



# Finance Committee Meeting Minutes

Lee County, Illinois

Aug 18, 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 was 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 was absent. All other members attended in person.

## III. Meeting Attendees and Visitors

Bob Olson (County Board Chair)(attended intermittently via Zoom and in person), John Nicholson (County Board Vice Chair)(9:41-10:39), Marilyn Shippert, Mike Koppien, Tom Wilson (9:58-10:39)(Board Members), Charley Boonstra (State's Attorney)(was in and out during the meeting), Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy Treasurer), Nancy Petersen (County Clerk and Recorder), John Simonton (Sheriff), Becky Brenner (Board Secretary), Kevin Marx (LCIDA), Andy Shaw (GIS Mapping and E-Zone Specialist-Blackhawk Hills Regional Council) and Ryan Harrison (Harrison Insurance Group in Dixon, IL)(9:00-9:40), all attended in person. Sam Schmitt (Deputy Treasurer) attended via Zoom video conferencing.

### A. Ryan Harrison

Ryan Harrison introduced himself to the committee and explained that he was an insurance broker in Dixon and requested that he be added to the bid list to quote out the property/casualty insurance for the County. He also provided the committee with the following information:

- His business represents between 40-50 companies nationwide which he can use to quote various exposures.
- One of the companies he writes for is ICRMT (Illinois Counties Risk Management Trust). This company's pool writes roughly 65 of the counties in Illinois.
- Ryan explained that he was attending the meeting several months prior to the current companies renewal date because the County, if they choose to go out for bid, would need to give a notice of withdrawal to the current company prior to September 1, 2022.

Jim Schielein explained that he had talked with the Chairman earlier in the day, and it was the Chairman's intention to appoint a sub-committee to Finance in September to pursue the process. Wendy Ryerson explained that giving CIRMA a "notice to withdrawal" would effectively mean the County was stepping out of

the pool. If the County walks through the process of going out to bid and finds that CIRMA was actually where they needed to be, the County would have to reapply to get back into the CIRMA pool. Wendy didn't feel that the County had the time to prudently walk through the process this year.

B. Kevin Marx, LCIDA

Kevin Marx presented the committee with a short agenda. Following is the agenda topics and highlights from the updates:

- Kevin started his presentation by thanking the County for the \$15,000 contribution made to LCIDA (Lee County Industrial Development Association) that was received in June
- **Gateway Status (project South of Dixon)** - Kevin reported that the development partners were responsible for the preliminary grading and site preparation of the land which had been done. The next step in the process is going out to bid and contracting for the roads and utilities and soliciting tenants.
- **Business Park Expansion/Raynor** - Kevin explained that roughly 500 acres of land had been annexed into the City of Dixon specifically for industrial type development. The location is ideal from the sight selector's perspective because of close access to an interstate and utilities. He also explained that Raynor had established a new relationship with the owner of the former Rayovac building. Raynor is currently making improvements to the exterior of the building and parking lot. Their general interest is combining under one roof, certain production lines that are currently housed in different buildings.
- **South Rochelle Development** - Kevin reported that Andy Shaw and Wendy Ryerson would be covering this topic following his presentation.
- **Housing Study done by the Lee Ogle Enterprise Zone** - The study showed the necessity for workforce housing for economic development. According to the report, Lee County showed an inadequate number of rental or multi-family units needed to house a growing workforce.
- **Steward Road Study** - Kevin reported that the EDA Application for the Steward Road Study will be submitted soon. The study will take roughly 18-24 months to complete once it's launched.

Following the presentation by Kevin Marx, Wendy Ryerson reported that the committee would be seeing a resolution coming to the full County Board meeting that solidifies and affirms roughly thirty (30) years of commitment that the County and the City of Rochelle have made towards the development of land just North of Steward and South of the County line. The resolution would spell out all

of the different things that have been done to work towards building up that area specifically for heavy industrial development. The County is taking the commitment to the next level by petitioning to rezone the area from agricultural to heavy industrial and entering into an intergovernmental agreement with the City of Rochelle that would solidify what both parties envision for the growth in that area.

- IV. Approval of the Minutes from the Previous Meeting - (July 14, 2022)  
**Motion** to approve the minutes from the July 14, 2022, Finance Committee Meeting as presented without modification. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.
- V. Treasurer's Monthly Financial Report  
Paula Meyer reported that revenue were still tracking higher than anticipated. Jim Schielein reported that he had met with Paula Meyer, Paul Rudolphi, and Wendy Ryerson the day prior and during the August 30th meeting, they would be presenting their proposal for closing the FY2023 Budget.
- VI. Treasurer's Quarter Financial Report – Presented every December, March, June, September
- VII. Insurance Committee and GREDCO Reports
  - A. Insurance Committee - August 1, 2022 Meeting Minutes
- VIII. Approval of Monthly Resolution(s): Three (3)  
**Motion** to move three (3) Joseph Meyer resolutions to the Executive Committee for inclusion on the County board agenda. **Moved** by Lirim Mimini. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.
- IX. Old Business  
There were no items under Old Business.
- X. New Business
  - A. ARPA Committee Recommendations
    - 1. Approval of 2 Community Service Applications
      - a. Teen Turf  
**Motion** to move the Teen Turf ARPA request for \$10,000 from the Community Service Agency category to the Executive Committee for full County Board approval. **Moved** by Lirim Mimini. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.
      - b. Green River Saddle Club  
**Motion** to move the Green River Saddle Club ARPA request for \$10,000 from the Community Service Agency category to the

Executive Committee for full County Board approval. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

2. Courts Building (Addition) Boiler Replacement

Wendy Ryerson explained that the full County Board had approved the Courts Building (Addition) Boiler Replacement project during the March 2022 County Board Meeting. However, a funding source for the project was never specified. The motion on this project is for housekeeping purposes only.

**Motion** to move the Courts Building (Addition) Boiler replacement project for \$209,800 from ARPA Capital to the Executive Committee for full County Board approval. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

3. Centralization of IT Services

Wendy Ryerson explained that the full County Board had approved the known costs for the Centralization of IT Services out of ARPA Capital during the April 2022 County Board Meeting. However, at the time, the Board was made aware that there were costs associated with the project that were unknown. The motion on this project is for housekeeping purposes only to determine if the additional cost of \$21,278.71 should be paid out of ARPA Capital or the General Fund.

**Motion** to approve an additional \$21,278.71 from APRA Capital for the Centralization of IT Services and move to the Executive Committee for full County Board approval. **Moved** by Doug Farster. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

4. General Funding Requests

a. Fire Districts \$10,000/\$100,000 Total

**Motion** to move \$100,000 (\$10,000 to each of the following ten (10) Fire Districts, Dixon Rural, Dixon City, Amboy, Franklin Grove, Ashton, West Brooklyn, Compton, Sublette, Paw Paw, and Harmon) from the ARPA general fund and move to the Executive Committee for full County Board approval. **Moved** by Lirim Mimini. **Second** by Tom Kitson. **Motion** passes four (4) in favor, two (2) opposed.

b. Lee County 4-H Center - Total of \$236,000 (\$100,000 - Community Service/\$136,000 - General Allocation

**Motion** to move \$236,000 (\$100,000 from the Community Service Program category and \$136,000 from the ARPA general fund) to fully fund the Lee County 4-H Center request to the Executive Committee for full County Board approval. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

c. Lee County Highway - Bridge Repair \$250,000

**Motion** to move \$250,000 from the ARPA general fund, to partially fund the Lee County Highway Concrete Box Culvert Replacement request, to the Executive Committee for full County Board approval. **Moved** by Doug Farster. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

d. Kreider (Golf Course Irrigation System) (\$99,589 - ARPA General/\$50,411 - Bus & Econ Dev/\$50,000 - 2023 Reserve/\$50,000 2024 Reserve

**Motion** to move \$250,000 (\$99,589 out of the ARPA general fund, \$50,411 from the Business and Economic Development Category, \$50,000 from the 2023 reserves, and \$50,000 from the 2024 reserves) to fund the Kreider Golf Course Irrigation System request, with award agreement conditions to be met before the funds are released, to the Executive Committee for full County Board approval. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Roll call:** Jim Schielein - Yes, Tom Kitson - No, Lirim Mimini - No, Doug Farster - Yes, Rick Humphrey - Abstained, Tim Bivins - Yes. **Motion** passed three (3) in favor, two (2) opposed, one (1) abstained.

B. Property/Liability Insurance - Consultant

Wendy Ryerson explained that this topic, along with others, will be brought to the August 30, 2022, Budget Wrap-Up Meeting for discussion as part of the overall budget. Jim Schielein explained that it looked like hiring a property/liability insurance consultant was the direction the County was looking to go and that the Chairman would be appointing a subcommittee to oversee the project.

C. Financial Policies and Procedures

1. Financial Policies and Procedures

Wendy Ryerson explained that back in March of 2022, she presented a Purchasing Policy Ordinance rewrite. After the policy reached the full Board, it was tabled for further research. Since then, several matters came to the forefront that needed to be changed. Also during this time

Wendy and Paula Meyer discussed creating a Financial Policies and Procedures Ordinance that would incorporate numerous additional policies. The document presented to the committee is an overarching financial policies document that includes the purchasing policy. Listed below are some, but not all, of the responsibilities assigned to the Finance Committee in the ordinance:

- Budget Preparation
- Budget Amendments
- Capital Asset Policy
- Financial Audit Process
- Revenues Collection and Receipts

**Motion** to move the Financial and Accounting Policies and Procedures Ordinance to the Executive Committee for full County Board approval.

**Moved** by Tom Kitson. **Second** by Doug Farster. **Motion** passed unanimously by voice vote.

D. Ratify Health Insurance Committee Recommendation

**Motion** to move the Insurance Committee recommendation (*which was to approve the present health plan and pool that the County is presently enrolled in*) and move to the Executive Committee. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

E. Kevin Marx - Lee County Industrial Development Association (LCIDA) Update  
This was duplicated on the agenda. Kevin Marx spoke earlier.

F. Zoning Violations - Proposed Internal Process (Discussion Only)

Wendy Ryerson walked the committee through the Zoning Violations - Proposed Internal Process and explained that the office intended to implement the process on September 1, 2022. No action was needed from the Board because it was an internal process. Below is a brief overview of the information included in the process chart:

- Step 1 of the process is the Discovery of a Zoning Violation initiated by a citizen's complaint.
- Step 2 of the process involves Investigating the Validity of the complaint.
- Step 3 of the process involves Determining the Level of Priority based on the Zoning Ordinance's purpose of "promoting the public health, safety, and welfare of its citizens".
- Step 4 of the process involves the Informal Written Notification to the Property Owner. Any informal notification sent to the owner of the

property will also be sent to the Board Members living in the district of the violation.

- Step 5 of the process is the Initiation of a Formal Complaint and all County Board Members are contacted.
- Step 6 of the process would be a Zoning Board of Appeals Hearing
- Step 7 of the process would be Imposing a Penalty to the land owner
- Step 8 of the process would include Potential Prosecution by the State's Attorney.
- The process is geared to handle major violations and minor violation in a systematic and detailed process.
- A Board designated Advisory Committee has been suggested and would include a Board Member liaison to Zoning/Planning, Lee County Administrator Wendy Ryerson, Zoning Administrator Dee Duffy, and the Assistant Zoning Administrator.

XI. Executive Session:

**Motion** to enter into Executive session at 10:19 a.m., for the purpose of discussing 5ILCS 102/2 (c)(2) Collective Negotiation Matters. **Moved** by Tim Bivins. **Second** by Rick Humphrey. **Roll call**: Jim Schielein, Tom Kitson, Lirim Mimini, Doug Farster, Rick Humphrey, and Tim Bivins.

Also present: Bob Olson, Mike Koppien, Marilyn Shippert, John Nicholson, Tom Wilson, John Simonton, Wendy Ryerson, Charley Boonstra, and Becky Brenner.

Roll call back into open session: Jim Schielein, Tom Kitson, Lirim Mimini, Doug Farster, Rick Humphrey, and Tim Bivins.

Also present: Bob Olson, Mike Koppien, Marilyn Shippert, John Nicholson, Tom Wilson, John Simonton, Wendy Ryerson, Charley Boonstra, and Becky Brenner.

Back in open session at 10:38 a.m.

XII. Adjournment

**Motion** to adjourn at 10:39 a.m. **Moved** by Tim Bivins. **Second** by Lirim Mimini. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., on Thursday, September 15, 2022