



Finance Committee Meeting Minutes

Lee County, Illinois

Thursday, June 13, 2024 at 9:00 AM

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. The first five (5) minutes of the meeting were not streamed live on YouTube because of technical difficulties.

II. Committee Member Roll Call: Chair Jim Schielein, Vice Chair Mike Book, Tom Kitson, Lirim Mimini, Tim Bivins, Nancy Naylor

Jim Schielein, Tom Kitson, and Nancy Naylor attended in person. Dean Freil and Keane Hudson were appointed to the meeting by the Chair to satisfy quorum. Lirim Mimini and Mike Book were absent.

Also present: Mike Koppin and Bob Olson (Board Members), Jonathan Henrikson (IT Technician), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Staci Stewart (Director of Probation and Court Services), and Becky Brenner (Board Secretary) all attended in person.

Discussion during attendance:

- Amy Johnson reported that the Court Technology Grant Project was wrapping up. All documentation and invoices would be submitted and paid for by the deadline of June 30, 2024.

III. Public Visitors

Payton Felix, a reporter from Sauk Valley Media, attended the meeting in person and introduced herself to the Committee.

IV. Approval of Minutes from Previous Meeting - (May 16, 2024)

Motion to approve the minutes from the May 16, 2024, Finance Committee Meeting. **Moved** by Nancy Naylor. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

Department financial statements were added to OnBoard at the request of the Treasurer's Office after the agenda was posted.

Jim Schielein asked that the mid-year financial statements for each office be added to OnBoard for the meeting. He explained that the committee would be taking a "deep dive" into each department's finances to look for unique spending items or red flags as the budget process approached. The committee reviewed reports from the following offices: ARPA, Assessor, Circuit Clerk, Coroner, Count Board, County Clerk, EMA, Health Department, and Solid Waste.

The committee took a break during the discussion from 9:50 - 9:56 a.m.

V. Treasurer's Monthly Financial Report

This information was covered under the Treasurer's quarterly financial report below.

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

Paul Rudolphi reported the following information during the Treasurer's Quarterly Financial Report:

- The cash balance report showed a negative balance under county general due to the FOP labor contract increases, multiple months that included three (3) payroll periods versus two (2), and the reduction in PPRT (Person Property Replacement Tax). The absent of property tax revenue was also a factor but these funds would be recovered following the collection of property taxes.
- The Capital Fund currently stands with a balance of \$9 million dollars which is part of the total balance in terms of cash.
- Mid-year expenses stand at 47% and should be at 50%.
- Sales tax is coming in strong.
- Income tax is ok other than the PPRT reduction.

VII. Insurance Committee and GREDCO Reports

No reports were given by the Insurance Committee or GREDCO.

VIII. Administrator Report

The County Administrator was not able to attend the meeting and no report was submitted.

IX. ARPA

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

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.

XI. Unfinished Business

There were no items under Unfinished Business.

XII. New Business

- A. *BAR Form - Allied Facility Partners HVAC Invoice# 102 - ARPA*

A revised Board Action Request form was provided to the committee for the meeting, however this was after the agenda was posted. The revised amount requested was \$1,982,415.25. The revised form will be included on the June County Board agenda.

Motion to approve the expenditure of \$1,982,415.25 from ARPA funds to pay invoice# 102 from Allied Facility Partners for the New Courts HVAC Project and

move to the Executive Committee for inclusion on the June County Board agenda. **Moved** by Nancy Naylor. **Second** by Keane Hudson. **Motion** passed unanimously by voice vote.

B. 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 10:35 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, July 11, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary