COMMITTEE REPORT

COMMITTEE: **Executive Committee**
CHAIRPERSON: **John Creighton, Chairperson**
DATE/TIME: **February 3, 2025 at 6:30 p.m.**

PRESENT:

☒John Creighton	☐Dianne Allendorf	☒John Lang
☒LaDon Trost	☒Diane Gallagher	☒Michael Holt
☒Lynn Gallagher	☒John Schultz	☒John Grizzoffi

A quorum was established.

OTHER BOARD MEMBERS PRESENT: Michael Dittmar, Joseph Heitkamp and Jacob Ambrosia.

OTHERS PRESENT: Angela Kaiser and Tammy Cahill.

1. **Call to Order:** Chairperson John Creighton called the meeting to order at 6:30 p.m.
2. **Minutes Approval:**
   a) Minutes of the January 7, 2025 Executive Committee meeting **– Lang made a motion add "and sent early" and to approve the minutes of the January 7, 2025 Executive Committee meeting. Seconded by Grizzoffi and motion carried by voice vote.**
3. **Citizens' Comments:** None.
3. **Unfinished Business:**
   a) FY2023/FY2024 Strategic Goals and Plans – The members reviewed the goals and plans.
4. **New Business:**
   a) Discussion and possible action to schedule the 2025 County Board Retreat Special meeting on May 14, 2025 at the Elizabeth Community Building starting at 5:30 p.m. – Schultz suggested as a committee, we should come prepared with already determined goals and plans. Kaiser spoke to Alan Wenzel, the facilitator for the Retreat, and each committee will present their previously agreed upon goals and reasonable plans for achievement. At that point, there will not be a vote on the goals, however; there will be a round table for questions and collaboration. That will prevent creating unattainable goals on the spot. **Lang made a motion to recommend scheduling the 2025 County Board Retreat Special meeting on May 14, 2025 at the Elizabeth Community Building starting at 5:30 p.m. Seconded by Schultz and motion carried by voice vote.**

   b) Discussion and possible action to recommend a Resolution to Establish an Ad-Hoc Community Growth Committee – There was discussion regarding the creation of the committee. This is an attempt to stimulate interest in the area and encourage potential citizens to move to Jo Daviess County. **Schultz made a motion to recommend approval of a Resolution to Establish an Ad-Hoc Community Growth Committee. Seconded by Lang and motion carried by voice vote.**

   c) Discussion and possible action to recommend a Resolution to Establish an Ad-Hoc Zoning Committee – **D. Gallagher made a motion to recommend a Resolution to Establish an Ad-Hoc Zoning Committee. Seconded by L. Gallagher.** Kaiser said the idea this committee came from the multiple discussions on the County's Zoning Ordinance. This is going to be a very large undertaking, and it will require input from professionals. She learned of a $400,000 grant from IEMA awarded to Lee County that assisted them in re-writing their Zoning Ordinance. Kaiser recently reached out to Grants Administrator, Tammy Cahill. Cahill attended by Zoom and helped to explain the process to the committee. Cahill said the application is due on February 28, which is not much time, however; it would be a possibility to apply for the grant in FY2026 and if awarded, it would be funded in 2027. Kaiser discussed the timeline and it does not seem feasible to complete the process by the deadline. This is a project to work on during this fiscal year and the County will be more than ready to apply next year. There was more discussion. **The motion carried by voice vote.**

d) <u>Discussion and possible action to recommend establishing a budget for per diem and mileage for the Ad-Hoc Zoning Committee to be paid from the Contingency Fund (016)</u> – **Schultz made a motion to recommend establishing a budget for per diem and mileage for the Ad-Hoc Zoning Committee to be paid from the Contingency Fund (016). Seconded by Grizzoffi.** There was discussion regarding per diem and mileage. Because an Ad-Hoc Committee is only until the purpose of the committee is completed, there would not be a long-time cost involved. Regarding the grant discussed earlier in the meeting, this grant would not reimburse per diem or mileage. The committee discussed the idea of standardizing the per diem and mileage for each committee and board of the County. There was more discussion. **Schultz motioned to amend the original motion to include 'not to exceed $20,000.00'. Seconded by Grizzoffi. The amendment carried by voice vote. The amended motion carried by voice vote.**

5. Closed Session:

Schultz made a motion to enter into closed session at 7:26 p.m. for the Personnel section 2(c)1 *"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity."* **Topic of discussion: County Engineer Search**

And for Closed Session minutes section 2(c)21 *"Discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes of semi-annual review of the minutes as mandated by Section 2.06."* **Topic of discussion: The review of closed session minutes.**

Seconded by D. Gallagher. Voice vote resulted in all Ayes and motion carried.

At 8:13 p.m., Lang made a motion to reconvene to open session. Seconded by D. Gallagher and motion carried following a roll call vote resulting in all Ayes.

6. Possible Action as a Result of Closed Session:

a) **Schultz made a motion to open the County Board Closed Session minutes from November 13, 2001. Seconded by Lang and motion carried by voice vote.**

b) **Schultz made a motion to open the County Board Closed Session minutes from January 8, 2002. Seconded by Grizzoffi and motion carried by voice vote.**

c) **Schultz made a motion to open the Law Enforcement & Courts Committee Closed Session minutes from November 6, 2002. Seconded by L. Gallagher and motion carried by voice vote.**

d) **Schultz made a motion to open the County Board Closed Session minutes from June 11, 2002. Seconded by Grizzoffi and motion carried by voice vote.**

7. Staff Reports:

a) <u>County Administrator – Angela Kaiser</u> – Kaiser provided an update on the Courthouse Renovation Project. She said the Illinois State Historical Preservation Office ruled that they did not feel the Courthouse addition was a problem and there was no issue with construction continuing. There was also the most recent drawdown of renovation expenses that Kaiser included with her report. Financially, costs are within budget and there is remaining contingency money that was budgeted. Regarding furniture, the original bid exceeds the amount that will be spent. She continues to keep looking for places to make cuts where possible. By Kaiser's estimation, based on what was budgeted for this fiscal year, we are okay. There is enough money now without having to amend the FY2025 budget. Kaiser continued by updating the members on the construction progress. 95% of the interior wall framing and 70% of drywall is completed. Mechanical and electrical is 80% roughed in. She asked for a proposal from Shive-Hattery for painting the fascia, soffit and window trim on the 1900's building. It was not part of the original project. Thankfully, it was discovered and a change order will be done soon to get a cost on the painting. She spoke about an ACH module for accounts payable claims. There will be a cost incurred, however; it will save money overall by eliminating excessive amounts of paper check payments and postage. There was also mention of Civic Plus, and agenda and meeting management software. There will be more information regarding the software in the coming weeks. Lastly, Kaiser mentioned the annual pollution insurance, which is a rider policy. She will bring the matter to the Board for them to make a decision regarding whether it should be renewed or canceled.

8. Citizens' Comments: None.

9. Board Member Concerns: D. Gallagher reminded of the NWILED Annual Meeting that is on the horizon. She believes that the Board needs to take a leadership role in some and a stewardship role in all cases. Diane also spoke about former County Board member Robert O'Connor's visitation and recalled O'Connor's time on the Board. Schultz spoke to Tessa Moore recently and asked her about the increased workload in the Administration Office. Moore explained to him that things were going smoothly. Schultz also reminded anyone who needs to get their Open Meetings Act training completed should be getting theirs done soon. Lang hopes no one is trying to take on too much by creating more committees.

10. Adjourn: Motion to adjourn was made at 8:33 p.m. by Grizzoffi and seconded by Schultz. Motion passed by voice vote.

Next regular meeting will be on Monday, March 3, 2025 at 6:30 p.m.

CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE COMMITTEE MEETING
FEBRUARY 3, 2025 – OPENED 07.06.26

The board entered closed session at 7:26 p.m. to discuss:

Personnel section 2(c)1
"The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity". Topic of Discussion – County Engineer Search

Closed session minutes section 2(c)21
"Discussion of minutes of meetings lawfully closed under this Act, whether for purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06." Topic of discussion: The review of closed session minutes.

Present were members John Creighton, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Michael Holt, John Lang, John Schultz, and LaDon Trost. Present: 8. County Board Members Jacob Ambrosia, Michael Dittmar, and Joseph Heitkamp, County Engineer Steve Keeffer, and County Administrator Angela Kaiser were also present.

Kaiser read aloud Steve Keeffer's letter of intent to retire. Once read, she informed the members the letter would be presented for acceptance at the County Board meeting on February 11, 2025.

Kaiser and Trost met with Shawn Ortgiesen, P.E. with IDOT, as well as Tyler Gould, Field Engineer, both with District 2 earlier today to discuss the process of appointing an Acting County Engineer while we continue to recruit for a County Engineer. We currently employ Dylan Oppold as a Staff Engineer who was hired three years ago as part of a possible succession plan to Steve Keeffer. Oppold does not have his P.E., so cannot be hired as the County Engineer at this time, but can serve as Acting County Engineer if a resolution to request concurrence from IDOT for the appointment of an Acting County Engineer is approved and sent to IDOT for approval. Kaiser and Trost then met with Oppold to discuss the position and to gauge his interest in the appointment. Oppold showed interest and confidence in the appointment, with only a few reservations regarding the administrative side of things, i.e. budgets, committee meetings, etc

The County Engineer position has been posted on our county website and Keeffer has also posted the notice with his association.

Schultz asked if we would have to meet a minimum salary to be reimbursed. Kaiser responded that Jo Daviess County participates in the Salary Reimbursement Program for County Engineers, which has a minimum salary requirement, however will not be able to continue until we have a P.E. hired, so we wouldn't have to meet the minimum as set by IDOT.

The first step would be to pass the resolution requesting concurrence from IDOT to appoint Dylan Oppold. Jo Daviess County can have an acting, but have to continue to actively search for a County Engineer during that time.

Lang asked if there was a reason that Oppold doesn't have his P.E. Keeffer responded that there are 2 tests to be completed and to have 4 years of experience working under a professional engineer. Oppold has 3 years working under Keeffer. Schultz asked if he would continue to supervise him for that additional year. Keeffer responded that he's not sure how that will work out, because his has IMRF pension guidelines to follow.

Grizzoffi asked Keeffer if he felt Oppold can do that job, to which he responded yes, he's a smart guy and can do the job.

Diane Gallagher asked if a neighboring county engineer could supervise Oppold. Keeffer answered you could share an engineer with another county, not sure about supervising.

Lang asked if a contract with Keeffer to supervise Oppold is possible. Keeffer is unsure if advising Oppold without a contract would be the same as supervising.

Kaiser said there are still questions to be answered regarding the supervision of Oppold and hopes to hear from IDOT as soon as possible.

At this time, the members reviewed the guidelines for closed session minutes. They were presented with 10 sets of closed session minutes ranging from years 1996 through 2002 to review and make determinations on what could be opened.

The board left closed session at 8:13 p.m.

Angela Kaiser

Angela Kaiser, County Administrator