COMMITTEE REPORT

COMMITTEE: **Executive**
CHAIRPERSON: **John Creighton**
DATE/TIME: **July 1, 2025 at 6:30 p.m.**

COMMITTEE MEMBERS PRESENT: Dianne Allendorf, John Creighton, Diane Gallagher, Lynn Gallagher, Michael Holt, John Lang, John Schultz, and LaDon Trost. A quorum was established.
BOARD MEMBERS ABSENT: John Grizzoffi.
OTHER BOARD MEMBERS PRESENT: Daisha Boehm.
OTHERS PRESENT: Angela Kaiser.

1. **Call to Order:** Chairperson Creighton called the meeting to order at 6:30 p.m.

2. **Minutes Approval:**
   a) Minutes of the June 2, 2025 Executive Committee meeting **– Allendorf/L. Gallagher made a motion to approve the minutes of the June 2, 2025 Executive Committee meeting. The motion carried by voice vote.**

   b) Minutes of the June 10, 2025 Claims Committee meeting **– Schultz/Lang made a motion to approve the minutes of the June 10, 2025 Claims Committee meeting. The motion carried by voice vote.**

3. **Citizens' Comments:** None.

4. **Unfinished Business:**
   a) Discussion and possible action on prioritizing the FY25-26 Strategic Goals and Plans *(Referred by County Board action on June 10, 2025)* – The committee briefly discussed and decided they would not prioritize the goals beyond the current committee ranking.

   b) Update on FOIA requests – The committee reviewed the June 2025 FOIA requests.

5. **New Business:**
   a) Discussion and possible action to enhance County grant services – The committee discussed at length the current dynamic of the services the County currently provides, which includes a Grant Administrator position, a departmental budget, and a hierarchy that requires the position to report to the County Treasurer. Duties include, but are not limited to ensuring all County grants meet GATA requirements, oversight of all pre-award and post-award activity, and working with all County departments. This position is not required to search for grant opportunities, but the current employee does do that on a limited basis, when able. Concerns have been raised regarding possible grant opportunities missed and whether or not the County would benefit from having a grant services available to search for the bigger, more competitive grants. This led to a discussion of how the current chain of command would change, should the County go in that direction. Currently, all appointed department heads, with the exception of the Grant Administrator, report to the County Administrator, who reports to the County Board. The majority of the committee believe additional grant services should be directed and managed by the County Administrator, which presents a problem when there is a department head for anything grant related. The proposed solutions are either 1. The chain of command changes and the Grant Administrator reports to the County Administrator, or 2. The Grant Administrator ceases to be considered a department head, retains their title, salary, and job duties and continues to report to the County Treasurer. Ultimately, it was decided more discussion and planning were needed.

Creighton/Allendorf made a motion to table a decision to the next Executive Committee meeting on August 4, 2025. The motion carried by voice vote.

b) Discussion and possible action to recommend rescinding P2019-10 Courthouse Parking Policy - The current policy refers to reserved parking spots that no longer exist and an agreement to park that was revoked, therefore the policy is moot. **Allendorf/L. Gallagher made a motion to recommend the rescinding of P2019-10 Courthouse Parking Policy. The motion carried by voice vote.**

c) Discussion and possible action to recommend approving an IT Availability policy and possible effective date – Joe Kratcha, IT/GIS Director explained where the concept of the policy started and that it was brought forward based on the discussions of the Information & Communications Technology Committee and the suggestion by the County Administrator to present it before the budget cycle began. IT staff rotate on-call duties, amounting to approximately 2,227 hours per year. During this time of making themselves available during non-working hours, they are restricted in what they can do in their personal time. Therefore, a recommended annual stipend of $2,227 for three IT Systems Administrator positions totaling $6,680 is suggested. They would no longer submit mobile device reimbursement requests. **Holt/L. Gallagher made a motion to recommend the approval of an IT Availability Policy. The motion carried by voice vote.**

d) Discussion and possible action to establish a Sheriff's Department Wellness Program – Sheriff Ketelsen presented his ideas for creating a Wellness Program for his employees that would include gym membership reimbursements, bi-annual mental health checkups, and the purchase of an application that offers immediate mental health counseling for employees in need. He has money budgeted in funds 048 and 066 and will fund the program through existing fund balance. There is no action required; he wanted to present the program to keep the committee updated on his office.

6. **Staff Reports:**
   a) County Administrator – Angela Kaiser – Kaiser distributed a written report to members outlining activity for the month of June. This included updated financial information for the Courthouse renovation project, as well as construction progress, software training for the agenda & meeting management program, FY2026 budget planning, and answering questions regarding the pending Transit fare increase. She is concerned that citizens have a misunderstanding of the situation and would like to see the County do some public outreach.

7. **Citizens' Comments:** None

8. **Committee Member Concerns:** Board members would like a press release placed on the County's web page addressing the recent concerns regarding the Transit fare schedule changes.

9. **Closed Session:**
   a) **Allendorf/Lang made a motion to enter into closed session at 8:00 p.m. for the purpose of Purchase/lease property section 2(c)5** *" The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired."* Topic of Discussion: Parking lot purchase**. The motion carried by roll call vote resulting in all Ayes.**

   Holt/Trost made a motion to reconvene to open session at 8:26p.m. The motion carried following a roll call vote resulting in all Ayes.

10. **Possible Action as a Result of Closed Session:** None.

11. **Adjourn:** Schultz/Holt made a motion to adjourn at 8:41 p.m. The motion carried by voice vote.

The next regular meeting will be held on Monday, August 4, 2025 at 6:30 p.m.

CLOSED SESSION
JO DAVIESS COUNTY EXECUTIVE COMMITTEE MEETING
JULY 1, 2025 – OPENED: 07.06.26

The committee entered closed session at 8:00 p.m. to discuss:

Purchase/lease property section 2(c)5
"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired." Topic of Discussion: Parking lot purchase

Present were members Dianne Allendorf, John Creighton, Diane Gallagher, Lynn Gallagher, Michael Holt, John Lang, John Schultz, and LaDon Trost. Present: 8. County Board Member Daisha Boehm and County Administrator Angela Kaiser were also present.

Kaiser updated the committee on the status of the Meeker street parking lot. The lot was destroyed during the courthouse project and has to be reconstructed. Unfortunately, the county does not own part of the property the current lot sits on (approximately 1,009 sq). The owners have been approached about purchasing the strip of land; the owners wanted to sell the entire parcel, but were told the county would not be interested. Kaiser offered $5,000, the owners countered with $12,000 and minor upgrades to their side of the property line in the way of a small retaining wall and grading the slope, so they can park and put their dumpster there. Kaiser talked to Louie's (the company that has quoted the lot reconstruction cost to Conlon) and he said he would do the additional work for "a couple thousand dollars". Adding that to the cost to reconstruct the parking lot, we will expend approximately $47,500 for the same number of parking spaces as before.

Kaiser updated the committee on the proposal by William Miller to build a parking lot located on the corner of N. Bench and Franklin streets for $300,000 from last month. Since then, the owner contacted his own attorney to say the county "was interested in contracting for $300k", to which his attorney immediately reached out to me and said that it sounds like the parties are trying to avoid paying prevailing wage. She responded that, based on the way it was presented to him, that's exactly what it would be, and that is why the county did NOT say they would sign a contract. After a lot of very confusing discussion back and forth, both she and the attorney agreed that based on what they both understood of the offer, even though the owner is saying he's included the cost of prevailing wage in the price of the parking lot, this isn't a straight forward situation, because the owner is only acting as a developer at this point and has gotten his pricing from a third party, who he then introduced into the situation as the "person we would be contracting with". Ultimately, she believes the owner originally intended to build the parking lot and then sell it, but without contractor insurance, he needed a third party, who then was not as keen on building without some guarantee of payment. She talked to the State's Attorney, who suggested the purchase could be viewed as a sole source procurement, but with the third party involved, it is all very confusing once you add the aspect of the parking lot construction, so it seems to her the only option at this point is the purchase the land from Miller and then, be responsible for securing bids to build the parking lot. Kaiser believes at this point, attorneys need to be involved to say what can be done and what can't, because she doesn't feel comfortable with any aspect of this proposed agreement at this point and the county just cannot do anything that might be construed in any way as bending the rules.

Allendorf asked if employees would be able to use the Meeker street lot, Trost replied that no, it would be for the public, but that the city has said we can use their public lot down by the foundry.

Lynn Gallagher asked if the public has ever actually complained about parking or if it is only employees. Kaiser responded she hasn't personally had anyone complain to her about not finding a parking spot.

Holt asked what the Miller lot would be worth if the city were to build a parking garage in the next few years. He feels that should be part of the equation when deciding whether or not to purchase the Miller lot and build a parking lot there. Kaiser answered it's hard to gauge and perhaps it's a situation of a bird in the hand is worth two in the bush. The lot might not hold its value, but it's as close to the courthouse as the board may ever get.

The consensus was that the county would not sign any kind of contract that would in any way seem as though we are going around paying prevailing wage. They want to find out what Miller would accept for just the land. This will help the board make their decisions going forward.

The committee left closed session at 8:26 p.m.

Angela Kaiser

Angela Kaiser, County Administrator