COMMITTEE REPORT

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

PRESENT:

☒ John Lang	☒ Diane Gallagher	☒ John Schultz
☒ Don Hill	☒ John Korth (6:32 pm)	☒ LaDon Trost
☐ Bill Bingham	☐ Vacant	☐ Vacant

A quorum was established.

Other Board Members: None.

Others: Scott Toot

1. Minutes Approval

a) Minutes of the June 1, 2021 Executive Committee meeting – **John Schultz made a motion to approve the June 1, 2021 Executive Committee meeting minutes as presented. Seconded by LaDon Trost and motion carried.**

2. Citizens' Comments – None.

3. Unfinished Business

a) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Nothing to report at this time.

b) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report that was included in the packet. There was discussion on the cost and time involved completing the FOIA requests.

c) Update of Jo Daviess County Special Service Area Commissions – Elizabeth Ambulance, Galena Ambulance and Warren Ambulance have requested their first distributions. They have also submitted quarterly reports. We will need to have a Special Service Are Commission meeting in the near future.

4. New Business

a) Discussion and possible action on committee assignments from 2021 County Board Planning Retreat – The committee reviewed their strategic goals and plans. LaDon Trost commented that we should look into consolidating services with area counties to help reduce costs. John Schultz recommended consulting Department Heads on this as well. Don Hill questioned how this would work with sharing equipment. There was discussion on the consolidation of the Stephenson County Health Department with the Carroll County Health Department. Diane Gallagher suggested asking UCCI for any survey information they could provide.

b) Discussion and possible action to Amend Ordinance 2011-4 An Ordinance Amending Title 2, Chapter 1 Purchasing Procedures and Establishing Title 2, Chapter 8 Finance of the code of Ordinances of Jo Daviess County, Illinois – John Lang commented that he had a conversation with Scott Toot explaining the problem with change orders. Scott Toot continued that we had Shive-Hattery here on June 3rd to inspect the soffit/fascia project. They brought up how in the past if there was a change order it had to go through the County Board again and it added a month plus on every change order. Shive-Hattery told us they were going to bid the project two different ways. One if we had the same procedure and two if we expedited the procedure. Basically anything with a change order is going to have to go through committee again before going to County Board. That's just the way the ordinance was written. Toot recommends that the County Administrator be allowed to approve a change order up to 15% of the contract with the approval of the County Board chairman so that we don't have to run it through the County Board every time. We are concerned about the volatility of the markets at this time. **John Schultz made a motion to Amend Ordinance 2011-4 An Ordinance Amending Title 2, Chapter 1 Purchasing Procedures and Establishing Title 2, Chapter 8 Finance of the code of Ordinances of Jo Daviess County, Illinois by adding to 2-1-4(A)1 "When necessary change orders of 20% or less of the total project cost, the County Administrator, with the approval of the County Board Chair, can authorize the change; the County Board is to be informed of the change at their next meeting. Change orders over 20% of the project cost will require County Board approval.. Seconded by Diane Gallagher and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.**

c) Discussion and possible action on County Board Compensation Plan – There was much discussion on the County Board compensation plan. The consensus of the committee is to postpone this item until the next Executive Committee meeting. Chairman Lang will compile a possible compensation schedule and bring it back to the next committee to use as a starting point for more discussion on this item.

5. Staff Reports

a) County Clerk/Recorder – Angela Kaiser, County Clerk/Recorder, was unable to attend the meeting.

b) County Administrator –Scott Toot reported that we have completed the fourth step in the budget process. We are about to complete the fifth step which is the expense estimates. We are working on Transit. We will have to amend the resolution to switch the date from August 12th to July 31st as the end date of the Workshop contract. Nicole Hermsen has been working on the employment list and there will be a couple of action items on the County Board agenda. Toot and Hermsen interviewed 15 applicants for Transit positions. On August 1st we will become the operator of Transit. Toot is compiling a vehicle list to submit to our insurance agent as well as the employee list for worker's compensation. As far as the employee compensation plan that is something that will be brought to you but not until we are done with the Transit transition. Toot added that he is learning more each day as the new County Administrator.

6. Summary of Committee Activities

a) John Schultz reported that on July 1st we had our June Finance, Tax & Budgets Committee meeting. We did Step 4 of the budget process, reviewed revenue estimates, established distributions, budget guidelines, target funding amounts. Scott Toot gave us the option of continuing with the same amount of information as in past years or opting for fewer. The committee opted for fewer.

b) LaDon Trost reported that Public Works passed a number of 50/50 projects. One with the City of Galena and others with Rush Township. And Guildford Township. These items will be on the County Board agenda for approval.

c) John Korth reported that Joe Kratcha is hoping to get our County Board computers set up for the next County Board meeting.

d) Diane Gallagher reported that at the June 22nd Development & Planning Committee meeting they requested text amendments for the Zoning Board of Appeals to hold public hearings on. They deal with the abandonment and discontinuation of business to a 24 month period. The other was to allow an accessory structure to be of a size that would be equal to what is allowed if there is already a principle structure ono the land.

e) John Lang reported that the Legislative Committee is not going to meet this month.

f) Don Hill reported that the Social & Environmental Committee has been dealing with the Transit transition. The County will take over as the Transit operator on August 1st and the committee will get back to other business. The Board of Health meets tomorrow. They have been busy with COVID testing and there are very few outbreaks at this time.

7. Citizens' Comments – None.

8. Board Member Concerns

a) Diane Gallagher asked if you are going to promote participation with the UCCI Annual Conference on July 26th and 27th at Eagle Ridge. John Lang explained the events that are scheduled and there is no cost to attend. LaDon Trost encouraged any Board Member to attend. Scott Toot added that the County Administrator's office will email information out to the board members.

The meeting adjourned at 7:37 p.m. following a motion made by John Korth. Seconded by John Schultz and the motion carried by roll call vote. Ayes – Diane Gallagher, Don Hill, John Korth, John Lang, John Schultz, and LaDon Trost. Ayes: 6. Nays: 0.

The next meeting of the Executive Committee is scheduled for Tuesday, August 3, 2021 at 6:30 p.m.