



Lee County Claims Committee Minutes

Lee County, Illinois

Mar 6, 2024 at 9:00 AM CST

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2nd St
Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Mike Zeman.

II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.

Mike Zeman, Nancy Naylor, and Angie Shippert attended in person. Chris Robertson was not in attendance.

III. Meeting Attendees and Visitors

Paul Rudolphi (Treasurer) attended the meeting briefly to give the committee some background information and clarification on several claims. Becky Brenner (Board Secretary) attended in person.

IV. Approval of the Minutes from the Previous Meeting (February 21, 2024)

Minutes from the February 21, 2024, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Angie Shippert logged into miViewPoint and initiated the review of 62 claims. Paul Rudolphi gave the committee the following background information and clarification regarding two (2) claims that were in the queue to be approved and one (1) claim that was approved by Chair Mike Zeman outside of the committee setting:

- The Treasurer's Office received an invoice for \$290,000 for a bond payment that only allowed a short turnaround time for payment. Paul Rudolphi contacted Mike Zeman for permission to approve the claim so the possibility of a late payment could not negatively affect the bond agreement. With Mike Zeman's approval, Paul Rudolphi approved the claim, and the payment was received on time.
- Paul also explained that an IPBC agreement signed by the County in 2018 required the County to have a fund balance reserve in place by 2023 to cover the expense of a catastrophic claim. The amount required to meet this obligation was \$33,739, which was the amount that was submitted for approval.
- Paul went on to explain that the committee would see an invoice in the queue from the City of Dixon for their portion of the Tourism tax in the amount of \$9,235.31 from September 2023 revenue.

The committee forwarded all 62 claim invoices to the County Board for ratification.

VI. Old Business

A. Review of Claims Procedures

There was no discussion on this topic.

VII. New Business

There were no items under New Business.

VIII. Executive Session

There was no request for an Executive Session.

IX. Adjournment

Motion to adjourn at 9:51 a.m. **Moved** by Nancy Naylor. **Second** by Angie Shippert.

Motion passed unanimously by voice vote.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, March 20, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary