

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Yerda Potter
DATE/TIME: May 3, 2004. 7:00 p.m.

PRESENT:

<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Stoffregen
<input type="checkbox"/> Carroll	<input checked="" type="checkbox"/> Potter	
<input type="checkbox"/> Creighton	<input checked="" type="checkbox"/> Sisler	

Other Board members: Marvin Schultz
Others: Troy Brown, County Administrator
Glen Weber, States Attorney

MINUTES

1. Minutes

Vince Hasken made a motion to approve the minutes of April 1, 2004. Terry Stoffregen seconded and the motion passed.

2. Old Business

- a) **IMRF sick time roll-over.** Discussion and questions regarding the IMRF rollover of sick time. Discussed the time period involved. Lynn Sisler made a motion that the County Administrator look into the questions that the committee raised. Vince seconded and the motion passed.

3. New Business

- a) **Inter-committee discussion.**
Lynn reported that the Information & Communications Technology Committee is working on a policy for disposal of IT and other office equipment.

Terry Stoffregen reported for the Health, Environment & Law Committee that there will be a hearing held for expansion of Special Service Areas 2 and 4. The public hearing will probably be held in June. The committee has also discussed building a wall in the County Administrator's office to provide for a private office space. Bill Keeffer has indicated that he is not interested in doing the job, but one local contractor has been in to the office and said he will return a bid.

Vince reported that the Development & Planning Committee heard a presentation from the Farm Bureau about their wishes regarding the Reality of Rural Living booklet and some zoning setback terminology. They were advised to bring the setback issue to the Zoning Review Committee. John Mazor updated the Development & Planning Committee on the status of the Old Market House Information Center contract with the State and offered the date of the CVB Advisory Board retreat. The Economic Development program was also a topic of discussion.

Troy Brown reported that he is working on an RFP for long distance and local telephone service as requested by Domer Shubert. He did some research on the equipment disposal policy that was discussed in the ICTC meeting. A letter will be sent to Mediacom requesting a signed copy of the contract. Troy plans to meet with Mark Moran at the City of Galena to see their reports and to offer assistance on their negotiation. A budget overview for target-based budgeting and a budget schedule continue to be developed and refined. Initial revenue estimates have gone out to the department heads and are due back in the office on May 10. There has been no response yet from his letter to Maximus regarding the space study and the status of payments and invoices. He is also waiting for a response from Civic Systems and the auditor regarding switching to the accrual method of accounting in the Treasurer's office. Troy is also working on reviewing the job description and developing a program description for the Economic Development position.

b) Temporary States Attorney (Attached)

Glen Weber reported that the Assistant States Attorney will be taking a 5-week leave of absence when his baby is born in August. Glen is requesting to hire a part-time person to fill the position at equal the salary of the current Assistant. He recommends using drug forfeiture funds to pay for this. The committee asked Glen to identify the fund numbers that he wants to use, what the time frame is, and to pursue a contract or consultant relationship rather than create another level of employee. He will bring that information to the next committee meeting.

c) Model Ethics Ordinance (Attached)

The topic was introduced by Troy and he discussed the statutory requirement in Illinois and discussed the information from the Attorney General's office and the Illinois Municipal League. Merri Berlage noted that Tazewell County is sending their copy of the ethics ordinance they have passed.

d) Setting salaries for elected officials

Merri addressed the committee regarding the requirement to do this within 120 days of the election. Lynn indicated that this gives us plenty of time to be completed by July 2. The committee indicated its desire to receive background information from UCCI and state reports that would give comparative salary information for its decision-making.

e) Next meeting date is changed to May 27, 2004. 7:00 p.m.

4. Citizen's Comments – none

5. Executive Session

a) Vince made a motion to enter into Executive Session. Lynn seconded and the motion passed.

b) Lynn made a motion to leave Executive Session. Vince seconded and the motion passed.

- c) Vince made a motion that the County Administrator write a letter to the candidates for the Supervisor of Assessments position and set up possible interview dates. Lynn seconded and the motion passed.

Meeting adjourned at 9:10 p.m.