



# Executive Committee Meeting Minutes

Lee County, Illinois

Aug 18, 2022 at 11:00 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 11:05 a.m., by Chair Bob Olson.
- II. Committee Member Roll Call: Chair Bob Olson, Vice Chair John Nicholson, Mike Koppien, Jim Schielein, Chris Norberg, Doug Farster, Marilyn Shippert, and Tom Wilson  
  
Doug Farster and Chris Norberg were absent. Danielle Allen attended the meeting to represent the Administrative Services Committee. All other member were present in person.
- III. Meeting Attendees and Visitors  
Dave Bally (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk), Dee Duffy (Zoning Administrator)(11:10-12:04), Alice Henkel (Renewable Energy Coordinator)(11:10-11:43), Greg Saunders (LOTS), Dave Anderson (County Engineer and Highway Department)(11:05-11:32), Andy Shaw (GIS Mapping and E-Zone Specialist-Blackhawk Hills Regional Council), Len Saunders, and Becky Brenner (Board Secretary) all attended in person.
- IV. Approval of the Minutes from the Previous Meeting - (July 14, 2022)  
The minutes from the July 14, 2022, Executive Committee Meeting were approved as presented without modification.
- V. Review of Claims Report Provided by the Claims Committee  
The committee was provided the claims report from the Treasurer's Office showing all the claims paid by the County from July 8, 2022 - August 11, 2022. This report will be on the full County Board agenda for approval in August.
- VI. Reports from Committee Chairs  
All committee chairs took the opportunity to report items discussed and motioned forward from their committee meeting.
- VII. Old Business  
There were no items under old business.
- VIII. New Business
  - A. Enterprise Zone Amendment - City of Amboy/Rural Lee County  
Andy Shaw walked the committee through the Enterprise Zone Amendment - City of Amboy/Rural Lee County item on the agenda. He explained the Enterprise

Zone Board is proposing assistance to ZBest Metals in Amboy (Jerad Zellhofer) in the process of bringing operations into the City of Amboy. This would include a community center inside the City of Amboy, which would accommodate Enterprise Zone hearings, and an existing business just outside the city of Amboy.

**Motion** to move the Ordinance Amending Ordinance NO. 12-15-001 An Ordinance Amending the Boundaries of the Lee County Enterprise Zone to the full County Board. **Moved** by John Nicholson. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

B. Zoning Violation - Proposed Internal Process (Discussion Only)

Wendy Ryerson briefly walked the committee through the Zoning Violations - Proposed Internal Process and explained that the office intended to implement the process on September 1, 2022. No action was needed from the Board because it was an internal process. Below is a brief overview of the information included in the process chart:

- Step 1 of the process is the Discovery of a Zoning Violation initiated by a citizen's complaint.
- Step 2 of the process involves Investigating the Validity of the complaint.
- Step 3 of the process involves Determining the Level of Priority based on the Zoning Ordinance's purpose of "promoting the public health, safety, and welfare of its citizens".
- Step 4 of the process involves the Informal Written Notification to the Property Owner. Any informal notification sent to the owner of the property will also be sent to the Board Members living in the district of the violation.
- Step 5 of the process is the Initiation of a Formal Complaint and all County Board Members are contacted.
- Step 6 of the process would be a Zoning Board of Appeals Hearing
- Step 7 of the process would be Imposing a Penalty to the land owner
- Step 8 of the process would include Potential Prosecution by the State's Attorney.
- The process is geared to handle major violations and minor violation in a systematic and detailed process.
- A Board designated Advisory Committee has been suggested and would include a Board Member liaison to Zoning/Planning, Lee County Administrator Wendy Ryerson, Zoning Administrator Dee Duffy, and the Assistant Zoning Administrator.

C. Committee Assignments / Restructuring

Wendy Ryerson explained that the topic of committee restructuring came about because most of the committee meetings were drastically reduced in time with the appointment of the Claims Committee and because the County Board membership would be reduced from 24 to 20 members in December of 2022. Wendy worked with Chris Norberg and Board Chair Bob Olson on potential committee consolidation. A survey was also sent out to Department Heads to get their feed back. The committee structure chart will be included in the August County Board agenda packet. Following is the proposed committee restructuring:

- Administrative Services, Properties, and Public Safety would be combined into two (2) committees - County Services and Public Safety and Court Services.
- County Services would meet on Monday's at 8:30 a.m., and would include - Assessor/GIS, County Clerk and Recorder, IT, LOTS, ROE, Transportation/Solid Waste, Zoning/Planning.
- Public Safety and Court Services would meet on Monday's at 10:00 a.m., and include - Animal Control, Circuit Clerk, Coroner, EMA, Judges, Maintenance, Probation, Public Defender, Sheriff, and State's Attorney.
- Claims Committee would continue to be a stand alone committee, meeting on Wednesday twice a month
- Finance Committee would meet on Thursday's at 9:00 a.m. and would include the Treasurer's Office.
- Executive Committee would meet on Thursday's at 1:00 p.m.
- Proposed dates/times were scheduled to allow 48 hours between Monday and Thursday for posting agenda items.
- Because the committees would be larger, committee members would be assigned to County departments as liaisons.

No action was requested from the committee this month.

D. RES Ratifying Development Intent - Northeast Lee County

Wendy Ryerson reported that the committee would be seeing a resolution coming to the full County Board meeting that solidifies and affirms roughly thirty (30) years of commitment that the County and the City of Rochelle have made towards the development of land just North of Steward and South of the County line. The resolution would spell out all of the different things that have been done to work towards building up that area specifically for heavy industrial development. The County is taking the commitment to the next level by petitioning to rezone the area from agricultural to heavy industrial and entering

into an intergovernmental agreement with the City of Rochelle that would solidify what both parties envision for the growth in that area.

E. FOP Holiday Schedule

This item was a placeholder on the agenda but there was no action or discussion.

IX. Appointments

A. Appointment of Brian Luke Phalen to the Compton Fire Protection District

The resolution and application for the appointment of Brian Luke Phalen to the Compton Fire Protection District was received via email prior to the meeting and will be added to the August County Board agenda for approval.

X. Raffle Report

A. ABATE of Illinois, Inc.

**Motion** to approve the ABATE of Illinois, Inc. Poker Run Report. **Moved** by Jim Schielein. **Second** by John Nicholson. **Motion** passed unanimously by voice vote.

XI. Review of Per Diem Report for County Board Approval

XII. Executive Session

A. 5 ILCS 120/2 (c)(11) Litigation

**Motion** to enter into Executive Session at 11:43 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(11) Litigation. **Moved** by Mike Koppien. **Second** by Jim Schielein. **Roll call:** Bob Olson, John Nicholson, Mike Koppien, Jim Schielein, Danielle Allen, Marilyn Shippert, and Tom Wilson.

Also present: Charley Boonstra, Wendy Ryerson, and Becky Brenner.

**Roll call back in open session:** Bob Olson, John Nicholson, Mike Koppien, Jim Schielein, Danielle Allen, Marilyn Shippert, and Tom Wilson.

Also present: Dave Bally, Charley Boonstra, Wendy Ryerson, Dee Duffy, Greg Gates, Len Saunders and Becky Brenner.

Back in open session at 11:53 a.m.

~~B. 5 ILCS 120/2(c)(2) Collective Negotiation~~

\*\*\*This topic was on the agenda but not discussed in closed session.

XIII. August 25, 2022 County Board Agenda Items

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Board Chair Announcements

E. Approval of Board Minutes: July 25, 2022 County Board Minutes

- F. Joseph E. Meyer Resolutions - Three (3)
- G. Zoning and Planning
  - 1. Monthly Report and Minutes
  - 2. Petitions Going To the Zoning Board of Appeals
    - a. Petition 22-P-1595 - Meadow Solar (Petition for a Community Solar Farm)
  - 3. Petitions Going To the Planning Commission:
  - 4. Petitions Coming From the Zoning Board of Appeals: None
  - 5. Petitions Coming From the Planning Commission
    - a. Petition 22-PC-67, Text Amendment Regulating the Development of Private Pipelines
- H. Administrator Monthly Update and Board Member Comments
- I. Public/Visitor Comments
 

\*\*\*The Public/Visitor Comment section will be moved up on the agenda to below the Joseph Meyer resolutions and above Zoning and Planning.

  - 1. Daniel Payette from Blackhawk Hills - 2022 Lee and Ogle Counties Greenways and Trails Plan
  - 2. Kevin Marx - Lee County Industrial Development Association (LCIDA) Update
- J. Reports of Committee
- K. Old Business
- L. New Business
  - 1. ARPA Committee Funding Recommendations
    - a. Community Service Application - Teen Turf
    - b. Community Service Application - Green River Saddle Club
    - c. Courts Building (Addition) Boiler Replacement
    - d. Centralization of IT Services
    - e. General Funding Request - Fire Districts \$10,000 / \$100,000 Total
    - f. General Funding Request - Lee County 4-H Center - Total of \$236,000 (\$100,000 - Community Service / \$136,000 General Allocation)
    - g. General Funding Request - Lee County Highway - Bridge Repair \$250,000
    - h. Kreider (Golf Course Irrigation System) (\$99,589 - ARPA General / \$50,411 - Bus & Economic Dev / \$50,000 - 2023 Reserve / \$50,000 2024 Reserve)
  - 2. Memorandum of Understanding Concerning the Creation of the Reagan Mass Transit District
  - 3. Resolution Authorizing the Creation of the Reagan Mass Transit District
  - 4. District Terms Lottery Drawing
  - ~~5. FOP Holiday Schedule~~

\*\*\*The FOP Holiday Schedule will be removed from the August County Board agenda.

6. Resolution Authorizing an Application to the United States Department of Transportation to Fund a Region-Wide Action Plan to Reduce Traffic Fatalities and Injuries
  7. Wind Energy Moratorium - Extension
  8. Solar Energy Moratorium - Extension
  9. Battery Storage System Moratorium - Extension
  10. UTV Ordinance
  11. Enterprise Zone Amendment - City of Amboy/Rural Lee County
  12. Resolution Ratifying Development Intent - Northeast Lee County
- \*\*\*Items that will be added to the August County Board agenda:
- The Financial and Accounting Policies and Procedures Ordinance
  - Ratify Health Insurance Committee Recommendation

M. Appointments

1. Reagan Mass Transit District Appointment of the Board of Trustees
  - a. County Board Request for Appointment - Aaqil khan
  - b. County Board Request for Appointment - Jeremy Englund
  - c. County Board Request for Appointment - Mary Oros

N. Executive Session

1. 5 ILCS 120/2 (c)(11) Litigation
- ~~2. 5 ILCS 120/2(c)(2) Collective Negotiation~~

\*\*\*The request for an Executive Session for the purpose of discussion 5 ILCS 120/2 (c)(2) Collective Negotiation Matters will be removed from the August County Board agenda.

O. Approval of County Officer's Reports/Quarterly Treasurer's Report

P. Roll Call Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid.

Q. Approval of Board Member Mileage and Per Diem

R. Adjournment - County Board Meeting Agenda

XIV. Motion to Approve the Proposed County Board Agenda

**Motion** to approve the Proposed County Board Agenda. **Moved** by John Nicholson. **Second** by Marilyn Shippert. **Motion** passed unanimously by voice vote.

XV. Adjournment - Executive Committee Meeting

**Motion** to adjourn at 12:04 p.m. **Moved** by Tom Wilson. **Second** by Jim Schielein. **Motion** passed unanimously by voice vote.