

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, December 12, 2022, 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 – absent
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.

2. VISITORS/COMMUNICATION/PUBLIC COMMENT

Stacey Schnupp discussed the great turn out for the Christmas Tree lighting ceremony.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Jay Mulholland – Village Water Operator

Clerk Maahs thanked the board members for their assistance in determining lead pipes so that Operator Mulholland could submit the documents required by the end of the year.

ii. Aaron Full – Village Engineer

Clerk Maahs shared that a water loss report has been started; however, the numbers are guesstimated due to the variables, and the goal is to get far enough along to create a base line for the Village. Engineer Full shared that a 10 to 20 percent loss would be acceptable.

- Project Summary Report

Engineer Full shared that the plans for the well building are down at the EPA still and he is waiting on review comments from them. Once the Village gets the approved plans back, the Village should be in place to go out for bids after the first of the year. Engineer Full did receive correspondence from the IEPA regarding the loan and they are asking the Village to provide dates on when it will submit for permits, engineering, will pass the necessary debt authorization ordinance, and adopt necessary user charges to pay off the loan.

- IRWA Rate Study

Engineer Full shared concerns that the information from IRWA and the auditor do not match. After discussion, Engineer Full will work with IRWA on the rate survey to ensure the information they were provided is correct.

Engineer Full has reached out to DeKalb County regarding the grant and will work on getting that completed and submitted this week

iii. Michael Woodbury – Public Works

Mr. Woodbury shared that the salt spreader was repaired and is ready to go for the season, the pick up truck has a check engine light on, the Christmas tree was done, and salt as been picked up.

Mr. Woodbury and Clerk Maahs discussed the different lead and copper reports that are being responded to by Operator Mulholland.

Mr. Woodbury has not heard back from IRWA regarding water leak listening services.

Mr. Woodbury shared that the fire department is using the water hydrant to fill the tanker and the Village is not accounting for that usage. Mr. Woodbury shared that the fire department estimates its usage on a sheet and will make a copy of the fire departments fill sheet when he is reading meters.

iv. Sandie Maahs – Village Clerk

v. Katherine Felker – Village Treasurer

- Presentation of FY2022 audit by Roger Wooten

Roger was not present. Treasurer Felker asked that it be added to the agenda in January and she will contact Roger to confirm his attendance.

Treasurer Felker shared that the Village of Lee and Lee Lions Club Scholarship recipient has not cashed her scholarship check.

Treasurer Felker dissolved the petty cash account as the Village now has debit cards.

- b. Discussion and possible approval of Ordinance No. 22-11 - 2022-2023 Tax Levy Ordinance
Trustee Moser made a Motion to Approve Ordinance 22-11 - 2022-2023 Tax Levy Ordinance. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Blackwood, Michels, May, Kapraun, and Moser: yes
Kimpflin: absent

- c. Discussion and possible approval of Ordinance No. 22-12 - An Ordinance Amending Title 5, Chapter 6 of the Village of Lee Municipal Code (Motor Vehicles and Traffic – Motor Vehicles – Motor Homes)
The Board discussed the change to the ordinance to prohibit people living in their RV's. Trustee Michels made a Motion to Approve Ordinance No. 22-12 - An Ordinance Amending Title 5, Chapter 6 of the Village of Lee Municipal Code (Motor Vehicles and Traffic - Motor Vehicles - Motor Homes). Trustee Moser seconded the Motion. Motion failed on the following roll call vote:
Moser and Michels: yes
Kapraun, May, and Blackwood: no
Kimpflin: absent

Trustee Moser inquired which board member would be assisting with enforcement of the Village ordinance to ensure that people don't live in their RVs past 7 days. President Carlson discussed that putting ordinances on the books allows for enforcement and without proper language it is not enforceable.

- d. Discussion and possible approval of Ordinance No. 22-13 - An Ordinance Amending Title 5, Chapter 1 (Traffic Code and General Provisions) and Amending Title 6, Chapter 2 (Trees and Shrubs) of the Village of Lee Municipal Code
After discussing the liability of installation of traffic control devices, the Board would like the two proposed code changes presented as two separate ordinances at the January 2023 meeting.
- e. Discussion and possible approval of purchase of traffic control signs
President Carlson stated that the topic will be continued until the January 2023 meeting.
- f. Discussion and possible approval of Resolution No. 22-08 - A Resolution Approving the Execution of an Agreement for Professional Services for the Village of Lee between the Village of Lee and Chastain & Associates for Completion of ARPA Grant Administration
Clerk Maahs shared that this is for administration of the DeKalb County Grant that was discussed last month. Trustee Michels made a Motion to Approve Resolution No. 22-08 - A Resolution Approving the Execution of Agreement for Professional Services for the Village of Lee between the Village of Lee and Chastain & Associates for Completion of ARPA Grant Administration. Trustee Kapraun seconded the Motion. Motion passed on the following voice vote:
Michels, May, Blackwood, Moser, and Kapraun: yes
Kimpflin: absent

- g. Discussion and possible approval and authorization of execution of Application for Pipeline or Wire Line Crossing and/or Longitudinal with BNSF Railway Company
Engineer Full shared that this agreement is to allow the installation of water main line under the railroad tracks as a part of the water project. The Board discussed that the Village will have to pay for the application fee, enter into an agreement at some point, and then pay a fee for the use of the land. Trustee Moser made a Motion to Approve and Authorize the Execution of Application for Pipeline or Wire Line Crossing and/or Longitudinal with BNSF Railway Company. Trustee Blackwood seconded the Motion. Motion passed on the following roll call vote:
May, Blackwood, Moser, Kapraun, and Michels: yes
Kimpflin: absent

Engineer Full confirmed that Chastain & Associates will advance the permit application fee on behalf of the Village and add it to the Village's invoice.

4. OLD BUSINESS

- a. Discussion on water rate increase
- b. Discussion and possible action on outstanding property maintenance violation letters
President Carlson shared that Zach Burkhart contacted him to confirm that 3B's will be picking up two of the vehicles from the property on Wednesday. Trustee Moser will follow up with Mr. Burkhart as he has not been given any extension for the work on his property. Trustee Moser gave an update on property maintenance 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 contact Engineer Full to discuss engineering.
- e. Discussion on quotes for painting of parking lines on Viking Vie (reminder item)

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

- a. Approval of minutes from November 14, 2022 Regular Board Meeting
Trustee Moser made a Motion to Approve the Minutes from November 14, 2022 Regular Board Meeting. Trustee Michels seconded the Motion. Motion passed on the following voice vote:
Blackwood, Michels, May, Kapraun, and Moser: yes
Kimpflin: absent

6. TREASURER'S REPORT

- a. Discussion and possible approval of Treasurer's Report
Treasurer Felker confirmed that the unclaimed property was unclaimed funds from the State of Illinois. Trustee Michels made a Motion to Approve of Treasurer's Report. Trustee Blackwood seconded the Motion. Motion passed on the following voice vote:
Michels, Blackwood, Kapraun, May, and Moser: yes
Kimpflin: absent

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
Treasurer Felker will follow up on the police report to seek reimbursement for repair to the fire hydrant. Clerk Maahs confirmed that the purchase of the Cabo property was completed as can be seen by the expenditure on the report. Trustee Moser made a Motion to Approve the Bills Payable. Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote:
Blackwood, Moser, Kapraun, Michels, and May: yes
Kimpflin: absent

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
Trustee Michels requested that a bus stop sign be added to the intersection of Hardanger and Skole gate. After discussion, Treasurer Felker will ask the Lee County Sheriff for assistance in

slowing traffic as kids are getting off the bus and Trustee Michels will ask the school to have the bus stop on Hardanger Gate.

Trustee Kapraun shared an updated quote for yield signs.

b. Water and Refuse

c. Finance and Ordinances/Zoning

Trustee Moser asked that board members contact her regarding any violation issues.

9. ITEMS FROM THE VILLAGE ATTORNEY

10. ADJOURNMENT

Trustee Moser made a Motion to Adjourn. Trustee Michels seconded the Motion. Motion passed on the following voice vote of those present at 8:06 p.m.:

Blackwood, May Michels, Moser, and Kapraun: yes

Kimpflin: absent

Typed by Village Clerk Sandie Maahs, RMC, CMC