



# County Services Committee Minutes

Lee County, Illinois

Mar 13, 2023 at 9:00 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 9:01 a.m., by Chair Jack Skrogstad.

## II. Committee Member Roll Call: Chair Jack Skrogstad, Vice Chair Danielle Allen, Katie White, Ron Gascoigne, Reed Akre

Ron Gascoigne, Danielle Allen, and Katie White were absent: Jack Skrogstad and Reed Akre attended in person. Jack Skrogstad appointed Tom Kitson and Dean Freil to the committee for quorum purposes.

Also present: Dave Anderson (Highway/County Engineer), Jennifer Boyd (Assessor), Dee Duffy (Zoning Administrator), Sami Elarifi (GIS Coordinator), Greg Gates (LOTS), Alice Henkel (Renewable Energy Coordinator), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Stephanie Sasscer (Assistant State's Attorney), Chris Tennyson (ROE Superintendent), and Becky Brenner (Board Secretary) all attended the meeting in person. Dee Duffy introduced Madison Thomas, the new employee in the Zoning Office from BEST, Inc.

## III. Public Attendees

Adam Henkel (Lee County Farm Bureau President) attended the meeting to speak on behalf of the Resolution in Support of Lee County Agriculture that will be presented to the Executive Committee later in the week. No action was required.

## IV. Approval of the Minutes from the Previous Meeting - (February 14, 2023)

Minutes from the February 14, 2023, County Services Committee Meeting were approved as presented without modification.

## V. Transportation/Solid Waste

### A. Highway Report

#### 1. Motor Fuel Tax Appropriation Resolution - Steward Road Curb and Gutter

Dave Anderson explained that the Motor Fuel Tax Appropriation Resolution being presented to the committee pertained to railroad lights and gates that would be installed at the Burlington Santa Fe Railway crossing on Steward Road North of Perry Road. Per the resolution the County will pay upfront, from MFT funds, the full cost of the improvements. The total cost paid will be reimbursed by the Grade Crossing Protection Fund.

**Motion** to move the Motor Fuel Tax Appropriation Resolution to the Executive Committee for inclusion on the March County Board Agenda.

**Moved** by Reed Akre. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

2. Addendum to the BSW DEVco, LCC Road Use Agreement

Dave Anderson explained that the Addendum to the BSW DEVco, LLC Road Use Agreement (Big Sky Wind repower project) releases the wind farm developer from any further financial responsibility for the road surface repairs for any County roads that were impacted during the development of the project. Once the agreement is signed, the company will wire the County \$213,000 (amount originally stated in the agreement), and the County will make all needed repairs to the roadways.

**Motion** to move the Addendum to the BSW DEVco, LCC Road Use Agreement to the Executive Committee for inclusion on the March County Board Agenda. **Moved** by Reed Akre. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

3. Award Bids from March 10, 2023, Letting

Dave Anderson explained that there was a bid letting on Friday, March 3, 2023, at the Highway Department. The bids are posted below.

SECTION NO.	DESCRIPTION	LOW BIDDER	BID PRICE
23-XX000-03-GM	Township FOB Aggregate	All Bidders	n/a
23-XX000-XX-GM	Township Furnish and Spread Aggregate	All Low Bidders	n/a
23-XX000-XX-GM	Township Furnish and Spread Aggregate	All Low Bidders	n/a
23-XX000-05-GM	Dust Palliative, Calcium Chloride	Gassaway Distributers	\$359 /FL Ton
23-20000-05-GM	Dust Palliative, Lignin LS-50, Viola Twp.	ERS	\$ 0.95/Gallon
23-04000-00-GM	Bradford Twp. HMA	Helm Civil	\$328,120.70
23-07000-00-GM	Dixon Twp. HMA	Martin and Company	\$53,913.50
23-13000-00-GM	May Twp. HMA	Martin and Company	\$130,550.75
23-16000-00-GM	Palmyra Twp. HMA	Martin and Company	\$148,997.40
23-18000-00-GM	South Dixon Twp. HMA	Martin and Company	\$71,290.60
23-19000-00-GM	Sublette Twp. HMA	Martin and Company	\$180,883.00
23-20000-00-GM	Viola Twp. HMA	Martin and Company	\$53,433.00
23-00000-02-GM	Aggregate Shoulders, In place	Porter Brothers	\$26,660.00

**Motion** to award the bids as presented to the committee subject to Highway Commissioner concurrence, as applicable, and IDOT review.

**Moved** by Reed Akre. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

B. Solid Waste Report

1. Municipal Tire Collection

Dave Anderson reported that he had been in touch with the Illinois EPA to schedule a municipal/township tire collection event for June of 2023. This event would not be open to the public.

2. Electronics Collection

Dave Anderson reported that the electronics collection program will start up again on April 1, 2023, at the Highway Department.

VI. Assessor's Office - GIS Department

A. Assessor's Office

Jennifer Boyd reported the following information from the Assessor's Office:

- The office had officially moved from the 2022 assessment year. The abstract had been given to the state and the file had been rolled over to the Extension Office.
- Soon the office will be sending out Exemption Applications.
- The Assessors have received their tasks lists for necessary field work and changes.

B. GIS Department

Sami Elarifi reported that he had the opportunity to attend the ESRI Midwest User Conference in Chicago. The conference was very useful, informative, and an excellent learning and developmental opportunity. He also reported that the GIS Department is currently working on the projects listed below:

- Wastewater quality data.
- Validating and updating new addresses on the NG911 GIS map.
- Validating and preparing existing GIS data to match the NG911 data format. This information is uploaded to the Illinois State Police website.
- Reviewing the County's legal boundary data to update and report changes on the Boundary and Annexation form requested by the US Census Bureau
- Updating the Zoning maps and assigning new user privileges for the online maps.
- Processing split and combination parcel transactions on the maps.

VII. County Board

Wendy Ryerson reported that the Maintenance Department Facilities Director hiring concept would be presented to the Finance committee for their approval later in the week. She explained that one senior maintenance staff member had announced his intentions to retire in April of 2024, and a second senior maintenance staff member, and longest serving, had retired on March 13, 2023. In light of the changes, the County is preparing to build out the hierarchy chart approved by the Board in July of f2022, by hiring a Facilities Director. The position would be budget neutral if the individual was hired after June because of funds remaining in the budget due to an earlier resignation by a janitorial employee and the recent maintenance employee retirement. Wendy

went on to explain that the long-range vision for the department allowed for the Facilities Director position to offset the position of the individual that just retired.

A. Employee Handbook Revisions

Wendy Ryerson walked the committee through the proposed changes to the Employee Handbook. She explained that many of the changes were made to align the handbook policies to the current practices. There were also some changes made to align the handbook with state statues and FMLA requirements. Following is a list of policies that will be affected:

- Sick Leave to Care for Family Member
- Illinois Family Bereavement Leave Act
- Family Bereavement Leave
- Definition of “full-time” and “part-time” employee
- Added Juneteenth to Paid Holidays
- Paid Personal and Sick Days
- Health Insurance Start and Termination Dates
- Personal cell phone use
- Business and Travel Expenses
- Use of phone cameras/recording devices
- Discipline and Discharge

VIII. County Clerk's Office

Nancy Petersen reported the following information from the County Clerk and Recorder's Office:

- The Consolidated Election is April 4, 2023. Early voting is 8:15 a.m. - 4:15 a.m., M-F and on Saturday, April 1, 2023, from 9:00 a.m. - Noon.
- The remodel in the Election Office is going well.
- The second-floor office has taken over tax extension which was rolled from the Assessor's office earlier in the month.

IX. IT Department

Paul Gorski was not able to attend the meeting, but Wendy Ryerson reported that the new IT hire will be starting on Friday, March 17, 2023.

X. LOTS

A. Monthly Report

Greg Gates walked the committee through the comprehensive report that he submitted to the committee. The full report will be included in the March County Board agenda packet. Highlights included:

- Budget Development for FY2024 (July 1, 2023 - June 30, 2024) - Application deadline is April 3, 2023
- Electric Vehicles and EV Infrastructure

XI. ROE

A. Monthly Report

Chris Tennyson walked the committee through the comprehensive monthly ROE report that he submitted. The full report will be included in the March County Board agenda packet. Highlights included:

- ROE will be moving to their new facility on June 12, 2023. The new address is 2214 E. 4th. Street, in Sterling, next to Goodwill.
- The NEXUS program received an award of meritorious service in the team's category from the Illinois State Board of Education.

XII. Veterans Assistance

There was no report from Veterans Assistance.

XIII. Zoning / Planning

A. Monthly Report

Dee Duffy walked the committee through the comprehensive monthly Zoning report she submitted. The full report will be included in the March County Board agenda.

B. Action Items

1. Petitions Going To the Zoning Board of Appeals

- a. Petition 23-P-1608, PPN# 18-08-16-400-008, Map Amendment and Special Use for the construction and the operation of a farm equipment/machinery sales/service business - South Dixon Township

**Motion** to move Petition 23-P-1608 to the Executive Committee for inclusion on the March County Board agenda. **Moved** by Reed Akre. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

- b. Petition 23-P-1609, PPN# 11-16-15-300-002, Special Use for a campground – Lee Center Township

**Motion** to move Petition 23-P-1609 to the Executive Committee for inclusion on the March County Board agenda. **Moved** by Tom Kitson. **Second** by Dean Friel. **Motion** passed unanimously by voice vote.

2. Petitions Coming From the Zoning Board of Appeals - None

There were no petitions coming from the Zoning Board of Appeals.

3. Petitions Going To the Planning Commission - None

There were no petitions going to the Planning Commission.

4. Petitions Coming From the Planning Commission - None

There were no petitions coming from the Planning Commission.

XIV. Unfinished Business

There were no items under Unfinished Business.

XV. New Business

There were no items under New Business.

XVI. Executive Session

There was no request for an Executive Session.

XVII. Adjournment

**Motion** to adjourn at 9:54 a.m. **Moved** by Reed Akre. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

The next scheduled meeting for the County Services Committee is scheduled for  
9:00 a.m., on Monday, April 10, 2023