



# Finance Committee Meeting Minutes

Lee County, Illinois

Feb 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

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

Also present: Dean Freil, Keane Hudson, and Tom Wilson (Board Members), Dave Anderson (Highway Department/County Engineer), Charley Boonstra (State's Attorney), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Nancy Petersen (County Clerk and Recorder), Patty Rudolphi (ARPA Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Wendy Ryerson (Administrator), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Visitors

Kevin Marx (former LCIDA Director) and Tom Demmer (current LCIDA Director) both attended in person.

## IV. Approval of the Minutes from the Previous Meeting - (January 12, 2023)

**Motion** to approve the minutes from the January 12, 2023, Finance Committee Meeting. **Moved** by Nancy Naylor. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

## V. Treasurer's Monthly Financial Report

Paul Rudolphi reported that expenses and revenues were tracking as expected. He did report that he saw a preliminary sales tax report from the State for February and for the first time in 18 months the revenue would be coming in slightly lower.

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

No quarterly report in February.

## VII. Insurance Committee and GREDCO Reports

Nancy Naylor reported that Lori Miller had submitted a Wellness Committee Report for the committee outlining the committee's most recent activities. She gave the following highlights from the February 7, 2023, Insurance Committee Meeting:

- Two representatives from the insurance pool (IPBC) attended the meeting and gave an overview of the County's current standings.
- Preliminary figures show that the County had less claims in 2022, so the increase in premiums may be less going forward.

- The biometric even last October had a 96% participation rate. If the necessary paperwork is completed and submitted by the June deadline and the County passes their insurance audit, the County will receive \$65,200.
- The Insurance Committee has asked for a report from the Wellness Committee that breaks down the expenditures for 2022.

Lirim Mimini reported that GREDCO continues to work on the intermodal container yard project. Construction of the yard will resume in the Spring. He also reported that options held on two Lee County farms since 2016 have not yet been renewed by the farm managers. It is suspected that solar developers are competing for control of land. Legal options are being sought out to decide who has the right to determine zoning on the farms. HB4412 took the zoning authority out of the County's jurisdiction when it comes to wind and solar projects.

#### VIII. ARPA

##### A. Funding Request - Board Conference Room

Wendy Ryerson explained that ARPA funds were approved in 2022 for the cost to renovate the Board Chairman's Conference Room. Patty Rudolphi reported that the costs of the renovations were more than the amount allocated for the project. Wendy explained that the project was over budget partially due to additional plumbing costs that were incurred during the process of locating the sewer smell in the building. She went on to explain that there was also a big screen tv monitor that was purchased that was not included in the allocation.

**Motion** to approve and move to the Executive Committee an additional \$4,879 in ARPA Funds for the Board Chairman's Conference Room remodel. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

##### B. Review of ARPA Staff Compensation

Wendy Ryerson reported that when the County received the ARPA funds, the County Board designated Sara Leisner, Patty Rudolphi, and Paul Rudolphi to help with the administrative process through MOUs. When Paul Rudolphi became the elected County Treasurer, he was no longer eligible for the compensation. The MOUs are to be reviewed by the Board on an annual basis to determine whether the workload has changed and if the compensation needs to be changed. Sara Leisner is currently receiving \$20,000 per year and Patty Rudolphi is receiving \$12,000 per year. Although the work process has changed by no longer having monthly meetings, the behind-the-scenes processing and reporting is very active. There was no recommendation from the committee to change the compensation amounts and no action was taken.

#### IX. Approval of Monthly Resolution:

There were no resolutions for February.

#### X. Unfinished Business

There were no items under Unfinished Business.

XI. New Business

A. MOU for Cleaning Services with Lee County Health Department

Last month Wendy reported that LOTS had asked to be released from the maintenance and janitorial portion of the MOU that the County held with them. Their request was granted, and the MOU was revised. LOTS was paying the County roughly \$12,000 annually for these services. The Lee County Health Department has in the meantime asked for help with janitorial services. LCHD is requesting ten (10) hours a week in janitorial services for \$8,000 annually.

**Motion** to approve the MOU with the Lee County Health Department for \$8,000 annually and move to the Executive Committee. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

B. Revised Banking Authority Resolution

Jim Schielein explained that the Revised Banking Authority Resolution was presented to the committee for approval due to a change in staff in the Treasurer's Office. This information is required by the local banks for signature cards.

**Motion** to approve the Revised Banking Authority Resolution and move to the Executive Committee. **Moved** by Nancy Naylor. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

C. LCIDA Contribution

Kevin Marx and Tom Demmer attended the meeting to explain the transition of leadership within the organization. Kevin Marx has stepped down as Director and Tom Demmer has stepped into the role. Kevin Marx gave a brief background of the organization including their financing arrangements. Tom Demmer briefly walked the committee through his vision for the future of the organization and the work that needs to be pursued. The LCIDA Board has requested a total annual contribution of \$50,000 from Lee County, which would be \$35,000 more than last year, but equal to the contribution from the City of Dixon.

**Motion** to approve and move to the Executive Committee an increase of \$35,000 in total contributions for a total of \$50,000 from ARPA funds annually to LCIDA. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

D. Sheriff's Dept. Purchase of Accident Reconstruction Equipment - Discussion Only

Clay Whelan explained that on all fatal or serious personal injury accidents, an accident reconstructionist is called to the scene to investigate. The equipment being requested would help reconstruct the accident by taking various measurements to map out the events as they unfolded. The equipment could also be used to assist in larger scale crime scene mapping. The cost of the equipment is \$10,042 and is available through the office DUI Equipment Fund,

making the purchase budget neutral. No action was necessary on behalf of the committee.

E. Sheriff's Dept. Purchase of Rifles - Discussion Only

Clay Whelan explained that during the budget process, the purchase of four (4) precision marksman rifles and supporting equipment was approved. The cost of \$37,400 and will be taken from the CIF Equipment line item. No action was necessary on behalf of the committee.

F. Control Room Correctional Deputy (Workplace Accommodation)

Clay Whelan explained that the office is looking to make accommodations for a Correctional Officer that was injured in the line of duty. This officer now has permanent work restrictions that only allow him to work eight (8) hours per day and the shift calls for twelve (12) hours per day. Clay is asking for an additional Correctional Officer to allow the restricted Officer to work in the control room Monday through Friday for 42 hours per week. Hiring an additional Correctional Officer would reduce the number of overtime hours and supplement the current staff by satisfying minimum staffing requirements.

**Motion** to approve and move to the Executive Committee the Additional Control Room Correctional Deputy. **Moved** by Lirim Mimini. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

G. Facilities - Prioritization of Future Capital Projects

Tom Wilson put together a report of cost estimates and a timeline for needed repairs/projects for four (4) County facilities (New Courts Building, Old Courts Building, New Highway Department Building, and Old LEC), and with the help of Chairman Olson, Jim Schielein, Wendy Ryerson, and Paul Rudolphi, the information was reviewed, and the various projects were prioritized over the next 3 – 5 years based on estimated costs and capital funds available. This spreadsheet will be included as an addition to the minutes when published. Tom walked the committee through the spreadsheet and the complexities of the projects. He also stressed the importance of preventative maintenance contracts for equipment, which are currently being collected.

Tom also walked the committee through the proposed Old LEC plans. The existing elevator is on the list for renovation and repurposing in 2023 - 2024. The ideal set-up would include renovating the basement for use by the Maintenance Department. The space is practically gutted and needs garage doors and heating. The upstairs would need to be renovated to include parking for the Judges, a sally port for Law Enforcement, and cold storage for County offices.

Tom also explained that roughly 18 months ago, Dave Anderson (Highway Department/County Engineer) had requested \$1.8 million dollars to renovate the existing Highway Department buildings. Shortly after the request, Tom toured the property. Replacing the steel and concrete included in the proposed

renovations would require the County to abide by the Seismic Act and necessitate structural engineering work. These renovations would only scratch the surface of the needed repairs, and money would continually be poured into the property. In addition, there is not enough land for needed expansion of the current facility due to the adjacent floodway (south and west) and private homes and a City Park (North and East. Tom also reported that the County Highway property on the West end of Dixon was not in good condition. In lieu of spending money on the existing structures, a small group began exploring the option of finding a new location centrally located where a new highway facility could be built. Tom estimated that the cost for a new building would be roughly \$5 - 6 million dollars. A new facility would provide increased efficiency and sufficient space for well into the future, making the decision to rebuild more practical than fixing the existing structures. The ideal location for the new building would be along the Route 30 corridor. Dave echoed Tom's feelings on the concept of the New Highway Department Building. He explained that he visited the DeKalb County Highway Department building and was impressed by how simple yet functional it was.

H. Employee 457(b) Deferred Compensation Program

Wendy Ryerson explained that in 1989, the County Board approved a deferred compensation program for employees. This program allowed employees to defer part of their income, tax free, for their retirement in addition to IMRF. At the time this program was adopted, the language specifically named the NACO provider (Nationwide) as the only option. The proposed ordinance would expand the deferred compensation program to include other qualified, registered, licensed and insured deferred compensation providers as approved by the Finance Committee, with the advice of the Treasurer.

**Motion** to approve the Employee 457B Deferred Compensation Program Ordinance and move to the Executive Committee. **Moved** by Tim Bivins.

**Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

XII. Executive Session:

5 ILCS 120/2 (c)(5) Purchase of Property

A. Executive Session 5 ILCS 120/2(c)(5) Purchase of Property

**Motion** to enter into Executive Session at 10:26 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(5) Purchase of Property. **Moved** by Lirim Mimini.

**Second** by Nancy Naylor.

**Roll call going into Executive Session:** Jim Schielein, Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor.

Also present: Dean Friel, Keane Hudson, Mike Koppien, Tom Wilson, Dave Anderson, Wendy Ryerson, Clay Whelan, and Becky Benner.

**Roll call back in open session:** Jim Schielein, Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor.

Also present: Dean Friel, Keane Hudson, Mike Koppien, Jack Skrogstad (11:10-11:20), Tom Wilson, Mike Zeman (10:50-11:20), Dave Anderson, Wendy Ryerson, Clay Whelan, and Becky Benner.  
Back in open session at 11:20 a.m.

XIII. Adjournment

**Motion** to adjourn at 11:21 a.m. **Moved** by Nancy Naylor. **Second** by Lirim Mimini.  
**Motion** passed unanimously by voice vote.

The next meeting of the Finance Committee is scheduled for  
9:00 a.m., Thursday, March 16, 2023.

**Lee County Facilities  
5-Year Capital Plan**

BUILDING/PROJECT	EST. COST	PROJECTED TIMELINE	PROJECTED BUDGET YEAR					
			2023	2024	2025	2026	2027 & Beyond	
<b>New Courts</b>								
HVAC	\$ 3,500,000	1-2 Years	\$ 1,000,000	\$ 2,500,000	\$ -	\$ -		
Elevator	\$ 180,000	1-2 Years	\$ 180,000	\$ -	\$ -	\$ -		
Carpet and LVT	\$ 380,000	1-5 Years	\$ -	\$ 80,000	\$ -	\$ -	\$ 300,000	
Painting	\$ 265,000	3-5 Years	\$ -	\$ -	\$ -	\$ -	\$ 265,000	
Bathroom Remodels	\$ 525,000	4-6 Years	\$ -	\$ -	\$ -	\$ -	\$ 525,000	
Pressure Wash/Tuck Pointing	\$ 165,000	3-5 Years	\$ -	\$ -	\$ -	\$ -	\$ 165,000	
Roof	\$ 395,000	5-10 Years	\$ -	\$ -	\$ -	\$ -	\$ 395,000	
	<b>\$ 5,410,000</b>		<b>\$ 1,180,000</b>	<b>\$ 2,580,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650,000</b>	<b>\$ 5,410,000</b>
<b>Old Courts Building</b>								
Elevator	\$ 200,000	1-2 Years	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Bathroom Remodels	\$ 265,000	2-5 Years	\$ -	\$ -	\$ 265,000	\$ -	\$ -	
Painting	\$ 160,000	2-5 Years	\$ -	\$ -	\$ -	\$ 160,000	\$ -	
Carpet and LVT	\$ 195,000	2-5 Years	\$ -	\$ -	\$ -	\$ 195,000	\$ -	
Roof	\$ 136,000	5-10 Years	\$ -	\$ -	\$ -		\$ 136,000	
	<b>\$ 956,000</b>	<b>0</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 265,000</b>	<b>\$ 355,000</b>	<b>\$ 136,000</b>	<b>\$ 956,000</b>
<b>New Highway Department</b>								
Property	\$ 400,000	1 Year	\$ 400,000	\$ -	\$ -	\$ -	\$ -	
New Facility	\$ 6,000,000	2-3 Years	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -	
	<b>\$ 6,400,000</b>	<b>0</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 6,400,000</b>
<b>Old LEC</b>								
Elevator	\$ 310,000	1-3 Years	\$ 100,000	\$ 210,000	\$ -	\$ -	\$ -	
Demolition/Construction	\$ 710,000	1-3 Years	\$ 390,000	\$ 320,000	\$ -	\$ -	\$ -	
HVAC	\$ 325,000	1-3 Years	\$ -	\$ 325,000	\$ -	\$ -	\$ -	
Pressure Wash/Tuck Pointing	\$ 78,000	1-3 Years	\$ -	\$ 78,000	\$ -	\$ -	\$ -	
Roof	\$ 175,000	1-3 Years	\$ -	\$ 175,000	\$ -	\$ -	\$ -	
Painting	\$ 220,000	1-3 Years	\$ -		\$ 220,000	\$ -	\$ -	
	<b>\$ 1,818,000</b>	<b>0</b>	<b>\$ 490,000</b>	<b>\$ 1,108,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>		<b>\$ 1,818,000</b>
	<b>\$ 14,584,000</b>		<b>\$ 2,270,000</b>	<b>\$ 3,688,000</b>	<b>\$ 3,485,000</b>	<b>\$ 3,355,000</b>	<b>\$ 1,786,000</b>	<b>\$ 14,584,000</b>