

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, January 9, 2023, 7:00 p.m.
Lee Fire Barn, 103 Lee Road, Lee, Illinois

1. CALL TO ORDER

President Carlson opened the meeting at 7:00 p.m.

Roll Call

V. President Josh Carlson – present
Trustee Martha May – present
Trustee Thomas Kapraun – present
Trustee Jesse Blackwood – absent
Trustee Jean Michels – present
Trustee Dawn Kimpflin – present
Trustee Jessica Moser – present

Treasurer Katherine Felker – present
V. Clerk Sandie Maahs - present

Others in Attendance:
V. Engineer Aaron Full
Mike Woodbury from Public Works Dept.
Water Operator Jay Mulholland
V. Attorney Cassandra Gottschalk

2. VISITORS/COMMUNICATION/PUBLIC COMMENT

No public was present.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Jay Mulholland – Village Water Operator
Operator Mulholland discussed that he will be seeking a new Class C Water Operator for the Village and has agreed to stay on until May or until he can find a replacement.

ii. Aaron Full – Village Engineer
(Board discussed the engineer's report at the end of New Business.)

iii. Michael Woodbury – Public Works
Mr. Woodbury is waiting for winter to break and is working on water shutoffs. After discussion, Attorney Gottschalk review the water shut off procedure to comply with notice provisions or as needed and the revision to the water shut off procedure will be added to the February agenda. The Board discussed the current water shut off procedures.

Operator Mulholland will get a list of current lead lines that need to be determined to Clerk Maahs for distribution to the Board to find the answers prior to the deadline in April 2023.

iv. Sandie Maahs – Village Clerk

v. Katherine Felker – Village Treasurer
The recipient for the Lee Lions Club and Village of Lee Scholarship has cashed their check.

Treasurer Felker has requested that employees turn in their payroll hours at least monthly.

- Presentation of FY2022 audit by Roger Wooten
Roger Wooten reviewed the Village's FY2022 Audit. Treasurer Felker shared that the audit lists that there is a full time employee when there is not - Mr. Wooten will change that next year. The Board did not have any questions on the audit.

b. Discussion and possible approval of Ordinance No. 23-01 - An Ordinance Amending Title 5, Chapter 1 (Traffic Code and General Provisions) of the Village of Lee Municipal Code
After discussion on liability on installation of signs, the discussion will be continued until next month and Attorney Gottschalk will prepare an analysis of the liability to the Village for either installing the signs or not installing the yields sign.

Trustee Michels shared that, in follow up to last months conversation, the bus driver is turning onto Hardanger Drive to require traffic to stop while the children get on and off the bus.

- c. Discussion and possible approval of purchase of traffic control signs
Trustee Kapraun will obtain an updated quote and ask to have the tax removed.
- d. Discussion and possible approval of Ordinance No. 23-02 - An Ordinance Amending Title 6, Chapter 2 (Trees and Shrubs) of the Village of Lee Municipal Code
Clerk Maahs confirmed that the Ordinance would prohibit the future planting of trees and shrubs in the right-of-way. Trustee Kimpflin made a Motion to Approve Ordinance No. 23-02 - An Ordinance Amending Title 6, Chapter 2 (Trees and Shrubs) of the Village of Lee Municipal Code. Trustee Moser seconded the Motion. Motion passed on the following roll call vote:
Moser, Kapraun, Michels, and Kimpflin: yes
May: no
Blackwood: absent
- e. Discussion and possible approval of Ordinance No. 23-03 - An Ordinance Amending Title 1, Chapter 5 (Mayor) and Chapter 6 (Village Board of Trustee) of the Village of Lee Municipal Code
Clerk Maahs shared that the Ordinance adds language to the code to allow for the adopting of compensation for the Village Board. Trustee Moser made a Motion to Approve Ordinance No. 23-03 - An Ordinance Amending Title 1, Chapter 5 (Mayor) and Chapter 6 (Village Board of Trustee) of the Village of Lee Municipal Code. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Moser, Kapraun, Michels, May, and Kimpflin: yes
Blackwood: absent
- f. Discussion and possible approval of Resolution No. 23-01 – A Resolution Regarding Elected Official Compensation (Village President and Village Trustees)
Trustee Kimpflin made a Motion to Approve Resolution No. 23-01 – A Resolution Regarding Elected Official Compensation (Village President and Village Trustees). Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote:
Kapraun, Michels, May, Kimpflin, and Moser: yes
Blackwood: absent

ii. Aaron Full – Village Engineer

- Project Summary Report

Engineer Full shared that the IEPA sent a response letter on the water project with three small comments on the well building. Engineer Full will address those comments and should have a permit in the next week or two, with advertising for bids soon after.

- IRWA Rate Study

Engineer Full worked with the Illinois Rural Water Association on the rate study and reviewed the possible options for rate increases based on the current usage, income, and expenditures. The Board discussed the options, what the IEPA would accept as a rate increase to confirm repayment of the loan, the impact to residents, that a rate increase has to occur for the loan to be approved and the water project to be completed, the rate increase ordinance has to be passed in February, and the new rate would start in the summer. Attorney Gottschalk and Engineer Full will work on preparing an ordinance for approval next month based on Option 1 with no forgiveness or Option 1 with loan forgiveness if the IEPA confirms that the loan forgiveness can be assumed for purposes of rate determination.

Clerk Maahs reminded the Board that the current code for water billing has utility bills being due on the 15th of the month and past practice has been bills due on the 23rd. After discussion on when late notices are sent and due, the Board would like to change the due

date to the 23rd of the month. Attorney Gottschalk will draft an ordinance for the February meeting.

4. OLD BUSINESS

- a. Discussion and possible approval of water rate increase
- b. Discussion and possible action on outstanding property maintenance violation letters
Trustee Moser and Clerk Maahs are working on a new process for violation letters.
- c. Discussion on grant program assistance through Resource Bank (reminder item)
- d. Discussion and possible approval of installation of new storm drain across Nissen Stigen on west side of railroad tracks to alleviate flooding in downtown area
President Carlson will meet with Engineer Full to discuss.
- e. Discussion on quotes for painting of parking lines on Viking Vie (reminder item)
President Carlson shared that the temporary paint is in the storage building and the Village will obtain quotes for the work in the spring.

5. REVIEW AND CORRECTION/APPROVAL OF MINUTES OF PRECEDING MEETING

- a. Approval of minutes from December 12, 2022 Regular Board Meeting
Trustee May shared a correction to the minutes. Trustee Michels made a Motion to Approve the Minutes from December 12, 2022 Regular Board Meeting. Trustee Moser seconded the Motion. Motion passed on the following voice vote:
Kimpflin, Michels, May, Kapraun, and Moser: yes
Blackwood: absent

6. TREASURER'S REPORT

- a. Discussion and possible approval of Treasurer's Report
Trustee Moser made a Motion to Approve of Treasurer's Report. Trustee Michels seconded the Motion. Motion passed on the following voice vote:
Kimpflin, Michels, May, Kapraun, and Moser: yes
Blackwood: absent

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
Treasurer Felker inquired into the bill for Bonnell Industries. After discussion, all purchases approved by members of the board should also be conveyed to Treasurer Felker and all packing slips/receipts for purchases must be turned in to Treasurer Felker before a bill can be paid. Treasurer Felker shared that the authorized purchasers on the Menards account needs to be updated, and President Carlson would like to hold off on updating the authorized purchasers until the change of elected officials in May. Trustee Moser made a Motion to Approve the Bills Payable. Trustee May seconded the Motion. Motion passed on the following roll call vote:
Kimpflin, Michels, May, Kapraun, and Moser: yes
Blackwood: absent

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
Trustee Kapraun will be doing a road survey to obtain some bids to work on the roadways. Engineer Full reviewed the process for use of Motor Fuel Tax funds. Trustee Kapraun discussed areas of road condition concerned and will share a list of areas with Engineer Full.
- b. Water and Refuse
Trustee Kimpflin shared that the Village was required to contest Census numbers within 90 days of the Census being reported. Engineer Full will get Trustee Kimpflin the information on an organization who may be able to assist with obtaining grants for the Village.

c. Finance and Ordinances/Zoning

9. ITEMS FROM THE VILLAGE ATTORNEY

Attorney Gottschalk left the meeting at 8:49 p.m.

10. CLOSED SESSION

Trustee Moser made a Motion to go into Closed Session under 2(c)21 - Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Michels seconded the Motion. Motion passed on the following roll call vote at 8:49 p.m.:

 Kimpflin, Michels, May, Kapraun, and Moser: yes
 Blackwood: absent

Trustee Kimpflin made a Motion to Reconvene Open Session. Trustee Michels seconded the Motion. Motion passed on the following voice vote at 8:55 p.m.:

 Kimpflin, Michels, May, Kapraun, and Moser: yes
 Blackwood: absent

11. POSSIBLE ACTION ON CLOSED SESSION ITEMS

a. Discussion and possible approval of Resolution No. 23-02 - A Resolution Approving and Reviewing Executive Session Meeting Minutes

Trustee Moser made a Motion to Approve Resolution No. 23-02 - A Resolution Approving and Reviewing Executive Session Meeting Minutes. Trustee Michels seconded the Motion. Motion passed on the following voice vote: Kimpflin, Michels, May, Kapraun, and Moser: yes

 Blackwood: absent

12. ADJOURNMENT

Trustee Kimpflin made a Motion to Adjourn. Trustee Moser seconded the Motion. Motion passed on the unanimous voice vote of those present at 8:55 p.m.

Typed by Village Clerk Sandie Maahs, RMC, MMC