



# Finance Committee Meeting Minutes

Lee County, Illinois

Jan 11, 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 Vice Chair Tom Kitson. Tom Kitson appointed Dean Freil, Keane Hudson, and Bob Olson to the committee to satisfy quorum.

## II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, Nancy Naylor

Mike Book and Tim Bivins were absent. Jim Schielein attended via Zoom video conferencing. Tom Kitson, Lirim Mimini, Nancy Naylor, Dean Freil, Keane Hudson, and Bob Olson all attended in person.

Also present: Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Amy Johnson (Circuit Clerk), Kevin Lalley (EMA Director), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Staci Stewart (Director of Probation and Court Services), Clay Whalen (Sheriff)(9:12-9:15), and Becky Brenner (Board Secretary) all attended in person.

During the meeting Amy Johnson walked the committee through the report that she submitted: Highlights included:

- The Circuit Clerk's office submitted the funding request to the AOIC for the Court Technology Grant on December 22, 2023, for a total amount of \$1,056,378.66. The AOIC will review this and approve or deny the request, with or without modifications, and then will notify the Chief Judge and County Treasurer.
- The Circuit Clerk's office is still in the process of getting quotes from vendors for a new case management system.

## III. Public Visitors

No public visitors were in attendance.

## IV. Approval of Minutes from Previous Meeting - (December 14, 2023)

Minutes from the December 14, 2023, Finance Committee Meeting were approved as presented without modification.

## V. Treasurer's Monthly Financial Report

Paul Rudolphi reported the following information during the Monthly Financial Report:

- The cash balance in the county general fund was slightly down from the previous year. This was primarily due to the CIRMA payment made in December. The CIRMA payment is typically made in January or February.
- Revenues and expenses look down because of the three pay periods in December, one-time payment items, and light revenues in December.
- Sales taxes are up.

VI. Treasurer’s Quarterly Financial Report – Presented every December, March, June, September  
The next quarterly report from the Treasurer's Department will be presented in March of 2024.

VII. Insurance Committee and GREDCO Reports  
Nancy Naylor reported that the next Insurance Committee Meeting would be in February 2024. Lirim Mimini reported that there were no updates from GREDCO.

VIII. Administrator Report  
Jeremy Englund reported the following information:

- The retirement party for Wendy Ryerson and Dee Duffy that had been scheduled for Friday, January 12, 2024, would be rescheduled. The party was postponed due to the threat of inclement weather.
- An invoice for \$381,186.74 was received from Allied Facility Partners. This invoice is for the HVAC project starting at the New Courts Building later in the month.
- The County is working on several grants that have a January deadline. 1) The BRIC Grant that would be used to update and implement the County building codes; 2) The County is reapplying for the RAISE Grant; and 3) A second Tourism Marketing Partnership Grant.

IX. ARPA  
A. *Quarterly Report*  
Sara Leisner and Patty Rudolphi walked the committee through the Quarterly ARPA report. This report, including the expenses spreadsheet, will be attached to the minutes and included in the January County Board agenda packet.

X. Approval of Monthly Joseph E. Meyer Resolution(s):  
There were no Joseph E. Meyer Resolutions presented during the January meeting.

XI. Unfinished Business  
There were no items under Old Business.

XII. New Business  
There were no items under New Business.

XIII. Executive Session:  
No Executive Session was requested.

XIV. Adjournment  
**Motion** to adjourn at 9:15 a.m. **Moved** by Nancy Naylor. **Second** by Keane Hudson. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., on Thursday, February 15, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary

**JANUARY 2024**

**Program Updates**

- Total Award of \$6,622,748.00. Must be expended by 12/31/2024 or obligated through 12/31/2026
  
- Approved ARPA Expenditures this quarter:
  - October 2023  
No ARPA Expenditures
  
  - November 2023  
Engineering Development for HVAC New Courts building project  
\$188,132.00
  
  - December 2023  
No ARPA Expenditures

**Financial Update**

\$3,798,920.43 has been allocated to pending projects. We currently have **\$2,823,827.57 funds available** to be distributed by the Finance Committee for Lee County Capital Projects. Please see attached spreadsheet for details regarding approved projects.

Category Breakdown of ARPA Expenses Approved

General Requests	\$1,884,233.34
Small Business	\$489,584.00
Community Service Agencies	\$138,929.50
Business/Economic Development	\$365,000.00
Capital Projects	\$921,173.59

If a Department/Committee would like to request use of ARPA Funds for a Capital expense, complete the Board Action Request form and indicate ARPA funds for the expense. The request will be reviewed at the Finance Committee.

Annual ARPA Project and Expenditure Report is due to Treasury April 30, 2024 for expenditures April 1, 2023-March 31, 2024.

Next ARPA Quarterly report to Finance is April 11, 2023.

**Finance/Board Actions**

	Request	ARPA Approval	Board Approval	New Approved	Expended	Balance remaining
2021-ARPA - 1	GR Driveway Maintenance, Kitchen, Deliveries	9/9/2021		\$17,775.00	\$17,775.00	\$0.00
2021-ARPA - 2	GR Election Equipment	9/9/2021		\$197,750.00	\$197,750.00	\$0.00
2021-ARPA - 3	CS Next Picture Show	12/9/2021		\$9,537.50	\$9,537.50	\$0.00
2021-ARPA - 4	GR Regional Office of Education	11/4/2021		\$25,334.00	\$25,334.00	\$0.00
2021-ARPA - 5	GR County Board Technology Upgrades	11/4/2021		\$248,574.59	\$248,574.59	\$0.00
2022-ARPA-1	GR Sauk Valley Ag Program	1/6/2022		\$100,000.00	\$100,000.00	\$0.00
2022-ARPA-2	GR Lee County Tourism	1/6/2022		\$22,000.00	\$22,000.00	\$0.00
2022-ARPA-3	BE Health Dept Fees (\$60K for 2 years)	2/10/2022		\$120,000.00	\$52,516.00	\$67,484.00
2022-ARPA-4	GR Dixon Historic Theatre	5/5/2022	5/19/2022	\$100,000.00	\$100,000.00	\$0.00
2022-ARPA-5	BE Matching funds for Rochelle/Steward Grant	5/5/2022	5/19/2022	\$75,000.00	\$75,000.00	\$0.00
2022-ARPA-6	BE IDOT Planning Grant for Bike Paths(raise grant)	5/5/2022	5/19/2022	\$60,000.00	\$4,732.15	\$55,267.85
2022-ARPA-7	GR LCSD Portable & Mobile Radios			\$24,399.75	\$24,399.75	\$0.00
2022-ARPA-8	GR Old Courthouse HVAC	7/7/2022	7/21/2022	\$299,900.00	\$299,900.00	\$0.00
2022-ARPA-9	GR Fire Depts	8/11/2022	8/25/2022	\$100,000.00	\$99,053.89	\$946.11
2022-ARPA-10	GR Fair Grounds	8/11/2022	8/25/2022	\$236,000.00	\$213,187.93	\$22,812.07
2022-ARPA-11	GR Highway Dept Culvert project	8/11/2022	8/25/2022	\$250,000.00	\$250,000.00	\$0.00
2023-ARPA-1	BE Tourism Grant Match	1/12/2023	1/19/2023	\$40,000.00	\$40,000.00	\$0.00
2023-ARPA-2	GR Sheriff's Dept Polycm Suite	1/12/2023	1/19/2023	\$12,500.00	\$11,175.00	\$1,325.00
2023- ARPA-3	BE LCIDA - 2 Year commitment \$35K each year	2/16/2023	2/23/2023	\$70,000.00	\$35,000.00	\$35,000.00
2023- ARPA-4	CP Engineering Development for HVAC Project		11/21/2023	\$188,132.00	\$188,132.00	\$0.00
2022-ARPA-SS-1	CS Social Service Agencies	11/4/2021	3/24/2022	\$129,392.00	\$129,392.00	\$0.00
2022-ARPA-SB-1	SB Small Business Program	7/1/2022	7/21/2022	\$469,584.00	\$489,584.00	\$0.00
2022-CP-ARPA-1	CP Boiler - Courts Addition	8/11/2022	8/25/2022	\$209,800.00	\$209,800.00	\$0.00
2022-CP-ARPA-2	CP Board Chair Conference Room		2/23/2023	\$28,878.88	\$28,535.24	\$343.64
			Additional funds			
			8/25/2022	\$21,278.71	\$21,278.71	\$0.00
2022-CP-ARPA-3	CP Move IT Servers to Courts Building			\$9,626.00	\$0.00	\$9,626.00
2022-CP-ARPA-4	CP Network Switches			\$1,018.00	\$1,018.00	\$0.00
2022-CP-ARPA-5	CP Lead Abatement			\$300,000.00	\$249,768.72	\$50,231.28
2022-CP-ARPA-6	CP Courts Building Elevator			\$29,940.00	\$29,940.00	\$0.00
2022-CP-ARPA-7	CP Asbestos removal (Former LEC)			\$100,000.00	\$38,096.35	\$61,903.65
2022-CP-ARPA-8	GR Abandoned Properties	7/7/2022		\$132,500.00	\$60,492.82	\$72,007.18
2022-CP-ARPA-9	CP Old Courthouse Elevator Repairs	10/18/2022	10/18/2022	\$148,920.00	\$110,464.12	\$38,455.88
Admin Fees	GR			\$1,080.00	\$1,080.00	\$0.00
Boardmember Fees	GR					
				\$3,798,920.43	\$3,383,517.77	\$415,402.66
		Total ARPA		\$6,622,748.00		
		Total Approved		\$3,798,920.43		
		Total Available		\$2,823,827.57		
GR	General Request			\$1,884,233.34	\$4,758,790.63	\$125,442.71
SB	small Bus			\$489,584.00	\$489,584.00	\$0.00
CS	Community Service			\$138,929.50	\$138,929.50	\$0.00
BE	Business Development			\$365,000.00	\$207,248.15	\$157,751.85
CP	Capital Project			\$921,173.59	\$788,965.49	\$132,208.10