



Finance Committee Meeting Minutes

Lee County, Illinois

May 18, 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, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor all attended in person.

Also present: Dean Freil, Keane Hudson, Mike Koppien, and Tom Wilson (Board Members), Dave Anderson (County Engineer/Highway Department), Charley Boonstra (State's Attorney), Dee Duffy (Zoning Administrator), Alice Henkel (Renewable Energy Coordinator), Amy Johnson (Circuit Clerk), Kevin Lalley (EMA), Sara Leisner (ARPA Grant Coordinator), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Wendy Ryerson (County Administrator), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

Items brought forth during the attendance portion of the meeting.

- Alice Henkel walked the committee through two (2) changes being requested by the Zoning Department pertaining to the conditions set forth by the Zoning Board of Appeals for Petition 23-P-1605 for Maples Road Solar 1, LLC. The State's Attorney's Office advised that one of the conditions drew an unnecessary legal conclusion and another condition was redundant because it was already required by the ordinance. These changes were presented to the committee.
- Keane Hudson gave an update of the items discussed during the Public Safety and Court Services Committee Meeting.

III. Public Visitors

Courtney Kennedy (local council representing Maples Road Solar 1, LLC), Thomas Ryan (Maples Road Solar 1, LLC, Developer), and Anthony Neve (Maples Road Solar 1, LLC) all attended in person. Courtney Kennedy explained that Maples Road Solar 1, LLC appeared before the Zoning Board of Appeals for three nights of hearings and the ZBA unanimously voted to recommend the project. They were all present at the meeting to answer any questions the committee might have concerning the project.

IV. Approval of the Minutes from the Previous Meeting - (April 13, 2023)

Motion to approve the April 13, 2023, Finance Committee Meeting Minutes as presented without modification. **Moved** by Nancy Naylor. **Second** by Mike Book. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

Paul Rudolphi walked the committee through the financial reports that he had submitted. He reported that the cash balance in the general fund is the lowest it's been in several years. Paul also explained that he had received a letter from the Illinois Department of Revenue explaining that the Personal Property Replacement Tax is being examined and recalculated and would show a minimum 5% reduction next year. Paul also inquired about the status of the Reagan Mass Transit conversion because his office had not been contacted yet regarding the transfer of funds and duties. He was advised to reach out to the LOTS Director for an update.

Paul went on to report the following information from the Treasurer's Office:

- Tax bills have been mailed. Due dates are June 23rd and September 1st.
- The budget process will be starting June 1st.

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

There was no Quarterly Financial Report for May.

VII. Insurance Committee and GREDCO Reports

Nancy Naylor reported that the Insurance Committee Meeting scheduled for May had been postponed to allow the Wellness Committee to explore different options for employee wellness incentives and methods in which the incentives could be executed. She went on to report that Lori Miller had decided to turn the Wellness Committee responsibilities over to a new team. Sara Leisner and Tracy Bay have stepped up to fill the vacancy.

There was no report from GREDCO.

VIII. ARPA

There was no report for ARPA during the May meeting.

IX. Approval of Monthly Joseph E. Meyer Resolution:

There were no Joseph E. Meyer Resolutions in May.

X. Unfinished Business

There were no items under Unfinished Business.

XI. New Business

A. Maintenance Request for New Mower Tractor with Mower Deck and Snow Blower

Tom Wilson explained that the Maintenance Department Mower blew up. The quote received for replacing the tractor was \$17,170, which included a mower deck, snowblower attachment, and a \$2,500 trade in credit. The mower is critical to County lawncare upkeep and snow removal.

Motion to approve purchasing the new Mower Tractor with Mower Deck and Snowblower, from the Capital Fund, at the presented price of \$17,170, and move to the Executive Committee for inclusion on the May County Board agenda. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

- ❖ Towards the end of the meeting, Tom Kitson presented the committee with an update from the Tourism Focus Group. He shared the objectives of the group and background information regarding how and why the committee was formed. He went on to explain that the City of Dixon had notified Lee County on December 29, 2022, with their intentions to withdraw from a 2004 agreement made with the County that split the Hotel Motel tax between the two parties evenly (less 1.5% administrative fee). Without the agreement with the City Dixon, the County would see a reduction in revenue of roughly \$49,000 annually. The focus group met several times to discuss potential tourism marketing options. The group met with the present Lee County Tourism office, Blackhawk Waterways, and Discover Dixon. The recommendation coming from the committee that will be presented during the May County Board Meeting are listed below:

1. Recommended pursuing contract with Discover Dixon
 - o 2-Year contract @ \$45,000 annually
 - o Quarterly (or more frequent) reports to the Board on tourism activities
 - o County Board would have an Ex-officio member on Discover Dixon Board
 - Grant would begin as soon as awarded/received
 - Transition day-to-day operations as of November 30, 2023
2. Met with Lee County Tourism Board of Directors
 - o Both parties agreed there is a need to develop a MOU for the dissolution of Lee County Tourism
 - o Per Lee County Tourism by-laws, all "funds and financial records and other property shall become the property of the County of Lee"
3. Lee County will need to revise Lee County Tourism Ordinance (Codes) to reflect change.

Wendy Ryerson brought the committee up to speed on several items that will be presented at the May County Board Meeting that will require action from the Board. Some of the information echoed the report that Keane Hudson gave earlier in the meeting. Highlights are as follows:

- Wendy explained that the Rental Housing Support Program has been in place for years. Recently the State mandated a fee increase per Public Act 102-1135. All Revenue goes to the Illinois Housing Development Authority to fund a program that provides rental support to those in need. The fee is being increased from \$9.00 to \$18.00 per recorded document. Board approval is for transparency and authorizes the County Clerk and Recorder to increase the fee on the statutorily required predictable fee schedule published for the benefit of the public.
- Wendy reported that Cathy Ferguson-Allen and Jennifer Kolb had attended the County Services Committee Meeting earlier in the week to walk the committee through any questions they had concerning the Proposed Environmental Health Code updates. During the County Services Committee, Katie White reported that all the requested revisions were approved by the Lee County Board of Health during their May 9, 2023, meeting. Highlights from the report given by Jennifer Kolb are as follows:
 - Codes had not been updated since 2010.
 - An increase in fee structure was requested in the Septic, Water, and Food Codes.
 - A ten-year fee structure that includes a fee increase every two years is being requested.
 - Because the County is seeing more mobile food vendors, a six-month permit would be available to qualified vendors. The six-month fee is half the cost of a one-year permit.
 - The Health Department's cost of providing services, and the fee structure of surrounding Counties was taken into consideration when considering increases. The new fee structure will gradually bring Lee County closer to the fees currently charged by neighboring Counties.
- Wendy walked the committee through the vacant lot at 2500 West 4th Street in Dixon topic in during the Public Safety and Court Services committee earlier in the week. This property had been identified early on by the Abandoned Property Focus Group. The unsafe conditions were mitigated (asbestos removed, mobile home removed, and the well was sealed). The property was advertised in the newspaper soliciting sealed bids for the purchase of the property. Two sealed bids were received with the winning bid being \$5,006. Total expenses for the project were \$15,599, which were paid for from the American Rescue Plan Act funds.

- Wendy explained that the County has been working with the City of Amboy, Mayor, and Town Council to finalize the next revision of the Amboy Dispatch Agreement. Since 2011 the County has entered into an intergovernmental agreement with the City of Amboy to provide police dispatching. Using a different methodology, the agreement was revised based on a percentage of 911 calls dispatched to the city. The annual fee changed from approximately \$21,000 to \$26,500 per year. The Amboy City Council plans to approve the revised agreement at their May 15th meeting.
- Wendy walked the committee through the Guaranteed Energy Savings Contract-Selection of Qualified Provider topic coming to the May County Board Meeting. She explained that the process provides an alternative method to the typical competitive bid process, specifically relevant to projects with energy savings potential. Qualified providers are selected through an RFP process. Providers then work with the County to identify specific energy saving projects, engineer the project, calculate project costs, and calculate energy savings. The qualified provider develops a guaranteed energy savings contract in which the energy savings are guaranteed by the provider. The goal is to offset the cost of the project (at least in part) with the energy savings over the life of the contract.

An RFP was issued and two (2) qualified providers, Centrica Business Solutions and Allied Facility Partners, submitted responses and have already given presentations on their written proposals to several Board Members. Statutorily the County is required to have an independent engineer review the proposals on behalf of the County, which has been done. The County is still in the process of compiling and processing the information from the two (2) providers to make a recommendation to the full Board.

Once the provider has been chosen, the County moves into the negotiated procurement phase. Based on the provider's recommendations, specific projects that fall within the given budgetary limits are identified. Once the projects are identified the County will enter into a negotiated procurement process and a guaranteed energy savings contract.

XII. Executive Session:

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

Motion to enter into Executive Session at 9:32 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(5) Purchase of Property.

Moved by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

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, Paul Rudolphi, Wendy Ryerson, Charley Boonstra, 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, Tom Wilson, Dave Anderson, Paul Rudolph, Wendy Ryerson, Charley Boonstra, and Becky Benner.

Back in open session at 10:36 a.m.

XIII. Adjournment

Motion to adjourn at **Moved** by **Second** by **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for
9:00 a.m., on Thursday, June 15, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary