



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

Lee County, Illinois

Jun 14, 2022 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 Vice Chair Dave Bally.

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

Chair Tom Wilson attended via Zoom video conferencing. All other members attended in person.

## III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chairperson), Charley Boonstra (State's Attorney), Teri Zinke (Animal Control Administrator)(9:00-9:25), Brandi Barkowski (Animal Control)(9:00-9:25), Greg Saunders (Maintenance Supervisor), Alice Henkel (Renewable Energy Coordinator), Jonathan Henrikson (IT), and Becky Brenner (Board Secretary) all attended in person.

## IV. Approval of the Minutes from the Previous Meeting - (May 10, 2022)

The minutes from the May 10, 2022, Lee County Properties, Planning, and Zoning Committee Meeting were approved without modification.

## V. Review of monthly claims report

The claims report showing all of the claims submitted and paid for from May 13, 2022 - June 9, 2022, from Animal Control, LOTS, Maintenance, Zoning, and Planning was made available to committee member in the OnBoard resource folder. A complete list of all the claims paid during this time frame will be included in the June County Board agenda packet.

## VI. Administrator and Department Head Reports

### A. Animal Control

Teri Zinke walked the committee through the reports and graphs that she submitted to the committee detailing the activity in the Animal Control Office for

the past six (6) months. This information will be included in the June County Board agenda packet.

B. Zoning Office

Dee Duffy was not able to attend the meeting, but submitted a report detailing the activity in the Zoning Office. The full report will be included in the June County Board agenda packet.

C. LOTS

Greg Gates was not able to attend the meeting, but submitted a report detailing the activity at LOTS. The full report will be included in the June County Board agenda packet.

VII. Petitions Going to the Zoning Board of Appeals - None

VIII. Petitions Going to the Planning Commission - None

IX. Petitions Coming from the Zoning Board of Appeals - None

X. Petitions Coming from the Planning Commission - None

XI. Renewable Energy Committee Updates - Board Member Chris Norberg / Alice Henkel

Alice Henkel reported the following information from the Renewable Energy Committee:

- The Renewable Energy Committee last met on May 26, 2022, at 9:00 a.m.
- During the meeting the Committee motioned to send the draft Pipeline Ordinance to the Properties Committee for approval. Alice and Chair Chris Norberg continue to work with Chastain and Associates LLC to complete the draft ordinance.
- The committee has started the review of the wind and solar ordinances
- Once the draft wind, draft solar, and draft pipeline ordinances are completed, the committee will begin constructing the battery storage ordinance
- The next meeting of the Renewable Energy Committee is scheduled for July 5, 2022, at 9:00 a.m.

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

There were no updates on this item.

### XIII. Old Business

#### A. Repurposing of the Old Jail - Continuing Status Update

Tom Wilson reported the following information regarding the repurposing of the Old Jail

- The asbestos abatement project contract has been approved by the State's Attorney and is on the agenda to move to the County Board for approval
- The project drawings are on hold until September of 2022, at which time the County will know whether or not part of the project will be grant funded.
- Following the asbestos abatement, demolition will continue on the lower level of the building which will house vehicles and equipment for the Maintenance Department. The lower level is not included in the project that will be going out for bid.

#### B. New Courts Building Boiler Replacement Project - Continuing Status Update

Greg Saunders reported the following information regarding the New Courts Building (addition) Boiler Replacement Project:

- After review and approval by the State's Attorney, the contract for Loescher Heating and Air Conditioning was signed.
- Stamped drawings had been received and approved.
- A project schedule from Loescher's will be forthcoming

### XIV. New Business

#### A. Animal Control Ordinances - Tabled in May 2022

All Board Members were emailed a copy of the proposed changes to the Animal Control Ordinance.

**Motion** to take the Animal Control Ordinance off the table. **Moved** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

**Motion** to move the Animal Control Ordinance, with the current revisions, to the Executive Committee for inclusion on the County Board agenda to lay over until July. **Move** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

B. Approval to go out for bid for HVAC Preventative Maintenance Services Contracts

Tom Wilson explained that the HVAC preventative maintenance services contracts were crucial for the upkeep and optimal performance of the equipment in the Old Courthouse, the New Courts Building, and the New LEC. Each contract will be written for the specific scope of work and schedule required to maintain the equipment unique to each building.

**Motion** to approve going out to bid for the HVAC Preventative Maintenance Services Contracts for the Old Courthouse, the New Courts Building, and the New LEC. **Moved** by Bill Palen. **Second** by Marvin Williams. **Motion** passed unanimously by voice vote.

C. Approval to go out for bid for the Boiler in the Original Old Courts Building

Tom Wilson wanted to clarify that the boiler project that had recently been awarded to Loesch Heating and Air Conditioning was the boiler system in the newest part (addition) of the New Courts Building. The boiler project that is listed here is for the boiler system in the older (original) part of the New Courts Building.

**Motion** to approve going out to bid to replace the boiler system in the Older (Original) part of the the New Courts Building. **Moved** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

D. Approval to go out for bid for the entire New Courts Building HVAC

Tom Wilson reported that replacing the entire New Courts Building HVAC system was a massive undertaking and initial cost estimates were over \$2.5 million. Professionals are currently working on project reports, bid scope letters, and air handling specifications. He is hoping to have bids by September 1, 2022. Heating and cooling experts are working up the specifications for the project and engineered stamped drawing will be required from all contractors as a part of the bidding process.

**Motion** to approve going out for bid to replace the entire New Courts Building HVAC system. **Moved** by Marvin Williams. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

E. Asbestos Removal Quote Approval

**Motion** to move the Asbestos Removal Quote for \$29,940, for the Asbestos Removal in the Old LEC, from ARPA Capital, to the Finance Committee for

approval. **Moved** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

F. Pipeline Ordinance

Alice Henkel explained earlier in the meeting that the pipeline ordinance was not completed and would not be presented to the Properties Committee at this time.

XV. Appointments - None

There were no appointments.

XVI. Executive Session

There was no request for executive session.

XVII. Adjournment

**Motion** to adjourn at 9:37 a.m. **Moved** by Jack Skrogstad. **Second** by Bill Palen. **Motion** passed unanimously by voice vote.

The next Lee County Properties, Planning, and Zoning Committee Meeting will be  
9:00 a.m., on Tuesday, July 12, 2022