Meagan Szyknowski-Trustees; Terry Kurt-Attorney; Scott Toot-Police Chief; Karla Rolwes-Clerk
Absent: Preston Taylor, Melody Landwer-Trustees; Kent Dauphin-Treasurer
Audience: Brandon Behlke-Galena Gazette; Dan Schleicher-Elizabeth Ambulance; Nate Karburg-resident observing

- I. Call to Order - Mayor Dittmar called the meeting to order.
- II. Roll Call - 4 Trustees present. 2 absent.
- III. Approve any Board Agenda additions - Items that were added were discussion only. **Motion to approve the additions. 1st Denise. 2nd Judy. All ayes. Motion carried.**
- IV. Audience
 - A. Merri Sevey & Lara Walters with the Elizabeth Chamber of Commerce - Didn't attend.
 - B. Dan Schleicher - on behalf of the Elizabeth Ambulance Service, Dan asked the Board to consider drafting a resolution in support of a tax increase to allow them to hire 3 FT EMS staff, therefore, allowing them to be able to respond to calls 24/7 without delay. The resolution is required by the Jo Daviess County Board. An example given was on a house valued at \$100,000 would equate to a \$55/year tax increase.
- V. MSA
 - A. Approve Task Order for Rayhorn lot survey (\$3,150 total cost; Village is responsible for \$1,050) - **Motion to approve. 1st Jason. 2nd Judy. All ayes. Motion carried.**
 - B. Locust St. Sewer Project Update
 - C. IEPA Catlin St. Water Improvement Project
 - D. Downtown Sidewalk Project Update - Mayor Dittmar had a call with IDOT, and with assistance of MSA and the Village Public Works staff, it was determined that IDOT will use state funds to re-construct Highway 20 through our downtown district and to relocate the water main from under the Highway, to the alley behind Main St. Very initial stages yet. More details and information to come.
 - E. Bid date information for the Catlin St. & Locust St. projects - As of now they are hoping to put out for bid mid-April on both projects.
 - F. Discussion and possible action on the Concept Designs for Handicapped / Elderly parking at Upper Ballfield - Mayor Dittmar requested to do a cost estimate on Option 2 and pursue DNR grant funding once cost is received. This would allow approximately 8 parking spots behind left field.
- VI. CFPS, Inc.
 - A. IEPA Water Improvement Project
 - B. Locust St. Sewer Project
 - C. Discussion and possible action for the TIF receipts for Jug's Main St. Tap - Dan is still working on getting all documentation needed. Added to the April board agenda.

- D. TIF Inducement Agreement for Jo Daviess Conservation Foundation - **Motion to approve the TIF Inducement Agreement. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- VII. Police Report - Chief Toot delivered the report.
- VIII. Minutes
A. Regular / February 2020 - **Motion to approve the minutes. 1st Jason. 2nd Meagan. All ayes. Motion carried.**
- IX. Consent Agenda (NONE)
- X. Finances
A. Treasurer's Report - Didn't have one this month.
B. Payment of Bills - **Motion to pay the bills. 1st Meagan. 2nd Judy. Roll call vote. All ayes. Motion carried.**
C. Budget - Instead of a budget meeting next quarter, Mike may just work with people individually to get it drafted, then send via email for approval from the Board.
- XI. Committee Reports
A. Public Works (*See minutes*)
1. ITEP Downtown Sidewalk Update (Water Main paid for by IDOT; VOE to do pavement of alley above new main; VOE has option to upgrade to 12'' main at our cost; Construction estimated to begin in 2022; VOE can reapply for additional ITEP grants; public meeting will be required; VOE may be responsible for new land purchase) - This was all discussed under MSA. See above for summary. More information to come as this is very initial stages.
B. Administrative (*See minutes*) - There wasn't an Admin meeting this month; so no minutes.
C. Economic Development
- XII. Attorney Comments
A. Executive Order in response to COVID-19 from the IL Governor's Office - The Open Meetings Act has been suspended. No longer needing to have Trustees in person for attendance. Mayor Dittmar reviewed Google Hangout with everyone in case needed for future meetings.
B. Update on IDOT Hwy 20 Maintenance agreement - No update this month.
C. Discussion and Possible Action on approving the Annexation Petition for the CTE Academy (Parcel #'s 07-000-255-00 & 07-000-270-03) - Karla needed clarification on who was required to sign the petition on behalf of the CTE. Per Attorney, Kurt, only the Exec. Director. Karla to mail out the petition for signature tomorrow. Follow up at April's board meeting to determine the Public Hearing for this (assuming we get the signed petition back by then).

- D. Approve the Cost Sharing Agreement for the Rayhorn lot survey (VOE to pay \$1,050; Rayhorn to pay \$500; Harms to pay \$1,600) - **Motion to approve the agreement contingent upon Carol Rayhorn and Ted Harms signing it. 1st Jason. 2nd Judy. Roll call vote. All ayes. Motion carried.**
- E. Sycamore St. Cease and Desist letter - No update. Will be on next months' agenda.
- F. Zoning Ordinance - Finalizing this. The Public Works meeting in April will have some final discussion before it's ready for board vote.

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

- A. Apple River Fort Annexation - Their board decided not to annex into the Village. They would like an inter-governmental agreement where they pay the Village to plow snow and maintain it. No one seemed to like that idea because the State currently is way behind on paying for maintenance services. No further discussion.
- B. Generator for Village Hall - Mayor Dittmar would like this added to the budget list for next FY. He feels it's a priority. When the building loan is refinanced, this expense needs to be added to it. Mike spoke with James today about getting a quote on one.
- C. Discussion on attending Village of Warren monthly training sessions - Mayor Raisbeck of Warren has welcomed our staff to attend their monthly training. There is a lunch and session one time per month. Mayor Dittmar would like the Village to help pay for these when our staff attends.

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

- A. Discussion and possible action on approving the Engagement Letter for Kenneth Beth with Gilmore & Bell PC to act as our bond counsel for the Locust St. sewer project for a fee of \$4,500 - **Motion to approve the fee for bond counsel. 1st Judy. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- B. Adoption of AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$390,000 SEWERAGE SYSTEM REVENUE BONDS OF THE VILLAGE OF ELIZABETH, JO DAVIESS COUNTY, ILLINOIS, FOR THE PURPOSE OF DEFRAYING THE COST OF ACQUIRING, CONSTRUCTING, IMPROVING AND EXTENDING SEWERAGE FACILITIES, AND RELATED MATTERS. - **Motion to approve the Ordinance. 1st Meagan. 2nd Jason. Roll call vote. All ayes. Motion carried.**
- C. Discussion and possible action on the Beautification Grant for Gwen Heitkamp - **Motion to approve the Beautification grant now but not pay out until after 5/1/20 when the new FY begins. 1st Jason. 2nd Judy. Roll call vote. 3 ayes. 1 abstain. 0 nays. Motion carried.**
- D. Discussion on ambulance service at Freedom Fest - Mayor Dittmar is going to check with the Golden Knights and how they contract ambulance services to see if they can use Elizabeth Ambulance instead of a private ambulance company (since Elizabeth's is on site for the event anyway). Will be on next months' agenda for an update.
- E. Easter Egg Hunt date/time - Postponed for now. Will reschedule at some point.
- F. Emergency Declaration - At this time, no declaration will be made.

- G. Parking Spots - To help the town restaurants with to-go orders, the Village will put 15 minute parking signs on two spots per establishment starting tomorrow. Mayor and Trustees all agreed with this decision.
- H. Liquor license - The Mayor proposed pro-rating the months of March and April for refunding the liquor license fees that were paid up thru 4/30/20. **Motion to approve this refund of the two months. 1st Denise. 2nd Judy. Roll call vote. All ayes. Motion carried.**

XV. Mayor's Comments

- A. COVID-19 Discussion - The Mayor's main concern is succession. Seniority would be Preston to take over until a vote could be done at the next meeting.
- B. Ribbon Cutting ceremony for the Solar Project once the panels get activated - The Mayor and Trustees felt this is a good idea.
- C. Gym use - The gym is closed to the public. The only access at this point to the gym is Crossfit, since it's a paying business and each class is no more than 10 people.

XVI. Correspondence

- A. Electronic recycling event at the Community Bldg 4/4 from 9am - Noon

XVII. Executive Session - Property - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Judy. 2nd Denise. All ayes. Motion carried.**

Submitted by:
Karla Rolwes
Village Clerk