



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

Lee County, Illinois

Mar 15, 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

Marvin Williams will absent. Dave Bally attended via Zoom video conferencing. All other members were present in person.

## III. Meeting Attendees and Visitors

Also present: John Nicholson (County Board Vice Chair)(9:09-9:50), Keane Hudson and Mike Koppien (Board Members), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), Greg Gates (LOTS), Alice Henkel (Renewable Energy Coordinator), and Becky Brenner (Board Secretary) were all present in person. Teri Zinke (Animal Control) attended via Zoom video conferencing.

## IV. Approval of the Minutes from the Previous Meeting - (February 15, 2022)

The February 15, 2022, Properties, Planning, and Zoning Committee Meeting minutes 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 February 11, 2022 - March 10, 2022, from Animal Control, LOTS, the Maintenance Department, and Zoning and Planning.

## VI. Administrator and Department Head Reports

Teri Zinke walked the committee through the report she submitted for Animal Control:

- Included were data and charts that chronicled the flurry of activity in Animal Control from January 1, 2022 - March 3, 2022. This report will be included in the March County Board Agenda Packet.

- She also explained that there would be several ordinance that would be coming to committee in the next few months that would address delinquent animal vaccination and registration notices along with false accusation claims.

Greg Gates walked the committee through the report he submitted for LOTS. The full report will be included in the March 2022 County Board Agenda Packet. Highlights included:

- Renewal of the Drug and Alcohol Policy specific to safety sensitive positions
- Attendance at the Annual RTAC Conference in Springfield.
- New marketing efforts
- FY 2023 Contracts with IDOT.

Greg Saunders reported the following:

- The Maintenance Department continues to clean out the old jail and get the area organized and ready for demolition.
- Greg explained that they had the trees on the North side of the Old Courthouse trimmed back to keep the flag from being damaged. A new flag has been put up and is flying unhindered.

A written copy of the report submitted from the Zoning Office will be included in the March County Board Agenda Packet.

Wendy Ryerson reported that she had received preliminary information regarding a grant opportunity through IDOT for a planning project that would study the possibility of a bike path/multiuse path from Dixon to Sauk Valley Community College. The City of Dixon would like to partner with the County to apply for a 100% planning grant that would reveal the costs of completing the project from beginning to end. The cost for the County would be \$5,000. She hoped to have more information as the week progressed.

## VII. Petitions Going to the Zoning Board of Appeals

### A. Petition 22-P-1589 - Petitioner Dustin Burmeister - PPN# 07-08-06-377-018

**Motion** to move Petition 22-P-1589 to the Executive Committee for placement on the March County Board Agenda. **Moved** by Bill Palen. **Second** by Jack Skrogstad. Motion passed unanimously by voice vote.

### B. Petition 22-P-1590 - Petitioner Z-Best - PPN# 02-15-23-300-007

**Motion** to move Petition 22-P-1590 to the Executive Committee for placement on the March County Board Agenda. **Moved** by Jack Skrogstad. **Second** by Bill Palen. Motion passed unanimously by voice vote.

C. Petition 22-P-1591 - Petitioner GSG Wind, LLC. - See attachment for PPN#'s

Rick Humphrey asked how this petition related to the moratorium that was currently in place and if this project was exempt from having to bury the transmission lines deeper? Alice Henkel explained that this petition was for a repower and the moratorium specifically stated that repowers were excluded. The requirements for a repower dictate that the project has to stay within the same megawatt usage as was originally permitted. This project would not be required to bury the existing transmission lines deeper to comply with the current ordinance. Any new collection system installed in this project must comply with the current ordinance requirements.

**Motion** to move Petition 22-P-1590 to the Executive Committee for placement on the March County Board Agenda. **Moved** by Jack Skrogstad. **Second** by Bill Palen. Motion passed unanimously by voice vote.

VIII. Petitions Going to the Planning Commission - None

IX. Petitions Coming from the Zoning Board of Appeals - None

X. Petitions Coming from the Planning Commission - None

XI. Renewable Energy Committee Updates - Board Member Chris Norberg

No updates from the Renewable Energy Committee.

XII. Zoning Procedures, Restructuring, and Enforcement Updates - Board Member Rick Humphrey

Rick Humphrey explained that he had been working with the Zoning office on the following topics and would welcome input from the committee and the Board Members.

- Requiring contractors working in Lee County to be licensed and bonded
- Putting specific requirements in place for the public that dictate when a building permit is required and when it's not and which contractors are registered with the County
- Comparing the current permitting fees to other counties

- Creating a fine structure
- Redesigning the current building permits
- Commercial property inspection requirements

### XIII. Old Business

#### A. Repurposing of the Old Jail - Continuing Status Update

Tom Wilson reported the following updates to the repurposing of the Old Jail:

- An agreement had been signed with Brad Hunsberger for architectural work. He is currently taking physical measurements of the building because there were no "as built" drawings done.
- Brad Hunsberger is putting together the demolition drawings.
- Jack Skrogstad will be helping the architect with the "criminal requirements" necessary for the door mechanisms and the sally port layout
- The Maintenance Department has removed 90% of the drop ceiling so all of the above ceiling mechanical equipment is exposed for the benefit of the architect and the demolition crew.
- The County is hoping to have drawings back by mid April so the demolition work can be put out for bid.

#### B. New Courts Building Boiler Replacement Project - Status Update

Tom Wilson reported that the bid opening for the New Courts Building Boiler Replacement Project would be at 10:30 on March 16, 2022.

### XIV. New Business

#### A. Board Member Tom Kitson Speaking on Behalf of Complaint from District 2 Citizen

This complaint had been resolved. No action or discussion was necessary.

#### B. Amended Resolution 21-PC-65 - See attached information

The Zoning Office is requesting that Petition 21-PC-65, passed during the County Board Meeting in February, be vacated and replace with a corrected version adding special use language that was omitted in the original ordinance.

**Motion** to move Petition 21-PC-65 to the Executive Committee for placement on the March County Board Agenda so the original resolution can be vacated and replaced. **Moved** by Jack Skrogstad. **Second** by Bill Palen. Motion passed unanimously by voice vote.

C. Drug and Alcohol Policy - LOTS

There were questions raised during the discussion on the Drug and Alcohol Policy regarding the verbiage of drug and alcohol tolerance. It was explained that the zero tolerance policy in the Lee County Employee Handbook would supersede the LOTS policy if disciplinary action was necessary.

**Motion** to move the Drug and Alcohol Policy from LOTS to the Executive Committee for placement on the County Board agenda. **Moved** by Jack Skrogstad. **Second** by Bill. Motion carried 2 yes - 1 no.

D. Hartwig Mechanical, Inc. Preventative Maintenance Service Agreement for Old and New Courthouses

Tom Wilson explained that, at the request of the County, Hartwig Mechanical provided the County with a preventative maintenance program bid for the HVAC systems in both the Old Courthouse and the New Courts Building. This would cover anything that needed to be maintained professionally on a regular basis. The current HVAC systems show wear and tear as a result of inadequate preventative maintenance in the past. The committee felt that additional information was necessary before forwarding to the Finance Committee.

**Motion** to table the Hartwig Mechanical Contracts. **Moved** by Bill Palen. **Second** by Jack Skrogstad. Motion passed unanimously by voice vote.

XV. Executive Session

There was not a request for Executive Session.

XVI. Adjournment

**Motion** to adjourn at 9:50 am. **Moved** by Rick Humphrey. **Second** by Jack Skrogstad. Motion passed unanimously by voice vote.