



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Mar 14, 2022 at 9:00 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 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: John Nicholson (County Board Vice Chair), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk), Chris Tennyson (ROE), Carmen Bollman (GIS Coordinator), Jennifer Boyd (Assessor), Paul Gorski (IT), Paula Meyer (Treasurer), and Greg Saunders (Maintenance Department) were all present in person. Rick Humphrey (Board Member) attended via Zoom video conferencing.

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

The February 14, 2022, Administrative Services 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 the County Clerk and Recorder, Treasurer, Regional Office of Education, County Board, IT, Assessor, GIS, and Veteran Assistance.

VI. Administrator and Department Head Reports

Chris Tennyson walked the committee through the comprehensive and detailed reported that he submitted to the committee on behalf of the Regional Office of Education. The full report will be included in the March County Board agenda packet.

Nancy Petersen reported the following information from the County Clerk and Recorder's Office.

- She reminded the committee that March 14, 2022, was the last day to file an election petition. The Election Office would be open until 5:00 p.m., to accommodate petitioners.
- The formal notice of lottery for candidate placement on the ballot would be on March 15, 2022, at 8:30 a.m., in the Election Department.

Carmen Bollman reported the following projects completed from the GIS Department:

- Conducting major repairs to the GIS Map Portal
- Uploaded updates for the state wide NG911 project
- Uploaded the census boundaries and annexation survey
- Worked on drainage district contributions for the County Clerk and Recorder's Office
- Updated the drainage abasement spreadsheet for the Assessment Office for their tax software
- Update the Farms Program
- Prepared training for the 911 staff so they can make minor map updates
- Worked with the Assessor to post the GIS Technician job opening

Jennifer Boyd reported the following information from the Assessment Office:

- The office rolled the 2021 tax roll to extensions and is working in the 2022 tax year
- The annual Assessor's meeting for the Township Assessors was on February 25, 2022
- The office had extended employment offers to two (2) candidates that both accepted the offers. One will be starting Monday, March 21, 2022, and the other will start on Monday, March 28, 2022.

Paul Gorski reported the following information from the IT Office:

- IT assisted the GIS Department with vendor access to the GIS server
- The office is currently working to bring the County website up to state mandated .gov status. The website is currently .org
- They are working with Syndeo for a consolidated server location

- Paul explained that he is working to get quotes approved for technology upgrades for New Courts. Most of the equipment has been delivered. They are currently scheduling the installation and deployment of the equipment.

Paula Meyer reported the following information from the Treasurer's Office:

- Mobile home tax bills have been mailed out
- She explained that she had compiled a detailed "manual" that summarized and explained County account number structure, funds, spending authority for particular funds, fund revenues and uses, statute references, grant funds, trust funds, and how County department accounts are structured.
- Paula also explained that Paul Rudolphi had worked with Sauk Valley Community to provide Excel training to interested employees. The training would be March 14th and 15th.

VII. Old Business

A. Covid Policy / Update for February 2022

Chris Norberg reported that 5 employees were quarantined for a total of 22 days.

B. Compensation for County Board Members - Tabled in December 2021

Motion to lift Compensation for County Board Members from the table. **Moved** by Nancy Naylor. **Second** by Bill Palen. Motion passed unanimously by voice vote.

Last month the committee discussed the compensation for County Board Members and made a recommendation to Finance, however, the item had not been removed from the table in Administrative Services Committee. The recommendation discussed last month for consideration by the Finance Committee was as follows:

- \$8,400 per year stipend for the County Board Chairperson
- \$1,200 per year stipend for the County Board Vice Chairperson
- An increase in per diem, per meeting, for Board Members from \$60.00 to \$80

Motion to recommend to the Finance Committee - \$8,400 per year stipend for the County Board Chairperson, \$1,200 per year stipend for the County Board Vice Chairperson, and an increase in per diem, per meeting, for Board Members from \$60 to \$80.00. **Moved** by Danielle Allen. **Second** by Nancy Naylor. Motion passed unanimously by voice vote.

C. Compensation for Elected Officials - Tabled in December 2021

Motion to lift Compensation for Elected Officials from the table. **Moved** by Nancy Naylor. **Second** by Danielle Allen. Motion passed unanimously by voice vote.

Last month the committee agreed that the compensation for elected officials should be determined by the Finance Committee. The topic was lifted from the table to allow for action by the Finance Committee.

Motion to send Compensation for Elected Officials to the Finance Committee without a recommendation. **Moved** by Bill Palen. **Second** by Danielle Allen. Motion passed unanimously by voice vote.

VIII. New Business

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.

IX. Executive Session

X. Adjournment

Motion to adjourn the meeting at 9:27 am. **Moved** by Nancy Naylor. **Second** by Danielle Allen. Motion passed unanimously by voice vote.