



Finance Committee

Mike Harris – Chairman
James Carius Community Room
101 S. Capitol Street
Pekin, Illinois 61554

Tuesday, February 18, 2025

Immediately following Property Committee meeting

- I. Roll Call
- II. Approve the minutes of the January 21, 2025 meeting
- III. Public Comment
- IV. New Business

- | | |
|---------|--|
| F-25-08 | A. Recommend to approve budget transfer for Human Resources |
| F-25-09 | B. Recommend to approve bid for Budgeting and Capital Planning Software Solution |
| F-25-10 | C. Recommend to approve budget transfer for Community Development |
| F-25-11 | D. Recommend to approve budget transfer for Community Development |
| | E. Discussion: Tax Levy Process Overview |

- V. Unfinished Business
- VI. Reports and Communications
 - A. Revenue Update Report
 - B. Treasurer's Report
 - C. Public Safety Sales Tax Report

- VII. Recess

Members: Chairman Mike Harris, Vice-Chair Max Schneider, Joe Woodrow, Deene Milam, Eric Schmidgall, Kim Joesting, Russ Crawford, Dave Mingus, Nancy Proehl, Eric Stahl

Minutes pending committee approval



Finance Committee

Tazewell County Highway Department
Tuesday, January 21, 2025 – 4:38 p.m.

Committee Members Present: Chairman Mike Harris, Vice-Chair Max Schneider, Deene Milam, Eric Schmidgall, Kim Joesting, Dave Mingus, Nancy Proehl, Eric Stahl

Committee Members Absent: Bill Atkins, Russ Crawford, Joe Woodrow

Others Attending: Mike Deluhery, County Administrator

MOTION MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER JOESTING to approve the following minutes:

- September 1, 2006 Ad-Hoc Tax Subcommittee Meeting
- September 27, 2006 Ad-Hoc Tax Subcommittee Meeting
- October 13, 2006 Ad-Hoc Tax Subcommittee Meeting
- October 26, 2006 Ad-Hoc Tax Subcommittee Meeting
- May 20, 2008 Ad-Hoc Tax Subcommittee Meeting
- January 29, 2018 Ad-Hoc Budget Deficit Committee Meeting
- November 12, 2024 Finance Committee Meeting
- November 20, 2024 In-Place Finance Committee Meeting

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION
F-25-01

MOTION BY MEMBER STAHL, SECOND BY MEMBER SCHNEIDER to recommend to approve approve amendment to Devnet Contract for the Computer Assisted Mass Appraisal (CAMA) System for the Assessments Office

Administrator Deluhery stated that last year the board approved a new CAMA system and as part of that process, they had tried to implement it before the end of the year, but that did not happen. He stated that the current provider has completely pulled support for their website. He stated that the new CAMA system website portion will hopefully be implemented by the summer and then the full CAMA system later in the fall.

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

F-25-03

MOTION BY MEMBER SCHMIDGALL, SECOND BY MEMBER MINGUS to recommend to approve FY24 Budget Transfers for Elected Official Stipends

Finance Director Darcy stated that prior to FY24, the stipends from the state were given directly to the elected official. In FY24, the state started sending that stipend directly to the county, and the county cuts the check directly to the elected official. She stated that this was an unbudgeted revenue and expenditure for FY24 and this is going to correct that.

Member Stahl questioned if every county receives the same amount and Director Darcy confirmed that they do.

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

F-25-04

MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER STAHL to recommend to approve FY24 budget transfer for the County Clerk

Finance Director Darcy stated that this is related to the Knowink resolution that was passed in June of 2024. She stated that County Clerk Ackerman requested hiring Knowink to mail out ballots. She stated that in the proposal, Clerk Ackerman advised that he would require additional funding out of contingency and the board agreed. She stated that this is just the portion is just the amount that his budget would be over budget if we did not move it from contingency.

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

F-25-05

MOTION BY MEMBER PROEHL, SECOND BY MEMBER JOESTING to recommend to approve Board recognition of an increase in County Clerk budget for grant purposes

Finance Director Darcy stated that this is unbudgeted grant money received and spent.

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

F-25-06

MOTION BY MEMBER SCHNEIDER, SECOND BY MEMBER SCHMIDGALL to recommend to approve FY24 Budget Transfers - General Fund

Finance Director Darcy stated that they looked to see if there were any accounts that still needed transfers and these are the proposed transfers.

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

MOTION

F-25-07

MOTION BY MEMBER MINGUS, SECOND BY MEMBER JOESTING to recommend to approve FY24 Budget Transfers - Special Revenues Fund

On voice vote, **MOTION CARRIED UNANIMOUSLY.**

DISCUSSION: County Administrator Mike Deluhery stated that the Finance Office has the final budget books printed, so if anybody would like to pick one up, they are available.

RECESS

Chairman Harris recessed the meeting at 4:46 p.m.

(transcribed by S. Gulette)

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Finance Committee recommends to the County Board to authorize the following transfer:

- Transfer funds from:
 - \$2,495 100-600-5400 - Conference Registration (County Board)
 - \$5,677 100-600-5410 - Travel (County Board)
 - \$2,900 100-610-5179 - Awards & Incentives (County Administration)
 - \$9,350 100-610-5180 - Program Supplies (County Administration)
 - \$4,253 100-610-5400 - Conference Registration (County Administration)

- Transfer funds to:
 - \$24,675 100-612-5167 - Awards & Recognition (HR)

WHEREAS, the transfer of funds is needed for the cost of the years of service awards.

THEREFORE BE IT RESOLVED that the County Board approve the transfers of funds.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, the Treasurer, Human Resources Director, Finance Director, and the Auditor of this action.

PASSED THIS 26th DAY OF FEBRUARY, 2025.

ATTEST:

Tazewell County Clerk

Tazewell County Board Chairman

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County's Finance Committee recommends to the County Board to approve the bid for a county-wide Budget and Capital Planning Software Solution; and

WHEREAS, the following bids for Project #2025-F-01 were submitted for review: Turnpike Analyst, LLC, Euna Solutions, Inc., IGM Technology Corp., and PMWEB. Euna Solutions was deemed the best bid option with a one-time, base bid/software implementation cost of \$49,923 with a year 1 annual fee/license fee of \$48,242, year 2 annual fee/license fee of \$49,689, and year 3 annual fee/license fee of \$51,181; and

WHEREAS, the project was funded in the FY25 budget at \$50,000 for software and implementation costs in the Capital Improvement Plan - General Fund IT capital budget and \$50,000 for the annual license fee in the General Fund IT operating budget; and

WHEREAS, the cost of the Euna Solutions software solution includes:

- all costs to implement the cloud-based software including integration with the County's current accounting system, Abila MIP Fund Accounting, all of which will be overseen by a dedicated Project Manager and team,
- unlimited training and on-going support for all users of this user-friendly, intuitive interface,
- Personnel, Operating, and Capital budget modules which allow for detailed account level budgeting with multiple budget versions/scenarios, and
- Euna Budget Book Studio to create a user-friendly, interactive budget document including narratives, charts, and graphics resulting in a comprehensive, transparent budget book; and

WHEREAS, the Euna Solutions software will allow the County to eliminate the use of Excel spreadsheets which require double entry of budget data, assign and communicate work flow to the appropriate individual via assigned account-level security, create custom reports including on-line and PDF versions of our budget document, and easily view budget vs. actual financial results within the software via each department's custom dashboard. Users will be able create, submit, and approve budgets within the software; the system allows for attaching supporting documents and entering notes at the account level keeping all budget data within the system. Euna Solutions will save every County department time, eliminate errors, streamline the budget process, and always provide up-to-date information; and

WHEREAS, the County Administrator recommends approving the bid and is authorized to move forward with the project as submitted.

THEREFORE BE IT RESOLVED that the County Board approve this recommendation.

BE IT FURTHER RESOLVED that the County Clerk notifies the County Board Office, Finance, and the Auditor of this action.

PASSED THIS 26th DAY OF FEBRUARY 2025

ATTEST:

County Clerk

County Board Chairman

Tazewell County

Project # 2025-F-01
 Budget and Capital Planning
 Software Solution

01.28.2025 @ 2:00 p.m.

Bidder:	TurnPikeAnalyst LLC	Euna Solutions, Inc	IGM Technology Corp.	PMWEB
Date/Time Received:	01.27.2025 @ 11:38 a.m	01.28.2025 @ 8:52 a.m.	01.28.2025 @ 9:22 a.m.	01.28.2025 @ 9:22 a.m.
Base Bid/Software Implementation Fee: Total cost to complete the project scope as specified - one time only cost	None stated	\$49,923	\$34,000	\$50,000
Annual Fee/License Fee: Year 1 Year 2 Year 3	Year 1: \$22,000 Year 2: \$25,000 Year 3: \$27,000	Year 1: \$48,242 Year 2: \$49,689 Year 3: \$51,181	Year 1: \$46,500 Year 2: \$48,825 Year 3: \$51,266	Year 1: \$48,500 Year 2: \$48,500 Year 3: \$48,500
Products and services included in proposal:	OpenGov Budgeting & Planning Software, Training, 4 weeks-Post-Go-Live Support	Euna Budget Professional (Questica) Operating License Seats - Unlimited Capital License Seats - Unlimited OpenBook Transparency & Budget Book Studio	Gravity Budgeting Planning (Operational, Personnel and Capital Planning, Budget Book Automation, 6 Dashboards, Direct Connection with ERP)	Please see the PMWeb Saas Estimate for details
Term of agreement: Timeframe covered under proposal	3 Years	Annual subscription is based on a 3-year term		3 Years
Optional Cost/Considerations: Costs for alternative projects/adjustments to the scope:	Advanced Analytics Module: \$5,000	No other options	Gravity Open Data Transparency: Optional add on \$3,000 Annual Fee, \$4,000 Implementation	increases outside of the initial term agreement are either 5% or based on the Consumer Price Index (CPI) plus 2% whichever is greater
Cost for work outside the scope, if applicable (i.e. cost/hour):	\$150/hour	\$225/hr	N/A	Mixed rate \$250 an hour
List any products and/or services specifically NOT included in the proposal:	Hardware procurement, IT Infrastructure, Upgrades	Euna Solutions has multiple solutions outside of budgeting which includes: - Procurement - Payments - Grants		
Other:		N/A		
Start date:	February 5, 2025	March 1, 2025	March 1, 2025	To be determined after award of contract
Time to Complete:	10 Weeks	Estimated 4-6 months which is based on customer's available resources. Can be implemented as fast as the customer requires - schedule will be determined with Tazewell County	100 days	To be determined after award of contract

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County’s Finance Committee recommends to the County Board to authorize the following budget transfer for Community Development:

- Transfer \$1250.00 from Seed Line Item (100-615-5166) to Chemicals Line Item (100-615-5164)

WHEREAS, the transfer of funds is needed to cover the increased cost of pre-paid chemicals for operations of the County Farm.

THEREFORE BE IT RESOLVED that the County Board approve the transfer of funds.

BE IT FURTHER RESOLVED THAT THE County Clerk notified the County Board Office, Community Development, the Treasurer and the Auditor of this action.

PASSED THIS 26TH DAY OF FEBRUARY 2025

ATTEST:

TAZEWELL COUNTY CLERK

TAZEWELL COUNTY BOARD CHAIRMAN



**COUNTY OF TAZEWELL
COMMUNITY DEVELOPMENT DEPARTMENT**

Jaclynn Workman, Administrator

11 South 4th Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 / Email: zoning@tazewell-il.gov

TO: Chairman Harris and Finance Committee
FROM: Jaclynn Workman, Administrator
DATE: February 12th, 2025
SUBJECT: Transfer

A transfer will be needed to cover the increased cost of our pre-paid chemicals for the County Farm. If the cost is less than what is requested for pre-pay, we will be issued a refund later in the year. Seed has come in a little under budget in the last couple of years, allowing minor adjustments as needed to cover costs such as this. It is not anticipated that seed costs will significantly increase this year and therefore the transfer will not negatively impact this line.

Please feel free to contact me at your convenience if you have further questions.

JW

11 South Fourth Street ~ McKenzie Building ~ Suite 400 ~ Pekin, Illinois 61554
Phone: (309) 477-2235 ~ Fax: (309) 477-2358 ~ E-Mail: jworkman@tazewell-il.gov

COMMITTEE REPORT

Mr. Chairman and Members of the Tazewell County Board:

Your Finance Committee has considered the following RESOLUTION and recommends that it be adopted by the Board:

RESOLUTION

WHEREAS, the County’s Finance Committee recommends to the County board to authorize the following budget transfer for Community Development:

- Transfer \$1720.00 from Training and Education - Travel (100-300-5410) to Training and Education - Registration (100-300-5400)

WHEREAS, the transfer of funds is requested to cover the cost of online training and certification for staff, no travel required.

THEREFORE BE IT RESOLVED that the County Board approve the transfer of funds.

BE IT FURTHER RESOLVED THAT THE County Clerk notified the County Board Office, Community Development, the Treasurer and the Auditor of this action.

PASSED THIS 26TH DAY OF FEBRUARY 2025

ATTEST:

TAZEWELL COUNTY CLERK

TAZEWELL COUNTY BOARD CHAIRMAN



**COUNTY OF TAZEWELL
COMMUNITY DEVELOPMENT DEPARTMENT**

Jaclynn Workman, Administrator

11 South 4th Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 / Email: zoning@tazewell-il.gov

TO: Chairman Harris and Finance Committee
FROM: Jaclynn Workman, Administrator
DATE: February 12th, 2025
SUBJECT: Transfer

A transfer is being requested from the Training and Education – Travel Line (100-300-5410) to the Training and Education – Registration Line (100-615-5164) to cover the cost of online training for staff, no travel expense. The training will include continued education credits for staff with existing certifications, training and testing for staff seeking new certifications.

Please feel free to contact me at your convenience if you have further questions.

JW

11 South Fourth Street ~ McKenzie Building ~ Suite 400 ~ Pekin, Illinois 61554
Phone: (309) 477-2235 ~ Fax: (309) 477-2358 ~ E-Mail: jworkman@tazewell-il.gov