

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Ron Mapes
DATE/TIME: May 5, 2008

PRESENT:

Merri Berlage
 Jody Carroll
 Bill Cooper

Dane Jackson
 Ron Mapes
 Yerda Potter

Marv Schultz
 Jack Zillig

Other Board Members:

Others: Dan Reimer

MINUTES

Executive Committee Chairman Ron Mapes called the meeting to order at 7:05 p.m.

1. Minutes Approval
Bill Cooper made a motion to approve the committee minutes of March 31, 2008. Yerda Potter seconded and the motion passed.
2. Citizens' Comments – none.
3. Unfinished Business
 - a) County Board retreat follow-up-Summary of Objectives. Merri Berlage asked Dane Jackson, chair of the Law and Courts Committee about the issue of courthouse security. Jackson replied that the committee had agreed to keep this as a pending item until funds become available to hire the appropriate personnel. Marvin Schultz reported that the Sheriff had set up a committee comprised of Judges Kelly and Ward, Circuit Clerk Sharon Wand, and County Treasurer Carol Soat to review security options (i.e., locking the front doors, using a metal detector, hiring a uniformed guard). Jackson stated that hiring a guard to just monitor the premises on the first floor is not cost effective. Berlage believes that having the presence of an officer would relieve the worries of staff members. Mapes stated that many options have been presented to the Sheriff including placing a table at one of the doors with a guard/officer to manage a sign-in sheet. Nonetheless, the decision is ultimately up to the Sheriff. Discussion centered on the cost of hiring additional personnel for this purpose as well as personnel needed for the upcoming murder trial. Dan Reimer replied to Jack Zillig that any additional funds needed for extra security at the murder trial (additional personnel) would have to come from the Sheriff's budget contingency line item (which currently has \$40,500 designated for hiring an additional security officer). Reimer recommended that a plan for courthouse security, with the associated costs be created for decision making purposes. He also stated that based on findings from a recent risk management / safety assessment, the county should consider adding another part-time person to handle the duties of safety training and administration of the Counties risk management program. Reimer suggested that the same person who would monitor the first floor could also be the risk manager for the County. It was made

clear that the Sheriff will present a security committee report to the Law and Courts Committee. It was determined that the various Summary objectives listed are to be delegated as follows:

1. Courthouse Security: Law and Courts Committee
2. Development of Capital Plan: County Administrator's Office
3. Funding Sources/Bonds: Finance Committee
4. Funding Sources/Public Safety Tax: Law & Courts Committee
5. Funding Sources/Home Rule: Legislative Committee
6. Funding Sources/Repeal PTELL: Legislative/Finance Committee

Schultz stated that the departments are to provide their short and long term needs to the Executive Committee in order to shape the priority list.

- b) Vice-chair policy and Board Rules and Procedures. This topic will be held until the next meeting.
- c) Attorney General letter. After some discussion, regarding the letter sent from the Illinois Dept. of Ag to the Attorney Generals Office, it was agreed that this letter will be used as an example and Schultz will follow up with State's Attorney Kurt to draft a letter asking for the procedures used by the Attorney General's office for receiving and responding to letters of inquiry.
- d) Development of an appendix of county policies. Reimer distributed a document that listed seventeen (17) policies that have been adopted and/or amended throughout the years. He asked if the Committee wanted the policies in a booklet format. They responded, 'yes'. Mapes said that the oldest policies should be reviewed to make sure that they still apply. Reimer continued to say that several other policies have been incorporated into ordinances. The next steps would be to comb through old minutes to find other policies that are not filed electronically and ask department heads what policies are missing. He shared information on a new scanning system that the City of Galena implemented earlier this year. He and Clerk & Recorder Jean Dimke will gather more information on this piece of equipment.

4. New Business

- a) Inter-committee comments and discussions.
Jackson reported on the Law and Courts Committee. The Burn policy was sent back to State's Attorney Kurt in order to add the fines & penalties section to the document. The courthouse roof final inspection was postponed because some punch list items were still incomplete. Phase II is scheduled to be completed by October 1, 2008. Several requests have been received from individuals in the Sheriff's Office to purchase credit or years of service in the military (at their own cost) into the IMRF fund. Another squad car is being purchased for the Sheriff's Office. The Courthouse awnings will be added to the Sheriff's Auction.

Potter reported on the Finance Committee. The auditors presented the preliminary FY2007 annual financial report. A representative from US Bank explained why using the bank's purchase card program would be

better than using credit cards. The insurance presentation by the Gallagher Insurance Group has been rescheduled to July 31st or August. The Committee is making arrangements for an investment banking company to make a presentation about public financing options. Regarding property tax assessments, the County's sales ratio was received from the State indicating a possible County factor of 1.0255. However, because Apple River and Thompson townships were the only areas with an EAV below 33.3%; the Board of Review decided to apply a 12.5 % multiplier to these two townships. Tax bills will be mailed at the end of July with payments due the end of August. A letter explaining all of this will be published in The Flash newspaper.

Cooper reported on the ICTC Committee. The committee is working on a Computer Password Policy. Passwords will be required to be changed every 120 days. Other IT projects include: installation of a computer screen in the County Board room; new switches installed at the CVB and in the Courthouse basement; providing limited amounts of IT support to Sheriff's Office employees having minor computer network issues and will continue to do so in the future. However, it was also understood that Wizard Computers, Inc is responsible for the Sheriff's Office computer network and will continue to do so until other arrangements are made by the Sheriff's Office. Obsolete computer equipment will be disposed of at the Sheriff's Auction; the Committee reviewed information provided to the Farm Bureau including cost estimates to co-produce new plat books. Taking action on this item was postponed until the County receives a request from the Farm Bureau to go ahead with a plat book project.

Jack Zillig reported on the Social Environment Committee. Drawings for the Courthouse Office Improvements were approved and bid specs were published in several newspapers and on the Jo Daviess County website. Bids will be reviewed at the Committee meeting in May and a recommendation will be made to the County Board in June.

Berlage reported on the Legislative Committee. Proposed legislation was reviewed. Berlage asked for advice on how to proceed with a request she received via email asking that each county have three public questions on the November, 2008 ballot and the mechanics for putting advisory referendum on individual county ballots. The question is, 'should the General Assembly pass a resolution asking if voters wish to amend the Illinois Constitution to allow for the recall of state constitutional officers and members of the General Assembly.' Berlage will discuss this at the next Legislative Committee meeting and give an update to the Executive Committee in July or August. On May 13th, Berlage will attend a meeting at the Midwest Medical Center, which is geared to solicit advise from community leaders and public input on Alzheimer's disease.

Schultz reported on a notice from the Department of Agriculture regarding the Emerald Ash Bore. In central and northwestern Illinois, approximately 2,700 bore traps will be hung on ash trees. He received a copy of a letter

from the Department of Agriculture to A.J. Bos requesting more information on the Nora Dairy waste management plan. Regarding a letter from Jay Denise Haster, of the Illinois Works Coalition, to solicit input on creating a capital improvement bill, it was the consensus of the Committee not to reply. Schultz, Ron Smith, Ron Mapes, and Dan Reimer met with Fran Peterson, President, and Joe Mattingly, General Manager of the Galena Territory Association (GTA) regarding zoning issues. The GTA's Municipality Committee has been restructured; minutes can be found on the GTA website. Schultz forwarded an email to all Board members announcing funeral arrangements for Jim Goldthorpe. Regarding codification, Reimer replied that Jean Dimke is working on this but there are no new developments at this time.

Mapes reported on the Development and Planning Committee. No action was taken on the issue of dangerous buildings. No action was taken on joining NIDA. Action was taken on a resolution to amend the Freeport/Stephenson intergovernmental agreement for Eco Grove Wind, LLC and HB Plastics; an ordinance to annex and amend the boundaries of the Freeport/Stephenson Enterprise Zone for the Lancaster Com Ed Substation; an ordinance to annex and amend the boundaries of the Freeport/Stephenson Enterprise Zone for HB Plastics; a letter of support for the Lancaster Com Ed Substation; a letter of support for HB Plastics; adopting the FY2008 Freeport/Stephenson Enterprise Zone Budget.

Reimer reported that Courthouse Roof Project Phase I final walk through had to be postponed. Shortly thereafter, roof leaks surfaced due to improper sealing of the roof sheathing. Phase II drawings need to be approved and sent out for bid hopefully in June. Regarding the CVB lease with the Depot, the City Council approved a new three year lease with the Chamber of Commerce. The CVB will be a sub lessee of the Chamber, at a fixed monthly rate of \$925.00 for three years; this will come before the County Board in June. The Zoning Rewrite Committee meets on May 8th.

- b) Establishment of a JDC E-Bay account. Cooper shared information on using E-Bay to sell surplus property. The ICTC Committee plans to use this method because it can potentially generate greater proceeds for certain items than a regular auction (i.e., Sheriff's Auction). After some discussion, it was agreed that Cooper will ask Joe Kratcha to present a draft of guidelines at the next ICTC Committee meeting (including how proceeds would be allocated (whether to the respective department selling the item(s) or to the general fund) and to send the guidelines to the County Board for approval.
- c) Evaluate Committee use of motion cards. Zillig made a motion to eliminate the use of motion cards. Cooper seconded; the motion did not pass: 4 nays, 2 yeas. Subsequent discussion yielded the following facts: pros of using the cards: they aid in keeping the motions clear; make it easier for the person transcribing; motions can get added to the Board agenda quicker; serve as a backup just in case the recorder malfunctions. Cons of using the cards include: it is cumbersome; keeps the writer from

paying attention to and participating in the meeting. After a lengthy discussion, it was determined that motions will be written on color-coded Committee Minutes forms.

Mapes made a motion to discontinue the use of the committee motion cards and replace that method with recording the motions on color-coded committee Minutes forms. The motion was seconded by Berlage and the motion passed.

- d) Marriage License Fee Increase. Reimer reported that new legislation which goes into effect as of June 1, 2008, allows the State to collect five dollars (\$5.00) from County marriage license fees. These fees will go to the States new Married Families Domestic Violence Fund. Clerk and Recorder Jean Dimke prepared a resolution to memorialize a marriage license fee increase of five dollars (\$5.00). Zillig made a motion to recommend approval of a resolution to increase the Jo Daviess County Marriage License fee from thirty dollars (\$30.00) to thirty-five dollars (\$35.00), effective June 1, 2008. Cooper seconded and the motion passed 6 yeas, 0 nays.

5. Board Member Concerns

- a) Cooper asked about the April 10th Executive Committee meeting. Schultz replied that the meeting was posted and held based on advice from the State's Attorney.
- b) Berlage asked why a County Board member, attended a site visit to the proposed dairy facility near Nora without appointment or communication to the County Board. Schultz will remind all County Board members that they must follow procedure when invited by external organizations to attend meetings, etc.
- c) Mapes expressed concern that local contractors did not get a chance to bid on the new Tyler's Justice Center. Contractors from Stephenson County are working on this project. The Center receives Jo Daviess County funds through the 708 Mental Health Tax Levy.

6. Citizens' Comments.

7. Closed Session

- a) Berlage made a motion to go into closed session at 9:25 pm for the purpose of personnel section 2(c) 1, collective bargaining section 2(c) 2, litigation section 2 (c) 11, purchase/lease property section 2 (c) 5. Potter seconded and the motion passed.
- b) Berlage made a motion to leave closed session at 10:35 pm. Cooper seconded and the motion passed.

Meeting adjourned at 10:36 p.m. following a motion by Cooper and seconded by Berlage.