



# Finance Committee Meeting Minutes

Lee County, Illinois

Apr 14, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd Street, Dixon, IL 61021

## I. Call to Order

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 was absent. All other members were present in person.

## III. Meeting Attendees and Visitors

Also present: Bob Olson (County Board Chair)(in and out during the meeting), John Nicholson (County Board Vice Chair)(in and out during the meeting), Marilyn Shippert, Mike Koppien, and Tom Wilson (in and out during the meeting) (Board Members), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Paul Meyer (Treasurer), Paul Rudolphi (Chief Deputy in the Treasurer's Office)(in and out during the meeting), John Simonton (Sheriff), Greg Saunders (Maintenance Supervisor), Kevin Lalley (EMA), Amy Johnson (Circuit Clerk), Nancy Petersen (County Clerk), Paul Gorski (IT Administrator)(9:51-12:02), and Becky Brenner (Board Secretary) were all present in person. Staci Stewart attended via Zoom video conferencing.

Jason Anderson (Economic Development Director at GREDCO for / City of Rochelle) and Andy Shaw (Zone Administrator at Lee Ogle Enterprise Zone in Rock Falls).

Richard and Julie Tunk from the River's Edge Inn in Dixon attended in person and spoke at the meeting regarding the losses they incurred during the COVID 19 closings. She walked the committee through their hardships and brought a completed application for the ARPA Small Business Program.

## IV. Approval of the Minutes from the Previous Meeting - (March 17, 2022)

**Motion** to approve the minutes from the March 17, 2022, Finance Committee Meeting.

**Moved** by Doug Farster. **Second** by Tim Bivins. **Motion** carried unanimously by voice vote.

## V. Treasurer's Monthly Financial Report

Paula Meyer explained that the County financial information had been provided to the committee members. She report that she would be adding the ARPA financial information to the report submitted to the committee for the May meeting.

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

The quarterly report was submitted to the committee in March.

VII. Insurance Committee and GREDCO Reports

There were no updates from the Insurance Committee.

GREDCO Report - Jason Anderson (Economic Development Director at GREDCO for / City of Rochelle) and Andy Shaw (Zone Administrator at Lee Ogle Enterprise Zone in Rock Falls) attended the meeting in person to bring the committee up to speed regarding the Karen and Steward Road industrial corridor grant opportunity. Jason Anderson explained that the EDA (Economic Development Administration) has a program whereby they will fund economic development planning studies. There is a 1000 acre area South of Rochelle, in Lee County, where the City of Rochelle, Rochelle municipal utilities, and the railroads have been building infrastructure. The strategy is to have a study done of this area that would provide specific information regarding what needs to be done and where, to make the area desirable to sight selectors. Equally as important is to assure the sight selectors that there is a comprehensive plan for funding and development of the area. He went on to explain that that they would like to get financial support to complete a study in this area to see where the utility easements need to lie and how a transportation plan can be developed. There is a \$250,000 grant that will fund the study that requires a 50% match. \$50,000 has been committed by the Lee Ogle Enterprise Zone Board. Jason and Andy were hoping that the County would fund the remaining \$75,000.

This topic will be added the the May ARPA agenda for additional discussion.

VIII. Approval of Monthly Resolution(s): None

There were no Joseph Meyer resolutions to approve.

IX. Old Business

A. Compensation for Elected Officials - Tabled in March

**Motion** to take the Compensation for Elected Officials item off of the table.

**Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

Wendy Ryerson put together a very comprehensive report/spreadsheet that included the current base salary figures, state stipend amounts, local stipend amounts, and historical perspective, along with information gathered from the UCCI 2022 salary study, to arrive at salary proposals for the Sheriff, County Clerk, and Treasurer. The committee engaged in a lengthy discussion on this topic and voiced the following concerns:

- Some felt that the proposal did not correct the issue of employees making more than the elected official within the same office
- Some questioned where the money to fund the increases would come from once the "one time money dried up"

**Motion** to amend the presented proposal to reflect an increase in the Sheriff's salary to 10% above the base salary of the Chief Deputy Sheriff and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** failed 2 yes, 4 no.

**Motion** to accept the salary for the Sheriff as presented in the proposal and eliminating the \$2,500 County stipend and move to the Executive Committee for inclusion on the County Board agenda. **Motion** by Rick Humphrey. **Second** by Tom Kitson. **Motion** passed 4 yes, 2 no.

**Motion** to accept the salary for the Treasurer as presented in the proposal and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tom Kitson. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

**Motion** to accept the salary for the County Clerk and Recorder as presented in the proposal and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tom Kitson. **Second** by Lirim Mimini. **Motion** passed 4 yes, 2 no.

**Motion** to approve the salary for the Circuit Clerk for the same amount that was presented in the proposal for the Treasurer and the County Clerk and Recorder and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Rick Humphrey. **Second** by Tom Kitson. **Motion** passed 4 yes, 2 no.

B. Compensation for Lee County Board Members - Tabled in February

The Compensation for Lee County Board Members was not taken off the table.

C. Compensation for Lee County Zoning and Planning Commission Members - Tabled in February

**Motion** to take the Compensation for Lee County Zoning and Planning Commission Members item of the table. **Moved** by Tom Kitson. **Second** by Doug Farster. **Motion** passed unanimously by voice vote.

Tom Kitson explained that he would like to see the Zoning and Planning Members receive an increase in per diem from \$60 per meeting to \$80 per meeting because of the amount of meetings they have and the amount of extra time they put in at home.

**Motion** to increase the per diem for Zoning and Planning Commission Members from \$60 per diem to \$80 per diem and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tom Kitson. **Second** by Tim Bivins. - After discussion, **motion was withdrawn** by Tom Kitson and Tim Bivins.

**Motion** to table the Compensation for Lee County Zoning and Planning Commission Members. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

D. Computer Upgrades for EMA/EOC - Tabled in February

**Motion** to take computer upgrades for EMA/EOC off the table. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

Kevin Lalley reported that his original request from the committee was to replace 20 computers/laptops in the EMA/EOC that were running Windows 7. This need was not addressed during budget hearings because he was not aware that Windows 7 was not allowed on the County network. As a compromise, Kevin was asking for \$10,000 to replace the laptops that were most crucial to the office and budget the remaining computers during budget hearings later in the year.

**Motion** to approve \$10,000 from capital to purchase replacement laptops/computers for EMA/EOC. **Moved** by Rick Humphrey. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

X. New Business

A. ARPA Committee Recommendations

1. Revised Estimate for Approved ARPA Request - Sheriff's Driveway Expansion

**Motion** to approve the revised estimate for the LCSD driveway expansion and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Doug Farster. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

2. Additional Community Service Application - Meals on Wheels

**Motion** to approve the Community Service Application for Meals on Wheels and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Lirim Mimini. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

3. Small Business Program

This was for information only, no action was necessary.

4. 2022 ARPA Allocation for \$1.5 Million for County Capital Projects Spent at the Discretion of the Finance Committee

Wendy Ryerson explained that the full Board is the spending authority for ARPA funds, therefore any expenditures of the \$1.5 million allocated for capital projects by the Finance Committee would also be presented to the Board for approval.

**Motion** to approve the 2022 ARPA allocation for \$1.5 million for County capital projects spent at the discretion of the Finance Committee (and with full Board approval) and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tom Kitson. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

B. FY22 Budget Adjustment for Approved Raises

Paula reminded the committee that contingency funds of \$200,000 were set aside during the FY22 budget process to be utilized for raises once union negotiations had had been completed and non union raises were set. The FY22 budget adjustment for approved raises resolution distributes the \$200,000 in the contingency fund to the individual department salary and wage budget line items.

**Motion** to approve the FY22 Budget Adjustment for Approved Raises Resolution and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Lirim Mimini. **Second** by Doug Farster. **Motion** carried unanimously by voice vote,

C. Preventative Maintenance Service Agreements for Old Courthouse and New Courts Building

Tom Wilson and Greg Saunders walked the committee through the necessity and benefits of having preventative maintenance service agreements for the Old Courthouse and the New Courts Building. Greg explained that he had requested the same information for the New LEC but did not have the information yet. The committee wanted to wait to make a decision on the contracts until they had the information for the Old LEC.

**Motion** to table the preventative maintenance service agreements for the Old and New Courts Building. **Moved** by Tom Kitson. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

D. (Original) New Courts Building Elevator Replacement

There was a lengthy discussion regarding the replacement elevator at the New Courts Building. The committee requested additional bids for this project before approval was made.

**Motion** to approve the replacement of the (Original) New Courts Building Elevator Replacement. **Moved** by Rick Humphrey. **Second** by Tom Kitson. Following discussion on the topic, **Rick Humphrey and Tom Kitson rescinded their motions.**

**Motion** to authorize the Maintenance Department to incur the cost of contacting an elevator consultant to get an estimate to replace the New Courts elevator. **Moved** by Rick Humphrey. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

E. Asbestos Report for the Old LEC

A quote was provided to the committee for an asbestos inspections report to see what elements in the Old LEC contained asbestos.

**Motion** to approve the Sterling Environmental, LLC quote for the Old LEC Asbestos Report at a cost not to exceed \$985.00. **Moved** by Tom Kitson. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

F. Lead Abatement Contract for the Old LEC Shooting Range

Greg Saunders reported that the quote for the lead abatement at the Old LEC was \$3,350 plus \$675 per 55 gallon drum of waste that is removed.

**Motion** to approve the Lead Abatement Contract for the Old LEC Shooting Range not to exceed \$5,500. **Moved** by Tom Kitson. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

G. Court Building Network Switch Quote

Paul Gorski explained that he is requesting additional funds, roughly \$10,000, to purchase two network switches necessary for the completion of the New Courts \$82,000 grant work. These switches would also assist in completing the wireless and VLAN upgrades and started in 2020.

**Motion** to approve the purchase of two (2) network switches from the Capital budget. **Moved** by Tim Bivins. **Second** by Doug Farster. **Motion** passed unanimously by voice vote.

H. IT Consolidation of Hardware/Software Resources

Paul Gorski walked the committee through the plans to build out the server room at the New Courts Building. The amount requested was \$26,494, which did not include the cost for electrical and cooling estimates.

**Motion** to approve the IT Consolidation of Hardware/Software Resources out of ARPA (Capital). **Moved** by Tom Kitson. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

I. Fuel Line Item - Budget Adjustment

Jim Schielein reported that this item had been pulled from the agenda and would be addressed as a budget adjustment later in the year. No action was taken.

J. Board Chair Conference Room Remodel

Wendy Ryerson walked the committee through the request to remodel the former Zoning office to a Board Chairman's meeting/conference room. The remodel would include paint, flooring, small kitchenet, storage, and technology infrastructure for conducting remote or in person meetings. Tom Wilson would like to use this remodel as an opportunity to train some of the Maintenance Staff on how to fix the water damaged plaster (efflorescence) throughout the Old Courthouse.

**Motion** to approve the Board Chair Conference Room Remodel for an amount not to exceed \$24,000. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

XI. Executive Session:

A. 5 ILCS 120/2 (c)(1) Employee Compensation

It was determined that an executive session was not available.

XII. Adjournment

**Motion** to adjourn at 12:13 p.m. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

The next meeting of the Finance Committee is scheduled for  
9:00 a.m., on Thursday, May 12, 2022