



## Finance Committee Meeting Minutes

Lee County, Illinois

Thursday, December 12, 2024, 9:00 AM

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

*This meeting can be viewed in its entirety on YouTube using the web address below  
<https://www.youtube.com/watch?v=4FcFr0gjals&t>*

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 Tim Bivins, Tom Kitson, Mike Book, Nancy Naylor, Angie Shippert

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

Angie Shippert briefly attended the meeting as a Finance Committee Member to report that she would be stepping down from the County Board to pursue the recently posted Human Resource position with the County.

Also present: Dean Freil, Keane Hudson, Bob Olson, and Tom Wilson (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Jim Gorman (Veterans Administration), Jonathan Henrikson (IT Technician), Sara Leisner (ARPA Grant Coordinator), Nancy Petersen (County Clerk and Recorder), Paul Rudolphi (Treasurer), and Becky Brenner (Board Secretary) all attended in person. Reid Mitchell attended the meeting via Zoom.

Discussion during attendance:

- Amy Johnson was not able to attend the meeting but asked Charley Boonstra to update the committee on the pending purchase of new case management software. Tyler Technologies will be the vendor, and the Circuit Clerk, Judges, State's Attorney, Probation, and Public Defender's Offices will all be using the program. Amy submitted an AOIC Grant request on December 5th which, if granted, could cover the installation costs of the software as well as the first-year licensing costs. Regardless of the status of the grant, the County will be moving forward with the purchase of the software.
- Jim Gorman attended the meeting to work with the members on plans for hiring a VSO (Veterans Service Officer). Jim is currently working on a job description for the position. There may be grant opportunities to help subsidize the costs associated with the new position.

III. Public Visitors

Rick Humphrey attended the meeting via Zoom.

IV. Approval of Minutes from Previous Meeting(s)

A. *Finance Committee Meeting (November 14, 2024)*

**Motion** to approve the minutes from the November 14, 2024, Finance Committee Meeting. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

A. *Monthly Financials*

This information was covered under item VI on the agenda, Treasurer's Quarterly Financial Report.

VI. Treasurer's Quarterly Financial Report – Presented every December, March, June, September  
Paul Rudolphi walked the committee through the Treasurer's Quarterly Financial Report.

Following are highlights:

- Capital fund balance was down because over \$2 million was spent this past year.
- Solid Waste has a \$2 million reserve.
- \$400,000 was moved out of solid waste. Roughly \$240,000 went to county general and the rest went to capital.
- Revenues and expenses netted each other and there was a \$48 excess at the end of the year.
- The excess amount of funds at the end of the year would have been better, but every seven (7) years there are twenty-seven (27) pay periods in the fiscal year.
- \$700,000 was paid towards the interfund loan in late November. It is possible that the remainder of the loan, \$650,000, could be paid off in 2025, instead of the projected 2035 date.

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

VII. Insurance Committee and GREDCO Reports

There were no reports from the Insurance Committee, Wellness Committee, or GREDCO.

VIII. Administrator Report

There was no report from the Administrator.

IX. ARPA

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

The next quarterly report from ARPA will be presented in January.

B. *BAR Form - ARPA Expenses Reallocation*

Sara Leisner presented a BAR Form requesting that the remaining \$18,965.59 of available and unobligated ARPA funds be transferred into capital. She explained that per Treasury rules all funds are required to be allocated to a purpose or project by the end of December 2024. Transferring the funds into capital would make the funds available for future capital projects.

**Motion** to move the BAR Form request to reallocate ARPA expenses to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Tim Bivins.  
**Second** by Mike Book. **Motion** passed unanimously by voice vote.

C. *BAR Form - Reallocation of Abandoned Properties ARPA Funds to Capital*

Paul Rudolphi presented a BAR Form requesting that \$109,721 of ARPA funds for abandoned properties be moved to the capital fund for future projects. He explained that this is the final chance to obligate ARPA funds to capital. If the funds are not spent within the Federal timeline of December 2026, they will need to be returned. Reallocating the funds will ensure that the funds are spent before the deadline. If a

need arises for abandoned properties, the County can use capital funds as a replacement.

**Motion** to move the BAR Form request to move ARPA funds for abandoned properties to the capital fund to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Nancy Naylor. **Second** by Mike Book. **Motion** passed unanimously by voice vote.

- X. Approval of Monthly Joseph E. Meyer Resolution(s)  
No Joseph E. Meyer Resolutions were presented for approval.
- XI. Monthly Sheriff's Office Report Detailing Events Within the Department - Information Only  
Clay Whelan was not able to attend the meeting and no report from the Sheriff's Office was submitted for the December meeting.
- XII. Unfinished Business  
There were no items under Unfinished Business.
- XIII. New Business  
A. *Resolution to Reorganize the Lee County Finance Director Position Under the County Administrator*  
Jim Schielein explained that Jeremy Englund was working on a resolution to reorganize the Lee County Finance Director's position under the County Administrator. This topic has been talked about for some time and the change would create a coherent hierarchy and pyramid under the Administrator's Office. By statute the Treasurer's Office duties do not include actual administration of the County finances, payroll functions, or budgetary responsibilities. The resolution would move the day-to-day financial operations that are not statutorily required by the Treasurer's Office to the purview of the Administrator for collaboration with the Finance Director. The resolution will most likely be presented during the January Finance Committee Meeting.
- B. *FY 2026 Budget Meeting Schedule*  
**Motion** to move the FY2026 Budget Meeting Schedule to the Executive Committee for inclusion on the December County Board agenda. **Moved** by Tim Bivins. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.
- XIV. Executive Session  
There was no request for an Executive Session.
- XV. Adjournment  
**Motion** to adjourn at 11:40 a.m. **Moved** by Nancy Naylor **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is scheduled for  
9:00 a.m., Thursday, January 14, 2025

Respectfully submitted by:  
Becky Brenner - Board Secretary