<u>COMMITTEE REPORT</u>

COMMITTEE: **Finance, Tax & Budgets**
CHAIRPERSON: **John Schultz, Chairman**
DATE/TIME: **August 26, 2021 at 6:30 p.m.**

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

Other Board members:

Others: Tammy Cahill, Laura Edmonds, 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** – None.
4. **Citizens Comments:** None.
5. **Unfinished Business**
   a) <u>FY2021/FY2022 Strategic Goals and Plans</u> – John Schultz recommended that the committee review the strategic goals and plans quarterly. The committee is working on several of the items.

   b) <u>Update on Hotel/Motel Tax/Guest Accommodations/OTA's/Education and Enforcement</u> – Scott Toot commented that he and Bill Bingham went to the GGMI office yesterday and they were shown what GGMI does with their spreadsheet, their process and what the city and county submits to them.
6. **New Business**
   a) <u>Discussion and possible action to pay eligible FY2021 COVID-19 expenses over $2,000 from the Contingency Fund (016) per Resolution 2021-10</u> – Scott Toot commented that there is an invoice for inmate medical in the amount of $2,051.17 that needs to be paid. **John Lang made a motion to pay eligible FY2021 COVID-19 expenses over $2,000 from the Contingency Fund (016) per Resolution 2021-10 as presented. Seconded by Diane Gallagher and motion carried following a voice vote.**
   b) <u>Discussion and possible action on an RFP for Professional Audit Services</u> – Scott Toot commented that it will soon be time to do the audit and the contract is up. We need to put out an rfp for services. Treasurer, Melisa Hammer, prepared the rfp. Hammer added that our current auditors, Wipfli, had the last contract for a five year period and a two year extension which we used. **Staci Duerr made a motion to approve an RFP for Professional Audit Services as presented. Seconded by John Lang and motion carried following a voice vote.**
   c) <u>Discussion and possible action on County paying the Workshop $10,362.39 for previously reviewed expenses from 2019 (Recommended by the Social & Environmental Committee, meeting of August 19, 2021)</u> – Scott Toot explained that the Workshop submitted expenses from 2019 in the amount of $14,000. Nicole Hermsen and Melisa Hammer reviewed the submission and arrived at the amount of $10,362.39 as allowable expenses. Hammer added that the workshop does not agree with the amount. Hammer feels that we

should offer this amount or have a professional auditor come in and audit their entire records. Much discussion followed. **John Lang made a motion to pay the Workshop $10,362.39 for previously reviewed expenses from 2019 to be paid from the Contingency Fund (016). Seconded by John Schultz. A roll call vote resulted in 4 ayes: Gallagher, Hill, Lang and Schultz, 1 nay: Duerr. Motion carried.**

d) Discussion and possible action to approve a Resolution to Pay a Mandatory Accelerated Payment to IMRF from the Contingency Fund (016) and Reimburse Fund (016) in FY2022 From Fund (013) – The County has received an invoice in the amount $32,089.35 from IMRF for an accelerated payment for an employee who had recently retired from the County. Only $45,000 was appropriated in the FY2021 IMRF Fund (013) budget to cover expenses associated with accelerated payments and 100% of this amount has already been paid to IMRF for two previous accelerated payments. **Diane Gallagher made a motion to approve a Resolution to Pay a Mandatory Accelerated Payment in the amount of $32,089.35 to IMRF from the Contingency Fund (016) and Reimburse Fund (016) in FY2022 From Fund (013). Seconded by Staci Duerr and motion carried following a voice vote.**

e) Discussion and possible action on a Resolution to execute a deed of conveyance of County's interest in parcel 18-011-050-00 in Apple Canyon Lake Fairway Unit Lot 50 to Jeremy & Jannah Brant – Melisa Hammer commented that this is a property that was acquired because of a tax sale. Now it has been sold and it will be going back on the tax role by these people purchasing the property. **Staci Duerr made a motion to approve a Resolution to execute a deed of conveyance of County's interest in parcel 18-011-050-00 in Apple Canyon Lake Fairway Unit Lot 50 to Jeremy & Jannah Brant. Seconded by Diane Gallagher and motion carried following a voice vote.**

f) FY2022 Jo Daviess County Budget Update – County Administrator, Scott Toot, gave a FY2022 Jo Daviess County Budget Update. We have had two of the joint budget review meetings so far. All the feedback is that everyone likes the brevity of the meetings.

g) Round 2 General Fund Revenue Estimates **-** County Administrator, Scott Toot, commented that the next step in the budget process is the Round 2 General Fund Revenue Estimates. We are halfway through the budget process with beginning Step 8.

7. Staff Reports

a) Chief County Assessment Office – Laura Edmonds, Chief County Assessor, reported that the 2021 assessment work has been completed and they have a publication date of September 1st with a deadline of October 1st at 4 pm. Some townships will be getting a factor. Edmonds decided to factor any township that was below the 32%of the sales ratio and when the township assessors turned in their work they did not raise the values that they should have. From the tentative abstract new construction raised by $3.5 million so we are at roughly $8.5 million. The office is still busy day to day. Her chief deputy has finished her education requirements. The state is still not hosting their education due to COVID-19 so the other staff members haven't been able to complete their education. The Assessor's office is hiring for a full-time position due to Stacy Meade moving down to the Administration Office.

b) Treasurer's Office – Melisa Hammer, County Treasurer, reported that today she did the third distribution which was a little over $12 million. That will be direct deposited into each of the accounts tomorrow. She will be emailing each of the taxing bodies to let them know. We have been working diligently on the American Rescue Plan. Hammer has been working many hours on Transit finances and starting that up with the County now and how to reconcile some of that information. Second installment is due the 7th of September.

c) **Grants Administrator –** Tammy Cahill, Grants Administrator, commented that her report was included in the informational packet. She added that she was able to sign up for the ARP reporting and she is hoping to be able to submit the interim report tomorrow. This is the first report that is due for the first portion of the ARP funds that the County received. Cahill, Melisa Hammer and Sheriff Turner met to discuss possibly having Shive-Hattery do a walk-through of the courthouse to see if we had additional COVID-19 related updates to the building. She has had so many department heads turn in their smaller projects and we thought maybe they could just look at the whole building as a whole. Sheriff wanted to run that by Law & Courts before reaching out to Shive-Hattery.

d) **County Administrator** – Scott Toot, County Administrator, reported that we are having an increase in revenue. Toot discussed the cannabis revenue. He would like the committee to reconsider the previous decision and allow it to be comingled in the General Fund. The General Fund has always been under financial pressure and this may allow for the reallocation of the County 1% sales tax receipts to be returned to the previous level of 50% to the General Fund and 50% to the County Highway Fund. If the revenue for FY2022 remains consistent, it would help not only the General Fund but the Highway Fund with the reallocation of the 1% Sales Tax. We don't know what will happen if someone opens up a shop across the border in Wisconsin it would cause our revenue to go down. Toot feels we are going to have a good year fiscally. We are in Step 8 of the budget process. Toot is going to recommend to the County Board that a budget committee be created consisting of no more than five members to examine our budget process and make recommendations regarding it. The target amounts for everything except personnel wages and benefits have not been increased in years. Not even for inflation. The department heads and elected officials have been asked to keep their targets the same every year. In 2008 and 2009 their budget was reduced by 3% and has never been put back in. We need to take a look at this in the future because we cannot expect people to run their offices without having the proper money

8. Citizens' comments – None.

9. Board Member Concerns – John Schultz commented that last evening he and Diane Gallagher sat through the Zoning hearing meeting. It took forty-eight minutes to deliberate one item. Schultz commented to the board that he felt it should have not taken that long and suggested a lot of things that come before the board should be something that could be done in the Planning & Development Administrator's office without having to go through the process of going to the hearing an reading their stack of materials about whether it fits in or not. Diane Gallagher added that she did not take it in that same viewpoint. Don Hill commented that he understands they have to go through the process and do their due diligence. Schultz responded he was not fighting the board, he was fighting the process.

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

John Lang made a motion to adjourn at 7:33 pm. Seconded by John Schultz. A roll call vote resulted in all ayes; motion passed.