



# Executive Committee Meeting Minutes

Lee County, Illinois

Feb 16, 2023 at 11:00 AM CST

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

## I. Call to Order

Meeting called to order at 11:25 a.m., by Vice Chair Tom Kitson.

## II. Committee Member Roll Call: Chair Bob Olson, Vice Chair Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, Tom Wilson

Bob Olson was absent. Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson all attended in person.

Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Alice Henkel (Renewable Energy Coordinator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), Wendy Ryerson (Administrator), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Attendees

No members of the public were in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (January 12, 2023)

Minutes from the January 12, 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.

### \*\*Discussion topics during the meeting included the following:

Clay Whelan explained that the office is looking to make accommodations for a Correctional Officer that was injured in the line of duty. This officer now has permanent work restrictions that only allow him to work eight (8) hours per day and the shift calls for twelve (12) hours per day. Clay is asking for an additional Correctional Officer to allow the restricted Officer to work in the control room Monday through Friday for 42 hours per week. Hiring an additional Correctional Officer would reduce the number of overtime hours and supplement the current staff by satisfying minimum staffing requirements.

## VI. Old Business - None

There were not items under Old Business.

## VII. New Business

### A. LCIDA Contribution

The current part-time LCIDA Director, Kevin Marx, has announced his retirement from the position. The LCIDA Board considered several options

including a potential reorganization/restructuring of the organization with other regional economic organizations. The final recommendation was to hire Tom Demmer for the position of full-time economic developer. The LCIDA Board has requested a total annual contribution of \$50,000 from Lee County, which would be \$35,000 more than last year, but equal to the contribution from the City of Dixon. A motion was made in the Finance Committee Meeting to approve the increase from ARPA funds.

B. Weed Control Ordinance (Revisions)

Wendy Ryerson explained that in 2002, the then Board adopted a Weed Control Ordinance, as required by state statute. Since the ordinance was passed, the committee structure had changed. The revisions to the ordinance simply reflect changes to the Board's Committee structure and correct minor scrivener's errors within the document.

**Motion** to move the Weed Control Ordinance with revisions to the February County Board agenda. **Moved** by Mike Koppien. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

VIII. Appointments

A. Resolution Appointing Weed Control Superintendent

**Motion** to move the Resolution Appointing Weed Control Superintendent to the February County Board agenda. **Moved** by Jim Schielein. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

IX. Walton Fest

**Motion** to put the Walton Fest Raffle Report on file. **Moved** by Jack Skrogstad. **Second** by Mike Koppien. **Motion** carried unanimously by voice vote.

X. Review of Per Diem Report for County Board Approval - January Meetings for March Payout

Mike Zeman pointed out that the report did not reflect his attendance at the January 18, 2023, Claims Committee Meeting. This change will be reflected in the report included in the February County Board agenda.

XI. Executive Session

A. 5 ILCS 120/2.06 Examination of Past Executive Session Minutes

**Motion** to enter into Executive session at 11:46 a.m., for the purpose of discussing 5 ILCS 120/2.06 Examination of Past Executive Session Minutes. **Moved** by Mike Zeman. **Second** by Jack Skrogstad.

**Roll call going into Executive Session:** Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson.

Also present: Keane Hudson, Charley Boonstra, Wendy Ryerson, Clay Whalen, and Becky Brenner.

**Roll call back in open session:** Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Tom Wilson.

Also present: Keane Hudson, Charley Boonstra, Wendy Ryerson, Clay Whalen, and Becky Brenner.

Back in open session at 11:56 a.m.

**Action coming out of Executive Session - Motion** to release the following Executive Session minutes:

- July 11, 2022, Administrative Services Committee Meeting, without redactions
  - August 18, 2022, Executive Committee Meeting, without redactions
  - August 18, 2022, Finance Committee Meeting, without redactions
  - October 13, 2022, Executive Committee Meeting, with redactions
  - November 17, 2022, Finance Committee Meeting, with redactions
- Moved** by Jim Schielein. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.

XII. **February 23, 2023, County Board Agenda Items**

- A. Call to Order
- B. Pledge of Allegiance  
\*\*Addition of Invocation - Pastor Joan Scheffler - St. John's Church in Ashton
- C. Roll Call
- D. Approval of Board Minutes: January 19, 2023, County Board Meeting
- E. Zoning and Planning
  - 1. Petitions Going To the Zoning Board of Appeals: None
  - 2. Petitions Going To the Planning Commission: None
  - 3. Petitions Coming From the Zoning Board of Appeals:
    - a. Petition 22-P-1600, Special Use for a community solar project – Bradford Township
    - b. Petition 22-P-1601, Special Use for a community solar project – Bradford Township
    - c. Petition 22-P-1603, Special Use for outdoor storage for campers, boats, trailers, and recreational vehicles – Lee Center Township
  - 4. Petitions Coming From the Planning Commission: None
- F. Joseph E. Meyer Resolutions - None
- G. Board Chair Announcements
- H. Approval of County Officer's Reports/Quarterly Treasurer's Report
- I. Administrator Monthly Update and Board Member Comments
- J. Public Comments:
- K. New Business
  - 1. Resolution for Improvement Under Illinois Highway Code (RBI Funds)

2. Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement
  3. Public Transportation Applicant Ordinance - (Hold over until March)
  4. ARPA Funding Request - Board Conference Room
  5. ARPA Staff Compensation MOU's  
\*\*This topic was removed from the agenda.
  6. LCIDA Contribution
  7. RES Establishing Bank Authority
  8. MOU for cleaning services with LCHD
  9. Control of Noxious Weeds Ordinance (Hold over until March)
  10. Control Room Correctional Deputy - Sheriff's Office
  11. Employee 457(b) Deferred Compensation Program  
This is an ordinance and will need to hold over until the March County Board Meeting.
- L. County Organization Presentations/Updates
    1. Karla Belzer - University of Illinois Extension Update
  - M. Reports of Committee
  - N. Adjournment - County Board Meeting Agenda
  - O. Unfinished Business
    1. Fund Balance Policy (Held over from January)
  - P. Executive Session
  - Q. Appointments
    1. Resolution: Appointment of Terry Zinke as Weed Control Superintendent
  - 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
- XIII. Motion to Approve the Proposed County Board Agenda  
**Motion** to approve the Proposed County Board Agenda. **Moved** by Mike Zeman. **Second** by Tom Wilson. **Motion** passed unanimously by voice vote.
- XIV. Adjournment - Executive Committee Meeting  
**Motion** to adjourn at 12:02 p.m. **Moved** by Tom Wilson. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for  
11:00 a.m., on Thursday, March 16, 2023.



## Administrative Services Committee (Executive Session) Minutes

Lee County, Illinois

July 11, 2022

Old Lee County Courthouse, Third Floor Boardroom

112 E 2nd St, Dixon, IL 61021

I. Executive Session meeting call to order:

Meeting was called to order at 9:18 a.m., by Chair Chris Norberg for the purpose of 5 ILCS 120/2.06 examining past executive session minutes.

II. Committee Members present:

Chris Norberg, Danielle Allen, Bill Palen, and Nancy Naylor.

III. Board Members, Department Heads, or Employees present:

Tom Kitson (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), and Becky Brenner (Board Secretary).

IV. Discussion:

The minutes that released are listed below and will be included in the July 2022 County Board agenda packet.

- Administrative Services Committee minutes from July 6, 2021
- Finance Committee minutes from August 2, 2021
- Executive Committee minutes from November 30, 2021 (partially redacted)
- Finance Committee minutes from December 16, 2021 (partially redacted)
- Administrative Services Committee minutes from January 10, 2022

V. Motion to Adjourn:

**Motion** to adjourn at 9:21 a.m. **Moved** by Nancy Naylor. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.



# Executive Committee (Executive Session)

## Minutes

Lee County, Illinois

Aug 18, 2022

Old Lee County Courthouse, Third Floor Boardroom

112 E Second St, Dixon, IL 61021

- I. Executive Session meeting was called to order at 11:43 a.m., by Chair Bob Olson for the purpose of discussing 5 ILCS 120/2 (c)(11) Litigation
- II. Members present:  
Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Danielle Allen, Marilyn Shippert, and Tom Wilson.
- III. Board Members, Department Heads, or Employees present;  
Charley Boonstra, Wendy Ryerson, and Becky Brenner.
- IV. Discussion:  
Charley Boonstra updated the committee regarding wrongful death litigation against the County stemming from a death at the LEC in December of 2020. A settlement was reached and approved by CIRMA. The full cost of the settlement will be paid by CIRMA. The case was dismissed with prejudice.
- V. Motion to Adjourn  
**Motion** to adjourn at 11:51 a.m. **Moved** by John Nicholson. **Second** by Jim Schielein.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary



## Finance Committee (Executive Session) Minutes

Lee County, Illinois

August 18, 2018

Old Lee County Courthouse, Third Floor Boardroom

112 E Second St, Dixon, IL 61021

- I. Executive Session meeting was called to order at 10:19 a.m., by Chair Jim Schielein for the purpose of discussing 5 ILCS 120/2 (c)(2) Collective Negotiating Matters.
- II. Members present  
Chair Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, Doug Farster, and Tim Bivins.
- III. Board Members, Department Heads, or Employees present  
County Board Chair Bob Olson, County Board Vice Chair John Nicholson, Mike Koppien, Marilyn Shippert, and Tom Wilson (Board Members), Wendy Ryerson (Administrative), Charley Boonstra (State's Attorney), John Simonton (Sheriff), and Becky Brenner (Board Secretary) all attended in person.
- IV. Discussion  
The Juneteenth holiday was granted as paid time off for both the 15th Judicial Circuit and non-union County employees. The committee discussed what could be done for the FOP employees without opening the contract.  
  
The committee's consensus after discussion was to have Charley and the Negotiating Committee consult with the labor attorney for clarification. Does what the County has already done constitute opening the contract? After the consultation, the Negotiating Committee will return with a recommendation.
- V. Motion to Adjourn  
**Motion** to adjourn at 10:37 a.m. **Moved** by Tim Bivins. **Second** by Tom Kitson.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary



# Executive Committee (Executive Session)

## Minutes

Lee County, Illinois  
October 13, 2022  
Old Lee County Courthouse, Third Floor Boardroom  
112 E Second St, Dixon, IL 61021

I. Executive Session called to order at 11:21 a.m., by Chair Bob Olson for the purpose of discussion 5 ILCS 120/2 (c)(1) Employee Compensation.

II. Members present

Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Chris Norberg, Marilyn Shippert, and Tom Wilson. Tom Wilson attended via Zoom video conferencing. All other members were present in person.

III. Board Members, Department Heads, or Employees present

Tom Kitson (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Becky Brenner (Board Secretary). [REDACTED]  
[REDACTED] were in the meeting from 11:21-11:33 and - 11:52-12:00.

IV. Discussion

[REDACTED] provided the committee with a breakdown of the [REDACTED] salaries for the last eight years to demonstrate to the members that as the [REDACTED] had not been the highest paid employee. To rectify this situation [REDACTED] was requesting additional compensation. [REDACTED] also provided the committee with a handout of initiatives, projects, and achievements that [REDACTED] had accomplished during [REDACTED] time in office.

Following discussion, the committee explained to [REDACTED] that they felt the topic should be handled by the Finance Committee.

V. Motion to come out of Executive Session:

**Motion** to come out of Executive Session at 11:59 p.m. **Moved** by Marilyn Shippert.  
**Second** by Jim Schielein.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary



# Finance Committee (Executive Session)

## Meeting Minutes

Lee County, Illinois  
November 17, 2022  
Old Lee County Courthouse, Third Floor Boardroom  
112 E Second St, Dixon, IL 61021

- I. The Finance Committee Executive Session meeting was called to order at 10:06 a.m., by Chair Jim Schielein for the purpose of discussing 5 ILCS 120/2 (c)(1) Employee Compensation.
- II. Members present:  
Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, and Tim Bivins were all present in person.
- III. Board Members, Department Heads, or Employees present:  
Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), [REDACTED] (10:06-10:26), Marilyn Shippert (Board Member)(10:29-10:38), and Becky Brenner (Board Secretary) all attended in person.
- IV. Discussion:  
In October 2022, during an Executive Committee Executive Session, [REDACTED] provided the committee with a breakdown of the [REDACTED] salaries for the last eight years to demonstrate to the members that as a [REDACTED] had not been the highest paid employee. To rectify this situation [REDACTED] had requested additional compensation. [REDACTED] also provided the committee with a handout of initiatives, projects, and achievements that [REDACTED] had accomplished during [REDACTED] time in office. Near the end of the meeting the Executive Committee explained to [REDACTED] that they felt the topic should be handled by the Finance Committee.  
  
At the recommendation of the Executive Committee, [REDACTED] provided the information previously discussed in the October meeting to the Finance Committee. After discussion, the committee referenced article 7 section 8 of the Illinois State Constitution that states an [REDACTED] salary cannot be increased mid-term. No action will be taken in open session.
- V. Motion to come out of Executive Session:  
**Motion** to come out of Executive Session at 10:38 a.m. **Moved** by Lirim Mimini. **Second** by Tim Bivins.  
  
Respectfully submitted by:  
Becky Brenner - Lee County Board Secretary