



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.

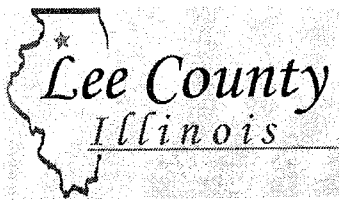
Back in open session at 10:04 a.m.

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



JULY 2023

Program Updates

- Total Award of \$6,622,748.00. Must be expended by 12/31/2024 or obligated through 12/31/2026
- ARPA Annual Report to Treasury completed and submitted 4/26/2023. Next report due 4/30/2024.
- Approved ARPA Expenditures this quarter:
 - April 2023
No ARPA Expenditures
 - May 2023
No ARPA Expenditures
 - June 2023
No ARPA Expenditures
\$63,888.32 of approved ARPA projects that had funds remaining after the completion of the project were reallocated back to the ARPA Capital line item
- Fire Department Allocation Update-Compton Fire and West Brooklyn Fire have not yet submitted expenses to be reimbursed. All other Lee County Fire Departments have expended their \$10,000.00 ARPA award. Compton Fire is working on expending funds and will submit invoices soon. Ashton Fire recently submitted invoices for reimbursement.
- Community Service Program ended 3/30/2023. Agencies funded and uses of funds:
 - Dixon Family YMCA-Utilized funds to sustain operations and ensure youth and families of YMCA have affordable prices for services, including financial assistance adjustments for families in need.
 - Goodfellows of Lee County-Replace stair carpet & install Chair lift to make the new building handicap accessible and food vouchers to families in need during Christmas season.
 - Hope Bible Fellowship-Support a missions project, benevolence assistance for community members in need, air conditioner replacement, employee training, snow removal, and office supplies.
 - Meals on Wheels-Phone bill, stamps, postage, insurance and using most of the funds to offset the cost of meals to clients as they do not charge clients the full cost of the meals delivered.



- Shining Star Children’s Advocacy Center-Copier/fax/scanner lease expenses, annual audit expenses, and printing expenses of program brochures and caregiver booklets for clients and families
- Sinnissippi Centers, Inc.-Used for clients in the Client Fee Assistance Program and the CARES Assistance Program-Rent and utility assistance to clients, cash assistance in the form of gas cards for travel to job interviews, medication co-pay, YMCA membership for a client, and transportation/auto repair for a client.
- United Way-Used for salary expenses so all community donations can cover the Summer Eats Program. Due to COVID and loss in donations and grants, some donations were being used to cover salary expenses prior to the ARPA grant.

Financial Update

\$3,6610,788.43 has been allocated to pending projects. We currently have \$3,011,959.57 funds available to be distributed by the Finance Committee for Lee County Capital Projects. Please see attached spreadsheet for details regarding approved projects.

Category Breakdown of ARPA Expenses Approved

General Requests	\$1,884,233.34
Small Business	\$489,584.00
Community Service Agencies	\$138,929.50
Business/Economic Development	\$365,000.00
Capital Projects	\$733,041.59

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

Finance/Board Actions

	Request	ARRA Approval	Board Approval	New Approved	Expended	Balance remaining
2021-ARPA - 1	GR Driveway Maintenance, Kitchen, Deliveries	9/9/2021		\$17,775.00	\$17,775.00	\$0.00
2021-ARPA - 2	GR Election Equipment	9/9/2021		\$197,750.00	\$197,750.00	\$0.00
2021-ARPA - 3	CS Next Picture Show	12/9/2021		\$9,537.50	\$9,537.50	\$0.00
2021-ARPA - 4	GR Regional Office of Education	11/4/2021		\$25,334.00	\$25,334.00	\$0.00
2021-ARPA - 5	GR County Board Technology Upgrades	11/4/2021		\$248,574.59	\$248,574.59	\$0.00
2022-ARPA-1	GR Sauk Valley Ag Program	1/6/2022		\$100,000.00	\$0.00	\$100,000.00
2022-ARPA-2	GR Lee County Tourism	1/6/2022		\$22,000.00	\$22,000.00	\$0.00
2022-ARPA-3	BE Health Dept Fees (\$60K for 2 years)	2/10/2022		\$120,000.00	\$51,017.00	\$68,983.00
2022-ARPA-4	GR Dixon Historic Theatre	5/5/2022	5/19/2022	\$100,000.00	\$100,000.00	\$0.00
2022-ARPA-5	BE Matching funds for Rochelle/Steward Grant	5/5/2022	5/19/2022	\$75,000.00	\$75,000.00	\$0.00
2022-ARPA-6	BE IDOT Planning Grant for Bike Paths(raise grant)	5/5/2022	5/19/2022	\$60,000.00	\$4,732.15	\$55,267.85
2022-ARPA-7	GR LCSD Portable & Mobile Radios			\$24,399.75	\$24,399.75	\$0.00
2022-ARPA-8	GR Old Courthouse HVAC	7/7/2022	7/21/2022	\$299,900.00	\$299,900.00	\$0.00
2022-ARPA-9	GR Fire Dept's	8/11/2022	8/25/2022	\$100,000.00	\$70,000.00	\$30,000.00
2022-ARPA-10	GR Fair Grounds	8/11/2022	8/25/2022	\$236,000.00	\$105,803.59	\$130,196.41
2022-ARPA-11	GR Highway Dept Culvert project	8/11/2022	8/25/2022	\$250,000.00	\$0.00	\$250,000.00
2023-ARPA-1	BE Tourism Grant Match	1/12/2023	1/19/2023	\$40,000.00	\$0.00	\$40,000.00
2023-ARPA-2	GR Sheriff's Dept Polycom Suite	1/12/2023	1/19/2023	\$12,500.00	\$0.00	\$12,500.00
2023- ARPA-3	BE LCIDA - 2 Year commitment \$35K each year	2/16/2023	2/23/2023	\$70,000.00	\$35,000.00	\$35,000.00
2022-ARPA-SS-1	CS Social Service Agencies	11/4/2021	3/24/2022	\$129,392.00	\$129,392.00	\$0.00
2022-ARPA-SB-1	SB Small Business Program	7/1/2022	7/21/2022	\$489,584.00	\$489,584.00	\$0.00
2022-CP-ARPA-1	CP Boiler - Courts Addition	8/11/2022	8/25/2022	\$209,800.00	\$209,800.00	\$0.00
2022-CP-ARPA-2	CP Board Chair Conference Room		Additional 2/23/2023 funds	\$28,878.88	\$28,878.88	\$0.00
2022-CP-ARPA-3	CP Move IT Servers to Courts Building		8/25/2022	\$21,278.71	\$21,278.71	\$0.00
2022-CP-ARPA-4	CP Network Switches			\$9,626.00	\$0.00	\$9,626.00
2022-CP-ARPA-5	CP Lead Abatement			\$1,018.00	\$1,018.00	\$0.00
2022-CP-ARPA-6	CP Courts Building Elevator			\$300,000.00	\$158,288.85	\$141,711.15
2022-CP-ARPA-7	CP Asbestos removal (Former LEC)			\$29,940.00	\$29,940.00	\$0.00
2022-CP-ARPA-8	GR Abandoned Properties	7/7/2022		\$100,000.00	\$36,640.18	\$63,359.82
2022-CP-ARPA-9	CP Old Courthouse Elevator Repairs	10/18/2022	10/18/2022	\$132,500.00	\$60,492.82	\$72,007.18
Admin Fees	GR			\$148,920.00	\$88,166.89	\$60,753.11
Boardmember Fees	GR			\$1,080.00	\$1,080.00	\$0.00
					\$2,541,383.91	\$1,069,404.52
				Total ARPA	\$6,622,748.00	
				Total Approved	\$3,610,788.43	
				Total Available	\$3,011,959.57	