

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: John Creighton
DATE/TIME: April 1, 2025 at 6:30 p.m.

COMMITTEE MEMBERS PRESENT: Dianne Allendorf, John Creighton, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Michael Holt, John Lang, John Schultz, and LaDon Trost. A quorum was established.

OTHER BOARD MEMBERS PRESENT: Joseph Heitkamp and Jacob Ambrosia.

OTHERS PRESENT: Angela Kaiser, Nicole Hermsen, and Dylan Oppold.

1. Call to Order: Chairperson Creighton called the meeting to order at 6:30 p.m.

2. Minutes Approval:

- a) Minutes of the March 3, 2025 Executive Committee meeting – Grizzoffi/Schultz made a motion to approve the minutes of the March 3, 2025 Executive Committee meeting. The motion carried by voice vote.

3. Citizens' Comments: None.

3. Unfinished Business:

- a) FY2023/FY2024 Strategic Goals and Plans – The members reviewed the goals and plans and discussed potential goals for the upcoming County Board retreat as follows: Develop a plan for additional parking at the Courthouse; create a five-year capital plan.
- b) Update on Jo Daviess County FOIA Requests – The committee reviewed the FOIA request log for the months of March. They asked Dylan Oppold for clarification on a request regarding Mitchell road.

4. New Business:

- a) Discussion and possible action to recommend amending the EMA Coordinator position description as presented: FLSA status from non-exempt to exempt (Recommended by the Personnel Review Committee meeting held on March 24, 2025) – Schultz asked for clarification of the difference between exempt and non-exempt. This position fits more of the Administrative exemption. **Lang/Schultz made a motion to recommend amending the EMA Coordinator position description as presented: FLSA status from non-exempt to exempt. The motion carried by voice vote.**
- b) Discussion and possible action to recommend amending the Chief Deputy County Clerk position description as presented: Removing payroll and benefits duties (Recommended by the Personnel Review Committee meeting held on March 24, 2025) – Schultz confirmed these duty changes were reflected in the next agenda item. **L. Gallagher/Allendorf made a motion to recommend amending the Chief Deputy County Clerk position description as presented: Removing payroll and benefits duties. The motion carried by voice vote.**
- c) Discussion and possible action to recommend amending the Financial Administrative Manager position description as presented: Adding payroll and benefits duties, a title change to "Financial Payroll Manager", a grade change from 9 to 10, and a FLSA status from non-exempt to exempt (Recommended by the Personnel Review Committee meeting held on March 24, 2025) – Kaiser explained the change from non-exempt to exempt is an Administrative exemption as the position is now handling confidential personnel information and exercising independent judgement. **Allendorf/Grizzoffi made a motion to recommend**

amending the Financial Administrative Manager position description as presented: Adding payroll and benefits duties, a title change to "Financial Payroll Manager", a grade change from 9 to 10, and a FLSA status from non-exempt to exempt. The motion carried by voice vote.

- d) Discussion and possible action to recommend amending the Assistant County Engineer position description as presented: Adding more road project management duties, a title change to "Highway Manager", and a grade change from 12 to 14 (Recommended by the Personnel Review Committee meeting held on March 24, 2025) – Dylan Oppold asked the committee to consider changing the title recommendation from Highway Manager” to “Working Foreman” to better align with the position’s job duties and responsibilities, which he briefly outlined. **Holt/Schultz made a motion to recommend amending the Assistant County Engineer position description as presented: Adding more road project management duties, a title change to "Working Foreman", and a grade change from 12 to 14. The motion carried by voice vote.**
- e) Discussion and possible action to recommend amending P2024-3 Non-Represented Employee Classification/Compensation Plan to reflect pay scale changes as presented (Recommended by the Personnel Review Committee meeting held on March 24, 2025) – **Grizzoffi/L. Gallagher made a motion to recommend amending P2024-3 Non-Represented Employee Classification/Compensation Plan to reflect pay scale changes as presented. The motion carried by voice vote.**
- f) Discussion and possible action to recommend the approval of a First Time Homebuyer Loan application for Drake Oppold, Stockton – **Allendorf/L. Gallagher made a motion to recommend the approval of a First Time Homebuyer Loan application for Drake Oppold, Stockton in the amount of \$7,500 for a term of five years. The motion carried by voice vote.**

5. Closed Session: None.

6. Possible Action as a Result of Closed Session: None

7. Staff Reports:

- a) County Administrator – Angela Kaiser – Kaiser asked the committee how they wanted to receive their monthly information. A written report in the packet can be done, but won’t be as updated as a verbal report on the night of the meeting. It was decided that verbal talking points will be given, with a written report distributed to members during the meeting. The draft audit has been received and reviewed. Kaiser submitted the written MD&A (Management Discussion & Analysis) to the auditors for the final document, along with some text corrections. Updated the committee on meetings with Brad Petersburg regarding a project idea he is working on that focuses on watershed prep work, workforce housing, and possible residential areas that would require a road. More information to come in the future. Asked the committee if they wanted to reduce members of the Personnel Review Committee from twelve to eleven and it was indicated they would. Confirmed with the State’s Attorney that at the committee level, discussion can and should take place before a motion to recommend is made, unlike County Board, where there must be a motion on the table to discuss. Highway workers assessed the Poor Farm Cemetery to plan how best to start clearing the brush and trees. This will take some time to accomplish. Kaiser provided the committee with the most recent financials regarding the Courthouse project. Without April invoices, total hard construction costs is \$6,363,125, soft constructions costs is \$1,051,732, and soft project costs is \$2,078,487, totaling \$9,493,344. Change orders include courthouse audiovisual work (excluding courtrooms), which had an original budgeted amount, but no contract until now,

so it will be treated as a change instead of a new contract. That brings the current change order total is \$292,242, but is waiting on estimates for three additional changes. She would like to add vacuuming the attic as a change order and resurfacing the Meeker street parking lot, as it was failing before the project and is now destroyed. She estimates the need for increasing the budget for hard and soft construction costs by \$200,000 and soft project budget by \$462,500 for a total of \$662,500. This represents a 3.8% increase from the original project budget.

8. **Citizens' Comments:** Jake Ambrosia thinks all committee goals should include cutting operational budgets by 10%.
9. **Committee Member Concerns:** Holt reported the IT committee discussed the mobile device policy at length and have postponed making any recommendations to their next meeting. He also discussed boardroom technology and the county's paperless packet policy. Options include members bringing their laptops to every meeting or shared table monitors that would reflect the packet, but content would be controlled by one person. L. Gallagher would like the county to provide closed captioning for streamed meetings. Allendorf talked about Galena's plan for celebrating their bi-centennial in 2026. There will be monthly events starting in January and she would like members to think about joining the community in celebrating, perhaps something pertaining to the new courthouse, but is open to suggestions and ideas.
10. **Adjourn:** Lang/Schultz made a motion to adjourn at 7:19 p.m. The motion carried by voice vote.

The next regular meeting will be held on Monday, May 5, 2025 at 6:30 p.m.