

# COMMITTEE REPORT

**COMMITTEE:** Executive  
**CHAIRPERSON:** Yerda Potter  
**DATE/TIME:** Monday, February 2, 2004. 7:00 p.m.

**PRESENT:**

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

Others: John Mazor, CVB Executive Director  
Sheriff Steve Allendorf  
Chief Deputy Brian Melton

## MINUTES

Lynn Sisler made a motion to approve the minutes of January 5, 2004. John Creighton seconded and the motion passed.

## OLD BUSINESS

- 1. Prevailing Wage.** Lynn questioned why we should do a survey since the public works pay prevailing wage and that's the same they would report. The complete survey was received and the committee reviewed it. (Attached.)

## NEW BUSINESS

### 2. Inter-committee reports

- a. Terry Stoffregen reported that the last Health, Environment & Law Committee meeting was lengthy due to the topic of public defender contracts. Dick Veith, Judge Kelly and Judge Sprengelmeyer have been invited to the next committee meeting and they will be there. No response has been received from Maximus regarding the space study. The committee has directed Merri to write them another letter. Also discussed the resolution for distribution of proceeds for the Public Safety Sales Tax. The Sheriff distributed an updated FAQ sheet on the Public Safety Sales Tax. The feedback that he has received on the issue indicates concern on how the County Board will disburse the funds and why is the County in the financial shape that this tax is needed. More County Board support is needed, the public perceives this as a Sheriff's tax. Discussed encouraging Board members to attend meetings that are held in their district. John has written a letter to the Gazette and the Journal Standard outlining the items (mostly capital improvements) that need to be done. The committee will meet prior to the County Board meeting to bring a recommendation on the resolution to the Board. Discussed Galena's pursuit of Home Rule.

Lynn reported that Information & Communications did not meet due to the weather and lack of action items. Joe Kratcha has provided Merri a job description for the new part-time position in his department.

Discussed whether it is a temporary or permanent position. Suggested that Lynn talk with Joe, can he delay the start date for the position to later than March 1?

John reported that assessments will be late due to local assessors not turning in their work. Also, the Finance committee is working on ways to use the IDNR grant of \$84,000. It must be used for capital improvements. The committee is looking at purchase of property, HVAC for courthouse and/or HVAC for the public safety building. Most of the Prioritization Surveys were returned. It is being reworked and will be sent out again. Making progress on writing a mission statement. Duane attended the last meeting to discuss the 3-year projection prepared before the budget was approved and the source of the data for the projection.

Yerda Potter reported that the Personnel Review committee has held its first meeting and reviewed materials and will meet again in February. Personnel issues are handled with Department Heads going to the County Administrator first. If it cannot be worked out there, the issue then goes to the Executive Committee, not the committee that usually works with that department. The Board's policy is that the Executive Committee deals with personnel issues.

- b. **County Administrator search.** Two more people were interviewed on Saturday afternoon.
- c. **Performance based compensation plan.** John Mazor reported that the 20 Tourism Objectives prepared a couple of years ago stated as one goal that "CVB salaries must be rendered competitive with national counterparts". John would like to change the words "salaries must be rendered" to "compensation system must be developed." John has contacted some firms that specialize in developing compensation systems for CVBs and developed a series of outcomes and expectations of going through such process. (Attached.) A performance based plan would accomplish the following: 1) Inherently fair in that it pays for contributions and performances, 2) Relates to industry and local competitive benchmarks, and 3) Motivational in that it rewards contributions and performance. Draws attention of both board member and employees to the stated goals of the organization. Encourages a team approach. Rewards and motivates performance.

Yerda questioned if this is constructing a 3<sup>rd</sup> tier of employees and how the budget would be affected. John replied that this would begin in FY2005. Members of the committee are concerned with future budget cuts and how increases in one department will be perceived. Merri pointed out that the CVB is not funded at all from the General Fund.

John made a motion to allow John Mazor to pay up to \$5000 out of his

professional services line item to hire an expert to develop a proposal for a compensation plan. Lynn seconded and the motion passed.

- d. John Mazor discussed the City of Galena's contemplation of the Home Rule issue and asked for the support of the Board in spreading the message of budget impacts. Hotel/motel tax collected in the City of Galena is 24% = \$390,000. He brought up the issue of keeping parity so that all businesses that are marketed in the county are contributing at the same level and the matter of if the County will continue to operate 2 visitor centers in Galena when Galena is not contributing hotel/motel tax.
  - e. John Mazor advised the committee of an upcoming budget appropriation that will be coming to the County Board. He also mentioned that 2 years ago the auditor's management letter talked about strengthening the hotel/motel tax collection audit trail. Finance Committee has passed some policy that addresses that, but John feels that some properties are under-reporting their tax.
  - f. The committee talked about making sure those projects and policies that are started are finally completed.
  - g. Homestead/Shopstead. Dick Alexander's complaint was that a building was sold for \$1 and the County is losing our value in equity. Yerda spoke with Betty Steinert and found out that the benefits are improved buildings, tax money and employment.
3. Merri made a motion to enter into Executive Session. Lynn seconded and the motion passed.

Upon return from Executive Session, John made a motion to recommend Troy A. Brown to the full board for the position of County Administrator with clarification in writing on section 9 regarding hours of work and section 16b regarding Economic Development Certification. Lynn seconded and the motion passed.

Lynn made a motion to adjourn, Terry seconded and the motion passed.