



Lee County Claims Committee Minutes

Lee County, Illinois

May 10, 2023 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2nd St
Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:00 a.m., by Chair Mike Zeman.

II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.

Mike Zeman, Nancy Naylor, and Angie Shippert all attended in person. Chris Robertson did not attend the meeting.

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary) attended in person. Wendy Ryerson (Administrator) attended the meeting in person to briefly give some background information on a claim invoice that was later approved by the committee.

IV. Approval of the Minutes from the Previous Meeting (April 19, 2022)

Minutes from the April 19, 2023, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 82 claims in the queue.

- The committee will be expecting a \$227.12 credit on the US Bank credit card for LOTS.
- A duplicate invoice was sent to the committee by mistake from the Highway Department. The actual invoice that needed to be paid was resubmitted. The invoice will be reassigned to Mike Zeman by the Treasurer's Office. The following motion was made to give Mike Zeman authorization to approve the claim remotely later in the day.

Motion to authorize Mike Zeman to remotely approve invoice# 8607 from Ozark Material, LLC, in the amount of \$37,440. **Moved** by Nancy Naylor. **Second** by Angie Shippert. **Motion** passed unanimously by voice vote.

The committee forwarded all 82 claim invoices to the Full County Board for ratification, including the Highway Department Ozark invoice.

VI. Old Business

A. Review of Claims Procedures

No changes were discussed regarding the current review of claims.

VII. New Business

There were no items under New Business.

VIII. Executive Session

There was no request for an Executive Session.

IX. Adjournment

Motion to adjourn at 10:30 a.m. **Moved** by Nancy Naylor. **Second** by Angie Shippert.
Motion passed unanimously by voice vote.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, May 24, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary