



Executive Committee Meeting Minutes

Lee County, Illinois

Aug 17, 2023 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 11:00 a.m., by Chair Bob Olson.

II. Committee Member Roll Call: Chair Bob Olson, Vice Chair Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, Tom Wilson

Tom Wilson was absent. Bob Olson, Tom Kitson, Jack Skrogstad, Mike Koppien, Mike Zeman, Jim Schielein, and Dean Freil (representing Facilities and Maintenance Committee) all attended in person.

Also present: Charley Boonstra (State's Attorney), Alice Henkel (Renewable Energy Coordinator), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Clay Whelan (Sheriff), and Becky Brenner all attended in person.

Following roll call Alice Henkel reported that she had sent an email to Board Members that contained the findings from the State Historic Preservation Office (SHPO) regarding Petition 23-P-1606 for Amboy Solar 1 LLC. The email also contained a copy of the governing ordinance, report of finding and facts that came out of the ZBA hearings, copies of the hearing transcripts, links to the application, copy of the petition, and YouTube links for all the ZBA hearings. With the findings from the State Historic Preservation Office now available to the County, the Board will have several options regarding the petition that are listed below.

- The petition can be sent back to the ZBA for consideration.
- The County Board can take the findings from the State Historic Preservation Office and adopt them.
- The County Board has the liberty to change the conditions that came out of the ZBA and/or SHPO and create their own conditions and adopt them.

Alice went on to explain that the petition is in compliance with the ordinance that the company filed under. Adopting the recommendations from the State Historic Preservation Office would make sure that concerns are addressed with this project.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (July 13, 2023)

Minutes from the July 13, 2023, Executive Committee Meeting were approved as presented without modification.

V. Reports from Committee Chairs

All committee chairs took the opportunity to report items discussed and motioned forward during their committee meeting.

VI. Old Business

A. After Action Review (COVID) Discussion

Following a short discussion, the committee agreed that this topic should be dropped from the agenda.

VII. New Business

A. *Discover Dixon - Lee County Agreement - Tourism Services*

Tom Kitson explained that the County had come to an agreement with Discover Dixon to manage the County Tourism initiatives. The Tourism Focus group will continue to meet as needed to follow the progress of the transition and Discover Dixon will appear before the Board quarterly for updates. This topic will be on the August 24th County Board agenda.

B. *Resolution Approving Intergovernmental Agreement Between South Dixon*

Township and Lee County Regarding the use of a Salt Storage Shed Located on South Dixon Township Property

This topic will be added to the August 24th County Board agenda.

C. *Lee County Facilities - Bids for Purchase of Bulk Electricity*

This topic will be added to the August 24th County Board agenda.

D. *Quarterly Employee Spotlight Recognition*

Wendy Ryerson, with the blessing of Jack Skrogstad, suggested that the Quarterly Employee Spotlight Recognition process be passed to the Executive Committee for approval because leadership representation from all committees attends this meeting. This topic will be added to the August 24th County Board agenda.

E. *New Administrator Hiring*

Bob Olson explained that Administrator interviews have been conducted. However, the Executive Committee needs permission from the full County Board to be able to hire. This topic will be on the County Board agenda for the August 24th meeting.

F. *Property Liability Insurance*

The committee discussed this topic in length. The County's property liability insurance is currently contracted with CIRMA, and per the contract, the County would be required to notify CIRMA of our intentions to go out for bids at least

90 days in advance of the contract expiration date of November 30th. In essence, this notification would pause the ongoing relationship with CIRMA because they would have to bid for a future contract as well. The challenge at this stage for the County would be finding a consultant to help navigate the process. This item will be left on the agenda for future action.

VIII. Appointments

There were no appointments for consideration during the August meeting.

IX. Raffle Report

- A. July Walton Fest Raffle Report
- B. August Walton Fest Raffle Report
- C. Trinity Cares Raffle Report

Motion to put the July Walton Fest, the August Walton Fest, and Trinity Cares Raffle Reports on file with the County. **Moved** by Tom Kitson. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

X. Review of Per Diem Report for County Board Approval - July Meetings for September Payout

No changes were requested.

XI. Executive Session

There was no request for an Executive Session.

XII. August 24, 2023, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements
 - 1. Quarterly Employee Spotlight Recognition
- F. Approval of Board Minutes: July 20, 2023, County Board Meeting
- G. Joseph E. Meyer Resolutions - 1 Resolution - PPN# 13-21-11-408-009 Woodhaven Lakes
- H. Zoning and Planning
 - 1. Petition 23-PC-74, Petition to amend the text of Lee County Code 10-4: Ag-1 Rural/Agricultural District (Held over in July)
 - 2. **This petition was moved up on the agenda during the meeting from Old Business. Petition 23-P-1606, Amboy IL Solar 1 LLC, PPN# 06-09-12-400-

003, Special Use for a community Solar Energy System-Franklin Grove Township (Tabled in June).

3. Petitions Going To the Zoning Board of Appeals: None
4. Petitions Going To the Planning Commission: None
5. Petitions Coming From the Zoning Board of Appeals: 1 Petition
 - a. Petition 23-P-1615, Petitioner John Hilliker, PPN# 06-09-23-300-006, Special Use to operate business from Property with one onsite employee
6. Petitions Coming From the Planning Commission: - None
- I. Administrator Monthly Update and Board Member Comments
- J. Public Comments:
- K. County Organization Presentations/Updates
 1. Carrie Folken, Executive Director, BEST, Inc.
- L. Reports of Committee
- M. Unfinished Business
 1. ~~Petition 23-P-1606, Amboy IL Solar 1 LLC, PPN# 06-09-12-400-003, Special Use for a community Solar Energy System Franklin Grove Township (Tabled in June)~~ **This petition was moved up on the agenda under Zoning during the meeting.
- N. New Business
 1. Discover Dixon - Lee County Agreement - Tourism Services
 2. Resolution Approving Intergovernmental Agreement Between South Dixon Township and Lee County Regarding the use of a Salt Storage Shed Located on South Dixon Township Property
 3. Battery Energy Storage Systems Moratorium Extension
 4. Lee County Facilities - Bids for Purchase of Bulk Electricity
 5. *** Full Board approval for the Executive Committee for the Administrator hiring process was moved to New Business during the meeting.*
- O. Appointments - None
- P. Executive Session
- Q. Approval of County Officer's Reports/Quarterly Treasurer's Report
- R. Roll Call Approval of Monthly Revenue Reports, Claims Paid, Claims Paid in Vacation, and Payroll Paid.
- S. Approval of Board Member Mileage and Per Diem
- T. Adjournment - County Board Meeting Agenda

XIII. Motion to Approve the Proposed County Board Agenda

Motion to approve the Proposed County Board Agenda. **Moved** by Tom Kitson. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

XIV. Adjournment - Executive Committee Meeting

Motion to adjourn at 11:48 a.m. **Moved** by Jim Schielein. **Second** by Tom Kitson.

Motion passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for
11:00 a.m., on Thursday, September 14, 2023

Respectfully submitted by:

Becky Brenner – Board Secretary