

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, March 14, 2022, 7:00 p.m.
Lee Fire Barn, 103 Lee Road, Lee, Illinois

1. CALL TO ORDER

President Carlson opened the meeting at 7:04 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 – absent
V. Clerk Sandie Maahs - present
V. Attorney Cassandra Gottschalk – absent

Others in Attendance:

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

2. VISITORS/COMMUNICATION

No public was present.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Curtis Cook – Village Engineer

- Update on Water Tower Project

Village Engineer Cook discussed that the permit for the water tower has been submitted, reviewed by the IEPA, and the IEPA made some comments which he is working on. Engineer Cook shared that the amended agreement includes all the costs for the archaeologist, the hydrogeologist, some additional time for working on the property acquisition and well drilling, and a second water sample cost. Engineer Cook discussed that the best drilling location will be on the south end of the Village but it would cost an additional \$500,000 to move the water from the south end of town to the well building, which the Village can't afford to do, so they will continue to look at options on the north end of the Village closer to the well building. Harold Albrecht from Albrecht Well Drilling, Inc. discussed that he will review the previous water drill and shared the process for locating water/drilling. Engineer Cook discussed that the proposal did not include a possible secondary drilling cost. Engineer Cook and Harold discussed that the water sample will also determine how much extra work will need to be done to make the water usable for consumption. Harold will start work in April.

- Discussion and possible approval of Resolution No. 22-01 – A Resolution Approving and Authorizing Execution of Second Amended Agreement for Engineering Design Services for the Village of Lee between the Village of Lee and Chastain & Associates for the Water System Improvements IEPA Project Design Services

Engineer Cook discussed that he added \$17,000 to the proposal to add for the potential drilling of bedrock. Trustee Blackwood made a Motion to Approve Resolution No. 22-01 – A Resolution Approving and Authorizing Execution of Second Amended Agreement for Engineering Design Services for the Village of Lee between the Village

of Lee and Chastain & Associates for the Water System Improvements IEPA Project Design Services. Trustee Moser seconded the Motion. Motion passed on the following roll call vote: Blackwood, Moser, Kapraun, Michels, and Kimpflin: yes
May: abstain

Trustee Moser asked Engineer Cook to notify the Board before any test drilling begins.

Engineer Cook discussed that the Village was notified that it would need to reapply for funding for the project as the Village did not start the work during the State's fiscal year. The document to reapply for funding has been prepared. Engineer Cook discussed locating water and costs.

Engineer Cook discussed the cost of vacating of 120 E. Nissen Stigen being approximately \$1,500-\$2,000 for him to prepare the necessary documents which doesn't include the attorney's costs, and that the cost per alley vacation would be the same. After Board discussion, the Board is not interested in vacating any alleys at this time, including 120 E. Nissen Stigen. Clerk Maahs suggested that Mr. Woodbury keep track of his costs to maintain that alley for a year so the Board can discuss at a future date the costs of vacating the alley versus the cost of maintenance. Clerk Maahs asked Engineer Cook to keep an eye out for grants or funding opportunities in conjunction with projects.

ii. Michael Woodbury – Public Works

Mr. Woodbury discussed that the installation of water line connection from 115 E. Hardanger to the 8" water main has now become an emergency installation due to a water leak in the line to the trailer between the buffalo box and the water main that can't be turned off without turning off the water to 115 E. Hardanger unless a new line is installed connecting them to the 8" water main. Mr. Woodbury discussed that a licensed plumber will have to install the portion of the line in the home. The Board discussed that the estimated cost would be less than \$5,000, and that the water line has to been installed.

Mr. Woodbury stated that he is still working on the purchase of a new chlorine scale.

iii. Sandie Maahs – Village Clerk

Clerk Maahs discussed that there is no credit or debit card for the Village expenses which leaves employees purchasing items out of their pocket and then wait to be reimbursed by the Village. Clerk Maahs shared that Mr. Woodbury can purchase items through the credit lines that the Village has, but those items sometimes exceed the needs of the Village leaving the Village paying more for items that are greater then the Village's needs. The Board discussed that the employees should not be expected to expend personal funds and that the Village should obtain a credit or debit card for Mr. Woodbury to use with a limit of \$5,000. Clerk Maahs will speak with Treasurer Korth regarding a credit or debit card.

Clerk Maahs has prepared approximately 13 boxes of old records for destruction and has about 2-3 boxes of stuff that has to be kept. Clerk Maahs has the last of the boxes of documents not in filing cabinets ready to go through and then will start on the documents in the filing cabinets. President Carlson is working on destroying the boxes.

Clerk Maahs discussed the need to start looking at the clerk's role in the Village and hiring for the position. After discussion, Clerk Maahs will review the previous job description for the clerk and present a new one at the April meeting.

iv. Linda Korth – Village Treasurer

4. OLD BUSINESS

- a. Discussion and possible approval of Resolution No. 22-02 – A Resolution Approving a License Agreement between the Village of Lee and Ryan Wrobel
President Carlson confirmed that the fee was lowered to \$250 a year, and Trustee Michels confirmed that Mr. Wrobel's water was turned on. Trustee Kapraun made a Motion to Approve Resolution No. 22-02 – A Resolution Approving a License Agreement between the Village of Lee and Ryan Wrobel. 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 Resolution No. 22-03 – A Resolution Approving and Authorizing Execution of the Amendment to the Disposal Service Agreement between the Village of Lee and RRD Holding Company d/b/a Northern Illinois Disposal Services, Inc.
Mike O'Malley from Northern Illinois Disposal was present. Trustee May confirmed that there is not language to allow the Village to leave the contract early, there are provisions for electronic recycling pick up with no set date yet, and that hazardous waste and medications have to be taken to appropriate disposal facilities. Trustee Moser confirmed that the contract would go into effect on May 1st and garbage totes would be delivered to resident's homes on April 22, 2022. Mr. O'Malley shared that there will be a learning curve, and they will work with the residents to work through the changes. Trustee Moser made a Motion to Approve Resolution No. 22-03 – A Resolution Approving and Authorizing Execution of the Amendment to the Disposal Service Agreement between the Village of Lee and RRD Holding Company d/b/a Northern Illinois Disposal Services, Inc. Trustee Kapraun seconded the Motion. Motion passed on the following roll call vote:
Kapraun, Michels, May, Kimpflin, Blackwood, and Moser: yes
- c. Discussion on snow plowing/removal standards
President Carlson spoke with the snow plow drivers and they plow after 1" of snow. Trustee Moser shared concerns for roads being unsafe due to lack of plowing. The Board discussed snow plowing in the Village.
- d. Discussion on vacating of unused alleys and/or 120 E. Nissen Stigen
President Carlson confirmed that this item was already discussed in the meeting and no action will be taken.

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

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

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
Trustee Moser confirmed that the breakdowns for the B&F bills do match the bills. Trustee May made a Motion to Approve the Bills Payable. Trustee Blackwood seconded the Motion. Motion passed on the following roll call vote:
Michels, May, Kimpflin, Blackwood, Moser, and Kapraun: yes

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
Trustee Kapraun discussed concerns with an unlicensed trailer on the Wrobel property.

Trustee Michels shared that they filled pot holes on County Line Road.

- b. Water and Refuse
i. Discussion on designating dates/times for waste and recycling containers to be on curb
Trustee Michels shared concerns with the amount of garbage and recycling containers left on the curbs days after being emptied, and would like to add language to the ordinance to impliment when containers can be taken out or put away. After discussion, the Board was in favor of an ordinance being prepared that cans be put out the day before and taken in the day after collection and that cans be moved next to house.

Village Attorney Cassandra Gottschalk joined the meeting telephonically at 8:40 p.m.

- c. Finance and Ordinances/Zoning
i. Update on property maintenance ordinance violations
Trustee Moser discussed that final notices were mailed to six residences last month. Trustee Moser spoke with Donna Hodge regarding the vehicles on the property on the north side of town and let Donna know that two or three vehicles have to be removed from the property every week. Donna is to update Trustee Moser before the next meeting. Trustee Moser discussed that 331 E. Kirke Gate sent an email that they would remove the garbage by the end of the week and the garbage can still be seen, so she will take a photo of the property to let them know that the garbage is still there. Trustee Moser will also check on 210 E. Kirke Gate. Trustee Moser suggested that the Village fine the additional four residents who are not compliant. After discussion, the Board determined that a fine of \$25.00, or the minimum amount set forth in the Village Code, be issued per day and the fine letter let them know that the resident needs to contact the Village for final inspections once violations are corrected. Trustee Moser discussed that the Village is asking for communication and modivate residents to work on the violations.

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

Ryan Wrobel introduced himself and that he would like to update the contract to his charity instead of in his name personally. Attorney Gottschalk shared that she could not add the charity to the agreement as it was not in good standing with the State. Attorney Gottschalk will resend the revised agreement to Mr. Wrobel. Mr. Wrobel stated that he was fine with the agreement in either his name or the charity's name. Clerk Maahs confirmed that the agreement has been passed by the Village Board.

10. CLOSED SESSION

Trustee Moser 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. Trustee Michels seconded the Motion. Motion passed on the following roll call vote at 9:06 p.m.:

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

11. RECONVENE OPEN SESSION

Trustee Blackwood made a Motion to Reconvene Open Session. Trustee Moser seconded the Motion. Motion passed on the following voice vote at 9:20 p.m.:

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

12. POSSIBLE ACTION ON CLOSED SESSION ITEMS

No action on closed session items.

President Carlson announced that he will be resigning after the April meeting. The Board discussed acting presidents, president pro-tems, temporary presidents, and possible trustee vacancy. Attorney Gottschalk shared that the Village would have 60 days to fill the role. Trustee Blackwood shared that he would not be re-running for next years election. Trustee Michels shared that both the clerk and treasurer position would need to eventually be posted.

13. ADJOURNMENT

Trustee Moser made a Motion to Adjourn. Trustee Kimpflin seconded the Motion. Motion passed on the following voice vote of those present at 9:27 p.m.:

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

Typed by Village Clerk Sandie Maahs, RMC, CMC