

**VILLAGE OF ELIZABETH  
BOARD MEETING AGENDA**

**Wednesday, January 16th, 2018 @ 7:00 p.m.**

**Attending: Mike Dittmar-Mayor, Judy Glew, Melody Landwer, Denise Anderson, Preston Taylor, Meagan Szykowski-Trustees, Terry Kurt-Village Attorney, Scott Toot-Police Chief, James Mensendike, Duane Brotherton-PW staff, Karla Rolwes-Clerk**

**Audience: Helen Kilgore, Phillip Glen (boy scout) & his mother, Erin Keyser & friend, Jess Hepker, two gentleman from Eagle Point Solar.**

**Absent: Jason Thomasson-Trustee**

- I. Call to order: Mayor Dittmar called the meeting to order at 6:56 p.m.
- II. Roll call: 5 Trustees present, 1 absent
- III. Approve any Board Agenda additions
  - A. Plowing for Apple River Fort - **Motion to approve this addition to the agenda. 1st Preston. 2nd Judy. All ayes. Motion carried.** Helen Kilgore spoke on behalf of the Apple River Fort Foundation, asking the Village to plow snow on Fort Rd. because this is what was originally arranged when the Fort opened in the 90's. The Village plowed this for several years and then they stopped when an outside company began plowing (they were hired by the state). The state eventually stopped paying that company, so they stopped plowing. Since then, the Village did plow again for a couple years but stopped several ago since it is not in Village limits. Helen would like to go back to the original agreement where the Village of Elizabeth plows that road. She said if we don't, the responsibility would fall back on the Foundation and they don't have the money to take care of it. The state also stopped giving the Foundation petty cash, which is what they used to use to pay for snow removal. Concerns were brought up from the PW staff about what happens if there is damage to the road/property from the plows. Helen didn't feel this would be an issue. She stated that 8,800 people came to the Fort in 2018 and it's a site that needs to be taken care of because it brings people to Elizabeth. After some further discussion it was decided that the VOE will plow Fort Rd. for the remainder of this winter and then readdress this again. Mayor Dittmar and Attorney Kurt are going to look into options of possibly annexing this property into the Village, or eminent domain.
- IV. Audience
  - A. Erin Keyser with Jo Daviess County Local Foods to discuss local Farmers Markets & fees - Currently, Jo Daviess County has a \$50 registration fee for Farmers Market vendors. She has attended the Social and Environmental Health committee meetings to try and get this fee reduced or even waived completely but to date has not gotten that to happen. It is slated to be readdressed in December 2019. In Carroll County, they have a \$0 farmers market permit fee and a \$0 Cottage food license fee. Erin asked the board if they would write a letter to the County stating our support of waiving the Farmers Market permit fee and Cottage Food license fee in Jo Daviess County. In addition, she would like this letter to reflect our support of adopting a "Home Kitchen Operation" ordinance in our County. This allows registered vendors to sell home baked goods from their home (assuming they pass inspection). **Motion to make a resolution in support of Erin's initiatives listed above. 1st Denise. 2nd Judy. All ayes. Motion carried.**
    1. Cottage Food License - Current fee is \$25. The above motion includes the Village's support in waiving this fee in Jo Daviess County.
  - B. Presentation by Eagle Point Solar - Solar construction company that strictly builds solar arrays. Only use Tier 1 equipment, which carries a 25 year warranty, and 45 year life expectancy, hail

resistant. Packet provided that details the Village's exact usage, cost, SREC (solar renewable energy credit) payback, and array size. Detailed figures are given in the packet which was determined by our Jo Carroll Energy usage bills for the past year. They built Jo Carroll's solar array. This company does the application process for the SREC money for us. They also work with potential investors in the event that the Village does not want to finance this project. This is called a Power Purchase Agreement (PPA) where someone else would buy the panels, insure the panels and maintain the panels. The VOE would be the *host* for the panels. In this event, the investor or panel owner, would sell the power back to us at a discounted rate. One point he made was that this is not a typical solar array projects because of the 25% slope at the sewer plant, they need to concrete in each post. This is included in the cost they proposed. He said there will be no additional cost to build the arrays; everything is already allocated in the cost sheets. Another key point, they don't penetrate the roof at all to install the panels. Due to the size and weight of them (approx. 50 pounds each) and the weight of the racking, once they are connected together and placed at an angel facing south, there is no need to make holes or mount them down to the roof. They are just placed there. Overall this was a very well prepared presentation.

- C. Jess Hepker with the Jo Daviess County Conservation Foundation came to ask the boards permission to plant approximately 15 sapling trees for a project with the kids at NW Academy. She previously met with James and he saw no issues. **Motion to approve this project. 1st Denise. 2nd Judy. All ayes. Motion carried.**

V. MSA

- A. IEPA Water Improvement Project update - Jared has an email in to Sharon Pepin and the EPA about total road reconstruction (to avoid crown issue on Catlin). After realizing that it's not that much more expensive to completely redo Catlin, versus resurfacing, they decided to check with the EPA to see if that was considered an eligible cost under their loan. This would mean no crown! MSA is about 50% done with finalizing water design so they can submit permits to the EPA early next week. Mayor Dittmar then went over the funding scenarios email from Sharon Pepin (see below on agenda).
- B. Locust St. Sewer Project update - MSA is currently contacting different contractors to address their manhole excavation procedures. This project continues to take a back seat to the Catlin St. & Well House Projects.

VI. CFPS, Inc.

- A. Summary of funding scenarios for Catlin St. project (see email): If we get 75% forgivable loan, we can probably go to the \$500,000 mark for Village funding portion. Jared said he is going to start identifying a list of things that could possibly be cut out if needed to offset the cost in the event we only get a 50% forgivable loan.

VII. Police Report: Chief Toot delivered the police report.

VIII. Minutes

- A. Regular / December 2018 - **Motion to approve the December board minutes. 1st Preston. 2nd Denise. All ayes. Motion carried.**

IX. Consent Agenda - **Motion to approve the gym lighting. 1st Judy. 2nd Melody. Roll call vote. All ayes. Motion carried.**

X. Finances

- A. Treasurer's Report - **Motion to approve the treasurer's report. 1st Judy. 2nd Melody. All ayes. Motion carried.**
- B. Payment of Bills - **Motion to pay the bills. 1st Preston. 2nd Denise. Roll call vote. All ayes. Motion carried.**
- C. Budget - Meeting scheduled for 2/13 @ 5:00 - Budget meeting was rescheduled for Monday Feb. 11th @ 5:00.

XI. Committee Reports

- A. Public Works - *See Meeting Minutes*
- B. Administrative - *See Meeting Minutes*
- C. Economic Development - Mayor Dittmar briefly mentioned that 115 N. Main just sold and the new owner is looking for possible business options for this building.

XII. Attorney Comments

- A. Letter on behalf of the Village to the Jo Daviess County Sheriff's Department - Already done. No discussion.
- B. Discussion regarding Scholarships and Donations made by the Village of Elizabeth (see copy of letter from O'Connor & Brooks) - It was stated in our Audit letter that VOE should not use tax payer money for scholarship or donation purposes. Attorney Kurt said this is just a recommendation. One option moving forward is to use video gaming funds; we would need to establish a policy to do this. The board liked this idea. Terry to draft a policy and report back next month.
- C. Update on 218 W. Main St. (*leave on agenda*) - Attorney Kurt to order a title search on this property to start the eminent domain process on this property.

XIII. Old Business – Other than Committee Meeting Minutes/Consent Agenda

- A. Recommendation to the Board from the Public Works Committee to begin billing vacant lots for Water service only (minimum) and Infrastructure Maintenance fee. No sewer, garbage or meter fee. - The board agreed with the recommendation. Moving forward, vacant lots will be charged for water only (and infrastructure fee). **Motion to adopt this as the new ordinance. 1st Preston. 2nd Denise. All ayes. Motion carried.**

XIV. New Business – Other than Committee Meeting Minutes/Consent Agenda

- A. Approve the 2018 TIF report - **Motion to approve the TIF report. 1st Preston. 2nd Judy. All ayes. Motion carried.**
- B. Recommendation to the Jo Daviess County Board to waive the farmers market registration fee - See above under Audience.
- C. Discussion and possible action to extend the current roof loan for 5 more years (3.5% int. rate) - **Motion to extend this loan for 5 years at a fixed rate of 3.5%. 1st Judy. 2nd Meagan. All ayes. Motion carried.**

XV. Mayor's Comments

- A. Short presentation from the River Ridge seniors - Mayor Dittmar tabled this until next month.
- B. Lincoln's Day Dinner at Eagle Ridge on February 2nd @ 6:00
- C. Schedule Village Board Retreat - this was added to the February committee agendas
- D. NWSE update on contract - Mayor Dittmar met with Northwest Academy about increasing the yearly rent from \$38,000 to \$50,000 to help with expenses incurred with maintaining the municipal building, boiler and fire system. Northwest Academy OK with it, but requested that the increase be spread out over a few years instead of all at once. Mike suggested doing \$3,000 over

4 years. Mike asked the board how they felt about that. Preston stated he would like to see the increase sooner since this building is aging and funding may be needed sooner. Then it was suggested doing \$6,000 over two years. The board agreed with Preston's recommendation. Mike to draft a new contract and send to the board members for review and approval before it's presented to Northwest Academy.

XVI. Correspondence

- A. Thank you card from the Thraen's - board members encouraged to read the card

XVII. Executive Session - None

- A. Discussion and possible action

XVIII. Adjournment - **Motion to adjourn. 1st Preston. 2nd Denise. All ayes. Motion carried. Meeting adjourned at 8:45 p.m.**