



# Finance Committee Meeting Minutes

Lee County, Illinois

Thursday, July 11, 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.

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

Jim Schielein, Tom Kitson, Lirim Mimini, Tim Bivins, and Nancy Naylor all attended in person. Mike Book was absent.

Also present: Dean Freil, Keane Hudson, and Mike Koppien (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Alice Henkel (Zoning Administrator), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Visitors

Payton Felix, reporter for Sauk Valley media attended in person.

## IV. Approval of Minutes from Previous Meeting - (June 13, 2024)

**Motion** to approve the minutes from the June 13, 2024, Finance Committee Meeting. **Moved** by Nancy Naylor. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

Last month 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 process was continued to the July meeting to finish reviewing the remaining departments. The review was completed during the meeting.

## V. Treasurer's Monthly Financial Report

### A. *Monthly Financials*

Reid Mitchell reported that there was nothing out of the ordinary to report other than the increase in funds coming in due to real estate tax collection

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

The Treasurer's Quarterly Financial Report will be presented again in September.

## VII. Insurance Committee and GREDCO Reports

There were no reports from GREDCO or the Insurance Committee.

VIII. Administrator Report

Jeremy Englund passed out the budget schedule to all the committee members and will be emailing it to all the Department Heads. Draft budgets from the Department Heads are due back to the Administrator and Financial Director by July 12th. Budgets will be reviewed, and hearings will be scheduled with the individual departments.

IX. ARPA

A. *Quarterly Report - Presented every January, April, July, October*

Sara Leisner walked the committee through the ARPA Quarterly Report. The report will be attached to the minutes and included in the July County Board agenda packet.

1. BAR Form - ARPA Expenses and Administrative Fees

Sara Leisner explained that ARPA Administrative fees are allocated through December 31, 2024. The Treasury requires that entities submit reporting through April of 2027 as a final closeout. The request being made is for the allocation of administrative fees through the end of the ARPA reporting periods in 2025 and 2026 in the amount of \$69,089.80.

2. BAR Form - ARPA Expenses Reallocation - Capital Fund

Sara Leisner explained that the highlighted items on the spreadsheet that she provided to the committee during her report were funds that were approved for a particular project but were not expended upon completion of the project. She walked the committee through each item and presented the request for reallocation of these funds to ARPA Capital in the amount of \$143,113.24.

3. BAR Form - ARAP Expenses Reallocation - Abandoned/Nuisance Property Fund

Sara Leisner explained that since \$54,276.85 of allocated funds were not used for the IDOT Planning Grant, this amount could be reallocated to bolster the Abandoned/Nuisance Property Fund line-item.

**Motion** to move all three (3) ARPA reallocation requests (Expenses and Administration Fees, ARPA Capital, and Abandoned/Nuisance Property) to the Executive Committee for inclusion on the July County Board agenda. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.

X. Approval of Monthly Joseph E. Meyer Resolution(s):

A. *Parcel# 13-21-11-252-016*

**Motion** to move Joseph E. Meyer Resolution for parcel# 13-21-11-252-016 to the Executive Committee for inclusion on the July County Board agenda.

**Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

XI. Unfinished Business

There were no items under Unfinished Business.

XII. New Business

A. *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.

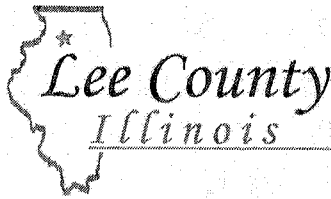
XIV. Adjournment

**Motion** to adjourn at 10:37 a.m. **Moved** by Lirim Mimini. **Second** by Nancy Naylor.

**Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., on Thursday, August 15, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary



### JULY 2024

#### Program Updates

- Total Award of \$6,622,748.00. Must be expended by or obligated by 12/31/2024 and fully expended no later than 12/31/2026.
- Approved ARPA Expenditures this quarter:
  - April 2024  
\$460,225.58 Equipment for Courts Building HVAC project
  - May 2024  
No new approved expenditures
  - June 2024  
\$1,982,415.25 Courts Building HVAC Project

#### Financial Update

The annual ARPA report was submitted to Treasury on April 19, 2024.

BAR Form for approved ARPA Expenditures/Projects that have been completed and balances remain unexpended totals \$143,113.24 and a request for those funds to be reallocated back to available ARPA funds.

BAR Form for Administrative fees for Years 2025 & 2026 totaling \$69,089.80.

BAR Form for reallocation of \$55,267.85 to Abandoned Properties approved ARPA expenditure.

If all the above BAR Requests are approved at the dollar amounts indicated, \$18,755.59 in ARPA Funds remains available. These funds must be obligated or expended by December 31, 2024.

Next ARPA Quarterly report to Finance is October 10, 2024.

#### Finance/Board Actions

| Request                                                          | ARPA Approval | Board Approval | Complete Date | Approved Value | New Approved   | Expended       | Balance remaining      |
|------------------------------------------------------------------|---------------|----------------|---------------|----------------|----------------|----------------|------------------------|
| 2021-ARPA - 1<br>GR Driveway Maintenance, Kitchen, Deliveries    | 9/9/2021      | 9/23/2021      | 8/1/2022      | \$17,775.00    | \$17,775.00    | \$17,775.00    | \$0.00                 |
| 2021-ARPA - 2<br>GR Election Equipment                           | 9/9/2021      | 9/23/2021      | 12/17/2021    | \$197,750.00   | \$197,750.00   | \$197,750.00   | \$0.00                 |
| 2021-ARPA - 3<br>CS Next Picture Show                            | 12/9/2021     | 12/23/2021     | 1/14/2022     | \$10,000.00    | \$9,537.50     | \$9,537.50     | \$0.00                 |
| 2021-ARPA - 4<br>GR Regional Office of Education                 | 11/4/2021     | 11/18/2021     | 11/1/2022     | \$25,334.00    | \$25,334.00    | \$25,334.00    | \$0.00                 |
| 2021-ARPA - 5<br>GR County Board Technology Upgrades             | 11/4/2021     | 11/18/2021     | 1/27/2022     | \$250,000.00   | \$248,574.59   | \$248,574.59   | \$0.00                 |
| 2022-ARPA-1<br>GR Sauk Valley Ag Program                         | 1/6/2022      | 1/20/2022      | 11/16/2022    | \$100,000.00   | \$100,000.00   | \$100,000.00   | \$0.00                 |
| 2022-ARPA-2<br>GR Lee County Tourism                             | 1/6/2022      | 1/20/2022      | 8/4/2022      | \$22,000.00    | \$22,000.00    | \$22,000.00    | \$0.00                 |
| 2022-ARPA-3<br>BE Health Dept Fees (\$60K for 2 years)           | 2/10/2022     | 2/17/2022      |               | \$120,000.00   | \$120,000.00   | \$104,141.00   | \$15,859.00 Leave \$2K |
| 2022-ARPA-4<br>GR Dixon Historic Theatre                         | 5/5/2022      | 5/19/2022      | 11/10/2022    | \$100,000.00   | \$100,000.00   | \$100,000.00   | \$0.00                 |
| 2022-ARPA-5<br>BE Matching funds for Rochelle/Steward Grant      | 5/5/2022      | 5/19/2022      | 5/18/2023     | \$75,000.00    | \$75,000.00    | \$75,000.00    | \$0.00                 |
| 2022-ARPA-6<br>BE IDOT Planning Grant for Bike Path(raise grant) | 5/5/2022      | 5/19/2022      |               | \$60,000.00    | \$60,000.00    | \$4,732.15     | \$55,267.85            |
| 2022-ARPA-7<br>GR LCDS Portable & Mobile Radios                  | 7/7/2022      | 7/21/2022      | 8/4/2022      | \$24,399.75    | \$24,399.75    | \$24,399.75    | \$0.00                 |
| 2022-ARPA-8<br>GR Old Courthouse HVAC                            | 8/11/2022     | 8/25/2022      | 8/1/2022      | \$299,900.00   | \$299,900.00   | \$299,900.00   | \$0.00                 |
| 2022-ARPA-9<br>GR Fire Dept's                                    | 8/11/2022     | 8/25/2022      | 8/25/2023     | \$100,000.00   | \$100,000.00   | \$99,053.89    | \$946.11               |
| 2022-ARPA-10<br>GR Fair Grounds                                  | 8/11/2022     | 8/25/2022      |               | \$236,000.00   | \$236,000.00   | \$236,000.00   | \$0.00                 |
| 2022-ARPA-11<br>GR Highway Dept Culvert project                  | 8/11/2022     | 8/25/2022      | 11/16/2023    | \$250,000.00   | \$250,000.00   | \$250,000.00   | \$0.00                 |
| 2023-ARPA-1<br>BE Tourism Grant Match                            | 1/12/2023     | 1/19/2023      | 1/12/2023     | \$40,000.00    | \$40,000.00    | \$40,000.00    | \$0.00                 |
| 2023-ARPA-2<br>GR Sheriff's Dept Polycam Suite                   | 1/12/2023     | 1/19/2023      | 8/4/2023      | \$12,500.00    | \$12,500.00    | \$11,175.00    | \$1,325.00             |
| 2023-ARPA-3<br>BE LCIDA - 2 Year commitment \$35K each year      | 2/16/2023     | 2/23/2023      | 4/23/2024     | \$70,000.00    | \$70,000.00    | \$70,000.00    | \$0.00                 |
| 2023-ARPA-4<br>CP Engineering Development for HVAC Project       |               | 11/21/2023     | 11/28/2023    | \$188,132.00   | \$188,132.00   | \$188,132.00   | \$0.00                 |
| 2024-ARPA-1<br>CP Courts HVAC Equipment                          |               | 1/18/2024      | 1/19/2024     | \$381,186.74   | \$381,186.74   | \$381,186.74   | \$0.00                 |
| 2024-ARPA-2<br>CP Courts HVAC Equipment                          |               | 4/18/2024      | 4/18/2024     | \$460,225.58   | \$460,225.58   | \$460,225.58   | \$0.00                 |
| 2024-ARPA-3<br>CP Courts HVAC Equipment                          | 6/13/2024     | 6/20/2024      | 6/20/2024     | \$1,982,415.25 | \$1,982,415.25 | \$1,982,415.25 | \$0.00                 |
| 2022-ARPA-SS-1<br>CS Social Service Agencies                     | 11/4/2021     | 3/24/2022      | 10/6/2022     | \$150,000.00   | \$129,392.00   | \$129,392.00   | \$0.00                 |
| 2022-ARPA-SB-1<br>SB Small Business Program                      | 7/1/2022      | 7/21/2022      | 9/28/2022     | \$500,000.00   | \$489,584.00   | \$489,584.00   | \$0.00                 |
| 2022-CP-ARPA-1<br>CP Boiler - Courts Addition                    | 8/11/2022     | 8/25/2022      | 2/9/2023      | \$209,800.00   | \$209,800.00   | \$209,800.00   | \$0.00                 |
| 2022-CP-ARPA-2<br>CP Board Chair Conference Room                 |               | 2/23/2023      | 9/8/2023      | \$28,879.00    | \$28,878.88    | \$28,535.24    | \$343.64               |
| 2022-CP-ARPA-3<br>CP Move IT Servers to Courts Building          |               | 8/25/2022      | 9/22/2022     | \$47,773.00    | \$21,278.71    | \$21,278.71    | \$0.00                 |
| 2022-CP-ARPA-4<br>CP Network Switches                            |               | 4/21/2022      |               | \$9,626.00     | \$9,626.00     | \$0.00         | \$9,626.00             |
| 2022-CP-ARPA-5<br>CP Lead Abatement                              |               | 4/21/2022      | 7/31/2022     | \$5,500.00     | \$1,018.00     | \$1,018.00     | \$0.00                 |
| 2022-CP-ARPA-6<br>CP Courts Building Elevator                    |               | 6/23/2022      | 11/20/2023    | \$300,000.00   | \$300,000.00   | \$249,768.72   | \$50,231.28            |
| 2022-CP-ARPA-7<br>CP Asbestos removal (Former LEC)               |               | 7/21/2022      | 9/8/2022      | \$29,940.00    | \$29,940.00    | \$29,940.00    | \$0.00                 |
| 2022-CP-ARPA-8<br>GR Abandoned Properties                        | 7/7/2022      | 7/21/2022      | 2/8/2024      | \$100,000.00   | \$100,000.00   | \$43,920.20    | \$56,079.80            |
| 2022-CP-ARPA-9<br>CP Old Courthouse Elevator Repairs             | 10/18/2022    | 10/18/2022     |               | \$132,500.00   | \$132,500.00   | \$120,985.64   | \$11,514.36            |
| Admin Fees                                                       |               |                |               | \$148,920.00   | \$148,920.00   | \$133,033.15   | \$15,886.85            |
| Boardmember Fees                                                 |               |                |               | \$1,080.00     | \$1,080.00     | \$1,080.00     | \$0.00                 |
| Total ARPA                                                       |               |                |               | \$6,622,748.00 | \$6,622,748.00 | \$6,405,668.11 | \$217,079.89           |
| Total Approved                                                   |               |                |               | \$6,622,748.00 |                |                |                        |
| Total Available                                                  |               |                |               | \$0.00         |                |                |                        |
|                                                                  |               |                |               | \$217,079.89   |                |                |                        |