



## Executive Committee Meeting Minutes

Lee County, Illinois

Thursday, November 14, 2024, 11:00 AM

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

*This meeting can be viewed in its entirety on YouTube using the web address below  
<https://www.youtube.com/watch?v=KbMiTuPNzzw>*

I. Call to Order

Meeting was called to order at 11:00 a.m., by Chair Bob Olson.

II. Committee Member Roll Call: Chair Bob Olson, Vice Chair Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, Tom Wilson

Bob Olson, Tom Kitson, Jack Skrogstad 11:05-11:55), Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson all attended in person.

Also present: Dean Freil, Keane Hudson, and Nancy Naylor (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Alice Henkel (Zoning Administrator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), and Becky Brenner (Board Secretary) all attended in person.

Following attendance:

- In light of the upcoming County Board organizational meeting, Bob Olson thanked Tom Kitson, County Board Vice Chairman and all of the Committee Chairs that served on the Executive Committee for their help and accomplishments during the last two years.
- He also thanked Jeremy Englund for everything he had accomplished during his first year as the County Administrator.
- Bob reminded everyone of the Truth in Taxation Meeting that will be held at 5:30 p.m., on November 21, 2024, prior to the 6:00 p.m., regularly scheduled County Board Meeting.
- The committee also discussed the topic of hiring a Hearing Officer in lieu of having a Zoning Board of Appeals Committee. Following are the highlights of that discussion:
  - The Hearing Office would conduct all the hearings that were previously heard by the ZBA, write up reports, and submit facts and findings to the full Board for approval.
  - Whiteside County is currently using the Hearing Officer platform for their hearings.
  - The Hearing Officer would be a licensed attorney.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (October 10, 2024)

Minutes from the October 10, 2024, Executive Committee Meeting were accepted as presented without modification.

V. Reports from Committee Chairs

All committee chairs took the opportunity to report items discussed and motioned forward during their committee meetings.

VI. Monthly Sheriff's Office Report Detailing Events Within the Department - Information Only

Clay Whelan asked that his report from Public Safety be added to the Executive Committee agenda so Board Members would be up to speed on the events happening at the Sheriff's Office.

VII. Administrator Report

Jeremy took the time to thank the Board Members, staff, employees, and Department Heads for all their help this last year and expressed how blessed he was to serve as the Administrator and that he was looking forward to the future of Lee County.

VIII. Unfinished Business

A. *4th Street Recycling Center*

Jeremy Englund explained that he reached out to the City of Dixon regarding the 4th Street Recycling Center and the continued misuse of the site as a dumping area for garbage, electronics, and furniture. The City of Dixon has agreed to patrol the area more often and remove larger items that are being dropped off and properly dispose of them. They also offered to craft larger signage for posting and discussed installing more active cameras on the site that they would monitor.

IX. New Business

A. *County Board and Committee Meeting Schedule Dates - Fiscal Year 2025*

**Motion** to move the resolution setting the County Board Meeting Dates for Fiscal Year 2025 to the November County Board agenda. **Moved** by Tom Wilson. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

B. *Resolution: Zoning Board of Appeals Meeting Dates - Fiscal Year 2025*

**Motion** to move the resolution setting the Zoning Board of Appeals Meeting Dates for Fiscal Year 2025 to the November County Board agenda. **Moved** by Tom Kitson. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

C. *Resolution: Regional Planning Commission Meeting Dates - Fiscal Year 2025*

**Motion** to move the resolution setting the Regional Planning Commission Meeting Dates for Fiscal Year 2025 to the November County Board agenda. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

D. *Resolution: Prayer at Public Meetings with Invocation Policy*

Jeremy Englund explained that UCCI had contacted the County two months ago regarding a complaint that they had received regarding the County Board Meeting invocations and the lack of an invocation policy. UCCI assisted the

County by providing insight from a Supreme Court ruling. Jeremy worked with UCCI, County Board Member Tim Bivins, State's Attorney Charley Boonstra, and the Executive Committee to craft a policy that was compliant with the ruling.

**Motion** to move the resolution for Prayer at Public Meetings and the Invocation Policy to the November County Board agenda. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

E. Abandoned/Nuisance Property - Lee Center School

Jeremy Englund reported the following information regarding Abandoned/Nuisance Properties and the Lee Center School property:

- The County received a legal order of default on the Lee Center School property and continues to work with a potential developer that would like to convert the building into apartments or condos.
- To date, no funds have been expended from the Strong Communities Grant Program for residential housing. The County is currently working on potential projects from the City of Amboy, Franklin Grove, and Dixon. There are roughly six (6) months left to spend the funds.

X. Appointment(s)

There were no appointments forwarded.

XI. Raffle Report(s)

A. *Moonlight Bay Marina Queen of Hearts Raffle Report*

**Motion** to put the Moonlight Bay Marina Queen of Hearts Raffle Report on file with the County. **Moved** by Tom Wilson. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

XII. Review of Per Diem Report for County Board Approval - October Meetings for December Payout

This topic was for information only. No changes to the report were requested during the meeting.

XIII. Executive Session

A. 5 ILCS 120/2 (c)(1) Personnel, 5 ILCS 120/2 (c)(2) Negotiating Matters, 5 ILCS 120/2 (c)(11) Litigation

**Motion** to enter into Executive Session at 11:38 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(1) Personnel, 5 ILCS 120/2 (c)(2) Negotiating Matters, and 5 ILCS 120/2 (c)(11) Litigation. **Moved** by Tom Kitson. **Second** by Jack Skrogstad.

**Roll call going into Executive Session:** Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson all attended in person.

**Also present:** Dean Freil, Keane Hudson, Nancy Naylor, Charley Boonstra, Jeremy Englund, and Becky Brenner.

**Roll call back in open session:** Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson all attended in person.

**Also present:** Dean Freil, Keane Hudson, Nancy Naylor, Charley Boonstra, Jeremy Englund, Nancy Petersen, and Becky Brenner.

Back in open session at 11:48 p.m.

XIV. **November 21, 2024, County Board Agenda Items**

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements
- F. Approval of Board Minutes: October 17, 2024, County Board Meeting
- G. Joseph E. Meyer Resolution(s) - None
- H. Zoning and Planning
  - 1. Petitions Going To the Zoning Board of Appeals: **None**
  - 2. Petitions Going To the Planning Commission: **None**
  - 3. Petitions Coming From the Zoning Board of Appeals: **2 Petitions**
    - a. Resolution for Petition No. 24-P-1631 by Sanjay Desai, who is in process of purchasing a portion of certain real property currently identified as PIN 11-16-31-100-015.
    - b. Resolution for Petition No. 24-P-1633 by Anthony and Lisa Winstead as owners of certain real property identified as PIN 12-14-17-300-001.
  - 4. Petitions Coming From the Planning Commission: **None**
- I. Administrator Monthly Update and Board Member Comments
- J. Public Comments:
- K. County Organization Presentations/Updates
  - 1. Karla Belzar - University of Illinois County Extension Director - Report and Updates
- L. Reports of Committee
- M. Unfinished Business
  - 1. Lee County Health Department Food Ordinance (held over in October)
  - 2. 2024 (FY25) Levy Ordinance (Held over in October)
  - 3. FY2025 Budget Ordinance (Held over in October)
- N. New Business
  - 1. Lee County, Illinois & Maples Road Solar 1, LLC Solar Farm Road Use Agreement
  - 2. Resolution: Authorizing Appellate Prosecutor Services
  - 3. Resolution: IEMMAS Authorizing Membership in Mutual Aid System Response
  - 4. BAR Form Budget Adjustment for U of I Extension
  - 5. Resolution: Prayer at Public Meetings with Invocation Policy
  - 6. Resolution: County Board Schedule of Regular Meeting Dates - Fiscal Year 2025

7. Resolution: Zoning Board of Appeals Meeting Dates - Fiscal Year 2025
  8. Resolution: Regional Planning Commission Meeting Dates - Fiscal Year 2025
  - O. Appointment(s)
    1. Resolution: Reappointment of Solid Waste Coordinator  
*\*\*During the meeting the Resolution to Appoint Jeremy Stinemetz to the Franklin Grove Fire Protection District was added to the agenda.*
  - P. Executive Session
  - Q. Approval of County Officer's Reports/Quarterly Treasurer's Report
  - R. Roll Call Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid.
  - S. Approval of Board Member Mileage and Per Diem
  - T. Adjournment - County Board Meeting Agenda
- XV. Motion to Approve the Proposed County Board Agenda  
**Motion** to approve the Proposed County Board Agenda. **Moved** by Tom Wilson.  
**Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.
- XVI. Adjournment - Executive Committee Meeting  
**Motion** to adjourn at 11.55 a.m. **Moved** by Tom Wilson. **Second** by Jack Skrogstad.  
**Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is *tentatively* scheduled for  
11:00 a.m., on Thursday, December 12, 2024

Respectfully submitted by:  
Becky Brenner – Board Secretary