



Executive Committee Meeting Minutes

Lee County, Illinois

Thursday, February 13, 2025, 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=nJ9nvuOxIDI>*

I. Call to Order

Meeting was called to order at 11:00 a.m., by Vice Chair Tom Kitson.

- 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
Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, Tom Wilson, Nancy Naylor, and Dean Freil all attended in person. Bob Olson was absent

Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person. Ali Huss (Board Member) attended the meeting via zoom.

III. Public Attendees

Melanie Willstead (Village of Harmon Trustee) and Chris Norberg (Former Board Member) both attended the meeting in person. Rick Humphrey (Former Board Member) attended via Zoom.

IV. Approval of the Minutes from the Previous Meeting - (January 16, 2025)

Minutes from the January 16, 2025, Executive Committee Meeting were approved 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 Englund reported that the first-round of interviews for the HR Coordinator have wrapped up. The second round of interviews have been scheduled for the week of February 17th. The goal is to have the most suitable candidate hired by early March.

VIII. Unfinished Business

There were no topics on the agenda for Unfinished Business.

IX. New Business

A. *Candidate for County Board District 1*

Tom Kitson explained that there was a vacancy in County Board District 1 and that the Chairman had worked with the Republican Party to fill the vacancy.

Motion to open the floor for nominations to fill the vacancy in County Board District 1. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

Motion to nominate Christopher Norberg, Republican from District 1, to fill the vacancy in County Board District 1. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. Motion passed unanimously by voice vote.

Motion to move the Resolution appointing Christopher Norberg to fill the vacancy in County Board District 1 to the February County Board agenda. **Moved** by Mike Koppien. **Second** by Tom Wilson. Motion passed unanimously by voice vote.

B. *Minutes Builder in OnBoard – Discussion Only*

Becky Brenner presented information on a new AI-powered minutes builder module from OnBoard. While initially promising, the module did not meet expectations. Earlier in the week, Jack Skrogstad suggested an alternative AI program, Gemini, which offered more comprehensive minute-taking capabilities at a lower cost. The discussion was for information only, no action was taken.

X. Appointment(s)

A. *Resolution Appointment of Walter Kant to the Maple Grove Drainage District*

Motion to move the Resolution Appointment of Walter Kant to the Maple Grove Drainage District to the February County Board Agenda. **Moved** by Dean Freil. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

XI. Raffle Report(s)

A. *Walton Fest Raffle Report for April - September of 24, Walton Fest Raffle Report for October of 24, Walton Fest Raffle Report for November of 24, Walton Fest Raffle Report for January of 25, VFW Wagon Raffle Report, Lee County Honor Flight for Veterans Raffle Report, and Green River Saddle Club Raffle Report*

Motion to put the Walton Fest Raffle Report for April - September of 24, Walton Fest Raffle Report for October of 24, Walton Fest Raffle Report for November of 24, Walton Fest Raffle Report for January of 25, VFW Wagon Raffle Report, Lee County Honor Flight for Veterans Raffle Report, and Green River Saddle Club Raffle Reports on file with the County. **Moved** by Tom Wilson. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

XII. Review of Per Diem Report for County Board Approval - January Meetings for March 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. February 20, 2025, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements – Acknowledgement of Matthew Frye’s 25 Years of Service to the Lee County Sheriff’s Office
- F. Approval of Board Minutes: January 23, 2025, County Board Meeting
- G. * Item added to the February County Board agenda during the Executive Committee Meeting – Resolution: Appointment of Christopher Norberg to Fill Vacancy in County Board District 1
- H. Joseph E. Meyer Resolution(s) - None
- I. Zoning and Planning
 - 1. Petitions Going To the Zoning Board of Appeals: 1 Petition
 - a. Petition No. 25-P-1638 by Craig A. and Christine Kessel, as owners of certain real property identified as PIN 02-15-19-200-004 and commonly known as 859 Morgan Road, Amboy.
 - 2. Petitions Going To the Planning Commission: 1 Petition
 - a. Petition No. 25-PC-78 by the Lee County Zoning Administrator, was filed in which Petitioner seeks to amend the text of Title 10: ZONING REGULATIONS of the Lee County Code of Ordinances to replace Zoning Board of Appeals with Zoning Hearing Officer.
 - 3. Petitions Coming From the Zoning Board of Appeals: 4 Petition with resolutions.
 - a. Resolution for Petition No. 24-P-1632 by Jeffrey A. Lewis as owner of certain real property identified as PIN 07-02-17-252-015 and commonly known as 763 Forest Park Dr., Dixon, Illinois.
 - b. Resolution for 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, located on the south side of Stony Point Road.
 - c. Resolution for Petition No. 25-P-1636 by Kevin J. and Shelly L. Rod, as owner of certain real property identified as PIN 05-17-05-100-007 and commonly known as 2506 Shaw Road, West Brooklyn.
 - d. Resolution for Petition No. 25-P-1637 by Kevin J. and Shelly L. Rod, as owner of certain real property identified as PIN 05-17-05-100-007 and commonly known as 2506 Shaw Road, West Brooklyn.

4. Petitions Coming From the Planning Commission: 1 Petition
 - a. Ordinance for Petition No. 25-PC-77 by the Lee Cty Engineer, was filed in which Petitioner seeks to amend the text of Title 11: SUBDIVISION, FLOOD CONTROL & STORM WATER MGMT, Chapter 4: STORM WATER MGMT, of the Lee Cty Code of Ordinance. (hold over until March)
 - J. Administrator Monthly Update and Board Member Comments
 - K. Public Comments:
 - L. County Organization Presentations/Updates
 1. Karla Belzar – University of Illinois County Extension Director - Quarterly Report and Updates
 - M. Reports of Committee
 - N. Unfinished Business
 - O. New Business
 1. Joint Funding Agreement for Federally Funded Construction for Perry Road CIR/HMA Section Number 23-00356-00-RS
 2. Joint Funding Agreement for Federally Funded Construction for Brooklyn Road Bridge Replacement Section Number 22-00351-00-BR
 3. Resolution Amending Animal Control Fees and Fines
 4. Resolution Regarding Opposition to Senate Bill 1192
 5. * Item added to the February County Board agenda during the Executive Committee Meeting - Brooklyn Road Bridge Replacement Appropriation Resolution
 6. * Item added to the February County Board agenda during the Executive Committee Meeting - Perry Road Appropriation Resolution
 - P. Appointment(s)
 1. Resolution Appointment of Terry Zinke as Weed Control Superintendent
 2. Resolution Appointment of Walter Kant to the Maple Grove Drainage District
 3. Resolution Appointing Amy Palmer as an Alternate to the Lee County Regional Planning Commission
 - Q. Executive Session
 - R. Approval of County Officer's Reports/Quarterly Treasurer's Report
 - S. Roll Call Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid.
 - T. Approval of Board Member Mileage and Per Diem
 - U. Adjournment - County Board Meeting Agenda
- XV. Motion to Approve the Proposed County Board Agenda
Motion to approve the Proposed County Board Agenda. **Moved** by Dean Freil. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.
- XVI. Adjournment - Executive Committee Meeting

Motion to adjourn at 11:25 a.m. **Moved** by Tom Wilson. **Second** by Mike Koppien.
Motion passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for
11:00 a.m., Thursday, March 13, 2025

Respectfully submitted by:
Becky Brenner – Board Secretary