



Lee County Administrative Services Committee

Meeting Minutes

Lee County, Illinois

Jun 13, 2022 at 9:00 AM CDT

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

I. Call to Order

The meeting was called to order at 9:02 a.m., by Vice Chair Danielle Allen.

II. Committee Member Roll Call: Chair Chris Norberg, Vice Chair Danielle Allen, Bill Palen, Nancy Naylor, and Katie White

Chair Chris Norberg and and Katie White were absent. All other members attended in person.

III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chairperson), Charley Boonstra (State's Attorney), Paula Meyer (Treasurer), Nancy Petersen (County Clerk and Recorder), Paul Gorski (IT Director), Jennifer Boyd (Assessor), Jennifer Diehl (Deputy Assessor), Carmen Bollman (GIS Coordinator), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary), all attended in person.

IV. Approval of the Minutes from the Previous Meeting - (May 9, 2022)

The minutes from the May 9, 2022, Lee County Administrative Services Committee Meeting were approved without modification.

V. Review of Claims Report Provided by the Claims Committee

The committee was provided a report of all the claims submitted and paid for from May 19, 2022 - June 8, 2022, from the County Clerk and Recorder, Treasurer, Regional Office of Education, County Board, IT, Assessor, GIS, and Veteran Assistance.

VI. Administrator and Department Head Reports

Chris Tennyson was not able to attend the meeting but submitted a comprehensive report from the Regional Office of Education. The full report will be included in the June County Board Agenda Packet.

As part of the employee spotlight program, Jennifer Boyd introduced Jennifer Diehl from the Assessment Office. She has worked as a deputy in the Assessment Office for five (5)

years. Jennifer resides in Dixon with her husband. They have a daughter and two grandchildren. She is instrumental in:

- Processing monthly property transfers
- Monitors exemption changes
- Monitors information to be reported to the Department of Revenue for the sales ratio study
- Helps with data entry in the CAMA program. This program is used to determine the value of residential properties
- Works closely with attorneys and title companies
- Jennifer took a legal description course during the winter to assist with projects in the GIS Department and is currently working on her Certified Illinois Assessing Officer designation

Carmen Bollman reported the following information from the GIS Department:

- The office hired Sami El Arifi. Sami is from DeKalb and brings to the department fifteen (15) years of experience in the GIS field. Because of his experience he was able to dive into projects on day one.
- Recently met with the City of Dixon to work on the Water Department App
- Recently met with Syndeo regarding the new GIS server
- Recently met with the new consultant Cloud Point
- Has been working with Eagleview on the new Aerial photography

Jennifer Boyd reported the following information from the Assessment Office:

- The office has been very busy with tax questions and exemption matters since property taxes were mailed out
- New legislation has been passed that will require minor changes to several homestead exemptions so the office will be working to get the changes implemented
- Changes from the Townships are due back to the Assessment Office by June 15th for review
- The State has mandated multi township redistricting for townships that have fewer than 1000 residence

Paula Meyer reported the following information from the Treasurer's Office:

- The office is currently collecting property taxes
- The Treasurer's Office has kicked off the 2023 Budget Planning Process

Nancy Petersen reported the following information from the County Clerk's Office:

- Early voting is taking place at the Old Courthouse Monday - Friday, 8:15 am - 4:15 pm, and June 25, 2022 from 9:00 am to Noon
- So far the County has had 327 citizens take advantage of early voting
- Election day is Tuesday, June 28, 2022
- June 21, 2022, will be the date for public testing on the voting machines
- The County is in desperate need of election judges, especially in the City of Dixon

Paul Gorski reported the following information from the IT Office

- On Monday, June 20, 2022, there will be a temporary internet outage to work on the system, time will be announced
- The office is wrapping up the New Courtroom printer and display installation
- The EMA/EOC computers that were approved have been delivered and will be deployed in the next couple weeks
- The office continues to work on changing the County email and website addresses from .org to .gov

VII. Old Business

A. Covid Policy / Update for May 2022

Danielle Allen reported that there were eleven (11) employees quarantined during the month of May for a combined total of twenty-five (25) days.

B. Ukraine Donation Discussion

There was no discussion or action taken on this topic.

VIII. New Business

A. BEST, Inc. - Annual Lease Agreement

Motion to move the BEST, Inc. annual lease agreement to the Executive Committee. **Moved** by Bill Palen **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

B. RES to Opt Out - Special Assessment for Eligible Rental Housing Construction & Rehab

Jennifer Boyd walked the committee through the Opt-Out of Special Assessment for Affordable Rental Housing Ordinance that she submitted for approval during the June County Board Meeting. The State submitted code would lower the assessed value of a property if certain requirements were met. The code would shift a tax burden to other taxpayers and burden clerical staff in the Assessment Offices Counties with a population over 300,000 residents are required to implement the code, Counties with fewer than 300,000 residence were given the option to opt-out. County's are not restricted from opting in at a later date.

Motion to move the Ordinance, Opt Out Affordable Rental, to the Executive Committee for consideration by the full County Board. **Moved** by Nancy Naylor. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

IX. Executive Session

No executive session was requested.

X. Adjournment

Motion to adjourn at 9:33 a.m. **Moved** by Bill Palen. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next meeting of the Administrative Services Committee is scheduled for 9:00 a.m., on Monday, July 11, 2022.