



# Lee County Properties, Planning, and Zoning Committee Meeting Minutes

Lee County, Illinois

Oct 11, 2022 at 11:00 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 11:00 a.m., by Chair Tom Wilson.

## II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dave Bally, Bill Palen, Marvin Williams, Rick Humphrey, and Jack Skrogstad

Bill Palen was absent. Rick Humphrey attended via Zoom video conferencing. Tom Wilson, Dave Bally, Marvin Williams, and Jack Skrogstad attended in person.

Also present: Bob Olson (County Board Chair)(11:00-11:05), John Nicholson (County Board Vice Chair)(11:06-11:24), Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Nancy Petersen (County Clerk and Recorder), Dee Duffy (Zoning Administrator)(11:06-11:09, 11:20-11:27), Teri Zinke (Animal Control Administrator)(11:02-11:07), Greg Gates (LOTS), Greg Saunders (Maintenance Supervisor)(11:00-11:22), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Attendees

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## IV. Approval of the Minutes from the Previous Meeting - (September 13, 2022)

Minutes from the September 13, 2022, Lee County Properties Planning and Zoning Committee Meeting were approved as presented no modifications.

## V. Animal Control Department

### A. Report

Teri Zinke submitted reports reflecting the activity in the office from April - June and July - September. These reports will be included in the October County Board agenda packet.

1. April 1, 2022 - June 30, 2022 Numbers
2. July 1, 2022 - September 30, 2022 Numbers

## VI. LOTS

A. Report

Greg Gates walked the committee through the comprehensive report that he submitted. The full report will be included in the October County Board agenda packet. Highlights included:

- Final version of the Reagan Mass Transit District resolution will be coming to the October County Board Meeting.
- Video surveillance cameras have been installed in 14 buses and 2 minivans.
- Ridership continues to increase.

B. Action Items

1. BAR Form for Safety and Security Plan
2. Revised Safety and Security Plan

**Motion** to send the LOTS Revised Safety and Security Plan to the Executive Committee for inclusion on the Full County Board Agenda.

**Moved** by Marvin Williams. **Second** by Dave Bally. **Motion** passed unanimously by voice vote.

VII. Maintenance Department

A. Report

1. Old LEC Demolition Drawings

Greg reported that the demolition drawings for the Old LEC had been received. The work for the demolition will go out for bid in the near future.

2. Facility Improvements Updates

Greg Saunders reported on the following facility improvements:

- Greg wanted to thank the IT and Election Departments for working with Maintenance to get the new generator installed and running at the Old Courthouse. A power outage was simulated, and everything went very well.
- New flooring and ceiling tiles had been installed in the Chairman's Office and Conference Room. The area was also painted. A kitchenet will be installed in the conference room within the next few days.
- A new sewer line was run from the first floor to third floor.

Tom Wilson reported that due to the situation in the last couple weeks with the bats, one employee was required to get the rabies vaccination.

The building was tuck-pointed earlier in the year and windows were caulked. Repairs will be done to the roof to further tighten up the building to keep an incident like this from happening in the future.

Tom went on to explain that the second boiler project in the New Courts Building is slated to go out to bid by the end of November. The HVAC system in the New Courts Building is slated to go out for bid by the first of the year.

B. ACTION ITEMS

1. Work Orders Review and Approval

There were no work orders to review.

2. Old Courthouse Elevator Repair Approval

**Motion** to move the Old Courthouse Elevator Repair Project to the Finance Committee for approval and inclusion on the Full County Board agenda. **Moved** by Marvin Williams. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

3. Approval to go out for bid for Service Agreements at the LEC, New Courts Building, and Old Courthouse.

Wendy Ryerson explained that the cost for the service agreements for the Old Courthouse, LEC, and New Courts Buildings were included in the 2023 budget. The County procurement policy requires the project parent committee to approve the process of going out for bid.

**Motion** to approve the Properties Committee to go out for bid for the Service Agreements at the LEC, New Courts Building, and Old Courthouse. **Moved** by Dave Bally. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

VIII. Zoning

A. Report

Dee Duffy submitted a detailed report from Zoning to the committee but was briefly called out of the meeting.

B. Procedures, Restructuring, and Enforcement Updates - Board Member Jack Skrogstad

Jack Skrogstad and Wendy Ryerson reported that they, along with Dee Duffy and Alice Henkel, had gotten the opportunity to sit in on a Zoning software demo presentation. The software is a module build out from the current tax

administration software that the County uses. The new software would streamline the permitting process and would tie in existing historical records.

C. ACTION ITEMS

1. Going To The Zoning Board of Appeals

- a. Petition 22-P-1602, Lee County Zoning Map Amendments - See attached for parcel numbers

**Motion** to move Petition 22-P-1602 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Dave Bally. Second by Jack Skrogstad. **Motion** passed with four (4) votes in favor and (1) vote against. Tom Wilson, Dave Bally, Marvin Williams, and Jack Skrogstad voted in favor. Rich Humphrey voted against.

2. Coming From The Zoning Board of Appeals

- a. Petition 22-P-1597, Special Use for a community solar project - Franklin Grove Township

**Motion** to move Petition 22-P-1597 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Dave Bally. Second by Jack Skrogstad. **Motion** passed unanimously by voice vote.

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

**Motion** to move Petition 22-P-1598 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Marvin Williams. Second by Dave Bally. **Motion** passed unanimously by voice vote.

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

**Motion** to move Petition 22-P-1599 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Marvin Williams. Second by Jack Skrogstad. **Motion** passed unanimously by voice vote.

IX. Planning Commission

A. ACTION ITEMS

1. Coming From The Planning Commission

- a. Petition 22-PC-68, Text Amendment for Wind Energy Systems  
**Motion** to move Petition 22-PC-68 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Dave Bally. Second by Jack Skrogstad. **Motion** passed unanimously by voice vote.
- b. Petition 22-PC-69, Text Amendment for Solar Energy Systems  
**Motion** to move Petition 22-PC-69 to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Dave Bally. Second by Jack Skrogstad. **Motion** passed unanimously by voice vote.

2. Coming To The Planning Commission - None

X. Renewable Energy

A. Report

There was no report from Renewable Energy.

XI. Unfinished Business

No items under Unfinished Business.

XII. New Business

A. TEST Voting System

Wendy Ryerson walked the committee through a test vote using the OnBoard software. With the new Boardroom technology installed, it is the goal of the Board to start using electronic voting on all motions beginning with the December 2022 meetings.

XIII. Executive Session

There was no request for an executive session.

XIV. Adjournment

Motion to adjourn at 11:30 a.m. Moved by Jack Skrogstad. Second by Dave Bally. Motion passed unanimously by voice vote.

The next Properties, Planning, and Zoning Committee is scheduled for  
9:00 a.m., Tuesday, November 15, 2022.