



# County Services Committee Minutes

Lee County, Illinois

Dec 12, 2022 at 9:00 AM CST

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 9:01 a.m., by Chair Jack Skrogstad.

## II. Committee Member Roll Call: Chair Jack Skrogstad, Vice Chair Danielle Allen, Katie White, Ron Gascoigne, Reed Akre

Jack Skrogstad, Ron Gascoigne, and Reed Akre were present in person. Danielle Allen and Katie White were absent.

Also present: Bob Olson (Chairman)(9:00-9:10), Tom Kitson (Vice Chairman)(9:00-9:13), Dave Anderson (Transportation/Solid Waste), Paul Gorski (IT Administrator), Nancy Petersen (County Clerk and Recorder), Michele Hopp (ROE), Dee Duffy (Zoning Administrator), Alice Henkel (Renewable Energy Coordinator) and Becky Brenner (Board Secretary) were all present in person. Angie Shippert and Mike Zeman (Board Members) attended via Zoom video conferencing. There is a resolution on the Executive Committee agenda that, if approved by the County Board on December 22, would appoint Michael Pearson to the Board. Michael also attended the meeting via Zoom video conferencing.

## III. Public Attendees

No members of the public attended the meeting.

## IV. Approval of the Minutes from the Previous Meeting - (November 14, 2022)

Minutes from the November 14, 2022, Lee County Administrative Services Committee Meeting were approved as presented, without modification.

## V. Transportation/Solid Waste

Dave Anderson walked the committee through the FY 2023 Motor Fuel Tax Maintenance Agreement Resolution on the agenda. The resolution is presented on an annual basis and includes local public agency general maintenance estimates for items that will be paid for from the Motor Fuel Tax line item. Shoulder rock, signposts, seal coat, salt, and cold and hot patch are examples of items included in the \$1,024,255 estimate. The estimate and the resolution will be signed and returned to IDOT. IDOT will then authorize the funds after the County has appropriated them.

Dave also walked the committee through the Lowell Park Speed Zone Ordinance that was held over at the November 2022 County Board Meeting. The speed limit was previously changed from 55 mph to 45 mph. Recently the Highway Department was

asked to revisit the matter and see if the changes were effective. Another speed study was done in July of 2022, which showed little change between Timber Creek and Pilgrim Road. At the recommendation of the committee, a revised ordinance was submitted to the County Board in November to bring the speed limit back up to 55 mph.

A. ACTION ITEMS

1. Approval of the Minutes from the November 14, 2022, Transportation and Solid Waste Meeting

Minutes from the November 14, 2022, Transportation/Solid Waste Committee Meeting were approved as presented, without modification.

2. Approval of the Motor Fuel Tax Maintenance for FY 2023

**Motion** to approve the Motor Fuel Tax Maintenance Resolution for FY 2023 and move to the Executive Committee for inclusion on the December County Board Agenda. **Moved** by Reed Akre. **Second** by Ron Gascoigne. **Motion** passed unanimously by voice vote.

VI. Assessor's Office - GIS Department

A. Assessor's Office

No one from the Assessor's Office was in attendance.

B. GIS Department

No one from the GIS Department was in attendance.

VII. County Board

Wendy Ryerson explained that a change to the Board Rules and Procedures would be presented at the Executive Committee later in the week. The Chairman had requested a Facilities and Maintenance Committee be created as a standing committee. Last year the Properties, Planning, and Zoning Committee was consolidated under another committee. In light of all the buildings the County is required to maintain, a decision was made to present the creation of an additional standing committee to the full Board in December.

VIII. County Clerk's Office

Nancy Petersen reported that the Election Office was moved to an adjacent office on the first floor while repairs were made. It is likely the office will be misplaced for several months. The April 4, 2022, consolidated election will be conducted from the new location. Early voting for the election will start in January 2023.

IX. IT Department

A. Report to Committee

Paul Gorski walked the committee through the report that he submitted. The report included a brief introduction and insight into the Department as well as a list of current and future projects. He also explained that the Chairman had asked that IT order Microsoft Exchange email licenses for all the Board Members. The cost was \$960 to be paid for from the Chairman's budget. Going forward, the cost would be included in the IT budget. The full report will be included in the December 2022 County Board agenda packet.

X. LOTS

A. Report for December

Greg Gates was not able to attend the meeting but submitted a detailed report that will be included in the December 2022 County Board agenda packet.

XI. ROE

A. Report - December

Chris Tennyson was not able to attend the meeting but submitted a detailed report that will be included in the December County Board agenda packet. Michele Hopp attended the meeting on behalf of the Regional Office of Education. Michele explained that, with the help of a co-worker, the office continues to conduct Health Life Safety inspections. She also reported that she was involved in the Regional Spelling Bee, which would include over 24 students this year.

XII. Veterans Assistance

No one attended from Veterans Assistance.

XIII. Zoning / Planning

A. Report

Dee Duffy walked the committee through the monthly report submitted from Zoning.

Alice Henkel walked the committee through conditions of the Special Use Permit granted under Petition No. 22-P-1598 and 22-P-1599. This information will be included in the December 2022 County Board agenda packet.

B. ACTION ITEMS

1. Going To The Zoning Board of Appeals

There were no petitions going to the Zoning Board of Appeals.

2. Coming From The Zoning Board of Appeals

- a. Petition 22-P-1598, Special Use for a community solar project – South Dixon Township

**Motion** to move Petition 22-P-1598, Special Use for a community solar project, to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

- b. Petition 22-P-1599, Special Use for a community solar project – South Dixon Township

**Motion** to move Petition 22-P-1599, Special Use for a community solar project, to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

3. Going To The Planning Commission

- a. LESA Appeal – Karl and Kathy Koehling, PPN#21-12-12-400-005 in Willow Creek Township

4. Coming From The Planning Commission

There were no petitions coming from the Planning Commission.

The Amended Zoning Building Permit Fees item was mistakenly omitted from the agenda. The topic was discussed, but no action was taken. The fees schedule resolution will be included in the December County Board agenda packet.

XIV. Unfinished Business

XV. New Business

The committee walked through the OnBoard testing module.

XVI. Executive Session

There was no request for an Executive Session.

XVII. Adjournment

**Motion** to adjourn at 9:40 a.m. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

The next meeting of the County Services Committee is scheduled for 9:00 a.m., Monday, January 9, 2023