

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: Steve Allendorf, Chairman
DATE/TIME: May 30, 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** – Steve Allendorf 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 April 25, 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 was held on May 15th. Dan Reimer added that the summary report and committee assignments from the 2019 retreat will be going to the Executive Committee next week for review. Reimer pulled up the report on the screen and the committee reviewed their assignments from the 2019 County Board Retreat.
 - b) Update on Hotel/Motel Tax, Guest Accommodations/Online Travel Agencies/Education and Enforcement – Melisa Hammer commented that she and other County representatives met with representatives from GGMI to review what her office is required to do and the procedures used to collect and administer hotel/motel tax. Hammer plans to present information to the Ad-Hoc DMO Committee tomorrow to discuss if there anything more her office can get help with. Hammer is hopeful that GGMI can help with monitoring the online travel agencies; her office does not have the resources. Hammer has been working on compliance by sending letters and making contact with individual lodgings when necessary. There is a provision in the County Code that if a rental does not comply they could lose their guest accommodations license. Reimer reviewed the hotel/motel tax receipt report, Jo Daviess County is up 11% year to date.
 - c) Discussion and possible action on an approval process/matrix associated with Hiring Freeze policy – any new or vacant positions to be filled only with approval of the County Board – Scott Toot reported that there was a lot of discussion at the Department Head meeting on the amended hiring freeze policy. John Lang stated he was originally opposed to this change. We need to have a policy on new positions, but vacant positions could remain at the second category level. Steve Allendorf added that we had to make a decision that night. Now is the time to bring some clarity to it and take whatever corrective measures we need to make it workable for everyone. We do need to have something in place in order to save money in the future. Lang expressed his concern with the need to fill the vacant IT Technician position. There was much discussion between committee

members and department heads on this. **Steve Allendorf made a motion to authorize the County Board Chairman to convey to the IT/GIS Administrator to go ahead and hire and fill the vacant IT Technician position immediately. Seconded by John Lang and motion passed.** Joe Kratcha joined the meeting via conference call. Allendorf informed Kratcha of the motion that the committee approved. The committee then discussed the FY2019 Prioritized Options for Reducing Expenses and/or Increasing Revenue. John Lang would like to revisit the amended policy. Brandon Behlke recommended that part-time positions be included in the policy. **Staci Duerr made a motion to rescind the amendment to 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 (This motion rescinds the hiring freeze for vacant positions which was approved by the County Board on May 14, 2019). Seconded by John Lang and motion passed.**

- d) Update, discussion and possible action on Jo Daviess County Purchasing Card Policy – Dan Reimer discussed that since the last meeting we did not have any violations or issues with the purchasing cards. We did discuss at length at the Department Head meeting. Reimer did not think the policy needed to be revised but suggested that departments monitor and reinforce the policy with their employees..

6. New Business

- a) Discussion and possible action on the FY2020 Budget Preparation Schedule – Dan Reimer presented the proposed FY2020 Budget Preparation Schedule and commented that the only changes were to the meeting dates which were revised accordingly from last year's schedule. Reimer reviewed the fifteen step budget process. The committee reviewed the schedule. **John Lang made a motion to approve the FY2020 Budget Preparation Schedule as presented. Seconded by Ron Smith and motion passed.**
- b) Discussion and possible action on the FY2020 Budget Review Schedule Dan Reimer reviewed the proposed FY2020 Budget Review Schedule and discussed that only the dates were changed accordingly from last year's schedule. The recommended start time for each meeting is 5:30 p.m., the same as for 2018. There is a conflict with the Tuesday, August 27 date. The Development & Planning Committee is scheduled to meet that day at 7:00 p.m. Development & Planning Chairman, Brandon Behlke stated that date will work with his committee meeting. The committee reviewed the schedule. The schedule will go to the County Board for final approval. **Brandon Behlke made a motion to approve the FY2020 Budget Review Schedule as presented. Seconded by Scott Toot and motion passed.**
- c) Discussion and possible action on sidewalk repairs at the Waterworks Building – Ron Smith presented information and discussed the repairs that are need to the sidewalk adjacent to the Waterworks Building. Our current lease agreement with the City of Galena states that the County shall make improvements to the leased premises and pay for the cost thereof. In addition, the County shall be solely responsible for payment of all maintenance costs and repairs to the waterworks building and premises during the term. City staff has observed that the concrete sidewalk on the Park Avenue side is in poor condition and a potential trip hazard. The City goes out for bid once a year for sidewalk repair. The 2019 cost to replace the 151 foot section of sidewalk is \$8,760. Funds were not appropriated in the FY2019 Tourism Capital Development Fund (032). An option would be to pay for the repairs in 2019 from the Contingency Fund (016) and then repay the Contingency fund in FY2020. **Steve Allendorf made a motion to approve the repair/replacement of the sidewalk adjacent to the Waterworks Building and to pay the City of Galena \$8,760**

from the Contingency Fund (016) and to reimburse the Contingency Fund (016) in FY2020 from the Tourism Capital Development fund (032). Seconded by Scott Toot and motion passed.

- d) Review and discussion on Jo Daviess County Vehicle Replacement Plan – Dan Reimer reported that the update to the Vehicle Replacement Plan is not yet completed but he will bring forward at a future meeting during the budget process.

7. Staff Reports

- a) **Chief County Assessment Office** – Donna Berlage, Chief County Assessor, reported that her office is currently waiting on the Township Assessors to turn their assessment work which is due June 15th. Staff is also assisting senior citizens with their Senior Assessment Freeze applications and answering a lot of questions about tax bills. The Farmland Assessment Committee met on May 20, 2019 to approve the 2020 proposed EAV's for farmland.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, commented that a report from the Veteran's Assistance Program was included in the informational packet. We will be processing a check in the amount of \$1,365.13 in this round of claims to replenish the account. As of yesterday the Treasurer's office has collected approximately \$19 million in property taxes. The first installment due date is next week on June 3rd. The Treasurer's Office has received a lot of questions this year on property taxes, they have also had several complaints about the front door of the Courthouse being closed.
- c) **Grants Administrator** – Trina Orr, Grants Administrator, was not in attendance.
- d) **County Administrator** – Dan Reimer, County Administrator, reviewed a memo and discussed the Jo Daviess County Budget Process. The County budget is developed by using a 15 step target-based budget process. Reimer reviewed the budget steps, some of the information, recommendations, guidelines and decisions that were made during the FY2019 budget process. Reimer reviewed the County the financial reports for the five month period ending April 30th, 2019, Sales Tax Receipts report, State Shared Revenue report and Hotel/Motel Tax Receipts report.

8. Citizens' comments - None

9. Board Member Concerns – None.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, June 27, 2019 @ 6:30 p.m.

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