



Executive Committee Meeting Minutes

Lee County, Illinois

Apr 14, 2022 at 11:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E. 2nd. St, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 12:20 p.m., by Chair Bob Olson. The meeting was delayed because the Finance Committee meeting ran late due to a lengthy agenda.

II. Committee Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Chris Norberg, Doug Farster, Marilyn Shippert, and Tom Wilson

All members were present in person.

III. Meeting Attendees and Visitors

Also present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk), Dee Duffy (Zoning Administrator)(12:20-12:35), Alice Henkel (Renewable Energy Coordinator)(12:20-12:35), Jennifer Boyd (Assessor), and Becky Brenner (Board Secretary).

IV. Approval of the Minutes from the Previous Meeting - (March 17, 2022)

The March 17, 2022, Executive Committee Minutes were approved without modification.

V. Review of Claims Report Provided by the Claims Committee

A report of all of the claims paid from March 15, 2022 through April 12, 2022, was presented to the committee.

Marilyn Shippert reported that the claims approval process was going well. One of the Board Members resigned from the committee and will need to be replaced.

VI. Reports from Committee Chairs

All committee chairs took the opportunity to report items discussed and motioned forward from their committee meeting.

VII. Old Business

There were no items for Old Business.

VIII. New Business

Minutes generated by [OnBoard](#).

A. Compensation for Elected Officials

Motion to approve the recommendation coming from the Finance Committee, (to approve the written proposal that was submitted during the meeting) regarding the Compensation for Elected Officials and place on the County Board agenda for consideration by the full County Board. **Moved** by Jim Schielein. **Second** by John Nicholson. **Motion** passed unanimously by voice vote.

B. Compensation for Lee County Board Members

Motion to remove Compensation for Lee County Board Members from the April County Board agenda. **Moved** by Jim Schielein. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

C. Compensation for Lee County Zoning and Planning Commission Members

Motion to remove Compensation for Lee County Zoning and Planning Commission Members from the April County Board agenda. **Moved** by Jim Schielein. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

IX. Appointments

A. Resolution: Appointment of Thomas Kitson to the Lee County Housing Authority

Motion to approve the Resolution Appointment of Thomas Kitson to the Lee County Housing Authority. **Moved** by Mike Koppien. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

B. Resolution: Appointing Donna J. Jungels as Trustee to the West Brooklyn Fire Protection District

Motion to approve the Resolution Appointing Donna J. Jungels as Trustee to the West Brooklyn Fire Protection District. **Moved** by Marilyn Shippert. **Second** by Jim Schielein. **Motion** passed unanimously by voice vote.

X. Raffle Report

Motion to approve the Raffle Report for Sinnissippi. **Moved** by Mike Koppien. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

XI. Executive Session

XII. April 21, 2022 County Board Agenda Items

A. Call to Order

B. Pledge of Allegiance

- C. Roll Call
- D. Board Chair Announcements
 - 1. Recognition of Former Chief Assessment Officer, Wendy Ryerson, Award for Outstanding Achievement in Property Assessment (Small Jurisdiction) from (IPAI)
 - 2. Employee Spotlight
- E. Approval of Board Minutes: March 24, 2022 County Board Minutes
- F. Zoning and Planning
 - 1. Monthly Report and Minutes
 - 2. Petitions Going To the Zoning Board of Appeals:
 - a. Petition 22-P-1592, Petitioner: Mike Anderson, PPN# 02-15-36-200-016
 - b. Petition 22-P-1593, Petitioner: Lee County Zoning Office, PPN# 19-22-05-400-011
 - c. Petition 22-P-1594, Petitioner: Lee County Zoning Office, PPN# 19-22-08-200-010
 - 3. Petitions Going To the Planning Commission - None
 - 4. Petitions Coming From the Zoning Board of Appeals
 - a. Petition 21-P-1585, Petitioner: Jerad M. Zellhofer, PPN# 13-21-01-101-007
 - b. Petition 21-P-1586, Petitioner: Invenergy Hydrogen, LLC, PPN# (On File)
 - 5. Petitions Coming From the Zoning Board of Appeals - None
- G. Administrator Monthly Update and Board Member Comments
- H. Visitor/Guest Speakers
- I. Approval of County Officers Reports, Request for Deposit of Funds, and Orders Paid in Vacation
- J. Old Business
 - 1. Purchasing Policy Ordinance - (Held over in March)

Wendy Ryerson asked that the Purchasing Policy Ordinance be tabled this month so additional changes could be made to the ordinance.

Motion to table the Purchasing Policy Ordinance being held over on the agenda. **Moved** by Doug Farster. **Second** by Marilyn Shippert. **Motion** passed unanimously by voice vote.

K. New Business

1. ARPA Committee Funding Recommendations

- a. Revised Estimate for Approved ARPA Request - Sheriff's Driveway Expansion
- b. Additional Community Service Application - Meals on Wheels
- c. Small Business Program

This topic will be discussed at the County Board Meeting but does not require action.

- d. 2022 ARPA Allocation for \$1.5 Million for County Capital Projects Spent at the Discretion of the Finance Committee

2. Resolution for Maintenance Under the Illinois Highway Code - Highway Department

3. Quarterly Employee Spotlight

4. Hartwig Mechanical Preventative Maintenance Service Contracts for the Old Courthouse and New Courts Building

This topic was tabled in the Finance Committee meeting. Will not be included on the County Board agenda.

5. (Original) New Courts Building Elevator Replacement

This topic was tabled in the Finance Committee meeting. Will not be included on the County Board agenda.

6. Lead Abatement Contract for the Old LEC Shooting Range

7. Asbestos Report for the Old LEC

8. Resolution: Authorizing Application for a Capital Assistance Grant - LOTS

9. Animal Control Ordinance - (Hold over until May)

10. EMA Computer Replacement Proposal

11. FY22 Budget Adjustment for Approved Raises

12. Resolution Setting Salaries for Lee County Elected Officials

13. Resolution County Board Member Compensation

This topic was tabled in the Finance Committee and a motion was made earlier in the meeting to remove from the County Board agenda for April.

14. Resolution Zoning Board of Appeals and Planning Commission Compensation Effective FY2023

This topic was tabled in the Finance Committee and a motion was made earlier in the meeting to remove from the County Board agenda for April.

15. New Courts Building Network Switch Quote
16. IT Consolidation of Hardware/Software Resources
17. Board Chairman's Meeting/Conference Room Remodel

L. Appointments

1. Resolution: Appointment of Thomas Kitson to the Lee County Housing Authority
2. Resolution: Appointing Donna J. Jungels as Trustee to the West Brooklyn Fire Protection District
3. Resolution: Reappointment of Glen Hughes to the Zoning Board of Appeals
4. Resolution: Appoint of Rex Meyer to the Zoning Board of Appeals as a Permanent Member

Two (2) additional appointments were added to the County Board agenda during the meeting. The appointment of Tyler Burke as Trustee of the Sublette Fire Protection District and the Appointment of Doug Erbes as a Trustee of the Sublette Fire Protection District.

M. Executive Session

N. Approval of County Officers Reports

O. Roll Call Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid.

P. Approval of Board Member Mileage and Per Diem

Q. Adjournment - County Board Meeting Agenda

XIII. Motion to Approve the Proposed County Board Agenda

Motion to approve the Proposed County Board Agenda. **Moved** by Jim Schielein. **Second** by John Nicholson. **Motion** passed unanimously by voice vote.

XIV. Adjournment - Executive Committee Meeting

Motion to adjourn at 12:45 p.m. **Moved** by Jim Schielein. **Second** by Marilyn Shippert. **Motion** unanimously approved by voice vote.