



## **Properties/Planning/Zoning Committee Meeting – April 6, 2021**

Third Floor Boardroom, Old Lee County Courthouse – 9:00 a.m.  
112 E Second Street, Dixon, Illinois 61021

Meeting called to order at 9:00 a.m. by Chair Dave Bowers

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

**Members absent:** Dave Bally

**Board Members Department Heads, or Employees present:** John Nicholson (County Board Vice Chair), Charley Boonstra (State's Attorney), Greg Gates (LOTS), Alice Henkel (Zoning Assistant and Renewable Energy Coordinator), and Becky Brenner (Board Secretary) were present in person, Marilyn Shippert (Board Member), Teri Zinke (Animal Control), and Greg Saunders (Maintenance Supervisor) attended via Zoom video conferencing.

### **Approval of Minutes**

The March 2021 minutes of the Properties/Planning/Zoning Committee were approved without modification.

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

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

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

### **Department Head Reports**

Greg Saunders reported that the carpet in the pit area had been installed along with the trim molding around the edges of the room. The Maintenance Department is now in the process of moving in furniture and hanging televisions. They are also in the process of changing over equipment and tractors from snow removal ready to mowing.

Dee Duffy was not present at the meeting but provided a report that Dave Bowers read to the committee. Highlights included petitions coming to and from the Zoning Board of Appeals including the Big Sky Wind Repower petition that was submitted after the Properties agenda was posted but would be coming before the ZBA on May 6, 2021. The complete report will be included in the April County Board agenda packet.

Teri Zinke reported that the concrete for the inside kennels had been completed and she was pleased with the work that Nagy and Wentling Construction had done.

Greg Gates walked the committee through the monthly LOTS report. Highlights included the Disaster Transportation Agreements with Pinecrest Community, Heritage Square and Dixon Rehabilitation and Health Care Center. Greg also reported that the operator audits had been completed for 1<sup>st</sup> and 2<sup>nd</sup> quarter requisitions and ridership continues to increase. The full report will be included in the March County Board agenda packet.

### **Old Business**

Dave Bowers reported that the food pantry alarm system will be installed and completed as time allows. He also reported that the Lan and VOIP upgrades to the Old and New Courthouses, LOTS, Animal Control, and the Highway Department had been installed and were working. There is a glitch in the system with receiving faxes that is being addressed by the IT Department. Dave reported that additional equipment would be necessary in the New

Courts Building for Wi-Fi to accomplish what is needed to provide three (3) separate Wi-Fi networks. Proposals are being requested for this equipment. Additional equipment was also required at the Highway Department to make that system fully functional.

Greg Saunders reported that the carpet ordered for Judge Klahn's courtroom had not come in yet.

**Motion from John Nicholson:** To move the following items, that were on the cancelled County Board agenda for March, to April's Executive Committee agenda: Revisions to the Zoning and Building Permit Fees Resolution, Amending the Regulating Development of Solar Energy Systems Ordinance, Zoning Board of Appeals Meeting Dates Fiscal Year 2021 Resolution, LOTS Greyhound Single Audit, Mass Transit District Advisory Committee update, Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement, Public Transportation Applicant Ordinance, and Acceptance of the Special Warranty, Animal Control Kennel Project, and Approval to Award Old Lee County Courthouse Tuck Pointing Contract.

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

### **New Business**

Dave Bowers read through the Zoning petitions on the agenda coming from and going to the Zoning Board of Appeals.

**Motion from John Nicholson:** To move Petition 21-P-1560, petition 21-P-1561, petition 21-P-1559, petition 21-P-1562, and request from Brian Florschuetz for an extension on building home, to the Executive Committee.

**Second by Marvin Williams:** Motion carried unanimously by voice vote.

Greg Gates reported that within the next week he would be advertising for a replacement hire for the Assistant Director's position at LOTS. With the assistance of several colleagues, changes have been made to the job descriptions in terms of the rolls and responsibilities. Wage base and experience level required will remain the same.

Greg Saunders has been pricing out alarm systems for the Old Courthouse so swipe cards could be used to access the building instead of keypads. The intent is to match the same system that is used at the New Courts Building and the LEC so everything is compatible.

Dave Bowers and Teri Zinke walked the committee through the outside work being requested at Animal Control. This upgrade would include concrete, guillotine doors, outdoor kennel panels for runs, a secondary fence and a 5% contingency buffer. The bid submitted for this work was \$20,396. Money saved from the tuck-pointing project could be used to fund this upgrade.

**Motion from Bill Palen:** To recommend and move the Outside Kennel upgrades for Animal Control in the amount of \$20,396 to the Finance Committee.

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

Greg Saunders wanted to thank Dave Bowers for all his help and hard work in helping the Maintenance Department during his time on the County Board and as Chairman of Properties. Dave is resigning from the County Board effective April 15<sup>th</sup>.

**Motion to adjourn by Marvin Williams:**

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

Meeting adjourned at 9:50 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, May 11, 2021*