



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Aug 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

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

Danielle Allen and Katie White were absent. Nancy Naylor attended via Zoom video conferencing. Chris Norberg and Bill Palen were present in person. Tom Kitson was appointed to the committee by the Chair for quorum purposes.

III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chair), Keane Hudson (Board Member)(9:21-9:26), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk and Recorder), Paul Gorski (IT Administrator)(9:00-9:18), Dee Duffy (Zoning Administrator), Carmen Bollman (GIS Coordinator), Chris Tennyson (ROE Superintendent), Michelle Hopp (Administrative Assistant to the ROE Superintendent and ROE Assistant Superintendent, and Health Life Safety Coordinator), Jillian Hantzmon (Hexagon Energy), and Becky Brenner (Board Secretary) all attended in person. A representative from Hexagon Energy attended via Zoom video conferencing.

IV. Approval of the Minutes from the Previous Meeting - (July 11, 2022)

Minutes from the July 11, 2022, Lee County Administrative Services Committee Meeting were approved as presented without modification.

V. Review of Claims Report Provided by the Claims Committee

The committee was directed to the resource folder in OnBoard to review a copy of the claims report from the Treasurer's Office detailing all the claims paid from July 8, 2022 - August 11, 2022, for the County Clerk and Recorder, Treasurer, Regional Office of Education, County Board, IT, Assessor, GIS, and Veteran Assistance. A full report with all claims paid from all committees will be included in the County Board agenda packet.

VI. Administrator and Department Head Reports

A. Regional Office of Education Report

Chris Tennyson walked the committee through the ROE report that he submitted for the August meeting. The full report will be included in the August County Board agenda packet.

He also introduced Michele Hopp from ROE. Michele has been with the Regional Office of Education since 2007. Her duties include but are not limited to the following:

- Administrative Assistant to the ROE Superintendent and Assistant Superintendent.
- Responsible for all Health/Life Safety which is very labor intensive.
- Certified to do building inspections / inputs all violations and follows up to make sure violations are corrected.

B. Assessment Office Report

Jennifer Boyd was not able to attend the meeting, but submitted a detailed report that will be included in the August County Board agenda packet.

Nancy Petersen reported the following information from the County Clerk and Election Offices:

- Early voting for the general election will start the end of September.
- Applications for "vote by mail" will be mailed out shortly.
- The Notary process has been taken over by the State of Illinois so the office will lose the revenue they have received in the past for this process.
- Starting July 1, 2022, the first death certificate requested for a Veteran death will be free to the family. Every additional death certificate will be \$6.00. The cost for the first death certificate if the deceased was not a veteran is \$32.00 and each additional death certificates is \$12.00 each.

Paul Gorski reported the following information from the IT Office:

- Work is wrapping up for the pass through grant in the Courts and Circuit Clerk's Office. All equipment has been deployed. Software is being installed that will display court room dockets to monitors outside of the courtrooms.
- The office is working to deploy new computers approved for the EMA Department
- Server consolidation in the New Courts Building will be nearly completed by the end of September. Consolidation for the Election Department will not be started until after the election.

Carmen Bollman reported the following information from the GIS Department:

- The GIS Department built and provided a webapp to the Highway Department that will track traffic accidents due to weather and signage from reports that are received from the Sheriff's Office. Data from this app will be mapped out to determine problem areas and hot spots that can be addressed.
- The City of Dixon provided the department with sanitary layers that they would like added to their public works app so GIS continues to work on consolidating this information with the data that is already on the app.
- 911 is scheduled to switch over to the new system at the state level in November. GIS will be working with neighboring Counties and 911 to make sure everything lines up for the conversion.
- Regular work for the Farmland Assessment office will begin soon so the Assessment Office can push out new values.

VII. Old Business

There were no items under Old Business.

VIII. New Business

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

Dee Duffy explained that the Zoning Office is revamping office procedures, starting with the violation process. She explained that the State's Attorney's Office had reviewed the process and offered suggestions.

B. Committee Assignments / Restructuring

Chris Norberg 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. Chris worked with Wendy Ryerson 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.

C. Board Rules and Procedures Updates

This topic will be covered in more detail in the September meeting.

IX. Executive Session

No executive session was requested.

X. Adjournment

Motion to adjourn at 9:26. **Moved** by Tom Kitson. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

The next scheduled meeting of the Administrative Services Committee will be
9:00 a.m. on September 12, 2022