



Executive Committee Meeting Minutes

Lee County, Illinois

Mar 16, 2023 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 11:00 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

Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson were all present in person.

Also present: Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Stephanie Sasscer (Assistant State's Attorney), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

No members of the public attended.

IV. Approval of the Minutes from the Previous Meeting - (February 16, 2023)

Minutes from the February 16, 2023, 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 from their committee meeting.

VI. Old Business - None

There were no items under Old Business.

VII. New Business

A. ETSB RapidSOS Video Presentation

Wendy Ryerson explained that Shelley Dallas asked that the ETSB RapidSOS video be added to the County Board agenda. There was a video crew in town from a company that they were working with that wanted to highlight the emergency responders in Dixon.

B. Resolution in Support of Lee County Agriculture

Adam Henkel explained that the Illinois Farm Bureau put forth resolutions for all the Illinois Counties. The resolution presented includes facts and figures that highlight what agriculture contributes to the productivity of Lee County. Farm Bureau is asking that the Board approve the resolution.

C. Employee Handbook Revisions

Wendy Ryerson explained that she had presented the proposed changes to all the prior committees. Unless the committee wanted to hear the reasons behind the changes again, she would be looking for a motion to put the topic on the County Board agenda.

- D. GOING TO the Planning Commission: Petition 23-PC-70, Lee County desires to amend the text of the Lee County Code, Title 10, Chapter 15, Section 15: Wind Energy Systems
- E. GOING TO the Planning Commission: Petition 23-PC-71, Lee County desires to amend the text of the Lee County Code, Title 10, Chapter 15, Section 20: Solar Energy Systems

Alice Henkel asked Wendy Ryerson to give a brief overview of items D and E:

- The State of Illinois handed down standards regarding Wind and Solar Energy Systems that the County was required to adopt.
- The County's deadline for text amendments to the County Code regarding the Wind and Solar Ordinances is May 27, 2023.
- The Planning Commission is required to hold a public hearing presenting the changes. The date of the public hearing is April 3, 2023, at 6:30 p.m. at the Old Courthouse.
- The goal is to have the County Board hold the ordinances over during the month of April and approve the changes during the May 25, 2023, County Board Meeting.

Motion to move the ETSB RapidSOS Video Presentation, the Resolution in Support of Lee County Agriculture, the Employee Handbook Revisions, and Petitions 22-PC-70 and 22-PC-71 to the March County Board agenda. **Moved** by Jim Schielein. **Second** by Tom Wilson. **Motion** carried unanimously by voice vote.

VIII. Appointments

- A. Reappointment of Bruce Forster to the Zoning Board of Appeals
- B. Reappointment of Mike Pratt to the Zoning Board of Appeals

Motion to move the Reappointment of Bruce Forster and Mike Pratt to the Zoning Board of Appeals to the March County Board agenda. **Moved** by Mike Koppien. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

IX. Raffle Report

- A. Walton Fest

Motion to put the Walton Fest Raffle Report on file. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

X. Review of Per Diem Report for County Board Approval - February Meetings for April Payout

This item was for review only. No action needed.

XI. Executive Session

A. 5 ILCS 120/2(c)(1) Employee Employment and Compensation

Motion to enter into Executive Session for the purpose of discussing 5 ILCS 120/2 (c)(1) Employee Employment and Compensation. **Moved** by Tom Wilson. **Second Tom** by Jack Skrogstad.

Roll Call going into Executive Session at 11:27 a.m.: Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson.

Also present: Wendy Ryerson (11:27 a.m.-11:31 a.m.), Stephanie Sasscer, and Becky Brenner.

Roll Call back in open session: Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson.

Also present: Nancy Petersen, Wendy Ryerson, Stephanie Sasscer, Clay Whelan, and Becky Brenner.

Back in open session at 11:50 a.m.

Discussion back in open session:

Wendy Ryerson had informed the committee of her intentions to retire by December 31, 2023. Her current contract runs through July 10, 2023.

Motion to increase the Administrator's salary by 5%, and extend the employment contract for (6) months from July 10, 2023, through December 31, 2023. **Moved** by Tom Kitson. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

The committee agreed to review the Administrator's job description and discuss the starting salary for the new hire before setting a date to post the job.

XII. March 23, 2023, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements
- F. Approval of Board Minutes: February 23, 2023, County Board Meeting
- G. Joseph E. Meyer Resolutions - None
- H. Zoning and Planning
 - 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
 - b. Petition 23-P-1609, PPN# 11-16-15-300-002, Special Use for a campground – Lee Center Township
 - 2. Petitions Going To the Planning Commission:
 - a. Petition 23-PC-70, Lee County desires to amend the text of the Lee County Code, Title 10, Chapter 15, Section 15: Wind Energy Systems
 - b. Petition 23-PC-71, Lee County desires to amend the text of the Lee County Code, Title 10, Chapter 15, Section 20: Solar Energy Systems
 - 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. ETSB RapidSOS Ready Video Presentation
- L. Reports of Committee
- M. Unfinished Business
 - 1. Public Transportation Applicant Ordinance (Held over in February)
 - 2. Control of Noxious Weeds Ordinance (Held over in February)
- N. New Business
 - 1. Resolution in Support of Lee County Agriculture
 - 2. Motor Fuel Tax Appropriation Resolution - Steward Road Curb and Gutter
 - 3. Addendum to the BSW Devco, LLC Road Use Agreement
 - 4. Employee Handbook Revisions
 - ~~5. Facilities Director Hiring Process~~
This topic was removed from the March 2023 County Board agenda. Item is budget neutral so the topic will be discussed during the Administrator's report for transparency's sake.
 - ~~6. Small Business Development Center (SBDC) MOU (SVCC)~~
This topic was removed from March 2023 County Board agenda. It will be addressed during the FY2024 budget process.
- O. Appointments
 - 1. Reappointment of Bruce Forster to the Zoning Board of Appeals
 - 2. Reappointment of Mike Pratt to the Zoning Board of Appeals
- P. Executive Session

- Q. Approval of County Officer's Reports/Quarterly Treasurer's Report
- R. Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid. Roll Call
- S. Approval of Board Member Mileage and Per Diem
- T. Adjournment - County Board Meeting Agenda

XIII. Motion to Approve the Proposed County Board Agenda

Motion to approve the Proposed County Board agenda. **Moved** by Tom Wilson. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

XIV. Adjournment - Executive Committee Meeting

Motion to adjourn at 12:00 p.m.. **Moved** by Jack Skrogstad. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for
11:00 a.m., on Thursday, April 13, 2023