



## **Finance Committee Meeting – Thursday, February 13, 2020**

Third Floor Board Conference Room, Old Lee County Courthouse—9:00 am  
112 E Second St, Dixon, Illinois 61021

Meeting called to order at 9:00 a.m. by Chair Bob Olson

**Members present:** Chair Bob Olson, Vice Chair Marilyn Shippert, Tom Kitson, Dave Bowers, and Jim Schielein.

**Members absent:** Lirim Minini

**Board Members, Department Heads, or County Employees present:** Dave Glessner (Sheriff's Office)(9:00-10:06), Cathy Myers (County Clerk), Staci Stewart (Probation), John Nicholson (Board Chairperson), Judy Truckenbrod and Mike Koppien (Board Members), Dee Duffy (Zoning Administrator), Paula Meyer (Treasurer), Wendy Ryerson (Assessor), Denise McCaffrey (Circuit Clerk), Charley Boonstra (State's Attorney)(9:21-10:45), Greg Saunders (Maintenance Supervisor), Greg Gates (LOTS)(9:00-9:15), and Becky Brenner (Board Secretary).

The January 2020 minutes of the Finance Committee were approved without modification.

### **Board Member or Department Head Reports:**

Dave Glessner reported that the Sheriff's Office has a number of retirements, an injured employee and an employee on military leave that will cause the overtime line item to be over budget.

Cathy Myers reported that early voting started on February 6, and since the Old Lee County Courthouse is a polling location, the campaign free zone rules are in effect. She also reported that the department is in need of election judges. Anyone interested is encouraged to contact the Election Department. Cathy also report that the deposit of funds would show a \$1,500 refund check from DSI because half of the cost of the dependent audit was refundable if the company did not have any findings.

Paul Meyer reported that she, Cathy Myers and Mike McBride met with a representative from Zobrio (finance software provider) in regards to the purchase of new cloud based software. The server housing the current software is nearing end of life. The new software would solve the current server and backup concerns. The cost would be roughly \$6,000 more a year and there would be a one time conversion fee of \$3,000. These costs were included in the 2020 budget. Paula also shared with the committee that per the instructions coming out of the recent audit, all credit card claims must be presented to committee with the actual charge receipt attached to the paperwork or the claim would be pulled. She also reported that she is looking to hire a very part-time/seasonal position to help out during the busy season and to cover vacation time.

Wendy Ryerson reported that Board of Review should be adjourning in the next couple of days and shared with the committee some of the findings coming away from the meetings.

Charley Boonstra provided the committee with a copy of a survey that was conducted across 15 different counties in Illinois that took a look at the salaries of department heads, employees and elected officials. He also approached the committee with the problems he is having with the phones in his office. Staci Stewart also expressed that her office was also having issues with their phone system.

Paula Meyer provided the committee with year ending figures in the Solid Waste, Capital, Highway, and General funds. The ending figures, once everything was accounted for, was better than previously projected.

**Motion from Jim Schielein:** To approve the Treasurer's Quarterly Report.

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

### **Old Business**

**Motion from Tom Kitson:** To approve the LEC claims.

**Second by Dave Bowers:** Motion carried unanimously by voice vote.

Greg Saunders reported that the estimated cost of the Public Defender's conference room was currently around \$41,000. He is waiting for quotes to come in for the doors, ceiling grid, flooring and drywall. He has had a difficult time getting contractors to quote the job.

**Motion from Tom Kitson:** To table the Public Defender's Conference Room.

**Second by Marilyn Shippert:** Motion carried unanimously by voice vote.

The committee discussed the Industrial Appraisal item on the agenda and accepted the proposal minus the annual service fees of \$760 and \$1,195.00

**Motion from Tom Kitson:** To approve the Industrial Appraisal Agreement for \$8,200 plus the additional \$1,100 Tag Fee.

**Second by Marilyn Shippert:** Motion carried unanimously by voice vote.

The committee agreed that more information was necessary before passing the Resolution to Allow Service Credit For Military Service (IMRF Military Credit) on to the Executive Committee.

**Motion from Marilyn Shippert:** To table the Resolution to Allow Service Credit for Military Service (IMRF Military Credit)

**Second by Jim Schielein:** Motion carried unanimously by voice vote.

### **New Business**

Dee Duffy reported that Mendota Hills Repower had presented a letter of credit and a decommissioning plan to the County. The terms and conditions of a previous wind company were presented to the the company with the same conditions offered to and accepted by Green River Wind Farm in March of 2019. Mendota Hills was not in agreement with the conditions and requested more discussion.

Greg Gates reported that Dr. Donna Smith had been asked to provide Reasonable Suspicion Training for the County on March 6, 2020. The training will help educate department heads in regards to the impact of cannabis, CBD oils and cream, alcohol, and prescription medications on individuals.

Greg Saunders is working on the contracts for the generators at the new Law Enforcement Center. He also requested additional outlets in the maintenance room in the new Law Enforcement Center. The committee approved paying \$3,570.00 from contingency for the project. Greg also reported that there was a small electrical fire at the Food Pantry earlier in the week. A new breaker box will be installed ASAP and additional measures will be taken to upgrade the fire protection system once the situation has been fully assessed. Paula Myers will be looking to see if these repairs/updates would fall under the Tort Fund.

**Motion to adjourn Marilyn Shippert:**

**Seconded by Tom Kitson:** Motion carried unanimously by voice vote.

Meeting adjourned at 10:45 a.m.

Respectfully Submitted by,  
Becky Brenner – Lee County Board Secretary

*The next scheduled Finance Committee meeting will be 9:00 a.m. on Thursday, March 12, 2020.*