



**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 April 1, 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 April 7, 2020, at <http://www.youtube.com/channel/UCO3ZPaJgtBWmfph0rstLXA>

### **Properties/Planning/Zoning Committee Meeting – April 7, 2020**

Third Floor Board Conference Room, 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 present in person, Vice Chair Bill Palen and David Bally present via teleconference.

**Members absent:** Marvin Williams and Chris Norberg.

**Board Members Department Heads, Employees or Visitors present:** John Nicholson (County Board Chairperson), Charley Boonstra (State's Attorney), Mike McBride (IT/GIS), and Becky Brenner (Board Secretary), were present in person, Greg Gates (LOTS), Teri Zinke (Animal Control), Greg Saunders (Maintenance Supervisor), John Simonton (Sheriff), and Mike Mudge of Rock River Energy Services (9:04-9:16) all present via teleconference.

### **Approval of Minutes**

The March 2020 minutes of the Properties/Planning/Zoning Committee were approved as written without modification.

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

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

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

### **Department Head Reports**

Greg Saunders reported that the cement floors in the Public Defender's conference room had been sealed and a closet area had been finished. There were electrical outlets installed in the Emergency Operations Center at the New Courts Building. Greg also reported that his staff has been in the old jail cleaning, sanitizing, and working on the plumbing to get the building ready in the event the County would need to use the building to house inmates that tested positive for the COVID-19 virus.

Dave Bowers read a report on behalf of Dee Duffy (Zoning Administrator). Dee reported that the next Zoning Board of Appeals meeting will be June 4, 2020. The Shady Oaks Wind 2 Petition will begin the public hearings at that meeting. She reposted notices around the proposed wind farm area and spoke to the Wyoming Township Supervisor about past concerns from other wind farms and road repairs that will be needed if the project is approved. The Zoning Office sent the first 100 Amnesty Program letters out on March 2, 2020 and an additional 65 letters were sent out on April 6, 2020. She reported that she has been

working from home on three more townships with over 500 Amnesty Program parcels to examine, along with returning phone calls, emails, and approving permits.

Teri Zinke reported that the office is splitting up days so no one is at the office at the same top. The office has been distributing cat and dog food to several villages for pet owners that need these supplies. The office does have pet food that can be donated for those that need to stay at home. Teri also reported that most vet clinics are only doing emergency and urgent care visits, not vaccinations.

Greg Gates walked the committee through the LOTS monthly report. He reported that LOTS is focusing on the significant rides that need to be made, kidney dialysis and chemotherapy appointments, older adult meal delivery, grocery delivery to older adults and shut-ins, limited trips to Walmart and rides to workplaces. LOTS full monthly report will be included in the April County Board agenda packet.

### **Old Business**

LOTS Safety and Security Plan Resolution, liquidation of Old LEC excess furniture and equipment, and the fraud awareness and protection training items have all been put on hold during the COVID-19 pandemic.

Dave Bowers reported that the electrical panel at the Food Pantry had been replaced along with the damage the fire caused. Quotes were collected from ADS for installing a remote monitored fire alarm system. The quotes were considered cost prohibitive. At a minimum standalone smoke detectors and carbon monoxide detectors will be installed in the building for the public's safety.

Dave Bowers reminded the committee that last Fall the committee approved the blacktop, sealing, and restriping of the New Courts Building and employee parking lot to the West, contingent on collecting additional quotes. Greg Saunders submitted several quotes to the committee for the job that were significantly less than the original quote.

**Motion from Bill Palen:** To accept the lowest bid for the blacktop, sealing, and restriping of the New Courts Building and employee parking lot to the west and move to the Finance Committee.

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

Dave Bowers reported that he had been asked to get a budgetary estimate for upgrading the current phone system to VOIP (Voice Over IP) in the New Courts Building and the Old Courthouse. The current system is very antiquated and needs to be replaced. Ficek did provide an order of magnitude type estimate for just the actual phone equipment which was in the low \$70,000 range (\$72,613). Additional costs would involve upgrading the current computer network infrastructure in both the Old Court House and the New Courts Building to be able to adequately handle the existing computer data traffic and the addition of voice traffic. In addition, the Old Courthouse internet service may need to be upgraded from a wireless connection to the New Courts Building to an actual wired fiber connection direct to the Old Court House building. Mike McBride will be meeting this coming week with Syndeo Technical experts to evaluate what upgrades would be required.

### **New Business**

Mike Mudge of Rock River Energy Services was present via teleconference to walk the committee through the Lee County Electrical Aggregation Program. Rock River Energy Services works as an independent agent soliciting quotes from our area's wholesale market to provide Lee County residents with a reduced and fixed cost for electrical energy. He provided a spreadsheet that itemized the 8 different bids that were submitted for consideration. ComEd is currently charging 7.224 cents per kilowatt hour and AEP Energy is currently the lowest bid charging 5.708 cents per kilowatt hour, for a three year contract. Mike explained that all of the vendors selected have been vetted and can be substituted in the future if the supplier chosen is not able to perform. Lee County residents do have the choice of opting out of the program. When the contract for the County is signed a letter explaining the program will be sent out to the residence including instructions on how to Opt-Out if desired.

**Motion from Bill Palen:** To pass the Electrical Aggregation bid for the lowest price per kilowatt hour, at the time of approval, to the Executive Committee for inclusion at April's County Board Meeting.

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

John Simonton and Dave Bowers gave the committee the latest cost information that has been collected for the potential demolition of the Old LEC building. Last month the Sheriff had received a quote for the demolition of the old jail for \$180,000 with an additional cost of \$190,000 for the asbestos removal. An additional quote has been received for only the demolition of the building for \$90,000. Budgetary figures are being collected for information purposes until the board has made the decision to go forward with the demo. At that time the County will start the formal bidding process.

Greg Gates walked the committee through the Capital Assistant Grant. \$200 million has been allocated for rural public transportation in Illinois. Funding is being allocated through the REBUILD ILLINOIS Program. Three requests from LOTS will be three (3) new Ford Transit vans, supplemental location for Ogle County, and architectural and engineering fees to be included.

**Motion from Bill Palen:** To move Governing Board Resolution/Capital Assistant Grant to the Executive Committee.

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

Greg Gates presented the COVID-19 Unearned Pay and Benefits Policy. He explained that the purpose of the policy is to provide all LOTS employees with a continuation of regular wages and benefits as a response to the COVID-19 pandemic. The policy would be in effect until May 31, 2020, and may be extended by LOTS as deemed necessary. This program is 100% reimbursable through federal funding.

**Motion from Dave Bally:** To move the COVID-19 Pay and Benefit Policy to Executive Committee.

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

Dave Bowers presented information on the maintenance contract for \$15,635 for the new jail from Mechanical that would include work on the HVAC system, boiler, exhaust fans, and water heaters. Since the equipment is currently under warranty, except for routine maintenance, it was discussed that the maintenance staff could work on the equipment and contact Mechanical as needed. If the maintenance staff will be working on the equipment, special tools will need to be purchased. There were questions as to whether the contract amount was quarterly or annual. Greg Saunders will find out and report back to the committee. It was later confirmed the \$15,635 cost was an annual cost for quarterly preventative maintenance service.

**Motion from Bill Palen:** To table the Maintenance Contract for the New Jail from Mechanical

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

**Motion to adjourn by:** Dave Bally

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

Meeting adjourned at 10:45 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 12, 2020*