



Finance Committee Meeting Minutes

Lee County, Illinois

Nov 17, 2022 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 9:02 a.m., by Chair Jim Schielein.

II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Arlan McClain, Tom Kitson, Lirim Mimini, Rick Humphrey, and Tim Bivins

Arlan McClain was absent. Jim Schielein, Tom Kitson, Lirim Mimini (9:04-10:39), Rick Humphrey (9:08-10:39), and Tim Bivins were all present in person.

Also present: John Nicholson (County Board Vice Chair)(9:14-9:59), Mike Koppin (9:00-9:59) and Keane Hudson (Board Members), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Dean Freil (Board Member elect), Sara Leisner (ARPA Grant Coordinator), John Simonton (Sheriff), Nancy Petersen (County Clerk and Recorder), Marilyn Shippert (10:29-10:38), and Becky Brenner (Board Secretary) all attended in person.

III. Public Visitors

Courtney Kennedy was present in person on behalf of One Energy Development LLC. She explained that in October of 2022 the company appeared before the Zoning Board of Appeals petitioning to construct a 4-megawatt community solar project in Franklin Grove Township. The ZBA unanimously voted to recommend the project which will be on the November 22, 2022, County Board agenda. She was present to answer any questions the committee might have.

IV. Approval of the Minutes from the Previous Meeting - (October 13, 2022)

Minutes from the October 13, 2022, Finance Committee Meeting were approved as presented without modification.

V. Treasurer's Monthly Financial Report

Paula Meyer reported the following information during the Treasurer's Monthly Financial Report. Information is current to date:

- The general fund will finish out the FY2022 fiscal year with a roughly \$2 million dollar surplus. The surplus was due to a significant increase in income tax, primarily the Personal Property Replacement Tax (corporate tax in IL).

- Sales tax came in roughly 120% above budget
- Safety tax came in roughly 140% above budget
- The roughly \$2 million-dollar combined surplus from the general fund will be swept into the capital fund in the next couple weeks.
- All but the statutorily required \$2 millions dollars from the solid waste fund will be swept into the capital fund
- The ending capital fund balance will be roughly \$9 million dollars, \$7 million in cash.

A. Memo from Paula Meyer - Accomplishments

Paula Meyer reported that she was attending her last Finance Committee Meeting as Treasurer. She put together what she called her "report card" that included those tasks and projects that were completed in addition to the usual and customary duties of the Treasurer's Office. The committee thanked Paula for everything she did for the County, which was exemplary, during her short four-year term.

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

No report required in November.

VII. Insurance Committee and GREDCO Reports

No new information was reported from the Insurance Committee or GREDCO.

VIII. Approval of Monthly Resolution:

There were no Joseph E. Meyer resolutions in November.

IX. Unfinished Business

A. FY 2023 Budget

1. FY 2023 Final Budget Adjustment Memo
2. FY 2023 Budget Ordinance (Adjusted)

Motion to approve the 2023 Final Budget Adjustment Memo and the FY 2023 Budget Ordinance (Adjusted). **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

X. New Business

A. ARPA Capital Requests

1. 2022-001 - Public Defender's request for sink \$20,000

2. 2022-002 - New Carpet in Judges Hallway, Jury and Conference Rooms
3. 2022-003 - Judges Carpeting and Flooring, JDA Courtroom, Conference Room, and Foyer

No action was required on the ARPA Capital Requests. One item was tabled in Properties. The other two items were budgeted projects.

B. FY 2021 Audit (Review and Accept)

Jim Schielein reported that the County received a clean audit.

Motion to move the 2021 Audit Report to the Executive Committee for acceptance. **Moved** by Lirim Mimini. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

C. FY 2022 Year End Budget Adjustments (Require Finance Approval)

1. County Clerk - Revenue Stamps

Paula Meyers explained that due to unanticipated revenues, the following budget adjustments could be made to cover the overspending:

- Increase PPRT by \$105,000
- Increase real estate transfer stamp expense by \$105,000

2. Wellness Program

Paula Meyers explained that due to unanticipated revenues, the following budget adjustments could be made to cover the overspending:

- Increase Wellness Reimbursement by \$20,000
- Increase Wellness Expenses by \$20,000

3. County Board Departments

Paula explained that due to unanticipated revenues, the following budget adjustments could be made to cover overspending:

- Increase Hotel/ Motel Fees by \$30,000 and PPRT by \$134,10
- Increase Tourism Expenses by \$50,000
- Increase Grant writing by \$2,000,
- Increase Workers Comp by \$22,000
- Increase LEC Bond Payment by \$6,500
- Increase Health Coordinator Stipend by \$600
- Increase Health Insurance Deductible by \$45,000
- Increase Health Insurance Premium by \$20,000
- Increase County Board Equipment by \$18,000

4. Sheriff's Department

Paula Meyer explained that due to unanticipated revenues, the following budget adjustments could be made to cover overspending:

- Increase Sheriff fees by \$80,000
- Increase Traffic fees by \$11,000
- Increase Sheriff Fuel by \$45,000
- Increase Dispatch software by \$46,000

Motion to approve the budget adjustments for the County Clerk, Wellness Program, County Board Departments, and the Sheriff's Department. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

D. FY 2022 Year End Budget Adjustments (Requires Board Approval)

1. Sheriff's Department - Personnel

Paula Meyer reported that the Sheriff's Department personnel budget was adjusted by reallocating money still within the budget by increasing some line items and decreasing others. All of the changes were within the general fund budget as follows:

- Increased overtime line item by \$69,000
- Increased supplemental wages by \$6,600
- Increased Dispatch overtime by \$20,000
- Increased Dispatch supplemental wages by \$1,200
- Increased Dispatch health insurance by \$10,500
- Decreased full-time wages by \$85,000
- Decreased part-time wages by \$20,000
- Decreased Dispatch full-time wages by \$2,300

2. Contingency Line-item

Paula Meyer explained that \$50,000 remaining in the contingency line item would be used to cover line items that were over budget. The following changes would decrease the contingency line item by \$50,000 all within the general fund:

- Increasing employee life insurance by \$1,600
- Increasing property liability insurance by \$47,000
- Increasing Senior Services Donations by \$1,400

Motion to move the FY 2022 Year End Budget Adjustments for the Sheriff's Department Personnel and the Contingency Line-item to the

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

3. Health Department Transfer Request (Request Withdrawn)

The Health Department Transfer Request was withdrawn.

E. City of Dixon Intergovernmental Agreement for Police Dispatching

Wendy Ryerson explained that the current Intergovernmental Agreement for Police Dispatching between the City of Dixon and the County expired in April of 2022. Sheriff Simonton and Chairman Olson have been working with the City of Dixon to extend the agreement for the next six (6) years. There were two major changes to the agreement. There was an increase in the base fee to better align and share the costs of dispatch center operations between the City and the County. Also, going forward any increase in employment expenses (salary and benefits) would be split evenly between the two parties.

Motion to approve the draft Intergovernmental Cooperation Agreement for Police Dispatching and move to the Executive Committee. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

F. Sheriff's Request for 32 Rifle-Rated Ballistic Panels

John Simonton explained that he was requesting \$9,170 for 32 rifle-rated ballistic panels that would be used inside existing vest. The current ballistic vests are not rated for rifle protection and are about to expire. The panels would outfit the entire Joint Operation Team personnel, which includes Dixon Police Officers. Dixon PD is also considering a series of other expenditures for JOG through their funding mechanisms. This shared expense would allow the team to continue training and conduct operations while mitigating some of the risks associated with this type of mission.

Motion to approve the Sheriff's request for 32 Rifle-Related Ballistic Panels in the amount of \$9,170.00 out of the FY2022 capital fund. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

G. UAS Drone Replacement Cost and Specs

Kevin Lalley reported that the office had a drone damaged due to an unintentional hard landing. The drone is out of production and parts are limited. He explained that the office is looking to replace the drone with an updated version. Kevin walked the committee through the drone capabilities and reported that the replacement drone would cost \$20,999. During the Public Safety, Health, and Judicial Meeting earlier in the week John Simonton recommended repairing the damaged drone for the estimated quote of \$900, in addition to purchasing

the new drone. The older drone could be used as a backup and for training additional personnel in the operation of drones.

Motion to approve the EMA Request for Drone Replacement in the amount of \$20,999 from the FY2022 capital fund. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

XI. Executive Session:

A. 5 ILCS 120/2 (c)(1) Employee Compensation

Motion to go into Executive Session at 9:59 a.m., for the purpose of discussing 5 ILCS 120/2 (c)(1) Employee Compensation. **Moved** by Lirim Mimini. **Second** by Tom Kitson.

Roll call going into Executive Session: Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, and Tim Bivins.

Also present: Keane Hudson, Charley Boonstra, Wendy Ryerson, John Simonton (10:23-10:38), Marilyn Shippert (10:29-10:38), and Becky Brenner.

The committee took a short break from 9:59-10:06.

Roll call back in open Session: Jim Schielein, Tom Kitson, Lirim Mimini, Rick Humphrey, and Tim Bivins.

Also present: Keane Hudson, Charley Boonstra, Wendy Ryerson, John Simonton, Marilyn Shippert, and Becky Brenner.

Back in open session at 10:38

XII. Adjournment

Motion to adjourn at 10:39 a.m. **Moved** by Rick Humphrey. **Second** by Tom Kitson.

Motion passed unanimously by voice vote.