

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Vice-Chairman
DATE/TIME: April 25, 2019 @ 6:30 p.m.

PRESENT: Steve Allendorf John Schultz Staci Duerr
 Diane Gallagher Brandon Behlke Ron Smith
 Scott Toot John Lang

Other Board members: None

Others: Donna Berlage, Melisa Hammer and Dan Reimer

1. **Call to Order** – John Schultz called the meeting to order at 6:30 pm.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes** – **John Lang made a motion to approve the March 28, 2019 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Staci Duerr and motion passed.**
4. **Citizens Comments** – None
5. **Unfinished Business**
 - a) FY2017/FY2018 Strategic Goals & Plans – Chairman Allendorf commented that the County Board retreat will be next month and new strategic goals and plans will be developed based on Committee assignments from the retreat. Dan Reimer added that the report from the 2017 retreat was included in the informational packet. The committee reviewed their assignments from the 2017 County Board Retreat and updated their accomplishments.
 - b) Update and possible action on Hotel/Motel Tax, Airbnb’s and GGMI – Scott Toot reported that the April 26th Ad-Hoc DMO Committee meeting was cancelled due to a scheduling conflict and will be rescheduled. The Galena Gazette published a nice educational article in last week’s paper on quest accommodations, rental homes and online travel agencies. Melisa Hammer discussed that she worked with Eric Tison on an educational piece which they condensed to a one page question and answer piece on guest accommodations and Hotel/Motel tax. The document, which is entitled “Things to know about renting a place to stay in Jo Daviess County”, has been reviewed by the Executive Committee and Development & Planning Committee. Hammer plans to place the document on the JDC website and also plans to ask GGMI to place on their website. **John Lang made a motion to approve a Hotel/Motel Tax Q & A for posting and distribution “Things to know about renting a place to stay in Jo Daviess County”. Seconded by Scott Toot and motion passed.**
 - c) Discussion and possible action on FY2019 Prioritized Options for Reducing Expenses and/or Increasing Revenue Policy – Dan Reimer reviewed the FY2019 Prioritized Options Policy for Reducing Expenses and/or increasing Revenue. The County Board originally adopted the policy in 2009 as the result of declining revenue and budget challenges that were being experienced during the great recession. The policy is reviewed and updated as needed each year. Options for reducing expenses are prioritized by category. The need to implement one or more of the expense options is assessed by the Finance Committee at the

conclusion of three major accounting milestones. There was much discussion as the committee reviewed the policy. Steve Allendorf discussed the hiring freeze policy. A hiring freeze for any new positions only with approval of the County Board was implemented with the FY2019 budget. Allendorf would like to see the hiring freeze policy revised to include any vacant positions to be filled only with approval of the County Board. The Committee discussed that there should be some criteria or process for the County to follow when there is a request to fill a new or vacant position. Steve Allendorf asked that an item be placed on next month's agenda to discuss an approval process or approval matrix for filling new or vacant positions. **Steve Allendorf made a motion to amend the FY2019 Prioritized Options for Reducing Expenses and/or Increasing Revenue – move Category 2 option *Hiring Freeze – any new or vacant positions to be filled only with approval of the County Board from Category 2 to Category 1. Seconded by Scott Toot and motion passed.***

6. New Business

- a) Discussion on Jo Daviess County Purchasing Card Policy – Dan Reimer reviewed the Jo Daviess County Purchase Card Policy. The Policy was adopted by the County Board in 2008. The purpose of this policy is to provide uniform purchasing card procedures to all county departments who purchase goods and services on behalf of Jo Daviess County. The decision of when a purchasing card is issued, and to whom, is decided by the department head. Each employee issued a purchasing card is required to sign the acknowledgement form and abide by the guidelines on the use of the purchasing card program. The County Clerk's office monitors monthly department purchasing card expenditures. In recent months there have been a number of guideline infractions, such as being charged sales tax and not submitting an invoice with a purchase. It is the responsibility of the employee to make sure they are not charged sales tax and submit a receipt with each purchase. No personal purchases are allowed. Some employees have become complacent. There have been some recent violations. Reimer discussed that the Purchasing Card Policy and need to enforce the policy was discussed at the April Department Heads meeting. Hopefully compliance will be good moving forward. If not some employees may have their purchase card privileges suspended or taken away. The Committee discussed the policy and reinforced the need to enforce the policy.
- b) Discussion and possible action on A Resolution of Wages of Employees on Public Works Dan Reimer reported that amendments to the Illinois Prevailing Wage Act ("the Act") made by Public Act 100-1177 become effective on June 1, 2019. Some of the changes to the Act include counties will no longer be responsible for investigating and ascertaining the prevailing wage, or for publishing, posting or keeping available for inspection such prevailing wage resolution. Instead, the Illinois Department of Labor will investigate and ascertain the prevailing wage rates for each county in Illinois and publish those rates on its official website no later than July 15 of each year. This means an annual prevailing wage ordinance is no longer necessary.

7. Staff Reports

- a) **Chief County Assessment Office** – Donna Berlage, Chief County Assessor, reported that they are currently waiting on the Township Assessors to turn their work in which is due June 15th. Staff is also taking care of the senior citizens with their Assessment Freeze applications. Berlage and two staff members attended continuing education classes the first week of April in Normal, Illinois. Once the tax bills go out they will be busy with lots of phone calls.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, reported that the tax bills are at the printers right now and will be mailed next week. They have also included an insert in

the tax bill explaining some services that people can utilize. One of those is the w/Edge and the other is paying online using the escrow service that we have. You can also have your tax bills emailed to you in the future. The bills should be out in the mail next week.

- c) **Grants Administrator** – Trina Orr, Grants Administrator, was not in attendance.
- d) **County Administrator** – Dan Reimer, County Administrator, provided an update on the IMRF's decision to reduce the investment performance standard from 7.5% to 7.25%. This decision will increase the required annual employer IMRF contribution for Jo Daviess County by about \$75,000. This is in addition to an increase in 2020 IMRF rates associated with the negative return on investment in IMRF investments for 2018. The County received its 2020 IMRF rates on April 1st. Regular IMRF increased from 8.51% to 10.96% and Sheriff Law Enforcement Plan (SLEP) increased from 19.20% to 23.29%. Based on estimated payroll of \$5.4 million, our IMRF contribution in FY2020 will increase by approximately \$160,000. Reimer reviewed the State Shared Revenue report, Sales Tax Receipts report and the financial reports for the four months ending March 31, 2109.

8. Citizens' comments - None

- 9. **Board Member Concerns** – Ron Smith discussed the need to make sidewalk repairs adjacent to the Waterworks Building which Jo Daviess County leases from the City of Galena. Smith believes the lease requires the County to make the repairs because the sidewalk is part of the premises. Smith received a cost estimate of \$8,840 to repair the sidewalk. It was agreed to place this item on the May agenda.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, May 30, 2019 @ 6:30 p.m.

Scott Toot made a motion to adjourn at 8:55 pm. Seconded by Staci Duerr and motion passed.