

MINUTES
CONSERVATION, PLANNING, AND ZONING COMMITTEE
WOODFORD COUNTY, ILLINOIS
TUESDAY, July 10, 2018
5:30 P.M.

1. Call to Order:

Chairman Kingdon called the meeting to order at 6:15 pm.

2. Roll Call: Doug Huser, Blake Parsons, Duane Kingdon, Andy Rokey and Bryant Kempf were present.

3.

4. Approval of Monthly claims: Motion was made by Parsons to approve the claims, seconded by Huser. *Motion Carried.*

5. Approval of June 12, 2018 Meeting Minutes

Motion to approve the May minutes made by Huser, seconded by Parsons. *Motion Carried*

Mr. Kingdon noted that if there were no objections the meeting would be an open discussion forum. No objections were seen.

6. Public Input: Ms. Karen Davis spoke about a property on Main St. in Cazenovia. She noted that the home is in disrepair and in foreclosure at this time. She noted that she has been working with Eric Lane at the Health Department and Lisa Jording at the Zoning Office and both have been very helpful. She discussed that the grass was 41 inches tall when they finally mowed the property. She noted that a property maintenance ground is supposed to be maintaining for the bank but has not been complete in a timely matter. Ms. Jording discussed that she has sent an email to the States Attorney's office asking if she is allowed to contact the attorney handling the foreclosure, additionally she asked about what the requirements are to push condemning a property. She is waiting to hear back from the States Attorney's office on those questions. Ms. Davis noted that the Health Department has been very helpful in at least getting the property mowed to deter rodents and animals. Mr. Huser discussed that he believes that there may be a route that the township can take to push demolition. Ms. Jording noted the 55 ILCS 5/5-1121 is the statute defining the demolition process the county must pursue.

7. Unfinished Business:

a) Minonk Wind LLC Special Use - Meeting with company, Letter of Credit - None

b) Zoning Ordinance discussion* Section 28 WECS - security and roads – Kingdon - This has been moved to the Road and Bridge Committee.

c) Review/recommend changes to Woodford County Zoning Ordinance Section 22 – Signs

Mr. Huser asked if Ms. Jording heard from Mr. Minger about the sign issues. Ms. Jording noted she has not heard anything. The committee discussed the need to keep the signs out of the ditches altogether. This will be discussed further in the future.

d) Permit Fees discussion –No discussion

e) Zoning ordinance changes required from proposed subdivision code changes

The committee completed a final review of the draft and made some minor formatting and spacing issues. It was noted that one change previously made to section 11.2 had not been made. Ms. Jording stated she would look back at the records and correct that item. Mr. Huser made the motion to forward the Final Draft with the changes to the Full Board for final approval.

f) Subdivision Code Changes and recommendations – Ms. Jording discussed that the changes were passed by the ZBA and will go to the County Board this month.

8. New Business:

a) FY 18-19 Zoning Budgets and Salary Review

Ms. Jording discussed reviewing the Zoning Administrator salary, she discussed that the closest department head is paid 24% more than the zoning administrator, most of the other department heads are paid at least 28% more. She noted that she looked at several other like counties in comparison, the most similar county in population, land mass, permits issued, etc. is Clinton County, there administrator is paid \$60,000. She asked that the committee take this into account when making their decision. Mr. Huser indicated that the committee should place a higher number in that line however the finance committee would make the final determination as to budget appropriations. Mr. Huser asked for the Zoning administrator's salary for the last two administrators, the last administrator last at \$48,872, two administrators ago with a 1.5% raise every year would have been making \$51,443 in 2019. Mr. Huser asked where Ms. Jording would like to be, she indicated closure to the other department heads. Mr. Huser also asked what the Circuit Clerk, Treasurer and County Clerk salaries are currently, Ms. Jording stated it is \$62,358. Probation director \$60,484. Assessor \$62,665. Mr. Huser stated he would like to place \$62,358 in the budget for now and then have a more in-depth discussion in executive session next month with the full committee. Motion to send the budgets with the recommended changes made by Huser, seconded by Kempf. *Motion Carried.*

9. Planning and Zoning Issues:

a) Snag Creek Subdivision Approval

This is a one acre division that was previously re-zoned to residential single family. Motion to send to the full board for approval made by Huser, seconded by Rokey. *Motion Carried.*

10. Other:

a) Tri-County Regional Planning Commission report

Mr. Huser noted there were no issues at Tri-County, the new officers were appointed for the upcoming year.

b) ZBA Hearing - ZBA hearing on July 24

Ms. Jording stated that there are two variances, a text amendment and the continued solar petition on the agenda for this month. She noted that the court reporter will be back. The committee noted that it seems like the solar company will be more prepared for this hearing. Mr. Parsons stated he would like Assistant State's Attorney Erik Gibson to attend the meeting again as it was very helpful. Mr. Huser discussed that it is important to remember that the county board needs to base their decision on the ZBA recommendation and the findings of fact as opposed to outside testimony.

c) Schedule special meetings (if necessary)

Mr. Huser stated that he and Mr. Glazier were supposed to meet with Ms. Jording to write a letter to the State's Attorney requesting attendance at the meetings, they have not accomplished that yet. He discussed the importance of have legal representation in attendance to help more things along in the review process and get things accomplished fast.

11. Executive Session (if necessary):

2. 5 ILCS 120/2 (c)(1) appointment, employment, compensation of specific employees...

The committee discussed if this discussion should be in executive session or open session. Mr. Huser stated it was based on the position not the person so it should be in open session. Mr. Glazier noted he agreed it should be in open session if had been discussed in open session previously. Ms. Jording stated she had no issue with it being discussed in open session. Mr. Kingdon asked how long Ms. Jording has been in the office alone. Ms., Jording stated in the last 11 months she has been alone for 4-5 months, the remainder of that time there has been a part time individual. Mr. Kingdon stated he would like this discussion in the minutes so everyone is aware of the time she has been alone. The committee discussed what the recommendation should be. Mr. Huser asked what the other department heads make, Ms. Jording stated the Circuit Clerk, Treasurer and County Clerk salaries \$62,358. Probation director \$60,484. Assessor \$62,665. Ms. Jording stated that the Circuit Clerk received a 13% raise within 6 months of hire. Ms. Jording noted that the previous Zoning Administrator was underpaid. Ms. Jording discussed that she looked at several other like counties in comparison, the most similar county in population, land mass, permits issued, etc. is Clinton County, there administrator is paid \$60,000. Mr. Kingdon stated that he would like to leave the \$62,358 in the budget and see what they do with it. Mr. Huser stated he was fine sending that forward but it will be a hard sale. He recommends \$54,780 based on the fact that the Circuit clerk was given a 13% raise and based on the Zoning Administrator two people ago would have been around that number if they had stayed and the previous administrator hadn't been hired in at such a low rate. Mr. Kingdon stated they would leave the appropriation alone for now and see where finance takes it.

1. 5 ILCS 120/2 (c)(11) Litigation, when action against, affecting or on behalf of the particular public body has been filed...

Mr. Huser made the motion to go into executive session for 5 ILCS 120/2(c)(11)Litigation, seconded Rokey. *Roll Call Vote: Kingdon-Yes, Huser – Yes, Parsons – Yes, Rokey – Yes, Kempf – Yes. Motion Carried.*

12. Any action coming out of Executive Session:

a. Approval of Wind farm agreement

Motion to send the wind farm agreement to the board with an amended monetary amount once verified by Ms. Jording made by Huser, seconded by Rokey. *Motion Carried.*

13. Adjournment:

Mr. Huser made the motion to adjourn at 7:22, seconded by Kempf. *Motion Carried.*

Lisa Jording, Secretary

Duane Kingdon, Chairman

Date