



## Executive Committee Meeting Minutes

Lee County, Illinois

Thursday, December 12, 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=PGZD0o0lqSY>*

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, Nancy Naylor, Dean Freil  
Bob Olson, Jack Skrogstad, Mike Zeman, Jim Schielein, Tom Wilson, Nancy Naylor, and Dean Freil attended in person. Tom Kitson and Mike Koppien were absent. Keane Hudson sat in for Mike Koppien on behalf of the Public Safety Committee.

Also present: Charley Boonstra (State's Attorney), Alice Henkel (Zoning Administrator), Jonathan Henrikson (IT Technician), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), and Becky Brenner (Board Secretary).

Discussion following attendance:

- The committee briefly discussed the current meeting structure because some of the meetings are only 15 - 20 minutes long. One option discussed was a committee day with Finance and Executive as the final meetings.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (November 14, 2024)

Minutes from the November 14, 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 was not able to attend the meeting, and no report submitted from the Sheriff's Office for the December meeting.

VII. Administrator Report

Jeremy Englund was not able to attend the meeting, so no report was given.

VIII. Unfinished Business

There were no topics under Unfinished Business.

IX. New Business

A. *MFT Maintenance Appropriation Resolution*

This topic was already on the December County Board agenda so no action was necessary.

X. Appointment(s)

No appointments were submitted for approval for the December meeting.

XI. Raffle Report(s)

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

No action was taken on this raffle report. It was a duplicate from the November agenda.

XII. Review of Per Diem Report for County Board Approval - November Meetings for January Payout

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

XIII. Executive Session

There was no request for an Executive Session.

XIV. December 19, 2024, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements
  - 1. Dick Capacius - 25 Year Acknowledgement
- F. Approval of Board Minutes: November 21, 2024, County Board Meeting
- G. Joseph E. Meyer Resolution(s) - **None**
- H. Zoning and Planning
  - 1. Petitions Going To the Zoning Board of Appeals - **2 Petitions**
    - a. Petition No. 24-P-1634 by Georgios Karountzos, as owner of certain real property identified as PIN 12-14-16-300-001
    - b. Petition No. 24-P-1635 by Jake R. Kastner, as owner of certain real properties identified as PINs 07-02-34-300-022, 07-02-34-300-017, 07-02-34-300-035 and 07-02-34-300-018
  - 2. Petitions Going To the Planning Commission - **None**
  - 3. Petitions Coming From the Zoning Board of Appeals - **None**
  - 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. Lucas Pauley - Visit Lee County - Quarterly Report and Updates
  - L. Reports of Committee
  - M. Unfinished Business - **None**
  - N. New Business
    1. MFT Maintenance Appropriation Resolution
    2. BAR Form - ARPA Expenses Reallocation
    3. BAR Form - Reallocation of Abandoned Properties ARPA Funds to Capital
    4. Resolution to Reorganize the Lee County Finance Director Position Under the County Administrator  
*\*\*The Resolution to Reorganize the Lee County Finance Director Position Under the County Administrator was removed from the December agenda.*
    5. FY 2026 Budget Meeting Schedule
  - O. Appointment(s) - **None**
  - 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 Nancy Naylor. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.
- XVI. Adjournment - Executive Committee Meeting  
**Motion** to adjourn at 11:29 a.m. **Moved** by Dean Freil. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for  
11:00 a.m., on Thursday, January 16, 2025

Respectfully submitted by:  
Becky Brenner – Board Secretary