



Unapproved

Finance Committee Meeting – Thursday, December 16, 2021

Third Floor Boardroom, Old Lee County Courthouse - 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

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

Member Roll Call: Chair Jim Schielein (9:00-9:02, 9:03-11:49), Vice Chair Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson, and Lirim Mimini all attended in person.

Members absent: None

Board Members, Department Heads, or County Employees present: John Nicholson (County Board Vice Chairperson), Mike Koppien (Board Member), Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney), Paula Meyer (Treasurer), Nancy Petersen (County Clerk), Jennifer Boyd (Assessor), Dee Duffy (Zoning Administrator), Alice Henkel (Renewable Energy Coordinator), Greg Saunders (Maintenance Supervisor), Dave Anderson (County Engineer/Highway Department), Amy Johnson (Circuit Clerk), Kevin Lalley (EMA), and Becky Brenner (Board Secretary) were all present in person. Marilyn Shippert (Board Member), John Simonton (Sheriff), and Staci Stewart (Probation)(9:00-10:00) attended the meeting via Zoom video conferencing.

Visitors: Courtney Kennedy, Chris Henkel and Patrick Smith (Project Manager for South Dixon Solar) all attended on behalf of South Dixon Solar.

Motion by Tom Kitson: To approve the November 10, 2021, regular minutes of the Finance Committee meeting without modification.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Courtney Kennedy explained that she, Chris Henkel, and Patrick Smith were present to represent South Dixon Solar, LLC. She reported that the proposed project would be situated on 3,838 acres in South Dixon Township. The petition was filed on May 6, 2021. She reminded the committee that South Dixon Solar appeared before the ZBA on October 7, 2021 and underwent several nights of hearings and testimony. At the conclusion of that testimony the ZBA went into its findings and facts and voted unanimously to recommend the project. They were present to answer any questions the committee might have.

Paula Meyer walked the committee through the preliminary end of year fund balances. She reported that the County wrapped up the year with a nearly \$2.6 million surplus which was transferred to the capital fund. She also pointed out the following: property taxes were nearly \$90,000 above the amount budgeted; sales tax was roughly \$400,000 above what was budgeted; income taxes were about \$800,000 more than what was budgeted; fees and fines came in about \$1.2 million above what was budgeted (\$900,000 of which were Zoning fees); and sales and services was \$55,000 above what was budgeted. The County budgeted \$10.8 million dollars for expenses last year and only \$10.4 million was spent.

Insurance Report: No updates

GREDCO (Greater Rochelle Economic Development Corporation) Report: No report

Monthly Resolution(s) Approval

Motion by Lirim Mimini: To approve one (1) Joseph Meyer Resolution.

Second by Tom Kitson. Motion carried unanimously by voice vote.

Board Member, Administrator or Department Head Reports:

Dee Duffy provided the committee with the ZBA findings and facts information for the South Dixon Solar petition.

Old Business:

Wendy Ryerson reported that the iPads for the Board Members had been ordered and the plan was to introduce them to the committee setting in January. She explained that she was preparing a request for proposal for the audio video upgrades in the Boardroom so the County could go out for bid.

The Memorandum of Understanding (MOU) between Lee County and LOTS was tabled in the November meeting to get clarification on some of the wording. Wendy Ryerson explained that LOTS reimburses the County for insurance, maintenance, and bookkeeping costs provided by the County. The MOU consolidates all three categories under one agreement.

Motion by Doug Farster: To take the Memorandum of Understanding (MOU) between Lee County and Lee Ogle Transportation (LOTS) item on the agenda off the table.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Motion by Arlan McClain: To move the Memorandum of Understanding (MOU) between Lee County and Lee Ogle Transportation (LOTS) to the Executive Committee.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Nancy Petersen reported that the new election equipment had been delivered to her office on December 13th and reminded the committee that the invoice for the equipment would be paid for out of the ARPA Grant.

New Business

Wendy Ryerson walked the committee through the resolution establishing the Claims Committee. This resolution would allow Board Members to delegate authority to the Claims Committee to pay claims and work with the Administrator and the Treasurer's Office to establish policies and procedures. The claims would be paid twice monthly instead of just once, which would cut down on the number of paid in vacation claims that require approval by the County Board Chairperson. The new claims software that is scheduled to roll out early next year would provide Individual reports to the committees, from the departments that report to them, along with a compiled report of all the claims that would be presented at the monthly County Board meeting for inspection.

Motion by Tom Kitson: To move Resolution: Duties and Responsibilities of the Claims Committee to the Executive Committee.

Second by Doug Farster. Motion carried unanimously by voice vote.

The committee walked through the revised meeting date calendar and the proposed FY 2023 Budget meeting schedule. If the meeting dates for the Claims Committee and the Budget Hearings were approved before the beginning of the calendar year, individual meetings would not have to be posted in the newspaper.

Motion by Tom Kitson: To forward the Claims Meeting dates and Budget Hearing calendars to the Executive Committee.

Second by Rick Humphrey. Motion carried unanimously by voice vote.

Wendy Ryerson explained that the Board Rules and Procedures were updated to reflect the addition of the Claims Committee as a standing committee.

Motion by Tom Kitson: To forward the Board Rules and Procedures revisions to the Executive Committee.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

In Administrative Services Committee, Paul Gorski (IT Administrator), asked the committee to table the Infrastructure as a Service (IAAS) Agreement item on the agenda because he was not prepared to present. Jim Schielein explained that the agreement would be a lease contract with a third-party firm to provide servers, equipment, and high-level technology assistance. No action was necessary from the Finance Committee.

Charley Boonstra explained that the Appellate Prosecutor annual fee was paid out of the State's Attorney's Office and was raised from \$12,000 to \$15,000 several years ago. The fee is for the Appellate Prosecutor's Office to help with conflicts that come up, continuing education, and advise to the office. He also mentioned that the bill had been reduced to \$14,000.

Motion by Arlan McClain: To forward the Appellate Prosecutor Annual Fee to the Executive Committee.

Second by Rick Humphrey. Motion carried unanimously by voice vote.

No recommendation was forwarded to the Finance Committee from the Administrative Services Committee regarding the Resolution: Compensation for Elected Officials and County Board Members. No action was necessary on behalf of the Finance Committee.

Jim Schielein reported that the American Rescue Plan Act Committee forwarded a recommendation for approval to the Finance Committee for a new HVAC rooftop unit for the Next Picture Show in the amount of \$10,000.

Motion by Arlan McClain: To move the Next Picture Show request for \$10,000 utilizing American Rescue Plan Act (ARPA) funds to the Executive Committee.

Second by Rick Humphrey. Motion carried. 5-yes, 1-no by Lirim Mimini.

Wendy Ryerson explained that the County was interested in finding out if they were receiving the best price on the employee health insurance benefits package. Hiring a health insurance consultant was recommended to help the County wade through the many faucets of insurance coverage, types, and plans. The firm would evaluate the current benefits offered and seek out options that might be a better fit. The process and contract was set up not exceed the \$16,000 budgeted for this process. If the evaluation from the firm shows that it would be best for the County to go in a different direction, this company would also help the County prepare a request for proposal to go out for bids.

Motion by Tom Kitson: To forward the Health Insurance Consultant contract to the Executive Committee.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Wendy Ryerson reported that the consensus expressed by the Executive Committee during the Strategic Planning meeting was the desire to have the Administrator take over the human resource responsibilities. The recommendation coming out of the meeting was to retain Sikich, utilizing a different scope of work. The new contract would be an on demand only agreement accessible only to the Administrator and the County Board Chairperson, not Department Heads and individual employees. This would mean that the Administrator would take care of FMLA and the disability process that is in place with the County right now.

Motion by Tom Kitson: To move the Revised Sikich Agreement to the Executive Committee.

Second by Doug Farster. Motion carried unanimously by voice vote.

John Nicholson provided the committee with copies of the structural evaluation and proposed design layouts of the Old LEC done by Wendler Engineering Services, Inc. The design layout was for the upper level only and provided room for a sally port, indoor parking for the Judges, and 40 x 40 storage. He came to the Finance Committee to request up to \$29,900 from the capital fund for additional drawings/design layouts that would include mechanical, architectural, and electrical components. These additional drawings/design would provide the information needed to put the project out for bid.

Motion by Rick Humphrey: To move to the Executive Committee the request for approval to hire Wendler Engineering Services, Inc, up to \$29,900 to acquire drawings/design layouts that included mechanical, architectural, and electrical components.

Second by Tom Kitson. Motion carried unanimously by voice vote.

John Nicholson and Greg Saunders walked the committee through the bids that were received for the replacement of the Old Courthouse HVAC rooftop unit. Three bids were received, with the lowest bid being from Hartwig Mechanical in the amount of \$299,900. Greg explained that the scope of the Hartwig Mechanical bid included replacing the main disconnects for each unit on the roof and running the gas lines through a chase that runs all three floors on the inside of the building. Wendy Ryerson explained that this project was not included in the 2021-2022 budget. It was originally submitted to the ARPA Committee for approval. However, this project did not fit the top five (5) priorities chosen by the Board but would be presented again in the January meeting for reconsideration. If the project is not approved before the submission to ARPA in January, there would be a price increase after January 1. Because of the slowdown in the supply chain, the units would not be available until early Spring.

Motion by Tom Kitson: To send the Old Courthouse HVAC Bid for \$299,900 to the Executive Committee.

Second by Arlan McClain. Motion carried unanimously by voice vote.

Kevin Lalley reminded the committee that the Salamander Live Application was originally brought to the Finance Committee, and they recommended he submit the program to the ARPA Committee for approval. The program did not meet the top five (5) priorities of the committee, so he was again requesting approval from the Finance Committee. The program makes ID cards for the Sheriff's Department and EMA, is used to track individuals at large events, and figures hourly rates for those involved in FEMA events. The cost would be \$4,510.00

Motion by Doug Farster: To send Salamander Technologies to the Executive Committee.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Executive Session

Motion from Tom Kitson: To enter Executive Session at 10:17 a.m. for the purpose of discussing 5 ILCS 120/2 (c)(1) Employee Compensation and 5 ILCS 120/2 (c)(2) Collective Negotiating Matters.

Second by Rick Humphrey.

Roll call vote: Chair Jim Schielein, Vice Chair Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson, and Lirim Mimini.

Also present: Bob Olson, Mike Koppien, John Nicholson, Tom Wilson, Chris Norberg, Charley Boonstra, Wendy Ryerson, Jennifer Boyd and Becky Brenner were present in person. Marilyn Shippert attended via Zoom video conferencing.

Meeting started at 10:27 a.m. following a short break.

Roll call vote back in open session: Chair Jim Schielein, Vice Chair Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson, and Lirim Mimini.

Also present: Bob Olson, Mike Koppien, John Nicholson, Tom Wilson, Chris Norberg, Charley Boonstra, Wendy Ryerson, Jennifer Boyd, and Becky Brenner were present in person. Marilyn Shippert attended via Zoom video conferencing.

Back in open session at 11:40 a.m.

Motions coming out of Executive Session:

Motion by Doug Farster: To approve and send to the Executive Committee the additional ARPA stipends of \$20,000 for Sara Leisner, \$12,000 for Patty Rudophi, and \$12,000 for Paul Rudophi.

Second by Arlan McClain. Motion carried. 5-yes, 1-No Rick Humphrey

Motion by Tom Kitson: To approve \$10,000 from ARPA funds to defray the cost for time spent by the Administrator on the ARPA process and send to the Executive Committee.

Second by Lirim Mimini. Motion carried unanimously by voice vote.

The committee walked through the requested increase in salary for the GIS employee. The increase would include \$5,000 for the Chief Deputy bump up and a \$5,000 increase for the GIS Coordinator position, for a total salary of \$60,000.

Motion by Lirim Mimini: Motion to approve a \$60,000 salary for the GIS Coordinator and \$40,000 for the GIS assistant position and move to the Executive Committee.

Second by Arlan McClain. Motioned carried 3-Yes, 3-No.

Adjournment

Motion to adjourn by Tom Kitson:

Second by Rick Humphrey. Motion carried unanimously by voice vote.

Meeting adjourned at 11:49 a.m.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary