



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Apr 11, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E. 2nd. St, Dixon, IL 61021

I. Call to Order

The meeting was called to order at 9:00 a.m., by Chair Chris Norberg.

II. Committee Member Roll Call: Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen, Nancy Naylor, and Katie White

Katie White was absent. All other members were present in person.

III. Meeting Attendees and Visitors

Also present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Paul Rudolphi (Chief Deputy in the Treasurer's Office), Nancy Petersen (County Clerk), Jennifer Boyd (Assessor), Carmen Bollman (GIS Coordinator), Chris Tennyson (ROE), John Nicholson (County Board Vice Chair)(9:10-9:44) and Becky Brenner (Board Secretary).

IV. Approval of the Minutes from the Previous Meeting - (March 14, 2022)

The March 14, 2022, minutes of the Administrative Services Committee Meeting were approved without modification.

V. Review of Claims Report Provided by the Claims Committee

The committee was provided a report of all the claims submitted and paid for from March 11, 2022 - April 7, 2022, from the County Clerk and Recorder, Treasurer, Regional Office of Education, County Board, IT, Assessor, GIS, and Veteran Assistance.

VI. Administrator and Department Head Reports

Carmen Bollman reported the following information from the GIS Department:

- Several applications for the advertised GIS position have been received and reviewed
- Mapping had been done for the Shady Oaks 2 Windfarm so they can be assessed

- Mapping is being done for the subdivisions South of town that will be annexed into the City of Dixon
- Work continues on the NG911 project

Jennifer Boyd reported the following information from the Assessment Office:

- On April 8, 2022, the office mailed out roughly 1400 exemption renewal applications for Homestead Exemption, Senior Assessment Freezes, and Disabled Persons and Disabled Veterans
- Jennifer attended the Annual Illinois Property Assessment Institute Conference in Bloomington Normal from April 3th through the 5th. Wendy Ryerson also attended the conference on April 4th and 5th where she received the award for Outstanding Achievement in Property Assessment (Small Jurisdiction).
- The office is researching Cloudpoint as an alternate vendor for GIS support

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

- The Election Department is working on Tax Extension, Economic Interest applications (due May 1, 2022), and they are ramping up for the Primary Election which will be held on June 28, 2022.

Paul Rudolphi reported the following information from the Treasurer's Office:

- The office is currently processing mobile home tax bills were mailed out in March of 2022
- The new claims process is working really well and checks are cut every Thursday
- The office is working with the Election Department on real estate tax bills
- They have started an employee cross training program so every employee is familiar with all the processes in the office

Chris Tennyson walked the committee through the ROE monthly report that was submitted. The full report will be included in the April 2022 County Board Agenda.

Highlights from the report included:

- HLS/Compliance for the 73 school buildings in Lee, Ogle, and Whiteside Counties
- Professional Development
- ROE 47 Community Partnership Grant.

Wendy Ryerson reported the following information on behalf of Paul Gorski for the IT Department:

- The Department is currently working to equip and deploy new printers, scanners, and printers to meet the deadline for the \$82,000 Circuit Clerk and Courts Technology Grant.
- \$10,000 is being requested for two (2) new switches that are necessary to run the equipment purchased by the grant. This request is being submitted to the Finance Committee for approval
- Paul Gorski continues to work with Wendy Ryerson to coordinate the Boardroom audio and visual upgrades
- The Department is working with Greg Saunders and Wendy Ryerson to figure the cost (roughly \$26,000) and logistics of relocating the IT Department and the new IT server equipment to the 2nd floor in the New Courts Building.

VII. Old Business

A. Covid Policy / Update for March 2022

Chris Norberg reported that 3 employees were quarantined for a total of 3 days in the month of March.

VIII. New Business

A. Note taking for Bid Process

Chris Norberg explained that there was no need for discussion on this topic because the County already had a process in place.

B. Ukraine Donation Discussion

Chris Norberg explained that this topic originated earlier in the month during the ARPA Committee Meeting. More information is necessary on this topic before action can be taken.

Motion to table the Ukraine Donation Discussion. **Moved** by Nancy Naylor. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

C. Quarterly Employee Spotlight

The committee reviewed the nominees for the quarterly employee spotlight program. Wendy Ryerson explained that the Employee Spotlight Program was designed to acknowledge employees that have gone above and beyond the

requirements of their normal job description. Some of the nominations submitted did not go into specific detail as to what made the employee stand out. She reported that she would reach out to those individuals that nominated someone that wasn't ultimately chosen and encourage them to resubmit the nomination with more information.

The committee also discussed different ideas that could be implemented to make a connection between employees and Board Members.

Motion to nominate Lee Gullett and Chris Gullett for the Employee Spotlight for the 2nd quarter. **Moved** by Chris Norberg. **Second** by Danielle Allen. **Motion** passed unanimously by voice vote.

IX. Executive Session

There was no request for an executive session.

X. Adjournment

Motion to adjourn at 9:44 a.m. **Moved** by Danielle Allen. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next meeting of the Administrative Services Committee is scheduled for 9:00 a.m., on Monday, May 9, 2022