



# Finance Committee Meeting Minutes

Lee County, Illinois

Feb 17, 2022 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2<sup>nd</sup> St, Dixon, IL 61021

## I. Call to Order

The meeting was called to order at 9:02 a.m., by Chair Jim Schielein.

## II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Arlan McClain, Tom Kitson, Lirim Mimini, Doug Farster, Rick Humphrey, and Tim Bivins

Arlan McClain and Doug Farster were absent. Tim Bivins attended via Zoom video conferencing. All other members were present in person.

## III. Meeting Attendees and Visitors

Bob Olson (County Board Chair), John Nicholson (County Board Vice Chair), Board Members Mike Koppien, Tom Wilson, Chris Norberg, Marilyn Shippert (10:10-10:48), Paula Meyer (Treasurer), Greg Saunders (Maintenance Supervisor), Sara Leisner (ARPA Grant Coordinator)(9:00-9:26), Paul Rudolphi (ARPA Investment Strategist, Accounts Payable, and Staff Consultant)(9:00-9:26), Jennifer Boyd (Assessor), Charley Boonstra (State's Attorney)(9:34-10:84), Kevin Lalley (9:05-9:34), Jonathan Henrikson (IT), Sam Schmitt (10:43- 10:48), Judge Klahn (10:45-10:48), and Becky Brenner (Board Secretary).

Jayden Valdez from Ginko Tree Cafe in Dixon attended the meeting and spoke regarding the negative effects that Covid had on the business. The business lost roughly 60% of their sales.

## IV. Approval of the Minutes from the Previous Meeting(s)

**Motion** to approve the January 13, 2022, Finance Committee Meeting minutes. **Moved** by Lirim Mimini. **Second** by Tom Kitson. Motion was passed unanimously by voice vote.

## V. Treasurer's Monthly Financial Report

Paula Meyer walked the committee through the monthly County income sources and fund balances report. The reports showed where the County stood financially in comparison to the budget. She also reported that she would not be running for reelection for the Treasurer's position, but would be running for County Board. She also reported that Paul Rudolphi in the Treasurer's Office would be running for Treasurer.

VI. Treasurer's Quarter Financial Report – Presented every January-April-July-October – N/A

VII. Insurance Committee and GREDCO Reports

No Insurance Committee update.

Lirim Mimini reported on the following items:

- Jason Anderson (Economic Development Director - (GREDCO/City of Rochelle) and Dee Duffy (Lee County Zoning Administrator) were working, with the direction of Chairperson Olson, to rezone roughly 800 acres at the County line for heavy industrial use. A meeting between the City of Rochelle and Lee County will be scheduled to discuss the rezoning.
- The Lee Ogle Enterprise Zone Committee has approved a \$50,000 match for a \$250,000 technical assistant grant to conduct a comprehensive economic development plan for the area between Rochelle and the Village of Stewart. Blackhawk Hills is putting the grant application together. Rezoning of this area is critical to attracting industry. The attraction of industry will come from site selectors that only prioritize sites that are properly zoned.

VIII. Approval of Monthly Resolution(s): None

IX. Old Business

- A. Resolution: Compensation for Elected Officials and County Board Members - This item was motioned off the Table in Admin and forwarded to Finance for consideration and action

This topic was not actually removed from the table in Administrative Services Committee, so this item could not be acted on in the Finance Committee, but was briefly discussed. The recommendation discussed in Administrative Services Committee were as follows:

- Increasing the County Board Chair salary from \$6,000 to \$8,400
- Adding a salary of \$1,200 for the Vice Chair
- Making the County Board Member per diem \$80 per day instead of \$60

Increasing the compensation for Board Members can only be done every 10 years.

In Administrative Services Committee, the members agreed that the increase for Elected Officials salary should be discussed and determined by the Finance

Committee. The increase for elected officials needs to be set by the May meetings.

X. Stipends / bonus criteria - Sheriff's Department

The Sheriff asked that this topic be tabled until the March meeting.

**Motion** to table the Stipends / bonus criteria - Sheriff's Department topic on the agenda until the March meetings. **Moved** by Lirim Mimini. **Second** by Tom Kitson. Motion carried unanimously by voice vote.

XI. New Business

A. American Rescue Plan Act - Final rule update on eligible categories / changes - Sara Leisner

Sara Leisner briefly walked the committee through the Treasury's Final Rule in connection to the American Rescue Plan Act. She focused mainly on the Revenue Loss Category. Sara explained that the Treasury gave the County the option to calculate revenue loss using two (2) different formulas or to take a standard allowance of up to \$10 million (or full award if total award is less than \$10 million). The benefit to the County in taking the standard allowance would be a major reduction in the amount of administrative reporting and tracking responsibilities. This option would not keep the funds from being distributed throughout the County to applicants or agencies. A narrative of the distribution of funds would still be required by the Treasury.

B. ARPA Committee Recommendations

1. Approval of County Board Technology Upgrades - Motion from ARPA Committee not to exceed \$250,000

Jim Schielein explained that the motion coming from the ARPA Committee was to approve moving forward with the upgrades with funding not to exceed \$250,000.

Jim Schielein explained that the bids for the project had been opened. It appeared that one bid was all inclusive. However, more information from the company was being sought out, so it was suggested that the project should be approved not to exceed the \$250,000, which was more than the highest bid.

**Motion** to approve the recommendation from the ARPA Committee, not to exceed \$250,000. **Moved** by Lirim Mimini. **Second** by Kitson. Motion carried unanimously by voice vote.

2. Approval to extend the Social Service Program updates and extension of application due dates.

Jim Schielein explained that the deadline for social services organizations to apply for ARPA funds was extended because the County had not received very many applications.

**Motion** to extend the Social Service Program updates and extension of application due dates. **Moved** by Tom Kitson. **Second** by Humphrey. Motion carried unanimously by voice vote.

- C. Consulting Engineer Service Contract - Recommendation from Renewable Energy Committee

Tom Wilson explained that the contract would be with Chastain & Associates LLC for Curtis Cook to assist the County with writing the ordinances for wind and solar energy, battery storage units, and pipelines. Mr. Cook currently works with the Highway Department on the road use agreements and comes highly recommended from Dave Anderson (County Engineer). Getting the ordinances completed would allow the renewable energy moratoriums to be lifted sooner.

**Motion** to approve the Contract with Chastain & Associates LLC for the amount of \$25,000 which will be paid for out of contingencies. **Moved** by Tom Kitson. **Second** by Tim Bivins. Roll call vote: Jim Schielein-Yes, Tom Kitson-Yes, Lirim Mimini-Yes, Rick Humphrey-No, Tim Bivins-Yes. Motion passed 4 Yes, 1 No.

- D. Recommendation from Administrative Services Committee for Zoning/Planning and County Board Meeting per diems

The committee discussed changing the per diem structure from per day to per meeting.

**Motion** to table Recommendation from Administrative Services Committee for Zoning/Planning and County Board Meeting per diems. **Moved** by Kitson. **Second** by Humphrey. Motion passed unanimously by voice vote.

- E. Recommended Computer Upgrades for EMA/EOC

Mike Koppien explained that the IT Department would no longer allow computers with Windows 7 to be plugged into the network for security reasons. The committee requested that EMA return to the committee next month with a

breakdown of the exact cost to replace the 18 computers he is requesting along with the funding source intended to be used if the project to replace the computers was not budgeted.

**Motion** to table Recommended Computer Upgrades for EMA/EOC. **Moved** by Tom Kitson. **Second** by Lirim Mimini. Motion carried unanimously by voice vote.

F. Motion to approve ACH Accounts Payable Software - Treasurer's Office

Paula Meyer explained that there are a number of business that are requesting payment via ACH (Automated Clearing House) . If the payment is not made via ACH the County is assessed a fee. She is requesting approval from the Finance Committee to purchase a module for the existing accounting software that would assist in making these payments possible. There was money budgeted last year in the Capital Fund for updating computer software. The cost for the first year is \$2,850. Ongoing costs would \$350 per year in licensing fees.

**Motion** to approve ACH Accounts Payable Software - Treasurer's Office. **Moved** by Lirim Mimini. **Second** by Tom Kitson. Motion carried unanimously by voice vote.

G. Renewable Energy Conference

Tom Wilson explained that the Renewable Energy Committee would like to send Alice Henkel (Renewable Energy Coordinator) for continuing education. There is a Renewable Energy Conference in Dallas in May of 2022 and the cost in total would be roughly \$2,000.00. The Renewable Energy Committee was asked to come back in March with an itemized cost for the conference and information mapping out which line items would be used to fund the conference and associated expenses.

**Motion** to table Renewable Energy Conference: **Moved** by Tom Kitson. **Second** by Lirim Mimini. Motion carried unanimously by voice vote.

H. Non-Union Employee Raises

**Motion** - to approve non-union raises at \$2.00, \$1.00, \$.75, over the next three years, starting in FY 2022, retroactive back to December 1, 2021, with additional compensation to employees that had already received a raise, only up to the \$2.00 first year threshold. Fund for raises will be taken from contingencies set aside during the budget process. **Moved** by Rick Humphrey. **Second** by Tom Kitson. Motion carried unanimously by voice vote.

XII. Executive Session: 5 ILCS 120/2 (c)(2) - Collective Negotiating Matters

**Executive Session:**

*Motion to enter Executive Session at 10:06 for the purpose of discussing 5 ILCS 120/2 (c)(2) - Collective Negotiating Matters. Moved by Rick Humphrey. **Second** by Lirim Mimini.*

*Roll call vote: Chair Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, and Tim Bivins.*

*Also present: Bob Olson, Mike Koppien, John Nicholson, Marilyn Shippert (10:10), Paula Meyer, Charley Boonstra, Chris Norberg and Tom Wilson (10:27-10:43), and Becky Brenner.*

*Meeting started at 10:16 following a short break.*

Roll call vote back in open session: Chair Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, Tim Bivins.

Back in open session at 10:43.

XIII. Adjournment

**Motion** to adjourn at 10:48 a.m. **Moved** by Lirim Mimini. **Second** by Rick Humphrey. Motion carried unanimously by voice vote.