

COMMITTEE REPORT

COMMITTEE: Executive Committee
CHAIRPERSON: Merri Berlage
DATE/TIME: July 5, 2016 @ 7:03 pm
PRESENT:

<input checked="" type="checkbox"/> Merri Berlage	<input type="checkbox"/> Gerald Bennett	<input checked="" type="checkbox"/> RJ Winkelhake
<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> Randy Jobgen	<input checked="" type="checkbox"/> Don Zillig
<input checked="" type="checkbox"/> Brandon Behlke	<input checked="" type="checkbox"/> Steve Rutz	

A quorum was established.

Other Board Members:

Others: Hal Gilpin, Joe Kratcha, Dan Reimer and Katherine Walker

1. Minutes Approval

- a) Randy Jobgen made a motion to approve the minutes from the June 6, 2016 Executive Committee meeting. Seconded by RJ Winkelhake and motion passed.

2. Citizens' Comments – None

3. Unfinished Business

- a) FY2015/FY2016 Strategic Goals & Plans – Nothing new to report.
- b) Update on US EPA Site Stabilization Work at the Bautsch Gray Site on Blackjack Road – The committee reviewed the US EPA Newsletter that included an update of activities on the Bautsch Gray Mine Site. This newsletter was also included in the Executive Committee packet.
- c) Update on Jo Daviess County FOIA requests – An updated FOIA request report was included in the informational packet and reviewed by the committee.

4. New Business

- a) Discussion and possible action on a consideration to enter into a hold harmless agreement with the City of Galena and DMO Appointed Directors – Merri Berlage, Executive Committee Chair, commented on items 4.a) and 4.b). She has been in communication with Robert Mahan the past few weeks. He wants to keep the hold harmless agreement as is. The States Attorney says it needs to be reviewed by their new attorney.
- b) Discussion and possible action on DMO contract and review of DMO by-laws – Merri Berlage commented that we received the DMO contract an hour before this meeting. We have copies of the contract and the proposed by-laws to hand out to the committee this evening. The States Attorney will try to review them this week. There is a possibility that we will hold a special Executive Committee meeting next Monday night, July 11th.

Merri Berlage commented that the next three items will be discussed in closed session.

- c) Discussion and possible action to hire Social Media Specialist as an independent contractor – **Don Zillig made a motion to hire Social Media Specialist as an independent contractor at a rate of \$35.00 per hour. Seconded by Randy Jobgen and motion passed.**
- d) Discussion and possible action to establish a search committee for the Building & Zoning/Planning & Development Administrator position – Merri Berlage reported that the current Building & Zoning administrator has announced that she plans to retire from her position at the end of the year so she has given us advance notice. **RJ Winkelhake made a motion to establish a search committee for the Building & Zoning/Planning & Development Administrator position. Seconded by Steve Rutz and motion passed.**

Berlage suggested that we follow the same procedures for the hiring process as used in the past for the CVB Executive Director and Health Department Administrator.

- e) Discussion and possible action on a Resolution to Approve the Classifications/Reclassification of the Following Positions: GIS/GPS Specialist, IT System Administrator and IT Systems Manager, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve Updated Position Descriptions – **RJ Winkelhake made a motion to approve a Resolution to Approve the Classifications/Reclassification of the Following Positions: GIS/GPS Specialist, IT System Administrator and IT Systems Manager, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve Updated Position Descriptions.**

5. **Summary of Committee Activities** – Don Zillig, Legislative Committee Chair, reported that the last Legislative Committee meeting was cancelled because Senator Bivins and Representative Stewart were unable to attend. We will reschedule when they can attend. RJ Winkelhake, Law Enforcement & Courts Committee Chair, commented that the new RMS, CAD, JMS software is in place and Spillman training has been ongoing. We have three CodeRED intergovernmental agreements that have been returned to date. The Sheriff Department sent out an email today stating that the 9-1-1 funding is in place through June, 2017. Randy Jobgen, Public Works Committee chair, reported that a bid was awarded to Vincent Earthmoving for the Pleasant Valley Cahill Road project. A meeting is being planned with the fire chiefs regarding snowplowing in emergency situations. The July Public Works meeting will move to Tuesday, July 26th due to all the fire departments meet on Monday night. Ron Smith, County Board Chair, gave an update on Emergency Management grants and equipment purchased with the funding. Brandon Behlke, Social & Environmental Committee Chair, reported that they have had discussions on the vehicles that they are receiving from various organizations through Illinois Department of Transportation (IDOT). There is no cost to the County for these vehicles. The Transit building addition is not yet officially completed. There are a couple of items to be completed on the punch list. Steve Rutz, Finance Committee Chair, commented that we have started the budget process, have reviewed the Round 1 Revenue Estimates, established the Budget Guidelines for FY17, set initial target funding amounts for departments and agencies and set initial distribution of property tax and County 1% sales tax. Merri Berlage, Development & Planning Chair, reported that Linda Delvaux has let us know her intent to retire. We have been working on text amendments for solar – private/commercial, mobile homes and events/festivals. We have a draft that we are working on and hopefully we will have this back by the August committee meeting and everything finalized before Delvaux retires. There is also a recommendation going to the County Board to rename the Building & Zoning Department to Planning & Development Department. Dan Reimer gave an update on the Willman Construction and the Courthouse Masonry and Window Restoration Project.
6. **Citizens Comments** – Hal Gilpin asked about the contract this committee received today from the new DMO. His question is, is it from the new DMO, is it from the Greater Galena Marketing Corporation dba VisitGalena? Has the Galena/Jo Daviess Office of Tourism actually become a 501(c)6 yet and is that who we got the contract from? If so, and if they are not a 501(c)6 yet why are we even looking at it yet? Merri Berlage replied that we just received the contract from Attorney, Craig Brown and that she could not answer any other his other questions. Katherine Walker thanked the committee for their approval tonight and speaks on behalf of all the visitors that come to Jo Daviess County.
7. **Board Member Concerns** – None
8. **Closed Session** – **Brandon Behlke made a motion to go into closed session at 7:23 p.m. for:**
- i. **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.” Topics of discussion: Social Media Specialist, GIS/GPS Specialist, IT Systems Administrator, IT Systems Manager, GIS/IT Coordinator and Building & Zoning/Planning & Development Administrator
Seconded by RJ Winkelhake and motion passed.

RJ Winkelhake made a motion to return to open session at 8:28 p.m. Seconded by Don Zillig and motion passed.

9. **Possible action as a result of closed session** – See New Business items 6.c., 6.d. and 6.e.

The meeting adjourned at 8:50 p.m. following a motion made by Randy Jobgen. Seconded by Ron Smith and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, August 1, 2016 at 7:00 p.m.