



Finance Committee Meeting Minutes

Lee County, Illinois

Thursday, November 14, 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=C9t18Cltd4>*

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, Jennifer Dallas

Jim Schielein, Mike Book (9:04-9:46), Tom Kitson, Tim Bivins, Nancy Naylor, and Jennifer Dallas all attended in person. Lirim Mimini was absent.

Also present: Dean Freil, Keane Hudson, Mike Koppien, and Tom Wilson (Board Members), Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Amy Johnson (Circuit Clerk), Sara Leisner (ARPA Grant Coordinator), Reid Mitchell (Financial Director), Nancy Petersen (County Clerk and Recorder)(9:06-9:46), Patty Rudolphi (Grant Fiscal Coordinator), Paul Rudolphi (Treasurer), Staci Stewart (Director of Probation and Court Services), Clay Whalen (Sheriff), and Becky Brenner (Board Secretary) all attended in person.

Discussion during attendance:

- Amy Johnson reported that the office will be moving forward with the new case management software from Tyler Technologies. She is hoping to have the contract signed before the end of the year.

III. Public Visitors

No members of the public were in attendance.

IV. Approval of Minutes from Previous Meeting(s)

A. *Finance Committee Meeting (October 10, 2024)*

Motion to approve the minutes from the October 10, 2024, Finance Committee Meeting. **Moved** by Nancy Naylor. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

V. Treasurer's Monthly Financial Report

A. *Monthly Financials*

Paul Rudolphi and Reid Mitchell reported the following information during discussion on the monthly financials:

- Cash balance is as projected/budgeted.
- Fiscal year 2024 is expected to wrap up on budget, if not slightly higher.
- \$400,000 in the solid waste fund will be transferred to the capital fund.

- Roughly \$700,000 will be paid towards the interfund loan in late November. It is possible that the loan could be paid off in 2025, instead of the projected 2035 date.
- Slightly over \$85 million was collected in property taxes in 2024. Jim Schielein explained that the County collects these funds on behalf of nearly 130 taxing bodies while only retaining roughly \$6.7 million. The second distribution to the roughly 130 taxing bodies will be paid out before the end of November.
- 605 parcels were processed through the tax sale at the end of October. 347 of these parcels were in Woodhaven Lakes.
- Auditors will be working at the County the first full week of February in 2025.

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

The next Treasurer's Quarterly Financial Report will be presented during the December Finance Committee Meeting.

VII. Insurance Committee and GREDCO Reports

Nancy Naylor explained that the Insurance Committee elected not to meet for the final quarterly meeting of the year for lack of new business to discuss. However, Nancy did ask Sara Leisner to give an update from the wellness committee. The following are highlights from Sara's report:

- In May the annual report was submitted to IPBC and the total award that the County earned was \$64,500. These funds are scheduled for deposit into the IPBC wellness fund later this year following the company's audit.
- The committee meets later in the month and will work on scheduling winter lunch and learns events.
- Jenny Conderman, Lee County Health Department, had requested \$200 in funds for hygiene items for all Lee County Schools. The request was approved.
- The County's annual biometrics event was held on October 9th and 16th. There were 156 participants. Participation at this level qualified the County for the highest tier in awards. 67 participants opted for flu shots.
- Biometric participants were given either a \$25 Jersey Mike's or Arthur's Garden Deli gift card and will receive a \$200 egift card from Tango later in the month.
- The next meeting will be Tuesday, November 19th at 2:00 p.m., in the Lee County Health Department first floor conference room.

VIII. Administrator Report

Jeremy Englund reported the following items during his report:

- He reminded the committee that there would be a Truth in Taxation meeting on Thursday, November 21, 2024, at 5:30 p.m., immediately followed by the November County Board Meeting at 6:00 p.m.
- The final invoice for the HVAC project at the New Courts Building has been submitted for payment. The project did come in under budget.

- He also reminded the committee that there will be a County Board Organization Meeting at 9:00 a.m., on Monday, December 2, 2024. During this meeting the Chairman and Vice Chair will be determined for the next two years along with any changes to committee appointments.

IX. ARPA

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

The next quarterly ARPA report will be presented in January, but Sara Leisner explained that there is \$18,965.59, in unobligated funds that need to be obligated to an expense or category with a board action request form before the end of December.

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

There were no Joseph E. Meyer resolutions to approve.

XI. Monthly Sheriff's Office Report 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.

XII. Unfinished Business

There were no items on the agenda under Unfinished Business.

XIII. New Business

A. *Resolution Authorizing Appellate Prosecutor Services*

Charley Boonstra explained that the Appellate Prosecutor Resolution on the agenda is a budget item that the State's Attorney's Office has every year. The Appellate Prosecutor assists with appellate work as well as conflicts in cases and legal advice. These services are a great asset to the office.

Motion to move the Resolution Authorizing Appellate Prosecutor Services to the Executive Committee for inclusion on the November County Board agenda.

Moved by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

B. BAR Form - Budget Adjustment for U of I Extension

Jim Schielein explained that during the budget process for FY2024, the U of I Extension budget was cut by \$10,000, with the understanding that if the budget year ended with an excess, the \$10,000 would be reallocated to their budget. Jim went on to explain that a loss of funding could result in a loss of matching funds.

Motion to approve the additional funding of \$10,000 to U of I Extension from the capital fund and move to the Executive Committee for inclusion on the November County Board agenda. **Moved** by Tom Kitson. **Second** by Nancy Naylor. **Motion** passed unanimously by voice vote.

XIV. Executive Session:

A. *5 ILCS 120/2 (c)(2) Negotiating Matters*

Motion to enter into Executive Session at 9:29 a.m., for the purpose of discussing 5 ILCS 102/2 (c)(2) Negotiating Matters. **Moved** by Tom Kitson. **Second** by Jennifer Dallas.

Roll call going into Executive Session: Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, Nancy Naylor, and Jennifer Dallas attended in person.

Also present: Dean Freil, Keane Hudson, Mike Koppien, Tom Wilson, Charley Boonstra, Jeremy Englund, Reid Mitchell, Paul Rudolphi, and Becky Brenner.

Roll call back in open session: Jim Schielein, Mike Book, Tom Kitson, Tim Bivins, and Nancy Naylor, and Jennifer Dallas attended in person.

Also present: Dean Freil, Keane Hudson, Mike Koppien, Tom Wilson, Charley Boonstra, Jeremy Englund, Reid Mitchell, Paul Rudolphi, and Becky Brenner.

Back in open session at 9:45 a.m.

XV. **Adjournment**

Motion to adjourn at 11:46 a.m. **Moved** by Nancy Naylor **Second** by Jennifer Dallas. **Motion** passed unanimously by voice vote.

The next Finance Committee Meeting is *tentatively* scheduled for
9:00 a.m., Thursday, December 12, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary