



**Agenda of the Lee County Board**  
**December 17, 2020 6:00 P.M.**  
3<sup>rd</sup> Floor Boardroom  
Old Lee County Courthouse  
112 E. Second St.  
Dixon, IL 61021

**Call to Order:**

**Pledge of Allegiance:**

**Roll Call:**

**Announcements:** Please mute or turn off cell phones.

**Approval of Board Minutes of:** November 19, 2020 Regular County Board meeting.  
Truth in Taxation Hearing  
November 30, 2020 Special Board Meeting  
December 7, 2020 Reorganizational Meeting

**Resolution:** Appointing Jack Skrogstad to the Lee County Board District 4 vacancy effective December 17, 2020 and ending on December 5, 2022.

Clerk Myers give Oath of Office to Mr. Skrogstad

**To Zoning Board:** No Petitions

**To Planning Commission:** No Petitions

**From Zoning Board:** Petition No. 20-P-1556, Dennis & Edith Pfeiffer, PPN #17-05-29-100-001. The Property is located in Reynolds Twp., presently zoned Ag-1 Agricultural District. Petitioner desires that the property be rezoned as Special Use for selling fresh farm products directly to consumers as a Farmer's Market.

**From Planning Commission:** No Petitions

**Board Member Comments:**

**Public/Visitor Comments:**

- a. Items on the agenda – visitors allowed 10 minutes
- b. Items not on the agenda – visitors allowed 5 minutes

**Reports of Committees:**

**Finance:** Jim Wentling, Chair

**Transportation / Solid Waste:** Jim Schielein, Chair **Motion to approve Claims**

**Properties / Planning / Zoning:** David Bowers, Chair **Motion to approve Claims**

**LOTS (Lee Ogle Transportation System):** Jim Schielein, Liaison

**Administrative Services:** Chris Norberg, Chair

**Public Safety:** Mike Koppien, Chair

**Blackhawk Hills Regional Council:** John Nicholson, Liaison

**911 Board:** Keane Hudson, Liaison

**Page 2**

**Tourism:** Bill Palen, Liaison

**Health Department:** Katie White, Liaison

**Tri-County Opportunities Council:** Marvin Williams, Liaison

**United Counties Council of Illinois (UCCI):** Doug Farster

**Executive / Claims:** Robert Olson, Chair

## **County Officers Reports, Request for Deposit of Funds, Orders Paid in Vacation**

### **Old Business:**

### **New Business:**

Zoom meetings and attendance

Temporary assistance for the IT Department

### **Appointments:**

Resolution: Reappointment of David M. Anderson as Solid Waste Coordinator for a two year period ending November 30, 2022.

### **Executive Session**

### **Mileage & Per Diem**

### **All Bills & Appropriations allowed by roll call:**

### **Motion to Adjourn:**

LEE COUNTY BOARD

**RESOLUTION #** \_\_\_\_\_

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**APPOINTMENT OF JACK SKROGSTAD  
TO THE LEE COUNTY BOARD**

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**WHEREAS**, a vacancy has been created on the Lee County Board by the loss of Mr. Timothy Deem from District 4; and

**WHEREAS**, appointments to the Lee County Board are made by the Chairman of the County Board with the approval and consent of the Lee County Board.

**NOW THEREFORE BE IT RESOLVED** that the County Board of Lee County, Illinois, appoint Mr. Jack Skrogstad to fill the District 4 vacancy. This appointment shall be effective December 17, 2020 and end on December 5, 2022.

PASSED BY THE LEE COUNTY BOARD

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

BY: \_\_\_\_\_  
Lee County Board Chairman

ATTEST:

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Lee County Clerk

**MINUTES OF THE  
LEE COUNTY ZONING BOARD OF APPEALS**

**Regular Meeting**

**Thursday, December 3, 2020, at 7:00 p.m.**

**County Board Room  
Old Lee County Courthouse, Dixon, Illinois**

**Zoom Video- & Tele-conferencing**

**<https://www.youtube.com/watch?v=L3qN-wjiTbU>**

Board Members

Bruce Forster, Chair  
Craig Buhrow, Vice Chair  
Mike Pratt, Member  
Gene Bothe, Member  
Glen Hughes, Member  
Rex Meyer, Alternate Member

Staff

Dee Duffy, Zoning Officer  
Charles Boonstra, Lee County State's Attorney  
Alice Henkel, Clerk

At 7:05 p.m., Chair Bruce Forster called the meeting to order and asked the Clerk to call the roll:

Members present: Forster, Buhrow, Pratt, Bothe, Hughes, Alternate Member Meyer  
Members absent: None

The first order of business was approval of the minutes for the October 15, October 19, October 20, October 22, and November 4, 2020 meetings. Gene Bothe made a motion to approve the minutes. A second was discerned, and there was no debate. A vote was taken, and the ayes prevailed. The motion passed.

The next order of business was a motion to adjourn Petition No. 20-P-1555 by Petitioner Steward Creek Solar, LLC, pursuant to the County Board's vote on the petition. Glen Hughes made a motion to adjourn the petition, and a second was discerned. There was no debate. A vote was taken, and the ayes prevailed. The motion passed.

There was no old business.

The first order of new business was Petition No. 20-P-1556 by Petitioners Dennis and Edith Pfeiffer. The parcel identification number is 17-05-29-100-001. The parcel is located in Reynolds Township, near the intersection of Reynolds Road and Brooklyn Road. The property is zoned Ag-1, Agricultural District. Petitioner desires a Special Use in an Ag-1, Agricultural District for the purpose of selling fresh farm products directly to consumers, as a Farmer's Market.

Petitioners Dennis Pfeiffer and Edith Pfeiffer were sworn in.

Zoning Administrator Dee Duffy started off by reading a letter from Jennifer Kolb at the Lee County Health Department that explains what would be required of the petitioners for such business.

Mr. Pfeiffer explained that they plan to build a shop in the area south of the existing machine shed. They plan to butcher three to four steers per month and the meat would be sold in the shop. He plans to line up an off-site butcher to do the butchering and packaging each month. The Petitioners would also be selling fresh chicken and pork, in addition to the beef. The beef and chicken will be raised on-site. The pork will be raised locally by his cousin. The Petitioners would also be selling fresh chicken eggs and fresh garden produce (during the appropriate seasons).

The Department of Agriculture will be responsible for inspecting the refrigerators and freezers that store the fresh meat and eggs. It would also ensure that the eggs are processed correctly.

Traffic might increase by 10 cars per week, at most.

As the parcel is approximately 159 acres in size, the Board determined that the Special Use Permit would only apply to the part of the lot where the outbuildings are located, not the entire parcel. Mr. Pfeiffer is to work with Ms. Duffy to determine the perimeter for the permit.

There were no further questions from the Board.

There were no comments and/or questions from any visitors present, in person or by Zoom.

The Board conducted its Findings of Fact. Their findings are as follows:

1. The effect of the proposed use upon the character of the neighborhood:
  - a. No significant change.

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

2. The effect of the proposed use upon traffic conditions:
  - a. Nominal increase in traffic;

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

3. The effect of the proposed use upon public utility facilities:
  - a. No effect.

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

4. The effect of the proposed use upon public health, safety, and/or general welfare.
  - a. No negative effect to public health, safety, and/or general welfare.

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

5. The effect of the proposed use on surrounding properties.
  - a. No effect upon the surrounding properties.

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

6. The effect of the proposed use on environmental concerns.
  - a. No effect.

Mike Pratt made a motion to accept these findings. A second was discerned and there was no debate. A vote was taken and all were in favor.

Mike Pratt made a motion to recommend Petition No. 20-P-1556 by Petitioners Dennis Pfeiffer and Edith Pfeiffer for approval to the County Board. A second was discerned, and there was no debate. A vote was taken, and the ayes prevailed, 5-0. The motion passed.

Petition No. 20-P-1556 will go before the Lee County Board on December 17, 2020, at 7:00 p.m., with a recommendation to approve by this Board.

Glen Hughes made a motion to engage the services of Retired Judge Tim Slavin as facilitator for the hearing of Petition 20-P-1558 by Petitioner South Dixon Solar, LLC. A second was discerned and there was no debate. A vote was taken and the ayes prevailed, 5-0. The motion passed.

At 7:35 p.m., a brief recess was called while parties from the previous petition left the County Board Room so the parties for the next petition could enter the room in accordance with the Governor's COVID mitigation requirements.

At 7:45 p.m. Judge Slavin called the meeting out of recess.

The next order of new business was Petition No. 20-P-1558 by Petitioner South Dixon Solar, LLC. The parcel identification numbers can be found in the petition. The parcels are located in South Dixon Township, and are zoned Ag-1, Agricultural District. Petitioner desires a Special Use Permit in an Ag-1, Agricultural District for the purpose of constructing a solar energy system.

Judge Slavin gave a brief introduction and explained the procedures and rules for this hearing, including public participation via Zoom and public observation via YouTube due to the restrictions of the COVID-19 pandemic.

Judge Slavin noted that Zoning Board Member Mike Pratt will not be participating in the public hearing on Petition No. 20-P-1558 by Petitioner South Dixon Solar, LLC.

Future hearing dates that will be needed to complete the public hearing on this petition were determined: December 7, 8, 9, 10, 15, and 21, 2020.

After a brief discussion, the Board agreed to change the start and finish time for the continued hearing on this petition from 7:00 p.m. – 9:30 p.m., to 6:00 p.m. – 8:30 p.m.

Kyle Barry, attorney for Petitioner South Dixon Solar, LLC gave brief opening statement introducing himself and Tyler Coon, a representative for the Petitioner.

Attorney Barry called Tyler Coon as his first witness, and he was sworn in. Mr. Coon is currently a developer of renewable energy projects for Duke Energy Renewables (“DER”), which is the parent company of South Dixon Solar, LLC. His title with DER is Business Development Manager II, and he is the Project Developer for South Dixon Solar, LLC.

Following Mr. Coon’s testimony, the following parties cross-examined him:

- Craig Buhrow, Board Member;
- Glen Hughes, Board Member;
- Rex Meyer, Alternate Member;
- Jamie Lawson, Dixon, Illinois – Interested Party;
- Wendy Eisele, Dixon, Illinois – Interested Party;
- Erich Fulfs, Seattle, Washington – Interested Party;
- Erin Thompson, Dixon, Illinois – Interested Party;
- Marilyn Shippert, Dixon, Illinois – Interested Party;
- Jennifer Lawson, Dixon, Illinois – Interested Party;
- John Thompson, Dixon, Illinois – Interested Party;
- Steve Dehart, Dixon, Illinois – Interested Party;
- Angela Shippert, Dixon, Illinois – Interested Party;
- Adam Lusz, Amboy, Illinois – Interested Party;
- Martha Johanssen, Dixon, Illinois – Interested Party;
- Brad Apple, Dixon, Illinois – Interested Party;
- Charles Fitts, Dixon, Illinois – Interested Party; and
- Brad Shippert, Dixon, Illinois – Interested Party.

At 9:37 p.m., Judge Slavin called a recess until Monday, December 7, 2020, at 6:00 p.m.

Respectfully submitted,

/s/ \_\_\_\_\_  
Alice Henkel



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 December 8, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on December 10, 2020, at <http://www.youtube.com/channel/UCO3ZPalJgtBWmfph0rstLXA>

### **Finance Committee Meeting – Thursday, December 10, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse - 9:00 a.m.  
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 9:00 a.m. by Chair Jim Wentling

**Member Roll Call:** Chair Jim Wentling, Vice Chair Arlan McClain, Doug Farster, Rick Humphrey, and Tom Kitson were present in person, Lirim Mimini and Jim Schielein attended via Zoom video conferencing.

**Members absent:** None

**Board Members, Department Heads, or County Employees present:** Marilyn Shippert, Dave Bowers and Mike Koppien (County Board Members), Charley Boonstra (State's Attorney), Amy Johnson (Circuit Clerk) Zack Owen (IT/GIS), Paula Meyer (Treasurer), and Becky Brenner (Board Secretary) were all present in person but were at times in and out of the meeting due to mandated social distancing, John Simonton (Sheriff), Kevin Lally (EMA), Cathy Myers (County Clerk) and Greg Saunders attended via Zoom video conferencing.

The November 2020 minutes of the Finance Committee were approved without modification.

Jim Wentling took a minute to thank the previous Finance Committee members and Paula Meyer for their tireless work in putting together a very nice budget for the upcoming year.

Paula Meyer emailed the committee several finance documents as well as the final FY21 Budget. She walked the committee through the information and spent time briefing them on where the County was financially. Paula reported that the County ended FY20 with a net gain of \$522,000. She also reported that the County collected nearly \$1,000,000 in zoning fees.

Tom Kitson reported that the Insurance Committee meeting that was scheduled for November was postponed due to changing personnel. Nancy Peterson, Chief Deputy in the County Clerk's Office had been appointed as the new insurance person.

There was no GREDCO report for November.

### **Board Member or Department Head Reports:**

There were no Board Member or Department Head reports other than what was on the agenda.

### **Old Business**

Dave Bowers was at the meeting to update the new committee members on several projects. He reported that the Food Pantry fire alarm system had been purchased but installation was stalled due to construction projects at the Old Courthouse. He also reported that the Shovel Ready Grant Application had been submitted but had not been approved or denied. He explained that the sneeze guards had been completed in the County Clerk's Office and the Assessor's Office. The countertops have been installed in the Treasurer's Office and the County is working with Dixon Glass to complete the sneeze guards. Dave also walked the committee through the LAN and VIOP phone system upgrades in the Old Courthouse and New Courts Building and what the costs were in FY2020 and what would be spent in FY2021. He also reported that Representative Demmer had earmarked \$250,000 for the tuck pointing at the Old Courthouse.

Paula Meyer reported that the County had not suffered as great a hit from COVID as originally expected in FY20 because of the income from the Wayfair tax.



Paula Meyer and Charley Boonstra briefly updated the committee on the C-PACE Resolution topic on the agenda. There was a request from Andy Shaw at Black Hawk Hills Regional Council to hold off on making a decision on the resolution until January.

**Motion from Tom Kitson:** To Table the C-Pace Resolution.

**Second by Jim Schielein.** Roll call vote: Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson, Jim Schielein, and Jim Wentling.

There was no new information for the committee on the litigation invoices. Marilyn Shippert will be contacting CIRMA for more information.

### **New Business**

Jim Wentling reported that the copier request from the Zoning Office was not budgeted in FY21 so it would need to be addressed during budget time for FY22. Lirim Mimini offered a copier free to the County. The committee will be working with Dave Bowers, Properties Committee Chair, to see if this option would work.

Jim Wentling reported that Sikich, the County HR company, had been doing quite a bit of work at the Health Department. Since the Health Department has their own levy, the committee discussed asking them to reimburse the County for the cost that accrued in October and November on their behalf.

The committee discussed the sexual harassment training item on the agenda. The County employees had taken training that was provided from the State. However, it was discovered that the training was a template and did not meet the necessary qualifications. The Administrative Services Chair, Chris Norberg is working with Sikich to make sure the County gets the correct training. The cost will be an additional expense that was not specifically budgeted.

John Simonton explained that the Logan County Sheriff's Department is interested in some of the equipment and furniture that still remains in the old jail to upgrade their aging facility. Logan County would be responsible for breaking down, removing, and transporting items back to their facility. He also walked the committee through the cost of kitchen equipment that will be purchased for the LEC for the new food service program. \$800 has been spent so far, an additional cost of \$8,909.00 will be submitted for the remainder of the items. Costs will be charged to the meal line item in the Sheriff's budget for now and adjustments can be made at the end of the year if necessary.

**Motion to adjourn by Doug Farster:**

**Seconded by Arlan McClain:** Roll call vote: Rick Humphrey, Tom Kitson, Jim Wentling, Doug Farster, and Jim Schielein.

Meeting adjourned at 9:20 a.m.

Respectfully Submitted by,  
Becky Brenner – Lee County Board Secretary

*The next scheduled Finance Committee meeting will be 9:00 a.m. on Thursday, January 14, 2021.*

**LEE COUNTY**  
**TRANSPORTATION AND SOLID WASTE COMMITTEE MEETING MINUTES**  
**TUESDAY DECEMBER 8 2020 – 8:00AM**  
Lee County Highway Department  
1629 Lee Center Road, Amboy, Illinois 61310

The Lee County Transportation and Solid Waste Committee met at 8:00 A.M. on the above date to conduct their regular monthly audit together with other County Highway business. The following members were present: Jim Schielein (by teleconference), Doug Farster, Marilyn Shippert, Rick Humphrey, and Mike Zeman. Also Present: County Engineer David Anderson.

**Motion by Shippert:** To approve the minutes from the November meeting. **Second by Farster:** *Motion carried.*

The committee audited claims from the previous month. The claims were as follows: County Highway \$13,962.70 and payroll of \$59,348.47; County Special Bridge \$29,474.00; County Motor Fuel \$6,321.64 and Township Motor Fuel \$7,477.18. The committee also reviewed the request for deposit of funds in the amount of; \$5,511.20 into the County Special Bridge Fund; \$6,197.27 into the County Motor Fuel Tax Fund; and \$13,223.43 into the Township Motor Fuel Tax Fund. **Motion by Shippert:** To approve the claims. **Second by Humphrey:** *Motion carried.*

**County Highway Report:**

Mr. Anderson reported on the following:

- At the request of Mr. Schielein, Mr. Anderson reported on the procedures developed to maintain continuity of winter operations if employees are placed in quarantine yet remain asymptomatic. When weather conditions dictate, and the above condition exists, plow drivers will report to work and remain quarantined within their vehicle while performing snow and ice removal operations. In addition, paid time off for COVID related reasons will follow the Federal Families First Coronavirus Relief Act requirements.
- Updated the committee on the search for an Engineering Technician replacement hire.
- Distributed the 2021 project letting schedule.
- Informed the committee that negotiations are nearing an end for the Road Use Agreements for the Big Sky Wind Repower project and the Shady Oaks II wind farm.
- Informed the committee that Assistant County Engineer Brian Tjernlund will be speaking to local schools about careers in the engineering field in the coming months.

In addition, a resolution was presented to reappoint Mr. Anderson as the Solid Waste Coordinator. **Motion by Shippert:** To recommend the reappointment and send the resolution on for inclusion in the next full board agenda. **Second by Zeman:** *Motion carried.*

**Solid Waste Report:**

Mr. Humphrey requested an update on the status of a potential second landfill. With little to report, it was suggested that the State's Attorney be present at the next meeting to review our current host agreement and discuss plans for the future.

The next Transportation and Solid Waste Committee meeting will be on Monday, January 11, 2021 at **8:00 a.m.** at the Highway Department office in Amboy.

**Motion by Farster:** To adjourn at 9:24 A.M. **Second by Shippert:** *Motion carried.*

Respectfully Submitted, David Anderson



**UNAPPROVED**

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 December 4, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on December 8, 2020, at <http://www.youtube.com/channel/UCO3ZPalJgtBWmfph0rstLXA>

### **Properties/Planning/Zoning Committee Meeting – December 8, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse – 10:00 a.m.

112 E Second Street, Dixon, Illinois 61021

Meeting called to order at 10:00 a.m., by Chair Dave Bowers

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

**Members absent:** None

**Board Members Department Heads, or Employees present:** Bob Olson (County Board Chairperson), Charley Boonstra (State's Attorney), Greg Gates (LOTS), Kevin Carr (PCOM for LOTS), Dee Duffy (Zoning Administrator), and Becky Brenner (Board Secretary) were present in person, Mike Koppien (Board Member), Greg Saunders (Maintenance Supervisor), Teri Zinke (Animal Control), John Simonton (Sheriff), and Kari Zimmerman (LOTS), attended via Zoom video conferencing.

**Visitors:** Brad Hunsburger (President of Habitat for Humanity) and Jim Dixon (former Board Member).

### **Approval of Minutes**

The November 2020 minutes of the Properties/Planning/Zoning Committee were approved with one correction.

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

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

**Second by.**

*Voice vote was overlook during the meeting but will be taken during the committee report at the County Board meeting on December 17, 2020.*

### **Department Head Reports**

Greg Saunders reported that the Maintenance staff had been hard at work relocating the Zoning Office. They had removed one wall, patched and painted walls, and new flooring had been installed. They were currently in the process of moving all of the furniture and making sure phones were installed. He also reported that the staff was currently working on remodeling the pit area. Walls are being removed and the space is being reconfigured and rewired for electrical and security.

Teri Zinke reported that she is in the process of signing up the new Shelter Manger software that was approved by the committee earlier in the year.

Greg Gates walked the committee through the monthly LOTS report. Highlights included the single Transportation Audit being done by Wipfli and the impact of COVID-19 on public transportation. The full report will be included in the December County Board Agenda Packet.

### **Old Business**

Greg Saunders reported that the food pantry alarm system had gotten pushed back because of the construction in Old Courthouse.

Greg Saunders also reported that the sneeze guard and security door installation process in the Assessor's Office has been completed. The counter-tops in the Treasurer's Office had been installed and measurements have been taken for the sneeze guards and security door.

Dave Bowers reported that there were no new updates on the Shovel Ready Grant Application that was submitted and it has not been denied or approved.

Dave Bowers reported that the LAN wiring upgrade work in the Old Courthouse had been completely rewired for upgraded local area network and VOIP. The new wiring is in place awaiting installation of the new network switches. Sydeo has the new network switches for both buildings and they will be configured before installation. Fiber optic wiring for the New Courts Building between the different floors has been installed. The installation of the high-speed fiber connection between the old and new courthouses has begun and has been extended to the old courthouse just outside of the building point of entry. The status of the New Courts Building end is not known. Sydeo has indicated this fiber installation will be completed before frost becomes an issue. Dave reported that the new phone equipment for our project has been received by Ficek. Ficek is in the process of surveying the County departments to make sure the phones are configured to meet each department's needs. Dave also explained to the committee that Ficek negotiated a deal with Avaya for a higher end phone for no additional cost.

Dave Bowers reported that new carpet had been installed in the Zoning Office. Offices that are on the list for new carpet included in the 2020 budget include the Election Office, the front portion of Judge Klahn's courtroom and the remodeled pit area. Areas scheduled for the 2021 budget include the County Clerk's and Treasurer's Offices.

Dave Bowers also reported that the State's Attorney's high density file system was installed. This included a large file system that was installed behind the EOC and a smaller system that is located in the State's Attorney's Office.

Greg Gates provided the committee with a timeline for LOTS as a Mass Transit District. The timeline included formalizing membership of the Advisory Council, establishing the first meeting of the Council and phases 1 and 2 of the Deliverable/Outcomes.

Dave Bowers explained that with the purchase of new tables and chairs for the sub-committee room, there is an abundance of older furniture items that need a new home. It is the County's plan to work with Andrew Kitson to liquidate these items via online auction. There would be not be a cost to the County using this method because of buyer paid fees. Items in the old jail may be given a new home using this method as well.

### **New Business**

Dave Bowers reported that members appointed to the Ad Hoc Committee to review new Solar Ordinance for additional enhancements would be Mike Koppien, Chris Norberg, Jim Schielein, Dave Bowers and one member of the Zoning Board of Appeals.

**Motion by Bill Palen:** To move item Establish Ad Hoc Committee to review new Solar Ordinance for additional enhancements to Executive Committee for approval of the members.

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

Greg Gates presented the committee with the proposal of hiring a contractual, part-time bookkeeper to assist/lead with the increasing amount of financial reporting of IDOT. This individual would also help provide a smooth transition to the Mass Transit District. The bookkeeper would be hired through LOTS existing contract with Hughes Resources and would work an average of 10-20 hours per week.

**Motion by John Nicholson:** To approve and move to the Finance Committee a recommendation to hire a part-time bookkeeper through Hughes Resource.

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

John Simonton explained that the Logan County Sheriff's Department is interested in some of the equipment and furniture that still remains in the old jail to upgrade their aging facility. Logan County would be responsibility for breaking down, removing, and transporting items back to their facility.

**Motion by John Nicholson:** To give Logan County Sheriff's Department items from the old jail.

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

Greg Gates provided the committee with the Greyhound single audit document that needs to be examined by the County Board. Greg is asking the County Board provide feedback to IDOT in regards to the audit.

Dee Duffy reported that Petition 20-P-1556, Dennis and Edith Pfeiffer petitioning the County for special use zoning to sell farm products as a farmer's market is being recommended from the Zoning Board of Appeals to the County Board.

**Motion by Dave Bally:** To send Petition 20-P-1556, Petitioner: Dennis & Edith Pfeiffer, PPN# 17-05-29-100-001, Reynolds township, requesting rezoning from Ag-1 Agricultural District to Special Use for the allowance of selling fresh farm products directly to consumers as a Farmer's Market to the Executive Committee.

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

Brad Hunsberger and James Dixon were present to ask the County to donate four lots located just east of the Dixon Food Pantry to Habitat for Humanity so the organization could use the lots to build four new homes there in the future. The item was not on the agenda so no action could be taken, but will be placed on the agenda for January 2021.

**Motion to adjourn by:** Bill Palen

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

Meeting adjourned at 11:04 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, January 12, 2021*



**Report to Properties Committee of Lee County Board**  
December 8, 2020 | 10:00 AM

**1.) Update**

- a. Mass Transit District Development
  - i. Advisory Committee created
  - ii. Initial meeting of Advisory Committee in January
- b. Single Transportation Audit
  - i. Initial meeting was last Friday, December 4, 2020
  - ii. Next meeting is this Friday, December 11, 2020
  - iii. Annual requirement per IDOT
- c. Audit of Greyhound Bus Lines
  - i. Annual requirement of IDOT
  - ii. Lee County contract stipulates a review of GH single audit by Lee Co. County Board
    - 1. Copy of GH single audit provided
- d. Proposed hire of Part-Time Bookkeeper (non-County employee)
  - i. Hiring will take place via Hughes Resources
  - ii. Average hours 10-20 hours per work
- e. CARES Relief Funding
  - i. Burlington Trailways agreement
    - 1. Emergency relief via CARES funding (\$2.125 ML)
  - ii. Greyhound Bus Lines
    - 1. Emergency relief via CARES funding (\$6.352 ML)

**2.) Update on Capital Projects**

- a. Canopy Project – front of Reagan Transit Center
  - i. Canopy completed
  - ii. Concrete under canopy poured
  - iii. Base of sign completed
  - iv. Target date for project completion: December 18, 2020

**3.) New Capital Funding of Projects - \$200 million / REBUILD Illinois Grant Program**

- a. LOTS REBUILD Proposal: \$2,794,783
  - i. Awaiting final word from IDOT on Capital Proposal
  - ii. Second administrative/maintenance location in Ogle County
  - iii. Three (3) new Ford Transit Vans
  - iv. Video surveillance cameras on buses

**4.) Awaiting word**

- a. Technical Assistance Grant (Awarded) from IDOT / City of Rochelle Project
  - i. Awaiting executed contract for \$79,000 grant
  - ii. Two-year grant to complete feasibility study for fixed route in Rochelle
- b. Technical Assistance Proposal to IDOT / City of Dixon Project
  - i. \$64,000 grant / submitted to IDOT in October, 2020
  - ii. Focus of grant is to develop a fixed transportation route in Dixon

**5.) COVID-19/Coronavirus Pandemic / Impact on Public Transportation**

- a. Ridership is 50.87% when compared to one year ago
  - i. 642 rides (week of November 30, 2020) vs. 1,691 rides (one year ago)
  - ii. Ridership continuing to trend upward (see attachment)
  - iii. New moneyless system – ParaPass of CTS – soon implemented
- b. Following protocols remain in place
  - i. Riders and Drivers must wear face coverings (unless medical condition)
  - ii. Driver shield doors installed on vehicles including, most recently, mini-vans
  - iii. Riders are being asked to use social distancing
  - iv. Sanitizing protocols before/after trips.

- v. Daily sanitizing protocols in place at Reagan Transit Center
- vi. Drivers and staff take temperature taken before/after shift.

**6.) FY 2021 Contracts**

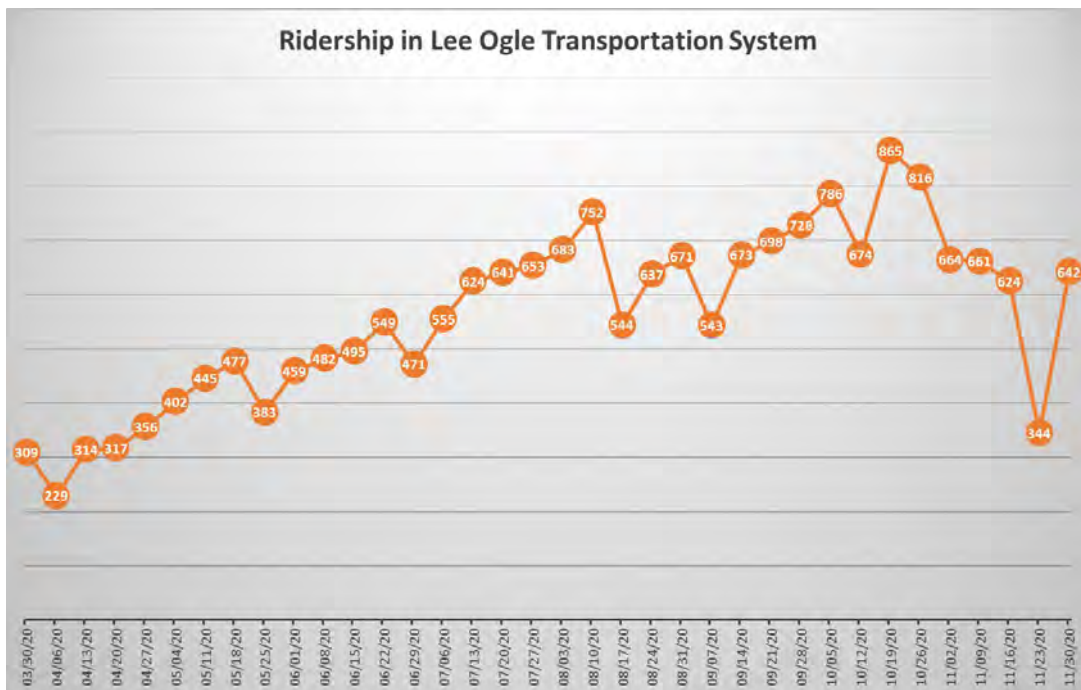
- a. Applications submitted to IDOT for FY 2021 (July 1, 2020 – June 30, 2021).
  - i. Applications including the following fund amounts...
    1. 5311: \$245,411 (awaiting executed contract)
    2. 5311F (I-88): \$1,084,542 (awaiting executed contract)
    3. 5311F (I-39): \$899,606 (in final year of 3-year contract)
    4. DOAP funding: \$1,414,400 (executed contract in hand)
    5. CARES Act / 5311: \$3,767,840 (executed contract in hand)
    6. CARES Act / 5311F: \$7,993,588 (executed contract in hand)

**7.) Claims vs. Revenue**

- a. REVENUE / 5311: \$ 6,292.56 (for this month)
- b. EXPENSES / 5311: \$ 24,662.26 (for this month)
  - HUGHES: \$ 27,737.96
  - MORNINGSTAR: \$ 8,137.02
- c. EXPENSES / 5311F: \$ 22,188.92 (Marketing of I-39/Greyhound route)
- d. EXPENSES / 5311F: \$ 15,459.28 (Marketing of I-88/Greyhound route)  
\$ 37,648.20

**8.) Requisitions**

Funding Source	Quarter	Amount	Received Y/N
DOAP	4 <sup>th</sup> Quarter	\$183,608.66	Check received
CARES / LOTS, 5311	4 <sup>th</sup> Quarter	\$170,547.54	Payment Pending
5311F (I-88)	4 <sup>th</sup> Quarter	\$224,429.33	Check received
CARES / 5311F (I-88)	4 <sup>th</sup> Quarter	\$200,541.71	Payment Pending
5311F (I-39)	4 <sup>th</sup> Quarter	\$ 62,016.19	Check received
CARES / 5311F (I-39)	4 <sup>th</sup> Quarter	\$309,660.04	Payment Pending





## UNAPPROVED

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 December 4, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on December 8, 2020, at <http://www.youtube.com/channel/UCO3ZPaJgtBWmfph0rstLXA>

### **ADMINISTRATIVE SERVICES COMMITTEE – Monday, December 8, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse – 8:00 a.m.

112 E Second St, Dixon, Illinois 61021

Meeting called to order at 8:08 a.m., by Chair Chris Norberg

**Members present:** Chair Chris Norberg was present in person, Vice Chair Danielle Allen, Bob Gibler, Bill Palen and Jim Horstman attended via Zoom video conferencing

**Members absent:** None

**Board Members, Department Heads, or Employees present:** Bob Olson (County Board Chair), John Nicholson (County Board Vice Chair), Cathy Myers (County Clerk), Nancy Peterson (Chief Deputy Clerk in the County Clerk's Office), Dee Duffy (Zoning Administrator), Wendy Ryerson (Assessor) Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy in the Treasurer's Office), Zack Owens (IT/GIS), Charley Boonstra (State's Attorney), and Becky Brenner (Board Secretary) were all present in person, Bob Sondgeroth (ROE) attended via Zoom video conferencing.

Minutes of the November 2020 Administrative Services Committee meeting were approved without modification.

#### **Review of Claims and Reports:**

**Motion by Bill Palen:** To approve claims, from Clerk and Recorder, Treasurer, ROE, County Board, Supervisor of Assessments, GIS/IT, and Veterans.

**Second by Danielle Allen:** Motion carried unanimously by voice vote.

#### **Department Head Reports**

Cathy Myers reported that Penny Skibinski started in Vital Records on November 4, 2020. She also reported that in a meeting on Monday with the Department Heads from the Old Courthouse and the Sheriff, a decision was made to close the Old Courthouse to the public on December 14, 2020, due to a COVID resurgence. Her office will continue to be fully staffed but will only process requests for birth, death, marriage records, and recording requests through the mail. Marriage licenses will be processed by appointment only.

Paul Rudolphi reported that the office launched the general ledger and accounts payable modules of the new software system and that payroll would be rolled out at the end of December. In regards to closing the Old Courthouse on December 14th, he reported that the office was not currently experiencing a lot of foot traffic, but would soon have citizens wanting to come in and make tax prepayments, which could be processed by appointments.

Bob Sondgeroth walked the committee through the ROE monthly report. Highlights included development of a Digital Engagement Committee and updates on remote learning and Professional Development. The full ROE report will be included in the December agenda packet.

Wendy Ryerson reported that the Board of Review deadline was December 4, 2020. The office received roughly 55 appeals for the year which included 14 large commercial and industrial parcels. She also reported that the sneeze guards and security door for the office had been installed. Wendy stated that the closing of the building to the public was coming at a time when her office was not especially busy and business could be



conducted by appointments. She also reported that the space in her office that was remodeled for the GIS Department should be move in ready by the end of the following week.

There were no report from Veterans.

**Old Business**

Chris Norberg explained that the power point presentation that the County had used for sexual harassment training was not an approved program. He will be working in conjunction with Chairman Olson and Vice Chairman Nicholson to correct this issue.

**New Business**

Chris Norberg reported that the hiring committee put together for hiring an IT Administrator would be Wendy Ryerson, Jim Horstman, Danielle Allen, Bob Gibler and First Assistant State's Attorney Brian Brim. Bob Gibler expressed that he did not want to be on the committee so the committee will be potentially looking for an additional Board Member.

**Motion to adjourn by Jim Horstman:  
Second by Danielle Allen.**

With no further business, meeting was adjourned at 8:35 a.m.

Respectfully submitted by:

Becky Brenner - Lee County Board Secretary

*The next scheduled meeting for Administrative Services Committee will be Monday, January 11, 2021, at 9:00 a.m.*

## **Regional Office of Education December Committee Report**

### **Digital Engagement Committee**

The office has put together a digital engagement committee to make improvements in the way that we can update our communities about our services here at the ROE. The members of the committee are Chris Tennyson, Anji Garza, Jayme Hale, Stacy Dinges and Paulett Bendixon. So far we have greatly increased our presence on Facebook and Twitter and have been reorganizing our website with an expected rollout in January. We also will be featuring an App that can be downloaded on your smartphone so community members can take advantage of our services from any location.

### **Remote Learning**

Our office continues to advocate for districts to continue with in-person learning whenever possible and safe to do so. Mr. Tennyson and Mr. Sondgeroth have been asked this past month to talk with some school boards about the issue and we have encouraged them to continue with the option of offering both in-person and remote learning for their students. In our three counties, we have not had any coronavirus outbreaks in our schools and no incidents where the virus was transmitted from one person to another at school. Currently we have 18 of our 24 school districts that have chosen to stay with both in-person and remote learning through the end of the year.

### **School Inspections**

We are finishing up inspecting the schools in our region by attempting to hold the inspections when there are the fewest number of students in attendance. Currently we have inspected 63 out of 73 schools with 6 more buildings scheduled and 5 buildings pending scheduling. Our goal was to have all buildings inspected by the end of November but due to circumstances it looks like it will be closer to the end of December.

### **Professional Development**

The Office of Professional Learning has cancelled or postponed face-to-face sessions and continues to migrate as much training and support as possible to a digital distance format. School improvement meetings, teacher coaching, career pathway endorsement work, and transitional math & ELA work also continue on a virtual basis.

The Office of Professional Learning has been working diligently to support teachers, administrators, and educational support staff as they transition their teaching and learning to a remote format. We have provided opportunities for teachers to network, collaborate, and

connect through Zoom. Sessions have been well received by educators, who appreciate the support and opportunity to come together.

The department's social media presence continues to grow. Like our page on Facebook (Regional Office of Education #47) for weekly teacher talks, instructional tips, news, giveaways, updates & more! Follow us on Twitter @RegionalOffice47

## **November Participants – 283**

### Tuesday, November 3

Agriculture Pathway Networking @ 9:00 a.m.

Manufacturing Pathway Networking @ 3:00 p.m.

### Thursday, November 5

Teacher Evaluator Training: Student Growth (Admin. Acad) @ 8:30 a.m.

### Monday, November 9

Fall Transitional Math Regional Training (day 1) @ 3:00 p.m.

### Tuesday, November 10

Grades 6-12 ELA Networking Session @ 3:00 p.m.

### Thursday, November 12

Mindfulness & Self Care Networking Session @ 3:00 p.m.

### Monday, November 16

Fall Transitional Math Regional Training (day 2) @ 3:00 p.m.

Virtual Coaching Session #2

### Tuesday, November 17

New Teacher Cadre @ 3:30 p.m.

### Wednesday, November 18

Deanery School Improvement Networking Session @ 12:30 p.m.

Counselor & Social Worker Networking Session @ 1:00 p.m.

### Thursday, November 19

Administrator Networking Session @ 9 a.m.

Curriculum Directors & Instructional Coaches Networking Session @ 10:15 a.m.

Special Education & Rtl Networking Session @ 3:00 p.m.

### Monday, November 23

Fall Transitional Math Regional Training (day 3) @ 3:00 p.m.

Family Educators in the department maintain close contact with their at-risk preschool families in Rock Falls & Amboy. Family Educators have identified and communicated community resources during this uncertain time. They are also working to develop family engagement opportunities for families and young children using platforms such as Facebook and zoom.

### Regional Center for Change

See below for C4C updates for the month of October and November!

## STUDENT OF THE MONTH!!

Our October Student of the Month is **Treyton H.**

Each month students can be nominated by their teachers for a chance to be our student of the month. Nominations are due by the end of each month. At the beginning of the following month, we will draw our winner from the nominations.



## OUR FALL FEST FUN!!





Bryce S., Hailey G., and Cassidy S. Showing of their pumpkins.



Gina D., Mr. Morris and Alexis K.



Arianna C. Showing off her pumpkin

## FALL FEST CONTEST WINNERS



### ***Mission Statement***

*At C4C we are dedicated to student achievement in school and life, instilling HOPE for a future, self-confidence NOW, and RESILIENCE forever!*



## **Truant Alternative Program**

The Truant Alternative Program (TAP) continues to work with 'In-Person' students, Hybrid students and E-Learning Students. Our program was adapted to accommodate the needs of the three counties that receive TAP services to include 'Remote Learning Assistance'. We have also modified the way that we meet with families to develop attendance goals for their students to incorporate emails, texts, Zoom meetings, school meetings, phone conferences and, when necessary, home visits. Our objective to improve attendance has been expanded to also include engagement of E-Learning and advancement in credits by offering online credit recovery classes in collaboration with the Center for Change. As of December, our program has reached full capacity in the number of students that are being served. We have hired one additional part-time staff to help accommodate an overwhelming response to reach out to students and families that have been struggling with engagement of remote learning. Many of our students have already shown improvement once we were able to address the operation of the e-learning process along with collaboration and support from their district. Our program will continue to move forward and strive to provide the most effective service possible.

## **Parents as Teachers First Years**

Our parent educators continue to provide virtual home visits, either using video conferencing software or by telephone. Overall, families have been very receptive to the change to remote home visits and, although visits look very different now, families and parent educators have figured out what works best for each family. The reduced mileage costs this year have allowed us to redirect money into supplies for visits and parent educators have enjoyed the opportunity to be creative in how they are using these funds to enhance home visits. For example, this month parent educators put together "Soup in a Jar" gifts for each family -- all the ingredients necessary for chicken noodle soup in a mason jar (plus a can of chicken), and then shared other examples of inexpensive mason jar gifts that families can make during the holiday season. They also took the opportunity to include information about nutrition, healthy meals, and staying healthy during the winter months.

We currently have a few openings in our program. Families do need to meet some eligibility requirements in order to participate in the program, but we are always happy to take referrals and talk to the family to see if they would qualify. For example, parents may have concerns about their child's development or may be experiencing stressors in their families that make parenting young children more difficult.

## **Education Outreach Program**

The Education Outreach Program is providing academic and employment training services to our students both in-person and remotely. We currently have 77 students enrolled throughout Lee, Ogle, and Whiteside County and are in the process of enrolling new students for this program year.

Since July 1<sup>st</sup>, six students have earned their High School Equivalency Certificates (GED) and six previous graduates have recently secured employment and successfully completed the program. We are happy that our students continue to make progress during these trying times.

We remain committed to helping each of our students stay positive, focused, and on track to achieve their goals.



**UNAPPROVED**

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The public was notified on December 4, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on December 9, 2020, at <http://www.youtube.com/channel/UCO3ZPalJgtBWmfph0rstLXA>

**Public Safety, Health and Judicial Committee Meeting – Wednesday, December 9, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse – 9:00 a.m.  
112 E Second St, Dixon, Illinois 61021

Chair Mike Koppien welcomed the new Vice Chair, Marilyn Shippert and congratulated Kean Hudson and Mike Zeman on their election to the County Board and appointments to the Public Safety, Health, and Judicial Committee.

Meeting called to order at 9:00 a.m. by Chair Mike Koppien

**Member Roll Call:** Chair Mike Koppien, Vice Chair Marilyn Shippert, Katie White, Kean Hudson, and Mike Zeman were present in person, no committee members attended via Zoom video conferencing.

**Members absent:** None

**Board Members, Department Heads, or County Employees Present:** Charley Boonstra (State's Attorney), Amy Johnson (Circuit Clerk), Staci Stewart (Probation), John Simonton (Sheriff), Jack Skrogstad, and Becky Brenner were present in person, Kevin Lalley (EMA), Shelley Dallas (ETSB-911), and Cathy Myers (County Clerk) attended via Zoom video conferencing.

**Motion from Marilyn Shippert:** To approve the November 2020 minutes of the Public Safety, Health and Judicial Committee without modification.

**Second by Katie White:** Motion carried unanimously by voice vote.

**Review of Claims & Reports**

**Motion from Marilyn Shippert:** To accept and approve all claims from the Circuit Clerk, Sheriff, Coroner, State's Attorney, Probation, EMA, Public Defender, Judge Ackert, Judge Friel-Draper, Judge Klahn, and Judge Lee.

**Second by Katie White:** Motion carried unanimously by voice vote.

**Department Head Reports**

John Simonton reported that he will be submitting a claim for part of the food service equipment needed for the kitchen in the LEC. This equipment will be necessary for the new food service program that was approved during budget process. He also reported that the office was in dire need of new Tasers. To outfit all of the officers with new Tasers it would cost roughly \$45,000. This would include all necessary accessories including holsters. If possible, the Sheriff would like to use a portion of the CURES reimbursement money to pay for the Tasers outright. John also reported that he met with the Chairman and Department Heads in the Old Courthouse on December 7, 2020, and it was decided that the building would be closed to the public on Monday, December 14 – January 31, 2021, due to the increased number of COVID cases. All offices will be fully staffed and business will continue through electronic communication and appointments.



Stacy Stewart reported that she has a staff member that will be leaving to take a job in Winnebago County for more money. She has posted the job and the replacement will be within her budget. A brief discussion ensued in regards to the salaries in Lee County verses surrounding counties. Staci will be discussing salary increases with the Office of the Chief Judges to see if anything can be done so turnover is not so common.

Charley Boonstra reported that the New Courts Building has slowed down in terms of how many people are allowed in, but there has not been a slowdown in the number of cases that are being handled. A lot of work is being done via Zoom video conferencing. There is still a hiatus for having jury trials, but jury trials are still being set for future dates. Charley also reported that the office is looking for a replacement employee to fill Amy Johnson's position. Amy was elected as the new Circuit Clerk in the November election.

**Old Business:**

John Simonton reported that the system being used to address dangerous and abandoned properties is working very well. He will be bringing a quarterly report to the committee instead of a monthly report. There was a brief discussion in regards to the procedures necessary to permanently clean up specific abandoned properties.

Charley Boonstra echoed the thoughts of the Sheriff in regards to bringing the collection of unpaid fines and fees report to the committee on a quarterly basis. He did report that roughly \$6,000 had been collected since September.

**New Business**

There were no items on the agenda for new business.

**Motion to adjourn by Keane Hudson:**

**Second by Mike Zeman:** Motion carried unanimously by voice vote.

With no further business, meeting was adjourned at 10:15 a.m.

Respectfully Submitted by,  
Becky Brenner – Lee County Board Secretary

*The next scheduled meeting for the Public Safety Committee will be 9:00 a.m., on Wednesday, January 13, 2021*

**LEE COUNTY PROBATION & COURT SERVICES**  
**MONTHLY STATISTICS SUMMARY and DEPENDENT CHILDRENS EXPENSE**

**Date:** December County Board Meeting

**RE:** November 2020 Reported Statistics

**Adult Probation Caseload**

<u>165</u>	Felony	<u>338</u>	Active Administrative Cases
<u>45</u>	Misdemeanor	<u>86</u>	Inactive/Warrant/DOC Status
<u>15</u>	DUI		
<u>35</u>	Traffic	<u>1</u>	Pre-Sentence Investigations (completed)
<u>260</u>	<b>Total</b>	<u>7</u>	Case Violations Reported
<u>275</u>	Pre Trial Cases		Probation Service Fees Collected <u>\$4,530.08</u>
<u>16</u>	New Probation Cases This Month		
<u>7</u>	New Administrative Cases This Month		

**Public Service Employment**

<u>59</u>	Total Number Ordered to Public Service Employment
<u>9,101</u>	Total Number of Hours Ordered
<u>85</u>	Hours completed This Month

**Juvenile Probation Caseload**

<u>17</u>	Adjudicated Cases
<u>45</u>	Pending Court/Police Reports Received/Investigations

**Dependent Children Expense**

Residential Placement/Detention	Amount of Claim
Kane County Juvenile Justice Center @ \$135.00 p.d.	\$1,890.00
Residential Placement	\$0

Minor Room & Board Reimbursement  
Collected This Month: \$300.00  
Collected This Fiscal Year: \$1,790.00

Respectfully submitted,

Staci Stewart  
Director



# 911 Meeting Minutes

## Lee County E.T.S.B

316 S. Hennepin Ave, Dixon, IL

November 23, 2020 5:30 PM

**Meeting called by:** Vice-Chairman Hilliker  
Monthly Board Meeting

**UNAPPROVED**

**Attendees:** 911 Commissioners; Director Dallas

- Call to Order via Zoom

Vice-Chairman Hilliker called the meeting to order at 5:32 pm at the Lee County PSAP.

Ryan Buskohl	05-16-2023	Present presenting <b>Medical</b>
Vacancy	12-01-2022	representing <b>Lee County Board</b>
Steve Gilmore	05-16-2023	Present representing <b>Fire District</b>
Pat Hilliker	05-16-2021	Present representing <b>Fire District</b>
Deb Killian	Sheriff's Designee	Present representing <b>Lee County Sheriff</b>
Mike Koppien	07-16-2021	Present <b>Law Enforcement</b>
Kevin Lalley	05-16-2023	Present representing <b>At Large</b> (via phone)
Brad Sibley	06-14-2023	Absent representing <b>Law Enforcement</b>
Josh Tucker	05-16-2021	Present representing <b>Medical</b>

Chairman Sibley is excused.

- **Prior Minutes**

Josh Tucker made a motion, seconded by Steve Gilmore, that the minutes from October 22, 2020 ETSB meeting be approved and published. Motion carried unanimously.

- **Treasurer's Report:** Midland ETSB Operating Account: \$69,056.35; NG911 Reserve (Sauk Valley Bank): \$1,460,858.62; NG Investment CD: \$250,000.00 **Total ETSB Funds: \$1,779,914.97**

Kevin Lalley made a motion, seconded by Mike Koppien, that the Treasurer's monthly balance report be approved as submitted. Vice-Chairman Hilliker called for discussion; there being none, motion carried unanimously.

The ETSB FY20-21 budget was reviewed. Mike Koppien made a motion, seconded by Ryan Buskohl, that the ETSB FY20-21 budget as presented and held over at the October 22<sup>nd</sup>, 2020 ETSB meeting showing revenue of \$747,030.00 and expenditures of \$724,615.42 be approved. Vice-Chairman Hilliker called for further discussion; there being none, the vote was called for as follows:

Ryan Buskohl	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Steve Gilmore	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Pat Hilliker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Deb Killian	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Mike Koppien	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Kevin Lalley	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Brad Sibley	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>
Josh Tucker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>

Discussion took place regarding the Treasurer's office suggestion to close out the Midland account and run all activity through Sauk Valley in lieu of toggling between two different checking accounts. Josh Tucker expressed concerns over moving ETSB funds to one bank. An issue with interest on a CD was reviewed as well as current practices with moving funds between accounts to pay claims and monthly checks from the comptroller. Treasurer Killian suggested creating a list of monthly activities/transfers that take place with ETSB claims, payroll, revenues, and contractual services and work with Treasurer's office to streamline the financial activities while continuing with segregation of duties. Board consensus was to keep the two separate accounts and Director Dallas create a "to do" tracking list between ETSB and Treasurer's Office.

**Claims:** Claims were reviewed. Kevin Lalley made a motion, seconded by Ryan Buskohl, that claims, including those paid in vacation, totaling \$15,906.70 be approved and ordered paid. Vice-Chairman Hilliker called for discussion; hearing none, the roll call vote was called as follows:

Ryan Buskohl	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Steve Gilmore	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Pat Hilliker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Deb Killian	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Mike Koppien	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Kevin Lalley	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Brad Sibley	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>
Josh Tucker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>

- **Executive**

Vice-Chairman Hilliker advised the 2021 ETSB meeting dates were provided in the agenda packet as follows:

Thursday, January 28, 2021

Thursday, March 25, 2021

Thursday, May 27, 2021

Thursday, July 22, 2021

Thursday, September 23, 2021

Thursday, October 28, 2021

Monday, November 22, 2021

All meetings are scheduled to commence at 5:30 pm at the Lee County Emergency Communications Center (ECC).

Deb Killian made a motion, seconded by Ryan Buskohl that the ETSB meeting dates as presented at the November 23, 2020 ETSB meeting be approved and published. Vice-Chairman Hilliker called for further discussion; there being none, the vote was called for as follows:

Ryan Buskohl	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Steve Gilmore	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Pat Hilliker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Deb Killian	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Mike Koppien	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Kevin Lalley	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Brad Sibley	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>
Josh Tucker	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>

- **Property**

- **Education Committee**

- **Old Business**

Reference the Motorola radio upgrade, the Ravan convertor installed earlier in the day appears to have fixed the Mutual Aid feedback issue from dispatch. The invoice for the convertor was sent directly to Motorola. The only pending issue is with Dixon City frequency at the ECC when the audio on the “unselect” speaker from the City tone outs are not being sent/heard through the unselect. Kevin N. from Barbeck Communications will the troubleshooting further with engineering. The acceptance with Motorola has not been signed.

- **ETSB Member / Director Comments**

- **Adjournment**

Deb Killian made a motion, seconded by Kevin Lalley to adjourn the meeting at 6:03 pm. Motion passed unanimously. The next ETSB meeting is scheduled for Thursday, January 28, 2021 @ 5:30 pm at the ECC.

---

Deb Killian, ETSB Secretary Treasurer



## UNAPPROVED

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 December 8, 2020, via the Lee County website to email public requests to: [countyboardrequests@countyoflee.org](mailto:countyboardrequests@countyoflee.org) and the meeting was live streamed on December 10, 2020, at <http://www.youtube.com/channel/UCO3ZPaJgtBWmfph0rstLXA>

### **Executive Committee Meeting – Thursday, December 10, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse – 11:00 a.m.  
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 11:00 a.m., by Chair Bob Olson.

**Member Roll Call:** Chair Bob Olson, Vice Chair John Nicholson, Dave Bowers, Chris Norberg and Jim Wentling were present in person, Mike Koppien and Jim Schielein attended via Zoom video conferencing.

**Members absent:** None

**Board Members, Department Heads and County Employees present:** Marilyn Shippert (Board Member), Charley Boonstra (State's Attorney), Cathy Myers (County Clerk), Nancy Peterson (Chief Deputy in the County Clerk's Office), Zack Owen (IT/GIS), and Becky Brenner (Board Secretary), were all present in person. There were no other attendees via Zoom video conferencing.

### **Approval of Minutes**

The November 2020 Executive Committee minutes were approved without modification.

### **Committee Chairs Comments**

Each committee chair or board member gave a brief recap of the committee topics that were discussed in the meetings and reported what items would be included on the County Board Agenda. Minutes from each committee meeting will be included in the County Board agenda packet and can be viewed on the Lee County's website 48 hours prior to the monthly County Board meeting.

The committee briefly discussed new requirements for Zoom meetings that will be rolled out during January's meetings. Participants are required to be visible to the others attending the meeting as if they were here face to face in order to vote and be paid per diem.

### **Announcements:**

a.

### **Monthly Claim Sheet**

The County's claims, the paid in vacation and holiday/sick pay claims, and Per Diem claims were viewed and signed by the committee for approval.

**Motion to approve claims by John Nicholson:**

**Second by Mike Koppien.** Motion carried unanimously by voice vote.

### **Petitions Coming To the Zoning Board of Appeals: None**

### **Petitions Coming From the Zoning Board of Appeals:**

- a. Petition No. 20-P-1556, Dennis & Edith Pfeiffer, PPN#17-05-29-100-001 The property is located in Reynolds Township, presently zoned Ag-1 Agricultural District. Petitioner desires that the property be rezoned as Special Use for selling fresh farm products directly to consumers as a Farmer's Market.

**Coming to the Planning Commission:** None

**Coming from the Planning Commission:** None

### **Old Business:**

a.

**New Business**

- a. Zoom meetings and attendance
- b. Temporary assistance for the IT Department

**Appointments:**

- a. Resolution: Reappointment of Solid Waste Coordinator David M. Anderson
- b. Resolution: Appointment of Jack Skrogstad to the Lee County Board

**Raffle Report:**

- a.

**Executive Session:**

- a.

**Motion from Chris Norberg:** To approve the new proposed agenda.

**Second by Mike Koppien.** Motion carried unanimously by voice vote.

**Motion to adjourn by Mike Koppien:**

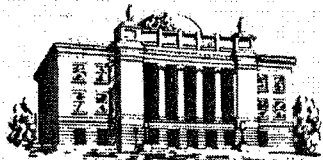
**Second by John Nicholson.** Motion carried unanimously by voice vote.

Meeting was adjourned at 12:02 p.m.

Respectfully Submitted by,  
Becky Brenner – County Board Secretary

*The next scheduled meeting for the Executive Committee will be 11:00 a.m., on Thursday, January 14, 2020*

B



OFFICE OF THE COUNTY CLERK AND RECORDER  
LEE COUNTY COURTHOUSE  
DIXON, ILLINOIS 61021-0329

MAILING ADDRESS:  
P.O. Box 329  
DIXON, IL 61021-0329

Cathy Myers  
Lee County Clerk & Recorder

Monthly Report of Cathy Myers, Lee County Clerk & Recorder to the Honorable Chairman and Members of The Lee County Board. The following enumerated amounts were received by my office during the month of November 2020:

TOTAL RECEIPTS.....		\$157,021.82
MARRIAGE LICENSE FEE.....		\$175.00
	(VITAL RECORDS SPECIAL FUND)	\$232.00
	(DCSF/COLDF SPECIAL FUND)	\$720.00
CERTIFICATIONS.....		\$4,853.00
MISCELLANEOUS.....		\$ 9,413.45
	(RECORDING SPECIAL FUND)	\$2,527.00
	(GIS SPECIAL FUND)	\$9,459.00
	(RHSP SURCHARGE)	\$4,824.00
	(DVF)	\$25.00
	(LAREDO/TAPESTRY)	\$6,583.01
RECORDING.....		\$36,859.00
REAL ESTATE TRANSFER STAMP SALES (GROSS).....		\$22,273.50
TRUST FUND RECEIPTS – REDEMPTIONS FROM TAX SALE.....		\$76,719.86
CHARGE.....		\$6,728.01
TOTAL AMOUNT OF FEES RECEIVED.....		\$80,301.96
001-436927-001	(GENERAL FUND)	\$55,931.95
010-436927-001	(VITAL RECORDS)	\$232.00
	(DCSF/COLDF)	\$720.00
009-436927-001	(RECORDING SPECIAL FUND)	\$2,527.00
071-436930-038	(GIS SPECIAL FUND)	\$9,459.00
	(RHSP SURCHARGE)	\$4,824.00
	(DVF)	\$25.00
001-436924-001	(LAREDO/TAPESTRY)	\$6,583.01
TOTAL AMOUNT OF TRUST FUNDS HELD AT THE BEGINNING OF THE MONTH....		\$98,752.27
RECEIVED DURING THE MONTH AS SHOWN ABOVE.....		\$76,719.86
PAID OUT TO PURCHASER DURING THE MONTH.....		\$84,591.30
BALANCE OF TRUST FUNDS HELD AT THE END OF THE MONTH.....		\$90,880.83

Respectfully Submitted,

Cathy Myers, Lee County Clerk & Recorder

by \_\_\_\_\_, Deputy



Amy Johnson  
Clerk of the Circuit Court  
Fifteenth Judicial Circuit

Lee County  
Courts Building  
309 South Galena Ave.  
Suite 320  
Dixon, IL 61021  
(815) 284-5234  
Fax: (815) 288-5615

LEE COUNTY CIRCUIT CLERK  
MONTHLY REPORT

November 2020

FEES COLLECTED AND DISBURSED TO:  
LEE COUNTY TREASURER

Filing Fees	\$13,296.21
10% Bond Charge- Clerk Fee	\$2,277.50
Library	\$1,460.00
Work Release	\$0.00
Court System	\$5,818.04
Automation	\$5,684.64
Security	\$6,807.86
Probation	\$4,530.08
Court Document Storage	\$5,587.11
Animal Control / Rabies	\$820.00
Annual Support/Maintenance	\$236.00
Public Defender	\$446.00
Home Confinement	\$312.00
Minor Room & Board	\$300.00
Guardian Ad Litem	\$0.00
Lee County States Attorney	\$1,025.64
Lee Co SA Automation Fee	\$0.00
Clerk Op Add-Ons	\$0.00
Clerk Op Deduct	\$1,437.05
Medical Costs	\$342.25
Youth Diversion	\$0.00
Drug Court Fund	\$0.00
2nd Chance Program	\$0.00
E-Citation/Clerk	\$1,526.00
DV Surveillance	\$45.00
Probation - Drug Court Fee	\$0.00
Probation - Mental Health Court Fee	\$0.00
Probation - Pre Scm Appl	\$0.00
Probation Ops Fee	\$397.00
Jury Demand Fee / Lee County Circuit Clerk	\$212.50
Probation - Veteran's Court	\$0.00
Public Defender Automation	\$106.00
STD Testing	\$0.00
Lee County Health Dept	\$25.00
Interstate Transfer Fee	\$0.00
TOTAL	\$52,691.88
OTHERS:	
Marriage Fund of the Circuit Court	\$10.00
Restitution	\$3,833.36
TrafficSaftey School	\$2,134.24
Anti-Crime Fund	\$1,302.00
Child Advocacy Fee- Shinning Star	\$741.73
School District Fee	\$0.00
FTA Warrant Fee	\$140.00
Emergency Response	\$0.00
Tom Schwamberger	\$0.00
Contribution to L.C. Victim Impact Panel	\$0.00
State's Attorney Appellate Prosecutor	\$20.00
TOTAL	\$8,181.33



**STATE TREASURER:**

Drivers Education Fund	\$905.50
V.C.V.A.	\$1,947.08
Penalty Assessment Surcharge	\$0.00
DV Shelter Service	\$657.00
Trauma	\$377.74
Criminal Justice Information Fund	\$28.00
Domestic Battery	\$0.00
DV Abuser Service	\$0.00
State Fee - Traffic	\$87.59
T&CCSF	\$2,195.00
DUI Equipment	\$2,227.45
Sexual Assault	\$0.00
Spinal Cord Trust	\$31.47
Prisoner Rvw Board	\$13.00
Lump Sum Surcharge	\$0.00
Fire Prevention	\$285.50
Fire Truck Ln Fund	\$42.00
Drug Assessment Fund	\$747.23
State Police Svcs	\$25.00
State Police Ops	\$2,228.36
Foreclosure Prey	\$0.00
Abandoned Res Prop	\$0.00
FPP Graduated Fund	\$0.00
Drug Traffic Prey	\$0.00
Roadside Memorial	\$0.00
CV Police Op Fund '	\$0.00
ISP Merit Board	\$700.00
E-Citation Illinois State Police	\$2.00
Guardian/Advocacy	\$475.00
Sex Offender Investigation Fee	\$0.00
Access to Justice	\$162.00
Prescription Pill Disposal Fund	\$0.00
State Police Admin Fund	\$7,926.75
Meth Law Enforcement Fund	\$0.00
Law Enforcement CGF	\$243.00
George Bailey Fund	\$1.00
E-Business	\$747.00
<b>TOTAL</b>	<b>\$22,054.67</b>

**FINES COLLECTED & DISBURSED TO:****MUNICIPALITIES:**

City of Dixon		\$9,275.02
Fine	\$5,868.45	
Police Vehicle	\$15.00	
E-Citation	\$65.00	
DUI Equip	\$651.55	
Dixon Anti-Crim	\$675.00	
City Attorney	\$15.00	
Drug Enforcemen	\$75.02	
I & 8 Collection	\$110.00	
Bond Forfeiture	\$1,800.00	
City of Amboy		\$384.51
Fine	\$315.00	
E-Citation	\$2.00	
DUI Equip	\$55.00	
Drug Enforcemen	\$12.51	
Police Vehicle	\$0.00	
Village of Ashton		\$50.00
Fine	\$50.00	
Police Vehicle	\$0.00	
E-Citation	\$0.00	
Bond Forfeiture	\$0.00	
Village of Franklin Grove		\$60.00
Fine	\$60.00	
Police Vehicle	\$0.00	
E-Citation	\$0.00	
Village of Paw Paw		\$0.00
<b>Sub-Total</b>		<b>\$9,769.53</b>

COUNTY:

Traffic		\$11,185.91
Fine	\$9,868.53	
DUI Equip	\$1,169.38	
E-Citation	\$148.00	
Bond Forfeiture	\$0.00	
Drug Enforcemen	\$0.00	
Police Vehicle	\$0.00	
County Fee/Traffic		\$195.30
County General Drug		\$84.36
Criminal		\$5,025.99
Fine	\$4,919.99	
E-Citation	\$6.00	
Bond Forfeiture	\$0.00	
Police Vehicle	\$0.00	
Drug Enforcemen	\$0.00	
DUI Equip	\$100.00	
Lee County Sheriff		\$609.81
E-Citation/Animal Control(Rabies)		\$8.00
Sub-Total		\$17,109.37

STATE

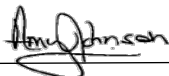
State of-IL - Conservation		\$0.00
State of IL - Police Veh Fund Conservation		\$0.00
State of IL - Overweights		\$0.00
State of IL- Sec of State Police		\$0.00
State of IL - Capital Projects		\$0.00
State of IL - DASA 12 1/2 % Drug		\$28.11
State of IL - DNA Identification		\$807.77
State of IL - Dmg Crime Lab		\$0.00
State of IL - DUI Crime Lab		\$0.00
State of IL - Lab Analysis		\$0.00
State of IL - Drug Enforcement		\$25.00
State of IL - DUI Equipment		\$0.00
State of IL - Conservation DUI Equipment		\$0.00
State of IL - Police Veh Fund		\$0.00
State of IL - Police Veh Fund (Overweight)		50.00
State of 11- E-Citation Fee (Conservation)		\$0.00
State of IL - Bond Forfeiture		\$0.00
State of IL - E-Citation Fee (Sec of State)		\$0.00
State of IL - E-Citation Fee		\$0.00
State of IL - Sex Offender Regis		\$67.50
Blackhawk Area Task Force Drug Enforcement		\$25.00
Blackhawk Area Task Force E-citation		\$0.00
Youth Dmg Abuse Prey. Fund		\$0.00
State of IL - Drug Traffic Prevention		\$0.00
<b>Sub-Total</b>		<b>\$953.38</b>

TOWNSHIPS:

Nelson Township		\$0.00
South Dixon Township		\$25.00
Sub-Total		\$25.00

**Total Municipalities, County, State and Townships** **\$27,857.28**

**Total of all Collected Fees and Fines** **\$110,785.16**



AMY JOHNSON, CIRCUIT CLERK

Resolution No. \_\_\_\_\_  
Reappointment of Solid Waste Coordinator

**WHEREAS**, a vacancy exists in the office of the Lee County Solid Waste Coordinator due to the expiration of the previous term which occurred on November 30, 2020, and;

**WHEREAS**, the Lee County Board desires to have David M. Anderson continue administering the functions of the Office of Solid Waste Management through the Lee County Highway Department for an additional two year period ending November 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, by the Lee County Board that David M. Anderson be, and is hereby reappointed, Solid Waste Coordinator for Lee County, Illinois for a term of two years effective immediately, and

**BE IT FURTHER RESOLVED**, by the Lee County Board that no additional compensation be allowed David M. Anderson for the position of Solid Waste Coordinator and his salary shall remain that allowed by the terms and conditions set forth in Resolution number 02-18-011 reappointing David M. Anderson as Lee County Engineer on February 20, 2018.

PASSED BY THE LEE COUNTY BOARD

THIS 17 DAY OF December, 2020

BY: \_\_\_\_\_  
Lee County Board Chairman

ATTEST:

\_\_\_\_\_  
Lee County Clerk