

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** Steve Rutz, Chairman  
**DATE/TIME:** May 31, 2016 @ 7:00 p.m.

**PRESENT:**  John O'Boyle       Rick Dittmar       Randy Jobgen  
                   Steve Rutz             RJ Winkelhake       Ron Smith  
                   Merri Berlage

A quorum was established.

Other Board members: None

Others: Donna Berlage, Melisa Hammer and Dan Reimer

1. **Call to Order** – Steve Rutz, Committee Chairman, called the meeting to order at 7:00 pm.
2. **Roll Call** – A quorum was established.
3. **Review and approve minutes** – Randy Jobgen made a motion to approve the April 28, 2016 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Merri Berlage and motion passed.
4. **Citizens Comments** – None
5. **Unfinished Business**
  - a) FY2015/FY2016 Strategic Goals & Plans – Nothing new to report at this time.
  - b) Update on options to maintain the Public Safety Radio Communications System – RJ Winkelhake reported that the multicounty NG911 project is progressing, proposals have been submitted. He doesn't know if the selection committee has made a recommendation on the vendor. Winkelhake added that it is going to be difficult to figure a budget for ETSB because of the State budget impasse. Dan Reimer, County Administrator reviewed the ETSB budget and the FY2015 year end fund balance.
  - c) Discussion on proposed Courthouse office space layout – Melisa Hammer discussed that the Sheriff is in the process of contacting each department that would be affected by the plan and put together a proposal.
6. **New Business**
  - a) Discussion and possible action on the FY2017 Budget Preparation Schedule – Dan Reimer presented the FY2017 Budget Preparation Schedule and commented that only the dates were changed accordingly from last year's schedule. The committee reviewed the schedule. **Rick Dittmar made a motion to approve the FY2017 Jo Daviess County Budget Preparation Schedule as presented. Seconded by John O'Boyle and motion passed.**
  - b) Discussion and possible action on the FY2017 Budget Review Schedule – Dan Reimer handed out the FY2017 Budget Review Schedule and commented that the proposed meeting schedule follows the same schedule as last year with the dates changed accordingly. The start time is shown as 4:00 p.m., the same as in 2016. The committee reviewed the schedule. There was discussion on the meeting start time. Due to work

schedules some committee members felt 4:00 p.m. was too early. Merri Berlage suggested that we limit board discussion on each budget to ten to fifteen minutes. RJ Winkelhake suggested that we do not repeat each of the steps at each of the meetings. Berlage added that if a board member was not in attendance for a meeting it is their responsibility to get caught up on what they missed at the prior meeting. Ron Smith commented that all board members are encouraged to attend all of the budget review meetings in order for them to be better informed. Each committee member expressed which start time would work best for them. Reimer added that he believes we do need to stay on task. Melisa Hammer stated it would help for the board members to have the budgets before the meetings in order to review them before the meetings and have their questions ready. Merri Berlage stated that she liked being able to look at the information early and ask questions. Dan Reimer said we could put the budget information on the ftp site a couple of days before the meetings. The office needs enough time between meetings to organize and prepare for the next meeting and it gets more difficult between the second and third meetings. Reimer recommended that we continue to ask each Department or agency to present their budget and this will give the Committee an opportunity to ask questions. Steve Rutz commented that it would save time and shorten the meetings if the Committee members had all the budget information ahead of time and then each presenter would only have to review and explain any differences from prior year. Then if we have questions, we can ask them. Ron Smith commented that we need to stress to the department heads they need to get the information turned in to the Administrator's office as soon as they can instead of waiting until the deadline in order for the Administrator's office to get the information out sooner. Merri Berlage commented that she thought with the new financial program we weren't going to have to re-enter all the information submitted. Reimer discussed that we have not yet purchased the miExcel program and continue to manually update financial information on the budget spreadsheets, we may consider purchasing the module in the future; the cost is about \$6,000. Melisa Hammer discussed that the CIVIC miPO module was discussed at the Department Head meeting earlier this week and Department Heads felt it would be more cost effective to purchase three more licenses at a cost of \$2,000 each rather than spend \$14,000 for the new module; there is also a recurring annual maintenance fee of \$1,600. Reimer discussed that we are trying to save money but yet be efficient. The new CIVIC financial software called Clarity was purchased in 2015 and miExcel and miPO are two different financial modules that can be purchased and added separately. **RJ Winkelhake made a motion to approve the FY2017 Budget Review Schedule with the exception that the meeting start time be 5:30 p.m. instead of 4:00 p.m. Seconded by Randy Jobgen and motion passed. A nay vote was recorded for Ron Smith.**

- c) Discussion and possible action on a Resolution of Wages of Employees on Public Works – The committee reviewed a proposed 2016 prevailing wage resolution for Jo Daviess County. A new resolution must be adopted each year in June. **Merri Berlage made a motion to approve a Resolution of Wages of Employees on Public Works for Jo Daviess County under the July, 2015 prevailing wage as presented on the Illinois Department of Labor website. Seconded by Randy Jobgen and motion passed.**
- d) Discussion and possible action to approve a proposal for professional services associated with an engagement agreement 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 accordance with and prescribed by Illinois Department of Transportation for the year ended June 30, 2016. – Reimer discussed that this is the audit for the 5311 and DOAP grant programs. The audit is required by IDOT. The state fiscal year ends June 30<sup>th</sup> and we have 180 days to complete the audit. Clifton Larson Allen just completed the FY14 and FY15 combined audit and at the last County

Board meeting we approved a separate engagement agreement. **RJ Winkelhake made a motion to approve a proposal for professional services associated with an engagement agreement 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 accordance with and prescribed by Illinois Department of Transportation for the year ended June 30, 2016 not to exceed \$3,100.00. Seconded by John O'Boyle and motion passed.**

- e) Review and discussion on Jo Daviess County Five-Year Capital Improvement Plan – Dan Reimer handed out reviewed the projects that were submitted for the Five Year Capital Improvement Plan FY2017-FY2021 and the Vehicle Replacement Plan. We updated the project submittal forms and this a summary draft of the projects that have been returned so far by the department heads. The committee reviewed the plan. There is a list of identified and still needed unfunded capital improvement projects for the Courthouse and Public Safety Building that are not included in the plan. The consensus of the committee is to include those items on the list. The total estimated cost of the projects submitted to date is approximately \$10.9 million.
- f) Review and discussion on Jo Daviess County Vehicle Replacement Plan – The committee reviewed the updated Vehicle Replacement Plan.

## 7. Staff Reports

- a) **Chief County Assessment Office** – Donna Berlage, Chief County Assessment Officer (CCAO) reported that with people coming in to pay their taxes, the Assessment Office has been busy with questions about assessments and senior citizens filing their Senior Freeze applications. They have been receiving township assessor work; the due date is June 15<sup>th</sup>. The Board of Review will meet on June 7<sup>th</sup> to open up their 2016 session. Berlage discussed that two Board of Review positions are open and need to be filled. We will need new members soon in order to hear complaints this fall after we publish our notices. The Farmland Assessment Review Committee will meet on June 7<sup>th</sup> at 7 p.m. to approve the 2017 certified EAV's. There are two PTAB cases that have been scheduled for hearings in Springfield in July. We have an attorney reviewing the cases. The appellant's attorney has contacted our attorney about the possibility of a settlement.
- b) **Treasurer's Office** – Melisa Hammer, Jo Daviess County Treasurer handed out and discussed the Treasurer Cycle Planner for 2016. June 1st is the deadline for the first installment of property tax payments. The Treasurer's office has been busy with a couple of FOIA requests that are rather large. We have received information from the State that they overpaid on the Personal Property Tax. Hammer has a request in for a review. Starting in FY 17 they will garnish what is owed. The mobile home deadline was on the 20th, so they are busy sending out the delinquencies now. They are getting some calls from people in the Galena zip code that did not receive a tax bill.
- c) **County Administrator** – Dan Reimer, County Administrator reviewed the revenues/expenditures compared to budget – fund summary. Currently 42% of the fiscal year has elapsed. Reimer reviewed the Sales Tax Receipts, State Shared Revenue, Cash Fund Balance, General Fund Salary & Benefits Summary and the Recap of Revenue/Expenditures/Fund Balances for All County Funds Final FY2015.

## 8. Citizens' comments - None

- 9. **Board Member Concerns** – Ron Smith, County Board Chairman, will not be able to attend the June 6<sup>th</sup> Executive Committee meeting.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, June 30, 2016 at 6:00 p.m.

John O'Boyle made a motion to adjourn at 9:20 pm. Seconded by RJ Winkelhake and motion passed.