



Finance Committee Meeting Minutes

Lee County, Illinois

Oct 13, 2022 at 9:00 PM 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 Arlan McClain, Tom Kitson, Lirim Mimini, Doug Farster, Rick Humphrey, and Tim Bivins

Arlan McClain and Doug Farster were absent. All other members were present in person. Also present: Bob Olson (County Board Chair)(9:55-10:20), John Nicholson (County Board Vice Chairman), Mike Koppien (Board Member), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy Treasurer), Bob Thompson (Public Defender), Nancy Petersen (County Clerk and Recorder), Amy Johnson (Circuit Clerk), John Simonton (Sheriff), Clay Whelan (Chief Deputy Sheriff)(9:30-10:23), and Becky Brenner (Board Secretary) were all present in person.

III. Public Visitors

Dean Friel (9:00-10:20).

IV. Approval of the Minutes from the Previous Meeting - (September 15, 2022)

Motion to approve the September 9, 2022, Finance Committee Meeting Minutes.

Moved by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote

V. Treasurer's Monthly Financial Report

Paul Rudolphi reported the following information during the Treasurer's Monthly Financial Report:

- Revenue continues to be strong.
- Capital expenditures are light.
- Expenses are on target as budgeted.

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

There was no quarterly financial report.

VII. Insurance Committee and GREDCO Reports

There was no report from the Insurance Committee or from GREDCO.

VIII. Approval of Monthly Resolution(s): Two (2) Joseph Meyer Resolutions

Motion to approve two (2) Joseph Meyer Resolutions and move to the Executive Committee for inclusion on the County Board agenda. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

IX. Unfinished Business

There were no items for discussion under Unfinished Business.

X. New Business

A. ARPA Committee Recommendations

1. ARPA Capital Fund Allocation Recommendation from September Meeting

Motion to accept the ARPA recommendation to transfer the remaining \$3,228,570 of unallocated ARPA funds to the County capital fund and move to the Executive Committee for inclusion on the Full County Board agenda. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

B. Fiscal Year 2023 Levy

The committee engaged in a lengthy discussion regarding the Levy Ordinance. Wendy Ryerson explained the amounts presented in the Ordinance reflected what had already been approved by the committee in the various line-items of the recommended budget, with the exception of the corporate line item. The proposed change in the corporate line item is higher than budgeted in order to capture all potential new property revenue allowed under PTELL. At this point new property values are estimated and still subject to change. The projected increase in the levy is \$636,297 or 8.17% over the prior year. It is likely the PTELL limitation formula will result in less revenue than projected. Any PTELL reduction would be applied to the corporate line-item.

Motion to limit the levy to 105% of last year's levy (as presented less \$350,000 in the corporate line item). **Moved** by Rick Humphrey. **Second** by Lirim Mimini. Roll call - Jim Schielein - No, Tom Kitson - No, Lirim Mimini - Yes, Rick Humphrey - Yes, Tim Bivins - Yes. **Motion** passed three (3) in favor, two (2) opposed.

C. Fiscal Year 2023 Budget Ordinance

Paula Meyer and the committee walked through the balanced general fund budget. The proposed budget included a surplus of \$173. **Motion** to move the

Fiscal Year 2023 Budget Ordinance to the Executive Committee for inclusion on the October Full Board agenda. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

D. Sheriff's Overtime Budget

John Simonton reported that he had had a brief discussion with Paula Meyer, and it looked like there might be enough money in the Sheriff's Office current budget with transfers from different funds to cover the shortfall in the overtime line item. He requested that the topic be put on hold until the November Finance Committee meeting.

E. State's Attorney Software Purchase

Charley Boonstra and Bob Thompson walked the committee through the request that they would be presenting to the Finance Committee for software to be used in both the State's Attorney's Office and the Public Defender's Office. Following are highlights from the discussion:

- The current case management software will no longer be supported after September 2023. The current software provider would assist the office with support, but at a cost of \$150 per hour.
- The current software provider suggested Prosecutor by Karpel and Defender by Karpel. This software comes highly recommended from the Illinois State's Attorney's Association and other Counties in Illinois that are currently using the software.
- A proposal was requested and received from Karpel. The proposal included modules for the State's Attorney's Office and the Public Defender's Office.
- The go live date, if the software is purchased now, would be September of 2023.
- The first-year cost to purchase the State's Attorney's module would be \$86,800. There is a first year and subsequent annual support service fee of \$13,100.
- The first-year cost to purchase the Public Defender's module is \$34,100. There is a first year and subsequent annual support service fee of \$4,050.
- A demo of the software was reviewed by the office and Board Member Jack Skrogstad.
- The software is web-based and can be used anywhere with a data connection or Wi-Fi that can connect to the internet.
- The software would be used for the transmission of discovery for a seamless transition to the Public Defender's Office.

Motion to pay \$15,000 out of the FY2022 capital fund to purchase the Karpel software for the State's Attorney's Office and the Public Defender's and allocating the full \$138,000. **Moved** by Tim Bivins. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

F. Old Courthouse Elevator Repair Approval

Wendy Ryerson explained that the Old Courthouse elevator failed several months ago. The elevator is 69 years old, and parts are almost impossible to find. The repairs being quoted include the mechanical equipment, not the carriage. Because the mechanical equipment for the elevator is housed on the roof, the housing unit on the roof needs to be rebuilt. This cost is included in the \$132,500 being requested.

Motion to move the Old Courthouse Elevator Repair Project in the amount \$132,500, from FY2023 ARPA capital funds to the Executive Committee for inclusion on the October Full County Board agenda.

Moved by Lirim Mimini. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

**The committee took a break from 10:10 a.m. to 10:20 a.m.

XI. Executive Session:

There was no request for an Executive Session.

XII. Adjournment

Motion to adjourn at 10:35 a.m. **Moved** by Tim Bivins. **Second** by Rick Humphrey. **Motion** passed unanimously by voice vote.

The next meeting of the Lee County Finance Committee will be
9:00 a.m., Thursday, November 17, 2022.