



# Finance Committee Meeting Minutes

Lee County, Illinois

Jan 12, 2023 at 9:00 AM CST

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

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

Also present: Dean Freil and Mike Koppien (Board Members), Charley Boonstra (State's Attorney), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), Patty Rudolphi (ARPA Internal Control and Separation), Greg Saunders (Maintenance Supervisor), Staci Stewart (Director of Probation and Court Services), Clay Whelan (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Visitors

John Nicholson (former Lee County Board Member) and Jeremy Englund (Executive Director at Dixon Chamber of Commerce and Main Street) both attended in person.

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

**Motion** to approve the December 15, 2022, Finance Committee Meeting minutes as presented. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

## V. Treasurer's Monthly Financial Report

Paul Rudolphi reported the following information on the December 2023 numbers:

- Cash balances still look good and solid.
- Revenue and expenses for the first month of the fiscal year show a gap, but this is mainly due to the three payroll periods in December and comp time, holiday pay, and sick time end of year payouts.
- Revenues are still coming in strong, but Paul cautioned that this could level out quickly.

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

The next Treasurer's Quarterly Financial Report will be presented in March of 2023.

## VII. Insurance Committee and GREDCO Reports

1. There was no report from GREDCO.
2. Nancy Naylor reported that the Insurance Committee Meeting date have been set and are as follows:

- Tuesday, February 7, 2023 at 2:00 pm
- Tuesday, May 9, 2023 at 2:00
- Tuesday, August 8, 2023 at 2:00 pm
- November 7, 2023 at 2:00 pm

VIII. ARPA Report

Sara Leisner walked the committee through the ARPA Quarterly Report. For the benefit of new Board Members, Sara recounted the program from the onset and provided information regarding total awards, categories and programs funded, Lee County Capital projects funded, and general requests funded. The full report will be attached to a copy of the minutes for future record and included in the January County Board agenda packet.

A. Review of ARPA Staff Compensation

Review of the ARPA Staff Compensation item on the agenda was overlooked. This item will be added to the February 2023 Finance Committee agenda.

IX. Approval of Monthly Resolution:

There were no resolutions to approve for the January meeting.

X. Unfinished Business

A. Supervisor of Safety - Sheriff Clay Whalen - (Tabled in December)

Clay Whelan asked that this topic be removed. There was no discussion.

B. Lee County/Discover Dixon Joint Tourism Grant

Wendy Ryerson explained that several months ago, Chairman Olson had been approached by Jeremy Englund about a match dollar Tourism grant opportunity. The topic was not submitted for inclusion on the agenda in a timely manner, however the grant was given a head nod by the Executive Committee at the time. Due to tight submission deadlines, Jeremy Englund submitted the grant. The grant match being requested from the County is \$40,000, which would be funded through ARPA.

Jeremy Englund provided the committee with a thorough report detailing proposals and an estimated budget breakdown. If the grant is awarded, it would invest in a digital first approach to tourism marketing, optimize the tourism budget and measure performance through specific Key Performance Indicators (KPI's). Specific details include rebuilding the brand identity and voice of Lee County, developing diverse advertising strategies, content creation (video/photo), website development, and creating professional commercials and ads.

**Motion** to approve as a grant match, \$40,000 from ARPA/Capital fund, and move to the Executive Committee for inclusion on the January County Board agenda. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

XI. New Business

A. Allied Facility Partner Approval

This item is pending the State's Attorney's review.

B. Revised LOTS MOU - Reimbursement of Costs

Wendy Ryerson explained that LOTS Director, Greg Gates, asked that the MOU between LOTS and the County be modified, and the maintenance/janitorial services be removed. This will reduce the current revenue from the MOU BY approximately \$12,000 per year.

Wendy went on to explain that the Health Department is willing to partner with the County and the Maintenance Department janitorial staff to clean in their area for 10 hours a week. Because the Maintenance Department already maintains the Health Department area, the reimbursement from the Health Department would be \$8,000 per year versus the \$12,000.

**Motion** to modify the MOU with LOTS by removing Janitorial/Maintenance services and move to the Executive Committee for inclusion on the January County Board agenda. **Moved** by Tim Bivins. **Second** by Mike Book. **Motion** passed unanimously by voice vote.

C. Fund Balance Policy

Paul Rudolphi walked the committee through the Fund Balance Policy information on the agenda and explained that the purpose of this policy is to establish guidelines for the general fund, unrestricted fund balance, to improve and maintain the County's financial stability in order to protect the County from unforeseen or unbudgeted situations such as 1) declining tax collection rates; 2) the loss of a major taxpayer; 3) sudden changes in revenues or spending requirements; 4) natural disasters; 5) major infrastructure failures and 6) unexpected litigation. The policy would require the County to maintain an unrestricted fund balance in the general fund of not less than two months (16.7%) of regular general fund operating expenditures and transfers out, and not more than six months (50%) of regular general fund operating expenditures and transfers out.

**Motion** to move the Fund Balance Policy to the Executive Committee for inclusion on the January County Board agenda. **Moved** by Mike Book. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

D. Sheriff Dept. - Polycom Studio with Zoom Feature

Clay Whelan explained that currently the Zoom appearances at the LEC take place on a laptop. The laptop is not ruggedized and is not securely mounted. It could potentially be damaged or be used as a weapon. He is requesting that the two Polycom suites at the jail be modified to support Zoom features, and eliminate the need for the laptop, so they could be used for proceedings at the jail.

**Motion** to approve and move the Polycom Studio with Zoom Feature request for \$12,500, paid for out of ARPA Capital, to the Executive Committee for inclusion on the January County Board agenda. **Moved** by Mike Book. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

Clay Whelan walked the committee through two (2) matters impacting the Sheriff's Office that would have a financial impact. Both of the matters below were for information only at this time:

1. The GPS monitoring services currently being performed by the Probation Office would be transitioning to the Sheriff's Department. This task is a pre-conviction service that technically should not fall under the purview of the Probation Department. The work process is still being evaluated and will most likely require the hiring of additional staff.

2. Sheriff Whalen is considering several options that would allow the Department to accommodate a permanent work restriction for a Correctional Deputy that was previously injured on the job.

E. OnBoard Voting - Test

The committee walked through the OnBoard voting system. The process worked without issue.

XII. **Executive Session:**

There was no request for an Executive Session.

XIII. **Adjournment**

**Motion** to adjourn at 10:07 a.m. **Moved** by Mike Book. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

The next meeting of the Finance Committee will be  
9:00 a.m., on Thursday, February 16, 2023.

**JANUARY 2023****Program Updates**

- Total Award of \$6,622,748.00. Must be expended by 12/31/2024 or obligated through 12/31/2026
- Community Service Program/Allocation provided funding of \$10,000/each to 13 local social service/non-profit agencies to use for their clients and agency due to lack of funding/donations due to COVID
- Small Business program funded 49 small businesses for \$10,404 each to be used for impacts due to COVID. Two businesses requested less than the award and were funded for \$5,000 and \$6,000
- Business & Economic Development Category
  - Funded a grant match of \$75,000 for the Steward/Rochelle Industrial Park
  - Funded a grant match for \$60,000 for the IDOT RAISE planning grant for multi-use paths in collaboration with the City of Dixon-Recently notified that Dixon was not selected for the grant award, but are reapplying for funds
  - 2022 & 2023 Health Department Fees for business totaling \$120,000 for both years
- Several Lee County capital projects including:
  - Boiler in the Courts Building
  - Board Chair Conference Room
  - Move IT Servers to the Courts Building
  - Network Switches
  - Courts Building & Old Courthouse Elevator repair/replacement
  - Asbestos removal at former LEC
  - Lead Abatement
- General Requests received:
  - Lee County Sheriff-Driveway for deliveries
  - County Clerk Election Equipment
  - ROE-NEXUS staff wages for one year
  - Sauk Valley Community College Agriculture Program
  - County Board Room Technology Upgrades
  - Lee County Tourism Advertising, Print & Website upgrades
  - Historic Dixon Theatre grant match for theatre improvements
  - Lee County Sheriff portable & mobile radios
  - Old Courthouse HVAC
  - Abandoned Properties cleanup
  - Lee County Highway Department Concrete box culvert replacement
  - Lee County Fairgrounds Improvements to Main Exhibit Building & Grounds
  - Fire Department (10 Departments @ \$10,000/each department)
- All remaining ARPA funds to be used for Lee County Capital Projects



### Financial Update

\$3.5 Million has been allocated to pending projects. We currently have approximately \$3 Million to be distributed by the Finance Committee for Lee County Capital Projects. Please see attached spreadsheet for details regarding approved projects.

If a Department/Committee would like to request use of ARPA Funds for an expense, complete the Board Action Request form and indicate ARPA funds for the expense. The request will be reviewed at the Finance Committee.

**ARPA Financial Report**  
**1st Quarter - January 2023**  
**January 4, 2023**

		Request	Approved Value	Expended	Balance remaining
2021-ARPA - 1	GR	Driveway Maintenance, Kitchen, Deliveries	\$17,775.00	\$17,775.00	\$0.00
2021-ARPA - 2	GR	Election Equipment	\$197,750.00	\$197,750.00	\$0.00
2021-ARPA - 3	CS	Next Picture Show	\$10,000.00	\$9,537.50	\$462.50
2021-ARPA - 4	GR	Regional Office of Education	\$25,334.00	\$25,334.00	\$0.00
2021-ARPA - 5	GR	County Board Technology Upgrades	\$250,000.00	\$248,574.59	\$1,425.41
2022-ARPA-1	GR	Sauk Valley Ag Program	\$100,000.00	\$0.00	\$100,000.00
2022-ARPA-2	GR	Lee County Tourism	\$22,000.00	\$22,000.00	\$0.00
2022-ARPA-3	BE	Health Dept Fees	\$120,000.00	\$43,215.00	\$76,785.00
2022-ARPA-4	GR	Dixon Historic Theatre	\$100,000.00	\$100,000.00	\$0.00
2022-ARPA-5	BE	Matching funds for Rochelle/Seward Grant	\$75,000.00	\$0.00	\$75,000.00
2022-ARPA-6	BE	IDOT Planning Grant for Bike Paths	\$60,000.00	\$0.00	\$60,000.00
2022-ARPA-7	GR	LCSD Portable & Mobile Radios	\$24,399.75	\$24,399.75	\$0.00
2022-ARPA-8	GR	Old Courthouse HVAC	\$299,900.00	\$299,900.00	\$0.00
2022-ARPA-9	GR	Fire Dept's	\$100,000.00	\$60,000.00	\$40,000.00
2022-ARPA-10	GR	Fair Grounds	\$236,000.00	\$0.00	\$236,000.00
2022-ARPA-11	GR	Highway Dept Culvert project	\$250,000.00	\$0.00	\$250,000.00
2022-ARPA-SS-1	CS	Social Service Agencies	\$150,000.00	\$129,392.00	\$20,608.00
2022-ARPA-SB-1	SB	Small Business Program	\$500,000.00	\$489,584.00	\$10,416.00
2022-CP-ARPA-1	CP	Boiler - Courts Addition	\$209,800.00	\$190,000.00	\$19,800.00
2022-CP-ARPA-2	CP	Board Chair Conference Room	\$24,000.00	\$28,878.88	-\$4,878.88
2022-CP-ARPA-3	CP	Move IT Servers to Courts Building	\$47,773.00	\$21,278.71	\$26,494.29
2022-CP-ARPA-4	CP	Network Switches	\$9,626.00	\$0.00	\$9,626.00
2022-CP-ARPA-5	CP	Lead Abatement	\$5,500.00	\$1,018.00	\$4,482.00
2022-CP-ARPA-6	CP	Courts Building Elevator	\$300,000.00	\$102,377.50	\$197,622.50
2022-CP-ARPA-7	CP	Asbestos removal	\$29,940.00	\$29,940.00	\$0.00
2022-CP-ARPA-8	GR	Abandoned Properties	\$100,000.00	\$21,403.31	\$78,596.69
2022-CP-ARPA-9	CP	Old Courthouse Elevator Repairs	\$132,500.00	\$60,492.82	\$72,007.18
Admin Fees	GR		\$148,920.00	\$70,580.34	\$78,339.66
Boardmember Fees	GR		\$1,080.00	\$1,080.00	\$0.00
			\$3,547,297.75	\$2,194,511.40	\$1,352,786.35
			\$6,622,748.00		
			\$3,547,297.75		
			\$3,075,450.25		