

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

1. CALL TO ORDER

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

Roll Call

V. President Josh Carlson – present
Trustee Martha May – absent (late)
Trustee Thomas Kapraun – present
Trustee Jesse Blackwood – present
Trustee Jean Michels – present
Trustee Dawn Kimpflin – present
Trustee Jessica Moser – absent

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

Others in Attendance:
V. Engineer Aaron Full
Water Operator Jay Mulholland
Mike Woodbury from Public Works Dept.

2. VISITORS/COMMUNICATION

Stacey Schnupp asked if the Village would be asking the farmer across from the fire department if snow fence could be installed on their property. President Carlson confirmed that the farmer is was not willing to allow the fence previously. Ms. Schnupp shared that she will contact the farmer to see if that position has changed.

Trustee Martha May joined the meeting at 7:03 p.m.

Terri Voitik attended the Regional Planning Commission meeting in which the focus of the meeting was on updating comprehensive plans. Clerk Maahs will provide a copy of the Village's comprehensive plan to Ms. Voitik. Ms. Voitik suggested that the Board specify the changes to ordinances when it is voted on so the public is aware of what is being voted on.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Jay Mulholland – Village Water Operator

Operator Mulholland discussed there are nine lead and copper sites in which the Village needs to know the pipe materials as the IEPA will not accept unknown materials. After discussion on hiring a contractor, the Board will work on contacting the property owner to determine the line types over two weeks while Operator Mulholland also obtains a quote from a contractor in case the Board is unsuccessful in contacting the homeowners.

Operator Mulholland received a notice from the IEPA that the copper level exceeded on a house which has been sitting empty. Operator Mulholland confirmed that he has already changed sampling sites for the future, but the Village may have to do some extra testing to meet the requirements of the IEPA.

ii. Aaron Full – Village Engineer

- Project Summary Report

Well project has been submitted for permit review to the IEPA; IEPA has logged the project into their system, and a response is expected in December.

Engineer Full discussed the proposal for administering of the \$100,000 grant from DeKalb County for infrastructure projects including the water projects. Engineer Full discussed that the proposal is for \$2,000, but does not anticipate the cost being nearly that high. Clerk Maahs shared that the proposal is not on the agenda for approval due to an error; however, DeKalb County is desirous of moving the grant forward, so President Carlson will sign the proposal and the Board will ratify his actions at the December board meeting.

- Discussion on possible protest of the Census data
Engineer Full discussed the process for protesting the median household income. Trustee May shared that in a previous census count residents sent the information director to the Village's grant writer to prohibit personal information being sent to the Village. Trustee Kimpflin will review the information from Engineer Full.
- Discussion on reevaluating the water usage billing vs water produced
Engineer Full discussed that after the repair of several big water leaks the water loss percentage should be lower. Clerk Maahs is working on obtaining the usage billing numbers from Treasurer Felker and that the water loss percentage will be an estimate for the last year until the dates that meters are read can be narrowed down. Mr. Woodbury will let Clerk Maahs know what days he is reading meters in future months. Engineer Full shared that there are companies that will listen for water leaks and Clerk Maahs shared that Illinois Rural Water Association may also provide this service at little to no cost.
- Discussion on lead grants
Engineer Full discussed that the Village is not eligible for lead grants due to the median household income. The Board discussed the need to protest its median household income.

Engineer Full will get the Village in touch with North Central Illinois Council of Governments for grant availability and grant writing.

iii. Michael Woodbury – Public Works

Mr. Woodbury shared that the fire hydrant has been repaired and replaced.

Mr. Woodbury shared that he has a few of the old tumbler meters replaced that should not impact the water loss.

The Board discussed how the Village would be removing the flags from the light poles – rentals are \$650/day and the previous person is unable to assist as their truck is not working. Trustee Michels contacted the fire department to see if they would assist. Clerk Maahs shared that someone should contact local businesses with bucket trucks to see if they would donate the time to remove the flags.

iv. Sandie Maahs – Village Clerk

Clerk Maahs discussed that current ordinances allow people to live in RV's on their property. The Village Attorney will prepare an ordinance amending the current code to not allow the living in RV's and that ordinance will be up for approval at the December meeting.

Clerk Maahs shared that compensation of elected officials is not clearly defined anywhere, and the Village Attorney will prepare the appropriate documents for approval at the December meeting.

v. Katherine Felker – Village Treasurer

- Discussion on draft 2022-2023 Tax Levy Ordinance

Treasurer Felker reviewed the draft Tax Levy Ordinance. Treasurer Felker confirmed that the increase was the 5% tax cap and will be on the December agenda for approval.

b. Discussion and possible approval of Ordinance No. 22-11 – An Ordinance Amending Title 4, Chapter 5, of the Village of Lee Municipal Code (Public Health and Safety; Weeds)

Clerk Maahs shared that the ordinance rewrites the entire ordinance to define what tall grass/weeds are and methods of enforcement. Trustee Kapraun made a Motion to Approve Ordinance No. 22-11 – An Ordinance Amending Title 4, Chapter 5, of the Village of Lee Municipal Code (Public Health and Safety; Weeds). Trustee Michels seconded the Motion. Motion passed on the following voice vote:

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

- c. Discussion and possible approval of painting of parking lines on Viking Vie
President Carlson suggested temporary striping using the striping machine and then obtain quotes for permanent painting of parking lines. President Carlson asked that the agenda item be added to old businesses.
 - d. Discussion on traffic control devices at certain intersections
Trustee Kapraun reviewed a map with proposed yield signs locations. Engineer Full discussed that a traffic study is probably not needed in this instance, but will double check. Engineer Full shared that yield signs are considered the minimum amount of sign necessary. Trustee Kapraun reviewed the quotes for signs and posts, and the cost will be \$641.19 for 10 signs. The Board had no objection to the sign locations. Clerk Maahs will share the map with Village Attorney Cassandra Gottschalk and request that she prepare an ordinance authorizing the installation of signs at the locations requested.
 - e. Discussion on scholarship guidelines
Clerk Maahs reviewed the John Engh Memorial Scholarship for the Village of Lee and Lee Lions Club, and the scholarship guidelines state “Both organizations wish to keep the original rules honoring John as put forth by his wife Martha Engh.” The Board discussed that the scholarship area is for the Old Lee Grade School boundaries and that the Board did want to continue with the scholarship. Clerk Maahs will look into obtaining a copy of the Old Lee Grade School boundary map.
 - f. Discussion and possible approval of 2023 Meeting Calendar
Trustee Michels made a Motion to Approve the 2023 Meeting Calendar. Trustee Kimpflin seconded the Motion. Motion passed on the following voice vote:
Blackwood, Michels, May, Kapraun, and Kimpflin: yes
Moser: absent
 - g. Discussion and possible approval of termination of ComEd services in Village’s name to N.I.C.E. Center, 346 S. County Line Road in Lee
Clerk Maahs discussed that for over six months she has been working with ComEd and the N.I.C.E. Center (through ComEd) to have the services for 346 S. County Line Road changed out of the Village’s name. Clerk Maahs discussed that the building is not a Village building, the late payments are impacting the Village’s credit, and that there is no reason for the bill to be in the Village’s name. Clerk Maahs recommended giving the N.I.C.E. Center a deadline in which to have the services changed. Clerk Maahs shared that the N.I.C.E. Center has paid the Village of Lee’s bill for the N.I.C.E. Center to ComEd, and that the bill is still in the Village’s name. President Carlson discussed that the Village used to meet in the N.I.C.E. Center and in exchange for using their building to meet once a month, the Village had the ComEd services in its name to receive a discount. Trustee Michels shared that she has been on the Village Board for over nine years and has never met in that building. Trustee Kimpflin made a Motion to Approval of Termination of ComEd Services in Village’s Name to N.I.C.E. Center, 346 S. County Line Road in Lee within 60 Days. Trustee Blackwood seconded the Motion. Motion passed on the following roll call vote: Michels, May, Kapraun, Kimpflin, and Blackwood: yes
Moser: absent
4. OLD BUSINESS
- a. Discussion on water rate increase
Trustee Kimpflin discussed that there is going to be water rate increase and will be affected by the water loss of the Village. Clerk Maahs will share the water loss report with Trustee Kimpflin when it is prepared.
 - b. Discussion and possible action on outstanding property maintenance violation letters
President Carlson shared that Zach Burkhart purchased property on West Hardanger and Mr. Burkhart has asked the previous property owner to remove his items from the property. Mr. Burkhart is requesting one month to have the property cleaned up. Trustee Michels discussed that the property owner was told to not burn the stuff on the property and they did it anyway. Clerk Maahs will let Trustee Moser know of the request for an extension. Clerk

Maahs shared that Trustee Moser has been doing a great job working with residents on property maintenance issues and if there are questions from Board Members they should contact Trustee Moser. President Carlson confirmed that the Village is not looking to fine people and wants to encourage compliance.

- c. Discussion on grant program assistance through Resource Bank
- d. Discussion and possible approval of purchase of Quickbooks payroll program
Clerk Maahs discussed that the previous treasurer, Linda Korth, did not withhold federal taxes, or the additional federal amount that was requested to be withheld from Clerk Maahs' paycheck, and that the Village needs to take action to help prevent this from occurring for future employees. Treasurer Felker confirmed that federal taxes are not withheld for the Village Board members either. Trustee May confirmed that Ms. Korth previous used an excel spreadsheet. Trustee Kapraun made a Motion to Approve Purchase of Quickbooks Payroll Program. Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Kapraun, Michels, May, Kimpflin, and Blackwood: yes
Moser: absent

Treasurer Felker confirmed that everyone needs to complete a new W4.

- e. 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 was told that the project needs to be engineered by the contractor and will work on having that completed for next month.

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

- a. Approval of minutes from October 10, 2022 Regular Board Meeting
Trustee Michels made a Motion to Approve the Minutes from October 10, 2022 Regular Board Meeting. Trustee Kimpflin seconded the Motion. Motion passed on the following voice vote:
Blackwood, Michels, May, Kapraun, and Kimpflin: yes
Moser: absent

6. TREASURER'S REPORT

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

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
Trustee May reviewed the Chastin & Associates bill for a breakdown. Clerk Maahs confirmed that the Village has to pay for the repair of the firehydrant that was hit during the car accident, but the Village can recoup the costs from the party at fault or their insurance company later. Trustee Kimpflin made a Motion to Approve the Bills Payable. Trustee May seconded the Motion. Motion passed on the following roll call vote:
Michels, May, Kimpflin, Blackwood, and Kapraun, : yes
Moser: absent

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
 - Discussion on trees/shrubs in the Village right-of-way
Clerk Maahs shared that, after reviewing the Village ordinances, the planting of trees and shrubs is currently allowed in the right-of-way. The Board discussed that they are still not in favor of allowing of new plantings. Village Attorney Cassandra Gottschalk will prepare an ordinance for the December meeting to amend the code to not allow the planting of trees and shrubs in the right-of-way.

President Carlson confirmed that the recall work had been done on the truck so it was ready for snow plowing.

b. Water and Refuse

Trustee Kimpflin shared an email from Sarah Smith from Queens Trucking and Construction, Inc. requesting to be included in future bids for work.

Clerk Maahs discussed that Treasurer Felker has to follow the water billing procedure as it is written in the ordinances and that moving forward that is how it will be done. Clerk Maahs encouraged everyone to read the current water billing ordinance and notify her if they have any changes they would like to see made on how the water is billed, collected, and late fees applied. Treasurer Felker shared that the updated spreadsheet will automatically apply late fees and the ordinances state that bills will be mailed by the 15th and due by the 15th. Trustee Kimpflin confirmed that the next water billing cycle will follow the ordinance.

c. Finance and Ordinances/Zoning

9. ITEMS FROM THE VILLAGE ATTORNEY

10. ADJOURNMENT

Trustee Michels made a Motion to Adjourn. Trustee Kapraun seconded the Motion. Motion passed on the following voice vote of those present at 8:22 p.m.:

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

Typed by Village Clerk Sandie Maahs, RMC, CMC