

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Merri Berlage  
**DATE/TIME:** March 3, 2014 @ 7:00 pm

**PRESENT:**

<input checked="" type="checkbox"/> Merri Berlage	<input checked="" type="checkbox"/> Randy Jobgen	<input checked="" type="checkbox"/> Jody Covert
<input checked="" type="checkbox"/> Steve Rutz	<input checked="" type="checkbox"/> Ron Smith	<input checked="" type="checkbox"/> RJ Winkelhake
<input type="checkbox"/> Margie Montelius	<input type="checkbox"/> Gerald Bennett	

Other Board Members:  
Others: Dan Reimer

1. Minutes Approval – **Randy Jobgen made a motion to approve the February 3, 2014 committee meeting minutes. Seconded by RJ Winkelhake and motion passed.**
2. Citizens' Comments
3. Unfinished Business
  - a) Update from US EPA – Bautsch Gray site on Blackjack Road – Berlage asked that New Business item 4. f. be moved up at this time. Berlage discussed that she and Jody Covert attended a community involvement meeting regarding the Bautsch-Gray mine superfund site on Blackjack Road. The Committee reviewed a Community Involvement Plan Report prepared by the EPA.
  - b) Update on Jo Daviess County FOIA request – The Committee reviewed the updated list of FOIA requests.
  - c) Jo Daviess County Strategic Plan – FY2013/FY2014 Executive Committee Goals – The Committee reviewed their strategic goals for FY2014, there no revisions or additions.
  - d) Jo Daviess County Emergency Management Coordinator position – Ron Smith reported that he is working on this position.
  - e) Update from CVB Board (Hal Gilpin) regarding possible merger between the Galena/Jo Daviess County CVB and Visit Galena- Merri Berlage discussed that Hal Gilpin was unable to attend the Executive Committee but he did provide a written report. Berlage reviewed Gilpin's report which thanked the Executive Committee for their support and discussed a recent email from the VisitGalena Board President. The CVB Board has decided not to respond to the letter at this point in time.
4. New Business
  - a) Discussion and possible action regarding a grant writing agreement with Madelynn Wilharm. Jody Covert reported that she has been working with Madelynn Wilharm and the States Attorney office on a proposed agreement. The agreement should be ready for the April Executive Committee agenda.
  - b) Discussion and possible action regarding a resolution to amend the Jo Daviess County Pay Structure Schedule to include a part time Engineering Technician Position and to revise the job titles of certain positions in the Pay Structure Schedule per updated position descriptions. Reimer reviewed the resolution which is intended to combine a

recommendation from the Public Works Committee to include a new a part time Engineering Technician Position in the pay grade structure schedule of the Position Classification and Compensation and also to revise the job titles of certain positions as listed on the pay grade schedule per updated position descriptions. **Randy Jobgen made a motion to approve a resolution to amend the Jo Daviess County Pay Structure Schedule to include a part time Engineering Technician Position and to revise the job titles of certain positions in the Pay Structure Schedule per updated position descriptions. Seconded by Jody Covert and motion passed.**

- c) Discussion and possible action regarding a resolution to approve the position description for a part time Engineering Technician. Reimer explained that item 4 c and 4 d both address approval of position descriptions, as a result both items were combined into one resolution; A Resolution to Approve Updated Position Descriptions for the Jo Daviess County Health Department and a Part-time Engineering Technician Position for the Highway Department. **Randy Jobgen made a motion to approve a Resolution to Approve Updated Position Descriptions for the Jo Daviess County Health Department and a Part-time Engineering Technician Position for the Highway Department. Seconded by J Winkelhake and motion passed.**
- d) Discussion and possible action regarding a resolution to approve updated position descriptions for the Jo Daviess County Health Department. See 4. c. above.
- e) Discussion and possible action associated with the Jo Daviess County Position Classification and Compensation Plan. The Committee discussed some of the policies and procedures associated with Position Classification and Compensation Plan.
- f) Discussion and possible action regarding a Bautsch Gray Mine interview booklet. See item 3.a. above.
- g) Discussion and possible action regarding a letter of commitment to the Tri-State Advanced Manufacturing Center of Excellence to designate the project region, anchored by Dubuque, Iowa, as a designated “manufacturing community” under the Investing in Manufacturing Communities Partnership (IMCP) program. The Committee discussion a request from Blackhawk Hills regarding a letter of commitment to the Tri-State Advanced Manufacturing Center of Excellence to designate the project region, anchored by Dubuque, Iowa, as a designated “manufacturing community” under the Investing in Manufacturing Communities Partnership (IMCP) program. Normally a letter of support or commitment would also go to the County Board for approval. However in this situation due to a short turn around on the application, Blackhawk Hills has requested letters of support be submitted by March 7<sup>th</sup>. The Committee discussed that the County Board should be notified and the letter sent to Blackhawk Hills by March 7<sup>th</sup>. **Jody Covert made a motion to approve a letter of commitment to the Tri-State Advanced Manufacturing Center of Excellence to designate the project region, anchored by Dubuque, Iowa, as a designated “manufacturing community” under the Investing in Manufacturing Communities Partnership (IMCP) program. Seconded by RJ Winkelhake and motion passed.**

## 5. Citizens' Comments

Committee Reports – Randy Jobgen reported that the long winter and snow has resulted in a line item transfer for additional overtime for the Highway Department. Jody Covert reported that the Parliamentary Procedure presentation with Nancy Sylvester is scheduled for Thursday, March 6 @ 5:00 pm in the Large Courtroom. Covert also discussed proposed prevailing wage legislation. RJ Winkelhake reported on life safety issues associated with the Courthouse exterior including water drainage and retaining wall issues adjacent to Meeker Street, proposed cell phone fee legislation, and the Law & Courts Committee would like to review delinquent fines and fees with the Circuit Clerk’s office. Merri Berlage reported on the status of Enterprise Zone projects, guest accommodations, and the Development & Planning Committee is planning for a special meeting in May or June to discuss possible zoning amendments. Ron Smith provided a report from the February 27<sup>th</sup> TCEDA Board meeting. Dan Reimer reviewed a salary & benefits summary spreadsheet by budget for the five year period FY2009 thru FY2013. The summary indicated that from FY2009 to FY2013 total compensation costs for the General Fund increased 11.4% or an average of 2.85% per year; full time salaries increased 6.7%, per diem increased 36.0%, part-time salaries decreased 23.1%, overtime increased 0.7%, health insurance increased 34.2%, social security increased 2.8%, Medicare increased 2.8% and IMRF/SLEP retirement contribution increased 47.5%. For the period FY2009 to FY2013 all County Departments and budgets combined, total compensation costs increased 5.5% or an average of 1.38% per year; full time salaries increased 2.3%, per diem increased 36.0%, part-time salaries decreased 36.0%, overtime decreased 1.0%, health insurance increased 21.7%, social security decreased 1.0%, Medicare decreased 1.1% and IMRF/SLEP retirement contribution increased 43.1%. The committee discussed state salary reimbursements for certain County positions; the amount of reimbursement varies by position. Some amount of salary reimbursement is received for the following positions; probation officers, public defender, states attorney, chief county assessment officer, EMA coordinator. State stipends are received by the coroner, sheriff, county clerk, circuit clerk, treasurer and the chief county assessment officer.

6. Closed Session

7. Possible action as a result of closed session.

Merri Berlage stated the next meeting of the Executive Committee is scheduled for March 31, 2014.

Meeting adjourned at 9:20 p.m. following a motion made by Randy Jobgen and seconded by Ron Smith, motion carried.