

JO DAVIESS COUNTY
JOINT REVIEW – DEVELOPMENT & PLANNING, TOURISM,
EXECUTIVE WITH FINANCE, TAX & BUDGETS
MEETING MINUTES
SEPTEMBER 25, 2025

I. Call to Order

Committee Chairperson John Schultz called the meeting to order at 5:30 PM on Thursday, September 25, 2025 in the Jo Daviess County Board Room, Jo Daviess County Administrative Offices in Galena, Illinois.

II. Roll Call & Establishment of a Quorum

Roll Call was answered as follows: **Finance:** Present – Diane Gallagher, John Schultz, John Creighton, LaDon Trost, John Lang. Present: 6. Absent – Michael Dittmar, Michael Holt. Absent: 2. **Executive:** Present – Diane Gallagher, Lynn Gallagher, John Schultz, John Creighton, LaDon Trost, John Grizzoffi, John Lang. Present: 7. Absent – Dianne Allendorf, Michael Holt. Absent: 2. **Development & Planning:** Present – Diane Gallagher, Lynn Gallagher, Robert Heuerman, John Schultz, LaDon Trost, John Lang. Present: 6. Absent – Michael Dittmar. Absent: 1.

III. Approval of Minutes

There were no minutes included to approve.

IV. Citizens' Comments

Laura Edmonds, Chief County Assessment Officer, came before the committee in opposition to Item XI.B.3. on the agenda, a Necessary Expense Request for Consideration, for the Treasurer's General Fund Salary & Benefit Increase Request.

Dana Timmerman, County Clerk & Recorder, also came before the committee in opposition to Item XI.B.3.

Nicole Hermsen, Transit Director/PCOM, joined electronically to speak in opposition to Item XI.B.3.

V. Unfinished Business

There was no unfinished business to conduct.

VI. New Business

FINANCE: A motion to recommend the renewal of FY2026 Property & Casualty Insurance and Workers Compensation Insurance with Illinois Counties Risk Management Trust (ICRMT); total annual premium \$552,188 was made by John Schultz and seconded by John Lang. The motion carried by voice vote.

FINANCE: A motion to recommend an audit engagement letter with Lauterbach & Amen, LLP for the audit of Section 5311 and CARES Act Section 5311 for the fiscal year ending June 30, 2025, was made by John Schultz and seconded by LaDon Trost. The motion carried by voice vote.

FINANCE: A motion to recommend an engagement letter with Lauterbach & Amen, LLP to review compliance with the requirements related to the use of the Illinois Downstate Operating Assistance Program (IDOAP) for the fiscal year ending June 30, 2025, was made by John Schultz and seconded by Diane Gallagher. The motion carried by voice vote.

FINANCE: A motion to recommend approval of a Resolution to execute a deed of conveyance of County's interest in parcel 08-201-053-00 in Guilford Township to Joyce Ann Calma was made by John Schultz and seconded by John Lang. The motion carried by voice vote.

FINANCE: A motion to recommend approval of a Resolution to execute a deed of conveyance of County's interest in parcel 05-504-630-03 in Dunleith Township to Marco Sawires was made by John Schultz and seconded by John Lang. The motion carried by voice vote.

VII. Summary of Joint Review Procedures

Kaiser gave a brief summary of the Joint Review Procedures.

VIII. Budget Review Session with Development & Planning Committee and Finance, Tax & Budgets Committee

A motion to move forward to the draft budget document Planning & Development (001-45163) - GF in the amount of \$423,178.87 was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Economic Development Investment Fund (018)* - SF in the amount of \$267,728.50 and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Tourism Promotion Fund (027)* - SF in the amount of \$1,320,000.00, and the associated fund description, and the minimum year-end fund balance policy of \$442,000.00 was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Tourism Capital Development Fund (032)* - SF in the amount of \$8,100.00, and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

IX. Budget Review Session with Executive Committee and Finance, Tax & Budgets Committee

A motion to move forward to the draft budget document the *Extension Education Fund (023)* - SF in the amount of \$82,983.66, and the associated fund description was made by John Grizzoffi and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document County Board (001-40102) - GF in the amount of \$119,719.36 was made by John Creighton and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document County Administrator (001-40103) - GF in the amount of \$355,054.34 was made by John Creighton and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document GF Contingency (001-49197) - GF in the amount of \$439,923.75 was made by John Creighton and seconded by John Schultz. The motion carried by voice vote.

X. Budget Review Session with Finance, Tax & Budgets Committee

A motion to move forward to the draft budget document County Treasurer (001-40104) - GF in the amount of \$373,895.64 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document Tax Extension (001-40105) - GF in the amount of \$27,800.00 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Tax Sale Automation Fund (047)* - SF in the amount of \$11,000, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Sale in Error Fund (065)* - SF in the amount of \$132,000, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document Grants Administrator (001-40113) - GF in the amount of \$87,938.14 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *American Rescue Plan Fund (086)* - SF in the amount of \$178,000.00, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document Chief County Assessment Office (001-40108) - GF in the amount of \$443,190.92 was made by John Schultz and seconded by John Lang. The motion carried by voice vote.

A motion to move forward to the draft budget document Board of Review (001-40109) - GF in the amount of \$14,423.51 was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document Regional Supt of Schools (001-44159) - GF in the amount of \$46,604.69 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document Miscellaneous (001-40112) - GF in the amount of \$279,430.00 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Social Security Fund (012)* - SF in the amount of \$500,423.94, the associated fund description, and the minimum year-end fund balance policy of \$250,212.00 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Illinois Municipal Retirement Fund (013)* - SF in the amount of \$602,456.44, the associated fund description, and the minimum year-end fund balance policy of \$301,228.00 was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Contingency Fund (016)* - SF in the amount of \$600,00.00, and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Insurance Fund (017)* - 17 in the amount of \$607,080.84, the associated fund description, and the minimum year-end fund balance policy of \$667,789.00 was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *General Capital Investment Fund (042)* - SF in the amount of \$0.00, and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *General Capital Equipment Replacement Fund (048)* - SF in the amount of \$318,277.20, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Veterans Assistance Program Fund (083)* - SF in the amount of \$22,368.00, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Courthouse Renovation Fund (088)* - SF in the amount of \$500,000.00, and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Courthouse Bond Payment Fund (089)* - SF in the amount of \$599,547.50, and the associated fund description was made by John Lang and seconded by John Schultz. The motion carried by voice vote.

A motion to move forward to the draft budget document the *Stipend Clearing Fund (091)* - SF in the amount of \$33,531.65, and the associated fund description was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

XI. Discussion and possible action to approve mandatory and/or necessary expense requests to decrease/increase the FY2026 Budget target amounts

A motion to approve a Board of Review (001-40109) Necessary Expense Request for a Salary & Benefit Increase of \$3,229.50, increase the target, and move forward to the draft budget document as amended was made by Diane Gallagher and seconded by John Schultz. The motion carried by voice vote.

A motion to approve a Necessary Expense Request for Purchase/Construction of a Parking Structure at 312 N. Main Street, Galena, in the amount of \$922,000.00 from the General Fund (001), \$178,000.00 from the Capital Investment Fund (042), and \$400,000.00 from the Contingency Fund

(016), as presented, was made by John Schultz and seconded by John Lang. The motion carried by voice vote.

A motion to approve a Treasurer (001-40104) - GF Salary & Benefit Increase Request was made by John Creighton and seconded by John Schultz. The motion failed by voice vote.

XII. Reports

Laura Edmonds, Chief County Assessment Officer, provided her report in the packet. The deadline to appeal assessments is October 17th. There was extensive discussion regarding the duties of elected township assessors.

Melisa Hammer, County Treasurer, gave her verbal report. This year's tax sale is on October 20th.

Tammy Cahill, Grants Administrator, provided her report in the packet. She updated the Committee on the multiple grants she is currently working on

XIII. Citizens' Comments

There were no citizens' comments.

XIV. Committee Member Concerns

There were no Committee member concerns.

XV. Adjourn

Motion to adjourn was made at 07:34 PM by John Lang and seconded by John Grizzoffi. Motion carried by voice vote.

Next committee meeting for Finance, Tax & Budgets is scheduled for Thursday, October 30, 2025, at 6:00 p.m.