# COMMITTEE REPORT

**COMMITTEE:** **Executive Committee Meeting**
**CHAIRPERSON:** **John Creighton**
**DATE/TIME:** **January 7, 2024 at 6:30 pm**

**PRESENT:**

☒ John Creighton, Chair ☒ John Grizzoffi ☒ Diane Gallagher ☒ Lynn Gallagher
☒ LaDon Trost, Vice Chair ☒ Dianne Allendorf ☒ Michael Holt ☒ John Schultz
☒ John Lang

A quorum was established.

Other Board Members: Joseph Heitkamp, Daisha Boehm, Michael Dittmar and Jacob Ambrosia.

Others: Angela Kaiser, Craig Ketelsen and Melisa Hammer. Joe Heitkamp, Daisha Boehm, Jacob Ambrosia, Steve Keeffer, Laura Edmonds, Dana Timmerman, Sandra Schleicher, Tammy Cahill and Tessa Moore appeared via Zoom.

1. **Minutes Approval**

   a) Minutes of the November 4, 2024 Executive Committee meeting – **Schultz made a motion to approve the minutes of the November 4, 2024 Executive Committee meeting. Seconded by Allendorf and motion passed.**

2. **Citizens' Comments –** County Treasurer Melisa Hammer addressed concerns she had with the Resolution to assign payroll duties to the County Administrator's office. Trost requested she save her comments for the discussion under New Business.

3. **Unfinished Business**

   a) Discussion and possible action to recommend approval on FY2023/FY2024 Strategic Goals and Plans created for the Executive Committee – The Goals and Plans were briefly reviewed.

   b) Update on Jo Daviess County FOIA requests – The Committee reviewed the December 2024 FOIA Requests.

   c) Courthouse Project Update and possible recommendation – Kaiser presented a detailed update on the Courthouse Renovation Project. Everything is on track for completion by the end of September 2025. She went through the financials regarding the Renovation Project and informed the Executive Committee members that if all goes as planned, the costs incurred will be very close to the budgeted amount of the project.

4. **New Business**

   a) Discussion and possible action to recommend approval of a Resolution to Assign Employee Payroll and Benefit Administration Responsibilities to the Administrator's Office – Administrator Kaiser explained the reasoning for the Resolution being presented for approval. County Clerk Dana Timmerman is supportive of the change. This will allow Timmerman to eliminate an open position in her office, providing her more time to devote to the important duties in the department like elections, tax, extension, accounts payable, etc. The change will also allow Kaiser to justify the open position in her office, because to this point, she hasn't felt she could. It would be beneficial to the County, while saving money overall; additionally, the position in Administration is already in the approved FY25 budget. Hammer joined the discussion. She provided the members with handouts; her concern is the addition of owner/signers on the bank accounts. Currently, there are two. This would add an additional person and she feels it should not be done. Kaiser pointed out that the County of Jo Daviess is the sole owner and that Hammer is only the custodian of the account, while other individuals would be authorized signers. Much discussion ensued. **L. Gallagher made a motion to recommend approval of a Resolution to Assign Employee Payroll and Benefit Administration Responsibilities to the Administrator's Office. Seconded by Allendorf and motion carried following a roll call vote resulting in 8 Ayes and 1 Nay. Ayes – Creighton, D. Gallagher, Grizzoffi, Trost, Holt, Allendorf, L. Gallagher and Schultz. Nays – Lang.**

b) <u>Discussion and possible action to recommend approval of a Resolution to Authorize FY2025 loans to the Transit Fund (071) from the Contingency Fund (016)</u> – Because of the delay on the state processing reimbursements, Transit was low on funding. As of the time of the meeting, reimbursement had been received, however, the Committee decided to entertain the idea of making the recommendation in the event this issue should happen in the future. Nicole Hermsen, Transit Director/PCOM, updated the Committee on how fares adversely affect their reimbursement requests and how contracts positively affect them. **Lang made a motion to recommend approval of a Resolution to Authorize FY2025 loans to the Transit Fund (071) from the Contingency Fund (016). Seconded by D. Gallagher.** After more discussion, **Lang made a motion to amend the original motion to include a maximum loan amount of $30,000.00 to the Resolution. Seconded by D. Gallagher. The amendment passed by a roll call vote. The amended motion passed by a roll call vote.**

c) <u>Discussion and possible action to recommend acceptance of a lease termination letter from the Louis Timp Trust for the property located at 9816 US Highway 20 W, Galena, Illinois</u> – **Schultz made a motion to recommend acceptance of a lease termination letter from the Louis Timp Trust for the property located at 9816 US Highway 20 W, Galena, Illinois. Seconded by Lang and motion carried by voice vote.**

d) <u>Discussion and possible action to recommend approval of a commercial lease agreement between Jo Daviess County and Louie's Trenching Service, Inc. for the property located at 9816 US Highway 20 W, Galena, Illinois, effective January 1, 2025 through December 31, 2025</u> – The new agreement with Louie's Trenching Service is identical to the previous agreement with the Louis Timp Trust, other than the ownership information. **Schultz made a motion to recommend approval of a commercial lease agreement between Jo Daviess County and Louie's Trenching Service, Inc. for the property located at 9816 US Highway 20 W, Galena, Illinois, effective January 1, 2025 through December 31, 2025. Seconded by D. Gallagher and the motion carried by voice vote.**

e) <u>Discussion and possible action on 6 Commercial Drive, Hanover, Illinois</u> – There was a recent discovery of non-toxic mold in the building. Serv-Pro was contracted to do an assessment and returned the opinion that mitigation can wait until such time as items are ready to be moved back into the Courthouse following the renovation. The testing was $1,200.00 and staff from the Highway department installed a cover on the crawlspace opening and a weather-strip sealed door to lock the moisture in the crawlspace, along with two new dehumidifiers. Kaiser asked for permission to pay for the estimated $2,200.00 in costs associated with the discovery from the Contingency Fund (016). County Engineer Steve Keeffer also gave an overview of his assessment.

There was more discussion. **Holt made a motion to approve costs associated with mold remediation at 6 Commercial Drive in Hanover in the amount of $2,264.38 to be paid from the Contingency Fund (016). Seconded by Grizzoffi and motion carried following a voice vote resulting in all Ayes.**

f) Discussion and possible action to recommend amending P2024-2 County Board Per Diem/Mileage Allowance – **Schultz made a motion to recommend amending P2024-2, County Board Per Diem/Mileage Allowance to $75.00 per meeting and to match the yearly IRS standard mileage rate on January 1st of each year, rounding down to a whole cent, when necessary. Seconded by Lang and motion carried following a voice vote resulting in all Ayes.**

g) Discussion on IACBM Professional Leadership Training on Thursday, January 23, 2025 in Springfield – There was no action on this item, however, much discussion was held regarding professional leadership training in Springfield. Kaiser was tasked with making reservations for those who would like to attend.

h) Discussion and possible action to recommend approval of additional employer benefit expense from the Contingency Fund (016) not to exceed $25,461.00 for a FY2025 Sheriff's Recruitment & Retention grant – Sheriff Ketelsen reported on the Sheriff's Recruitment & Retention grant. The total grant request is $26,568.00. This grant opened in the last week of November and is fully funded, to be used for retention and recruitment initiatives. One, as an incentive to retain sworn officers in exchange for a 12 or 24-month employment commitment and two, if awarded, would be $7,000.00 for a production company to create a video highlighting the Sheriff's office and everything they have to offer. The recruitment video would be marketed to target specific areas in the hopes of drawing interested recruits. His issue is that the awarded grant funds would be given to employees in a lump sum, which must be treated as income, therefore subject to withholding tax. Ketelsen is requesting additional funding to cover FICA, Medicare and SLEP costs associated with the payments, in the event that portion of the grant is not fully funded. He is losing officers this year to retirement and due to attractive signing bonuses at the state level, he's had three deputies that have expressed interest in moving on. **L. Gallagher made a motion to approve an additional employer benefit expense from the Contingency Fund (016) not to exceed $26,568.00 for a FY2025 Sheriff's Recruitment & Retention grant. Seconded by Lang and motion carried following a voice vote resulting in all Ayes.**

5. **Closed Session –** None.

6. **Possible action as result of a closed session** – None.

7. **Staff Reports**

a) County Administrator – Kaiser gave a more detailed report during the Courthouse discussion. She reported on things that have transpired in the last month. She briefly mentioned the Blackjack Watershed Project. Kaiser has made contact with Representative McCombie and Senator Chesney's offices for them to join a Legislative Committee meeting. Chesney will be attending the January meeting. McCombie had a prior commitment, but asked for a schedule of the meetings so she can make time to attend one soon. 2024 CodeRED invoices were billed to the municipalities and those payments are currently being received. Lastly, Kaiser addressed the Courthouse Bond Payment Fund; the FY2025 budget needed to be amended to allow for a pre-payment situation to get us past the December 1st due date each year. Although the December 1, 2024 bond payment was postdated and sent early, in order to make the payment on time, it had to be at the bank by November 27, 2024 and because of this, the check cleared before December 1st. This required us to book the payment back to the FY2024 budget, which will show up as an over budget notation for FY2024, but should not be considered a finding. The unintended benefit of this mistake eliminated the need to amend the FY2025 budget, so it has been resolved on its own. Going forward, the Courthouse Bond Payment Fund (089) will have the correct amount budgeted for the timely bi-annual payments.

**8. Summary of Committee Activities**

a) Diane Allendorf – Law Enforcement & Courts Committee – Allendorf reported that Law & Courts has not met this year.

b) Lynn Gallagher – Social & Environmental Committee, Ad-Hoc Mental Health Committee – L. Gallagher reported that both of the committees she chairs have not met this year.

c) John Lang – Legislative Committee – Lang reported they will have Senator Chesney attend their next meeting and that Representative McCombie can come after February.

d) John Grizzoffi – Public Works Committee – Grizzoffi reported that Public Works has not met this year.

e) Michael Holt – Information & Communications Technology Committee – Holt reported that ICTC has not met this year.

f) John Schultz – Finance, Tax & Budgets Committee – Schultz had nothing to report.

g) Diane Gallagher – Development & Planning Committee – D. Gallagher reported that in December, incentive programs and home loan programs were discussed. Schultz reported a couple of members recently visited S&K Packaging in East Dubuque. It was an enjoyable tour.

**9. Citizens' Comments** – None.

**10. Board Member Concerns –** Allendorf stressed that they really need to keep an eye on Transit's finances. The contracts and fares need to be addressed. She also commented that Hermsen has been doing a great job since she has been with the County. L. Gallagher spoke about the Executive Committee meeting schedule and asked the members to entertain the idea of changing the time or day of the monthly meetings. Trost suggested adding the item to the County Board agenda. Kaiser suggested it be added to the agenda as an action item, not a recommendation. D. Gallagher appreciated those who went on the tour of S&K Packaging. She said that helping business helps our community and employees. She thanked the Sheriff for the information he gave on the Sheriff's Recruitment and Retention grant earlier in the meeting.

**11. Adjourn**

The next meeting of the Executive Committee is scheduled for Tuesday, February 4, 2025 at 6:30 p.m.

**The meeting adjourned at 8:49 p.m. following a motion made by Schultz. Seconded by Allendorf and the motion carried by voice vote.**