

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: July 5, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members:

Others: Dan Reimer, Peg Murphy

MINUTES

Chairperson Marvin Schultz called the meeting to order at 7:05 p.m.

1. Minutes Approval

Merri Berlage made a motion to approve the minutes of the June 5, 2006 committee meeting. Vince Hasken seconded and the motion passed. The committee discussed the issue of education for employees and the topic is addressed in the employee handbook. County Administrator Dan Reimer read the passage 5.02. The committee discussed setting aside a general amount of funding for educational purposes not specifically assigned to certain departments.

2. Citizens' Comments - none

3. Old Business

- a) Discussion and possible action on revisions to the employee handbook. Schultz put the County and Health Department documents together into a draft and will send to the State's Attorney's Office for review. He reviewed with the committee the adjustments that were made for ease of readability and clarification purposes. The committee discussed the acceptance of the personnel handbook by the elected officials that serve as department heads and the need to encourage them to use this policy handbook. The committee also discussed if there is a ride-along policy for County vehicles and if the liability insurance covers those riders. The committee discussed the need for a general policy on this topic. Health Department Administrator Peg Murphy stated that one specific difference in the manuals is in section 2.02 regarding how overtime hours are accrued in relation to holidays. Reimer also presented the committee with some model policies regarding nepotism and the committee discussed how to handle existing situations of relations working together. The committee will continue to review the examples and discuss them again next month.
- b) Committee goals and planning. The committee had nothing further to discuss.
- c) County Board Retreat. Berlage advised the committee that Vince Toepfer is not going to be the facilitator. Trish Dietz is going to facilitate and Berlage has met with her. The three objectives are going to be: 1) improve teamwork, 2) make use of department heads as a resource more efficiently, and 3) budgetary priorities. Some information regarding these discussion topics will be going in the mail to the Board members. The committee discussed the budget process and

the fact that targets have been held to the same level again as the previous year and the need for all expenses to be included in the base budgets. The committee discussed the percentage of costs that go toward salaries and benefits.

4. New Business

- a)** Inter-committee comments and discussion.
 - i.** Yerda Potter reported that the Finance Committee is recommending using Tricor as the broker of record. Claims Committee will continue to meet in July. There was some budget information presented by the County Administrator. Reimer reported that the audit is still not completed and hopes to have it done by the end of next week. There had been some more work that needed to be done to track down grant information. An escrow account for the Rentech project was discussed. There will be a committee meeting on Monday, July 10 to discuss the expense packets that will be going out to the departments and agencies.
 - ii.** Berlage reported that she, Ron Mapes, Dan Reimer, Terry Kurt, Linda Delvaux and Donna Berlage are meeting to discuss the Rentech project to discuss fees and basic information. She plans to attend the reception in Dubuque for the Rentech officials.
 - iii.** Ron Mapes reported for the Development & Planning Committee that the CVB Building Committee is looking at land proposals. The Greenway Planning Committee has determined seven steps for their process. There is still nothing from the State's Attorney's Office about the hotel/motel tax ordinance. The committee will review and make a recommendation about the revolving loan fund guidelines at the next meeting. The Overall Economic Development Plan (OEDP) will be coming to the Board for approval. The economic development brochure has been approved. CVB local promotion grants will be presented to the Board for approval. The Building & Zoning Office presented a fees resolution that has been recommended for approval also.
 - iv.** Vince Hasken reported that the Information & Communications Technology Committee spent time discussing the information technology support that the County needs. There have been some server problems recently. There is a real need and the cost can be justified by the amount that is spent with outside vendors.
 - v.** Schultz reported that the Social & Environmental Committee has another resolution for approval by the Board for the transit grant. The committee toured the Elizabeth offices following the meeting. The Health Department held a tire cleanup and received a pile of tires.
 - vi.** Jody Carroll reported that the Public Works Committee received bids for the resurfacing projects on Elizabeth Scales Mound and Derinda roads and they were much higher than anticipated. There is not enough money in the fund to complete both projects, so they are looking into using money from another fund based on approval by IDOT. A resolution will come to the Board for

approval to spend the amount necessary to complete the project out of the Motor Fuel Tax Fund. The committee discussed a complaint about Massbach Road. The committee discussed the timeline for future projects and their anticipated costs. The Public Works Committee is also discussing the notice procedure for Animal Control. The committee approved a fuel-share arrangement with Transit and JDWI. There will also be some 50/50 projects coming forward to the Board for approval. The committee would like the County Engineer include a one-page update of his projects in the County Board packets. The committee discussed where the funding comes from for the various projects.

- vii. Reimer updated the committee that the engineers for the roof project would like to schedule a meeting to discuss the project. The original schedule has been backed up by a couple of weeks while waiting for the County Board approval and signature of the contract. The committee discussed what has been spent over the years on the various needs of the courthouse. Reimer commented that the Board might want to consider a feasibility study for the building. The committee discussed if leasing or leasing-to-buy a building would be a better option considering maintenance and utilities' costs. Reimer also advised the committee of a Midwest Community Development seminar in the Quad Cities. The cost is \$500 per person, but there are \$250 scholarships available and the economic development director and County Administrator would like to attend. There is no funding in the Economic Development budget for this, so the Development & Planning Committee is going to develop a recommendation for the Board at their special meeting prior to the County Board meeting on July 11. There is money available in the postage line item that can be transferred to the education & training line item. The County Administrator budget has funds available and Reimer feels that there are topics that would be helpful for him. Reimer reported that the county newspapers were invited to attend a staff meeting to discuss what constitutes being a locally produced paper to publish public notices. The State's Attorney determined that publication is qualified by where the newspaper is dropped for distribution or mailing and what the definition of a newspaper is. The newspapers will register annually with the County their membership in the Illinois Press Association as an official newspaper and a statement of their official location of publication. The committee discussed the topic at length. The registrations are due this year by August 1 in the County Administrator's Office.

5. Board Member Concerns

Carroll mentioned that he attended a meeting of the Soil & Water Conservation District and was reminded that the SWCD would like to be able to levy for their insurance, approximately \$3000-4000 per year. They would be willing to reduce their other funding request in order to have this "stable" source of income. The committee discussed if a referendum would be required. Carroll would like the State's Attorney or County Clerk to provide a clear answer for the SWCD. The committee discussed the cost of placing an item on the ballot. The committee also discussed various sources of income for SWCD.

Hasken stated that he questioned the office if Mediacom is paying their franchise fees and if the company is offering basic service. Reimer stated that he briefly looked at the contract and there is some control by the County as allowed by the FCC. The question appears to be what level of service is defined by the company as a “basic” program. The franchise fees are being received. The committee discussed the contract and it appears to have expired at the end of 2005 and had an automatic renewal for seven years based on the company fulfilling certain obligations.

6. Citizens’ Comments – none

7. Closed Session

- a) Mapes made a motion to enter into closed session at 9:30 p.m. for personnel section 2(c)1, collective bargaining section 2(c)2, litigation section 2(c)11 and purchase/lease property section 2(c)5. Potter seconded and the motion passed.
- b) Berlage made a motion to leave closed session at 9:35 p.m. Mapes seconded and the motion passed.

Meeting adjourned at 9:36 p.m. following a motion by Mapes and seconded by Carroll.