

**JO DAVIESS COUNTY BOARD
MEETING MINUTES
DECEMBER 12, 2023**

CALL TO ORDER: Jo Daviess County Chairperson LaDon Trost called the meeting to order at 7:00 p.m. on Tuesday, December 12, 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, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Present: 14. Absent - Daniel Holcomb, John Schultz, and Darcy Wild. Absent: 3.

State's Attorney Chris Allendorf was present.

THE PLEDGE OF ALLEGIANCE was led by Chairperson Trost.

THE INVOCATION AND THOUGHT FOR THE DAY was given by Joseph Heitkamp.

AGENDA ITEM I – CONSENT AGENDA

A motion to approve the consent agenda with the following corrections was made by Dianne Allendorf and seconded by John Lang:

- Item A: November 14, 2023 County Board Minutes, page 3, paragraph 8 - changing the date from August 31, 2023 to September 30, 2023
- Item H: Adding "ii. Claim from GGMI in the amount of \$126,834.59 to be paid from budget line item 027-45161-918 GGMI Hotel/Motel Tax Contract"

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

AGENDA ITEM II - CITIZENS' COMMENTS

There were no citizens' comments at this time.

AGENDA ITEM III – UNFINISHED BUSINESS

There was no unfinished business brought before the board at this time.

AGENDA ITEM IV – NEW BUSINESS & COMMITTEE REPORTS

A motion to award a bid to Midwest Moving & Storage at a cost not to exceed \$139,627.00 for move services for the Jo Daviess County Courthouse to be paid from line item 088-46182-702 Professional Services, with the Chairperson and County Administrator meeting with the company to discuss necessary adjustments in pricing based on changes in responsibilities, was made by John Lang and seconded by Don Zillig.

The motion carried by roll call vote. Ayes – Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Michael Holt, John Lang, LaDon Trost, and Don Zillig. Ayes: 8. Nays - Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Robert Heuerman, and Steve McIntyre. Nays: 6. Absent: 3.

INFORMATION & COMMUNICATIONS TECHNOLOGY:

The committee had no business to bring before the board.

DEVELOPMENT & PLANNING:

The committee had no business to bring before the board.

FINANCE, TAX, & BUDGETS:

A committee motion to approve a resolution to assess outdoor shed type structures seconded by John Lang.

The motion failed by roll call vote. Ayes – Diane Gallagher, Joseph Heitkamp, and John Lang, Ayes: 3. Nays - Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Lynn Gallagher, John Grizzoffi, Robert Heuerman, Michael Holt, Steve McIntyre, LaDon Trost, and Don Zillig. Nays: 11. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 05-004-125-00 in Dunleith Township to Janis L. Spitzack was seconded by John Schultz.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 05-501-590-00 in Dunleith Township to Mariah Wallace, Andrew Wallace was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 08-203-136-00 in Guilford Township to Mark Toalson, Dianne C. Toalson was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 11-001-100-00 in Nora Township to Jeff Dear was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 18-004-048-00 in Thompson Township to Renita Smith was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 18-011-093-00 in Thompson Township to Kevin Rogers was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 18-011-094-00 in Thompson Township to Kevin Rogers was seconded by John Lang.

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The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 22-100-297-00 in West Galena Township to Paul Orzeske was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 22-100-555-00 in West Galena Township to James Digman was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve a resolution to execute a deed of conveyance of County's interest in parcel 21-001-496-06 in Warren Township to Handfelt Investments, LLC, Eric Handfelt was seconded by John Lang.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve amending P2021-10 Prioritized Options to Reduce Expenses was seconded by John Lang.

The motion carried by voice vote.

A motion to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County Circuit Clerk audit for the year ended November 30, 2023 at a cost not to exceed \$10,000.00 was made by John Lang and seconded by Diane Gallagher.

The motion carried by voice vote.

The fund balance for the Contingency Fund (016) on October 31, 2023 was \$610,569.24.

PUBLIC WORKS:

A committee motion to approve a County Engineer Salary Resolution in the amount of \$119,325.90 with an additional \$38,660.53 for IMRF, Health Insurance, and FICA was seconded by John Creighton.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

A committee motion to approve the purchase of a 2017 Chevrolet 2500 HD from Runde Chevrolet, East Dubuque, IL at a cost of \$36,940.00 to be paid from 059-46174-820 was seconded by John Creighton.

The motion carried by voice vote.

A committee motion to approve an agreement with Ryan Raab to provide snow removal and ice control services of roads at the Jo-Carroll Depot at a cost of \$6,500.00 to be paid from line item 002-43141-701 was seconded by John Creighton.

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The motion carried by voice vote.

A committee motion to approve a Request from the Village of Elizabeth for a 50/50 Culvert Cost Share Project on Myrtle Street at a cost not to exceed \$100,000.00 to be paid from 011-43145-890 was seconded by John Creighton.

The motion carried by voice vote.

LAW ENFORCEMENT & COURTS:

A committee motion to approve sole/single source procurement of equipment from RGB Spectrum at a cost of \$68,823.00 to upgrade the Public Safety Answering Point (PSAP) was seconded by Don Zillig.

The motion carried by voice vote.

SOCIAL & ENVIRONMENTAL:

A committee motion to approve a Contract with Jo Daviess County Transit and The Elizabeth Food Basket was seconded by Dianne Allendorf.

The motion carried by voice vote.

A motion to postpone approval of a contract with Jo Daviess County Transit and Medical Transportation Management, Inc (MTM) was made by Dianne Allendorf and seconded by Joseph Heitkamp.

A committee motion to approve an Ordinance Amending the Code of Ordinances of Jo Daviess County, Title 5, Public Health and Safety, Chapter 5 Animal Control, (New) Section 7 Fines/Fees Collected; Deposit in Animal Control Fund was seconded by Dianne Allendorf.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

PLANNING COMMISSION/ZONING BOARD OF APPEALS:

A motion to approve a request for a Special Use Permit by SV CSG Wards Grove Solar, LLC (SunVest Solar, LLC) to allow for a community solar facility; property is zone AG Agricultural District, located at TBD US Route 20 East, Lena IL 61048 was made by Diane Gallagher and seconded by John Grizzoffi.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 12. Nays - Michael Holt and John Lang. Nays: 2. Absent: 3.

LEGISLATIVE:

The committee had no business to bring before the board.

EXECUTIVE:

A committee motion to approve the Non-Represented Employee Classification/Compensation Plan and Performance Management/Evaluation/Merit Pay Policy and related forms was seconded by John Lang.

The motion carried by voice vote.

A committee motion to abolish P2019-2 Performance Management, Performance Evaluation, & Employee Merit Pay Policy and related forms was seconded by John Lang.

The motion carried by voice vote.

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A committee motion to abolish P2019-3 New Position Classification & Reclassification Review Policy and related forms was seconded by John Lang.

The motion carried by voice vote.

A committee motion to amend P2023-5 Retiree Health Insurance Assistance Policy was seconded by John Lang.

The motion carried by voice vote.

A committee motion to amend the Employee Handbook as presented was seconded by John Lang.

The motion carried by voice vote.

A committee motion to amend P2018-2 Emergency County Office Closing Policy as presented was seconded by John Lang.

The motion carried by voice vote.

A committee motion to reduce the number of members of the Personnel Review Committee to twelve (12) members: four (4) County Board members, one (1) County Administrator, seven (7) Department Heads was seconded by John Lang.

The motion carried by voice vote.

AGENDA ITEM V – OTHER COMMITTEES AND BOARDS

JO DAVIESS COUNTY AD-HOC COURTHOUSE COMMITTEE:

Scott Toot reported the 75% Construction Documents were presented and reviewed by board members and department heads on Monday, December 11, 2023.

AGENDA ITEM VI – CLOSED SESSION

A motion to enter closed session at 8:47 p.m. was made by Dianne Allendorf and seconded by Tina Brandel to discuss:

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." Topic of discussion: Request to waive one year notification requirement per P2023-5.

The motion carried by voice vote.

The board reconvened at 8:57 p.m. following a motion by Steve McIntyre and seconded by Diane Gallagher.

The motion carried by roll call vote. Ayes – Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Ayes: 14. Nays: 0. Absent: 3.

AGENDA ITEM VII – POSSIBLE ACTION AS A RESULT OF CLOSED SESSION

A motion to approve the request from County Engineer Steve Keeffer to waive the one year notification requirement per P2023-5 to allow for an employee's June 30, 2024 retirement was made by John Creighton and seconded by John Grizzoffi.

The motion carried by voice vote.

AGENDA ITEM VIII – BOARD MEMBER CONCERNS

Diane Gallagher encouraged members to visit www.planjodaviess.com to see the ongoing Comprehensive Plan draft progress.

Steve Endress asked if the agenda order could be rearranged to accommodate people that may be waiting in the audience.

LaDon Trost reflected on his first year as Chairperson and shared a story.

AGENDA ITEM IX – CITIZENS' COMMENTS

There were no citizens' comments at this time.

AGENDA ITEM X - ADJOURNMENT

A motion to adjourn was made by Michael Holt and seconded by Diane Gallagher.

The motion carried by voice vote.

Chairperson Trost adjourned the meeting at 9:13 p.m. until 7:00 p.m. Tuesday, January 9, 2024 at the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.



Angela Kaiser, County Clerk

JO DAVIESS COUNTY BOARD
CONSENT AGENDA
DECEMBER 12, 2023

A. MINUTES APPROVAL

1. County Board meeting minutes from the November 14, 2023 County Board Meeting.
2. County Board Budget Workshop meeting minutes from the November 21, 2023 Special County Board Budget Hearing.

B. APPOINTMENTS/RESIGNATIONS

1. Reappointment of Robert Spoerl to serve as a member of the Jo Daviess-Carroll Joint Action Solid Waste Planning Agency for a three year term ending November 30, 2026.

C. CONTRACTS, AGREEMENTS, & PETITIONS

D. ORDINANCES, RESOLUTIONS, & PROCLAMATIONS

E. REPORTS & CORRESPONDENCE

1. Thank you note from the John Meyerhofer family

F. CLAIMS

1. Claims approval in the amount of \$652,025.29 as follows:
 - i. \$329,070.31 (\$325,289.46 Regular Claims + Claims associated w/LIT's \$3,780.85)
 - ii. \$49.95 (Over Budget Requests)
 - iii. \$126,834.59 (GGMI Hotel/Motel Tax Reimbursement)
 - iv. \$11,004.75 (IMRF Accelerated Payment Contribution)
 - v. \$15,173.00 (Emergency Purchase-EMA Vehicle)
 - vi. \$169,892.69 (Bond Payment-Amalgamated Bank)

G. LINE ITEM TRANSFERS

1. FY2023 Line Item Transfers (with associated claims) in the amount of \$4,000.00 as follows:
 - i. \$1,000.00 \$1,000.00 from 001-41121-611 Fuel to 001-41121-441 Uniforms
 - ii. \$1,000.00 \$1,000.00 from 001-41121-441 Fuel to 001-41121-441 Uniforms
 - iii. \$2,000.00 \$2,000.00 from 002-43141-901 County Highway Contingency to 002-43141-701 Maintenance Service

H. OVER BUDGET REQUEST

1. FY2023 Over budget request (with associated claims) in the amount of \$126,884.54 as follows:
 - i. Claim from Tri-State Shred in the amount of \$49.95 to be paid from Document Storage Fund budget line item 039-47184-810 Equipment Purchase.
 - ii. Claim from GGMI in the amount of \$126,834.59 to be paid from budget line item 027-45161-918 GGMI Hotel/Motel Tax Contract

**CLOSED SESSION
JO DAVIESS COUNTY BOARD MEETING
DECEMBER 12, 2023**

The board entered closed session at 8:48 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: Request to waive one year notification requirement per P2023-5.

Present were members Dianne Allendorf, Tina Brandel, John Creighton, Steve Endress, Diane Gallagher, Lynn Gallagher, John Grizzoffi, Joseph Heitkamp, Robert Heuerman, Michael Holt, John Lang, Steve McIntyre, LaDon Trost, and Don Zillig. Present: 14. County Administrator Scott Toot, County Engineer Steve Keeffer, State's Attorney Chris Allendorf, and County Clerk Angela Kaiser were also present.

Steve Keeffer has submitted a request to the County Board asking that the one year notification requirement to be eligible for retiree insurance coverage as described in P2023-5 be waived to allow John Schonhoff to retire on June 30, 2024. His reasoning behind his request is that he does not plan to fill the position once it becomes vacant, so there are no budgetary concerns with the additional six months of paid health insurance premium. Schonhoff retiring early does not present staffing problems either, as Steve added a staff engineer position in January 2022 and this position will fill the gap.

Scott Toot added that John Schonhoff has been employee by Jo Daviess County since 1986.

The board left closed session at 8:57 p.m.



Angela Kaiser, County Clerk