



# Public Safety and Court Services Committee

## Minutes

Lee County, Illinois

Dec 12, 2023 at 10:30 AM CST

Old Lee County Courthouse, Third Floor, 112 E 2nd St, Dixon, IL 61021

### I. Call to Order

Meeting was called to order at 10:30 a.m., by Chair Mike Koppien.

### II. Committee Member Roll Call: Chair Mike Koppien, Vice Chair Keane Hudson, Katie White, Angie Shippert, Michael Pearson

Mike Pearson attended the meeting via Zoom video conferencing. Mike Koppien, Keane Hudson, Katie White, and Angie Shippert all attended in person.

Also present: Dean Freil and Jack Skrogstad (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Incoming Administrator), Jeff Hilden (Facilities Director), Amy Johnson (Circuit Clerk), Kevin Lalley (EMA Director), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Current Administrator), Staci Stewart (Director of Probation and Court Services), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

During discussion Jack Skrogstad wanted to take the time to recognize Teri Zinke (Animal Control Administrator), her employees, and the Dixon Police Department for compassionately acting on behalf of a friend of Jack's that passed away in a traffic accident. The friend had two dogs that were initially cared for by the Dixon Police Department and later taken to Animal Control. Animal control has agreed to house the two dogs until the family of the deceased is settled in and can bring them home. Jack as well as the family of the deceased were very grateful for the care and compassion that everyone received during a time of great loss.

### III. Public Attendees

No members of the public were in attendance.

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

Minutes from the November 13, 2023, Public Safety and Court Services Committee Meeting were approved as presented without modification.

### V. Animal Control

#### A. Monthly Report

Teri Zinke was not able to attend the meeting but emailed that the Maintenance Department had put down railroad ties around the outside of the fencing to deter little dogs from crawling underneath and that they were

working on insulating the outside of each kennel to help keep the wind and cold out.

VI. Circuit Clerk

A. Monthly Report

Amy Johnson reported the following information from the Circuit Clerk's Office:

- By the first of January the office will have a total of four (4) quotes from different vendors for the new case management system.
- The Supreme Court is continuing the Court Technology Grant for FY2024. The funding requests are due by January 12, 2024.

VII. Judges, Coroner, and Public Defender

There were no reports from the Judge's, Coroner, or Public Defender's Offices.

VIII. Emergency Management Agency

A. Monthly Report

Kevin Lalley submitted a detailed report to the committee. The full report will be attached to the minutes and included on the December County Board agenda.

IX. Probation

A. Monthly Report

Staci Stewart reported that there would be a Drug Court graduation on Wednesday, December 13, 2023, at 3:30 p.m., in the New Courts Building. There will be one individual graduating, and everyone is welcome to attend.

X. Sheriff

A. Monthly Report

Clay Whelan walked the committee through a detailed report that he submitted from the Sheriff's Office. The full report will be attached to the minutes and included on the December County Board agenda.

XI. State's Attorney

A. Monthly Report

Charley Boonstra explained that his office continues to navigate through the intricacies and conflicts of the Safety/Pretrial Fairness Act. He also reported that since the beginning of the year his office has filed approximately 278 felony cases.

- B. Quarterly Update on the Collection of Unpaid Fines - State's Attorney  
No update was given in December on the Collection of Unpaid Fines.

XII. Report of Abandoned Property Focus Group

Mike Koppien reported that cleanup continues on the property of 251 and 30 and the situation in Nelson with the open cesspool had been resolved.

Jeremy Englund reported that the County had been awarded, in partnership with the City of Dixon, the Strong Communities Grant of approximately \$154,000. The funds will be evenly split between Lee County and the City of Dixon. The grant can only be used for residential properties. The primary goal would be to demolish blighted, unsafe, and abandoned properties and replace them with new single-family homes.

XIII. Unfinished Business

The committee did a test vote through the OnBoard voting system. There were no major issues with the vote.

XIV. New Business

A. Employee Handbook Revisions - Draft with tracking

Wendy Ryerson reported that there would be a revised copy of the Lee County Financial Policy presented to the Board Members at the December County Board Meeting. Changes included: responsibilities delegated to the newly hired Financial Director; specific direction and instruction regarding year-end budget adjustments; and clarification regarding County match dollars from the general fund for grant writing.

Wendy Ryerson also reported that the major revisions to the Employee Handbook dealt with the Paid Leave for All Workers Act adopted by the State of Illinois. Following are the highlights:

- ALL employees earn a minimum of 40 hours of paid leave in a 12-month period. Employees that work less than 40 hours per week earn 1 hour for every 40 hours worked.
- Employees are not required to provide a reason for the leave, therefore sick time does not count towards minimum hours of paid leave.
- The act includes full-time, part-time, temporary, and seasonal workers.
- Salaried, exempt employees are “deemed” to work 40 hours in each work week.
- Lee County must “comply with the requirements of this Act or provide benefits, rights, and remedies that are greater than or equal to the benefits, rights, and remedies afforded under this Act.”
- Bargaining contracts need to explicitly waive PLAW provisions.

Wendy went on to report that Jeremy Englund was working on a social media policy. Knowing that this will be forthcoming, some language from the Employee Handbook has been deleted, but will be addressed as part of the new policy.

Jeremy Englund reported that he is also working on a personal sensitive information policy for the County.

XV. Executive Session

There was no request for an Executive Session.

XVI. Adjournment

**Motion** to adjourn at 11:10 a.m. **Moved** by Keane Hudson. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

The next Public Safety and Court Services Committee Meeting is scheduled for  
10:30 a.m., Tuesday, January 9, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary

# Lee County Emergency Management Agency

---

## Major Activities for the Month of October 2023

- Attend NW IL IMAT meeting in Rochelle
- attended monthly IEMA Director webinar
- Investigate issue with CGS CradlePoint not passing IP Phone
- Complete report for software used
- Worked w Motorola on ASK and NDAs
- Corrected call forwarding issue on deployable phone
- Run generators for Command and support trailer
- Updated deployment clothing in truck to winter gear
- Worked on quote for CS new radios
- Run generator and other equipment @ airport
- received request for recent weather from Dixon PD for a crime scene developed page emailed to Chief-
- DPD requested light tower - DPD called back don't need any longer
- prepared room for Clerks meeting
- Attended meeting with IEMA on Odens Dawn
- Gathered TG IDs, Encryption Keys for WAVE application
- LCVC meeting @ EOC
- Investigate programming on NEXT - number on radios to Ed Stewart
- Aontacted state about EMPG distribution
- Attended NWS winter briefing
- Responded to email on BRIC grant - contacted IEMA
- Attended STIC briefing
- Installed critical update in LP on Drone2
- met with sheriff on SC21 issues
- Received call from IEMA that AHMP needs to be updated to include building codes-
- Forward information to Alice and Wendy on building codes -provided AHMP to Andy @nw
- Restarted and do updates on computers from power outage
- Trained with Blue Sky Mast –
- Provided information to Greg Gates on Building Code grant and Lee County All Hazard Mitigation Plan-
- Received two Starcom radios one to replace truck radio second as deployable
- Delivery EMPG award to treasurer office
- Assisted in locating a contractor to complete building code grant –
- Discuss grant writing with Sheriffs employees
- Attended Dept head meeting
- Meeting Amboy Fire
- Contacted Comptroller office about missing check will be mailing a copy
- contacted STIC about fentanyl letter-forwarded letter to Election office

Kevin E. Lalley, Director

Lee County Emergency Management

309 S Galena Avenue, Suite 325, Dixon, IL 61021-3090

Office: 815-284-3365, Fax: 815-284-3367, 24/7: 815-284-3361 Email – [ema@countyoflee.org](mailto:ema@countyoflee.org)

**LEE COUNTY SHERIFF'S OFFICE**  
www.leecountyil.com

**DEREK RANKEN**  
*Chief Deputy*  
dranken@countyoflee.org

**MATTHEW FRYE**  
*Lieutenant*  
mfrye@countyoflee.org

**CLAYTON T. WHELAN**

*LEE COUNTY SHERIFF*  
cwhelan@countyoflee.org

240 E. Progress Dr.  
DIXON, ILLINOIS 61021  
Phone: 815-284-6631

**DEVON GUGERTY**  
*Office Manager*  
dgugerty@countyoflee.org

**BUSINESS OFFICE/CIVIL PROCESS**

Phone: 815-284-5217  
Fax: 815-284-1146

Lee County Sheriff's Office

Public Safety and Court Services Committee

December 12, 2023

In the month of November, the Lee County Sheriff's Office logged 858 calls for service. The county's collective bargaining agreement with the Illinois Fraternal Order of Police was set to expire on November 30<sup>th</sup>. On November 29<sup>th</sup>, the county's negotiating committee and the FOP negotiations committee met with a mediator in an effort to resolve the differences between the parties. At the end of the day, the parties reached a tentative agreement on the contract that is pending ratification by the FOP and the Lee County Board.

As far as notable calls for the month of November, the following incidents occurred...

On Wednesday, November 1<sup>st</sup> at 11:41 A.M., Lee County 911 received a call from a Union Pacific employee reporting a train versus pedestrian accident in the area of Wadsworth Way and Nelson Road in rural Dixon. The information provided was that "someone was hit by a train, and they believe this will be a fatality." The train was found to be traveling from Clinton, Iowa to Chicago, Illinois. It was carrying 81 cars and traveling between 35 and 40 MPH. After the collision, the train traveled 3/10 of a mile before coming to a complete stop. Upon investigation, a vehicle was located near the railroad crossing at the location. The vehicle was registered to 22-year-old Cassie Cantrell of Dixon, and she was later identified as the victim of the accident. A note had been left in her vehicle that described her displeasure with ongoing conflict between Israel and Hamas.

On November 11<sup>th</sup>, the Lee County Sheriff's Office held their 2<sup>nd</sup> Annual Stuff the Squad event for the Dixon Community Food Pantry. A high visibility location near the intersection of Galena Avenue and Everett Street in Dixon. Over 1720 pounds of food was collected along with \$1657.00 for donation to the food pantry.

On the afternoon of November 13<sup>th</sup>, the Lee County Sheriff's Office was contacted by the Lee County Circuit Clerk's regarding a phone call that they received from an irate citizen over an order of protection being issued against them. During the conversation with two employees of the Clerk's Office, the subject made statements that they were going to the house of a judge and bringing a gun to the courthouse. The subject was identified as Timothy Ballard, age 39, of Dixon, and he was recently

**DAVID GLESSNER**  
*Lieutenant Detective*  
dglessner@countyoflee.org

**CORRECTIONS/WARRANTS**  
Phone: 815-284-5222  
Fax: 815-288-4335

**RYAN PETTENDER**  
*Jail Superintendent*  
rpettender@countyoflee.org

**ED STEWART**  
*Chief Bailiff*  
estewart@countyoflee.org

**LEE COUNTY SHERIFF'S OFFICE**

www.leecountyil.com

**DEREK RANKEN**  
*Chief Deputy*  
dranken@countyoflee.org

**MATTHEW FRYE**  
*Lieutenant*  
mfrye@countyoflee.org

**CLAYTON T. WHELAN**

LEE COUNTY SHERIFF  
cwhelan@countyoflee.org

240 E. Progress Dr.  
DIXON, ILLINOIS 61021  
Phone: 815-284-6631

**DEVON GUGERTY**  
*Office Manager*  
dgugerty@countyoflee.org

**BUSINESS OFFICE/CIVIL PROCESS**

Phone: 815-284-5217  
Fax: 815-284-1146

served with an order of protection. Further investigation was conducted, and Ballard was charged with two counts of Falsely Making a Terrorist Threat (a Class 1 Felony) and two counts of Disorderly Conduct – False Reporting (a Class 4 Felony). The charge of Falsely Making a Terrorist Threat is punishable by 4 to 15 years in the Department of Corrections. The case is pending in Lee County Case Number 23 CF 253, and Ballard was released from custody on December 7<sup>th</sup> pursuant to pretrial release provisions.

During the County Board Meeting on November 21<sup>st</sup>, Telecommunicator Dylan Ehlers and Deputy Alejandro Castro were awarded the Life Saving Award for their exemplary performance during a medical call from August 11<sup>th</sup>. At approximately 10:25 p.m. on that date, Lee County 911 received a call regarding the electrocution of an individual in the 1100 block of White Rock Drive. The individual was unresponsive, and the bystanders did not know how to perform CPR. Telecommunicator Ehlers provided step by step instructions to the bystanders on performing CPR to the 52-year-old victim. T/C Ehlers continued coaching and supporting the bystanders with CPR instruction until the arrival of Deputy Alejandro Castro. Deputy Castro provided further directions for CPR while affixing the paddles of his department issued AED to the victim. Deputy Castro subsequently took over CPR and the AED advised him to deliver a shock to the patient. A shock was delivered, and CPR was continued until medical personnel from the Dixon Rural Fire Department arrived. The individual was successfully revived and is alive today because of their performance.

On November 30<sup>th</sup>, the Sheriff's Office lost a lot of experience and knowledge with the retirement of Lieutenant David Glessner. He served over 28 years and 8 months with the Office and has been a mentor to many along the way. We thank Lieutenant Glessner for all of his service to the community and wish him well with his future endeavors.

On December 9<sup>th</sup>, the Lee County Sheriff's Office and the Dixon Police Department teamed up with our annual Shop with a Sheriff / Shop with a Cop event. There was a morning and afternoon session in which children were able to obtain approximately \$150.00 in gifts. The Sheriff's Office assisted 46 children in total, and the event is funded by the Lee County Fraternal Order of Police – Lodge 220.

**DAVID GLESSNER**  
*Lieutenant Detective*  
dglessner@countyoflee.org

**CORRECTIONS/WARRANTS**  
Phone: 815-284-5222  
Fax: 815-288-4335

**RYAN PETTENDER**  
*Jail Superintendent*  
rpettender@countyoflee.org

**ED STEWART**  
*Chief Bailiff*  
estewart@countyoflee.org