

**JO DAVIESS COUNTY BOARD
MEETING MINUTES
AUGUST 13, 2019**

CALL TO ORDER: Jo Daviess County Chairperson Scott Toot called the meeting to order at 7:00 p.m. on Tuesday, August 13, 2019 in the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.

ROLL CALL was answered as follows: Present - Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Present: 16. Absent - Brandon Behlke. Absent: 1.

THE PLEDGE OF ALLEGIANCE was led by Chairperson Toot.

THE INVOCATION and thought for the day were given by William Bingham.

AGENDA ITEM I – CONSENT AGENDA

A motion to approve the consent agenda was made by John Schultz and seconded by Robert Heuerman.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 15. Nays: 0. Abstain - Robert O'Connor. Abstention: 1. Absent - Brandon Behlke. Absent: 1.

AGENDA ITEM II - CITIZENS' COMMENTS

There were no citizens' comments at this time.

AGENDA ITEM III – UNFINISHED BUSINESS

There was no unfinished business brought before the board at this time.

AGENDA ITEM IV – NEW BUSINESS & COMMITTEE REPORTS

A motion to accept with regrets a letter of resignation from Brandon Behlke-County Board District #11 (West Galena II and part of Rawlins) was made by John Lang and seconded by Lucas Bourquin.

The motion carried by voice vote with a nay vote recorded for John Schultz.

A motion to declare a vacancy in County Board District #11 (West Galena II and part of Rawlins) was made by John Schultz and seconded by John Lang.

The motion carried by voice vote.

Chairperson Toot asked for nominations for Vice-Chairperson of the County Board. Steve Allendorf was nominated by Staci Duerr and it was seconded by Diane Gallagher. Nominations for Vice-Chairperson were closed following a motion made by John Schultz and seconded by Don Zillig.

The motion to close nominations for Vice-Chairperson carried by voice vote.

Steve Allendorf was unanimously elected Vice-Chairperson of the Jo Daviess County Board following approval of the nomination by voice vote.

Steve Allendorf was seated as Jo Daviess County Board Vice-Chairperson.

Jo Daviess County Board Meeting Minutes

August 13, 2019

Page 2 of 8

A motion to appoint Steve Allendorf to serve as Chairperson of the Executive Committee was made by John Lang and seconded by William Bingham.

The motion carried by voice vote.

A motion to appoint John Schultz to serve as Chairperson of the Finance, Tax, & Budget Committee was made by Steve Allendorf and seconded by Staci Duerr.

The motion carried by voice vote with an abstention recorded for John Schultz.

A motion to appoint Diane Gallagher to serve as Chairperson of the Development & Planning Committee was made by John Schultz and seconded by Steve Allendorf.

The motion carried by voice vote.

The appointment of the Chief County Assessment officer will be addressed in closed session.

Dan Payette, Executive Director of the Blackhawk Hills Regional Council gave a presentation on their annual report, the Comprehensive Economic Development Strategy (CEDs), and a demographic outlook for the region.

A motion to ask Diane Gallagher to represent Jo Daviess County at the UCCI Illinois Congressional Delegation Meetings in Washington D.C. on September 17-19, 2019, was made by John Schultz and seconded by Robert O'Connor.

The motion carried by voice vote.

LEGISLATIVE:

The committee had no business to bring before the board.

EXECUTIVE:

A motion to postpone action to amend the Jo Daviess County Handbook as presented, effective September 1, 2019 with the eighteen month vacation cutoff effective March, 2020 to the September 10, 2019 County Board meeting was made by John Schultz and seconded by William Bingham.

The motion carried by voice vote.

A committee motion to approve *A Resolution to Remove the County Engineer Position from the Jo Daviess County Position Classification/Compensation Plan* was made by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A request from former Chief County Assessment Officer Donna Berlage to extend her retirement date will be addressed in closed session.

A reclassification request for the Planning and Development Secretary position will be addressed in closed session.

A reclassification request for the Administration Office Manager position will be addressed in closed session.

A reclassification request for the Highway Maintenance Worker III position will be addressed in closed session.

INFORMATION & COMMUNICATIONS TECHNOLOGY:

The committee had no business to bring before the board.

FINANCE, TAX, & BUDGETS:

A motion to approve the following FY2019 line item transfer request(s) in the amount of \$308,169.00 was made by John Schultz and seconded by Ron Smith:

- a. Transfer of \$4,000.00 from 020-44154-702 Professional Service to 020-44154-411 Health Insurance.
- b. Transfer of \$81,000.00 from 043-47191-905 Miscellaneous to 043-47191-924 Service Provider Contract.
- c. Transfer of \$61,700.00 from 044-47192-905 Miscellaneous to 044-47192-924 Service Provider Contract.
- d. Transfer of \$28,419.00 from 061-47198-905 Miscellaneous to 061-47198-924 Service Provider Contract.
- e. Transfer of \$133,050.00 from 076-47203-905 Miscellaneous to 076-47203-924 Service Provider Contract.

The motion carried by voice vote.

A motion to approve the following FY2019 line item transfer request(s) and associated claim(s) in the amount of \$15,540.24 was made by John Schultz and seconded by Staci Duerr:

- a. Transfer of \$749.74 from 001-40107-603 Supplies to 001-40107-701 Maintenance to pay an associated claim to Votec in the amount of \$12,674.24.
- b. Transfer of \$1,596.00 from 001-40110-401 Salaries – Full-time to 001-40110-501 Training & Education to pay an associated claim to Illinois Bank & Trust Purchase Card in the amount of \$1,596.00.
- c. Transfer of \$500.00 from 001-41123-704 Telephone to 001-41123-604 Computer Supplies to pay an associated claim to Illinois Bank & Trust Purchase Card in the amount of \$270.00.
- d. Transfer of \$1,000.00 from 038-46179-701 Maintenance to 038-46179-702 Professional Service to pay an associated claim to Northwest Illinois Critical Incident Response Team (CIRT) in the amount of \$1,000.00.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O’Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

The adjusted claim total for August, 2019 is \$709,019.20.

The fund balance for the Contingency Fund on June 30, 2019 is \$316,346.52.

A committee motion to approve *A Resolution to Authorize the Emergency Purchase of a Vehicle for the Jo Daviess County Emergency Management Agency and to Authorize Payment from the Contingency Fund (016)* was made by John Schultz.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O’Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

The adjusted claim total for August, 2019 is \$724,819.20.

SPECIAL SERVICE AREA COMMISSIONS:

A motion to approve a recommendation to approve a claim to Warren Area Ambulance Service, Inc. in the amount of \$33,805.95 (per contract) was made by Steve Allendorf and seconded by John Schultz.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, , Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 15. Nays: 0. Abstain - Lucas Bourquin. Abstention: 1. Vacant: 1.

A motion to approve a recommendation to approve a claim to Elizabeth Community Ambulance Service in the amount of \$25,661.55 (per contract) was made by Steve Allendorf and seconded by Staci Duerr.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A motion to approve a recommendation to approve a claim to Elizabeth Community Ambulance Service in the amount of \$11,352.05 (per contract) was made by Steve Allendorf and seconded by John Lang.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A motion to approve a recommendation to approve a claim to Galena Area Emergency Medical Service District in the amount of \$133,050.00 (per contract) was made by Steve Allendorf and seconded by John Schultz.

The motion carried by roll call vote. Ayes – Steve Allendorf, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 15. Nays: 0. Abstain - William Bingham. Abstention: 1. Vacant: 1.

The adjusted claim total for August, 2019 is \$928,688.75.

A motion to authorize the payment of claims to special service area (SSA) service providers for SSA #1, SSA #2 & #4 and SSA #5, after the County Treasurer makes third property tax distribution was made by Steve Allendorf and seconded by John Schultz.

Steve Allendorf explained this was the commission's solution to expedite remaining tax distribution payments to special service area service providers, as they need this revenue to operate.

William Bingham asked why SSA #6 was not included in the motion. Dan Reimer explained that SSA #6 had a total of \$133,050.00 appropriated for FY2019 and they had been paid the full amount of that appropriation in the previous motion.

The motion carried by voice vote.

DEVELOPMENT & PLANNING:

Chairperson Toot introduced Emily Legel, the new Northwest Illinois Economic Development (NWILED) Executive Director. Emily presented her August report and encouraged board members to reach out to her with any questions they may have.

A committee motion to approve *A Resolution to Amend the Existing Jo Daviess County Building and Zoning Fee Structure* was made by Diane Gallagher.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

Jo Daviess County Board Meeting Minutes

August 13, 2019

Page 5 of 8

A committee motion to approve an amendment to the agreement between Jo Daviess County and Steve Koester for installation and maintenance of Rural Addressing Signs, effective September 1, 2019 was made by Diane Gallagher.

The motion carried by voice vote.

PUBLIC WORKS:

A committee motion to approve the Stockton Township Curtiss Road culvert replacement Cost Share Project in the amount of \$20,000.00 to be paid from line item 011-43145-890 County Bridge Fund was made by LaDon Trost.

The motion carried by voice vote.

A committee motion to award a bid for liquid base road stabilizer to Team Labs from Detroit Lakes, MN for T15 Base 1 at a cost of \$40,400.00 to be paid from line item 059-46174-830 was made by LaDon Trost.

The motion carried by voice vote.

LAW ENFORCEMENT & COURTS:

The committee had no business to bring before the board.

SOCIAL & ENVIRONMENTAL:

The committee had no business to bring before the board.

PLANNING COMMISSION/ZONING BOARD OF APPEALS:

A motion to approve a recommendation for a Special Use Permit for a retail greenhouse on a portion of the property (5.5 acres) for Murphy's Gardens at 12550 Norris Lane, Galena was made by Ron Smith and seconded by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A motion to approve a recommendation to amend a Special Use Permit for expansion of a Recreational Vehicle Park/Campground at 818 W. Gill Road, East Dubuque was made by Diane Gallagher and seconded by John Schultz.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A motion to approve a recommendation for a Special Use Permit for a single family residence on a lot less than 40 acres, address to be determined on Grebner Road, Elizabeth was made by Steve Allendorf and seconded by Hendrica Regez.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, LaDon Trost, and Don Zillig. Ayes: 15. Nays: 0. Abstain - Scott Toot. Abstention: 1. Vacant: 1.

A motion to approve a recommendation for a Special Use Permit for a UTILITY, MAJOR: for the continued operation and expansion of a wastewater treatment facility for the Village of Stockton, address to be determined on Binkley Road, Stockton was made by Robert Heuerman and seconded by John Schultz.

Jo Daviess County Board Meeting Minutes

August 13, 2019

Page 6 of 8

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O’Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

AGENDA ITEM V – BOARD MEMBER CONCERNS

Diane Gallagher thanked the IT Department for the recent cybersecurity training session on phishing.

Hendrica Regez informed members of an Electric Vehicle Showcase that will be held on September 14, 2019 from 9 a.m. to 1 p.m. in the parking lot by the Galena DMV. Test rides will be given.

AGENDA ITEM VI – CITIZENS’ COMMENTS

There were no citizens’ comments at this time.

AGENDA ITEM VII – CLOSED SESSION

A motion to enter closed session at 8:19 p.m. was made by Staci Duerr and seconded by William Bingham to discuss:

A. 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 County Assessment Officer position; Planning & Development Secretary position; Administration Office Manager position; Highway Maintenance Worker III position.

D. Pursuant to 5 ILCS Litigation Section 120/2(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.

The motion carried by voice vote.

The board reconvened to open session at 8:52 p.m. following a motion by Steve Allendorf and seconded by Lucas Bourquin.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O’Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

AGENDA ITEM VIII – POSSIBLE ACTION AS A RESULT OF CLOSED SESSION

A motion to appoint Laura Edmonds to the position of Chief County Assessment Officer for a four year term ending August 13, 2023 at an advance step hire of Grade 12, Step 5 on the Jo Daviess Pay Schedule was made by Steve Allendorf and seconded by Ron Smith.

The motion carried by voice vote.

A committee motion to approve a request from former Chief County Assessment Officer Donna Berlage to extend her retirement date from July 31, 2019 to August 30, 2019, in order to serve in an advisory capacity was made by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O’Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

Jo Daviess County Board Meeting Minutes

August 13, 2019

Page 7 of 8

A committee motion to approve *A Resolution to Approve the Reclassification of the Planning and Development Secretary Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description* was made by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A committee motion to approve *A Resolution to Approve the Reclassification of the Administration Office Manager Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description* was made by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

A committee motion to approve *A Resolution to Approve the Reclassification of the Highway Maintenance Worker III Position, to Amend the Jo Daviess County Pay Grade Structure Schedule, and Approve the Updated Position Description* was made by Steve Allendorf.

The motion carried by roll call vote. Ayes – Steve Allendorf, William Bingham, Lucas Bourquin, Staci Duerr, Diane Gallagher, Robert Heuerman, Don Hill, John Korth, John Lang, Robert O'Connor, Hendrica Regez, John Schultz, Ron Smith, Scott Toot, LaDon Trost, and Don Zillig. Ayes: 16. Nays: 0. Vacant: 1.

AGENDA ITEM IX - ADJOURNMENT

A motion to adjourn was made by John Korth and seconded by Don Hill.

The motion carried by voice vote.

Chairperson Toot adjourned the meeting at 8:59 p.m. until 7:00 p.m. Tuesday, September 10, 2019 at the Jo Daviess County Board Room, Jo Daviess County Courthouse in Galena, Illinois.

**JO DAVIESS COUNTY BOARD
CONSENT AGENDA
AUGUST 13, 2019**

A. MINUTES APPROVAL

1. County Board meeting minutes from the July 9, 2019 meeting.

B. APPOINTMENTS/RESIGNATIONS

1. Appointment of Don Hill, _____ and _____ to the Jo Daviess County Board of Health.

C. CONTRACTS, AGREEMENTS, & PETITIONS

D. ORDINANCES, RESOLUTIONS, & PROCLAMATIONS

E. REPORTS & CORRESPONDENCE

1. Thank you note from Orland Reimer family

F. CLAIMS

1. Claims approval in the amount of \$693,478.96 as follows:
 - i. \$582,686.81 (Regular Claims)
 - ii. \$11,435.80 (Utilities)
 - iii. \$0.00 (Travel Reimbursements)
 - iv. \$99,356.35 (GGMI Hotel/Motel Tax Reimbursement)
2. Emergency Telephone Systems Board Fund claims in the amount of \$3,319.84.