COMMITTEE REPORT

COMMITTEE: **Executive Committee Meeting**
CHAIRPERSON: **John Lang, Chairperson**
DATE/TIME: **March 6, 2023 at 6:30 pm**

PRESENT:

☒ John Lang
☒ LaDon Trost
☒ Dianne Allendorf
☒ John Creighton
☒ Diane Gallagher
☒ Don Zillig (6:39 pm)
☒ Steve McIntyre
☒ John Schultz

A quorum was established.

Other Board Members: None.

Others: Melisa Hammer and Scott Toot

1. Minutes Approval

a) Minutes of the February 7, 2023 Executive Committee meeting – **Steve McIntyre made a motion to approve the minutes of the February 7, 2023 Executive Committee meeting. Seconded by John Schultz and motion carried by voice vote.**

2. Citizens' Comments – None.

3. Unfinished Business

a) FY2022 Strategic Goals and Plans – Update status – The committee reviewed their strategic goals and plans. There was nothing to update at this time. Scott Toot commented that we have reserved the Elizabeth Community Building in May for the upcoming County Board retreat. Steve McIntyre commented that it is interesting that the goals state relocate the courthouse or build a new courthouse and we are going a totally different direction with the renovation.

b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.

c) Compensation Plan Update – Scott Toot reported that the position descriptions were due in his office today. A couple people asked for an extension to get these done. They will be assembled and sent to each person on the Personnel Review Committee, then we will meet in a couple of weeks for the first of a series of meetings. Toot doesn't think we will get this all done in one meeting. Toot has told everybody that the decision has been made by the County Board and we need to let the Personnel Review Committee do their work and everybody be professional and get on with the job so we get this completed so we can then have it evaluated for compensation. This will involve only the placement of the position descriptions and the placement on our scale. Toot did speak with Wipfli when they were here for the audit and they do compensation studies. The plan is at this point since it is likely be less than $20,000 is to have Wipfli do the compensation study.

d) Courthouse Project Update – John Lang commented that at the last meeting we took a tour of some of the unknown spots of the Courthouse. LaDon Trost and Scott Toot have been appointed as the committee point person that the architects will deal with on questions on a day to day basis. Scott Toot added that he and Trost met with Shive-Hattery two weeks ago. They provided us with a timeline of what they anticipate when things will occur. In the meantime Toot has talked to Baird on a couple of occasions and then we had a phone call with Chapman & Cutler, the bonding attorneys. We will have another Zoom call with Baird and Chapman & Cutler. There has been a lot going on with it right now. They anticipate that if approval is made of everything that the March, April and May County Board meetings would handle the bonding and Chapman & Cutler is going to advise us on the steps and what needs to be done. They anticipate that we would receive the amount of the bonding, $10 million, in the summer. Toot has multiple questions still for Chapman & Cutler. As far as Chapman & Cutler goes, Mark Moran from the City of Galena, they have used them on multiple occasions for bonding issues. They have had good luck with Chapman & Cutler. They seem very competent; that's their specialty. Toot was impressed with what they had to say. Under this plan it would be a two year project. The plans that they have produced so far are only about 5% of what the architects would need to do. Toot is sure there will be disruption; it is just what one would have to deal with a project like this. He hasn't had any department heads, elected officials or employees come to him with concerns about the disruption. John Creighton expressed his concerns about spending $16-$17 million dollars here. He does believe there is a viable lower cost alternative to move the personnel that we can out of this building and free up some space. He does understand that there is maintenance that needs to be done to this building. To move ahead with a project that we do not know what is maintenance and what is construction is astonishing to him. Creighton firmly believes you could totally remodel that building in Hanover for a couple million dollars and move the departments that you can legally move down there and alleviate the space concerns. Toot explained that essentially the inside of the building will be gutted and you will have a new building inside. As opposed to the current configuration now. The preliminary plans show that also.

4. New Business

a) Discussion and possible action on P2017-1 Fixed Asset Management Policy– Melisa Hammer explained that she discussed with the auditors the fixed assets that we do at this point. It is a very detailed information and it is very difficult to maintain so she asked them what other County's did. Hammer was told that we are the only County that does their own fixed asset policy. She asked how other people did this and they said that they paid the auditors to do the asset policy. Hammer asked what it would cost to have them do it compared to us doing it. They said they thought it would cost around $1000 more for the audit for them to do this. That would save numerous hours of numerous individuals in the County's time in doing this. Hammer believes it would be well worth the $1,000 because we are currently paying a maintenance fee for the program that we use of $456 a year so that would cover half of the cost right there and it would save many hours of work for the employees which would be well over the $500 needed to pay for that. Hammer would like to see us to have the auditors do this fixed assets and by doing that we would have to look at our fixed asset policy and possibly make some changes in that stating the change in the process. It wouldn't be this year; it wouldn't be until next year's management letter for the audit and asking them to give us a price on that. **John Schultz made a motion to review P2017-1 Fixed Asset Management Policy. Seconded by Don Zillig and motion carried following a voice vote resulting in 7 ayes and 0 nays. Ayes – 7: John Lang, LaDon Trost, Dianne Allendorf, John Creighton, Steve McIntyre, John Schultz and Don Zillig. Nays – 0 Absent - 1: Diane Gallagher. John Schultz amended the motion to review P2017-1 Fixed Asset Management Policy with the intent of removing things in the policy that the auditors should perform in the future and leave in the policy the things that the County needs to perform in this policy. Seconded by Don Zillig and motion carried following a voice vote resulting in 7 ayes and 0 nays.**

5. Closed Session –

Steve McIntyre made a motion to enter into closed session at 7:08 p.m. for the Purchase/lease property section 2(c) 5 *"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired."* **Topic of discussion: Purchase of property, Galena, IL and Closed session minutes section 2(c)21** *"Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.* **Topic of discussion: The review of closed session minutes. Seconded by John Schultz and motion carried.**

At 7:42 p.m., Don Zillig made a motion to reconvene to open session. Seconded by Diane Gallagher. Roll call vote resulted in all ayes and motion carried.

6. **Possible action as a result of closed session** –

   a) **Dianne Allendorf made a motion to open the County Board Closed Session minutes from January 14, 2014. Seconded by Steve McIntyre and the motion carried by voice vote.**

   b) **Dianne Allendorf made a motion to open the Executive Committee Closed Session minutes from February 3, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   c) **Dianne Allendorf made a motion to remain closed the Executive Committee Closed Session minutes from March 31, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   d) **Dianne Allendorf made a motion to remain closed the County Board Closed Session minutes from May 13, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   e) **Dianne Allendorf made a motion to open the County Board Closed Session minutes from June 10, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   f) **Dianne Allendorf made a motion to open the County Board Closed Session minutes from July 8, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   g) **Dianne Allendorf made a motion to remain closed the County Board Closed Session minutes from October 14, 2014. Seconded by John Schultz and the motion carried by voice vote.**

   h) **Dianne Allendorf made a motion to open the County Board Closed Session minutes from February 10, 2015. Seconded by John Schultz and the motion carried by voice vote.**

   i) **Dianne Allendorf made a motion to open the County Board Closed Session minutes from April 13, 2015. Seconded by John Schultz and the motion carried by voice vote.**

   j) **Dianne Allendorf made a motion to remain closed the County Board Closed Session minutes from May 12, 2015. Seconded by John Schultz and the motion carried by voice vote.**

7. **Staff Reports**

   a) County Clerk/Recorder – Angela Kaiser, County Clerk & Recorder, was not in attendance.

   b) County Administrator – Scott Toot, County Administrator, reported that he did some estimates for fund balance and where we will be at the end of the year based on the financials and the trial balance from the auditors. Toot will send those to the committee. The auditors were here for three days last week. Toot felt things went smoothly. The Animal Control Fund did go over budget; we knew that. Melisa Hammer was concerned that would be a finding, but it will not be a finding. It will be a note for that fund. Toot explained to the committee the reasons why this fund went over budget.

8. Summary of Committee Activities

a) John Creighton: Public Works Committee discussed the cemetery at the Poor Farm. It is completely overgrown with trees, markers are all on the ground. Nobody kept track of where anyone is buried. LaDon Trost suggested getting a mass marker. Winnebago County has a similar plot. It would recognize everyone as tastefully as possible. We are going to do some peripheral tree trimming because the overgrown trees are falling on the neighbor's property. Clearing the lot is really not an option because we don't really know how deep these people are buried. You start digging up trees and uproot somebody then you really have a problem. We are moving ahead with the equipment purchasing cooperative so that Steve Keeffer can find some equipment. At the request of a couple of township officials he told them that we would temporarily put our ATV ordinance on the table and allow the state to do their thing. There are two bills being tracked right now - SB2141 and HB9242. There is a wind farm meeting in Lena tomorrow night that Creighton will be attending. He is hoping they tell us that the PJM interconnect has been finally approved. This is going to be $250 million of assessed valuation wherever this wind project lands and Creighton will do anything in his power to make sure it is in Jo Daviess County.

b) John Schultz: Finance Committee did not have a meeting this past month.

c) Don Zillig: Law Enforcement & Courts Committee discussed radios for the Sheriff's office. Between what is budgeted and grant money it should pay for itself. We have a lot of new committee members who are getting involved and Zillig is very happy with the committee.

d) Diane Gallagher: Development & Planning Committee had a report in the packet. The major topic was looking at the proposals that were turned in as a result of the RFP for the Comprehensive Plan update. The recommendation from the committee was to accept the MSA proposal with a base cost of $34,500. Adding the additional options would bring the total cost to $48,150. Gallagher asked for volunteers for the Manufacturing Day on March 15th. There will be 305 students participating. The Elizabeth Business Hub will be allowing people to come in and have an offsite office location. The promotion of County Transit Services and the CodeRed program went very well as part of the Galena Territory Annual Meeting. They had a big turnout. A lot of people were very happy with receiving the booklet that Angie Kaiser has handed out in the County Clerk's office.

e) John Lang: Legislative Committee will be meeting on Thursday. Lang has been trying to track a number of bills that he is going to go over. LaDon Trost shared that he received a text from Senator Chesney about the UTV bill. The bill is unlikely to go anywhere in its current form. They are using it as a starting point for discussing. He is hoping to get a hearing and see how it goes. Lang added the more support we put on it will help this case when he goes up in front of the committee.

f) Steve McIntyre: Information & Communications Technology Committee did not met this month.

g) Dianne Allendorf: Social & Environmental Committee did not meet due to the weather and will meet next week.

9. Citizens' Comments – Scott Toot commented to pay close attention to SB1818. He has asked Senator Chesney to oppose it and will probably write a letter to the editor, but they want to create a commission to redesign the state flag. Toot is appalled by this. This has been our flag for 108 years. There is nothing wrong with that flag and it is not controversial.

10. Board Member Concerns – Diane Gallagher commented that there is going to be a lot of controversy in the candidate's forum in the City of Galena and some of the comments people made before entering that fit us as well. They were really concerned about the extra 1% tax in the City of Galena and at the meeting there was a gentleman that had a lot to say about our advisory referendum. We are staying on the right path but always thinking carefully about spending resident's money.

The meeting adjourned at 8:18 p.m. following a motion made by Steve McIntyre. Seconded by John Schultz and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, April 4, 2023 at 6:30 p.m.