

**REGULAR MEETING  
DECEMBER 11, 2023  
MINUTES  
6:00pm**

**CALL TO ORDER**

- 1) The Regular Board Meeting on December 11, 2023 was called to order by President Steve Buss at 6:00pm, following the Public Hearing.

Board present: Steve Buss, Claudia Simpson, Christin Keeffer, Brian Peight, Brooke Baldauf, Brandon Smith, Dean Rood, Cathy Stevens and Nicole Callos. Also Present: Attorney Tom Green, Brian Nott, Derek Thompson, Wayne Gift, Dylan Drake, Aldo Frias, Kory Polhill, Todd Bessert, Lindsay Buss, Louise Workinger,

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

- 2) **APPROVAL OF MINUTES – November 13, 2023**  
On a motion by Keeffer second by Stevens to approve the minutes from the November 13, 2023 Board Meeting. ALL AYE.
- 3) **APPROVAL OF BILLS PAYABLE REPORT**  
On a motion by Stevens second by Smith to approve the Bills Payable Report as presented. ALL AYE.
- 4) **TREASURER'S REPORT ACCEPTANCE**  
Callos presented the Treasurer's report for the month of November. On a motion by Keeffer second by Stevens to accept the Treasurer's report as presented. ALL AYE
- 5) **PUBLIC PARTICIPATION**  
There was no public participation at this time.

**COMMITTEE REPORTS**

**FINANCE & ADMINISTRATION, ATTORNEY'S REPORT, HEALTH & ENVIRONMENT, PUBLIC SAFETY, WATER & SEWER, ZONING & PLANNING- NO REPORT**

- (A) **VILLAGE ENGINEER**  
Nott introduced Derek Thompson, Branch Manager of the Freeport Office. 1. Nott reported that they are in the process of the working with Kory Polhill on creating the Village of Lena Water Protection Program. 2. Shippee Road pay request is on this month's agenda and repairs will be done before May 31<sup>st</sup> 2024. The final pay request will be paid once work is completed. 3. Zoning maps are to be approved and filed with the County Zoning Board. 4. The Storm water facility plan has been submitted to the IEPA. Confirmation it was received should be within a 1-2 weeks, and the final review process can take 4-6 weeks. Looking at February for final design. 5. Sanitary Sewer rehab project spec books in progress, funding nomination forms to be submitted toward the end of February confirm dollar amount. 6. Dayton Street contractor Clean Cut Services will be taking trees down so ComEd can do their work by the end of December to prep the area for roadwork.
- (A) **TRANSPORTATION & PUBLIC IMPROVEMENTS**  
Peight reported that Esling stated there was a truck the Village was looking at that the bid increased from 80K to 93K. The newest truck the village has currently is a 2013. 2. Two applications have been received at this time for the Village Utility opening. The application time will be extended 4-6 weeks.

**NEW BUSINESS**

- 6) **APPROVE TAX LEVY ORDINANCE #23-444**  
On a motion by Smith second by Keeffer to approve Tax Levy Ordinance #23-444. ALL AYE.
- 7) **APPROVE PTELL RESOLUTION #23-251**  
On a motion by Keeffer second by Stevens to approve PTELL Resolution #23-251. ALL AYE.

- 8) **APPROVE PROPOSAL FOR ADDITIONAL SCOPE OF SERVICE – CIVIL DESIGN AND CONSTRUCTION IMPROVEMENTS**  
Nott explained this is for taking Butternut, Willowcreek Old Cordoroy, East and West Main East and West Railroad plan sets to final production including Washington to Franklin water mains. This has been broken into two plan sets, including engineering fees brings the total to \$112,650. On a motion by Smith second by Keeffer to approve the additional improvements from Civil Design and construction. ALL AYE.
- 9) **APPROVE PROPOSAL FOR ADDITIONAL SCOPE OF SERVICES – MILFRED STREET CIVIL DESIGN AND CONSTRUCTION IMPROVEMENTS**  
Nott explained this project will use MFT funds and will require IDOT protocols to be followed. This included aggregate, HMA and concrete testing. On a motion by Keeffer second by Smith to approve the proposal for additional services for Milfred Street Civil Design and Construction Improvements. ALL AYE.
- 10) **APPROVE RESOLUTION #23-252 AUTHORIZING MFT FUNDS TO BE USED FOR MILFRED STREET IMPROVEMENTS**  
Nott explained this is a document to show the estimate, a placeholder, to ensure the Village has the funds available of \$268,000 including engineering fees. On a motion by Stevens second by Smith to approve Resolution #23-252 authorizing MFT funds to be used for Milfred Street Improvements, referenced at 0.1 miles, in the amount of \$270,000. ALL AYE.
- 11) **APPROVE PORTER BROTHERS ESTIMATE FOR SHIPPEE ROAD**  
On a motion by Peight second by Keeffer to approve Porter Brothers Estimate for Shippee Road. ALL AYE.
- 12) **APPROVE PAID LEAVE FOR ALL WORKERS ACT ORDINANCE #23-445**  
The Village is in compliance with this act. On a motion by Keeffer second by Smith to approve Ordinance #23-445. ALL AYE.
- 13) **APPROVAL OF EMPLOYEE HOLIDAY LENA MONEY**  
On a motion by Stevens second by Peight to approve employee holiday Lena money. ALL AYE.
- 14) **DISCUSS/APPROVE INSURANCE COVERAGE WHILE ON SHORT TERM DISABILITY**  
Keeffer explained this would require a resolution and would be handled case by case. This is to be discussed and up for approval at the January 2024 Board Meeting.
- 15) **DISCUSS ADDING NEW ORDINANCES**  
Green stated an ordinance change requires an ordinance. The Board is looking into using Lexipol for police code ordinances.
- 16) **DISCUSS DOWNTOWN PARKING ISSUES**  
Stevens explained she had a call from a business owner stating that it is difficult for people to park at their business , and snow removal has been an issue, due to tenants parking in those spaces. Keeffer explained that it was decided previously that business owners can put their own signs up but it will not be enforceable by the police department.
- 17) **DISCUSS NEW STREETS DEPARTMENT POSITION & INDEED ADVERTISING**  
Peight stated that there have been two applications submitted for this position and they will be extending the job opening for another few weeks.
- 18) **DISCUSS TREE BIDS**  
Buss explained that bids under 25K do not have to go out to bid. Request for tree bid proposal is allowed.
- 19) **On a motion by Smith second by Stevens to adjourn to Executive Session - \*Pursuant to the exception set forth in Section 2 (c) (1) of the Illinois Open Meeting Act concerning personnel. ALL AYE. \*There was no action taken in executive session.**

#### WELFARE OF THE VILLAGE

#### ADJOURNMENT

- 20) On a motion by Smith second by Rood to adjourn the December 11, 2023 Regular Board Meeting at 7:12pm. ALL AYE.

CLAUDIA SIMPSON  
VILLAGE CLERK

STEVE BUSS  
VILLAGE PRESIDENT