



# Finance Committee Meeting Minutes

Lee County, Illinois

Nov 16, 2023 at 9:00 AM CST

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

Mike Book was absent. Jim Schielein, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor all attended in person.

Also present: Bob Olson, Dean Freil, Keane Hudson, and Mike Koppien (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (incoming Administrator), Jeff Hilden (Maintenance Director), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), Patty Rudolphi (ARPA Grant Fiscal Coordinator), Wendy Ryerson (current Administrator), and Becky Brenner (Board Secretary), all attended in person.

During attendance, Jim Schielein introduced Jeremy Englund, incoming Administrator and Reid Mitchell, Financial Director in the Treasurer's Office. Both started with the County in November.

III. Public Visitors

No public visitors were in attendance.

IV. Approval of Minutes from Previous Meeting - (October 12, 2023)

**Motion** to approve the October 12, 2023, Finance Committee Meeting Minutes.

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

V. Treasurer's Monthly Financial Report

Reid Mitchell walked the committee through the Treasurer's Monthly Financial Report. Following are the highlights:

- Revenues coming in slightly over budget.
- Expenses are on target with budget. May be slightly over by the end of the year.

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

The next Treasurer's Quarterly Financial Report will be presented in December.

VII. Insurance Committee and GREDCO Reports

There were no reports from the Insurance Committee or GREDCO.

VIII. ARPA

A. *Quarterly Report*

Sara Leisner reported that the next quarterly update from ARPA will be presented in January.

B. *Courts Building HVAC Project - Engineering Payment Reallocation*

Wendy Ryerson explained that the invoice for this expense, \$188,132, had already been paid from the Capital Fund. Approval of this request would reallocate the expenditure to the ARPA funds which are required to be allocated by December 31, 2024, and expended by December 31, 2026.

**Motion** to approve ARPA funding for the Courts Building HVAC Engineering Fees in the amount of \$188,132. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

IX. Approval of Monthly Joseph E. Meyer Resolution(s):

There were no Joseph E. Meyer resolutions to approve in November.

X. Unfinished Business

There were no items under Unfinished Business.

XI. New Business

A. *EMA Budget – This topic was covered under the budget adjustments.*

B. *Appellate Prosecutor Resolution*

Charley Boonstra explained that \$15,000 for the Appellate Prosecutor is a budgeted expense. The Appellate Prosecutor's Office is appointed several times each year to handle the appeals that happen in the State's Attorney's Office. They also provide legal assistance in terms of research and special prosecutors.

**Motion** to move the Appellate Prosecutor Resolution to the Executive Committee for inclusion on the November County Board agenda. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

C. *Treasurer's Office - Plastering, Painting, and Flooring*

This topic was for information only. All but the ceiling replacement was budgeted.

D. *Resolution Authorizing Treasurer's Office Signature Authority*

**Motion** to move the Resolution Authorizing Treasurer's Office Signature Authority to the Executive Committee. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

E. *Department Head Budget Adjustment Requests for FY 2023*

Four (4) Department Head Budget Adjustment Requests were presented to the committee. Following is the breakdown:

- EMA Department - \$65,000 from County General to EMA to cover the deficit fund balance.
- Sheriff's Office - \$350,000 from PPRT Tax Revenue to Sheriff's Office to cover overtime, payroll expenses, and inmate medical and meals.
- Sheriff's Office - \$200,000 from Income Tax Revenue to the Sheriff's Office to cover payroll for 2 employees that were missed during the budgeting process.
- Probation Department - \$45,000 from Contingencies to the Dependent Children's fund to cover unanticipated costs involving minors.

**Motion** to approve all four of the Department Head Budget Adjustment Requests and move to the Executive Committee for inclusion on the November County Board agenda. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed three (3) in favor, two (2) opposed.

F. *Allied Facility Partners - Cost Proposal for New Courts HVAC System*

**Motion** to approve up to \$4,250.000 for the New Courts HVAC System and move to the Executive Committee for inclusion on the November County Board agenda, with approval contingent upon approval of the contract by the State's Attorney. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

XII. **Executive Session:**

There was no request for an Executive Session.

Tim Bivins reported that the union contract for the Operating Engineers Local 150 will be on the November County Board agenda for vote and gave a brief rundown of what was included in the new contract.

XIII. **Adjournment**

**Motion** to adjourn at 9:45 a.m. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

Respectfully submitted by:  
Becky Brenner - Board Secretary