

# COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** November 30, 2015 @ 7:05 pm  
**PRESENT:**

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Gerald Bennett	<input 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: Dan Reimer

## 1. Minutes Approval

- a) Brandon Behlke made a motion to approve the minutes from the November 2, 2015 Executive Committee meeting. Seconded by Randy Jobgen and motion passed.

## 2. Citizens' Comments - None

## 3. Unfinished Business

- a) Strategic Goals & Plans – The committee reviewed their strategic goals and plans.
- b) Update on US EPA Site Stabilization Work at the Bautsch Gray Site on Blackjack Road – Nothing new to report.
- c) Update on Jo Daviess County FOIA requests – An updated FOIA request report was reviewed.
- d) Discussion and possible action regarding Title 1 – Administration, Chapter 5 of the Jo Daviess County Code County Board Organization and Operation Meetings; Rules of Order and Procedure – Merri Berlage reported that there was a recommendation to review the process of creating a Resolution. This will be held over for further discussion.
- e) Discussion and possible action on creating deadlines for submitting items for committee and board meeting agendas. – The Committee discussed implementing deadlines for submitting items to the County Administrators office for committee meetings and following the County Ordinance for submitting items for the County Board meeting which is the Tuesday prior to the meeting. This item will be discussed at a future Department Head meeting. This item is on the list of strategic committee goals with a completion date of February 1, 2016.

## 4. New Business

- a) Discussion and possible action to approve the updated County Engineer job description (Recommended by the Public Works Committee, see minutes of October 27, 2015) Brandon Behlke made a motion to approve the updated County Engineer Position description as submitted. Motion was seconded by Gerald Bennett and motion passed.
- b) Discussion and possible action on responsibility for setting final committee agendas. Don Zillig advised that he would like to see the committee chairperson to set committee agendas and for them to be posted as submitted. This was discussed further.

5. **Closed Session** – Closed session meeting minute's policy was read and the Closed Session meeting minutes were reviewed.

6. **Summary of Committee Activities** – Don Zillig and Lisa McCarthy are speaking with Brian Stewart regarding the “But for Clause” regarding prevailing wage legislation. Ron Smith discussed the conference phone purchased for the board room as well as new chairs for the board room that have been ordered. Merri Berlage attended a County Board Chair meeting. Steve Rutz advised the budget has been completed and the audit is to start. Randy Jobgen updated on Public Works – Staff Engineer position will be posted and the fuel bids are due by Monday December 7. Dan Reimer discussed that the Personnel Review Committee meeting will need to be held in December.
7. **Citizens Comments** - None
8. **Board Member Concerns** – Steve Rutz attended a meeting with Jim Schultz, the new Director of Commerce, the purpose was to get rid of the “But for Clause”. Steve also referenced an article in the Telegraph Herald regarding how well the Galena businesses did over the Black Friday holiday which would impact the sales tax for Jo Daviess County.
9. **Closed Session**

The meeting adjourned at 9:08 p.m. following a motion made by Brandon Behlke. Seconded by Randy Jobgen and motion passed.

The next meeting of the Executive Committee is scheduled for Monday, January 4 2016 at 7:00 p.m.