

COMMITTEE REPORT

COMMITTEE: Law Enforcement & Courts
CHAIRPERSON: Don Zillig, Chairman
DATE/TIME: August 15, 2022 at 4:34 p.m.
LOCATION: Jo Daviess County – 3rd floor County Board Room

PRESENT – Law Enforcement & Courts:

☐ Bill Bingham	☒ Don Hill	☒ LaDon Trost
☒ Darcy Wild	☐ John Korth	☐ Bob O'Connor
☒ Don Zillig		

A quorum was established.

Other Board Members: None.

Others: Chris Allendorf, Melisa Hammer, John Hay, Justina Hermann, Linda Kern, Kathy Phillips, Mike Simmons, Scott Toot, Kevin Turner and Mary Althof

1. Minutes Approval:

- a) Minutes from July 18, 2022 Law Enforcement & Courts Committee meeting – There were no minutes in the packet for approval.

2. Citizens' Comments: None.

- 3. Review and Summary of FY2023 Budget Process to Date** – Scott Toot commented that we are at the point in the budget process where we would have the joint budget review meetings. Instead we are now having the budgets presented to their parent committees. Toot passed out and reviewed updated revenue reports. Melisa Hammer added a few of the revenues are not completed and will change after some decisions are made. There will be some transfers into the General Fund. Toot continued that the targets have been fluid and those have changed. All the target amounts have been revised as of today for General Fund and Special Fund targets. Bottom line the General Fund has a surplus as opposed to a deficit. Hammer added that this is all prior to any mandatory/necessary expense requests. Toot is still expecting Cannabis revenue to be much higher than in the past. Without that revenue we would not have as much of a surplus.

4. Budget Review Session with Law & Courts Committee

a) Probation

- i. Probation (001-42132) - GF – Jamie Watson was unable to attend this meeting. Linda Kern presented the Probation budgets in his absence. **Don Hill made a motion to approve the general fund budget for the Probation Fund (001-42132) and move it forward to the Finance Committee with expenses of \$437,181.51. Seconded by LaDon Trost and motion carried.**
- ii. Probation Services (033) – SF – LaDon Trost made a motion to approve the special fund budget for the Probation Services Fund (033) and move it forward to the Finance Committee. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.
- iii. Probation EMHD (053) – SF – Don Hill made a motion to approve the special fund budget for the Probation EMHD Fund (053) and move it forward to the Finance Committee. Seconded by LaDon Trost and motion carried following a voice vote resulting in all ayes.

- iv. Sobriety Court (068) – SF (Dissolved effective June 20, 2019) **This fund has been dissolved and is now closed. No action is needed at this time.**

b) Courts

- i. Courts (001-42131) – GF – Judge Hay presented the Courts budgets. **Don Hill made a motion to approve the general fund budget for the Courts Fund (001-42131) and move it forward to the Finance Committee. Seconded by LaDon Trost and motion carried following a voice vote resulting in all ayes.**
- ii. Law Library Fund (078) – SF – LaDon Trost made a motion to approve the special fund budget for the Law Library Fund (078) and move it forward to the Finance Committee with revenues of \$6,050.00 and expenses of \$35,000.00. **Seconded by Don Hill and motion carried following a voice vote resulting in all ayes.**
- iii. Public Defender Records Auto (084) – SF – LaDon Trost made a motion to approve the special fund budget for the Public Defender Records Auto Fund (084) and move it forward to the Finance Committee with revenues of \$0 and expenses of \$0. **Seconded by Darcy Wild and motion carried following a voice vote resulting in all ayes.**

c) Special Service Area Commissions

- i. Special Service Area 1 (043) – SF – Don Hill presented the Special Service Area Commissions budgets. **LaDon Trost made a motion to approve the special fund budget for the Special Service Area 1 Fund (043) with expenses of \$116,978.34 and move it forward with the Fund Description to the Finance Committee. Seconded by Darcy Wild and motion carried following a voice vote resulting in all ayes.**
- ii. Special Service Area 6 (076) – SF – LaDon Trost made a motion to approve the special fund budget for the Special Service Area 6 Fund (076) with expenses of \$404,932.00 and move it forward with the Fund Description to the Finance Committee. **Seconded by Darcy Wild and motion carried following a voice vote resulting in all ayes.**
- iii. Special Service Area 7 (085) – SF – LaDon Trost made a motion to approve the special fund budget for the Special Service Area 7 Fund (085) with expenses of \$296,666.46 and move it forward with the Fund Description to the Finance Committee. **Seconded by Darcy Wild and motion carried following a voice vote resulting in all ayes.**

d) Coroner

- i. Coroner (001-41127) – GF - Justina Hermann presented the Coroner budgets. We have had a significant increase in the number of autopsies performed to the point where she is already over budget for the professional services that these are paid from. She is anticipating that this might happen again next year. She is decreasing Education & Training and Travel Expense to add funds to Professional Service. **LaDon Trost made a motion to approve the special fund budget for the Coroner Fund (001-41127) with expenses of \$55,222.02 and move it forward with the Fund Description to the Finance Committee. Seconded by Don Hill and motion carried following a voice vote resulting in all ayes.**
- ii. Coroner's Equipment & Operations (070) – SF - Justina Hermann would like to raise the funding for this account to \$8,000. The funds in this account come from cremation permit fees, fees for autopsy and toxicology reports, and a state grant. The funds are to be used for the purchase of supplies such as body bags, disaster pouches

and so on. It is also used to purchase equipment and small tools. This year she would like to purchase a second transfer cot for the Coroner's office. **Don Zillig made a motion to approve the special fund budget for the Coroner's Equipment & Operations Fund (070), the associated fund description, and move it forward to the Finance Committee with expenses of \$8,000 which includes a necessary expense of \$3,000 for professional services and move it forward with the Fund Description to the Finance Committee. Seconded by Darcy Wild and motion carried following a voice vote resulting in all ayes.**

e) Emergency Management

The Emergency Management budgets will be postponed due to the spreadsheets needing to be updated and we just got his memorandum today.

- i. Emergency Management (001-41125) – GF
- ii. JDC Hazard Mitigation (072) – SF

f) State's Attorney

- i. State's Attorney (001-42134) – GF – Chris Allendorf presented the State's Attorney budgets. He has included a request for an increase of \$4,980 for part-time salaries and an increase of \$1,608 for other service charges for his office. In the past the part-time salaries was used to pay for a part-time Assistant State's Attorney who would be here on first appearance day. We had anticipated hiring a part-time investigator with the Sheriff potentially sharing another detective and with the passage of the Safe-T Act it is just not feasible for him to have a part-time investigator. Allendorf is requesting an increase of \$4,980 for a part-time State's Attorney. Allendorf also requested an additional \$1,608 as a mandatory expense in order to raise his target amount. **Don Zillig made a motion to approve the general fund budget for the State's Attorney Fund (001-42134) and move it forward to the Finance Committee with expenses of \$614,502.36 plus a mandatory/necessary expense of \$4,980.00 for 001-42134-403 Salaries – Part-time & Temp and a mandatory/necessary expense of \$1,608 for 001-42134-719 Other Service Charges for a total of \$619,482.36. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.**
- ii. State's Attorney Drug Forfeiture (051) – SF – Don Hill made a motion to approve the special fund budget for the State's Attorney Drug Forfeiture Fund (051), the associated fund description, and move it forward to the Finance Committee with revenues of \$0.00 and expenses of \$3,250.00. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- iii. State's Attorney Records Automation Fund (074) – SF – Don Zillig made a motion to approve the special fund budget for the State's Attorney Records Automation Fund (074), the associated fund description, and move it forward to the Finance committee with revenues of \$1,400.00 and expenses of \$1,400.00. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.
- iv. Juvenile Justice Fund (079) – SF – LaDon Trost made a motion to approve the special fund budget for the Juvenile Justice Fund (079), the associated fund description, and move it forward to the Finance committee with revenues of \$3,000.00 and expenses of \$9,500.00. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- v. Drug Addiction Fund (082) – SF – Don Hill made a motion to approve the special fund budget for the Drug Addiction Fund (082), the associated fund description, and move it forward to the Finance committee with revenues of \$30.00 and

expenses of \$0.00. Seconded by LaDon Trost and motion carried following a voice vote that resulted in all ayes.

g) Circuit Clerk

- i. Circuit Clerk (001-42133) - GF – Kathy Phillips presented the Circuit Clerk budgets. **Don Hill made a motion to approve the general fund budget for the Circuit Clerk Fund (001-42133) and move it forward to the Finance committee with expenses of \$410,223.09. Seconded by LaDon Trost and motion carried following a voice vote that resulted in all ayes.**
- ii. Circuit Clerk Automation (029) – SF – Don Zillig made a motion to approve the special fund budget for the Circuit Clerk Automation Fund (029), the associated fund description, and move it forward to the Finance committee with revenues of \$32,006 and expenses of \$66,300. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.
- iii. Circuit Clerk Operations & Admin (031) – SF – Don Zillig made a motion to approve the special fund budget for the Circuit Clerk Operations & Admin Fund (031), the associated fund description, and move it forward to the Finance committee with revenues of \$7,203 and expenses of \$6,000. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.
- iv. Court Document Storage (039) – SF – LaDon Trost made a motion to approve the special fund budget for the Court Document Storage Fund (039), the associated fund description, and move it forward to the Finance committee with revenues of \$32,016 and expenses of \$76,300. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- v. Maintenance & Child Support (052) – SF – Don Zillig made a motion to approve the special fund budget for the Maintenance & Child Support Fund (052), the associated fund description, and move it forward to the Finance committee with revenues of \$900 and expenses of \$5,000. Seconded by LaDon Trost and motion carried following a voice vote that resulted in all ayes.
- vi. E-Citation Fund (077) – SF – Don Hill made a motion to approve the special fund budget for the E-Citation Fund (077), the associated fund description, and move it forward to the Finance committee with revenues of \$7,500 and expenses of \$50,000. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- vii. Unclaimed Bail Fund (081) – SF – There was no action on this fund. A resolution to dissolve this fund for FY2023 will be going to the September 29, 2022 Finance, Tax & Budgets Committee.

h) Sheriff

- i. Courthouse (001-40101) – GF – Sheriff Turner questioned the target amounts. There has been an updated target sheet that Melisa Hammer handed out. Many of the line items in this Courthouse budget did not transfer over and they have a \$0 budget amount. Turner requested to carry his budgets over until a later meeting in order to update his budget amounts. **Don Zillig made a motion to approve the general fund budget for the Courthouse Fund (001-40101) and move it forward to the Finance committee with a target amount of \$159,956. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.**
- ii. Sheriff (001-41121) – GF – LaDon Trost made a motion to approve the general fund budget for the Sheriff Fund (001-41121) and move it forward to the Finance committee with a target amount of \$2,285,142. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes. LaDon Trost

made a motion to approve a mandatory necessary expense request in the amount of \$40,000 for fuel which brings the target amount to \$2,325,142. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.

- iii. Public Safety Building (001-41122) – GF - LaDon Trost made a motion to approve the general fund budget for the Public Safety Building Fund (001-41122) and move it forward to the Finance committee with a target of \$955,846. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.
- iv. Communications (001-41123) – GF - LaDon Trost made a motion to approve the general fund budget for the Communications Fund (001-41123) and move it forward to the Finance committee with a target of \$999,238. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- v. Court Security (001-41124) – GF - LaDon Trost made a motion to approve the general fund budget for the Court Security Fund (001-41124) and move it forward to the Finance committee with a target of \$238,630. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.
- vi. Merit Commission (001-41126) – GF - LaDon Trost made a motion to approve the general fund budget for the Merit Commission Fund (001-41126) and move it forward to the Finance committee with a target of \$4,080. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- vii. Sheriff's Forfeiture (009) – SF - Don Zillig made a motion to approve the special fund budget for the Sheriff's Forfeiture Fund (009), the associated fund description, and move it forward to the Finance committee with a target of \$18,635. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.
- viii. DUI (019) – SF - LaDon Trost made a motion to approve the special fund budget for the DUI Fund (019), the associated fund description, and move it forward to the Finance committee with a target of \$15,810. Seconded by Darcy Wild and motion carried following a voice vote that resulted in all ayes.
- ix. Sheriff's Vehicle (038) – SF - Darcy Wild made a motion to approve the special fund budget for the Sheriff's Vehicle Fund (038), the associated fund description, and move it forward to the Finance committee with a target of \$121,890. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.
- x. JDC Emergency Services Communications (066) – SF - Don Zillig made a motion to approve the special fund budget for the JDC Emergency Services Communications Fund (066), the associated fund description, and move it forward to the Finance committee with a target of \$72,012. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.
- xi. County Jail Medical Costs Fund (069) – SF - Don Zillig made a motion to approve the special fund budget for the County Jail Medical Costs Fund (069), the associated fund description, and move it forward to the Finance committee with a target of \$4,080. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.
- xii. Transportation Safety Highway Hire Back Fund (087) - SF - Don Zillig made a motion to approve the special fund budget for the Transportation Safety Highway Hire Back Fund (087), the associated fund description, and move it forward to the Finance committee with a target of \$250. Seconded by Don Hill and motion carried following a voice vote that resulted in all ayes.

5. **Discussion and possible action to approve mandatory/necessary expense requests to increase/decrease FY2023 Budget target amounts** - The committee reviewed the Sheriff's mandatory/necessary expense requests. Melisa Hammer commented that she felt the Fuel request in the amount of \$40,000 was a mandatory/necessary expense request, but the other three should go on the unfunded request list. Sheriff Turner was fine with moving the three items to the unfunded list. Don Hill was in agreement. The amended motion for the fuel request is noted under the Sheriff (001-41121) budget.
6. **Review Unfunded Requests and possible action to move them forward to the FY2023 Unfunded Request list.** The committee reviewed the Sheriff's three additional unfunded requests. **Don Hill made a motion to move the Computers, line item 001-41121-604, \$60,000 non-recurring request, the Copier, 001-41122-606, \$8,000 non-recurring request and the Squad Cars, 038-46179-820, \$26,000 recurring request to the unfunded list for further consideration. Seconded by Don Zillig and motion carried following a voice vote that resulted in all ayes.**
7. **Unfinished Business**
 - a. FY2022 Strategic Goals and Plans – The committee reviewed their strategic goals and plans last month. They did not feel the need to review them this month.
8. **New Business**
 - a. Discussion and possible action on the Jo Daviess County 2022 Jail and Detention Standards Unit Compliance Review – Sheriff Turner commented that it is the same as last time in regards to we don't have adequate personnel. We need two correctional officers on duty 24/7. They wrote us up on this before and we hired two additional correctional officers and they are saying that is still not adequate enough. Who knows after January 1, 2023 when there is basically no bail that you will have to post if we will even have a jail. **LaDon Trost made a motion to approve the Jo Daviess County 2022 Jail and Detention Standards Unit Compliance Report as presented. Seconded by Don Hill and motion carried following a voice vote resulting in all ayes.**
9. **Staff Reports**
 - a. **Sheriff's Report** - Sheriff Turner reported that last month the Courthouse and Public Safety Building were stuck by lightning and our alarm panel at the Courthouse was showing an error. We had PerMar come in and they said that our system is so old that we are going to have to replace it. We did get a couple quotes. The insurance is giving us the cost of the new system minus the \$5,000 deductible. We are currently in the process of getting that updated. The total cost will be under \$20,000.
 - b. **Circuit Clerk's Office** – Kathy Phillips, Clerk of the Circuit Court, reported on the Pre-Trial Fairness. Right now everyone is still waiting to see how it is going to affect all of us. We are still collecting pretty good money from the collection agency. We are going to send a bunch more in October. We are expecting hopefully a good turn out with that. Everything else is the same as usual.
 - c. **Probation** – Jamie Watson, Chief County Probation Officer, was unable to attend the meeting.
 - d. **Emergency Management Coordinator's Report** – Mike Simmons, Emergency Management Coordinator, was unable to attend the meeting.
 - e. **Public Defender Reports** – There were Public Defender reports included in the packet.

10. Citizens' Comments – None.

- 11. Board Member Concerns** – Don Hill commented that he does like the new forms with the notes included for the budget this year. Don Zillig agrees with Hill. We don't have all these committees where one makes the motion and the other seconds. It seems to work really well. It seemed like a long evening, but we have been a lot longer at some of these budget meetings. Sheriff Turner commented that the Administrator's office and the Treasurer's office are doing a great job. He knows they are shorthanded and Melisa has a lot going on right now too. Turner thanked both offices. Don Hill thanked Darcy Wild for coming on board for the meeting tonight. We did not have a quorum until she joined the meeting.

The next Law Enforcement & Courts Committee meeting will be Monday, September 19, 2022 at 4:30 p.m. at the Jo Daviess County Courthouse, County Board Room.

Meeting adjourned at 6:48 p.m. following a motion by Darcy Wild and a second by Don Hill. A voice vote resulted in all ayes.