



# County Services Committee Minutes

Lee County, Illinois

Feb 14, 2023 at 9:00 AM CST

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

## I. Call to Order

Meeting was called to order at 9:03 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 were present in person.

Also present: Keane Hudson and Mike Koppien (Board Members), Dave Anderson (Highway Department/County Engineer), Charley Boonstra (States Attorney), Jennifer Boyd (Assessor), Sami Elarifi (GIS Coordinator), Greg Gates (LOTS), Paul Gorski (IT Administrator), Alice Henkel (Renewable Energy Coordinator), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Chris Tennyson (ROE), and Becky Brenner (Board Secretary) all attended in person. Angie Shippert (Board Member) attended via Zoom video conferencing.

## III. Public Attendees

No one from the public was in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (January 9, 2023)

Minutes from the January 9, 2023, County Services Committee Meeting were approved as presented without modification.

## V. Transportation/Solid Waste

### A. Highway Report

#### 1. Resolution for Improvement Under Illinois Highway Code (RBI Funds)

Dave Anderson explained that the Resolution for Improvement Under Illinois Highway Code is an appropriations resolution pertaining to the expenditures of the Rebuild Illinois Grant funds. The County received \$1,277,811 in six (6) payments over three (3) years that was required to be spent within five (5) years. Dave went on to explain that IDOT instructed the County to deposit the RBI funds into the Motor Fuel Tax account. When the State of Illinois passed the capital bill back in 2019 one of components of the bill included a bonded portion. This resolution identifies the bondable portion/project as the construction/repairs to Rockford Road South of Amboy.

**Motion** to move the Resolution for Improvement Under Illinois Highway Code to the Executive Committee for inclusion on the February County Board agenda. **Moved** by Reed Akre. **Second** by Katie White. **Motion** passed unanimously by voice vote.

2. Award of Bids from the February 10, 2023 Letting

Dave Anderson explained that the bids totaled roughly \$2.2 million, \$1.7 - \$1.8 million in which would be township seal coat.

SECTION NO.	DESCRIPTION	LOW BIDDER	BID PRICE
23-XX000-00-GM	Township Seal Coat	All Low Bidders	n/a
23-XX000-01-GM	Township/County Crack Seal	SKC Construction, Inc.	\$247,840
23-00000-00-GM	County Seal Coat	Helm Civil	\$71,819.76
23-00000-02-GM	County Patch Mix	All Bidders	n/a
23-00000-04-GM	Pipe Culverts	All Bidders	n/a

**Motion** to award the bids as presented to the committee (see above) subject to Highway Commissioner concurrence, as applicable, and IDOT review. **Moved** by Reed Akre. **Second** by Katie White. **Motion** passed unanimously by voice vote.

B. Solid Waste Report

Dave Anderson reported that electronics recycling would resume the first week in April 2023.

VI. Assessor's Office - GIS Department

A. Assessor's Office

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

- Board of Review met on February 8th for 19 hearings.
- Board of Review met on February 10th to finalize the outcome of the hearings and would formerly adjourn the session on the afternoon of the February 14th.
- Jennifer thanked the Bailiff's for checking on office during the hearings.
- The office is wrapping up the 2022 assessment year and reviewing the Change Finder Software data.
- Work has begun on the 2023 quadrennial reassessment of Alto, Reynolds, Viola, Willow Creek, Brooklyn, and Wyoming Townships.
- Jennifer reported that a student graduating from the University of Wisconsin-Whitewater in December of 2023, will be doing a full -time summer internship with the County in the GIS Department. He is scheduled to join the office full-time after graduating in December 2023.

B. GIS Department

Sami Elarifi reported the following information from the GIS Department:

- He is working on the new GIS server deployment with a consultant from CloudPoint to configure and install the new GIS Enterprise System components. On January 17th he met with the database expert that will work on the Microsoft SQL server installation, configuration, and data migration for new services that will allow the public to access the new servers.

- Work continues on the ETSB, E911, and NG911 projects updating responder zones and adding new addresses.
- Work continues with the City of Dixon Water Department GIS systems.
- The office has processed solar and engineering consultant company requests for data to identify parcels for upcoming projects.

VII. County Board

There was no report from County Board.

VIII. County Clerk's Office

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

- Statements of Economic Interest have been mailed and are due back by May 1, 2023.
- Chief Deputy Kathy Grossman is retiring March 10th after 27 years with the County.
- Nancy is restructuring the Election, Recording, and Vital Records Offices due to the retirement, but has no plans to hire a replacement employee until after the Election on April 4, 2023. She did explain that Tax Extension will be moving from the first floor to the second floor near Recording.
- Early voting will be available on February 23rd, Monday - Friday 8:15 am - 4:15 pm. The office will also be open on Saturday, April 1st for early voting.

IX. IT Department

A. Monthly Report

Paul Gorski reported the following information from the IT Department:

- Zachary Owen, IT Technician, resigned effective Friday, February 10, 2023. Paul is working with the Administrator to fill the vacancy. The job is posted on the County website and a variety of online search portals.
- Jonathan Henrikson has been promoted to IT Technician Level 2.
- Paul explained that New Courts received a technology grant for \$200,000.
- He has been working with Syndeo to upgrade the network in New Courts to better support the additional grant funded security cameras, printers, and computers.
- The leecountyil.com and countyoflee.org website and email addresses will be converted to leecountyil.gov.

X. LOTS

A. Monthly Report

Greg gates walked the committee through the in-depth report that he submitted. The full report will be included in the February County Board Agenda packet. Highlights included:

- Continuing Development of the Reagan Mass Transit District.
- Contracts development for FY2024.
- 5311 Contract will be increased by roughly \$37,000.

- B. Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement

**Motion** to move the Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement to the Executive Committee for inclusion on the February County Board agenda. **Moved** by Ron Gascoigne. **Second** by Reed Akre. **Motion** passed unanimously by voice vote.

- C. Public Transportation Applicant Ordinance

Greg Gates explained that the Public Transportation Applicant Ordinance and Special Warranty is a standard protocol document that IDOT requires from the County.

**Motion** to move the Public Transportation Applicant Ordinance and Special Warranty to the Executive Committee for inclusion on the February County Board agenda. **Moved** by Ron Gascoigne. **Second** by Katie White. **Motion** passed unanimously by voice vote.

XI. ROE

- A. Monthly Report

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

- Meridian School District Superintendent PJ Caposey was named Illinois Superintendent of the Year.
- Kim Radostits, Spanish teacher at Oregon High School was named 2022 Illinois Teacher of the Year.

XII. Veterans Assistance

No report from Veterans Assistance.

XIII. Zoning / Planning

- A. Monthly Report

Alice Henkel walked the committee through the February Zoning report. This report will be included in the February County Board agenda packet.

- B. Action Items

1. Petitions Going To the Zoning Board of Appeals - None
2. Petitions Coming From the Zoning Board of Appeals
  - a. Petition 22-P-1600, Special Use for a community solar project – Bradford Township
  - b. Petition 22-P-1601, Special Use for a community solar project – Bradford Township
  - c. Petition 22-P-1603, Special Use for outdoor storage for campers, boats, trailers, and recreational vehicles – Lee Center Township

**Motion** to move Petition 22-P-1600, Petition 22-P-1601, and Petition 22-P-1603 to the Executive Committee for inclusion on the February County Board agenda packet. **Moved** by Reed Akre. **Second** by Ron Gascoigne. **Motion** passed unanimously by voice vote.

3. Petitions Going To the Planning Commission - None
4. Petitions Coming From the Planning Commission - None
5. Approval to Hire BEST, Inc. Employee in the Zoning Office

The Zoning Office was given the opportunity to be enrolled in the BEST Internship program. This program works with businesses to provide the participating applicants with work experiences and develop work habits and skills needed when entering the workforce. BEST is responsible for paying the intern's wages and will also provide worker's compensation insurance coverage. The Zoning Office has been in need for someone to scan the older petitions and building permits into one software program. Currently, the zoning documents date back to the 1960's and are being stored in a supply room. When hired, the intern would be greeting customers, answering phone calls, typing letters for the staff, and scanning documents. The position involves a 29 hour a week work schedule for up to 25 weeks.

**Motion** to approve the BEST, Inc. employee in the Zoning Office. **Moved** by Katie White. **Second** by Ron Gascoigne. **Motion** passed unanimously by voice vote.

XIV. Unfinished Business

There were no items under Unfinished Business.

XV. New Business

There were no items under New Business.

XVI. Executive Session

There was no request for an Executive Session.

XVII. Adjournment

**Motion** to adjourn at 9:52 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, March 13, 2023.