



# Executive Committee Meeting Minutes

Lee County, Illinois

Dec 14, 2023 at 11:00 AM CST

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 Vice Chair Tom Kitson.

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

Bob Olson and Mike Zeman were absent. Tom Kitson, Jack Skrogstad, Mike Koppien, Jim Schielein, and Tom Wilson were all present in person.

Also present: Dean Freil (Board Member), Jeremy Englund (Incoming Administrator), Alice Henkel (Renewable Energy Coordinator), Laura Mangrum (Deputy Zoning Administrator), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

Following roll call, Alice Henkel introduced Laura Mangrum to the committee as the new Deputy Zoning Administrator. She went on to report that there had been an appeal filed with the Zoning Office regarding the Maple Road Solar Project. The company is contesting the County's position on screening. The appeal will be heard by the ZBA in January.

## III. Public Attendees

There were no members of the public in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (November 16, 2023)

Minutes from the November 16, 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. Executive Meeting Test Vote

The committee participated in a test vote within the OnBoard software. The test did present some challenges so next month additional testing will be done.

## VII. New Business

Prior to the Executive Committee Meeting, the Finance Committee members motioned the FOP Union Contract to the Executive Committee for inclusion on the December County Board agenda.

Therefore, the Executive Committee **motioned** to move the FOP Union Contract to the December County Board Meeting agenda. **Moved** by Jim Schielein. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

- A. Resolution: Recognition and Profound Appreciation of Dee Duffy for Distinguished Public Service
- B. Resolution: Recognition and Profound Appreciation of Wendy Ryerson for Distinguished Public Service

**Motion** to move the Resolutions of Recognition and Profound Appreciation of Distinguished Public Service for Dee Duffy and Wendy Ryerson to the December County Board agenda. **Moved** by Jack Skrogstad. **Second** by Mike Koppien. **Motion** passed unanimously by voice vote.

VIII. Appointments

Tom Kitson made the committee aware that along with the appointment of John Beveridge, the Sheriff had three appointments to the Sheriff's Merit Commission that he wanted to add to the December County Board Meeting agenda. The appointments included Henry Gerdes, Jared Nicholson, and Theresa Sheridan, all of which served on the commission in the past.

- A. Appointment of John Beveridge to the Lee County Housing Authority
  - 1. County Board Request for Appointment of John Beveridge to Lee County Housing Authority

**Motion** to move the resolution appointment for John Beveridge to the Lee County Housing Authority along with the three (3) resolution appointments to the Sheriff's Merit Commission for Jared Nicholson, Theresa Sheridan, and Henry Gerdes to the December County Board agenda. **Moved** by Mike Koppien. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

IX. Raffle Report(s)

- A. Walton Fest Raffle Report
- B. Amboy Club Volleyball Raffle Report
- C. FOP Raffle Report

**Motion** to put the Walton Fest, Amboy Club Volleyball, and FOP Raffle Reports on file with the County. **Moved** by Mike Koppien. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

X. Review of Per Diem Report for County Board Approval - November Meetings for January Payout

There were no requested changes to the report.

XI. Executive Session

There was no request for an Executive Session.

XII. December 21, 2023, County Board Agenda Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Invocation
- D. Roll Call
- E. Board Chair Announcements
  - 1. Resolution: Recognition and Profound Appreciation of Dee Duffy for Distinguished Public Service
  - 2. Resolution: Recognition and Profound Appreciation of Wendy Ryerson for Distinguished Public Service
- F. Approval of Board Minutes: November 21, 2023, County Board Meeting
- G. Joseph E. Meyer Resolutions -
- H. Zoning and Planning
  - 1. Petitions Going To the Zoning Board of Appeals: 1 Petition
    - a. Petition No. 23-P-1617 by Petitioner Steward Creek Solar, LLC.
  - 2. Petitions Going To the Planning Commission: - None
  - 3. Petitions Coming From the Zoning Board of Appeals: - None
  - 4. Petitions Coming From the Planning Commission: - None
- I. Administrator Monthly Update and Board Member Comments
- J. Public Comments:
- K. County Organization Presentations/Updates
- L. Reports of Committee
- M. Unfinished Business
- N. New Business
  - 1. Employee Handbook Revisions - Draft
  - 2. Resolution: Setting Election Judge Daily Compensation
  - 3. Resolution: Establishing the Regular Meeting Schedule for FY 2024 for the Lee County Zoning Board of Appeals
  - 4. Resolution: Establishing the Regular Meeting Schedule for FY 2024 for the Lee County Regional Planning Commission
  - 5. Financial Policies and Procedures Revisions - Draft  
*\*\*Earlier in the meeting the FOP Union Contract was added to the agenda.*
- O. Appointments
  - 1. Resolution: Appointment of John Beveridge to the Lee County Housing Authority

*\*\*Earlier in the meeting the three appointments to the Sheriff's Merit Commission (Henry Gerdes, Jared Nicholson, and Theresa Sheridan) were added to the agenda.*

- 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 Mike Koppien. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.
- XIV. Adjournment - Executive Committee Meeting  
**Motion** to adjourn at 11:27 a.m. **Moved** by Jim Schielein. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Executive Committee Meeting is scheduled for  
11:00 a.m., on Thursday, January 11, 2024

Respectfully submitted by:  
Becky Brenner – Board Secretary