

COMMITTEE REPORT

COMMITTEE: Executive
CHAIRPERSON: Marvin Schultz
DATE/TIME: March 6, 2006. 7:00 p.m.

PRESENT:

Berlage
 Carroll
 Hasken

Jackson
 Mapes
 Potter

Schultz

Other Board Members: Beth Baranski

Others:

MINUTES

1. Minutes Approval

Yerda Potter made a motion to approve the minutes of the February 6, 2006 committee meeting. Ron Mapes seconded and the motion passed.

2. Citizens' Comments - none

3. Old Business

- a) Employee handbook. The draft handbook was included in the meeting packets for the committee to review. It was distributed to the departments for their review. Merri Berlage stated that someone needs to be assigned as the workers compensation contact for employees. The committee discussed who should be appointed. The committee discussed employee reimbursement for meals while traveling. There was discussion how to proceed with the approval of the handbook. The consensus of the committee is to include the draft handbook in the County Board packets and encourage County Board members to bring their questions and concerns to the next meeting of this committee. The Health Department Personnel Committee will be invited to the next meeting as well for review and comparison with the Health Department personnel handbook.
- b) County Administrator search process. Berlage reported that ads have been placed on various websites, the Telegraph Herald and the Journal Standard to begin this week. No salary was listed in the ad. Letters and job descriptions were also sent to the people who had previously sent their resumes. The committee discussed if the County Administrator will be a contract employee or at-will and the advantages of both. Vince Hasken made a motion to recommend that the County Board engage the new County Administrator as an at-will employee. Mapes seconded and the motion passed with Potter and Berlage voting no.
- c) Committee goals and planning. At the Development & Planning Committee they discussed having a retreat either before or when a new County Administrator is hired. The committee discussed the best time to have a retreat.

4. New Business

- a) Inter-committee comments and discussion.

- i.** Marvin Schultz reported that the Social & Environmental Committee did not meet.
- ii.** Hasken reported that the Information & Communications Technology Committee was advised that a couple more partners have joined for the orthophotography project. The committee has concerns about how to fund an Information Technology position. They will try to come up with an unfunded item for the budget. Berlage reported that it was discussed at staff meeting. The committee discussed the needs and problems at length. The ICT Committee will continue to discuss and work on it.
- iii.** Mapes reported that the Development & Planning Committee has no recommendations for the County Board this month. They talked about greenspace, Scenic Byways, goals, the riverboat, TIF districts, length of Planning Commission meetings, and other zoning issues. Delvaux is going to suggest that the Planning Commission modify the notification requirements for items within the mile-and-a-half area.
- iv.** Berlage reported that the staff meeting went well. Accrual accounting conversion was discussed and is moving ahead. The County Administrator search process was discussed. She also stated that she is working on obtaining storage in a building at the LRA. The committee discussed various ways that could be utilized and the logistics of how it could work. The committee discussed the benefit of having all the records in one location and if a retrieval fee could be charged. After much discussion, Berlage will contact the Attorney General's Office regarding if the County can charge a fee to retrieve documents from storage. The committee discussed HB4899 regarding the riverboat. Berlage also reported that the Legislative Committee is going to meet tomorrow night. The address atlases will be available shortly.
- v.** Potter reported that the Finance Committee is sending forward the revised purchasing policy to the County Board. Potter reported that the terminal server project cost is \$12,785 including the necessary training from Civic. The departments are contributing \$8900, leaving a balance needed of \$3885. That amount could be spent from the contingency line item that resulted from health insurance savings from the budget process. The Assessor reported the number of complaints she has received. There has been discussion about publishing the assessments on the website. There was discussion about developing a policy for errors made by the County regarding small parcels of property. The committee also discussed the payment of hotel/motel tax. Potter received notice from the Health Department that they will be receiving a \$61,326 grant award and she questioned if her budget needs to be amended in order to spend the money. Potter spoke to the auditor and he replied that the revenues and expenses should be documented but no amendment is needed. The Health Department would like to do some remodeling and the request will be brought to the next Social & Environmental Committee meeting. The committee discussed if a resolution is required. Schultz will discuss it with Peg Murphy to get a resolution. Berlage discussed with the committee the possibility that one of the Board of Review members may not

be available and the committee discussed appointing an alternate to the Board of Review. Potter made a motion that the County Board appoints an alternate to the Board of Review. Hasken seconded and the motion passed. Hasken mentioned that the Finance Committee needs to set the salaries for the elected officials 180 days before they take office. The committee discussed the topic and it will be placed on the next Finance Committee agenda.

- b) Website link for Galena bypass project. Beth Baranski stated that she attended a local meeting of the Citizens' Advisory Group regarding the Galena bypass project. They are setting up a website and are asking for a link to be placed on the City and County websites. Hasken made a motion to recommend that a link to the Galena bypass website be placed on the County website. Mapes seconded and the motion passed.

5. Board Member Concerns

- a) Hasken asked how the backups of County data are handled and if they are kept off-premise.
- b) Mapes stated that he has concerns about zoning issues and the protection of agricultural ground. He is concerned about all the land that is going into subdivisions and also about the contiguous growth areas. He feels the Board should be concerned about the loss of agriculture. It seems that there is a request for rezoning going through the Zoning Board of Appeals each month. He also questioned if the new growth in residential is helping the county financially or merely putting a strain on the services. He stated that Boone County has put a freeze on this kind of development. The committee discussed the topic at length, including property acquired by the Illinois Department of Natural Resources.

6. Citizens' Comments - none

7. Closed Session

- a) Mapes made a motion to enter into closed session for review of closed session minutes section 2(c)21, personnel section 2(c)1, collective bargaining section 2(c)2, and litigation section 2(c)11. Potter seconded and the motion passed.
- b) Berlage made a motion to return to open session at 10:05 p.m. Mapes seconded and the motion passed.
- c) Mapes made a motion to open the minutes of the January 24, 2005 Development & Planning Committee meeting. Hasken seconded and the motion passed.
- d) Berlage made a motion that all other minutes reviewed remain closed due to matters of personnel. Potter seconded and the motion passed.

Meeting adjourned at 10:10 p.m.