

COMMITTEE REPORT

COMMITTEE: Executive Committee Meeting
CHAIRPERSON: John Lang, Chairperson
DATE/TIME: August 3, 2021 @ 6:30 pm

PRESENT:

☒ John Lang
☒ Don Hill
☐ Bill Bingham

☒ Diane Gallagher
☒ John Korth
☒ John Schultz

☒ LaDon Trost

A quorum was established.

Other Board Members: None.

Others: Scott Toot and Angela Kaiser.

1. Minutes Approval

- a) Minutes of the July 6, 2021 Executive Committee meeting – **John Schultz made a motion to approve the July 6, 2021 Executive Committee meeting minutes as presented. Seconded by Diane Gallagher and the motion carried by voice vote.**

2. Citizens' Comments – None.

3. Unfinished Business

- a) FY2021/FY2022 Strategic Goals and Plans – Nothing to report at this time.
- b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Nothing to report at this time.
- c) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- d) Update of Jo Daviess County Special Service Area Commissions – County Administrator Scott Toot said a meeting would need to be set for the EMS agencies to present their budget requests for FY2022.
- e) Discussion and possible action on County Board Compensation Plan – The committee had a lengthy discussion regarding possible compensation plans County Board Chair and Vice-Chair and committee chairs and for County Board member meeting per diem. The general consensus was the County Board Chair salary was currently low and they would like to see that raised. The merit of having a three tiered schedule increase over the course of the 10 years was also discussed. The committee declined to make a recommendation at this time, instead wanting it to be discussed with all board members.

4. New Business

- a) Discussion and possible action on a Letter of Support for Village of Warren Termination Date Extension Request – County Administrator Scott Toot started the discussion by explaining the Village of Warren's desire to extend the life of their TIF district. County Clerk Angela Kaiser provided the committee with the Jo Daviess County 2020 property tax amount that went to the Village of Warren TIF district. The committee indicated if the Village has a good plan to utilize the additional twelve years of TIF revenue, they would support that extension. LaDon Trost made a motion to **move forward to the County Board a recommendation to approve a Letter of**

Support for the Village of Warren Tax Increment Finance (TIF) Termination Date Extension Request. Seconded by John Schultz and the motion carried by voice vote.

- b) Discussion and possible action on a request by County Administrator Scott Toot to fill a current vacant position – Administrative Assistant (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board) – **John Schultz made a motion to move forward to the County Board a recommendation to approve a request by County Administrator Scott Toot to fill a current vacant position – Administrative Assistant (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board).** Seconded by Diane Gallagher and the motion carried by voice vote.
- c) Discussion and possible action on a request by County Administrator Scott Toot to reclassify the Administrative Assistant position – County Administrator Scott Toot is asking to pursue the reclassification of the Administrative Assistant position. He has reviewed the current job description and JDQ and feels it is not a complete picture of what is expected of this position. He would like to start the process by amending those documents and presenting them at the next Personnel Review Committee meeting, which is the first step in the process. **John Schultz made a motion to move forward to the County Board a recommendation to approve a request by County Administrator Scott Toot to pursue reclassification of the Administrative Assistant position** Seconded by LaDon Trost and the motion carried by voice vote.
- d) Discussion and possible action on a request by County Administrator Scott Toot to fill a future vacant position – Emergency Management Coordinator (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board) – In response to EMA Coordinator Charles Pedersen's recent notice of retirement, Scott is asking the committee to recommend the hiring of his replacement. He feels this position will be harder to fill, as it is a part time position and would need an individual that has prior law enforcement, fire protection, and/or emergency service experience. John Lang suggested a hiring committee be formed. **LaDon Trost made a motion to move forward to the County Board a recommendation to approve a request by County Administrator Scott Toot to fill a future vacant position – Emergency Management Coordinator (Per Policy P2020-8, FY2021 Prioritized Options for Reducing Expenses, Hiring Freeze - any new or vacant positions to be filled only with approval of the County Board).** Seconded by Diane Gallagher and 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 Clerk/Recorder – Angela Kaiser reports the office has a new Chief Deputy County Clerk. Her name is Mary Jo Schoenberger and will be in charge of employee payroll and benefits and will operate as the county's Safety Coordinator. Recording is continuing to level off from the previous year's boom, but is still above projection for FY2021.
- b) County Administrator – Scott Toot reports his office continues to move the budget process forward. The 15 step process is current at step 7 and he feels he learns something new every day. Effective August 1, 2021, the County officially began to operate the Jo Daviess County Transit and that has been a smooth transition thus far. He had a meeting with The Workshop scheduled

for Monday, August 2, 2021, but their representatives were unable to be there. They rescheduled their meeting for Thursday, August 4, 2021 and will discuss how they will bring the outstanding issues of the agreement to closure. The Workshop will need to provide all financial documentation for Transit through July 31, 2021 and per Item 16 of the Operator Agreement signed on November 7, 2013, to return the sum amount of \$300,000.00 that was advanced to them on December 3, 2013 for the purpose of paying eligible Project expenses and/or operating expenditures directly related to the Project.

8. Summary of Committee Activities

- a) Diane Gallagher updated the committee on Planning & Development. They are currently looking at concerns with the Guest Accommodations ordinance.
- b) John Korth updated the committee on Information & Communications. Joe Kratcha is waiting for a couple signatures on the Intergovernmental Agreements for the Orthophotography project and that will be complete. He also indicated the IT department will be conducting a class for County Board members when their county laptops are issued.
- c) John Lang updated the committee on the Legislative. He indicated they hope to have Representative Andrew Chesney re-introduce the 1% sales tax bill. John Schultz added he had an opportunity to talk to Chesney recently and when the issue was brought up, Chesney indicated the bill was going nowhere until the county has a successful advisory referendum on the matter. John Lang then stated he wanted the board to pursue putting the question on the ballot for the next election.

9. Citizens' Comments – None.

10. Board Member Concerns – None.

The meeting adjourned at 7:34 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by voice vote.

The next meeting of the Executive Committee is scheduled for Tuesday, September 7, 2021 at 6:30 p.m.