



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting – August 14, 2014

Executive Session

Third Floor Board Conference Room, Old Lee County Courthouse
112 East Second Street, Dixon, Illinois 61021

Members present:

Arlan McClain, Kasey Considine, Tom Kitson, Bob Olson

Guests:

Matt Klahn (States Attorney-rep); Marilyn Shippert, Rick Ketchum, Tim Deem, Judy Truckenbrod (Board members)

Motion from Mr. Kitson: To go into Executive Session over personnel issues at 10:08am.

Vote: Motion carried unanimously by voice vote.

Committee discussed adjustments to salaries that were not corrected last year in the [REDACTED] office. Next year's budget forms will have the previous year's salaries along with the projected year's salaries. [REDACTED] the [REDACTED] only works part time. He is not entitled to any raise. The committee needs to know his status as an employee and what his salary is prorated at. Proration needs to be consistent.

Motion from Mr. Considine: To come out of Executive Session at 10:32am.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy - Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Executive Committee Meeting – August 14, 2014

Executive Session

Third Floor Board Conference Room, Old Lee County Courthouse
112 East Second Street, Dixon, Illinois 61021

Executive session called to order at 2:55 p.m. by Chair Rick Ketchum

Members present:

Rick Ketchum, Judy Truckenbrod, Dick Binder, John Nicholson, Marilyn Shippert, and Arlan McClain

Guests:

██████████; Matt Klahn-left at 3:25 (States Attorney-rep); Tim Deem (Board members)

The committee looked at the Employee Benefit Handbook in speaking with ██████████, who was hired part time and not entitled to an increase in salary, vacation or sick time.

A part time employee in the ██████████ office has not had an increase in salary for several years. The committee talked about consistency.

Motion from Dick Binder: To come out of Executive Session at 3:29pm.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Executive Committee Meeting (Executive Session) – July 16, 2015

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 2:24 p.m. by Chair Rick Ketchum

Members present

Chair Rick Ketchum, Judy Truckenbrod, Arlan McClain, John Nicholson, Jerry Leffelman

Members absent

Marilyn Shippert

Guests

Matt Klahn (St. Attorney-rep); Tim Deem (Board member)

Chair Ketchum began discussion over county employee [REDACTED]. On June 22, a tornado/storm devastated the area in southern Lee County, Woodhaven Lakes in Sublette. [REDACTED] had worked approximately 75.5 hours overtime throughout the week following the disaster.

The committee discussed several options to recompense [REDACTED].

- How is his position characterized
- How does the handbook read
- Do we give paid bonuses or overtime

State's Attorney Klahn asked to put this discussion off until next month so he may study the matter.

Motion from Arlan McClain: To go out of executive session at 2:42.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Executive Committee Meeting (Executive Session) – June 16, 2016

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 2:03 p.m. by Vice Chair John Nicholson

Members present

Judy Truckenbrod, John Nicholson, Marilyn Shippert, and Arlan McClain

Guests

██████████ Tim Deem, Rick Humphrey (Board members)

This executive session of the Executive Committee is for the purpose of discussion over employee compensation. (5ILCS 120/2 Sec 2 (c) (1))

██████████ discussed her disagreements in the new contract she has been asked to sign. She noted verbiage in the contract that still includes an ██████████, progress tracking, comp time, termination language, and binding arbitration.

The committee felt that since Board Chairman Ketchum had solely been working on the ██████████ contract, Chair Ketchum needs to hear the changes ██████████ had talked about in order to move forward with an agreement.

Motion from Shippert: To come out of executive session at 2:39.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Properties Committee Meeting (Executive Session) – December 13, 2016

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:08 a.m. by Chair John Nicholson
5 ILCS 120/2 (c) (1) Employee compensation

Members present

Chair John Nicholson, Dave Gusse, Bill Palen, Clay Partington, Dave Bowers, Greg Witzleb,

Guests

Jim Wentling, Marilyn Shippert (Board members); Theresa Wittenauer (Administrator); [REDACTED]
[REDACTED] Matt Klahn left at 10:25 (State's Attorney)

There was an IMRF audit on Lee County. In the report was a finding that the County cannot continue contractually paying [REDACTED] unless it becomes a salaried item to include the deduction of benefits.

Because the [REDACTED] position is separate as a Memorandum of Understanding from the [REDACTED] contract there could be three options the County could decide on.

- 1) Include the [REDACTED] salary in with the [REDACTED] current salary. Ex: adding \$8,640 to the base salary \$75,000 = \$83,640
- 2) Add another part time position to fulfill the oversight agreement paid for the [REDACTED] program funds
- 3) Supplement the [REDACTED] current salary keeping the salary at \$75,000 while still fulfilling the [REDACTED] role.

The committee also discussed the [REDACTED] administrative leave pay. The [REDACTED] audit finding showed that the administrative leave salary payment was not covered by the [REDACTED] grant. One suggestion was; can the payment be taken from the [REDACTED]?

It was determined that further investigation on both issues will be required.

Motion from Gusse: To come out of executive session at 10:47 a.m.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting (Executive Session) – May 11, 2017

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:03 a.m. by Chair Bob Olson

Members present

Chair Bob Olson, Rick Humphrey, Tom Kitson, Arlan McClain, Doug Farster, Lirim Mimini

Members absent

Guests

Theresa Wittenauer (Administrator); Judy Truckenbrod, Marilyn Shippert, Tim Deem, Jim Wentling, Jerry Leffelman, Marvin Williams, John Nicholson left at 10:05 (Board members); [REDACTED]
[REDACTED]

This executive session of the Finance Committee is for the purpose of discussion over employee hire.
ILCS 5 - 120/2 - Sec 2 (c) (1)

[REDACTED] is asking for his employee, the \$1,200 raise that had been given to the non-union employees last month. [REDACTED] was given an increase in her salary December 1, 2016 for added duties to her job now that [REDACTED] had consolidated. He reminded the committee that it was discussed at budget hearing last July.

Motion from Farster: To come out of executive session at 10:13am.

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



Reviewed by the Administrative Services Committee on November 13, 2018 and was released with redactions.

Additional information released after review on January 10, 2022, in Administrative Services Committee.

Properties Committee Meeting (Executive Session) – June 13, 2017

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:06 a.m. by Chair John Nicholson

Members present

Chair John Nicholson, Dave Gusse, Bill Palen, Clay Partington, Greg Witzleb, Dave Bowers

Guests

Theresa Wittenauer, Jim Wentling, Matt Klahn, John Simonton

This executive session of the Finance Committee is for the purpose of discussion two properties for possible sale. ILCS 5 - 120/2 - Sec 2 (c) (5)

Chair Nicholson told the committee that there are two parcels just west of the Sheriff's parking lot on Third Street, which are possibly for sale by the owner for \$68,000.00 each.

A handout was given to the members. (Attached)

It was agreed by the members that Administrator Wittenauer should pursue looking into the possible purchase of these two lots.

Administrator Wittenauer informed the committee that the [REDACTED] contract is up for renewal the first of July.

The question posed was if the [REDACTED] should continue under a contract or make the [REDACTED] position an "at will" employee position.

Administrator Wittenauer has started a job description for the [REDACTED].

Co Board Chair Wentling announced that he will be speaking with [REDACTED] about this subject.

Motion from Palen: To close the closed meeting at 10:17am and open the open meeting.

Vote: Motion carried by a roll call vote.

YES: Gusse, Palen, Partington, Witzleb, Bowers

NO: None

ABSENT: None

Motion carried by a roll call vote.

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Administrative Services Committee Meeting – executive session –July 10, 2017

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session – 9:58 am.

Members present

Judy Truckenbrod, Marilyn Shippert, Bob Gibler left at 10:30 - back at 10:39, Marvin Williams, Bill Palen

Guests

John Fritts (Treasurer); Theresa Wittenauer (Administrator); Jim Wentling, Greg Witzleb (Board Members)

Treasurer Fritts had hired a new employee in February. There was a job opening in the LOTS department and this employee submitted her application and was hired. Mr. Fritts would like to fill this position again and is asking the committee if he can use the previous applications from January or begin with a new application process.

The committee discussed the situation and suggested Mr. Fritts contact previous applicants rather than begin the process again.

At 10:04 a.m. the committee was going to move into open session when additional information was brought forward concerning the application and interview process for the new hire for the [REDACTED] position.

[REDACTED]

[REDACTED]

[REDACTED]

Motion from Palen: To go back into open session of the Administrative Services Committee at 10:39 a.m...

Vote: Motion carried by a roll call vote.

YES: Truckenbrod, Shippert, Williams, Palen, Gibler

NO: None

ABSENT: None

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Properties/Planning/Zoning Committee Meeting – executive session – July 11, 2017

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session – 9:23 a.m.

Members present

Chair John Nicholson, Dave Gusse, Bill Palen, Clay Partington, Greg Witzleb, Dave Bowers

Members absent

Guests

Theresa Wittenauer (Administrator); Matt Klahn (St. Attorney); Jaime Blatti left at 10:12 (LOTS); Jim Wentling, Judy Truckenbrod, Marilyn Shippert, Arlan McClain (Board Members); John Simonton (Sheriff)

Chair Nicholson explained last October the committee gave LOTS Director Blatti approval to hire a deputy director. In May, the advertisement for the deputy director was in the newspaper. Interviews were held and a person was decided upon and hired.

[REDACTED]

[REDACTED]

[REDACTED]

Motion from Witzleb: To close executive session at 10:23 a.m.

Vote: Motion carried by a roll call vote.

YES: Nicholson, Gusse, Palen, Partington, Witzleb, Bowers

NO: None

ABSENT: None

Included in these minutes is the ad that was on Lee County's website.



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting – Executive session - August 29, 2017

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session called to order at 10:55 a.m. by Chair Bob Olson to discuss personnel.

Members present by roll call

Lirim Mimini, Tom Kitson, Doug Farster, Arlan McClain, Rick Humphrey

Guests

Melissa Lawrence (Treasurer-rep); Theresa Wittenauer (Administrator); Judy Truckenbrod, Jim Wentling, Bob Gibler (Board members)

██████████ had requested a raise for his secretary ██████████. McClain had looked into his request and found that when ██████████ previous secretary had retired in 2014, ██████████ was making \$26,000 and now is making \$32,950.

The committee then looked at ██████████ request for \$3,700 for himself and \$3,700 for ██████████ ██████████ for the ██████████ that may be required next year. \$7,800 will be put in Contingencies for ██████████, not knowing the future required duties for the ██████████.

The committee discussed the non-union and raises for next year's budget.

Motion from Farster: To come out of executive session at 11:36am.

Vote: Motion carried by roll call vote.

Lirim Mimini, Tom Kitson, Doug Farster, Arlan McClain, Rick Humphrey

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting – Executive session – January 11, 2018

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session called to order at 9:35 a.m. by Chair Bob Olson to discuss personnel.

Members present by roll call

Chair Bob Olson, Lirim Mimini, Tom Kitson, Doug Farster

Members absent

Arlan McClain, Rick Humphrey

Guests

Theresa Wittenauer (Administrator); John Simonton (Sheriff), Matt Klahn (St. Attorney); Judy Truckenbrod, Jim Wentling left at 10:00, Tim Deem, John Nicholson left at 9:58 (Board members)

A resolution was passed in 2017 for all full time non-union employees shall receive \$1,250 and all part-time will be pro-rated based on the employees' hours.

A question has been raised over the salary for the [REDACTED].
He was pro-rated at working 8 to 10 hours a week, which is a \$250 raise.

Administrator Wittenauer stated that she cannot find any paperwork proving he is a full time employee. The Committee was told he has always received the full-time salary and he receives the County benefits.

State's Attorney Klahn referred to the Employee Handbook under Part-time 1, a part-time employee works 30 to 32 hours a week. There is no paperwork specifying the hours [REDACTED] works.

The Committee inquired of Klahn how many cases [REDACTED] work on during a week. Klahn did not know.

Motion from Farster: To come out of executive session at 10:01am.

Vote: Motion carried by roll call vote.

Chair Bob Olson, Lirim Mimini, Tom Kitson, Doug Farster

Respectfully Submitted by,
Dee Duffy – Recording Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

Finance Committee Meeting – December 13, 2018

Third Floor Board Conference Room, Old Lee County Courthouse 112 E Second St, Dixon, Illinois 61021

Motion from Mr. Kitson: To go into **Executive Session** at 10:08am to discuss personnel issues pursuant to **5 ILCS 120/2 (c) (1)**.

Seconded by: Mr. Mimini

Vote: Motion carried unanimously by roll call vote.

All in favor: Bob Olson (Chair), Marilyn Shippert, Lirim Mimini, David Bowers, Tom Kitson, Jim Schielein.

Entered into Executive Session at 10:20am

Board Members present

Bob Olson (Chair), Marilyn Shippert, Lirim Mimini, David Bowers, Tom Kitson, Jim Schielein, John Nicholson, Judy Truckenbrod.

Guest present

Theresa Wittenauer (Administrator).

Committee discussed the future restructuring and possible combining of some departments positions between the County Board, Zoning and Coroner's Office. The restructuring would require the rewriting of job descriptions. The Committee agreed to explore options and determine who may be planning to retire in the near future.

The Committee has requested Administrator Wittenauer to look into possible options and ramifications.

Motion from Mr. Schielein: To come out of Executive Session at 10:45am.

Seconded by: Mr. Kitson

Vote: Motion carried unanimously by roll call vote.

All in favor: Bob Olson (Chair), Marilyn Shippert, Lirim Mimini, David Bowers, Tom Kitson, Jim Schielein.

Respectfully Submitted by,
Theresa Wittenauer – County Administrator



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Properties / Planning / Zoning Committee Meeting (Executive Session) – February 13, 2019

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 9:22 a.m. by Chair Dave Bowers

Members present

Chair Dave Bowers, Vice Chair Bill Palen, David Bally, and Chris Norberg

Members absent

Marvin Williams

Guests

John Nicholson Chairman, Greg Gates and Kari Wolf (LOTS), Greg Witzleb, Dean McCoy, Theresa Wittenaur (Administrator), and Becky Brenner.

This executive session of the Finance Committee is for the purpose of discussion regarding partial redistribution of [REDACTED], specifically pertaining to [REDACTED], **ILCS 5 - 120/2 - Sec 2 (c) (1)** and restructuring the hiring process at [REDACTED].

[REDACTED] would like to have [REDACTED] there for [REDACTED] only two hours a day instead of four, for a total of ten hours per week. [REDACTED] responsibilities include the above-mentioned [REDACTED] work that will no longer be the responsibility of [REDACTED]. If [REDACTED] does take on some of the mechanical responsibilities of maintaining the vehicles for the Sheriff's office, then the matter will be revisited. This matter will be passed on to committee seeking approval of new memorandum of understanding.

The next matter brought to the table from LOTS would impact the Lee County Council on Aging by changing their annual contract; specifically, with regard to employing the system's dispatchers. LOTS is proposing a contractual relationship with Hughes Resources of Dixon, who would take over the role of employing dispatch staff. LOTS Administration would supervise the dispatchers at the transit facility. This change would come at a cost of roughly \$34,000.00 per quarter or \$137,000.00 annually. Reimbursement for the changes would come through the system, with both 5311 and DOAP as well as some local match also underwriting the cost. Some of the funding will also come from the two Greyhound routes, with minimal cost to Lee County. LCCOA will continue to employ drivers of the LOTS system.

Benefits to the employee through Hughes Resources would be the option of health insurance and down the road 401K. A perk for Lee County would be the absence of ever having to pay unemployment since the employee is paid by Hughes Resources.

First matter regarding duty reassignment was passed to property committee for vote. LOTS plans to partner with Hughes Resources for hire and dispatch was for discussion only until matters are brought before the LCCOA.

Motion from Chris Norberg: To come out of executive session at 10:52am.

Second from Bill Palen:

Vote: Motion carried unanimously by voice vote.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Administrative Service Committee Meeting (Executive Session) – March 11, 2019

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:39 a.m. by Chair Judy Truckenbrod

Members present

Chair Judy Truckenbrod, Vice Chair Bob Gibler, Bill Palen, Arlan McClain, and Jim Wentling.

Members absent

Marvin Williams

Guests

John Nicholson Chairman, Marilyn Shippert, Wendy Ryerson, Greg Witzleb, Theresa Wittenaur (Administrator), and Becky Brenner (Board Secretary).

[REDACTED]
5 ILCS 120/2 Sec 2 (c) (1)

[REDACTED]

Additionally, since 2011, the Lee County Assessor's Office has taken on three additional township assessment jurisdictions. May/Sublette Township jurisdiction was taken on by the county in late 2017 and 2018, because the assessor had passed away. This jurisdiction has technically been taken off Lee County's plate for 2019, by one of the four existing elected township assessors. By agreeing to take on the May/Sublette Township, this assessor will then have 3 assessment jurisdictions and a fulltime job. So this year will be a test year. There is a chance that May/Sublette Township will land back with Lee County if this proves to be too overwhelming for the assessor. The Assessor for Amboy/Lee Center resigned February 1, 2019. If they are not able to find a qualified candidate, then the county may be required to pick up that jurisdiction long term as well. And finally, one of the existing four elected township assessors will not be running for re-election at the end of her term.

[REDACTED]



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting (Executive Session) – March 14, 2019

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:20 am. by Chair Bob Olson

Members present

Bob Olson (Chair), Marilyn Shippert (Vice-Chair), Tom Kitson, Lirim Mimini, and Jim Schielein.

Members absent

Dave Bowers

Guests

John Nicholson (Board Chairman), Judy Truckenbrod (Committee Member), Jim Wentling (Committee Member), Wendy Ryerson (Assessor), and Becky Brenner (Board Secretary).

5 ILCS 120/2 Sec 2 (c) (1)

Additionally, since 2011, the Lee County Assessor's Office has taken on three additional township assessment jurisdictions. May/Sublette Township jurisdiction was taken on by the county in late 2017 and 2018, because the assessor had passed away. This jurisdiction has technically been taken off Lee County's plate for 2019, by one of the four existing elected township assessors. By agreeing to take on the May/Sublette Township, this assessor will then have 3 assessment jurisdictions and a fulltime job. So this year will be a test year. There is a chance that May/Sublette Township will land back with Lee County if this proves to be too overwhelming for the assessor. The Assessor for Amboy/Lee Center resigned February 1, 2019. If they are not able to find a qualified candidate, then the county may be required to pick up that jurisdiction long term as well. And finally, one of the existing four elected township assessors will not be running for re-election at the end of her term.

	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

[illegible]

Second from Marilyn Shippert:

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting (Executive Session) – May 16, 2019

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Opened executive session at 10:20 a.m. by Vice Chair Marilyn Shippert.

Members present

Marilyn Shippert (Vice-Chair), Tom Kitson, Lirim Mimini, and Dave Bowers

Members absent

Bob Olson (Chair) and Jim Schielein

Guests

John Nicholson (Board Chairperson), Theresa Wittenauer (Administrator), Paula Meyers (Treasurer), Judy Truckenbrod (Board Member), Becky Brenner (Board Secretary).

This executive session of the Finance Committee was called in accordance with **5 ILCS 120/2 Sec 2(c)(1)**.

Theresa Wittenauer and Paula Meyer requested the Finance Committee Executive Session because of inquiries and concerns received after the 2020 Budget item was added to the Finance agenda. The Finance Committee is being asked to appoint, with full authority, an individual to initiate, plan, and implement the budget planning process as stated in the states statute. Paula Meyers has been preparing budgets for government entities for over 20 years and is willing to take on the responsibility. The major concern with having Paula take on the job is the very real possibility of negative push back from [REDACTED]

The motion to be voted on in opening session: To appoint Paula Meyer, with full authority to initiate and implement the budget planning process in full collaboration with Theresa Wittenauer.

Vote to come out of Executive Session, Marilyn Shippert, Tom Kitson, Lirim Mimini, and Dave Bowers.

Adjourned Executive Session at 10:15 on May 16, 2019.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting – September 12, 2019 (Executive Session)

Third Floor Board Conference Room, Old Lee County Courthouse—9:00 am
112 E Second St, Dixon, Illinois 61021

Entered into Executive Session at 10:06 a.m. According to Open Meetings Act: 5 ILCS 120/2 (c)(1) to discuss Compensation

Started Executive Session at 10:11 a.m., following a short break.

Members present

Chair Bob Olson, Vice Chair Marilyn Shippert, Tom Kitson (10:41), Jim Schielein, Lirim Mimini, and Dave Bowers.

Also present: Paula Meyer, [REDACTED], Charlie Boonstra, Judy Truckenbrod, Jerry Leffelman, Theresa Wittenauer, John Simonton (Sheriff)(10:06-10:31), [REDACTED] and Becky Brenner.

John Simonton asked the committee to revisit the hourly wage increase for the part-time bailiff's to the full \$17.00 an hour and to consider replenishing the part-time line item by the \$3,000 that was cut during budget hearings.

[REDACTED] requested an increase of \$1,150.00 in base pay for his [REDACTED] because of the additional responsibilities that she has assumed in the [REDACTED]. The requested amount would be in addition to annual raises established by the County Board.

[REDACTED] requested an increase of \$4,550 in base pay for his [REDACTED]. He explained that her position was not filled when she took the Office Manager's position. She has, for the past several years, assumed the responsibilities of both positions without compensation in pay. The requested amount would be in addition to annual raises established by the County Board.

[REDACTED] explained that she will be calling the union to bargain a stipend for her employee, [REDACTED]. [REDACTED] did not replace an employee that left, so she would like to compensate [REDACTED] for taking on additional duties.

Motion from Jim Schielein: To Come out of Executive Session
Second by Marilyn Shippert. Motion carried unanimously by voice vote

Came out of Executive Session at 11:03 a.m.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING AND WERE
RELEASED WITH THE REDACTIONS BELOW**

ADMINISTRATIVE SERVICES COMMITTEE (Executive Session) – Monday, January 13, 2020

Third Floor Board Conference Room, Old Lee County Courthouse – 9:00 a.m.

112 E Second St, Dixon, Illinois 61021

Entered into Executive Session at 11:12 a.m., in accordance with 5 ILCS 120/2.06 to examine past Executive Session minutes.

Members present: Chair Judy Truckenbrod, Vice Chair Bob Gibler, Bill Palen, Jim Wentling, and Jim Horstman.

Members absent: None

Board Members, Department Heads, or Employees present: Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary).

Past executive sessions examined:

August 14, 2014 – Executive Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
August 14, 2014 – Finance Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
July 16, 2015 – Executive Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
March 10, 2016 – Executive Committee – OMA – 5 ILCS 120/2 (c) (1) (5) (11) – [REDACTED] Theatre & Landfill

(Previously Released with partial redaction 11/13/18).

April 14, 2016 – Executive Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
May 12, 2016 – Executive Committee – OMA – 5 ILCS 120/2 (c) (11) (5) – Wind farm & Theatre & [REDACTED]

(Previously Released with partial redaction 11/13/18 and with additional redactions on 1/13/2020)

June 16, 2016 – Executive Committee – OMA – 5 ILCS 120/2 (c) (2) – [REDACTED]
July 29, 2016 – Finance Committee – OMA – 5 ILCS 120/2 (c) (2) – [REDACTED]
December 13, 2016 – Properties Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
May 11, 2017 – Finance Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] employee compensation
June 13, 2017 – Properties Committee – OMA – 5 ILCS 120/2 (c) (5) two parcels for sale [REDACTED]

(Previously Released with partial redaction 11/13/18)

July 10, 2017 – Administrative Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] personnel
July 11, 2017 – Properties Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] personnel
August 29, 2017 – Finance Committee – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
January 10, 2018 – Public Safety – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] personnel
January 11, 2018 – Finance – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
December 13, 2018 – Finance – OMA – 5 ILCS 120/2 (c) (1) – Department Restructure
February 13, 2019 – Properties – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] & LOTS Contract with LLCOA
March 11, 2019 – Administrative – OMA – 5 ILCS 120/2 (c) (1) – Part-time Hire in the [REDACTED]
March 14, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (1) – Part-time Hire in the [REDACTED]
March 28, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (11) – [REDACTED]
April 10, 2019 – Public Safety – OMA – 5 ILCS 120/2 (c) (11) – [REDACTED]
April 11, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (11) – [REDACTED]
May 16, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] Authority over Budget
August 15, 2019 – Executive – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] Employment
August 29, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED] (Released without redactions).
September 12, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
October 10, 2019 – Finance – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
October 10, 2019 – Executive – OMA – 5 ILCS 120/2 (c) (11) & 5 ILCS 120 (c) (1) – [REDACTED]
November 14, 2019 – Executive – OMA – 5 ILCS 120/2 (c) (1) – [REDACTED]
November 27, 2019 – Special Executive – OMA – 5 ILCS 120/2 (c) (1) – Human Resources Hiring (Released without redactions).

The committee reviewed the past executive session minutes and recommended that Executive Session minutes from the August 29, 2019 Finance Committee meeting and November 27, 2019 Special Executive Committee meetings be fully released and partially redacted minutes from the May 12, 2016 Executive Committee meeting be released.

Meeting was adjourned at 11:33 a.m.

Respectfully submitted by:
Becky Brenner, County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

ADMINISTRATIVE SERVICES COMMITTEE (Executive Session) – Monday, August 10, 2020
Third Floor Board Conference Room, Old Lee County Courthouse – 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

Entered into **Executive Session** at 10:33 a.m., in accordance with 5 ILCS 120/2.06 to examine past Executive Session minutes.

Members present: Chair Judy Truckenbrod, Vice Chair Bob Gibler, Jim Horstman and Danielle Allen were present in person, Jim Wentling and Bill Palen were present via cell phone call.

Members absent: None

Board Members, Department Heads, or Employees present: Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary).

The committee reviewed past executive session minutes and recommended that Executive Session minutes from the May 14, 2020, Finance Committee Meeting be fully released.

Meeting adjourned at 10:55 a.m.

Respectfully submitted by:
Becky Brenner - Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Finance Committee Meeting – August 31, 2020 (Budget Workshop) (Executive Session)

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

After a short break the meeting was called to order at 5:15 p.m. by Chair Bob Olson

Members present: Chair Bob Olson, Vice Chair Marilyn Shippert, Tom Kitson, Dave Bowers, Lirim Mimini, and Jim Schielein.

Members absent: None

Board Members, Department Heads or Employees: John Nicholson (County Board Chairperson), Judy Truckenbrod (Board Member), Paula Meyer (Treasurer) and Becky Brenner (Board Secretary) were all present in person.

The committee discussed the potential salaries that would be included in the FY21 budget which included:

- Potential new [REDACTED] hire at \$70,000 for salary and \$15,000 for benefits. This hire would be over the [REDACTED].
- Potential new [REDACTED], \$40,000 for salary and \$15,000 for benefits
- Potential [REDACTED], \$45,500 for salary
- [REDACTED] as the potential [REDACTED], \$42,275 for salary. Also discussed were the stipends she receives for [REDACTED] and that the position was not covered under the [REDACTED]
- Potential [REDACTED] person for the New Courts Building
- Line item in the budget for [REDACTED] for grant writing
- [REDACTED] position for [REDACTED] moved from part-time to full time
- Increase in [REDACTED] wages

Also discussed:

- Raise increase that the former [REDACTED] that was verbally offered to [REDACTED], when he was hired.
- Increase in the [REDACTED] pay
- Increase in pay for [REDACTED] for additional duties

Motion to Adjourn by Lirim Mimini:

Meeting adjourned at 6:45 p.m.

Respectfully submitted by,
Becky Brenner – County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

Administrative Services Committee (Executive Session) – Tuesday, September 8, 2020

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session meeting called to order at 9:12 a.m., by Chair Judy Truckenbrod, for the purpose of discussing 5 ILCS 120/2 (c)(1) Personnel

Members present: Chair Judy Truckenbrod, Vice Chair Bob Gibler, Bill Palen, Jim Wentling and Jim Horstman were present in person.

Members absent: Danielle Allen

Board Members, Department Heads, or Employees present: John Nicholson, Dave Bowers, Thomas O'Malley (GIS)(9:012-9:35), Charley Boonstra and Becky Brenner. Board Members that joined the meeting later, Mike Koppien (9:26-9:58), Marvin Williams (9:26-9:58), Arlan McClain and Jim Schielein (9:50-9:58).

Thomas O'Malley provided the committee with duties and projects that he, as GIS, had completed and was currently working on.

The committee addressed two issues: 1) What to do with the GIS position. Should GIS be supervised by the Assessment Office under the direction of Wendy Ryerson? 2) What should be done within the IT Department in regards to the supervisor and the proposed additional hire?

Meeting was adjourned at 9.58 a.m.

Respectfully submitted by:
Becky Brenner - Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

Administrative Services Committee (Executive Session) – Thursday, September 17, 2020

Third Floor Board Conference Room, Old Lee County Courthouse
112 E Second St, Dixon, Illinois 61021

Executive session meeting called to order at 4:23 p.m., by Chair Judy Truckenbrod, for the purpose of discussing 5 ILCS 120/2 (c)(1) Personnel

Members present: Chair Judy Truckenbrod, Vice Chair Bob Gibler, Bill Palen, Danielle Allen, Jim Horstman and Jim Wentling (4:31-5:52) were present in person.

Board Members, Department Heads, or Employees present: John Nicholson (Board Chairperson), Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary) were all present in person.

The committee addressed what would be best for Lee County in regards to the IT/GIS Department. The conversation included separating GIS from the IT Department and options and ideas on how to make the IT Department/Supervisor more productive.

There was a consensus among the committee members that the IT Department Head should be given additional help and a probationary time to make things work.

Meeting was adjourned at 5:52 p.m.

Respectfully submitted by:
Becky Brenner - Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

ADMINISTRATIVE SERVICES COMMITTEE (Executive Session) – Monday, January 11, 2021

Third Floor Boardroom, Old Lee County Courthouse – 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 10:15 a.m., by Chair Chris Norberg for the purpose of examining past executive session minutes 5 ILCS 120/2.06.

Members present: Chair Chris Norberg, Vice Chair Danielle Allen, and Jack Skrogstad were present in person, Bob Gibler, Bill Palen and Jim Horstman attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads, or Employees present: Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary) were present in person.

Charley Boonstra and the committee reviewed past Executive Session minutes. No minutes or redactions were recommended.

Motion to adjourn by Bob Gibler:
Second by Danielle Allen.

With no further business the meeting was adjourned at 10:48 a.m.

Respectfully submitted by:
Becky Brenner - Lee County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITH THE REDACTIONS BELOW**

Executive Committee Meeting (Executive Session) – Thursday, May 13, 2021

Third Floor Boardroom, Old Lee County Courthouse – 11:00 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 12:20 a.m., by Chair Bob Olson for the purpose of discussing 5 ILCS 120/2 (c)(1) personnel and 5 ILCS 120/2 (c)(11) litigation.

Members present: Chair Bob Olson, Vice Chair John Nicholson, Jim Schielein, Danielle Allen sitting in for Chris Norberg, Mike Koppien and Jim Wentling were present in person, there were no committee members that attended via Zoom video conferencing.

Members absent: Chris Norberg

Board Members, Department Heads and County Employees present: Rick Humphrey and Chris Norberg (Board Members), Charley Boonstra (State's Attorney), and Becky Brenner (Board Secretary) were present in person, Marilyn Shippert and Kasey Considine (Board Members), attended via Zoom video conferencing.

The committee met to discuss the salary resolution presented for the County Engineer. Jim Schielein explained that the resolution was a standard operating procedure. The State of Illinois sets the increase in his salary on an annual basis and the increase is presented to the County Board as a resolution.

[REDACTED]

[REDACTED]

Motion to adjourn by John Nicholson:

Second by Jim Wentling. Motion carried unanimously by voice vote.

Meeting was adjourned at 12:40 p.m.

Respectfully Submitted by,
Becky Brenner – County Board Secretary



**MINUTES WERE REVIEWED DURING THE JANUARY 10, 2022,
ADMINISTRATIVE SERVICES COMMITTEE MEETING
AND WERE RELEASED WITHOUT REDACTION**

Executive Committee Meeting (Executive Session) – Thursday, June 10, 2021

Third Floor Boardroom, Old Lee County Courthouse – 11:00 a.m.
112 E Second St, Dixon, Illinois 61021

Executive Session meeting called to order at 11:44 a.m., by Chair Bob Olson for the purpose of discussing 5 ILCS 120/2 (c)(3) personnel.

Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Chris Norberg, and Jim Wentling were present in person, there were no committee members that attended via Zoom video conferencing.

Members absent: None

Board Members, Department Heads and County Employees present: Charley Boonstra (State's Attorney) and Becky Brenner (Board Secretary) were present in person, Marilyn Shippert (Board Member) attended via Zoom video conferencing.

The committee walked through the resumes of the six (6) candidates that they had chosen to interview and discussed what the interview process would look like. June 21, 2021 was recommended as the interview date.

Motion to adjourn by Chris Norberg:

Second by Mike Koppien. Motion carried unanimously by voice vote.

Meeting was adjourned at 12:01 p.m.

Respectfully Submitted by,
Becky Brenner – County Board Secretary