

JO DAVIESS COUNTY BOARD MEETING

Jo Daviess County Courthouse
330 N. Bench St., Galena
County Board Room, 3rd Floor
Tuesday, November 14, 2023 at 7:00 p.m.

Meeting is Accessible via Audio Call-in

REVISED AGENDA

3rd Floor Evacuation Policy

1. The Chairman at all public meetings held in the third floor County Board room shall instruct the public how to exit in case of emergency.
2. Exit down hall in either direction.
3. After 4:00 p.m. the door at the end of the hall opposite the elevator is locked.
 - a) **To open pull Fire Alarm.**
4. A sign shall be placed at the locked door, instructing how to open the door by pulling the fire alarm.
5. On the second floor you may exit using the doors on the Meeker Street side, **or** continue to the first floor to exit building.
6. Do not use elevator in case of fire.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INVOCATION AND THOUGHT FOR THE DAY

I. CONSENT AGENDA

A. MINUTES APPROVAL

1. County Board Budget Workshop meeting minutes from the October 5, 2023 Special County Board Budget Workshop Meeting **8 - 11**
2. County Board meeting minutes from the October 10, 2023 County Board Meeting. **12 - 16**
3. County Board Budget Workshop meeting minutes from the October 12, 2023 Special County Board Budget Workshop Meeting **17 - 20**
4. County Board Budget Workshop meeting minutes from the October 18, 2023 Special County Board Budget Workshop Meeting **21 - 24**

B. APPOINTMENTS/RESIGNATIONS

1. Reappointment of Gary Diedrick to serve as a member of the Planning Commission and Zoning Board of Appeals for a five year term ending December 31, 2028.
2. Reappointment of Ron Mapes to serve as a member of the Planning Commission and Zoning Board of Appeals for a five year term ending December 31, 2028.
3. Appointment of Brynn Calow to serve as a member of the Special Service Area Commission for Special Servicer Area #1 for the remainder of a two year term ending November 30, 2024. **25**

C. CONTRACTS, AGREEMENTS, & PETITIONS

D. ORDINANCES, RESOLUTIONS, & PROCLAMATIONS

E. REPORTS & CORRESPONDENCE

F. CLAIMS 26 - 63

1. Claims approval in the amount of **\$1,324,396.93** as follows:
 - i. **\$970,475.10** (Regular Claims \$846,100.67 + Claims associated w/LIT's \$124,374.43)
 - ii. **\$34,907.18** (Over Budget Requests)
 - iii. **\$126,468.09** (GGMI Hotel/Motel Tax Reimbursement)
 - iv. **\$192,546.56** (Special Service Area Commissions)
 - Warren Area Ambulance Service, Inc. - SSA #1 - \$45,788.57 **64 - 66**
 - Galena Area Emergency Medical Service – SSA #6 - \$83,692.80 **67 - 68**
 - Elizabeth Community Ambulance Service – SSA #7 - \$63,065.19 **69 - 70**

G. LINE ITEM TRANSFERS

1. **FY2023 Line Item Transfers (without associated claims)** in the amount of **\$3,000.00** as follows:
 - i. ~~**\$1,500.00** \$1,500.00 from 001-40108-501 Education Expense to 001-40108-702 Professional Services~~
 - ii. ~~**\$1,500.00** \$1,500.00 from 001-40108-502 Travel Expense to 001-40108-702 Professional Services~~
2. **FY2023 Line Item Transfers (with associated claims)** in the amount of **\$24,870.00** as follows:
 - i. **\$1,000.00** \$1,000.00 from 001-41121-706 Printing to 001-41121-502 Travel Expenses **71**
 - ii. **\$8,000.00** \$8,000.00 from 001-41121-611 Automotive Fuel/Oil to 001-41121-606 Minor Equipment & Small Tools **72**
 - iii. **\$3,875.00** \$3,875.00 from 001-41121-725 Union Legal Services to 001-41121-701 Maintenance Service **73**
 - iv. **\$1,995.00** \$1,995.00 from 001-41122-725 Union Legal Services to 001-41122-701 Maintenance Service **74**
 - v. **\$3,000.00** \$3,000.00 from 001-41124-701 Contractual Maintenance to 001-41124-810 Equipment Purchase **75**
 - vi. **\$3,000.00** \$3,000.00 from 001-41124-725 Union Legal Services to 001-41124-905 Miscellaneous Expense **76**
 - vii. **\$1,000.00** \$1,000.00 from 002-43141-901 Contingency to 002-43141-704 Telephone **77 - 78**
 - viii. **\$21,743.68** \$21,743.68 from 021-43146-601 Maintenance Supplies to 021-43146-990 Interfund Transfer **79 - 80**
 - ix. **\$25,000.00** \$25,000.00 from 071-44163-702 Professional Service to 071-44163-611 Automotive Fuel/Oil **81**
 - x. **\$3,000.00** \$1,500.00 from 001-40108-501 Education Expense and \$1,500.00 from 001-40108-502 Travel Expense to 001-40108-702 Professional Services **82 - 84**

H. OVER BUDGET REQUEST

1. FY2023 over budget request (with associated claims) in the amount of \$34,907.18 as follows:

- i. Claim from Tri-State Shred in the amount of \$89.90 to be paid from Document Storage Fund budget line item 039-47184-810 Equipment Purchase **85**
- ii. Claim from Excelsa Technologies in the amount of \$34,647.48 to be paid from Document Storage Fund budget line item 039-47184-810 Equipment Purchase **86**
- iii. Claim from Tri-State Shred in the amount of \$169.80 to be paid from Document Storage Fund budget line item 039-47184-810 Equipment Purchase **87**

END OF CONSENT AGENDA

1. CITIZENS' COMMENTS

It is the policy of the County Board to not allow public comment on those agenda items coming to the board from a public hearing where sworn testimony was taken. Those wishing to comment on these items should attend and speak at the public hearings.

2. UNFINISHED BUSINESS

3. NEW BUSINESS & COMMITTEE REPORTS

A. Discussion and possible action regarding FY2024 County Board Meeting Dates **88**

B. Discussion and possible action to suspend P2019-10 Jo Daviess County Courthouse Parking Policy effective November 15, 2023 **89 - 90**

C. Executive

1. Review electrical supply bids received for the Jo Daviess County electrical aggregation program beginning May 2024 – Patty Head, Rock River Energy Services (Recommended to move forward without a recommendation by the Executive Committee, meeting of November 7, 2023). **91**
2. Discussion and possible action regarding a recommendation to the Jo Daviess County Board on November 14, 2023 for an electrical aggregation program to replace the current program. Recommended supplier _____, rate _____, term _____. (Preliminary bids presented to the Executive Committee were indicative bids which indicate the market pricing. Final bids will be presented to the Jo Daviess County Board on November 14, 2023 for approval) (Recommended to move forward without a recommendation by the Executive Committee, meeting of November 7, 2023).
3. Consideration of a recommendation to approve a resolution to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for Fiscal Year 2024 in the amount of \$8,000.00 (Recommended to move forward without a recommendation by the Executive Committee, meeting of November 7, 2023). **92 - 94**
4. Consideration of a recommendation to approve a Public Defender agreement with Thomas J. Nack in the amount of \$74,466.54 beginning December 1, 2023 and ending November 30, 2024 (Recommended by the Executive Committee, meeting of November 7, 2023). **95 - 96**

5. Consideration of a recommendation to approve a Public Defender agreement with Ronald J. Leinen in the amount of \$49,049.52 beginning December 1, 2023 and ending November 30, 2024 (Recommended by the Executive Committee, meeting of November 7, 2023). **97 - 98**
6. Consideration of a recommendation to post the Fiscal Year 2024 Total Employee Compensation packages for highly compensated employees per Public Act 097-0609 on the Jo Daviess County website and bulletin board (Recommended by the Executive Committee, meeting of November 7, 2023).
7. Consideration of a recommendation to approve the purchaser of a 2019 Buick Envision from Elizabeth Garage at a cost not to exceed \$15,173.00 for use by the Emergency Management Director (Recommended by the Executive Committee, meeting of November 7, 2023). **99**
8. Consideration of a recommendation to approve a Request for Proposal for Courthouse Move Services with the addition of prevailing wage language (Recommended by the Executive Committee, meeting of November 7, 2023). **100 - 114**
9. Consideration of a recommendation to amend Fund 039 Court Document Storage Fund FY2024 budget with revenues of \$524,200.00 and expenses of \$760,000.00 (Recommended by the Executive Committee, meeting of November 7, 2023). **115**
10. Consideration of a recommendation to approve the Transit Training Manager position description recommended by the Personnel Review Committee, meeting of November 6, 2023 (Recommended by the Executive Committee, meeting of November 7, 2023). **116 - 119**
11. Consideration of a recommendation to approve the grading of Transit Training Manager position at Grade 9 at \$23.74 per hour recommended by the Personnel Review Committee, meeting of November 6, 2023 (Recommended by the Executive Committee, meeting of November 7, 2023). **120 - 121**
12. Consideration of a recommendation to approve an intergovernmental agreement with Galena Unit School District No. 120 for the lease of the Galena Primary School from January 1, 2024 through December 31, 2025 at a cost of \$1.00 per year plus utilities (Recommended by the Executive Committee, meeting of November 7, 2023). **122 - 128**
13. Consideration of a recommendation to approve a Commercial Lease Agreement with Louis A. Timp Trust for the building located at 9816 U.S. Highway 20 W., Galena, IL from December 1, 2023 through January 1, 2025 at a cost of \$5,000.00 per month including utilities (Recommended by the Executive Committee, meeting of November 7, 2023). **129 - 140**

D. Information & Communications Technology

E. Development & Planning

F. Finance, Tax & Budgets

1. Consideration of a recommendation to award a natural gas supplier contract to Symmetry Energy for a three year term at a fixed rate of Natural Gas Index (NGI) + \$0.4950 per therm to supply natural gas to the Jo Daviess County Courthouse, Public Safety Building, Waterworks Building, Transit and Health Department Building in Galena and Highway Facilities in Hanover and Galena (Recommended by the Finance, Tax & Budgets Committee, meeting of October 26, 2023). **141 - 149**

2. Consideration of a recommendation to approve the implementation of County Policy to assess any property 240 square feet or larger whether on a permanent foundation or not (Recommended by the Finance, Tax & Budgets Committee, meeting of **October 26, 2023**). **150 - 179**
3. Consideration of a recommendation to approve an Audit Engagement Letter with Wipfli, LLP for the Transit Section 5311 Annual Financial Report and Schedule of Operating Revenues and Income and Operating Expenses under Downstate Operating Assistance Grant as presented in conformity with Illinois Department of Transportation Division of Public and Intermodal Transportation for the year ended June 30, 2023 at a cost of \$1,750 (Recommended by the Finance, Tax & Budgets Committee, meeting of **October 26, 2023**). **180 - 188**
4. Consideration of a recommendation to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County audit for the year ended November 30, 2023 at a cost of \$43,000 for the County audit, \$4,750 for the single audit, and \$4,750 for each additional major program (Recommended by the Finance, Tax & Budgets Committee, meeting of **October 26, 2023**). **189 - 198**
5. Discussion and possible action to approve a Resolution to Pay a Mandatory Accelerated Payment to IMRF from the Contingency Fund (016) and reimburse Fund (016) in FY2025 from Fund (013) (Not a recommendation from the Finance, Tax & Budgets Committee, not on the October 26, 2023 agenda). **199 - 200**
- ~~6. If item 5. is approved, the total claims paid for November, 2023 will be **\$359,932.46**.~~
7. The fund balance for the Contingency Fund (016) on 09/30/2023 is **\$650,375.48**.

G. Public Works 201 - 203

1. Consideration of a recommendation to approve an engineering agreement with Willett, Hofmann & Associates of Dixon, Illinois, at a not to exceed cost of \$149,854.00 to be paid from line item 011-43145-702 (Recommended by the Public Works Committee, meeting of October 23, 2023).
2. Consideration of a recommendation to approve an engineering agreement with WHKS Engineers of East Dubuque, Illinois, at a not to exceed cost of \$5,200.00 to be paid from line item 011-43145-702 (Recommended by the Public Works Committee, meeting of October 23, 2023).

H. Law Enforcement & Courts

1. Consideration of a recommendation to approve squad maintenance contracts for FY2024 with three local establishments – Palmer Automotive Specialties, Inc. \$37.95/\$41.58/\$60.00, Temperly Auto, \$25.00 standard/\$40.00 synthetic/\$60.00 and Galena Chrysler \$25.28/\$26.35/\$65.00 (Recommended by the Law Enforcement & Courts Committee, meeting of October 16, 2023). **204 - 207**
2. Consideration of a recommendation to award a contract to The Workshop, Galena, IL for inmate food service at the Jo Daviess County Jail for FY2024 at a cost of \$10.00 for lunch with beverage, Monday through Friday only, no holidays (Recommended by the Law Enforcement & Courts Committee, meeting of October 16, 2023). **208 - 209**

I. Social & Environmental

1. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and Galena ARC (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **210 - 216**

2. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and City of Galena-Weekend & Hotels (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **217 - 222**
3. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and City of Galena-City Limits (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **223 - 228**
4. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and East Galena Township (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **229 - 233**
5. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and West Galena Township (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **234 - 238**
6. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and Riverview Center (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **239 - 244**
7. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and Galena Public Library District (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **245 - 250.**
8. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and Stephenson County Senior Resource Center (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **251 - 256**
9. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and The Workshop (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **257 - 263**
10. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and The Jo Daviess Conservation Foundation (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **264 - 270**
11. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and Galena Strauss Senior Care (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **271 - 276**
12. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and The Galena Foundation (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **277 - 283**
13. Consideration of a recommendation to approve a Contract with Jo Daviess County Transit and The Mop Shop (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **284 - 288**
14. Consideration of a recommendation to approve a resolution to establish a Technical Advisory Committee of key stakeholders for the Transit Statewide/Non-Metropolitan Transportation Planning Federal Section 5305 (e) Grant in regards to the project of Comprehensive Analysis of Demand Response Ridership and Transit-Dependent Demographics in Jo Daviess County. (Recommended by the Social & Environmental Committee, meeting of October 19, 2023). **289 - 290**
15. If item 14. is approved, discussion and possible action to appoint Dianne Allendorf, Diane Gallagher, Michael Dittmar, Jen Hay, Don Hill, David Schmit, Barb Hocker, Steve Ciangi, LaDon Trost and Tina Brandel.

J. Planning Commission/Zoning Board of Appeals

K. Legislative

OTHER COMMITTEES & BOARDS

I. JO DAVIESS COUNTY AD-HOC COURTHOUSE COMMITTEE

1. Consideration of a recommendation to approve Shive-Hattery Amendment No. 5: Furniture, Furnishings and Equipment Design at a cost not to exceed \$35,500 (Recommendation of the Ad-Hoc Courthouse Committee, meeting of October 19, 2023). **291 - 293**

II. BOARD MEMBER CONCERNS

III. CITIZENS' COMMENTS

It is the policy of the County Board to not allow public comment on those agenda items coming to the board from a public hearing where sworn testimony was taken. Those wishing to comment on these items should attend and speak at the public hearings.

IV. CLOSED SESSION

A. 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."

B. Collective bargaining section 2(c)2

"Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees."

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."

D. Pursuant to 5 ILCS Litigation Section 120/2(c)11

"Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting."

4. POSSIBLE ACTION AS A RESULT OF CLOSED SESSION ITEMS

5. ADJOURN TO Tuesday, December 12, 2023 at 7:00 pm.

This meeting will be held virtually. The public may attend in person; however we encourage you to attend via Zoom audio as follows:

<https://zoom.us/j/98636325254?pwd=ZlBMdFpmTlZBNW05UjNyZVczYythdz09>

Call in number: 1 (312) 626-6799 US
1 (309) 205-3325 (US Cellular users)
1 (507) 473-4847 US

Meeting ID: 986 3632 5254
Password: 229369

Call-in information is also available on the JDC website at www.jodaviesscountylil.gov