



Finance Committee Meeting – Thursday, October 14, 2021

Third Floor Boardroom, Old Lee County Courthouse - 9:00 a.m.
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 9:00 a.m. by Chair Jim Schielein

Member Roll Call: Chair Jim Schielein, Vice Chair Arlan McClain (9:07-11:11), Tom Kitson, Doug Farster, Lirim Mimini and Rick Humphrey all attended in person.

Members absent: None

Board Members, Department Heads, or County Employees present: John Nicholson (Vice Board Chairman), Marilyn Shippert, Mike Koppien, and Jack Skrogstad (Board Members), Wendy Ryerson (Administrator), Charley Boonstra (State's Attorney), Paula Meyer (Treasurer), Nancy Petersen (County Clerk), Jennifer Boyd (Assessor), Carmen Bollman (GIS), John Simonton (Sheriff)(10:04-11:11), Paul Gorski (IT Administrator)(9:34-10:47), Greg Saunders (10:08-11:11), Zack Owen (IT), and Becky Brenner (Board Secretary) were all present in person. Amy Johnson (Circuit Clerk), Cathy Ferguson-Allen (Health Department), John Simonton Sheriff (9:15-9:50) attended the meeting via Zoom video conferencing.

Visitors: Seema Patel (municipal council from Chapman and Cutler), Ann Marie Kowalik (representing the Illinois Energy Conservation Authority) and Andy Shaw (Lee Ogle Enterprise Zone) all attended via Zoom video conferencing to address any questions the committee might have regarding the PACE ordinance on the agenda.

There was no LCIDA update.

Motion by Tom Kitson: To approve the September 9, 2021, regular minutes of the Finance Committee meeting without modification.

Second by Rick Humphrey. Motion carried unanimously by voice vote.

Motion by Tom Kitson: To approve the September 9, 2021, Special Finance Committee Budget meeting minutes without modification.

Second by Rick Humphrey. Motion carried unanimously by voice vote.

Motion by Lirim Mimini: To approve the September 15, 2021, Special Finance Committee Budget meeting minutes without modification.

Second by Doug Farster. Motion carried unanimously by voice vote.

Wendy Ryerson gave a brief overview of the October 7th American Rescue Plan Act meeting. She explained that the meeting was not held to make any final decisions on specific projects but to get a consensus as to what categories and projects the staff needed to devote their time and energy. The top five (5) priorities chosen by the Board Members during the meeting were as follows: 1) Assistance to small business, tourism, travel, and hospitality 2) Assistance to households using local service agencies as a conduit to reach these households 3) Job training programs 4) Technology improvements to the County Board meeting rooms and 5) Improvements to broadband infrastructure. These categories were identified to give administrative staff direction, no items or projects were taken off the radar for action. Information was emailed to the Board Members that were not able to attend the October 7th meeting, giving all members the option of weighing in on the matter.

Paula Meyer provided the committee with the latest County financial statements, monthly and quarterly, reporting the following changes: sales tax was above what was anticipated, income tax had been very strong, and Zoning fees were greater than expected.

Motion by Lirim Mimini: To accept the Treasurer's quarterly report.

Second by Tom Kitson. Motion carried unanimously by voice vote.

Insurance Report: No updates

GREDCO (Greater Rochelle Economic Development Corporation) Report:

Lirim Mimini reported that project Jackpot would be starting at the beginning of January 2022 and would employ roughly 150 people and occupy the former Nippon Sharyo buildings in Rochelle. Rochelle would also be building a new intermodal in 2022.

Joseph Meyer Resolutions

Motion by Lirim Mimini: To approve the three (3) Joseph Meyer Resolutions on the agenda and forward to the Executive committee.

Second by Tom Kitson. Motion carried unanimously by voice vote.

Board Member or Department Head Reports: No reports aside from items on the agenda

Old Business: Nothing for Old Business

New Business

Paula Meyer reported that the balanced FY 2022 Annual Budget Appropriation Ordinance would be on the October 21, 2021, County Board agenda to lay over until the November 2021 County Board meeting.

Motion by Doug Farster: To move the FY 2022 Annual Budget Appropriation Ordinance to the Executive Committee.

Second by Arlan McClain. Motion carried unanimously by voice vote.

Wendy Ryerson reported that the 2021 Tax Levy for FY 2022 Ordinance looked different than it had in prior years because the corporate fund levy in 2020 went from \$3.8 million to \$6.2 million due to the consolidation of several individual levy line items into the corporate line item because there was more flexibility in the corporate line item to disseminate money down to individual line items, versus the other directions. The consolidated line items could be identified by the zero balance. She also explained that a large portion of the Health Department levy had been consolidated in the corporate fund levy because of the latitude of transferring the money back to the Health Department from the corporate levy fund. This was done because of the potential opportunity through the ARPA funding to pay salaries and benefits in the Health Department to mitigate COVID expenses. Wendy also explained that new construction property tax revenue was considerably lower this year than last year by roughly \$31.5 million dollars due to the lack of renewable energy projects.

Motion by Arlan McClain: To move the 2021 Tax Levy (FY 2022) Ordinance to the Executive Committee.

Second by Tom Kitson. Motion carried unanimously by voice vote.

Paula Meyer explained that several months ago the Finance Committee sent out a request for RFP proposal to audit firms because 2021 was the final year of the audit contract with WIPFLI. The committee accepted a lower bid from Lauterbach and Amen. Unfortunately, it came to light that because Lauterbach and Amen already conducts actuarial work for the County Clerk's Office, there was a conflict. Because they act as a consultant to the County, they would not be able to conduct the audit. The next lowest bid collected from the RFP proposals was WIPFLI. The committee suggested asking WIPFLI to extend their prior contract for an additional year.

Motion by Rick Humphrey: To table the Motion to Approve WIPFLI to perform FY21-FY23 Financial Audits.

Second by Doug Farster. Motion carried unanimously by voice vote.

John Simonton explained that he had an opportunity for two (2) new applicants, one in corrections and one in patrol, that could be hired from out of state or from another department as lateral transfers. The process is allowed through ILETSB if the candidate meets certain criteria and complete required training. This would save the office time and money because the new hires would not have to attend the academy. John reported that he did have funds in his salary line item to pay for an additional month for each employee if they could be hired before December 1st.

Motion by Doug Farster: To approve the request from the Sheriff's Office to hire the new hire positions a month early.

Second by Arlan McClain. Motion carried unanimously by voice vote.

Prior Motion was amended to -

Motion by Doug Farster: To approve the request from the Sheriff's Office to hire the new hire positions a month early *and forward to the Executive Committee.*

Second by Arlan McClain. Motion carried unanimously by voice vote.

Charley Boonstra explained that the City of Amboy had reached out to Lee County to see if the State's Attorney's Office would be willing to take on their city ordinance violations for prosecution. After discussion, it came down to the County handling cases from prosecution to disposition. If there was a jury trial demand the case would fall back to the City of Amboy attorney. For each citation that was filed and prosecuted by the States Attorney's Office, the County would receive \$75.00 per citation, which would be deposited into County General. The County does have the option to reject cases and Charley didn't feel like it would take much time away from the office duties.

Wendy Ryerson reported that in July of 2021 the County Board did approve a resolution to proceed forward with the Property Assessed Clean Energy (PACE) Program. She explained that the focus now was on the actual implementation of the program. The focus for this month pertained to two (2) documents; the PACE Ordinance that would hold over until the November 2021 County Board meeting and the Administrative Services Agreement. Visitors, Seema Patel, Ann Marie Kowalik, and Andy Shaw walked the committee through the PACE Program and explained that the program is a financing option for commercial property owners to fund clean energy efficient measures for their properties.

Motion by Lirim Mimini: To move the PACE Program Ordinance to the Executive Committee
Second by Tom Kitson. Motion carried unanimously by voice vote.

Wendy Ryerson explained that Chairman Olson had requested she pursue solutions for technological upgrades to the audio-visual capabilities in the boardroom along with board organizational software. She reported that she was working with Jack Skrogstad and Marilyn Shippert to research board organizational software and gave the committee a brief overview of the 'On Board' software program being considered. The new system would be completely digital, Zoom integrated, and all the necessary documents for meetings would be accessible through a tablet or laptop. This software would require an annual monetary commitment or roughly \$10,000 and additional electronic hardware, including devices for every board member. Marilyn Shipper and Jack Skrogstad both expressed that they were impressed with the presentations they attended on the software. Paul Gorski weighed in on the subject and explained what additional equipment would need to be purchased and electrical upgrades would need to be made to the Boardroom to accommodate the project. The committee discussed the topic in length as far as cost, terms of the contract, security issues, different software that might be available, and equipment availability. The committee requested that the Administrator come back next month with a complete package: cost of software, hardware, electrical upgrades, and specific boardroom equipment. No action was taken on this agenda item.

Wendy Ryerson explained that the GIS Department is down one employee. She reported that she had met with Jennifer Boyd and Carman Bollman and they had decided to research their options before posting for a replacement employee. In the interim, Wendy would like the committee to consider temporarily contracting with a consulting firm to help with the two (2) person job they had previously. The fee would be \$175 an hour as needed. Wendy reminded the committee that there were several big GIS projects currently in the works in the County.

Executive Session

Motion from Doug Farster: To enter into Executive Session at 10:51 a.m. for the purpose of discussing 5 ILCS 120/2 (c)(1) Personnel

Second by Tom Kitson:

Roll call vote: Jim Schielein, Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson and Lirim Mimini

Also present: Mike Koppien, Marilyn Shippert, Chris Norberg, Jack Skrogstad, John Nicholson (Board Members) Wendy Ryerson, Charley Boonstra, Greg Saunders, Paula Meyer, and John Simonton

Roll call vote back in open session: Jim Schielein, Arlan McClain, Doug Farster, Rick Humphrey, Tom Kitson and Lirim Mimini

Also present: Mike Koppien, Marilyn Shippert, Chris Norberg, Jack Skrogstad, John Nicholson (Board Members) Wendy Ryerson, Charley Boonstra, Greg Saunders, Paula Meyer, and John Simonton

Back in open session at 11:08 a.m.

Committee consensus coming out of Executive Session:

Motion by Doug Farster: To grant to a specific County employee a three (3) month extension on their disability benefits.

Second by Doug Farster. Motion passes 5 yes votes, 1 no vote.

Adjournment

Motion to adjourn by Tom Kitson:

Second by Lirim Mimini. Motion carried unanimously by voice vote.

Meeting adjourned at 11:11 a.m.

Respectfully Submitted by,
Becky Brenner – Lee County Board Secretary

The next scheduled Finance Committee meeting will be 9:00 a.m. on Wednesday, November 10, 2021