



# Lee County Properties, Planning, and Zoning Committee Meeting Minutes

Lee County, Illinois

Jul 12, 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 Tom Wilson.

## II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dave Bally, Bill Palen, Marvin Williams, Rick Humphrey, and Jack Skrogstad

All members were present and attended in person.

## III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chair), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk and Recorder), Dee Duffy (Zoning Administrator), Teri Zinke (Animal Control Administrator), Greg Saunders (Maintenance Supervisor), Alice Henkel (Renewable Energy Coordinator), and Becky Brenner (Board Secretary) all attended in person. Bob Olson (County Board Chairman)(9:10-9:49) attended via Zoom video conferencing.

Visitors: Danelle Burrs (Farm Bureau) and Carte Wells (GSG Wind)(9:06-9:49) both attended in person.

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

The minutes from the June 14, 2022, Properties, Planning, and Zoning Committee Meeting were approved without modification.

## V. Review of monthly claims report

The claims report showing all of the claims submitted and paid for from June 10, 2022 - July 7, 2022, from Animal Control, LOTS, Maintenance, Zoning, and Planning was made available to committee member in the OnBoard resource folder. A complete list of all the claims paid during this time frame will be included in the July County Board agenda packet.

## VI. Administrator and Department Head Reports

Teri Zinke reported the following information from Animal Control:

- Teri and Danelle Burrs from Farm Bureau had been working together to make minor changes in the Animal Control Ordinance that was laid over in the June County Board meeting. The changes deal with guardian and working dogs.

A. Zoning Department Report

Dee Duffy provided the committee with a comprehensive report detailing the petition and permit activity in the Zoning Department. This report will be included in the June County Board agenda packet.

B. LOTS

Greg Gates was not able to attend the meeting, but provided the committee with a comprehensive report. This report will be included in the July 2022 County Board agenda packet.

VII. Petitions Going to the Zoning Board of Appeals - None

There were no petitions going to the ZBA.

VIII. Petitions Going to the Planning Commission

A. Petition 22-PC-67, Text amendment to the Lee County code regulating the development of Pipeline

B. Petition 22-PC-68, Text amendment to the ordinance regulating the development of Wind Energy Conversion Systems

C. Petition 22-PC-69, Text amendment to the ordinance regulating the development of Solar Energy Systems

Alice Henkel reported that on July 11, 2022, the Renewable Energy Committee had recommended sending the three (3) petitions listed above (Petition 22-PC-67, 22-PC-68, and 22-PC-69) to the Properties Committee. She explained that there would be a public hearing on August 1, 2022, giving the public a chance to comment, before the petitions are addressed by the Planning Commission. She went on to explain that the documents are substantially complete, but are subject to change pending feedback from the public hearing, Planning Commission, Farm Bureau, and representatives in the renewable energy industry.

**Motion** to allow all three text amendment petitions to be consolidated into one motion. **Moved** by Dave Bally. **Second** by Marvin Williams. **Motion** passed 5 in favor, 1 opposed.

**Motion** to send the three petitions, Petition 22-PC-67, Petition 22-PC-68, and Petition 22-PC-69, as recommended by the Renewable Energy Committee, to the Executive Committee for inclusion on the County Board agenda. **Moved** by Jack Skrogstad. **Second** by Dave Bally. **Motion** passed 5 in favor, 1 opposed.

IX. Petitions Coming from the Zoning Board of Appeals -

- A. Petition 22-P-1591, Petitioner GSG Wind. Petitioner is requesting a Special Use for the proposed Repowering of the existing GSG Wind Farm, ("WECS").

Alice Henkel explained that the Zoning Board of Appeals recommended to approve Petition 22-P-1591, and send it to County Board with conditions. She supplied the committee with copies of the conditions and recommended changes.

**Motion** to send Petition 22-P-1591 to the Executive Committee for inclusion on the July County Board agenda. **Moved** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed 5 in favor, 1 opposed.

- X. Petitions Coming from the Planning Commission - None

There were no petitions coming from the Planning Commission.

- XI. Renewable Energy Committee Updates - Board Member Chris Norberg / Alice Henkel

Alice Henkel covered this information earlier in the meeting.

- XII. Zoning Procedures, Restructuring, and Enforcement Updates - Board Member Jack Skrogstad

No updates were given during the July meeting on the Zoning Procedures, Restructuring and Enforcement updates item on the agenda.

- XIII. Old Business - None

There were no items under Old Business.

- XIV. New Business

- A. General Overview of the Maintenance Department Capital Budget

A copy of the Maintenance Department capital budget was provided to the committee for review. There was no discussion on this topic.

- B. LOTS Mass Transit Update - No Action

Charley Boonstra explained that the County received a resolution and Memorandum of Understanding that will be passing through the Properties Committee, Executive Committee and Full Board in August of 2022, initiating the movement to create the Reagan Mass Transit District. There are many moving parts to the project because it is active within Lee and Ogle County and assets and liabilities will have to be moved. The target date for completion is on or before the commencement of the 2024 fiscal year.

C. Maintenance Step Program

Tom Wilson explained that he has been working with Wendy Ryerson and Greg Saunders to put together a Maintenance Department step program. Elements include:

- Outlining job requirements and detailed job descriptions.
- Data collection and records for hours worked on and project costs.
- Restructuring of the custodial and maintenance responsibilities.
- The proposed program would include education reimbursement for classes taken that pertained to electrical, HVAC, plumbing, etc. to better qualify the staff for upkeep and maintenance of the buildings and equipment. The goal is to reduce outsourcing and unnecessary repair costs.
- The proposal includes management titles and a detailed pay scale.
- The budget impact, including adding a training line-item, and step salary changes will be included in the FY 2023 budget request.
- The proposal would be initiated in FY 2023

The proposal was very well received by the committee and appreciation was expressed to the Administrator for the detailed work that was put into creating the proposed program.

**Motions** to move the proposed Maintenance Step Program to the Executive Committee for consideration by the full County Board. **Moved** by Dave Bally. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

XV. Appointments - None

There were no appointments.

XVI. Executive Session

No executive session was requested.

XVII. Adjournment

**Motion** to adjourn at 9:49 a.m., **Moved** by Marvin Williams. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

The next meeting of the the Properties, Planning, and Zoning Committee will be 9:00 a.m., on Tuesday, August 16, 2022