

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, February 13, 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 – present
Trustee Jean Michels – present
Trustee Dawn Kimpflin – present
Trustee Jessica Moser – present

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

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

Terri Voitik discussed concerns with proposed change in water bills, the need for a Village Clerk replacement, and possible underground storage tanks in the Lee area.

Margie Foshe discussed the water bill due date and grace period.

Stacey Schnupp discussed the water bill rate increase and late notice timeline.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Jay Mulholland – Village Water Operator

Operator Mulholland shared that he found a company called TEST to take over as water operator for the Village and they will be able to start immediately (after passing of the Resolution.) President Carlson thanked Operator Mulholland for his work with the Village.

ii. Aaron Full – Village Engineer

- Project Summary Report

Engineer Full shared that the construction permit for the Well Building Project has been received, and the Village has been given the approval to bid for the Water Tower Project and Well Building Project.

- Discussion and possible establishment of a bid date, time, and location for the Water Improvements Project

After discussion on EPA rules for the bidding of the project, the Board would like the project to go for bid as soon as possible and President Carlson confirmed that the bid opening can be at the Lee Fire District meeting room at 10:00 a.m. Engineer Full reviewed the bid process.

Engineer Full and President Carlson discussed the purchase of the water tower from Mendota. Treasurer Felker and Attorney Gottschalk will look for copies of payments for the purchase.

iii. Michael Woodbury – Public Works

Mr. Woodbury discussed the cost of lab work for additional testing, and the accidental damage to the flush valve on the corner of Skole Gate and Hardanger Gate that will be replaced during the water project.

Mr. Woodbury would like to move the gravel to the lot behind the public works building on the lot now owned by the Village. The Board had no objections.

Mr. Woodbury heard back from the Illinois Rural Water Association regarding testing for water loss and has a meeting with them next month.

Mr. Woodbury is working on acquiring four more meters for next summer.

Trustee Michels, President Carlson, and Mr. Woodbury discussed the location/condition of the remaining flags for the poles and that flags need to be ordered to replace the damaged ones. Trustee Michels shared that the fire department has agreed to put up and take down the flags for the Village. President Carlson offered to take any damaged flags to the VFW for disposal.

iv. Sandie Maahs – Village Clerk

v. Katherine Felker – Village Treasurer

Treasurer Felker has updated the water bills to have the information on what total is due and what the total would be if paid after the due date. Treasurer Felker discussed that residents have been contacting her about the surcharge on the water bills. President Carlson shared that the surcharge was originally charged to help pay a loan for an emergency water repair and then the charge was continued after the water repair was paid off to cover future repairs.

Treasurer Felker shared that the \$4.00 meter replacement fee was not added to the new ordinance. Attorney Gottschalk will prepare an ordinance for the March meeting.

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

Trustee Kimpflin shared that as liability is the same either way she is not in favor of spending the additional funding to put up signs. Trustee Kapraun shared that there are some intersections that should have yield signs. Attorney Gottschalk discussed that if there is an intersection that is an issue that the Village should take action. Trustee Kapraun made a Motion to Approve Ordinance No. 23-01 - An Ordinance Amending Title 5, Chapter 1 (Traffic Code and General Provisions) of the Village of Lee Municipal Code. Trustee Michels seconded the Motion. Trustee May shared that she didn't see a need for a sign at certain intersections. Trustee Kapraun confirmed that the total to purchase signs would be \$1,066.02, plus freight of \$193.26. Motion failed on the following roll call vote:

Blackwood and Kapraun: yes
Moser, May, Michels, and Kimpflin: no

c. Discussion and possible approval of purchase of traffic control signs

d. Discussion and possible approval of Resolution No. 23-03 - A Resolution Approving the Execution of a Standard Agreement for Management and Supervision of the Village of Lee Water Treatment Plant between the Village of Lee and Total Environmental Service Technologies, Inc.

Attorney Gottschalk shared that she reviewed the contract. Trustee Kapraun confirmed with Operator Mulholland that the Village will have a local water operator even though Total Environmental Service Technologies is in Peru. Operator Mulholland shared that the Village can continue to use PDC for their water testing services or can use Total Environmental Service Technologies. Trustee Moser made a Motion to Approve Resolution No. 23-03 - A Resolution Approving the Execution of a Standard Agreement for Management and Supervision of the Village of Lee Water Treatment Plant between the Village of Lee and Total Environmental Service Technologies, Inc. Trustee Kimpflin seconded the Motion. Motion passed on the following roll call vote: Moser, Kapraun, Michels, May, Kimpflin, and Blackwood: yes

- e. Discussion and possible approval of Ordinance No. 23-04 – An Ordinance Amending Title 7, Chapter 1, Section 7 (Rates), Section 8 (Bills – Delinquent – Shutting Off), and Section 12 (Shut Off) of the Village of Lee Municipal Code
Trustee Kimpflin made a Motion to Approve Ordinance No. 23-04 – An Ordinance Amending Title 7, Chapter 1, Section 7 (Rates), Section 8 (Bills – Delinquent – Shutting Off), and Section 12 (Shut Off) of the Village of Lee Municipal Code. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Kapraun, Michels, May, Kimpflin, Blackwood, and Moser: yes
- f. Discussion and possible approval of 2023 DeKalb County Regional Plan Commission Dues
Trustee Kapraun made a Motion to Approve the 2023 DeKalb County Regional Plan Commission Dues for \$500.00. Trustee May seconded the Motion. Motion passed on the following roll call vote: Michels, May, Kimpflin, Blackwood, Moser, and Kapraun: yes
- g. Discussion and possible approval of Resolution No. 23-04 - A Resolution Adopting and Approving an Amended Memorandum of Understanding between the Village of Lee and the DeKalb County Emergency Services and Disaster Agency
Attorney Gottschalk reviewed the Amended Memorandum of Understanding. Trustee Kimpflin made a Motion to Approve Resolution No. 23-04 - A Resolution Adopting and Approving an Amended Memorandum of Understanding between the Village of Lee and the DeKalb County Emergency Services and Disaster Agency. Trustee Michels seconded the Motion. Motion passed on the following roll call vote: May, Kimpflin, Blackwood, Moser, Kapraun, and Michels: yes
- h. Discussion and possible approval of hiring of Deputy Clerk
The Board discussed finding a clerk before May and getting them trained.

The Board discussed that the water rate increase should not take effect until June. Attorney Gottschalk will prepare an ordinance for the March meeting.

- i. Discussion and possible approval of appointment of Village Clerk
- j. Discussion on quotes/bids for mowing
President Carlson shared that the Village is looking for bids for mowing for 2023, and they will be discussed and approved at the March meeting.

4. OLD BUSINESS

- a. Discussion and possible action on outstanding property maintenance violation letters
Trustee Moser shared that she has a lot of letters she is working on.
- b. Discussion on grant program assistance through Resource Bank (reminder item)
- c. 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
Engineer Full reviewed the options to alleviate the flooding in the area. Engineer Full will see if there are elevation issues which may solve the issue by taking a few elevation shots and grade checks along the ditch.
- d. Discussion on quotes for painting of parking lines on Viking Vie (reminder item) Discussion and possible approval of water rate increase
President Carlson shared that the Village can try in March or April to attempt to paint the lines.

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

- a. Approval of minutes from January 9, 2023 Regular Board Meeting
Trustee Moser made a Motion to Approve the Minutes from January 9, 2023 Regular Board Meeting. Trustee Michels seconded the Motion. Motion passed on the following voice vote:
Kimpflin, Michels, May, Kapraun, Blackwood, and Moser: yes

6. TREASURER'S REPORT

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

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
Trustee Kimpflin made a Motion to Approve the Bills Payable. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Moser, Kapraun, Michels, May, Kimpflin, and Blackwood: yes

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
- Discussion and possible approval of 2023 Street Maintenance Projects
Trustee Kapraun met with Engineer Full to discuss the possible street maintenance projects. Engineer Full reviewed the project areas, levels of deterioration, and types of recommended repair options. After discussion on the road projects and Motor Fuel Tax funds available, the Board will review the projects and make a determination at the March meeting. Engineer Full will prepare the resolution and agreements after the Board narrows down which roads they want to repair in 2023.

Trustee Michels asked for an update on the status of the fire hydrant reimbursement. Clerk Maahs is handling the issue and not present at the meeting.

- b. Water and Refuse
- Discussion on online payments of utility bills
Treasurer Felker discussed the issues with utility billing through Quickbooks and online billing options. Attorney Gottschalk will speak with some of the other smaller villages she knows who do online bill pay options about what they do.

Trustee Kimpflin spoke with Derek Olsen of the Indian Creek Recreation as they are looking for permission to use the field for the park and to upgrade the benches.

- c. Finance and Ordinances/Zoning

9. ITEMS FROM THE VILLAGE ATTORNEY

10. ADJOURNMENT

- Trustee Moser made a Motion to Adjourn. Trustee Michels seconded the Motion. Motion passed on the unanimous voice vote of those present at 8:53 p.m.

Typed by Village Clerk Sandie Maahs, RMC, MMC