

## COMMITTEE REPORT

**COMMITTEE:** Executive Committee  
**CHAIRPERSON:** Steve Allendorf, Chairperson  
**DATE/TIME:** September 3, 2019 @ 6:30 pm  
**PRESENT:**

Diane Gallagher  
(arrived at 6:45)  
 Scott Toot  
 Steve Allendorf

Bill Bingham  
 Don Hill  
 John Lang

LaDon Trost  
 Lucas Bourquin  
 John Schultz

A quorum was established.

Other Board Members: Bob Heuerman and Don Zillig.

Others: Angela Kaiser, John Hay, Dan Reimer, Eric Tison, and Melisa Hammer.

### 1. Minutes Approval

- a) Minutes of the August 6, 2019 Executive Committee meeting – **Bill Bingham made a motion to approve the August 6, 2019 Executive Committee meeting minutes as presented. Seconded by LaDon Trost and motion carried.**

### 2. Citizens' Comments – None.

### 3. Unfinished Business

- a) FY2019/FY2020 Strategic Goals and Plans – Nothing new to report at this time.
- b) Update on the Bautsch Gray and Marsden Mine Sites on Blackjack Road – Leonard Zintak and Katherine Thomas were present and gave their report on the Bautsch Gray, Marsden Blackjack, and Little Giant mine sites. Bautsch Gray is entering the remedial process stage, now that the removal process is complete. They plan to start the remedial procedures next spring and estimate 24-36 months before completion at a cost of approximately \$21.4 million. Steve Allendorf asked if within that plan, there would be money for infrastructure, as he does not believe Blackjack Road can withstand that kind of traffic. Katherine responded that could be possible. The goal is to remove the site from the National Priority List. The Marsden Blackjack mine has tailings migrating east to the creek, so they are working on an action plan to take place next spring. The Little Giant mine site is off of Meridian Road and initial testing shows high levels of lead in various places at the site and in the creek. They will be working to cover the sites now and work on an action plan for the creek.
- c) Update on Jo Daviess County FOIA requests – The committee reviewed the updated FOIA request report.
- d) Update of Jo Daviess County Special Service Area Commissions – Budgets have been submitted to the commissions and moved on. The current interim contracts are through October 1<sup>st</sup> and John Hay has been in contact with two of the three attorneys representing the various ambulance boards.
- e) Update on the Cannabis Regulation and Tax Act – The committee discussed the recent approval of the first five licenses that have been issued in the state. All five were already medical cannabis retailers. John Hay informed the committee that the board has three decisions to make: 1. Whether or not to allow recreational cannabis dispensaries in the county; 2. Whether or not to allow on-site consumption in dispensaries, and; 3. Whether or not you will tax retail sales of recreational cannabis. He made the committee aware of the fact a

cannabis retailers' occupational tax ordinance would have to be passed and submitted to the state by September 30, 2019, so if the board is going in that direction, it would need to be on the next county board agenda. The committee would like this item added to the September county board agenda.

#### 4. New Business

- a) Discussion and possible action on a Destination Marketing Management Agreement (the Ad-Hoc DMO Committee will be holding a special meeting on September 3, 2019 @ 5:30 pm for a possible recommendation) – Scott Toot addressed the committee regarding the earlier meeting of the Ad-Hoc DMO committee. They had discussion, but did not have a quorum to take action on a possible recommendation. He gave an update on the proposed agreement terms, which include striking (f) on page 4 that addresses working capital and reserves and the proposed County hotel/motel tax revenue share of 8% of total tax collected. Based on current numbers, this would translate to approximately \$72,000 per year. The intention is to enter into a long-term agreement of ten years. John Hay then reported that his initial research may possibly prohibit entering into a long-term agreement and wants to get more information before a formal board approval. **John Schultz made a motion to move forward to the County Board a recommendation to approve the Destination Marking Management Agreement as presented pending the State's Attorney legal review. Seconded by John Lang and motion carried.**
  
- b) Discussion and possible action to amend the Jo Daviess County Employee Handbook – Angela Kaiser spoke to the committee regarding proposed amendments to Article VI of the JDC Employee Handbook. At a meeting on August 27, 2019, the department heads reviewed the proposed amendments from the August 6, 2019 Executive Committee meeting and have two additional suggestions. 1. To strike the last two sentences in 6.08 Vacation (D) that allows a department head to grant a six month extension of the “use it or lose it” option, and 2. Adding “without a written doctor’s certificate” to 6.09 Sick Leave (H), effectively allowing an employee to use sick time in the last two weeks of employment for a major health incident. To implement initially, employees would be credited with their earned leave time in a lump sum based on their last anniversary date through September 2019 and begin an hourly accrual in October 2019. Employees would have six months to use up any vacation accumulation over 18 months, so all additional vacation would need to be used by April 1, 2020. **LaDon Trost made a motion to move forward to the County Board a recommendation to amend the Jo Daviess County Handbook as presented, effective October 1, 2019 with the eighteen month vacation cutoff effective April 1, 2020. Seconded by John Schultz and motion carried.**
  
- c) Discussion and possible action on a request from the County Treasurer to hire an additional full-time position – This item will be address after closed session.
  
- d) Discussion and possible action on the 2020 Jo Daviess County Holiday Schedule – Dan Reimer presented the fourteen 2020 holiday dates. **Scott Toot made a motion to move forward to the County Board a recommendation to accept the Jo Daviess 2020 Holiday Schedule as presented. Seconded by John Lang and motion carried.**
  
- e) Discussion and possible action on process for County Board ten year apportionment plan – Dan Reimer initiated a discussion of the last reapportionment process. Starting in 2009, in response to a Rotary Roundtable request, a County Board Structure sub-committee was formed. Minutes for that committee were handed out, as well as minutes from County Board meetings in 2010 and 2011 that pertained to the apportionment plan, the map that was

ultimately approved at that time that showed the current seventeen districts with census totals, a copy of the County Government Law Reference Guide that addresses board responsibilities, and a copy of R2011-32 *A Resolution Establishing Compensation for County Board Members*. Steve Allendorf asked that this item stay on the agenda under “Unfinished Business” and be discussed again after members have an opportunity to review the handout material.

## 5. Closed Session

**Scott Toot made a motion to enter into closed session at 7:57 p.m. for the purpose of Personnel Section 2(c)1 “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.” Topic of discussion: Chief Deputy Treasurer position, Deputy Treasurer position. Seconded by Diane Gallagher and motion carried. At 8:23 p.m. Bill Bingham made a motion to reconvene to open session. Seconded by Scott Toot and motion carried. A roll call vote followed resulting in all ayes from Steve Allendorf, Bill Bingham, Diane Gallagher, Don Hill, John Lang, John Schultz, LaDon Trost, and Scott Toot.**

1. Personnel section 2(c)1  
*“The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.”* Topic of discussion: Chief Deputy Treasurer position, Deputy Treasurer position.
2. Collective bargaining section 2(c)2  
*“Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.”*
3. Litigation section 2(c)11  
*“Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”* Topic of discussion: Case No. 2019-MR-18, 2017-L-5
4. Purchase/lease property section 2(c)5  
*“The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.”* Section 2.06.”

## 6. Possible action as a result of closed session.

- c) Discussion and possible action on a request from the County Treasurer to hire an additional full-time position – Melisa Hammer addressed the committee with her request to create a new position. She says with the additional time commitment and duties of tracking hotel/motel tax, she does not have the staff necessary to complete the statutory duties of her office. John Schultz asked if she had an estimate of what this new position would cost and she stated if the new position was approved at a Grade 7, the cost to hire would be \$51,323 salary and benefits. Dan Reimer explained the process of requesting a New Position Classification, the initial review by the Personnel Review Committee, and then the evaluation and subsequent recommendation based on that evaluation by Carlson Dettmann. Steve Allendorf asked why this wasn’t brought to Finance, Tax, and Budget sooner, to which Melisa replied that this was

in response to the Carlson Dettmann no-change recommendation to her Chief Deputy and Deputy grade levels. She now wants to remove those duties from the proposed job descriptions and assign them to a new position. John Schultz asked if the board has ever disregarded a Carlson Dettmann recommendation and Dan Reimer answered they have not. Dan Reimer believes we need one employee dedicated to the hotel/motel tax collection. Angela Kaiser asked why the board couldn't accept the revised job descriptions as they were presented. They state what the position is doing now and regardless if the Carlson Dettmann recommendation didn't include a grade level increase, those job descriptions are still valid. Melisa responded that the duties were for the Chief Deputy position and that person does not have time to do all the duties as originally presented. Steve Allendorf feels that they are being forced into making a quick decision because of a deadline and does not like the path they are on right now. Scott Toot believes the volume of work requires one person dedicated to it and doesn't believe the Treasurer's office has the time or resources to accomplish those additional tracking responsibilities. Steve Allendorf agrees, but believes it should be a shared responsibility with GGMI. Melisa Hammer repeated her concern that due to lack of staff, she is unable to fulfill her statutory duties. Don Hill believes they are doing things out of order, because Melisa is making a request for funds to create and hire a new position, but the legwork hasn't been done to even create the position. Scott Toot stated that in Melisa's defense, the proposed DMO agreement with the additional county revenue was only just decided, so they didn't know about the additional funds. Steve Allendorf responded that in the county's pursuit of additional revenue payment for the collection and tracking of hotel/motel tax, it was to cover work that was already being done, it was never to create and pay for a new position. In an earlier discussion with Melisa Hammer, John Hay stated if she can't meet her statutory duties, she should bring that to the board, which is what she has done. Bill Bingham suggested contracting the duties out and perhaps that needs to be looked at. **Scott Toot made a motion to move forward to the Finance Committee a recommendation to approve the request of the County Treasurer to hire an additional full-time position and a FY20 necessary target increase expense. Seconded by John Schultz and motion failed by show of hands: 3 ayes, 5 nays.**

## 7. Staff Reports

- a) County Administrator: Dan Reimer discussed the current stage of the budget process and the upcoming FY20 Budget Workshop meeting schedule. The final joint committee meeting is tomorrow night and afterwards, the process will be at step eight. In the second round of revenue estimates, there was an increase of approximately \$102,000.00, which will narrow the deficit.

## 8. Summary of Committee Activities – None.

## 9. Citizens Comments – None.

## 10. Board Member Concerns – None.

The meeting adjourned at 9:00 p.m. following a motion made by Scott Toot. Seconded by John Lang and motion carried.

The next meeting of the Executive Committee is scheduled for Tuesday, October 1, 2019 at 6:30 p.m.