

# COMMITTEE REPORT

**COMMITTEE:** Executive  
**CHAIRPERSON:** Marvin Schultz  
**DATE/TIME:** July 5, 2005. 7:00 p.m.

**PRESENT:**

Berlage  
 Carroll  
 Hasken

Jackson  
 Mapes  
 Potter

Schultz

Others:

## MINUTES

### 1. Minutes

The minutes of the June 6, 2005 committee meeting were approved following a motion by Ron Mapes and seconded by Dane Jackson.

### 2. Citizens' Comments - none

### 3. Old Business

- a) Discussion of possible revisions to the employee handbook. Marvin Schultz has left a message for the States Attorney but hasn't heard back from him yet.
- b) Board training/education. Schultz reported that the County Board Chair is going to contact the Attorney General's Office. Their schedule shows availability in August or September, but Berlage is going to try to schedule something sooner than that.
- c) Board goals and planning. Schultz stated that he would like the old retreat information to go out in the Board packets.

### 4. New Business

- a) Inter-committee comments and discussions
  - i. Dane Jackson reported for the Law & Courts Committee that the Sheriff's Office has ordered the lights for the parking lot and will request bids for installation once the equipment arrives. The Rural Addressing Ordinance has had some more revisions and will be presented to the Board for approval. Two maintenance agreements for the Courthouse and Public Safety Building will be presented to the Board. The committee is still talking about a part-time maintenance employee. The resolution for the Special Service District should be ready and will come to the Board at the next meeting. The Sheriff's Office is requesting purchase of another squad vehicle that was budgeted for. Bids have been requested to replace air handling units for the Sheriff's Office and the committee will hold a special meeting prior to the County Board meeting to review the bids. There are also two grants for various pieces of equipment that will be reviewed at the special meeting. They also received a grant from the Dubuque Racing

Association that will be used to purchase some laser measuring equipment.

- ii.** Ron Mapes reported that the Development & Planning Committee received a presentation and discussion with the Illinois Department of Natural Resources. They also received a report from the Scenic Byways sub-committee. The County Board Chair is going to appoint a task force to study the Greenway Planning and give a recommendation to the Development & Planning Committee. They also discussed the CEDS Committee and appointments that need to be made for that committee. The Economic Development person gave an update of what she has done so far. The CVB had two recommendations for promotion grant funding and reallocation of grant funds.
- iii.** Yerda Potter reported that the Finance Committee discussed direct deposit and that Mapes has spoken with Stephenson County and the County Administrator, County Clerk and County Treasurer are going to continue working to obtain information for the committee. They would like to obtain a legal opinion on aspects of the program. There was more discussion on the claims process. The budget and preliminary revenue estimates were discussed. Several things need to be addressed and correct problems and make the County more accountable. The CVB has a resolution for a line item transfer to pay rent. A transfer is also needed from the Contingency Fund to the County Board professional services line item to cover the costs of the salary survey and legal costs. The committee discussed opening new accounts and the fact that they need to be set up through the County Board. The Sheriff set up a DUI Fund and that account needs to be set up correctly for the new budget. The audit is almost complete. The audit needs to be approved by the end of July. There may be an extra Finance meeting next week.
- iv.** Schultz reported that the Social & Environmental Committee had a light meeting and heard reports from the staff. The Board Chair has been trying to reach Judy Eikstadt from NICA to come to the next meeting to discuss and possibly revive the Small Rental Properties Program.
- v.** Vince Hasken reported that the Information & Communications Technology Committee is recommending approval of a 3-year contract for DSL Internet Service for the Courthouse and Public Safety Building. This is the same provider we have been using. They have discussed microphones for the County Board Room and have determined that the wireless option is very expensive so they are getting quotes for wired microphones. The system would also have a recorder built in. He also reported that the GIS already has a couple of subscribers for the GIS website and Schultz recommended a newspaper article describing the service to the public. Hasken stated

that they plan to send out bids for orthophotography shortly and schedule a flyover for some time next year.

- vi. Jody Carroll reported that the Public Works Committee talked about some signs and decals that are fading and don't reflect any more. The County Engineer is obtaining bids to replace them. They also discussed the intersection of Stagecoach Trail and Elizabeth Scales Mound Road and the need for some sort of flashing light. The highway department was thinking of purchasing a grader this year but think that an end-loader may be more useful. The sealcoat projects are done and now they are going to start a big project on Massbach Road. Mapes asked about signs directing people to the courthouse and whose committee would cover that topic. Schultz stated that he thought the County Board Chair was going to write IDOT a letter requesting signage on Highway 20 for the courthouse.
  - vii. Schultz read some notes from the County Administrator. The department heads had an opportunity to meet with the consultant and discuss the project. The consulting firm will be producing final copies of the report and they will be forwarded to the committee once they have been received. Following this, the next step is to schedule a conference call with this committee. Overall, the study appears to be high quality and indicates modest changes to the salary grade assignment of a small number of positions. The audit report is now being produced and will be distributed to the Board as soon as possible. If the document cannot be distributed with your packet, a special meeting will need to be scheduled to receive and approve the audit. The FY2006 budget process has begun. Preliminary revenues have been completed and are fairly flat and not likely to keep pace with our increased costs of providing the same services from year to year. It is basically the same position as last year. The County Administrator will reevaluate revenues in one to two months as new information becomes available. They are now developing department and agency target funding levels (base-line budgets). These will be reviewed with the Finance Committee and distributed in the near future. All-in-all we are on schedule and the process should move along smoothly. There is a decision pending on the Deputy's union grievance and a bargaining session with the Highway union is scheduled for next Monday.
- b) Discussion of employee health insurance. The County Administrator's report stressed the need to develop and distribute an RFP and follow the process for service acquisitions as defined in the County's purchasing ordinance. Mapes spoke with Domer Schubert and they plan to schedule a meeting of the ad hoc committee next week.

## **5. Board Member Concerns – none**

**6. Citizens' Comments**

Jay Dickerson from the Galena Gazette introduced Nathan Morgan, a new intern for the Gazette.

**7. Executive Session**

- a) Jackson made a motion to enter into executive session at 7:40 p.m. for collective bargaining. Mapes seconded and the motion passed.
- b) Hasken made a motion to leave executive session at 7:58 p.m. Potter seconded and the motion passed.

There being no further business, the meeting adjourned at 7:59 p.m. following a motion by Mapes and seconded by Carroll.