



# Finance Committee Meeting Minutes

Lee County, Illinois

Mar 17, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E Second St, Dixon, IL 61021

## I. Call to Order

Meeting called to order at 9:00 a.m., by Chair Jim Schielein.

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

Arlan McClain and Tom Kitson were absent. All other members were present in person.

## III. Meeting Attendees and Visitors

Also present: Bob Olson (County Board Chair)(was in and out of the meeting), John Nicholson (County Board Vice Chair), Board Members Mike Koppien, Jack Skrogstad, Chris Norberg (was in and out of the meeting), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Greg Saunders (Maintenance Supervisor), Paul Rudolphi (Chief Deputy in the Treasurer's Office, ARPA Investment Strategist, Accounts Payable, and Staff Consultant), Amy Johnson (Circuit Clerk), Dave Anderson (Highway Department/County Engineer), Nancy Petersen (Circuit Clerk), and Becky Brenner (Board Secretary) were all present in person. John Simonton (Sheriff) attended via Zoom video conferencing.

Visitor: Matt Folsom (Tri-City Electric Company) was present to walk the committee through the A/V Technology Bid item on the agenda.

### **Department Head Reports**

Greg Saunders reported that the bids for the New Courts Boiler replacement project were opened on Wednesday, March 16, 2022, at 10:30 a.m. The lowest bidder for \$209,800 was from Loescher Heating & Air Conditioning Co. Greg went on to explain that the topic to approve the bid was not on the agenda, but he stressed the importance of getting the bid approved and awarded. With supply chain restrictions and waiting time, it would be months before the boiler replacement could be completed. There is currently only one boiler working.

John Simonton reported that next month he would be coming to the Finance Committee to discuss the deficit he was going to incur due to the rising cost of gasoline.

IV. Approval of the Minutes from the Previous Meeting - February 17, 2022

**Motion** to approve the February 17, 2022, Finance Committee Meeting minutes without modification. **Moved** by Tim Bivins. **Second** by Lirim Mimini. Motion carried unanimously by voice vote.

V. Treasurer's Monthly Financial Report

Paula Meyer reported the following:

- Sales tax collection was roughly 6% over budget
- Income tax collection was rough 10% over budget
- Expenses in the general fund were overall on target
- Solid Waste collections for the first quarter were slightly over budget
- Public Safety collections were roughly 10% over budget
- At the request of the Finance Committee, Paula added a column to the capital fund breakdown that added in the cost for projects that had been approved but not yet paid.
- Paula Meyer explained that the changes to the meeting schedule allowed the Treasurer's Office to provide nearly current information to the Finance Committee because the meetings were held later in the month. Due to the change, the Treasurer's Office was able to present the Quarterly Financial report in March instead of April.

Paula also walked the committee through the detailed "manual" that she compiled that summarized and explained County account number structure, funds, spending authority for particular funds, fund revenues and uses, statute references, grant funds, trust funds, and how County department accounts are structured.

VI. Treasurer's Quarter Financial Report – Presented every January-April-July-October

**Motion** to approve the Treasurer's Quarterly Financial Report. **Moved** by Tim Bivins. **Second** by Rick Humphrey. Motion passed unanimously by voice vote.

VII. Insurance Committee and GREDCO Reports

Wendy reported that the Insurance Committee met on March 14, 2022. She reminded the committee that an independent insurance consultant had been hired to help the County navigate the pros and cons of the current employee insurance policies and

carrier. The County is not unhappy with the current carrier, but it is the fiduciary responsibility of the County to revisit the policy every five years to make sure the employees are getting the best rates and plan and the County is making smart financial decisions. The Insurance Committee will be meeting again with the consultant in May.

No GREDCO report for March's meeting.

VIII. Approval of Monthly Resolution(s): None

IX. Old Business

A. Approval of Teamsters Local 722 (Clerk/Treasurer) Collective Bargaining Agreement

A copy of the Teamsters Local 722 (Clerk/Treasurer) Collective Bargaining Agreement was provided for the Finance Committee in the OnBoard Resource folder.

**Motion** to move the Teamsters Local 722 (Clerk/Treasurer) Collective Bargaining Agreement to the Executive Committee for consideration by the full County Board. **Moved** by Tim Bivins. **Second** by Doug Farster. Motion passed unanimously by voice vote.

B. Board Room A/V Technology Bid Approval

Matt Folsom from Tri-City Electric Company attended the meeting and walked the committee through the proposed Boardroom Audio/Video Technology Upgrade bid that was opened in February. He explained that there was a base bid that included all the elements of the Request for Proposal and alternate bids for items that he suggested be added to the system for maximum benefit and quality. Matt explained that because of supply chain issues it was likely that the system would not be installed before the Fall if not later.

**Motion** to move the full Board Room A/V Technology Bid for \$222,423 to the Executive Committee for consideration by the full County Board. **Moved** by Tim Bivins. **Second** by Rick Humphrey. Motioned carried unanimously by voice vote.

C. Non-Union Wage Increase Resolution

Wendy Ryerson clarified that this resolution would be ratifying the non-union wage increase that was approved in the February 2022 County Board meeting. The resolution would serve as a source document for the Treasurer's Department.

**Motion** to move the Non-Union Wage Increase Resolution to the Executive Committee for consideration by the full County Board. **Moved** Tim Bivins. **Second** by Doug Farster. Motion carried unanimously by voice vote.

D. Compensation for Elected Officials

Wendy reminded the committee that they had until the May Finance Committee meeting to forward a recommendation to the County Board for the compensation for Elected Officials. The committee was not comfortable at this time making a recommendation.

**Motion** to table the Compensation for Elected Officials. **Moved** by Bivins. **Second** by Farster. Motion passed unanimously by voice vote.

E. Compensation for Lee County Board Members - Tabled in February

Wendy Ryerson reminded the committee that any changes approved to the compensation for Lee County Board Members would not take affect until after the December 5, 2022, meeting because a sitting board can not change their own per diem. The motion was not taken off the table.

F. Compensation for Lee County Zoning and Planning Commission Members - Tabled in February

This item was not taken off the table.

G. Computer Upgrades for EMA/EOC - Tabled in February

This item was tabled in the Public Safety, Health and Judicial Committee earlier in the week. There was no discussion on this item.

X. New Business

A. ARPA Committee Recommendations

1. ARPA Standard Allowance

Paul Rudolphi explained that if the County took the ARPA funds as a one time standard deduction, the reporting requirements and the restrictions that ARPA originally put on the funds would be lifted. The funds would be treated as a grant and every transaction would be trackable and funds would be kept in a separate account. The money could be used for county general services, but would be kept separate. The ARPA committee recommended taking the full \$6.6 million dollars as a one time standard deduction.

**Motion** to take the \$6.6 million dollars as a one time standard deduction, with the remaining funds focused on the top five (5) priorities identified by the ARPA Committee. **Moved** by Tim Bivins. **Second** by Rick Humphrey. Motion passed unanimously by voice vote.

2. Community Service Agency Applications

This topic was originally tabled during the March ARPA Committee Meeting. Charley Boonstra explained that the ARPA Committee had set aside \$250,000 for Social Services Agencies projects. There was an application process put in place for agencies requesting these funds and five (5) agencies completed the application process. These applications were brought before the ARPA Committee and the "goal line" for the qualification process was moved by requesting additional information. The State's Attorney recommend that the funds be awarded to the agencies.

**Motion** to award the funding requested by the five (5) social services agencies that completed the application process. Dixon Family YMCA, Hope Bible Fellowship, Shining Star Children's Advocacy Center, Sinnissippi, and the United Way. Moved by **Tim Bivins**. Second by **Doug Farster**. Motion carried unanimously by voice vote.

B. Revisions of Non-Union Starting Wage

Wendy Ryerson explained that the resolution currently on file regarding the non-union starting wage was approved and recorded in 2019 and does not reflect the wage increases approved by the County Board during the February 2022 meeting. This resolution would reflect the changes made last month and bring the record current.

**Motion** to approve the Non-Union Starting Wage Resolution and move to the Executive Committee for consideration by the full County Board. **Moved** by Tim Bivins. Second by **Lirim Mimini**. Motion passed unanimously by voice vote.

C. Grant Opportunity - Multi-Use Path from Dixon to SVCC

Wendy Ryerson reported that she had received preliminary information regarding a grant opportunity through IDOT for a planning project that would study the possibility of a bike path/multiuse path from Dixon to Sauk Valley Community College. The City of Dixon would like to partner with the County to apply for a 100% planning grant that would reveal the costs of completing the

project from beginning to end. The cost for the County would be \$5,000. She hoped to have more information as the week progressed.

**Motion** to pursue the grant cost sharing with the City of Dixon in the amount of \$5,000 to conduct the cost benefit analysis. **Moved** by Doug Farster. **Second** by Tim Bivins. Motion carried unanimously by voice vote.

D. Purchasing Policy (Revisions)

Wendy Ryerson explained that Paula Meyer had worked, almost since the day she was elected, reviewing and modifying the current policy to reflect actual practices. The Highway Department was consulted with the changes to make sure it would meet their needs.

**Motion** to move the Purchasing Ordinance to the Executive Committee for consideration by the full County Board and be laid over until the April County Board Meeting. **Moved** by Tim Bivins. **Second** by Lirim Mimini.

E. Banking Resolution

Paula Meyer explained that the Banking Resolution added Debbie Robertson, deputy in the Treasurer's Office, to the approved signer's list.

**Motion** to approve the Banking Resolution and move to the Executive Committee for consideration by the full County Board. **Moved** by Tim Bivins. **Second** by Rick Humphrey. Motion passed unanimously by voice vote.

F. Conflict Attorney Compensation

Judge Ackert walked the committee through her request for an increase in compensation for the County's contract attorneys. The County currently pays four (4) contract attorneys: one (1) attorney that is a dedicated guardian ad litem for juvenile court, one (1) attorney that handles criminal misdemeanor cases, and two (2) conflict attorneys. One (1) of the attorneys receives \$42,000 per year the other three (3), \$36,000 per year. Judge Ackert is asking that all four (4) positions be bumped up to \$42,000 per year. She went on to explain that it is fiscally responsible to pay the attorney's contractually rather than hourly and that there are just not enough attorneys in the area to, at times, fill the positions. She also reported that one (1) of the conflict attorneys just resigned effective March 31st. Judge Ackert would like approval from the committee to contract three (3) full-time contractual attorneys at \$42,000 per year and two (2) part-time contractual attorneys for \$21,000 per year. She felt this would provide attractive compensation for two (2) new part-time attorneys and making the existing compensation for the existing three (3) attorneys more palatable.

**Motion** to give authority to Judge Ackert to increase the compensation for the contracted attorneys from \$36,000 to \$42,000, for three (3) attorneys, and move to the Executive Committee for consideration by the full County Board. **Moved** by Doug Farster. **Second** by Tim Bivins. Motions carried unanimously by voice vote.

G. MOU with the City of Amboy

This item was placed on the Executive Agenda for action. There was no action or discussion.

XI. Executive Session:

No executive session was requested.

XII. Adjournment

**Motion** to adjourn at 10:45 a.m. **Moved** by Tim Bivins. **Second** by Lirim Mimini. Motion passed unanimously by voice vote.