

**VILLAGE OF LEE**  
**REGULAR BOARD MEETING MINUTES**  
**Monday, April 11, 2022, 7:00 p.m.**  
**Lee Fire Barn, 103 Lee Road, Lee, Illinois**

1. CALL TO ORDER

President Carlson opened the meeting at 7:03 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

V. Treasurer Linda Korth – present  
V. Clerk Sandie Maahs - present  
V. Attorney Cassandra Gottschalk – present

**Others in Attendance:**

V. Engineer Curtis Cook  
Mike Woodbury from Public Works Dept.

2. VISITORS/COMMUNICATION

Garet Galbreath discussed that he is working on the property maintenance issues at 340 S. Viking Vie by cleaning the property out and will be working on rebuilding the structures. The Board will follow up with Garet at the July meeting to discuss the status of compliance.

Wendy Osakuni (tenant), on behalf of owner of 100 E. Kirke Gate, discussed that the owner did not receive the original letter and Clerk Maahs confirmed that she will mail a copy to the owner. Wendy shared that she did speak with the building inspector - the chimney issue has been corrected as the chimney was knocked down and the chipped paint will be taken care of after the windows are replaced. Wendy mentioned that the new owners took possession of the property in May of 2021 and since then has put \$60,000 worth of improvements on the property. The Board will follow up on the property in 2023 as long as work continues on the property. Wendy discussed that there is an abandoned boat on the property from the previous owner, and was directed to either contact the sheriff's non-emergency number or the Secretary of State to attempt to locate the owner.

Water Operator Jay Mulholland discussed that the IEPA is scheduled for an inspection on Wednesday, April 13, 2022 and some of the deficiencies that were mentioned in 2017 are: insufficient chlorine residue (Mike and Jay have addressed the issue), emergency management plan (Engineer Cook will discuss the cost and process at the May meeting), safety equipment (Mike confirmed the Village corrected the deficiency), permit for the natural gas generator that is inside the well house (Engineer Cook will look into the permitting process and discuss at the May meeting), storage in the riveted tank (Operator Mulholland confirmed the tank is no longer in service so the deficiency is moot), water mains are undersized (this will be an ongoing issue until they are replaced in the future), valve exercise and hydrant flushing (Operator Mulholland shared these procedures should be documented), and addition of humidifier to deal with the humidity in the fire house tank (Operator Mulholland recommends the purchase of a commercial dehumidifier but in the meantime a couple of residential dehumidifiers may work.) President Carlson confirmed that the fire house tank will be shut down eventually so the purchase of a commercial dehumidifier may not be needed if the IEPA will accept a couple of residential dehumidifiers until it is shut down. Operator Mulholland shared that the lead and copper testing has to be completed in 2022. Clerk Maahs will share with Operator Mulholland the lead and copper information she has found.

Operator Mulholland also needs to complete a mandatory service line inventory by 2023 and the EPA is giving out grants for municipalities for this project. Engineer Cook will look into the grants for the service line inventory and the cost of completing the inventory. Operator Mulholland shared that the consumer confidence report is due and will work with Clerk Maahs to complete that in May. Operator Mulholland recommended that the Village continue to use PACE for its testing and has already informed the IEPA that the Village will not be using its lab services. Operator Mulholland will share the IEPA inspection report from the inspection on April 13<sup>th</sup> as soon as he receives it.

Trustee May attended the Regional Planning Commission meeting, and learned that each municipality in DeKalb County is going to receive \$100,000 that can be used for whatever purposes the municipality chooses. Trustee May recommended using it for the service line inventory project. Operator Mulholland discussed that there are grants for the service line inventory and that money would be better spent elsewhere in the Village.

Trustee May discussed that Leading Lee Forward may be eligible for another \$25,000 grant. Clerk Maahs stated that if Leading Lee Forward is going to continue to accept grants it needs to separate itself from the Village or needs to officially become a part of the Village. Treasurer Korth is going to gather information on costs to purchase items and will schedule another Leading Lee Forward meeting. The Board discussed if Leading Lee Forward separates from the Village it will need to come up with its own board and if it becomes a committee of the Village then the board members who attend would be paid for attending those meetings.

### 3. NEW BUSINESS

#### a. Reports of Village Employees/Officers

##### i. Curtis Cook – Village Engineer

##### - Update on Water Tower Project

Village Engineer Cook confirmed that the water tower plans have been submitted to the IEPA and will be looking into grant money and loan forgiveness for the water tower. The archaeologist finished up their work and the test well will be done at the end of April.

Engineer Cook suggested that Village apply for a grant for the service line inventory project and then looking into grants for replacements of lead services for new service connections that may be required. Operator Mulholland discussed that the testing sites for the lead and copper testing sites might change after service lines are replaced.

Engineer Cook spoke with the DeKalb County Administrator about the \$100,000 and suggested the Village use the money on grants that require a match.

##### ii. Michael Woodbury – Public Works

Mr. Woodbury asked if the Village should hold off on repairing the small leak going to 115 Hardanger until the Village obtains a grant for the service line replacement. Engineer Cook shared that the project will not occur for quite a while and the Village should fix it sooner rather than later.

iii. Sandie Maahs – Village Clerk

Clerk Maahs shared that she is almost done going through the paperwork in the well house and hopes to have that project completed by the end of May.

- Discussion on Clerk's job description

Trustee May shared concerns in obtaining someone who meets the qualifications. Attorney Gottschalk confirmed that both the clerk and treasurer do not have to live in the Village. The Board will review the job description and discuss further at the May meeting.

iv. Linda Korth – Village Treasurer

- Discussion on Treasurer's job description

Treasurer Korth discussed that the treasurer's role does require a minimum level of accounting qualifications, which will also require a minimum level of pay. The Board will review the job description and discuss further at the May meeting. Treasurer Korth shared that she works about 22-28 hours a month.

Treasurer Korth is dealing with ComEd as the NICE Center's electrical bill is being billed to the Village. Trustee May will speak with the NICE Center board about paying the bill.

- Discussion on street light behind wellhouse

Treasurer Korth also discussed with ComEd the street light behind the well house as no one is being billed for it and ComEd would like to add to the Village's account. After discussion, Mr. Woodbury will look at the light location to determine if the light benefits the Village's property and Treasurer Korth will let ComEd know that the Village will discuss again at its May meeting.

- Review of John Engh scholarship process

Treasurer Korth has not been notified who is the scholarship winner or been provided documentation that the winner has registered for school to confirm that scholarship funds can be awarded for the last two years. The Board discussed that the winner had to be within the old school bus district for Lee and that the winner announced by the Lee Lions Club does not live within the Village of Lee. Attorney Gottschalk clarified that in the future formal documentation with the winners name should be provided to Treasurer Korth. Treasurer Korth suggested that a form be created with the deadline for the scholarship to be claimed. The Board discussed that in the future the winner should also live within the Village of Lee.

c. Presentation by Rise Broadband

Ron Macek from Rise Broadband reviewed the offerings of Rise to bring fiber services to the homes in the Village through the use of grant funds. The Board discussed the needs for internet services in the Village. The Village will need to sign a right-of-way agreement between Rise and Village and work with Rise grant writers to secure funding. The Village be responsible for construction, installation, and reporting back to the Village status of its work. The Village would need to provide a location for Rise to place its network equipment in one of the Village buildings. The project from start to finish would be approximately six months. Ron will email a sample letter showing support for having Rise Broadband brought to the Village for review and approval at the May meeting. The Board discussed what unlimited means for services.

- b. Discussion and possible approval of Ordinance No. 22-01 - An Ordinance Establishing Non-Public Works Emergency Spending Authority for Corporate Authorities  
Clerk Maahs reviewed the emergency expenditure process set forth in the Ordinance. Trustee Moser made a Motion to Approve Ordinance No. 22-01 - An Ordinance Establishing Non-Public Works Emergency Spending Authority for Corporate Authorities. Trustee Kimpflin seconded the Motion. Motion passed on the following roll call vote:  
Blackwood, Moser, Kapraun, Michels, May, and Kimpflin: yes

#### 4. OLD BUSINESS

- a. Discussion and possible approval of Ordinance No. 22-02 - An Ordinance Amending Title 7, Chapter 4 of the Village of Lee Municipal Code (Garbage, Recycling, and Yard Waste Containers; Location)  
The Board clarified the times that toters can be placed at the curb. Trustee Moser confirmed that those homes who are not in compliance could be sent a letter. Trustee Kimpflin made a Motion to Approve Ordinance No. 22-02 - An Ordinance Amending Title 7, Chapter 4 of the Village of Lee Municipal Code (Garbage, Recycling, and Yard Waste Containers; Location). Trustee Michels seconded the Motion. Motion passed on the following roll call vote:  
Moser, Kapraun, Michels, May, Kimpflin, and Blackwood: yes
- b. Discussion and possible approval of installation of water line to 115 E. Hardanger Gate in an amount not to exceed \$7,500.00  
Trustee Kapraun made a Motion to Approve Installation on Water Line to 115 E. Hardanger Gate in an Amount Not to Exceed \$7,500.00. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:  
Kapraun, Michels, May, Kimpflin, Blackwood, and Moser: yes
- c. Discussion and possible action on outstanding property maintenance violation letters  
Trustee Moser shared that the property maintenance violations that went out last September were to provide follow-up this spring as to plans to remedy the issues. Trustee Moser suggested mailing out a follow-up letter to those properties the Village has not heard from asking them to contact Trustee Moser or come to the Village's meeting with a plan on their intentions to remedy the violations. Trustee Moser suggested that the Board ask Attorney Gottschalk to prepare a fine form for the Village to use to start fining people

President Carlson discussed that he will be working with his father on removing the rubbish and debris from his property. President Carlson shared that he will have an update at the June 2022 meeting.

Trustee Moser sent out two letters in the last week for wandering chickens and then having chickens within Village limits. Trustee Moser corresponded with the owner of the wandering chickens and the owner has fenced in the area to solve the issue. The owner of the chickens within Village limits have confirmed that they removed the chickens; however, there is no way to confirm this without going into the house.

Trustee Moser will work with Clerk Maahs on sending follow-up letters to those who have not responded to last years issues.

Trustee Moser asked that if any board member sees violations that need to followed up on to email her so that she is aware of the issues that need to be follow-up on.

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

a. Approval of minutes from March 14, 2022 Regular Board Meeting

Attorney Gottschalk noted a scrivener's error on the last page - role instead of roll. Trustee Kapraun made a Motion to Approve the Minutes from March 14, 2022 Regular Board Meeting. Trustee Blackwood seconded the Motion. Motion passed on the following voice vote:

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

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 Blackwood seconded the Motion. Motion passed on the following roll call vote:

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

7. APPROVAL OF BILLS

a. Discussion and possible approval of bills payable

Trustee Moser clarified with Engineer Cook the engineer's invoice. Trustee Moser made a Motion to Approve the Bills Payable. Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote: May, Kimpflin, Blackwood, Moser, Kapraun, and Michels: yes

8. COMMITTEE REPORTS

President Carlson discussed that he will not be resigning at this time, but is asking that the trustees take on the responsibilities for the committees that they sit on.

a. Streets and Alleys/Public Safety

President Carlson mentioned that the Streets and Alleys/Public Safety Committee should be working on obtaining quotes for the street maintenance that needs to be completed in 2022.

- Discussion on temporary railroad crossing closures in May

Trustee Kapraun shared that the railroad's subcontractor reached out to him regarding closing the railroad crossings in town for some maintenance work in May. Tom did request that the railroad not close Kirke Gate and Nissen Stigen at the same time or Viking Vie and Lee Road at the same time. Tom will try to post in advance of the closing on the website.

President Carlson shared that he received a letter from Lee County asking for a letter of support on a grant for a recreational path. The Board will not be signing as it does not impact them and the deadline to return the letter is before the May meeting.

b. Water and Refuse

Clerk Maahs will work with Trustees Kimpflin and May on language to the residents regarding the garbage rate and toter locations. Treasurer Korth has added language to the water bill.

c. Finance and Ordinances/Zoning

Treasurer Korth and Clerk Maahs will work together to get the appropriations ordinance ready.

Trustee May discussed that the public has mentioned that it is hard to hear the public sometimes. The Board discussed rearranging the tables.

Clerk Maahs discussed completing the new Statement of Economic Interest form and will share a memo from Ancel Glink to the board to assist in completion of the form.

9. ITEMS FROM THE VILLAGE ATTORNEY

- a. Discussion and possible action on purchase of property near the northeast corner of N. Viking Vie and Hardanger Gate in the Village

Clerk Maahs discussed the purpose of closed session.

10. CLOSED SESSION

Trustee Kapraun made a Motion to go into Closed Session under 2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired and 2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Trustee Moser seconded the Motion. Motion passed on the following roll call vote at 9:37 p.m.:

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

11. RECONVENE OPEN SESSION

Trustee Kimpflin made a Motion to Reconvene Open Session. Trustee Moser seconded the Motion. Motion passed on the following voice vote at 9:45 p.m.:

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

12. POSSIBLE ACTION ON CLOSED SESSION ITEMS

Trustee Kapraun made a Motion to Allow Foster Buick to Proceed with an Eminent Domain Filing with DeKalb County Clerk and Authorize Village President Josh Carlson to Sign any Documents Related Thereto. Trustee Kimpflin seconded the Motion. Motion passed on the following roll call vote:

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

Trustee Moser will work with Clerk Maahs on sending a letter on the trailer on the Cabo property for being in violation of the Village ordinances.

13. ADJOURNMENT

Trustee Moser made a Motion to Adjourn. Trustee Kapraun seconded the Motion. Motion passed on the following voice vote of those present at 9:47 p.m.:

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

Typed by Village Clerk Sandie Maahs, RMC, CMC