



Finance Committee Meeting Minutes

Lee County, Illinois

Jul 13, 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

Mike Book was absent. Jim Schielein, Tom Kitson, Tim Bivins, and Nancy Naylor attended in person. Lirim Mimini attended via Zoom video conferencing.

Also present: Dean Freil, Keane Hudson, and Mike Koppien (Board Members), Dave Anderson (County Engineer/Highway Department), Charley Boonstra (State's Attorney), Alice Henkel (Renewable Energy Coordinator), Jeff Hilden (Facilities Director), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Nancy Petersen (County Clerk and Recorder), Wendy Ryerson (Administrator), Staci Stewart (Director of Probation and Court Services), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

During attendance Staci Stewart reported the following information from Probation:

- Data conversion for the new case management software will take place on July 14th. Training on the new software will take place July 17th - the 19th.
- Staci also reported that the Dependent Children's Care Fund continues to fall deeper into the red. A budget adjustment will be made at the end of the fiscal year.

Amy Johnson reported the following information from the Circuit Clerk's Office:

- Amy explained that the office is in the beginning process of seeking out new case management software. No specific vendor has been identified at this time, so she was not able to estimate the cost.

Wendy provided the committee with a brief historical summary regarding the Safety Manual that will be presented at the July County Board Meeting.

- In 2006 Lee County became one of the founding members of the Counties of Illinois Risk Management Agency (CIRMA). CIRMA is a member owned provider of property, liability, and workers' compensation coverage for county and other local governments in Illinois. CIRMA members were asked to create a local Safety Committee and adopt a Safety Manual with the goal of minimizing accidents.
- The first Lee County Safety Manual was adopted in 2009 and was revised in 2014. In 2016, CIRMA HR consultant Donna Rogers reviewed the County's Manual and made significant proposed changes.

- The most recent draft of the Safety Manual is based largely on Ms. Rogers' draft. Feedback was solicited from the Safety Committee and Department Heads. That feedback has now been incorporated into the Manual.

Tom Kitson reported that the Lee County Tourism Council had agreed to sign the proposed Memorandum of Understanding coming to the July County Board Meeting. He went on to explain that the Lee County Tourism Council would only be funded through the end of September because they have enough funds to finish out the year.

Tom Kitson also reported that he and Wendy Ryerson had met with individuals from the Lee County Food Pantry regarding the future of the building they are currently using on West 4th. Street. They were assured that the County had no plans to evict them, but that together they would be working to find a new, safer location.

III. Public Visitors

Mike Hermes and Amanda McCoy attended the meeting in person. Mike spoke on behalf of a group of residents from Amboy with concerns regarding the placement of a cell tower near their homes.

IV. Approval of the Minutes from the Previous Meeting - (June 15, 2023)

Motion to approve the June 15, 2023, Finance Committee Meeting minutes. **Moved** by Nancy Naylor. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

Paul Rudolphi was not able to attend the meeting. Jim Schielein reported the following information from the Treasurer's Monthly Financial Report that ended June 30th, which would be seven months into the fiscal year:

- Sales tax is sitting at 62% of funds budgeted. Totals had not dropped off at a rate originally expected.
- State income tax is sitting at 60% of last year's receipts.
- Personal Property Replacement Tax sits at 60% of last year's receipts, which is ahead of budget.
- Public Safety Sales Tax is sitting at 68% of funds budgeted.
- Revenues stand at nearly \$500,000 under last year's totals. Some of this loss is due to lost fines and fees.
- Expenses are roughly \$1.4 million over budget compared to last year at the same time. At this point we are 58% of the way through the fiscal year (42% remaining), however we have used 61% of the General Fund budget (39% remaining).

VI. Treasurer's Quarterly 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 GREDCO.

- Nancy Naylor reported that there would be a Wellness Committee Meeting on July 19, 2023.

VIII. ARPA

A. Quarterly Report

Sar Leisner walked the committee through the 2023 ARPA Quarterly Report. The full report will be attached to the minutes and included in the July County Board agenda packet.

IX. Approval of Monthly Joseph E. Meyer Resolution: 1 Joseph E. Meyer Resolution

Motion to approve the Joseph E. Meyer Resolution with PPN# 13-21-12-328-046. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

X. Unfinished Business

There were no topics under Unfinished Business.

XI. New Business

There were no topics under New Business.

XII. Executive Session:

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

Motion to enter into Executive Session at 9:35 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(5) Purchase of Property.

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

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

Also present: Bob Olson, Dean Friel, Keane Hudson, Mike Koppien, Dave Anderson, Charley Boonstra, Wendy Ryerson, and Becky Benner.

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

Also present: Dean Friel, Keane Hudson, Mike Koppien, Wendy Ryerson, Charley Boonstra, and Becky Benner.

Back in open session at 10:04 a.m.

XIII. Adjournment

Motion to adjourn at 10:05 a.m. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for
9:00 a.m., on Thursday, August 14, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary