

VILLAGE OF LEE
REGULAR BOARD MEETING MINUTES
Monday, October 10, 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 – absent
Trustee Jean Michels – present
Trustee Dawn Kimpflin – present
Trustee Jessica Moser – present

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

Others in Attendance:

V. Attorney Cassandra Gottschalk
V. Engineer Aaron Full
Mike Woodbury from Public Works Dept.

2. VISITORS/COMMUNICATION

President Carlson read County Line Pub's written request for street closure for a car show and that Coupe's insurance is requesting the parking lines in front of Coupe's be repainted. Attorney Gottschalk asked that the painting of the parking line be added to the November agenda for discussion and approval. Attorney Gottschalk stated that the Village has no authority at the meeting to approve a street closure. George Walker, as representative of County Line Pub, shared that the car show is from 1 p.m. to 5 p.m. and parking will be on both sides of the road.

William Gee shared that the Village Board agreed to do painting in August of 2021 and no work has been done. Mr. Gee discussed issues with his water meter. Mr. Woodbury will inspect the meter, and President Carlson and Treasurer Felker will look into the water billing.

Terri Voitik shared that the asphalt company did a good job on the street project and thanked Mr. Woodbury for keeping the flowers alive this year. Ms. Voitik stated that if the board has a special meeting for the road closure due to County Line Pub's inability to plan appropriately, the cost of the meeting should be passed on to County Line Pub as it is not the taxpayers cost.

3. NEW BUSINESS

a. Reports of Village Employees/Officers

i. Jay Mulholland – Village Water Operator

ii. Aaron Full – Village Engineer

Engineer Full reviewed the engineers report: the generator permit for the well building has been received; the Emergency Response Plan has been submitted to the Rockford regional office of the IEPA and received feedback that a hard copy needs to be kept handy for future reference; the permit for the well building in being submitted to the EPA for the water system project and will take a couple of months to be approved; and there is a cost of \$6,500 to engineer the cost of a garage door on the well house building. Engineer Full confirmed that the Village will be using the water tower that it purchased from the City of Mendota. Engineer Full asked if the Village had been provided a water rate study from Illinois Rural Water Association and Mr. Woodbury will confirm the status of that.

iii. Michael Woodbury – Public Works

Mr. Woodbury confirmed with President Carlson the area of the storm drain issue across Nissen Stigen on west side of railroad tracks.

Mr. Woodbury discussed adding stop and yield signs at certain intersections. Attorney Gottchalk recommended that the Streets and Alleys Committee put together a recommended placement of the stop and yield signs for creation of an ordinance.

Mr. Woodbury has replaced the water meter at 151 N. Skole Gate and checked on another complaint for high usage that is not the meter.

iv. Sandie Maahs – Village Clerk

v. Katherine Felker – Deputy Village Treasurer

- b. Discussion and possible approval of Ordinance No. 22-10 - An Ordinance Amending Title 7, Chapter 1 of the Village of Lee Municipal Code (Public Utilities; Water Service Use; Rates)
Trustee Moser made a Motion to Approve Ordinance No. 22-10 - An Ordinance Amending Title 7, Chapter 1 of the Village of Lee Municipal Code (Public Utilities; Water Service Use; Rates). Trustee Michels seconded the Motion. Motion passed on the following roll call vote:
Moser, Michels, May, Kapraun, and Kimpflin: yes
Blackwood: absent

- c. Discussion and possible approval of purchase of Quickbooks payroll program
Treasurer Felker discussed the cost to purchase Quickbooks payroll program would be \$22.50 a month plus \$5.00 per employee for the first three months and then would increase to \$45.00 a month plus \$5.00 per employee. The board discussed the benefits of Quickbooks payroll, the Village having 16 employees, and how payroll is being done currently. Treasurer Felker will inquire if the employees who are not paid every month would be a part of the monthly cost.

4. OLD BUSINESS

- a. Discussion on water rate increase
Mr. Woodbury will follow-up with Illinois Rural Water Association.
- b. Discussion and possible action on outstanding property maintenance violation letters
Trustee Moser shared that she has sent out fine letters and will work with Clerk Maahs to send out additional letters to those who have not responded. Trustee Moser estimates that there are a half-dozen homes that have not responded to letters, and there are some that have done some work in which the Village will follow-up in the spring. The Board discussed notices are mailed to tax address and the physical address if they are different.
- c. Discussion on reducing allowable grass/weed height
Trustee Moser discussed that there is a draft ordinance that will be on the agenda in November for approval. Attorney Gottschalk shared that Clerk Maahs essentially re-drafted the entire section and Attorney Gottschalk has asked for a few clarification on the draft.

- 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 obtain a quote for work to alleviate the water drainage issue for the November meeting.

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

- a. Approval of minutes from September 12, 2022 Regular Board Meeting
Trustee Kapraun made a Motion to Approve the Minutes from September 12, 2022 Regular Board Meeting. Trustee Moser seconded the Motion. Motion passed on the following voice vote:
Moser, Michels, May, Kapraun, and Kimpflin: yes
Blackwood: absent

6. TREASURER'S REPORT

- a. Discussion and possible approval of Treasurer's Report
Treasurer Felker shared that the Rebuild Illinois funds will be moved into the Motor Fuel Tax funds. Trustee Moser made a Motion to Approve of Treasurer's Report. Trustee Kimpflin seconded the Motion. Motion passed on the following voice vote:
Michels, Moser, Kapraun, May, and Kimpflin: yes
Blackwood: absent

7. APPROVAL OF BILLS

- a. Discussion and possible approval of bills payable
The Board discussed the receipt of the scholarship being in the old Lee school district and not the Village of Lee. Treasurer Felker will send Attorney Gottschalk the requirements as they currently exist as the original plan states the guidelines should not be changed. Trustee Kimpflin made a Motion to Approve the Bills Payable. Trustee May seconded the Motion. Motion passed on the following roll call vote:
Kapraun, Michels, May, Kimpflin, and Moser: yes
Blackwood: absent

8. COMMITTEE REPORTS

- a. Streets and Alleys/Public Safety
 - Discussion on trees/shrubs in the Village right-of-way
Trustee Kapraun discussed that the Board is spending money to cut down trees that are in the parkway as those are the Village's responsibility, and recommends that the Village not allow planting trees in parkways. Attorney Gottschalk shared that she believes the Village current ordinances do not allow it, and the issue is the maintenance of trees that exist. Attorney Gottschalk shared that the Village should be notifying the residents that it is not allowed. Trustee Kapraun suggested a memo be added to one of the water bills to remind the residents it is not allowed in the spring. The Board discussed the location of the right-of-way in the Village. Trustee Moser asked that clarification on trees/bushes versus flowers should be in the notice to residents.
 - Discussion on removal of flags
Trustee Michels asked if someone can remove the flags. Mr. Woodbury shared that he will give direction to have them removed after Veteran's Day on November 11th.

- Update on tree removal project

Trustee Michels shared that the trees will be removed at the end of October.

Trustee Kapraun spoke with the contractor doing the asphalt patching and they are done with the patching and sealing around the patches. The Board discussed the other road repairs that need to be done and working on them early in 2023.

b. Water and Refuse

Trustee May asked why there was rust in the water last week and Mr. Woodbury shared that it is just iron running loose. Trustee May asked how successful the responses were to the lead water line issue. Mr. Woodbury shared that it was not very successful. Mr. Woodbury shared that he learned that another Village is reimbursing people for the lead line replacement and didn't know if Lee was going to be doing that. Attorney Gottschalk shared that when it comes down to it the homeowner is going to be responsible for the cost to replace their lead line, and that there ways in which Villages and homeowners can work together on the cost of the replacement. The Board discussed there are 152 homes and a lot of "unknown" responses. Trustee Kimpflin asked if there were grants for the lead line replacement.

Mr. Woodbury shared that back flows valves has to be checked for the businesses in the Village.

c. Finance and Ordinances/Zoning

9. ITEMS FROM THE VILLAGE ATTORNEY

Attorney Gottschalk emailed the Board and reminded them to call if they have questions.

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 8:27 p.m.:

Moser, May Michels, Kimpflin, and Kapraun: yes

Blackwood: absent

Typed by Village Clerk Sandie Maahs, RMC, CMC