

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: October 28, 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 6:31 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 reported on the FY2021/FY2022 strategic goals and plans. The committee is working on several of the items. Currently in the process of increasing the hourly standard to 40 hours for all full time employees as well as earmarking Cannabis tax for Public Safety and Mental Health.
 - b) Update on Hotel/Motel Tax/Guest Accommodations/OTA's/Education and Enforcement – Scott Toot, County Administrator, updated that there has been some discussion regarding software that would track to hotel/motel tax. This is an ongoing task.
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 – **John Lang made a motion to pay eligible FY2021 COVID-19 expenses over \$2,000 from the Contingency Fund (016) per Resolution 2021-10. Seconded by Diane Gallagher and motion carried.**
 - b) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for the Transit Section 5311 Annual Financial Report and Schedule of Operating Revenues and Income and Operating Expenses under Downstate Operating Assistance Grant as presented in conformity with the Illinois Department of Transportation Division of Public and Intermodal Transportation for the year end June 30, 2021 at a cost of \$1,750. – **John Schultz made a motion to approve an Audit Engagement Letter with Wipfli, LLP for the Transit Section 5311 Annual Financial Report and Schedule of Operating Revenues and Income and Operating Expenses under Downstate Operation Assistance Grant as presented in conformity with the Illinois Department of Transportation Division of Public and Intermodal Transportation for the year end June 30, 2021 at a cost of \$1,750. Seconded by John Lang and motion carried.**
 - c) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County Circuit Clerk audit for the

year ending November 30, 2021 at a cost not to exceed \$5,100. - **John Schultz made a motion to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County Circuit Clerk audit for the year ending November 30, 2021 at a cost not to exceed \$5,100. Seconded by Staci Duerr and motion carried.**

- d) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County audit for the year ending November 30, 2021 at a cost of \$47,000. **John Schultz made a motion to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County audit for the year ending November 30, 2021 at a cost of \$47,000. Seconded by John Lang and motion carried.**
- e) FY2022 Jo Daviess County Budget Update – County Administrator, Scott Toot, gave a FY2022 Jo Daviess County Budget Update. He stated that tomorrow the FY22 Budget will be placed online to the Jo Daviess County website. He also added that cannabis sales tax is a significant contributor to the revenue increase for the County. Melisa Hammer, County Treasurer, discussed the end of year Fund Balance.
- f) Discussion and possible action regarding any adjustments and/or revisions to FY2022 Jo Daviess County budgets – Nothing new to report at this time. FY2022 Jo Daviess County Budget will be available on the County website tomorrow.

7. Staff Reports

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, reported her office received the tentative multiplier from the State on September 28. It was a 1.00 which is good. The deadline for filing Board of Review complaints was October 1. There were 50 complaints filed this year which is significantly lower than passed years. Laura updated on her office staffing issues.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, reported that the tax sale was on October 18th. The sale consisted of over 200 parcels. In past years there were 8 buyers and this year there were 11 buyers. Melisa explained the tax sale process. The new budget software program was discussed.
- c) **Grants Administrator** – Tammy Cahill, Grants Administrator, her report was included in the informational packet. Tammy additionally explained a bill, S3011, regarding American Rescue Plan fund usage. The bill, if passed, would give more flexibility regarding the use of the ARP Funds.
- d) **County Administrator** – Scott Toot, County Administrator, reviewed the monthly financial reports.

8. Citizens' comments – None.

9. Board Member Concerns – Don Zillig congratulated Scott Toot on the good job he is doing. Diane Gallagher suggested starting work on the compensation plan ahead of the budget season. John Lang thanked for department heads for the nice written reports that were included in the packet. Lang also suggested discussing the unfunded requests earlier in the budget process.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, November 18, 2021 at 5:00 p.m.

Don Zillig made a motion to adjourn at 7:23 pm. Seconded by Diane Gallagher. A roll call vote resulted in all ayes; motion passed.