



Finance Committee Meeting Minutes

Lee County, Illinois

Feb 15, 2024 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, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor attended in person. Mike Book attended via Zoom video conferencing.

Also present: Dean Freil, Keane Hudson, and Mike Koppien (Board Members), Dave Anderson (County Engineer/Highway Department), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Jeff Hilden (Facilities Director), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

Discussion during roll call:

- Jeff Hilden reported that with the purchase of the new entryway floor mats from his supply line item, it is likely that there would need to be a budget adjustment later in the year.
- Clay Whelan reported that the roughly \$25,000 budgeted in 2024 for the purchase of tactical vests will be less than anticipated. Since the City of Dixon and Sheriff's Office are both part of the same Joint Operations Group (JOG) Stryker extended a reduced cost negotiated by the City of Dixon to the County.

III. Public Visitors

No public visitors were in attendance.

IV. Approval of Minutes from Previous Meeting - (January 11, 2024)

Motion to approve the minutes from the January 11, 2024, Finance Committee Meeting. **Moved** by Nancy Naylor. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

Paul Rudolphi reported the following information from the Treasurer's Office:

- PPRT dropped significantly from what had been received in previous years
- The income received from the landfill continues to decrease
- Since interest rates have increased, the Treasurer's Office is encouraging all departments to check with the banks where their funds are being held to make sure they are getting the best rates

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

The next Treasurer's Quarterly Financial Report will be presented in March 2024.

VII. Insurance Committee and GREDCO Reports

Insurance Committee - Nancy Naylor reported that the Insurance Committee met on February 6, 2024. IPBC provided the committee with a PowerPoint presentation and announced that at renewal, the premium rate increase would be 3.7%.

Nancy Naylor asked Sara Leisner to bring the Finance Committee up to speed with updates from the Wellness Committee that were presented during the Insurance Committee Meeting. Highlights from the Wellness Committee Meeting include:

- The Biometrics event in October of 2023, had an 88% participation rate
- Before Christmas, the Wellness Committee organized a donation drive for PADS Homeless Shelter that was very successful
- The committee will be scheduling "Lunch and Learn" events for employees
- For 2024, the Committee voted to offer a total of \$2,000 for wellness requests - \$200 maximum request per department employee
- The committee developed policies and guideline for Wellness fund requests:
 - Employees making an individual request must make their Department Head aware of the request prior to submission to determine if the department has money in their budget to expend
 - Items purchased by the Wellness Committee is property of the County and not the employee and can not be taken home
- The next Wellness Committee Meeting will be 2:00 p.m., Tuesday, February 20, 2024, at the Health Department in the first-floor conference room

GREDCO - Lirim Mimini explained that Tom Demmer will be presenting new information regarding GREDCO during the February County Board Meeting.

VIII. Administrator Report

Jeremy Englund reported the following information:

- There are a handful of potential developments going on in Lee County near Rochelle that the County will need to be involved in both logistically and financially.
- The County adopted a Social Media Policy in anticipation of rolling out the County Facebook account. With this comes the need for media retention services. He is working with CivicPlus, the County's Website Provider, and IT to provide these services. The cost would be roughly \$6,800 the first year and \$8,800 for subsequent years. There is no contract, and the costs would include unlimited data, connections, and media platforms.

IX. ARPA

A. Quarterly Report

The next quarterly report will be presented in April 2024.

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

There were no Joseph E. Meyer Resolutions to approve.

XI. Unfinished Business

There were no items under Unfinished Business.

XII. New Business

A. *Agreement for County Engineer's Salary*

Dave Anderson explained that the appointment of the County Engineer is done every six (6) years, and that half of the salary comes from Motor Fuel Tax funds and the other half from federal fund allotments.

Motion to move the Agreement for County Engineer Salary to the Executive Committee. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

B. *Resolution for Salary of the County Engineer*

Motion to move the Resolution for Salary of the County Engineer to the Executive Committee. **Moved** by Nancy Naylor. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

C. *Ordinance Amending Administrative Impound Fee*

Clay Whelan explained that he is requesting an increase in the administrative impound fees from \$250 to \$350. The increase will bring the County up to speed with neighboring counties and assist in dealing with vehicles that are never retrieved by the owner.

Motion to move the Ordinance Amending Administrative Impound Fees to the Executive Committee. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

XIII. Executive Session:

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

Motion to enter into Executive Session at 9:27 a.m., for the purpose of discussing 5 ILCS 102/2 (c)(5) Purchase of Property. **Moved** by Tom Kitson. **Second** by Nancy Naylor.

Roll call going into Executive Session: Jim Schielein, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor attended in person. Mike Book attended via Zoom video conferencing.

Also present: Dean Freil, Keane Hudson, Mike Koppien, Bob Olson, Charley Boonstra, Jeremy Englund, and Becky Brenner.

Roll call back in open session: Jim Schielein, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor attended in person. Mike Book attended via Zoom video conferencing.

Also present: Dean Freil, Keane Hudson, Mike Koppien, Bob Olson, Charley Boonstra, Jeremy Englund, and Becky Brenner.

Back in open session at 9:46 a.m.

XIV. Adjournment

Motion to adjourn at 9:47 a.m. **Moved** by Lirim Mimini. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for
9:00 a.m., on Thursday, March 14, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary