



Properties/Planning/Zoning Committee Meeting – August 10, 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 John Nicholson

Members present: Chair John Nicholson, Vice Chair Dave Bally, Bill Palen, Marvin Williams, and Tom Wilson were present in person.

Members absent: None

Board Members Department Heads, or Employees present: Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), Greg Gates (LOTS)(9:00-10:40), Sally Dempsey (Bookkeeper at LOTS)(9:00-10:40), Dee Duffy (Zoning Administrator)(11:35-11:40), Jonathan Henrikson (IT) and Becky Brenner (Board Secretary) were all present in person. Teri Zinke (Animal Control) attended via Zoom video conferencing.

Visitors: Emily Skill (Development Manager with Enel Green Power)(9:00-9:11), Ben Sych (Associate Development Manager with Enel Green Power)(9:00-9:11), and Anthony Neve (Senior Associate with Recall Strategies Public Affairs)(9:00-9:11). Steve Dilger and Mark Imfeld from Blackhawk Trail Riders (9:00-9:15).

Approval of Minutes

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

Emily Skill, Ben Sych, and Anthony Neve attended the meeting on behalf of Enel Green Energy to introduce the company and highlight the Bison Meadows Wind Project which is in the very early stages of development in Lee County. The project would be roughly 200 megawatts and the goal would be to have roughly 20,000 acres. The current project footprint is north of Amboy and west of Harmon. The company has opened a project office in Amboy at 10 E. Division Street.

Steve Dilger and Mark Imfeld from the Blackhawk Trail Riders attended the meeting to support the UTV Ordinance on the agenda. Steve explained that the popularity of UTV and side-by-side vehicles has just exploded in the area and passing the ordinance would bring additional revenue to the County.

Wendy Ryerson brought before the committee an example of how DeKalb County processes their claims. The County Clerk's Office enters claims into the accounts payable/receivable system and from that system prints out a report that is presented to the appropriate committee for review. The invoices are available for the committee for review as well. These reports are then combined for the County Board meeting and approved as a whole. Wendy talked to the County auditors and they were in favor of the process because of the paper trail and full transparency it provided. Wendy also reported that she had contacted Whiteside County and their system is similar to how Administrative Services is currently working through claims. In Whiteside any claim \$1,000 and budgeted is approved by the Department Head through the County Clerk's Office, \$1,000 to \$10,000 requires approval by the County Administrator, \$10,000 to \$30,000 requires approval by the committee and anything greater than \$30,000 requires a decision by the County Board for approval. She will continue to research the topic and consult with the Treasurer's Office and the County Clerk's Office for input and software compatibility before bringing a recommendation to the committee. The system was discussed in length by the committee.

Review of Claims & Reports

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

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

Department Head Reports

Greg Saunders reported that with the increase in COVID case, the Maintenance Department is ordering additional PPE supplies, changing HVAC filters more frequently and has ramped up their cleaning and disinfecting regiment. The department continues to paint in different areas, and he is working on collecting bids for new roof units for budgetary purposes. He is hoping to submit the HVAC project to the American Rescue Plan Act Grant.

Greg Gates walked the committee through the monthly LOTS report. Highlights included the completed revision of the CARES Contract; additional COVID relief funding from IDOT; and a new REBUILD Capital funding opportunity through IDOT. The full report will be included in the July County Board agenda packet.

Greg Gates also reported that he would like to see a meeting setup with the Reagan Mass Transit Advisory Board to keep the development of a mass transit moving forward.

Old Business

John Nicholson reported that he, along with Greg Saunders and Tom Wilson continue to meet with Berglund Construction regarding the current tuck-pointing project at the Old Courthouse and monitor the progress being made. An additional cost may be due for work that was not quoted in the original bid. The County currently has a credit with Berglund Construction because work was taken off the original bid before the project was started.

John Nicholson reported that the Administrator's Office had been completed.

Wendy Ryerson gave a report/update that she has been communicating with the Executive Committee on a weekly basis regarding the activities that she has been focusing on, or that have been handed to her. She is asking the Executive Committee, once she has settled in, to meet with her and go through a strategic planning session for specific direction, expectations, and goals they have regarding the Administrator's role.

Wendy also presented the committee with the updated committee and boardroom rental agreement. She wanted feedback from the committee regarding fees, hours, use of equipment and responsibilities. Wendy will rework the document with suggestion from the committee and bring it back to committee in September.

New Business

John Nicholson explained that Dee Duffy, Zoning Administrator, had reported that all the petitions coming to the ZBA were coming back through the ZBA because of incorrect due process.

Greg Saunders reported that the use of electric space heaters in the Old Courthouse and the New Courts Building was causing major issues with the control systems on the HVAC units. There was a lengthy discussion regarding the difficulty finding an acceptable temperature for all the employees while trying to avoid the potential dangers of using space heaters. Some of the members have agreed to meet with Judge Ackert to find an agreeable solution.

Greg Saunders explained to the committee that the company that has been working on the control system at the New Courts Building for the past two years has not been able to get the system to work. The company has stopped answering his phone calls and won't return emails. He asked the committee to approve replacing the system through a different contractor for \$24,875.

Motion from Dave Bally: To approve the replacement of the New Courts Building HVAC Control System for \$24,875.

Second by Tom Wilson: Motion carried unanimously by voice vote.

Greg Saunders walked through the capital projects that he had submitted to the Finance Committee during budget hearings. The committee discussed the requests, especially the request for a new building to store vehicles and equipment during inclement weather. Also discussed was the request for upgraded wiring in the Old Courthouse along with a generator.

Motion from Bill Palen: To support the Maintenance Department Original Capital Projects Budget.

Second by Tom Wilson: Motion carried unanimously by voice vote.

John Nicholson walked the committee through some potential uses of the old jail but was seeking a structural integrity report prior to any planning, He will be meeting with an engineer from Wendler Engineering Services, Inc. to find out what the cost of the report would be.

Dee Duffy requested that the resolution reappointing Ben Forster, John Hilleson, and James Book on the agenda be tabled for now.

Motion from Tom Wilson: To table the resolution reappointing Ben Forster, John Hilleson, and James Book to the Regional Planning Commission.

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

John Nicholson and Dee Duffy walked the committee through the resolution regarding building permit fees for pipeline. The committee agreed to table the resolution until they had more information.

Motion from Tom Wilson: To table the building permit fee for pipelines topic.

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

John Nicholson explained that he wanted to freshen up the walls in the Old Courts Building with a new coat of paint. Tom Wilson suggested that Maintenance start using a work order sheet that is presented to the Properties Committee with a cost, so the committee can approve or deny jobs, and be a buffer between the Department Heads and the maintenance staff.

Motion to adjourn by Marvin Williams:

Second by Tom Wilson. Motion carried unanimously by voice vote.

Meeting adjourned at 11:51 a.m.

Respectfully submitted by,
Becky Brenner – County Board Secretary

The next scheduled meeting for Properties/Planning/Zoning Committee will be 10:00 a.m., on Tuesday, September 7, 2021