

AGENDA OF THE LEE COUNTY BOARD

November 28, 2006

9:00 A.M.

3RD FLOOR BOARDROOM, OLD LEE COUNTY COURTHOUSE
112 E. SECOND STREET, DIXON, ILLINOIS

OPEN MEETING WITH INVOCATION OR PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENTS - COUNTY BOARD ORGANIZATIONAL MEETING - DECEMBER 4, 2006, 9:00 A.M.

APPROVAL OF BOARD MINUTES OF PREVIOUS MINUTES

State's Attorney to Address Board - Paul Whitcombe

PUBLIC/VISITOR COMMENT:

A. ITEMS ON THE AGENDA - VISITORS ALLOWED 10 MINUTES

B. ITEMS NOT ON THE AGENDA - VISITORS ALLOWED 5 MINUTES

TO ZONING BOARD: -0-

TO PLANNING COMMISSION: -0-

FROM ZONING BOARD: 06-P-1432 - Sundown Farm Service - Harmon Twp.

FROM PLANNING COMMISSION: -0-

REPORTS OF COMMITTEE:

FINANCE

CLAIMS

SOLID WASTE/HEALTH & WELFARE

ROAD & BRIDGE

COMMITTEE CLAIMS

COUNTY PROPERTIES

R.C.&D. - BLACKHAWK HILLS

COUNTY SERVICES

911 BOARD

ADMINISTRATIVE SERVICES

EXECUTIVE/JUDICIAL/LAW ENFORCEMENT

(Sandy Schulte to Address Board)

COUNTY OFFICERS REPORTS, REQUEST FOR DEPOSIT OF FUNDS, ORDERS PAID IN VACATION

OLD BUSINESS

NEW BUSINESS Bill Metzen - Weed Control Superintendent

APPOINTMENTS - Robert E. Jones - Sublette Fire District

DIDA - Ordinance - Amending Ordinance #1350 (amending the boundaries of the Lee County enterprise zone) Lay over until December

BUDGET

Highway - Local Agency Agreement - Steward Road & Perry Road

Highway - Resolution - Steward Road & Perry Road

Lee County/City of Dixon Contract

MILEAGE & PER DIEM

ALL BILLS & APPROPRIATIONS ALLOWED BY ROLL CALL

ADJOURN

LEE COUNTY ZONING BOARD OF APPEALS

Ron Conderman, Chairman
Craig Buhrow, Member
Mike Pratt, Member
Gene Bothe, Member
Tom Fassler, Member

Chris Henkel, Zoning Officer
Alice Henkel, Clerk

The Lee County Zoning Board of Appeals met on Thursday, November 2, 2006 at 7:00 p.m. in the Lee County Courthouse, Dixon, Illinois. Chairman Ron Conderman called the meeting to order and roll was called. The following members were present: Mike Pratt, Gene Bothe and Tom Fassler.

Chairman Conderman asked if there were any changes or corrections to the minutes from the last time the board met (August 2006) and there were not. Mike Pratt made a motion to approve and Gene Bothe seconded it. All were in favor.

The first item of new business was petition 06-P-1432, by Sundown Farm Services and Schilpp Ind/Ag. Petitioners are requesting that a C-3 General Business, Special use be allowed for PPN #10-13-08-300-004. The property is currently zoned Ag-1, Agricultural District, and is located in Harmon Township.

Buddy Schilpp was sworn in.

The property in question is approximately six acres and is located on Schilpp Road west of Harmon. Mr. Schilpp explained that the Special Use would be used for the expansion of his fertilizer/chemical customs operation to include fertilizer sales. These fertilizers would include anhydrous, ammonia, dry fertilizers, liquid nitrogen, etc.

Mr. Schilpp said there will be no new construction and all existing buildings, tanks and equipment will be used. Also, Schilpp Road has recently been upgraded and would be able to support existing and future traffic created by the business.

Mr. Henkel explained that the area of this property used for the business would be parceled off and would be given its own parcel number. Only this new parcel would be granted the Special Use and the remaining property would remain Ag-1.

The Harmon Township Road Commissioner was present with no objection to the petition.

Chairman Conderman proceeded with the finding of facts. The first was the finding of fact regarding the effect of the proposed use upon the character of the neighborhood. He stated there would be no change.

The second was the finding of fact regarding the effect of the proposed use upon traffic conditions. It was agreed there would be little to no change and with recent upgrades to the road, no adverse effect is anticipated.

The third was the finding of fact regarding the effect of the proposed use upon public utility facilities. It was stated there would be no change.

The fourth was the finding of fact regarding the effect of the proposed use upon public health, public safety or general welfare. The board concluded there was no change.

Mike Pratt made a motion to approve petition 06-P-1432 and Gene Bothe seconded it. All were in favor. Chairman Conderman announced the petition will go before the Lee County Board on November 28, 2006 with a recommendation for approval.

On the motion of Tom Fassler the meeting was adjourned at 7:15 p.m.

ORDINANCE NO. _____

WHEREAS, the Lee County Board desires to act upon Petition No. 06-P-1432 (Sundown Farm Services and Schilpp Ind/Ag) which requests a C-3 General Business, Special Use for PPN #10-13-08-300-004. The property is currently zoned Ag-1, Agricultural District, and is located in Harmon Township.

WHEREAS, the necessary public hearing was held before the Zoning Board of Appeals on the Petition described which resulted in recommendation for approval from the Zoning Board of Appeals for the Petition.

NOW, THEREFORE, BE IT ORDAINED by the Lee County Board that Petition No. 06-P-1432 (Sundown Farm Services and Schilpp Ind/Ag) be (**approved / denied**) by the Lee County Board.

PASSED BY THE LEE COUNTY BOARD

THIS ___ DAY OF _____, 2006.

BY: _____
Lee County Board Chairman

ATTEST:

Lee County Clerk

To the Honorable Chairman and
Members of the Lee County Board

Ladies and Gentlemen:

Consideration was given to Petition No. 06-P-1432 (Sundown Farm Services and Schilpp Ind/Ag) which requests a C-3 General Business, Special Use for PPN #10-13-08-300-004. The property is currently zoned Ag-1, Agricultural District, and is located in Harmon Township.

The property in question is approximately six acres and is located on Schilpp Road west of Harmon. Buddy Schilpp was present on behalf of the petitioner and explained that the Special Use would be used for the expansion of his fertilizer/chemical customs operation to include fertilizer sales. These fertilizers would include anhydrous, ammonia, dry fertilizers, liquid nitrogen, etc.

Mr. Schilpp said there will be no new construction and all existing buildings, tanks and equipment will be used. Also, Schilpp Road has recently been upgraded and would be able to support existing and future traffic created by the business.

Mr. Henkel explained that the area of this property used for the business would be parceled off and would be given its own parcel number. Only this new parcel would be granted the Special Use and the remaining property would remain Ag-1.

The Harmon Township Road Commissioner was present with no objection to the petition.

Chairman Conderman proceeded with the finding of facts. The first was the finding of fact regarding the effect of the proposed use upon the character of the neighborhood. He stated there would be no change.

The second was the finding of fact regarding the effect of the proposed use upon traffic conditions. It was agreed there would be little to no change and with recent upgrades to the road, no adverse effect is anticipated.

The third was the finding of fact regarding the effect of the proposed use upon public utility facilities. It was stated there would be no change.

The fourth was the finding of fact regarding the effect of the proposed use upon public health, public safety or general welfare. The board concluded there was no change.

Mike Pratt made a motion to approve petition 06-P-1432 and Gene Bothe seconded it. All were in favor.

Respectfully,
Alice Henkel, Clerk

FINANCE COMMITTEE MEETING

THURSDAY, NOVEMBER 16, 2006

9:00 A.M.

Members present: Binder, Truckenbrod, Shippert, Nicholson and Hummel

Also present: Ann Taylor, Kim Becker, M. Osborne (SVN), Jim Seeberg, Andrew Bollman (ASA), Zach Albert (St. Atty. off.) Denise Burrs, Rick Ketchum, Nancy Nelson, John Ferrone, Patti McBride (Treas. off.)

Chairman Binder opened meeting.

Andrew Bollman and Zach Albert present to address the discrepancies in amounts collected by Zach Albert, amounts shown by Circuit Clerk and amount deposited in accounts by Treasurer's office.

Seems to be many outstanding bonds that distort totals; more detective work needed to sort bonds, differences in what is collected and what is paid out.

Discussion included reviews of SA Whitcombe's letter of 10-16-06, the power point presentation of 10-19-06, and data numbers prepared by Zach in 11-06.

Mr. Nicholson requested that traffic numbers be separated out as they would have comparable annual ratios. Zach agreed to do this.

Chairman noted these are two issues: 1) a need for accurate tracking of collections and distributions and 2) SA Whitcombe's request for additional money in St. Atty. budget to more than double Mr. Albert's salary.

Sandra Schulte present. She would like salary equity for employees. She believes that the work she does warrants additional salary.

Chairman expressed opinion that County has not addressed this issue.

Maintenance issues.

Chairman requested that the Coroner's grant be moved from Coroner's budget to the grant fund. Mrs. McBride does not think this should be done because of interest accrual. Chairman would like to see the interest prorated. Mrs. McBride will further research this.

Financial Reports.

Chairman noted that the additional appropriation made to Contingencies has been spread into other budgets.

Concern for budgets that have exceeded or are close to exceeding appropriations prompted review. Changes in appropriation and transfers are detailed later.

Chairman noted that revenues show almost \$800,000 above projection. Explanations are the late 2005 distribution, the increase in zoning fees and the increase in State income tax.

About \$186,000 should be distributed to General Fund from 2006 property taxes before end of current fiscal year.

The Tracking Report reflects points made above.

Kim Becker present with Dependent Children's Fund Report. She expects that \$15,000 will go back to General Fund.

Chairman noted updated amounts in the 2007 budget book that changed from the draft.

Consensus of committee to pay the 30 year amortization to IMRF; this will result in a lesser cost to the County.

Members Hummel and Nicholson departed about 1 pm.

Transfers:

Within Coroner's budget: \$40 from F&E to Prof. Fees.

Motion by Truckenbrod; second by Shippert; carried.

Transfer within County Board: \$700 from Salary Others to Furn. & Equip., \$50 from Northwest Criminal to Furn. & Equip, \$700 from Repairs & Maintenance to Furn & Equip.

Transfer from Contingencies \$3060 to County Board Furn & Equip. (These transfers will allow \$5000 payment toward copy machine for County Bd., Zoning, and Animal Control.) Motion to approve transfers made by Shippert; second by Truckenbrod; motion carried.

Transfer from Contingencies \$10,000 to Sheriff's budget. Motion by Truckenbrod; second by Shippert; carried.

This will allow payment to City of Dixon for equipment the purchase of which was previously approved.

Budget Amendments

(Appropriations)

Increase Capital Projects appropriation by \$185,000 to \$1,147,606.

Motion by Shippert; second by Truckenbrod; carried. Motion to expend \$130,000 from Capital Projects Fund to pay for Sheriff's radios, the purchase of which was previously approved; second by Truckenbrod; motion carried.

Increase County Special Bridge by \$260,000 to \$750,000. Motion to approve by Truckenbrod; second by Shippert; motion carried.

Increase Court House budget by \$43,663 to \$469,473. Motion by Shippert; second by Truckenbrod; carried. This will cover the increased costs of utilities.

Meeting adjourned at 2:05.

Respectfully submitted,

Judy Truckenbrod

LEE COUNTY GENERAL FUND													
BUDGET TRACKING	December 2005	January 2006	February 2006	March 2006	April 2006	May 2006	June 2006	July 2006	August 2006	September 2006	October 2006	November 2006	
Beginning Balance (audit)	\$324,687	\$563,898	\$552,951	\$544,304	\$387,441	\$403,861	\$488,434	\$393,222	\$783,909	\$735,297	\$750,233		
Receipts Budget	\$373,367	\$524,599	\$375,409	\$528,050	\$432,892	\$613,188	\$373,134	\$952,984	\$470,964	\$631,741	\$544,129	\$439,447	\$6,259,904
Actual	855,079	483,061	469,662	532,768	451,356	563,104	460,060	845,332	649,228	479,829	825,028		
Disbursements Budget	\$672,267	\$480,739	\$451,899	\$636,007	\$518,691	\$482,165	\$429,257	\$454,548	\$554,071	\$581,134	\$524,504	\$651,380	\$6,539,956
Actual	615,868	494,008	478,309	689,631	434,936	478,531	555,272	454,645	697,840	464,893	493,172		
													-\$280,052
ENDING BALANCE	\$563,898	\$552,951	\$544,304	\$387,441	\$403,861	\$488,434	\$393,222	\$783,909	\$735,297	\$750,233	\$1,082,089	\$0	

FISCAL YEAR THRU OCTOBER 2006

FISCAL YEAR THRU OCTOBER 2005

Receipts Budget	\$5,820,457	
Actual	\$6,614,507	
Disbursements Budget	\$5,888,576	
Actual	\$5,854,117	
NET	\$760,390	
Receipts	\$6,255,370	
Disbursements	\$6,296,200	
NET	-\$40,830	\$5,820,457

911 CALL CENTER FACTS

The 911 Call Center is staffed with 9 telecommunicators.

Total salary & associated costs ie (social security IMRF etc.)
2005 = \$528,398

\$58,711 average per employee

During 2005, 66,719 were answered by the call center. Of the total 32,027 came in on 288-4411, the City of Dixon police line. 48% of the total calls came in on the Dixon Police line. Dixon originated 911 calls are not included in the 32,027.

Services Provided to the Dixon Police Department:

The call center answers City of Dixon Police calls 24/7 365 days

6Am – 6PM Monday thru Saturday the 911 call center answers Dixon Police Dept incoming calls on police line and routes them to appropriate person.

12x6 = 72 hours of service per week

6PM – 6AM Monday thru Saturday the 911 call center answers Dixon Police Dept incoming calls and dispatches the calls to the field. 12x6 = 72 hours of service per week

Sundays 24 hours – The 911 call center answers Dixon Police Dept incoming calls and dispatches them to the field. 24 hours of service per week.

52x24 = 1248 hours of service per year

Six major Holidays 24 hours -The 911 call center answers Dixon Police Dept incoming calls and dispatches them to the field.

6x24 = 144 hours of service per year.

The call center provides City of Dixon Police Dept. 8760 hours of service per year. Service that if not provided by the call center would have to be provided by the city of Dixon. 8760 hours are equivalent of 4.21 employees. 8880/2080

Looking at this from another perspective:

The City of Dixon Police Department dispatches their own calls 42% of the dispatch hours in a year. (3684 hrs.) 365 days

-52 Sundays

- 6 Holidays

307 days x 12 hrs. = 3684 hours

The call center dispatches City of Dixon police officers 58% of the dispatch hours in a year (5076 hrs)

307 days 307 x 12 = 3684 hours

+52 Sundays 52 x 24 =1248 “

+ 6 Holidays 6 x 24 = 144 “

365 5076 hours

10/25/2006

To: Department Heads
CC: Lee County Board Members and all Lee County Employees

From: Long Range Planning Committee;
Marilyn Shippert, Chairwoman.
Rick Ketchum, Bev Power, Chuck Stoddard and Dave Higgs.

Re: Results of LRP Employee Survey

Last month our committee distributed a questionnaire to the employees (Department Heads were previously queried and that report has been distributed). **We feel that is important to share the results and some comments with you and your employees. Please review this and make copies to distribute to your employees.**

We realize that many comments are not a department level, but some do address issues that pertain to departments. Are any of these comments related to your area? Are their problems areas that can be remedied? Although many had negative things to say about the county and/or their office, 23 out of the 25 responded that they liked their job, so the negative comments must be viewed as constructive criticism.

It should be noted that some of the thoughts were very similar to the Department head and County Board survey that indicated a need to encourage industrial growth, reduce the size of the County Board.

The survey included eleven questions which are identified below along with responses from twenty-five employees. **Please note some responses total more than 25 as some surveys had more than one answer to a single question.**

1. *What are your ideas on how the county might increase its revenue?*

- No ideas -13
- Increase fees for services and documents - 4
- Bring in more business & Industry- 2
- Charge Interest on cases on paid on time -2
- None that have not been discussed.
- Eliminate Tax Caps
- Raise taxes or have garage sale
- Fee for dropping Order of Protection
- Increase Permit fees on residential and business
- Build a mall

2. *Do you have ideas that would save the county money?*

- Reduce size of County Board – 7
- No ideas - 5
- Yes, but did not list! – 2
- Eliminate employees not making good use of time, if all worked effectively part time not needed - 2
- Don't supply county vehicles, pay mileage – 2

- Budget wisely
- Hire County Administrator -2
- Eliminate position of employee who works out of home-2
- Some supervisory positions are redundant
- Necessary Cty vehicles (Hwy, Animal Control) should not be used for personal use
- Department head wages need to be comparable, except where special degree is required
- Cut supervisor position in Probation, it's useless
- Eliminate unnecessary temporary help
- Don't believe cutting jobs is the answer
- Part time allowed only if reasonable goal
- Cty Bd or LRP should look at job duties of each employee, supervisor and dept head. Wasteful money is spent on supervisor salaries doing jobs previously done by other employees. Supervisors do not have many ACTUAL duties and they get a lot of money!
- Analyze the necessity of OT pay
- On job evaluation of employees, are all people in department busy?
- Our department is working at max capacity with limited dollars
- Consolidate - key for one door, swipe card and hole punch cards

3. *What do you view as the best use of the money received from the landfill?*

- No ideas -7
- Invest & use dividends - 4
- Raises—4
- Should NOT be income for general operations as not a constant source of revenue -3
- Set \$\$ aside for maintenance & unforeseen repairs. - 2
- Provide the citizens with a better government
- Employee healthcare
- It scares me! Already misused to cover a bigger problem w/ budget issues. It's a temporary source that later we will have to live without. Tax caps are our biggest concern. Tax to maximum allowed
- Continue paying debt on new bldg
- Shouldn't have been for new courts bldg
- Capital purchases
- Distributed throughout all parties involved

4. *Are there grants available for your department? If so, is your department working to obtain those grants?*

- Yes, and Yes – 5
- Don't know/ No answer -8
- Department had grant approved, but was then disapproved due to Katrina
- Our supervisor actively pursues them
- None for our area. -3
- My dept has grants – concern that others will take because of inability to be self sufficient
- Dept fully utilizes those offered
- Yes, sometimes appropriately used other times not

- Yes, but we are not told what they are. (Everything is a secret!)
 - Some grants don't give enough money for time required
5. *Should departments need approval for large expenditures and/or new hires?*
- Yes, Yes -7
 - In budget process -6
 - Large Expenditures- 3
 - CB does not understand workings of depts. To make such decisions. Dept Heads know workings or their office, but should give regular reports to Board.-2
 - A County administrator could do this, someone who understands all depts.
 - No answer -2
 - Review what we have & downsize if possible
 - Yes, No
 - Who approves committee that oversees department? All cannot be objective; we don't need an overseer of all departments
 - If over budget
6. *Are there unfunded mandates that cause you additional work? Are there foolish regulations in your department?*
- No, No -10
 - Yes unfunded mandates, no foolish regs -4
 - No answer -3
 - Clerk's office -2nd Floor, Treasurer 1st Floor - 2
 - Everyday
 - No, just position that is not utilized correctly, lower level staff do work, while management make it appear position is needed.
 - No answer, Yes
 - Being on call
 - Yes – punching time card!
 - Yes, Being punished for not using sick time, by only being allowed to accrue 60 days
7. *What would make you more efficient in your job?*
- No answer -7
 - Up to date equipment -4
 - Office is efficient now- 3
 - More training-2
 - Hire more people - 2
 - Supervisor helping out
 - Move Clerk's office -2nd Floor, Treasurer 1st Floor -2
 - Less integration of job duties
 - I'm ok; other departments could be more efficient.
 - PT staff to answer phone & meet public
 - Not having to deal with office "non"sense of trying to please boss and supervisor to get treated better
 - Better planning
 - More pay = more incentive = more efficiency
 - Less Micromanagement

