



# Finance Committee Meeting - Budget Hearings (Day 1) Minutes

Lee County, Illinois

Aug 2, 2022 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd St, Dixon, IL 61021

## I. Call to Order

Meeting called to order at 9:03 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 were present in person.

## III. Meeting Attendees and Visitors

John Nicholson (County Board Vice Chair), Wendy Ryerson (Administrator), Paula Meyer (Treasurer), Paul Rudolphi (Chief Deputy Treasurer), Greg Saunders (Maintenance Supervisor)(9:00-10:03), Cathy Ferguson-Allen (10:10-10:27), Paul Gorski (10:52-11:13), and Becky Brenner (Board Secretary), were all present in person. Tom Wilson (Board Member)(9:25-10:03) attended via Zoom video conferencing.

## IV. Approval of the Minutes from the Previous Budget Meeting (July 27, 2022)

**Motion** to approve the minutes from the July 27, 2022, Finance Committee - Budget Overview Meeting. **Moved** by Tom Kitson. **Second** by Tim Bivins. **Motion** passed unanimously by voice vote.

## V. Old Business

### A. FY2023 Ongoing Budget Discussion and Decisions

No discussion under item A. FY2023 Ongoing Budget Discussion and Decisions

## VI. New Business

### A. Committee and Maintenance Department Budget Hearing (Including Capital)

Greg Saunders walked the committee through the Maintenance Department budget increases which included:

- Employee compensation associated with the approved step program concept, including \$5,000 for employee training

- Supply line item increased due to overall cost increases and continued need for PPE items
- Increased utilities line items due to overall cost increases
- Greg request an additional \$5,000 in the Maintenance Agreement line-item for an annual contract with ADS in the New Courts Building, increasing his original request from \$75,000 to \$80,000. HVAC and control contracts are for three (3) year/with quarterly inspections.

Tom Wilson and Greg Saunders walked the committee through the FY2023 Capital Projects that were being requested from the ARPA Capital Fund and included the following:

- Original New Courts Building boiler project (\$270,000)
- New Courts Building Generator (\$377,000 grant match)
- Lower level (Phase 1) tear out and remodel of the Old LEC for Maintenance Department space (\$80,000)
- Old Courthouse elevator repairs (\$90,000) - quotes have also been requested for complete replacement

Also discussed were the Capital Projects included in the FY2023 Capital Plan and included the following:

- New LEC control replacement project (\$124,000)
- New Courts Building HVAC ground units (\$510,000)
- New Courts Building HVAC roof top units (\$1,300,000)
- Carpet replacement (\$10,000)
- Old Courthouse plaster repair (\$144,000)

The committee engaged in a lengthy discussion regarding the possibility of bonding out some of the large projects included in the capital plan. This would include much needed capital improvements for the Lee County Highway facilities.

The committee took a break from 10:04 a.m., to 10:10 a.m.

#### B. Committee and Health Department Budget Hearing

Cathy Ferguson-Allen walked the committee through the Health Department budget projections and grant funding. She reported that there were no major changes in the budget but highlighted the following information:

- Several Covid grants would be expiring at the end of December 2022 and the end of June 2023

- The estimated beginning and ending cash balances continued to fall within the six (6) month reserve margin that the committee requested during last year's budget process

Because of a scheduling misunderstanding, Paula Meyer and Paul Rudolphi took the opportunity to walk the committee through the Treasurer's Office budget.

The one highlighted topic was the following:

- The salary full-time line item increase to fund the proposed Financial Officer/Analyst employee that they would like to hire. This position would take the place of the Chief Deputy Treasurer position.

C. Committee and IT Department Budget Hearing

Paul Gorski walked the committee through the IT budget. There were several increases to the budget:

- All telephone, internet and fiber costs were consolidated under IT
- Multi-year master services agreement with Syndeo for infrastructure as a service
- Increase in software licensing to bring computers current with Microsoft Office and security packages and website costs
- \$97,000 budgeted in the Capital Fund to support several future hardware and software projects including new network switches

VII. Executive Session

There was no request for an executive session.

VIII. Adjournment

**Motion** to adjourn at 11:13 a.m. **Moved** by Tim Bivins. **Second** by Tom Kitson. **Motion** passed unanimously by voice vote.