

Finance & Personnel Committee  
Monday, March 6, 2023  
5:00 PM, 2<sup>nd</sup> Floor, Joseph G. Cannon Building

## MINUTES

### Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Steve Miller called the Finance & Personnel meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Steve Miller, Jerry Hawker, Craig Golden, Bruce Stark, Joe Eakle, Shelley McClain, Todd Johnson and Nancy O’Kane. 8 Present, 0 Absent. Also, in attendance; Larry Baughn Jr.– Vermilion County Board Chairman, Becky Stark – County Board Member, James Siddens – Village of Alvin, Nancy Boose – HR Director, Erika Ramsey – Vermilion County Auditor, Cassy Carter- Vermilion County Financial Resources Director, Bill Donahue – Risk Consultant, Matt Long – Supervisor of Assessment, Steve Brandy – WAND News, Dr. Wes Bieritz – Landbank, Darren Duncan – Vermilion County Treasurer, Robyn Heffern – Chief Deputy County Clerk’s Office, Cathy Jenkins – County Clerk and Pat Hartshorn – Sheriff.

### Agenda Item 2 - Adoption/Amendments to the Agenda

Hawker request to add, 9A - Landbank, to the agenda. McClain motioned to approve agenda with amendment, second by Eakle to approve. Motion passed by acclamation.

### Agenda Item 3 - Approval of Minutes – February 6, 2023

O’Kane motioned to approve the minutes, second by McClain.

Upon the call of the roll the following members voted yes, to wit: Miller, Hawker, Golden, Bruce Stark, Eakle, McClain Johnson and O’Kane. 8 yes, 0 absent. Minutes passed.

### Agenda Item 4 - Audience Comments

None.

### Agenda Item 5 – Financial Update

Erika Ramsey referenced her handout that reflects fund balances through 2/28/2023. The General Fund is doing very well. It is significantly higher than budgeted. She noted fund 019 (FICA) is negative and will stay negative until tax payments are posted. This is the employer portion. This is not an expense that can be funded by ARPA. Fund 005 (Liability Fund) is also negative. There is a positive cash balance, but there is a recorded adjustment for possible claim of \$1.2 million by the outside auditors. Briggs would like to transfer money from the General Fund so that these funds are no longer negative. This is an ongoing issue yearly due to the timing of tax payments. The Capital Improvement Fund decrease to \$550,000 due to a payment for the Health Department Air Handlers.

The ARPA report was also attached showing a balance of \$10,478,526.39 with no questions to Carter from that report.

### Agenda Item 6 - ARPA Sheriff Vehicles - \$281,445.00

Ms. Carter handed out an excel tracking report of all requested monies for expenses in the county departments. In yellow were the requests from the Sheriff for Deputy vehicles. Sheriff Hartshorn stated this amount is in the 2022-2023FY budget, but since is an allowed ARPA expense, would like to pay from ARPA. Upon the call of the roll, the following members voted yes, to wit: Steve Miller, Jerry Hawker, Craig Golden, Bruce Stark, Joe Eakle, Shelley McClain, Todd Johnson and Nancy O’Kane. 8 Present, 0 Absent. Motion passed.

### Agenda Item 7 – ARPA Circuit Clerk microfilm and shredding

This item has been postponed for discussion at the April finance meeting, so that Missy Quick could attend and explain in more detail.

### Agenda Item 8 – ARPA Vermilion County Building Projections

This item has been postponed for discussion at the April finance meeting, so that the RFP’s can be discussed. Donahue will continue to work on these for elevators, doors and windows at the Joseph G Cannon Building.

**Agenda Item 9 - ARPA – Allied Mechanical Service, Inc**

Hawker motioned, second by Bruce Stark to discuss. Chairman Baughn explained this is for the Health Department Air Handler system. Part of this has been paid via the Capital Fund, and this request is to pay the remaining \$29,019.45 from ARPA.

Upon the call of the roll the following members voted yes, to wit: Steve Miller, Jerry Hawker, Craig Golden, Bruce Stark, Joe Eakle, Shelly McClain, Todd Johnson and Nancy O’Kane. 8 yes, 0 absent. Motion passed.

**Agenda Item 9A – Landbank Update**

Hawker asked for an update on the ARPA request from Dr. Bieritz on Landbank. Bieritz explained that Landbank is working on lower income homes for roof repair/replacement. The goal is to get homes before they have to be demolished. Landbank is requesting \$575,000 from ARPA for this project, as well as for administration cost. It was decided to hold off on a vote from ARPA until all numbers are completed for the County Buildings expenses.

**Agenda Item 10 – Executive Session**

None

**Agenda Item 11 - Items of Information**

Finance Chairman Miller explained that the purchaser of 103 Chronkhite wants to rescind his offer. The deed has been sent back. Chairman Baughn stated that he will follow up with the city for them to continue their plans to tear down. Miller also informed all that Joseph G Cannon Day has been moved to May 5<sup>th</sup>. This is so that this event can be part of the First Friday downtown events.

**Agenda Item 12 – Adjournment**

Committee Chairman Steve Miller adjourned the meeting at 6:30 PM.

Minutes by: Cassy Carter, Vermilion County Financial Resources Director