



# County Services Committee Minutes

Lee County, Illinois

May 15, 2023 at 9:00 AM CDT

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

## I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Jack Skrogstad.

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

Danielle Allen was absent. Jack Skrogstad, Katie White, Ron Gascoigne, and Reed Akre all attended in person.

Also present: Dean Freil, Keane Hudson, and Tom Kitson (Board Members), Cathy Ferguson-Allen (Administrator/Health Department), Dave Anderson (County Engineer/Highway Department), Charley Boonstra (State's Attorney), Jennifer Boyd (Assessor), Dee Duffy (Zoning Administrator), Sami Elarifi (GIS Coordinator), Greg Gates (LOTS), Alice Henkel (Renewal Energy Coordinator), Jennifer Kolb (Environmental Health Coordinator/Health Department), Wendy Ryerson (County Administrator), Chris Tennyson (ROE Superintendent), and Becky Brenner (Board Secretary) all attended in person. Angie Shippert (Board Member) attended via Zoom video conferencing.

## III. Public Attendees

No members of the public were in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (April 10, 2023)

Minutes from the April 10, 2023, County Services Committee Meeting were approved as presented without modification.

## V. Transportation/Solid Waste

### A. Highway Report

#### 1. Intergovernmental Agreement with South Dixon Township (Discussion Only)

Dave Anderson reported that he had drafted an intergovernmental agreement with South Dixon Township that would most likely be presented to the committee at the June meeting. He explained that the Highway Department maintains a satellite site on West 4th Street in Dixon that currently houses several trucks, an end loader, and a small salt shed. County routes that are close to Dixon use supplies from this site for quicker response times. Because the County has been in discussions regarding the possibility of building a new Highway Department, the future of the 4th. Street site is being considered. Dave

spoke with the Highway Commissioner in South Dixon Township, and he is interested in building a salt storage facility on the location and would be willing to increase the size of the new building to accommodate certain County Highway operations. Specific details would be worked out and any agreement will be presented for review to the County Administrator and the State's Attorney for review prior to any consideration by the Board. The topic was for discussion only, no action was necessary.

B. Solid Waste Report

No report was given for Solid Waste.

VI. Assessor's Office - GIS Department

A. Assessor's Office

Jennifer Boyd reported the following information from the Assessor's Office:

- The office continues to work through the annual task list compiled from information provided by the Township Assessors and Field Inspectors.
- The office is working through a list of properties in Woodhaven that were damaged by the EF2 tornado that went through the area at the end of March. The field inspectors will be visiting the properties to evaluate and assess the damage.

1. Resolution to Appoint Cole Olson to Fill Lee County Board of Review Vacancy

Jennifer Boyd explained that Tom Mead had retired from the Lee County Board of Review effective May 31, 2023. In light of the resignation, she is asking that the committee move the Resolution to Appoint Cole Olson to the Lee County Board of Review to the Executive Committee for inclusion on the May County Board agenda. Jennifer went on to explain that this appointment is slightly different than the others she submitted in that the following qualifications must be met:

- Three-member panel (35 ILCS 200/6-5)
  - Two members affiliated with the political party polling the highest vote of any county office in the county; One member not affiliated with that party.
- Appointed by the County Board Chair, with the consent of the County Board
  - 2-year term, commencing on June 1st
- Per 35 ILCS 200/6-10, "shall within one year of taking office successfully complete a basic course in assessment by the Department [of Revenue]".

**Motion** to move the Resolution to Appoint Cole Olson to Fill the Lee County Board of Review Vacancy to the Executive Committee for

inclusion on the May County Board agenda. **Moved** by Reed Akre. **Second** by Katie White. **Motion** passed unanimously by voice vote.

2. Resolution to Reappoint Lori Erbes to the Lee County Board of Review  
Jennifer Boyd asked the committee to move the reappointment of Lori Erbes to the Lee County Board of Review to the Executive Committee for inclusion on the May County Board agenda. Ms. Erbes was originally appointed to the Lee County Board of Review in 2013 and brings roughly 10 years of experience to the process.

**Motion** to move the Resolution to Reappoint Lori Erbes to the Lee County Board of Review to the Executive Committee for inclusion on the May County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

3. Resolution to Reappoint James Burke to the Lee County Farmland Assessment Review Committee  
Jennifer Boyd asked the committee to move the reappointment of James Burke to the Lee County Farmland Assessment Review Committee to the Executive Committee for inclusion on the May County Board agenda. Mr. Burke was originally appointed to the Lee County Farmland Assessment Review Committee in 2011 and brings roughly 12 years of experience to the process.

**Motion** to move the Resolution to Reappoint James Burke to the Lee County Farmland Assessment Review Committee to the Executive Committee for inclusion on the May County Board agenda. **Moved** by Katie White. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

B. GIS Department

Before giving his report, Sami Elarifi, who is originally from Sudan, took the time to share with the committee updates regarding the crisis in Sudan from a very frightening and personal perspective. After his immediate family witnessed horrific attacks and multiple deaths in their neighborhood, they began their difficult and dangerous two-week journey to a neighboring Country. The family was forced to leave all their belongings behind, but thankfully, arrived safely at their destination.

Updates to his GIS report included the following office projects:

- Updating the 911 Flex and Zoning maps.
- Creating and verifying the mailing list for adjacent landowners for Zoning petitions.
- Created and submitted the City of Dixon Road network data
- Processing the most recent parcel data change requests - split and combination transactions.

## VII. County Board

Wendy Ryerson walked the committee through several topics that would be coming to the May County Board meeting for action.

- Bid approval for the vacant lot at 2500 West 4th Street in Dixon. This property had been identified early on by the Abandoned Property Focus Group. The unsafe conditions were mitigated (asbestos removed, mobile home removed, and the well was sealed). The property was advertised in the newspaper soliciting sealed bids for the purchase of the property. Two sealed bids were received with the winning bid being \$5,006. Total expenses for the project were \$15,599, which were paid for from the American Rescue Plan Act funds.
- The County has been working with the City of Amboy, Mayor, and Town Council to finalize the next revision of the Amboy Dispatch Agreement. Since 2011 the County has entered into an intergovernmental agreement with the City of Amboy to provide police dispatching. Using a different methodology, the agreement was revised based on a percentage of 911 calls dispatched to the city. The annual fee changed from approximately \$21,000 to \$26,500 per year. The Amboy City Council plans to approve the revised agreement at their May 15th meeting.
- Guaranteed Energy Savings Contract-Selection of Qualified Provider. This process provides an alternative method to the typical competitive bid process, specifically relevant to projects with energy savings potential. Qualified providers are selected through an RFP process. Providers then work with the County to identify specific energy saving projects, engineer the project, calculate project costs, and calculate energy savings. The qualified provider develops a guaranteed energy savings contract in which the energy savings are guaranteed by the provider. The goal is to offset the cost of the project (at least in part) with the energy savings over the life of the contract. An RFP was issued to identify a qualified provider and two companies have already given presentations on their written proposals. Statutorily the County is required to have an independent engineer review the proposals on behalf of the County, which has been done.

## VIII. County Clerk's Office

### A. Monthly Report

Nancy Petersen was not able to attend the meeting, but submitted a report that will be included in the May County Board agenda packet.

### B. RES: Rental Housing Support (RHSP) Recording Fee

Wendy Ryerson explained that the Rental Housing Support Program has been in place for years. Recently the State mandated a fee increase per Public Act 102-1135. All Revenue goes to the Illinois Housing Development Authority to fund a program that provides rental support to those in need. The fee is being

increased from \$9.00 to \$18.00 per recorded document. Board approval is for transparency and authorizes the County Clerk and Recorder to increase the fee on the statutorily required predictable fee schedule published for the benefit of the public.

**Motion** to move the Mandated Increase of Rental Housing Support Program Surcharge Resolution to the Executive Committee for the inclusion on the May County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

IX. IT Department

Paul Gorski was not able to attend the meeting, but submitted a detailed report that will be included in the May County Board agenda packet.

X. LOTS

A. Monthly Report

Greg Gates walked the committee through the detailed report he submitted. The full report will be included in the May County Board agenda packet.

Highlights included:

- The initial meeting of the Reagan Mass Transit District Governing Board was held on the evening of May 9, 2023.
- Initial paperwork registering the RMTD with the Secretary of State was approved in March of 2023.
- FY 2024 applications have been submitted to IDOT. IDOT expects to execute FY 2024 contracts no later than July 1, 2023.

XI. ROE

A. Monthly Report

Chris Tennyson walked the committee through the detailed report that he submitted to the committee. The full report will be included in the May County Board agenda packet. Highlights included:

- ROE plans to start the move to their new location (2214 E. 4th. Street, STE B, in Sterling right next to Goodwill) during the week of June 12th.
- The annual Education Symposium was held April 21, 2023, at Sauk Valley Community College. 20 local high school seniors graduated with their education pathway endorsement.
- The NEXUS Program was the recipient of a \$7,000 grant from the Rochelle Community Foundation. Funds will be used to expand and support IRIS partnerships in the Rochelle Community.

XII. Veterans Assistance

A. Request for Volunteer Drivers (Discussion Only)

Jim Gorman was not able to attend the meeting but expressed the office's dire need for volunteer drivers to help get Veterans to appointments locally and in the Quad Cities and the Veterans Hospital in Iowa City.

XIII. Zoning / Planning

A. Monthly Report

Dee walked the committee through her detailed monthly report. She mentioned that the ZBA had wrapped up the hearings for the Maple's Road Community Solar Project on May 11th. This petition will be on the May County Board agenda for consideration. The ZBA will be conducting hearings for three (3) additional community solar petitions in the coming weeks.

B. Action Items

1. Petitions Going To the Zoning Board of Appeals - 1 Petition

- a. Petition 23-P-1604, by Woosung Solar LLC, PPN# 16-01-13-100-001 and PPN# 16-01-14-200-003, Special Use for a Solar Energy System – Palmyra Township

**Motion** to move petition 23-P-1604 to the Executive Committee for inclusion on the May County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

2. Petitions Coming From the Zoning Board of Appeals - 1 Petition

- a. Petition 23-P-1605, by Maple Road Solar 1 LLC, PPN# 07-02-36-400-008, Special Use for a Solar Energy System - Dixon Township

**Motion** to move petition 23-P-1605 to the Executive Committee for inclusion on the May County Board agenda. **Moved** by Katie White. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

3. Petitions Going To the Planning Commission - None

There were no items on the agenda Going To the Planning Commission.

4. Petitions Coming From the Planning Commission - None

There were no items on the agenda Coming From the Planning Commission.

XIV. Unfinished Business

There were no items on the agenda under Unfinished Business.

XV. New Business

- A. Lee County Health Department - Proposed Environmental Health Code Updates

Cathy Ferguson-Allen and Jennifer Kolb attended the meeting to walk the committee through any questions they had concerning the Proposed Environmental Health Code updates. Katie White reported that all the requested revisions were approved by the Lee County Board of Health during their May 9, 2023, meeting. Jennifer Kolb gave the following updates:

- Codes had not been updated since 2010.
- An increase in fee structure was requested in the Septic, Water, and Food Codes.
- A ten-year fee structure that includes a fee increase every two years is being requested.
- Because the County is seeing more mobile food vendors, a six-month permit would be available to qualified vendors. The six-month fee is half the cost of a one-year permit.
- The Health Department's cost of providing services, and the fee structure of surrounding Counties was taken into consideration when considering increases. The new fee structure will gradually bring Lee County closer to the fees currently charged by neighboring Counties.

**Motion** to move the Proposed Environmental Health Code Updates to the Executive Committee for inclusion on the May County Board agenda.

**Moved** by Katie White. **Second** by Ron Gascoigne. **Motion** passed unanimously by voice vote.

#### XVI. Executive Session

No request was made for an Executive Session.

- ❖ Before the meeting adjourned, Tom Kitson presented the committee with an update from the Tourism Focus Group. He shared the objectives of the group and background information regarding how and why the committee was formed. He went on to explain that the City of Dixon had notified Lee County on December 29, 2022, with their intentions to withdraw from a 2004 agreement made with the County that split the Hotel Motel tax between the two parties evenly (less 1.5% administrative fee). Without the agreement with the City Dixon, the County would see a reduction in revenue of roughly \$49,000 annually. The focus group met several times to discuss potential tourism marketing options. The group met with the present Lee County Tourism office, Blackhawk Waterways, and Discover Dixon. The recommendation coming from the committee that will be presented during the May County Board Meeting are listed below:

1. Recommended pursuing contract with Discover Dixon
  - 2-Year contract @ \$45,000 annually
  - Quarterly (or more frequent) reports to the Board on tourism activities

- County Board would have an Ex-officio member on Discover Dixon Board
  - Grant would begin as soon as awarded/received
  - Transition day-to-day operations as of November 30, 2023
- 2. Met with Lee County Tourism Board of Directors
  - Both parties agreed there is a need to develop a MOU for the dissolution of Lee County Tourism
  - Per Lee County Tourism by-laws, all "funds and financial records and other property shall become the property of the County of Lee"
- 3. Lee County will need to revise Lee County Tourism Ordinance (Codes) to reflect change.

XVII. Adjournment

**Motion** to adjourn at 9:51 a.m. **Moved** by Katie White. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

The next County Services Committee is scheduled for  
9:00 a.m., on Monday, June 12, 2023

Respectfully submitted by:  
Becky Brenner - Board Secretary