



# Finance Committee Meeting Minutes

Lee County, Illinois

May 16, 2024 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, Tom Kitson, Lirim Mimini (9:25-9:46), Tim Bivins, and Nancy Naylor were present in person. Mike Book was absent.

Also present: Dean Freil, Keane Hudson, Mike Koppien (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Kevin Lalley (EMA Director), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

### *Discussion during attendance:*

- Jeremy Englund explained that the budget hearing schedule for FY 2025 needed to be nailed down. Last year the process began at the end of July and ran through August. All Department Heads will be invited to present their requests to the Finance Committee and give a high-level overview of their departmental needs and any changes in the budget. He also reported that during the Department Head Meeting on May 8th the Treasurer's Office discussed the implementation of electronic payments and new payroll tracking processes.
- Paul Rudolphi reported that the tax bills will be mailed on Monday, May 20, 2024. They are available to view and pay for online.
- Kevin Lalley explained that a new mandate from the Federal Government had been handed down that requires all personnel operating in the EOC to attend National Qualification Systems training. Failure to attend the training will negatively affect federal funding.
- Clay Whelan reported that a squad car was totaled in an accident. A check from insurance was received in the amount of \$28,958.50. There is a squad car available for purchase, however, an additional \$20,000, plus the cost of outfitting the car are needed. This topic was not on the agenda so action could not be taken, but the committee agreed that this should be added to the May County Board agenda for consideration during the May 23rd. County Board Meeting. The funds would be taken from the capital fund.

## III. Public Visitors

No members of the public were in attendance.

IV. Approval of Minutes from Previous Meeting - (April 11, 2024)

**Motion** to approve the minutes from April 11, 2024. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

Paul Rudolphi's monthly report included the following highlights:

- As was reported by the state, personal property replacement tax revenue has been significantly lower than last year.
- The Public Safety Tax is coming in stronger than expected.
- Sales tax revenue and state income tax revenues continue to be strong.
- The revenue reports submitted were off by \$38,000. The difference is found in three accounts that are not tracked in the report because the amounts are not significant. The difference is the Cannabis Tax, Tourism, and the cable franchise fees.
- The tipping fees in the Solid Waste fund fluctuate due to the different materials that are delivered. For example, recycling and yard waste.
- The discrepancy between what the state reported the County would receive annually in PPRT and what has been received is the difference in the two entities' fiscal year dates. The County's fiscal year is from December 2023 – November 2024. During the state's fiscal year of July of 23 - June of 24, the County is expected to receive just over \$1 million. This difference will negatively affect the budget because of the discrepancy.

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

The next Treasurer's Quarterly Financial Report will be presented in June.

VII. Insurance Committee and GREDCO Reports

There was no report from GREDCO.

Nancy Naylor reported that the Insurance Committee met on May 7, 2024, at 2:00 pm. The County looks to be in good shape, having less high-level tier claims than last year.

Nancy did ask Sara Leisner to give a report from the Wellness Committee. Sara reported the following from the Wellness Committee:

- A Lunch and Learn was held in March on nutrition and physical activity with 17 attendees.
- A second Lunch and Learn was scheduled for later in the day that would focus on mental health awareness.
- The Wellness Committee sponsors a trash pickup on a stretch of Rock Island Road between Haron Road and Nelson Road that is scheduled for 8:00 a.m., on May 18th.

- The annual IPBC report will be submitted before the deadline of June 15th.
- Biometric dates have been scheduled for October 16th and 19th.

VIII. Administrator Report

Jeremy Englund reported that as the County prepares for budget season, he will be working closely with the Treasurer and Assessor on calculating the EAV (Equalized Assessed Value) and Levy details.

IX. ARPA

- A. *Quarterly Report - Presented every January, April, July, October*  
The next ARPA Quarterly Report will be presented in July.

X. Approval of Monthly Joseph E. Meyer Resolution(s):

There were no Joseph E. Meyer resolutions presented during the May meeting.

XI. Unfinished Business

There were no items under Unfinished Business.

XII. New Business

A. *Opioid Funding Request - Discussion Only*

Jeremy Englund reported that the County Opioid Focus Group had received two (2) requests for funding. In the last two years the County has received roughly \$78,000 from a nationwide Opioid Settlement. Funding from the settlement is not scheduled and the County receives funds randomly. This obviously creates an issue committing to funding requests. Following is a breakdown of the request:

- Sinnissippi Centers has requested up to \$270,000 from the Opioid Settlement Funds to aid in building a new recovery home.
- PHLC, a local group that works closely with Sinnissippi Centers, has requested \$20,000 from the Opioid Settlement Funds for marketing and data collection expenses to tackle substance abuse stigma issues.

B. *Audit Quote from WIPFLI for Next Three (3) Years - Discussion Only*

Paul Rudolphi reported that Counties statewide are having issues finding auditors since the pandemic. Wipfli has always worked well with the County and changes up personnel for the audit each year creating accountability. He suggested using them again for the next three years. The committee discussed saving money on the audit by having the County conduct the single audit on the LEC commissary fund.

C. *Sheriff's Report form Public Safety - Detailing events within the Department - Information Only*

Clay Whelan asked that his report from Public Safety be added to the Finance Committee agenda so Board Members would be up to speed on the events happening at the Sheriff's Office.

XIII. Executive Session:  
There was no request for an Executive Session.

XIV. Adjournment  
**Motion** to adjourn at 9:54 a.m. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., on Thursday, June 13, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary