



Executive Committee Meeting Minutes

Lee County, Illinois

Apr 11, 2024 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 11:01 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, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Dean Freil all attended in person. Tom Kitson attended via Zoom video conferencing.

Also present: Keane Hudson and Nancy Naylor (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Alice Henkel (Zoning Administrator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), Clay Whalen (Sheriff), Teri Zinke (Animal Control Administrator), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

There were no members of the public in attendance.

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

Minutes from the March 14, 2024, Executive Committee Meeting were approved as presented with modification.

V. Reports from Committee Chairs

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

A. *Sheriff's Report from Public Safety - Detailing events within the Department - Information Only*

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

VI. Administrator Report

Jeremy Englund reported the following information:

- The Abandoned/Nuisance Focus Group continues to look for solutions to mitigate the health and safety hazards at the old Lee Center School. Several departments recently participated in a site visit for a reevaluation assessment. The County is still in talks with demolition companies that are looking to take down large commercial structures at minimal costs. Cooperation from the landowners would be required. He continues to encourage any community that has residential properties that could be mitigated through the Strong Communities Grant to reach out to him.

- The Lee County Broadband Breakthrough group continues to meet. They are currently discussing plans to meet with internet service providers to see what their organizations could do to help the County with infrastructure needs in the underserved areas. He explained that the survey discussed last month would be launched later in the day. The survey is open to everyone in the County, whether you currently have great services or no service at all. The goal is to collect the data, identify the specific needs throughout the County, and create a plan that properly executes the strategies necessary to secure future grant funding.
- The HVAC project in the New Courts Building is ahead of schedule.
- Work connected to the Technology Grant in the New Courts Building is expected to be completed by the end of June. Grant funds for the project have already been received by the County.
- The Old Courthouse elevator work is completed. It will be cleared for use following an inspection.
- The Facilities Director position has been posted. So far, the County has received 67 applications.
- LOTS has partnered with Visit Lee County and has incorporated the branding on some of their vehicles.

VII. Old Business

There were no topics under Old business.

VIII. New Business

- A. *Petition 24-P-1621 by Pulse Solar II, LLC, regarding PIN 16-01-35-400-009, located in Palmyra Township.*

Alice Henkel explained that typically this petition would have been moved to Executive Committee by County Services. However, the hearing for this petition wrapped up on the evening after the meeting, so it was added to the Executive agenda to be moved to County Board. The facts and findings have been finalized and will be on the County website. The Zoning Board of Appeals did find that the proposed project has met the County code and the State code, and they have recommended that the County Board approve the petition.

Motion to move Petition 24-P-1621 to the County Board agenda. **Moved** by Jim Schielein. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

- B. *BAR Form - Purchase of Satellite Connectivity and Equipment*

This item was tabled during the Public Safety and Courts Services Committee Meeting earlier in the week, so no action could be taken.

IX. *Appointment(s) -*

- A. *Resolution to Reappointment Mike Koppien to the Lee County Emergency Telephone System Board*

- B. *Resolution to Reappointment Pat Hilliker to the Lee County Emergency Telephone System Board*
- C. *Resolution to Reappointment Josh Tucker to the Lee County Emergency Telephone System Board*
- D. *Resolution to Reappointment René Katschke to the Paw Paw Fire Protection District*
- E. *Resolution to Reappointment James Book to the Dixon Community Fire Protection District*
- F. *Resolution to Appoint Susan M. Larson as a Trustee to the Ashton Fire Protection District Board*
- G. *Resolution to Appoint Tommy L. Balch as a Trustee to the Ashton Fire Protection District Board*
- H. *Resolution Appointing Charles A. Sellers, Robert Rhea, and Jared Nicholson as Trustees of the Paw Paw Sanitary District*

Motion to approve all ten (10) appointments at one time. **Moved** by Jack Skrogstad. **Second** by Mike Zeman. **Motion** passed unanimously by voice vote.

Motion to approve the appointments of Mike Koppien, Pat Hilliker, and Josh Tucker to the ETSB Board, Renee Katschke to the Paw Paw Fire Protection District, James Book to the Dixon Community Fire Protection District, Susan M. Larson and Tommy L. Balch as Trustees to the Ashton Fire Protection District Board, and Charles A. Sellers, Robert Rhea, and Jared Nicholson as Trustees of the Paw Paw Sanitary District. **Moved** by Tom Kitson. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

X. Raffle Report(s) -

A. *Walton Fest Raffle Report*

Motion to put the Walton Fest Raffle Report on file with the County. **Moved** by Jim Schielein. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

XI. Review of Per Diem Report for County Board Approval - March Meetings for May Payout

This is for information only. No changes to the report were requested.

XII. Executive Session

There was no request for an Executive Session.

XIII. April 18, 2024, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements

***The June 4, 2024, Budget Retreat topic was added to the agenda.

- F. Approval of Board Minutes: March 21, 2024, County Board Meeting
- G. Joseph E. Meyer Resolutions -
- H. Zoning and Planning
 - 1. Petitions Going To the Zoning Board of Appeals: 1 Petition
 - a. Petition No. 24-P-1624 by Richard Humphrey, Jr. and Brenda Humphrey, regarding part of PIN 18-08-13-100-006, located in South Dixon Township.
 - 2. Petitions Going To the Planning Commission: None
 - 3. Petitions Coming From the Zoning Board of Appeals: - 1 Petition
 - a. Petition No. 24-1621 by Pulse Solar II, LLC, regarding PIN 16-01-35-400-009, located in Palmyra Township.
 - 4. Petitions Coming From the Planning Commission: - None
- I. Administrator Monthly Update and Board Member Comments
- J. Public Comments:
- K. County Organization Presentations/Updates
- L. Reports of Committee
- M. Unfinished Business -
- N. New Business
 - 1. Appropriation Resolution for County Matching Funds - Indian Head Road
 - 2. Joint Funding Agreement for State Participation - Indian Head Road
 - 3. Resolution Revising the Zoning and Building Permit Fee Schedule
 - 4. Purchase Satellite Connectivity and Equipment
 - ***This topic was tabled during the Public Safety and Court Services Committee earlier in the week. It was removed from the agenda.*
 - 5. Approval of ARPA Funds for Allied Facility Partner Invoice# 85 for New Courts HVAC Project
 - 6. Resolution Authorizing Treasurer's Office Signature Authority
 - ***Items added to the agenda during the meeting are listed below:*
 - Approval of the FY2023 County Audit
 - Approval of the WIPFLI Required Communications Letter
 - IDOT Land Acquisition from Lee County
 - Additional Hire in the Sheriff's Office for Contractual Services in Ashton and Franklin Grove
- O. Appointment(s)
 - 1. Resolution to Reappointment Mike Koppin to the Lee County Emergency Telephone System Board
 - 2. Resolution to Reappointment Pat Hilliker to the Lee County Emergency Telephone System Board
 - 3. Resolution to Reappointment Josh Tucker to the Lee County Emergency Telephone System Board
 - 4. Resolution to Reappointment Reneé Katschke to the Paw Paw Fire Protection District
 - 5. Resolution to Reappointment James Book to the Dixon Community Fire Protection District

6. Resolution to Appoint Susan M. Larson as a Trustee to the Ashton Fire Protection District Board
 7. Resolution to Appoint Tommy L. Balch as a Trustee to the Ashton Fire Protection District Board
 8. Resolution Appointing Charles A. Sellers, Robert Rhea, and Jared Nicholson as Trustees of the Paw Paw Sanitary District
- 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
- XIV. Motion to Approve the Proposed County Board Agenda
Motion to approve the Proposed County Board Agenda. **Moved** by Mike Zeman. **Second** by Jim Schielein. **Motion** passed unanimously by voice vote.
- XV. Adjournment - Executive Committee Meeting
Motion to adjourn at 11:39 a.m. **Moved** by Mike Koppien. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for
11:00 a.m., on Thursday, May 16, 2024

Respectfully submitted by:
Becky Brenner – Board Secretary