



Finance Committee Meeting Minutes

Lee County, Illinois

Sep 14, 2023 at 9:00 AM CDT

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 (9:00-9:50), Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor all attended in person.

Also present: Dean Freil, Keane Hudson, Mike Koppien, Bob Olson (Board Members), Dave Anderson (County Engineer/Highway Department), Charley Boonstra (State's Attorney), Jennifer Boyd (Assessor), Lesley Dever (Probation Department), Lara Leisner (ARPA Grant Coordinator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), Wendy Ryerson (Administrator), and Becky Brenner (Board Secretary) all attended in person.

III. Public Visitors

Mark Wagner attended the meeting in person as an observer from 11:16 a.m. - 11:24 a.m.

IV. Approval of the Minutes from the Previous Meeting

- A. July 13, 2023, Finance Committee Meeting
- B. Finance Committee Meeting, Budget Hearings (Day 3)
- C. Finance Committee Meeting Minutes for August 17, 2023

Motion to approve minutes from the July 13, 2023, Finance Committee Meeting, the August 10, 2023, Finance Committee Meeting - Budget Hearings (Day 3), and the August 17, 2023, Finance Committee Meeting. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

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

Paul Rudolphi walked the committee through the Treasurer's Monthly Financial Report and Treasurer's Quarterly Finance Report. Following are highlights:

- Revenues year to date \$12 million
- Expenses year to date \$11.6 million
- There is a bond payment yet to be paid in September of \$540,000

Motion to approve the Treasurer's Monthly Financial Report. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

VII. Insurance Committee and GREDCO Reports

There were no reports presented from GREDCO or the Insurance Committee.

VIII. ARPA

A. Quarterly Report

The next quarterly report will be presented during the October meeting.

IX. Approval of Monthly Joseph E. Meyer Resolution(s): Eleven (11) Resolutions

A. Eleven (11) Joseph Meyer Resolutions

Motion to approve eleven (11) Joseph Meyer Resolutions. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

X. Unfinished Business

A. FY2024 Budget Wrap-Up Discussion

Jim Schielein reported that he had met with Wendy Ryerson and Paul Rudolph to work through recommended changes made during the last budget meeting. They also highlighted items they felt could be adjusted to balance the FY2024 Budget. Following are highlights from the FY2024 Budget Wrap-Up Discussion:

- Projected revenues were increased by roughly \$500,000 by adjusting PPRT, Income Tax, Sales Tax, and Real Estate Tax Penalties.
- Potential cut to the Social Services funding by 30%
- Potential cut to the U of I Extension funding
- There were several suggested changes to the Sheriff's Office budget.
- Increase funding for phones/tablets for the Maintenance Department for requested software
- Contractual services line-item for the State's Attorney's Office was slightly reduced
- \$10,000 County Board per diem reduction
- Health Department transfer was reduced from \$460,000 to \$280,000

Also discussed during the meeting: The Sheriff's Office has an employee scheduled to retire in March of 2024. There is an opportunity to hire a Corrections Officer that is currently employed at the prison. Bringing in the Corrections Officer before the current employee retires would make for a cleaner transition and potentially reduce the need for additional overtime. It would also be a cost savings to the County because the Corrections Officer already has the required training and therefore would not be required to attend the academy for training. The Sheriff is asking for approval to hire the Corrections Officer. The committee was agreeable to the transaction if a letter of resignation is submitted by the resigning employee, the resignation is

accepted by the Sheriff, and an agreement is put in place acknowledging that the resignation cannot be rescinded.

The committee took a short break from 10:07 a.m. to 10:16 a.m.

XI. New Business

A. Assessor's Office Board Action Request Form for CIAO Compensation

Jennifer Boyd explained that she was requesting a budget adjustment for the Assessment Office in the amount of \$16,480. This adjustment would allow for a \$2.00 an hour increase for those employees in the office that received their CIAO Certification. The certification would equip the employees to more efficiently handle the township work that the office has had to absorb. To mitigate the effect on the general fund, \$18,600 allocated for DEVNET website fees and PAMS maintenance and website fees would be shifted from the general fund to the GIS fund, resulting in a net positive impact on the General Fund of \$2,120.

XII. Executive Session:

Motion to enter into Executive Session at 10:37 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(2) Collective Negotiating Matters and 5 ILCS 120/2 (c)(5) Purchase of Real Property.

Moved by Tom Kitson. **Second** by Tim Bivins.

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

Also present: Dean Friel, Mike Koppin, Bob Olson, Jack Skrogstad (10:54-11:24), Mike Zeman (10:51-11:24), Dave Anderson, Paul Rudolphi, Wendy Ryerson, Charley Boonstra, and Becky Benner.

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

Back in open session at 11:17 a.m.

Also present: Dean Friel, Mike Koppin, Jack Skrogstad, Mike Zeman, Charley Boonstra, Jennifer Boyd, Nancy Petersen, Paul Rudolph, Wendy Ryerson, Charley Boonstra, and Becky Benner.

XIII. Adjournment

Motion to adjourn at 11:24 a.m. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting (Budget Wrap-Up) is scheduled for 9:00 a.m., on Tuesday, September 26, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary