**vVILLAGE OF LEE, ILLINOIS**

**REGULAR BOARD MEETING MINUTES
Wednesday, December 13, 2023 7:00 p.m.**

**Lee Fire Station, 103 Lee Road, Lee, Illinois**

1.CALL TO ORDER

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

**Roll Call**

V. President Therese Voitik – present Treasurer Katherine Felker – present

Trustee Jessica Galbreath – present V. Clerk Dawn Woodbury - present

Trustee Stacey Schnupp – present

Trustee Margie Foshe- present Others in Attendance:

Trustee Dawn Kimpflin – absent-

Arrived at 7:15 p.m. Curtis Cook-Village Engineer

 Mike Woodbury-Public Works

Trustee Jessica Moser – present V. Attorney Russell Crull

Trustee Jean Michels- present

2. VILLAGE PRESIDENT WELCOME/COMMUNICATION

3 VISITORS/COMMUNICATION/PUBLIC COMMENT

Steve Carlock made a FOIA request and has not yet heard from anyone.

Michelle Fossett has heard FOIA requests are usually completed within 5 days. Curious to hear more about the B&F contract and how it was decided to hire them. Concerned about the water contracts. What are the other options for water if this does not go through.

Georgette Young stated Michelle Fossett covered all she wanted to speak about and asked if the board would consider their thoughts on all matters.

4. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Curtis Cook – Village Engineer

Mr. Cook is preparing to respond to the IEPA request. A financial analysis was done of the options. Options are to utilize a hydromatic pressure tank system like we have now or do a ground mounted storage tank. The hydromatic pressure system cannot be used on a public system that has more than 150 connections and we have 146 right now. Once we receive comments back from the IEPA and they approve the final revised project plan, then we will be able to go out for bid. Mr. Cook respectively requests the board to approve and keep the contract amendment, so we keep moving forward. Mr. Cook amended the contract to change the scope. Trustee Michels made a motion to accept the contract from Chastain with the scope revision. Trustee Galbreath Seconded the motion.

 Moser, Michels, Kimpflin, Galbreath yes Schnupp, Foshe-no

 ii. Michael Woodbury Public Works

* Discussion and possible vote on salt hut

Would like the village to have a salt hut to start storing unused salt and not have to return it. Unfortunately, it is very expensive. Trustee Schnupp stated she would like to find some grant money to help pay for the hut.

* Discussion and information on snowplow guidelines

Mr. Woodbury stated the village does not plow until at least 2 inches of snow has fallen. County plows County Line Rd (Viking Vie) and not the village. County has their own set of rules for when they start plowing. There are residents complaining about gravel in their yard after the last plowing job. It was suggested that extra gravel could be used to fill potholes in town. Mr. Woodbury mentioned he can fill the potholes, but the gravel fill will not last. It was mentioned that a flag (marker) should be purchased and placed on the fire hydrant near the catholic church. Mr. Woodbury mentioned if we had a water tower right now, with the recent fire hydrant accident, the 3 ½ hour worth of water leaking into someone’s yard and an empty water system would have never happened. Both wells were running at full blast and only 14 pounds were left. A boil order would not have been needed.

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Dawn Woodbury – Village Clerk

1. Katherine Felker – Village Treasurer

Introduction of village auditor with presentation of 2023 audit

Treasurer Felker mentioned that the January 2024 water/garbage bill will not have the 2% increase as it covers water usage from November-January. Roger, our village auditor, has finished our annual audit, it is on a cash basis. The audit has 4 basic funds: general fund, fuel fund, water fund and garbage fund. No material discrepancies were found. Expenses were up quite a bit due to increase of engineering costs.

 b. Jerry Foster update

advisory committee report and SWOT analysis exercise

Next steering committee will be January 17. Back in 2019, there was a committee put together along with a comprehensive plan. 5 strategies were put together. Then, it was narrowed down. At the last meeting, a SWAT analysis was done, but is not ideal for this community. After reviewing the SWAT analysis, each committee member prioritized which step they would like to see done first. Tom Demmer, head of Lee County Economic Development, is going to do some research for us for the next meeting and the new director of the DeKalb County side has also been contacted. Hopefully, this new director will come to our January meeting, as well. This is not about finding some big business, rather than finding some small things to try. The take-away was that nothing has changed since 2000 opportunities. We might be able to with the proper infrastructure, actually win some competitive grants.

 c. Vince/Nick from B & F discussion and new contract vote if needed.

Trustee Schnupp asked Vince why the notifications are vague. Only codes are on the notifications and not what the actual violation is for. It also seems to be a pick and choose selection of people receiving notifications. Vince stated that the village has not enforced violations for many, many years. B & F will go around, look for violations and write down the addresses. Then, a violation is put on your door. B & F is not given a list to target from the board. Anyone can call B & F with a complaint; it does not have to be a board member. And to confirm, if anybody is doing construction in town, B & F will be out twice a week for inspections. Anyone can apply for a permit on the village website. A new contract will be presented in January to the board.

 d. Discussion on setting up electronic file records on each resident address.

The board thought that was a great idea.

 e. Discussion on new Illinois law effective 1/1/2024 for employee PTO and review of monthly detailed timesheets

Illinois has passed a new law that requires mandatory paid leave - 1 hour for every 40 hours worked. Village employees will need to keep a total of all hours worked and the village will stick with the new mandate.

 f. Discussion and possible vote on resolution submitted for a formal motion to reconsider including the water tower in the water improvement project and possible revote. (Margie Foshe)

(Resolution 0002-MAF)

Trustee Foshe asked for this to be tabled.

 g. Approve board meeting dates for 2024 -every 2nd Wednesday of the month.

 (1/10, 2/14, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/9, 11/13, 12/11)

Trustee Michels made a motion to approve the board meeting dates for 2024. Trustee Schnupp Seconded that motion.

 Moser, Michels, Kimpflin, Galbreath, Schnupp, Foshe-yes

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5. OLD BUSINESS

1. Discussion and possible vote on recommended code revisions
* Trustee Moser code list

7-1-8: should be a grace period offered on all bills. Cash should be taken off as one of the payment methods. The changing grace period should be changed to 10 or 14 days. The $45 minimum water charge should be changed to be more specific. Change ordinance to have board meetings every 2nd Wednesday of month. 4-2-10 anyone that has been grandfathered in to have chickens cannot add any other livestock. 4-2-11 change from daily to monthly fees for violations. That cannot be changed.

4-2-9 dumb animal wording should be taken out of the code. Village should have a dangerous and/or vacant buildings ordinance. Attorney Crull will put together some draft ordinances.

* Trustee Foshe code list

7-1-3-just clarification, add the word “inside” meter installations and maintenance are the responsibility of the owner, etc. It was determined that all meters are inside, readers are outside. Disregard this change.

7-1-4-Cross out the cost of said gauge or dial is to be the homeowner’s responsibility. Any existing meter will be paid for by the village as the homeowners have paid for the replacement under the “meter replacement” of the water bill. This ordinance should be changed.

7-1-7: Unincorporated residents should be charged a different rate. Seniors over the age of 65 should have a lower rate. Rates cannot be adjusted due to the IEPA loan. We must meet a certain standard and we do not want to jeopardize our chances of being eligible for 50% forgiveness. This possible change should be tabled later. Lien notice of delinquency period is way too short. Should be after 60 days. Also, quarterly bills will need to be changed to bimonthly. The $250 administrative fee should be $100. There are multiple places where different administrative fees are listed, but this is because of the amount of work and paperwork that goes into each fee.

Trustee Moser Made a Motion to go into Executive/Closed Session at 9:27 p.m.

Trustee Galbreath Seconded the motion.

Trustee Moser Made a Motion to go into Regular Session at 9:44 p.m.

Trustee Galbreath Seconded the motion.

**Roll Call**

V. President Therese Voitik – present Treasurer Katherine Felker – present

Trustee Jessica Galbreath – present V. Clerk Dawn Woodbury - present

Trustee Stacey Schnupp – present

Trustee Margie Foshe- present Others in Attendance:

Trustee Dawn Kimpflin – present

Trustee Jessica Moser – present V. Attorney Russell Crull

Trustee Jean Michels- present

1. Grant updates-lead lines (Stacey) President Voitik mentioned that the EPA has come out with even more available grants with a lot of money available. Trustee Schnupp will look into it.
2. 6-month revisit committee appointments and re-appoint

No committees will be appointed this month.

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

a. Approval of minutes from November 8, 2023 Regular Board Meeting

Trustee Moser made a motion to approve the regular board meeting meetings from November 8, 2023 with amendments. Trustee Kimpflin seconded the motion.

 Michels, Kimpflin, Galbreath, Foshe, Schnupp, Moser-yes

b. Approval of minutes from November 8, 2023 Hearing (McGinnis Variance)

Trustee Moser made a motion to approve the minutes of November 8, 2023 for McGinnis Variance. Trustee Schnupp seconded the motion.

 Kimpflin, Michels, Moser, Foshe, Schnupp, Galbreath-yes

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7. TREASURER'S REPORT

a. Discussion and possible approval of Treasurer’s Report

Trustee Moser made a motion to approve the Treasurer's Report for December 13, 2023. Trustee Michels seconded the motion.

 Galbreath, Moser, Kimpflin, Schnupp, Foshe, Michels-yes

8. APPROVAL OF BILLS

a. Discussion and possible approval of bills payable

Trustee Moser had a question regarding employee hours. It was suggested a timecard is used to keep track of specific work done and what time it took- in 30-minute increments. Trustee Foshe to make up an excel timecard for employees to use.

Trustee Moser made a motion to approve the bills for December 13, 2023. Trustee Kimpflin seconded the motion.

 Moser, Michels, Kimpflin, Galbreath, Schnupp, Foshe - yes

9. COMMITTEE REPORTS

a. Streets and Alleys/Public Safety

b. Water and Refuse

1. Finance and Ordinances/Zoning

 10. ADJOURNMENT

Trustee Moser made a motion to adjourn the meeting for December 13, 2023. Trustee Kimpflin seconded the motion.

 Moser, Michels, Galbreath, Kimpflin, Schnupp, Foshe – yes

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