



**UNAPPROVED**

**Properties/Planning/Zoning Committee Meeting – November 18, 2021**

Third Floor Boardroom, Old Lee County Courthouse – 5:30 p.m.  
112 E Second Street, Dixon, Illinois 61021

Meeting called to order at 5:30 p.m. by Chair John Nicholson

**Members present:** Chair John Nicholson, Vice Chair Dave Bally, Bill Palen, Marvin Williams, and Tom Wilson, and were all present in person.

**Members absent:** None

**Board Members Department Heads, or Employees present:** Keane Hudson, Mike Koppien, Nancy Naylor (5:33-5:38), Rick Humphrey, Chris Norberg, Marilyn Shippert (5:36-5:38), and Arlan McClain (5:37-5:38) all Board Members, Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney)(5:33-5:38), Greg Saunders (Maintenance Supervisor), John Simonton (Sheriff)(5:32-5:38), and Becky Brenner (Board Secretary) were all present in person. No one attended via Zoom video conferencing.

**Old Business**

No old business

**New Business**

The committee met for the purpose of granting approval for the bid posting process for new HVAC unit(s) at the Old Courthouse and to approve a grant preparation consulting service for the purchase of a new generator at the New Courts Building. John Nicholson and Wendy Ryerson walked the committee through the topics and explained that according to the Lee County Procurement Policy, the parent committee is required to officially sign off on any purchase over \$30,000.

**Motion from Bill Palen:** To approve the bid posting process for new HVAC unit(s) and work at the Old Courthouse.

**Second by Dave Bally:** Motion carried unanimously by voice vote.

John Nicholson reported that the County had discovered a grant opportunity available to assistance in the purchase of a new generator at the New Courts Building. Wendy Ryerson reported that the purchase of the generator was identified in the County's Hazardous Mitigation Plan. Because the generator was included in this plan, the County was eligible for a particular grant. To apply, a grant application would be due on or before December 10, 2021. A consulting agreement for \$4,200 was presented to the committee to prepare and submit the required documentation necessary to comply with the grant specifications.

**Motion from Marvin Williams:** To approve \$4,200 for the grant preparation consulting services.

**Second by Bill Palen:** Motion carried unanimously by voice vote.

The committee briefly discussed preliminary drawings prepared by Wendler Engineering Services, Inc., that were being reviewed by the committee for the repurposing of the Old LEC Building.

**Motion to adjourn by Bill Palen.**

**Second by Marvin Williams.** Motion carried unanimously by voice vote.

Meeting adjourned at 5:39 p.m.

Respectfully submitted by,  
Becky Brenner – County Board Secretary