

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: May 26, 2022 at 6:30 p.m.

PRESENT: ☒ John Schultz ☐ Staci Duerr ☒ Don Hill
 ☒ Diane Gallagher ☒ John Lang ☒ Don Zillig
 ☐ Steve McIntyre

Other Board members:

Others: Laura Edmonds, Tammy Cahill, Melisa Hammer and Scott Toot

1. **Call to Order** – John Schultz called the meeting to order at 6:30 pm.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes** –
 - a) Minutes from the April 28, 2022 Finance, Tax & Budgets Committee Meeting – **Don Zillig made a motion to approve the minutes from the April 28, 2022 Finance, Tax & Budgets Committee meeting. Seconded by John Lang and motion passed following a voice vote resulting in all ayes.**
4. **Citizens Comments:** None.
5. **Unfinished Business**
 - a) FY2021/FY2022 Strategic Goals and Plans – The committee did not review the FY2021/FY2022 strategic goals and plans at this time.
6. **New Business**
 - a) Discussion and possible action on the FY2023 Budget Preparation Schedule. – Scott Toot, County Administrator, reviewed both options for the FY2023 Budget Preparation Schedule provided in the informational packet. **John Lang made a motion to approve the FY2023 Budget preparation schedule - Option B as presented. Seconded by Diane Gallagher and motion passed following a voice vote resulting in all ayes.**
 - b) Discussion and possible action on the FY2023 Budget Review Schedule – Scott Toot, County Administrator, reviewed the FY2023 Budget Review Schedule as provided in the informational packet. **John Lang made a motion to approve the FY2023 Budget Review Schedule as presented. Seconded by Don Zillig and motion passed following a voice vote resulting in all ayes.**
 - c) Discussion and possible action on Civic miBudget training. – Scott Toot, County Administrator, explained the need for the Civic miBudget training. Multiple department heads have expressed they would be interested in training. The quote is for up to 12 hours of in person training at \$150 hour and would not be more than \$1,800. **John Lang made a motion to approve Civic miBudget training, from the Civic Systems LLC, to be paid for out of the contingency fund. Seconded by Diane Gallagher and motion passed following a voice vote resulting in all ayes.**
7. **Staff Reports**

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, advised her office continues to be busy accepting yearly renewal exemptions. Her office is also working to collect expired farm leases. She has received the Jo Daviess County Census Township Redistricting information from the IDOR. Edmonds posted a part time position on May 19th. She is looking for a part time person to work 2 maybe 3 days a week to cover vacation and sick time.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, written report was provided in the informational packet. She advised that her office has been busy with real estate tax bills that are coming due June 1st. Hammer attended the Spring IACO Conference in Springfield May 10th –May 13th. She stated that there was great discussion on what different Counties were planning to use their ARP funds for. Many of the Counties would be using the funds for infrastructure, mainly for renovations or maintenance of buildings. This led into the discussion of the new statute that any public works project has to use prevailing wages and now will have to exclusively use all USA made materials. Hammer reported that the FY21 audit has been completed and was accepted by the County Board at the May 10th meeting. They are still waiting on a final copy of the audit from WIPFLI. Once the information is received the County will be required to amend the FY22 budget to include the fiduciary funds that were affected by GASB 84. The first distribution to taxing bodies will be by June 17th and then her office will do additional distributions every month after until the end of October. The real estate property tax sale is scheduled for October 17th.
- c) **Grants Administrator** – Tammy Cahill, Grants Administrator, reviewed her report that was included in the informational packet. Cahill advised that Jo Daviess County is currently in good standing with all pre-qualification requirements on the GATA Portal. This week she is working on submitting the ICQ (Internal Control Questionnaire) for FY2023 on the portal. Cahill is also working on updating the SAM registration for this year. There have been a few changes with the SAM site so they have extended the registration date to July instead of June this year to work out the issues they are having. She will also be working with our auditors to complete the FY21 CYEFR on the portal now that the audit has been completed. Cahill updated that she is currently waiting to receive the second payment of ARPA funds in the amount of \$2,062,325.00. The first payment was received June 15th, 2021. She will continue to keep the spreadsheet with the current county needs at this time. Cahill updated on the 708 Board, they have received all of the signed FY21 contracts back from the providers and are currently waiting signatures by the 708 Board Chair and Secretary. The next 708 Mental Health Board meeting will be on June 8th at 5:30.
- d) **County Administrator** – Scott Toot, County Administrator, reviewed his report that was included in the informational packet. As of April 30, 41% of the fiscal year has elapsed. Intergovernmental Revenues continue to be strong and major sources of revenue including State Income Tax YTD actual \$983,817 prior YTD actual \$677,150 and Cannabis Sales Tax YTD actual \$291,828. Items for concern is the Sheriff's Fuel budget. Current YTD is \$41,096 prior YTD is \$28,879 budget amount is \$75,000. This is due to the rising cost of fuel. The audit has been completed and Wipfli mailed paper copies of the audit for distribution. Toot also advised that last week the 2022 Vehicle Replacement Plan was distributed to Transit, EMA, Health Department, Highway Department and the Sheriff's Office.

8. **Citizens' comments** – None.

9. **Board Member Concerns** – None.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, June 30, 2022 at 6:30 p.m.

Don Zillig made a motion to adjourn at 7:20 pm. Seconded by John Lang and motion carried.