

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: July 29, 2021 at 6:30 p.m.

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

Other Board members:

Others: Tammy Cahill, Laura Edmonds, Melisa Hammer, Greg Schuster 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** – None.
4. **Citizens Comments:** None.
5. **Unfinished Business**
 - a) FY2021/FY2022 Strategic Goals and Plans – John Schultz recommended that the committee review the strategic goals and plans quarterly. Committee did not review at this time.
 - b) Update on Hotel/Motel Tax/Guest Accommodations/OTA's/Education and Enforcement – Melisa Hammer stated that there is nothing new to report at this time. Suggested that this be removed from the agenda going forward.
 - c) Update on Jo Daviess County Purchasing Card Policy – Scott Toot, County Administrator, advised that there is nothing new to report at this time. Suggested that this also be removed from the agenda going forward.
6. **New Business**
 - a) Discussion and possible action to pay eligible FY2021 COVID-19 expenses over \$2,000 from the Contingency Fund (016) per Resolution 2021-10 – Medical expenses from the Sheriff's Office public safety building were reviewed totaling \$2,932.49. **John Lang made a motion to pay the eligible FY2021 COVID-19 expenses from the Sheriff's Office totaling \$2,932.49. Seconded by Don Zillig and motion carried.**
 - b) Discussion and possible action on the FY2022 Budget Review Schedule – The FY2022 Budget Review Schedule was reviewed. **John Lang made a motion to approve the FY2022 Budget Review Schedule as presented. Seconded by Staci Duerr and motion carried.**
 - c) FY2022 Budget Update – Scott Toot advised that they are currently on Step 6 of the budget process. The expense estimates were sent out to the department heads and agencies. John Schultz advised committee members to review the budget meeting calendar and keep the dates open for the multiple upcoming budget review committee meetings.
 - d) Discussion and possible action to approve initial FY2022 General Fund target budget amounts including any new mandatory and/or necessary expenses – Scott Toot reviewed

the FY2022 General Fund target budget amounts including any new mandatory and/or necessary expenses. **Don Zillig made a motion to approve the initial FY2022 General Fund target budget amounts including any new mandatory and/or necessary expenses. Seconded by Diane Gallagher and motion carried.**

- e) Discussion and possible action to approve initial FY2022 Highway Fund target budget amounts including any new mandatory and/or necessary expenses - Scott Toot reviewed the FY2022 Highway Fund target budget amounts. **Diane Gallagher made a motion to approved initial FY2022 Highway Fund target budget amounts including any new mandatory and/or necessary expenses. Seconded by John Lang and motion carried.**

7. Staff Reports

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, reviewed her reports that were included in the informational packet.
- b) **Treasurer’s Office** – Melisa Hammer, County Treasurer, advised that second distributions were sent today via direct deposit. Melisa also stated that the Treasurer’s office is business as usual. Second collection of property tax is due September 7th.
- c) **Grants Administrator** – Tammy Cahill, Grants Administrator, had nothing more to add at this time. Her report was included in the informational packet.
- d) **County Administrator** – Scott Toot, County Administrator, reviewed the monthly financial reports. He advised we are 58% through the fiscal year. He also advised that Nicole Hermsen will be applying for a \$200,000 Transit grant for work on the transit building.

8. Citizens’ comments – None.

9. Board Member Concerns – John Schultz received a letter from the HOPE Foundation thanking the committee for their action on the \$2,000 contribution for services for the people in the County.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, August 26, 2021 at 6:30 p.m.

Don Zillig made a motion to adjourn at 7:05 pm. Seconded by Diane Gallagher. A roll call vote resulted in all ayes; motion passed.