



This meeting was held via conference call per the Governor of Illinois, J.B.Pritzker's signed "Executive Order 2020-07" on March 16, 2020, Section 6, during the duration of the Gubernatorial Disaster Proclamation of March 9, 2020, the provisions of the open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended and "Executive Order 2020-08" on March 21, 2020, all public gatherings in the State of Illinois of 10 People or more are prohibited during the duration of the Gubernatorial Disaster Proclamation of March 9, 2020.

The public was notified on January 8, 2021, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on January 12, 2021, at <http://www.youtube.com/channel/UCO3ZPalJgtBwmfph0rstLXA>

## **Properties/Planning/Zoning Committee Meeting – January 12, 2021**

Third Floor Boardroom, Old Lee County Courthouse – 9:00 a.m.

112 E Second Street, Dixon, Illinois 61021

Meeting called to order at 9:02 a.m. by Vice Chair Dave Bally

**Members present:** Vice Chair David Bally and John Nicholson were present in person, Chair Dave Bowers and Bill Palen attended via Zoom video conferencing.

**Members absent:** Marvin Williams

**Board Members Department Heads, or Employees present:** Charley Boonstra (State's Attorney), Greg Gates (LOTS)(9:00-9:54), Dee Duffy (Zoning Administrator)(9:00-9:15), Alice Henkel (Zoning Assistant)(9:00-9:15), Thom O'Malley (GIS), Jonathan Henrickson (IT Intern) and Becky Brenner (Board Secretary) were present in person, Cathy Myers (County Clerk), Greg Saunders (Maintenance Supervisor), Teri Zinke (Animal Control) and Kevin Lalley (EMA) all attended via Zoom video conferencing.

### **Approval of Minutes**

The December 2020 minutes of the Properties/Planning/Zoning Committee were approved without modification.

#### **Review of Claims & Reports**

**Motion from John Nicholson:** To approve all claims for Animal Control, Rabies, Maintenance, Zoning, and LOTS.

**Second by Dave Bowers:** Motion carried unanimously by voice vote.

### **Department Head Reports**

Dee Duffy introduced Alice Henkel to the committee. Alice is the Zoning Assistant and Renewable Energy Coordinator. On her second day at work, with Dee in quarantine, Alice was presented with a large FOIA request involving all of the Lee County windfarm projects. Dee also reported that the Zoning Board is still involved with Zoning petitions 20-P-1557 and petition 20-P-1558 and hearings will continue near the end of January.

Greg Gates walked the committee through the monthly LOTS report. Highlights included the formation of the Advisory Committee for the Mass Transit District Development, January 15, 2021 canopy completion date, and the dips in ridership during the holiday season. The full report will be included in the January County Board agenda packet.

Greg Saunders reported that he would be meeting with DeKalb Fiber on the 15<sup>th</sup> to look at running the fiber connection into the New Courts Building and across Galena to the Old Courthouse.

Teri Zinke reported that IT was able to get the information from the old software into a spreadsheet that can be downloaded into her new Shelter Manger software saving the office \$140.00.

### **Old Business**

Greg Saunders reported that the food pantry alarm system has gotten moved to the back burner because of other projects. He also reported that the sneeze guard and security door installation in the Treasurer's Office should be wrapped up by the end of January. He explained that maintenance is still waiting for the delivery of the carpet

squares for Judge Klahn's Courtroom area and that construction is still being done in the pit, so the carpet is on hold in that area. Greg also explained that he wanted to put the excess furniture and equipment item on the agenda on hold until after the construction. Some of the furniture is being repurposed in the new construction areas.

Greg Gates reported that the State plans to award the Shovel Ready Grant funding later in the month. He also explained that last month he distributed copies of the single audit that was provided by Greyhound and would be happy to answer any questions the committee might have. There were no questions from the committee so he would be moving forward with the audit.

Dave Bowers reported that weekly calls have been scheduled between Ficek and Syndeo. Syndeo is finalizing their runs between the New Courts Building and the Old Courthouse and getting service to the Old Courthouse. The priority plan will start with installation in the Health Department.

Dave Bowers reported that the Ad Hoc Committee reviewing the solar ordinance has met twice and has made progress. The next meeting is scheduled for January 22, 2021, at 9:00 a.m. The areas of interest are set backs and screening.

### **New Business**

Dave Bowers explained that Brad Hunsberger and Jim Dixon came to committee last month to ask that four (4) parcels next to the Food Pantry on West 4<sup>th</sup> Street be donated to Habitat for Humanity for new home sites.

**Motion by Dave Bowers:** To recommend to Executive Committee that the 4 (four) parcels be donated to Habitat for Humanity for housing in the Dixon community.

**Second by Bill Palen.**

The topic was opened up for discussion and Greg Saunders recommended that the 4 (four) lots be used to build storage buildings in the future for the County to house vehicles and equipment. With this in mind, Dave Bowers and Bill Palen withdrew their motion and second. Dave suggested that more research be done before donating the parcels.

**Motion by John Nicholson:** To table the Donation of four (4) County owed parcels to Habitat for Humanity item on the agenda.

**Second by Dave Bowers.** Motion carried unanimously by voice vote.

Greg Saunders reported that he was meeting with a company on January 13<sup>th</sup> to get a spec sheet for letting of the tuck pointing on the outside of the Old Courthouse.

Greg Saunders walked the committee through the New Courts Building HVAC control system repair item. Greg explained that new air conditioners were installed years ago but the control panel system was never updated.

**Motion by Dave Bowers:** To send the bid for \$5,755.00 to the Finance Committee for the HVAC repairs with a recommendation that the work is done by April 30, 2021.

**Second by John Nicholson.** Motion carried unanimously by voice vote.

Greg Saunders explained that after the new filing system was installed in the State's Attorneys closet it was discovered that there was not enough light in the room. He received a bid from Engel Electric for \$2,499.00 to install nine (9) led lights in the closet.

**Motion by Dave Bowers:** To send the bid for \$2,499.00 to the Finance Committee to approve.

**Second by Bill Palen.** Motion carried unanimously by voice vote.

Greg Saunders explained that he had a maintenance/janitorial employee resign earlier in the month so he would be advertising to find a replacement hire.

Dee Duffy explained that she would like to increase the fees for petitions. The fee to file a petition is currently \$525 which doesn't cover the per diem cost of the ZBA. She would also like to add an additional fee for petitions that will include multiple hearing dates. Also prompting her request was the increased cost of technology for IT to run the meetings with Zoom and YouTube, cost for additional electronic equipment and the cost to have security at the courthouse for evening meetings. Dee will get more feedback from the ZBA and bring the topic back to Properties in February.

Dave Bowers explained that Whiteside County had requested the use of the lobby area and two offices on the first floor of the Old LEC building to operate their Safe Passage Program. Safe Passages in a drug rehabilitation program

that Lee County also benefits from. It was understood that there would be some level of support for the additional utility costs.

**Motion by Dave Bowers:** To approve the use of the Old LEC for Substance Abuse and forward to the Finance and Executive Committees.

**Second by John Nicholson.** Motion carried unanimously by voice vote.

**Motion to adjourn by:** Bill Palen

**Second by John Nicholson.** Motion carried unanimously by voice vote.

Meeting adjourned at 10:19 a.m.

Respectfully submitted by,  
Becky Brenner – County Board Secretary

*The next scheduled meeting for Properties/Planning/Zoning Committee will be 9:00 a.m., on Tuesday, February 9, 2021*