

**JO DAVIESS COUNTY BOARD
BUDGET WORKSHOP
OCTOBER 18, 2023**

CALL TO ORDER: Jo Daviess County Chairperson LaDon Trost called the meeting to order at 5:30 p.m. on Wednesday, October 18, 2023 in the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.

ROLL CALL was answered as follows: Present – Dianne Allendorf, Tina Brandel, Steve Endress, John Grizzoffi, Joseph Heitkamp, John Lang, John Schultz, LaDon Trost, and Don Zillig. Present: 9. Present electronically - Diane Gallagher. Present electronically: 1. Absent – John Creighton, Lynn Gallagher, Robert Heuerman, Daniel Holcomb, Michael Holt, Steve McIntyre, and Darcy Wild. Absent: 7.

AGENDA ITEM I - CITIZENS' COMMENTS

There were no citizens' comments at this time.

AGENDA ITEM II – UNFINISHED BUSINESS

There was no unfinished business brought before the board.

AGENDA ITEM III – NEW BUSINESS

An Executive committee motion to approve the renewal of the FY2024 Property & Casualty Insurance and Workers Compensation Insurance with Illinois Counties Risk Management Trust (ICRMT); total annual premium of \$451,501.00 was seconded by John Lang.

The motion carried by voice vote.

A motion to approve a resolution to establish the Illinois Supreme Court Public Defender Fund as a special fund and adopt an associated fund description was made by John Schultz and seconded by Dianne Allendorf.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, Steve Endress, Diane Gallagher, John Grizzoffi, Joseph Heitkamp, John Lang, John Schultz, LaDon Trost, and Don Zillig. Ayes: 10. Nays: 0. Absent - John Creighton, Lynn Gallagher, Robert Heuerman, Daniel Holcomb, Michael Holt, Steve McIntyre, and Darcy Wild. Absent: 7.

AGENDA ITEM IV - FY2024 BUDGET WORKSHOP

County Administrator Scott Toot presented a summary review of the FY2024 budget process to date.

At this time, Chairperson Trost exercised his chairperson prerogative and addressed agenda items 7c and 7d first.

County Treasurer Melisa Hammer presented a necessary expense request for the General Fund (001) County Treasurer 40104 budget to fund possible part time hours. After board discussion, it was decided to set aside the request and consider amending the budget later in FY2024 if the salary expense is in danger of running over-budget.

A motion to correct a previous motion to approve the following necessary expense requests to increase the General Fund (001) County Treasurer 40104 and County Clerk & Recorder 40106 budgets and target amounts for the purchase and annual support of the Accounts Receivable software was made by Dianne Allendorf and seconded by Don Zillig:

- A recurring expense increase of \$1,500.00 to be split evenly between General Fund budgets County Clerk-Professional Service 001-40106-702 and Treasurer-Professional Service 001-40104-702 for annual support and maintenance fees.
- A non-recurring expense increase of \$7,700.00 to be split evenly between General Fund budgets County Clerk-Professional Service 001-40106-702 and Treasurer-Professional Service 001-40104-702 for license fees, setup, and training.

The motion carried by voice vote.

A motion to approve the following non-recurring unfunded expense request and amend the General Fund (001) Sheriff 41121 budget and target was made by John Schultz and seconded by John Grizzoffi:

- #1 - \$50,000.00 from the Sheriff for implementing eCitations, adding to budget line 001-41121-603

The motion carried by voice vote.

A motion to approve the following non-recurring unfunded expense request and amend the General Fund (001) Sheriff 41121 budget and target was made by John Lang and seconded by Dianne Allendorf:

- #2 - \$12,500.00 from the Sheriff for additional Spillman software, adding to budget line 001-41121-603

The motion was withdrawn by John Lang and Dianne Allendorf to be addressed later in the meeting.

A motion to approve the following recurring unfunded expense request and amend the Special Fund Vehicles (038) budget was made by John Schultz and seconded by John Lang:

- #3 - \$46,000.00 from the Sheriff for the added expense of squad cars, adding to budget line 038-46179-820

The motion carried by voice vote.

A motion to approve the following non-recurring unfunded expense request and amend the General Fund (001) Sheriff 41123 budget and target was made by John Lang and seconded by John Schultz:

- #5 - \$15,000.00 from the Sheriff for training pay due to retirements, adding to budget line 001-41123-401/421/422/431

The motion carried by voice vote.

At this point in the meeting, Tina Brandel asked for an end to the citizen comments from the audience unless specifically requested.

A motion to approve the following non-recurring unfunded expense request and amend the General Fund (001) Planning & Development 45163 budget and target was made by Dianne Allendorf and seconded by Diane Gallagher:

- #6 - \$1,125.00 from Planning & Development for the purchase of one (1) laptop computer, adding to budget line 001-45163-810

The motion carried by voice vote.

A motion to approve the following non-recurring unfunded expense request and amend the General Fund (001) Miscellaneous 40112 budget and target was made by John Schultz and seconded by Dianne Allendorf:

- #8 - \$37,000.00 from the County Administrator for a Cost/Fee Study, adding to budget line 001-40112-702

The motion carried by voice vote.

A motion to approve the following Special Fund Capital Investment (042) non-recurring unfunded

expense request was made by John Schultz and seconded by John Grizzoffi:

- #9 - \$150,000.00 from the County Administrator for Public Safety Building soffit and fascia repair, adding to budget line 042-46171-805

The motion carried by voice vote.

A motion to approve the following General Fund (001) non-recurring unfunded expense request and amend the General Fund (001) Sheriff 41121 budget and target was made by John Lang and seconded by Dianne Allendorf:

- #2 - \$12,500.00 from the Sheriff for additional Spillman software, adding to budget line 001-41121-603

The motion carried by voice vote.

A motion to approve the following Special Fund budgets as modified, their fund descriptions with minimum fund balance policy amounts, and to forward them on to the FY2024 Jo Daviess County comprehensive budget document was made by Dianne Allendorf and seconded by John Schultz:

- Social Security (012) - FY2024 minimum fiscal year-end fund balance policy of \$232,317.00
- IMRF (013) - FY2024 minimum fiscal year-end fund balance policy of \$343,877.00
- Contingency (016)
- Insurance (017) - FY2024 minimum fiscal year-end fund balance policy of \$540,100.00
- General Capital Investment (042) (approval of unfunded \$150,000.00 expense)
- General Capital Equipment Replacement (048)
- Courthouse Renovation (088) (removal of erroneous \$150,000.00 expense)
- Courthouse Bond Payment (089)
- Illinois Supreme Court Public Defender (090)

The motion carried by voice vote.

A motion to approve the FY2024 Interfund Transfer Schedule and Interfund Transfer Policy as modified to include unfunded request approvals and to move it forward to the FY2024 Jo Daviess County comprehensive budget document was made by Dianne Allendorf and seconded by Don Zillig.

The motion carried by voice vote.

A motion to approve the General Fund (001) expense budget modified as a result of approved unfunded requests, the corresponding target, and to forward it on to the FY2024 Jo Daviess County comprehensive budget document was made by Dianne Allendorf and seconded by John Schultz:

- Contingency 49197

The motion carried by voice vote.

A motion to approve the following 2023 (payable 2024) property tax levy amounts for the following Jo Daviess County Special Service Areas was made by John Schultz and seconded by John Lang.

- \$279,659.39 – SSA #1
- \$521,900.57 – SSA #6
- \$378,744.63 – SSA #7

The motion carried by voice vote.

A motion to schedule a Special County Board meeting on Tuesday, November 21, 2023 at 7:00 p.m. for the purpose of the FY2024 Budget Hearing and possible adoption of the Annual Budget & Appropriation Ordinance and the Tax Levy Ordinance was made by Dianne Allendorf and seconded by Tina Brandel.

The motion carried by voice vote.

AGENDA ITEM V – BOARD MEMBER CONCERNS

Steve Endress expressed his appreciation for how the budget information is presented and explained, stating it is extremely helpful for newer board members.

AGENDA ITEM VI – CLOSED SESSION

A motion to enter closed session at 6:46 p.m. was made by Dianne Allendorf and seconded by Tina Brandel to discuss:

C. 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: Lease of Property in Galena, Illinois.

The motion carried by voice vote.

The board reconvened at 7:06 p.m. following a motion by Tina Brandel and seconded by John Grizzoffi.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, Steve Endress, Diane Gallagher, John Grizzoffi, Joseph Heitkamp, John Lang, John Schultz, LaDon Trost, and Don Zillig. Ayes: 10. Nays: 0. Absent - John Creighton, Lynn Gallagher, Robert Heuerman, Daniel Holcomb, Michael Holt, Steve McIntyre, and Darcy Wild. Absent: 7.

AGENDA ITEM VII – CITIZENS' COMMENTS

Angela Kaiser, County Clerk stated that although she has two open positions in her office, she did not object to her FY2024 budget decrease, as she felt her contribution to the newly adopted compensation plan as an elected official would be working extra hours, if needed.

AGENDA ITEM VIII - ADJOURNMENT

A motion to adjourn was made by John Grizzoffi and seconded by Joseph Heitkamp.

The motion carried by voice vote.

Chairperson Trost adjourned the budget workshop meeting at 7:10 p.m. until 5:30 p.m. Tuesday, November 14, 2023 at the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.



Angela Kaiser, County Clerk