



Finance Committee Meeting Minutes

Lee County, Illinois

Mar 16, 2023 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E Second St, Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Jim Schielein.

II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, Nancy Naylor

Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, and Nancy Naylor attended in person. Lirim Mimini attended via Zoom video conferencing.

Also present: Dean Freil and Mike Koppien (Board Members), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Patty Rudolphi (ARPA Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

During discussion, Amy Johnson reported that New Courts applied for the Courts Technology Grant again this year and the grant was awarded in the amount of \$229,752.44. Offices that will receive funding included the State's Attorney's Office, Public Defender's Office, Judges, and Court Security. Wendy Ryerson explained that the County would be able to use these funds to cover a portion of the cost for the Karpel Software that the County Board approved in October 2022 for the State's Attorney and Public Defender. Amy reported that of the \$229,752.44, the State's Attorney's Office would receive \$82,400 and the Public Defender would receive \$31,600.

III. Public Visitors

Kim Ewoldsen (Sauk Valley Community College, Small Business Development Center).

IV. Approval of the Minutes from the Previous Meeting - (February 16, 2023)

Motion to approve the February 16, 2023, Finance Committee Meeting Minutes.

Moved by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

VI. Treasurer's Quarterly Financial Report – Presented every December, March, June, September

Paul Rudolphi walked the committee through the Treasurer's Monthly and Quarterly Financial Reports. He reported that financials were on track. He went on to report that he was seeing a slowing pattern in local sales tax, state income tax, and personal property replacement tax.

Motion to approve the Treasurer's Quarterly Financial Report. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

Paul also reported that mobile home taxes were mailed out the week of March 6th and that the County audit had been completed. The audit was clean with the exception of a minor administrative finding.

VII. Insurance Committee and GREDCO Reports

Nancy Naylor reported that the next Insurance Committee Meeting would be in April. There was no report from GREDCO for March.

VIII. ARPA

There were no items under ARPA on the agenda.

IX. Approval of Monthly Resolution: None

There were no monthly resolutions to approve in March.

X. Unfinished Business

There were no items under Unfinished Business on the agenda.

XI. New Business

A. Small Business Development Center (SBDC) MOU - Kim Ewoldsen (SVCC)

Kim Ewoldsen walked the committee through the history and inner workings of the Small Business Development Center at Sauk Valley College. Following are some of the services that SBDC offers:

- Provides no cost confidential business services to small businesses of 500 employees or less.
- Pre-business planning
- Business plans
- Grants
- Website development
- Business evaluation and expansion

After the presentation the committee verified that the MOU presented to the committee would be for FY24, FY25, and FY26. The committee asked Kim to come back during budget hearings so any future commitment could be considered during the budget process.

B. Facilities Director - Approval to Hire

Wendy Ryerson walked the committee through the Maintenance Department Step Program Hierarchy Chart. She explained that one senior maintenance staff member had announced his intentions to retire in April of 2024, and a second senior maintenance staff member, and longest serving, had retired on March 13, 2023. In light of the changes, the County was preparing to build out the hierarch chart by hiring a Facilities Director. The position would be budget neutral if the individual was hired after June because of funds remaining in the

budget due to an earlier resignation by a janitorial employee and the recent maintenance employee retirement. Wendy went on to explain that the long-range vision for the department allowed for the Facilities Director position to offset the position of the individual that just retired.

Motion to approve posting the Facilities Director position in the Maintenance Department and move to the Executive Committee for inclusion on the March County Board agenda. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

C. **Approval of Request for Proposal (RFP) - Courts Building HVAC Project**

Wendy Ryerson explained that this topic is a housekeeping item. In order to move forward on the Courts Building HVAC Project the County Financial Policy required the permission of the parent committee to go out for RFP on a project. The item was not on the agenda for Facilities and Maintenance, so permission from the Finance Committee was being requested.

Motion to approve going out for RFP on the Courts Building HVAC Project. **Moved** by Mike Book. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

D. **Approval to go out to bid: OCH VAV Replacements and Temperature Control System**

Greg Saunders explained that the VAVs in the Old Courthouse do not work correctly, and the parts to fix the issues are no longer available. He went on to explain that the VAVs are boxes mounted to the duct work in each room that has a thermostat. The VAV boxes contain a damper motor that modulates cold airflow (from air conditioning or cool outside air) and heat (boiler). There are 30 VAV boxes in the Old Courthouse.

Greg Saunders went on to explain that on the VAV box is a controller motor that modulates the damper and the solenoid valve inside. The VAV boxes do not come with the control system. Installing the control system is separate from installing the VAVs. The controls send information back to the thermostats and remote computers so temperature can be adjusted and monitored off site. Wendy Ryerson reminded the committee that neither the VAV Replacement nor the Temperature Control System had been included in the 5-year capital improvement plan.

Motion to approve going out to bid for the VAV Replacement and Temperature Control System and move to the Executive Committee. **Moved** by Mike Book. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

E. **Approval to go out to bid: OCH LED Lighting with LED fixtures.**

Greg Saunders explained that the County is looking into replacing the Old Courthouse lighting fixtures with new LEC fixtures. The cost to replace the lighting exceeds the \$30,000 threshold that determines whether the County

must go out for bid for a project. The change over in lighting could mean substantial energy savings over time.

The committee discussed the matter and agreed that since this project was not an emergency, it should be brought back for consideration during the budget process.

F. Employee Handbook Revisions

Wendy Ryerson walked the committee through the proposed changes to the Employee Handbook. She explained that many of the changes were made to align the handbook policies to the current practices. There were also some changes made to align the handbook with state statues and FMLA requirements. Following is a list of policies that will be affected:

- Sick Leave to Care for Family Member
- Illinois Family Bereavement Leave Act
- Family Bereavement Leave
- Definition of “full-time” and “part-time” employee
- Added Juneteenth to Paid Holidays
- Paid Personal and Sick Days
- Health Insurance Start and Termination Dates
- Personal cell phone use
- Business and Travel Expenses
- Use of phone cameras/recording devices
- Discipline and Discharge

XII. Executive Session:

There was no request for an Executive Session.

XIII. Adjournment

Motion to adjourn at 10:04 a.m. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for
9:00 a.m., on Thursday, April 13, 2023.