

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: September 26, 2019 @ 6:31 p.m.

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

Other Board members: None

Others: Laura Edmonds, Melisa Hammer, Trina Orr, Dan Reimer and Robert Spring (IPMG)

1. **Call to Order** – John Schultz called the meeting to order at 6:31 pm.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes**
 - a) Minutes from July 25, 2019 Finance, Tax & Budgets Committee meeting - **Diane Gallagher made a motion to approve the July 25, 2019 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Steve Allendorf and motion passed.**
 - b) Minutes from August 29, 2019 Finance, Tax & Budgets Committee meeting - **John Lang made a motion to approve the August 29, 2019 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Staci Duerr and motion passed.**
4. **Citizens Comments** – None
5. **Unfinished Business**
 - a) FY2019/FY2020 Strategic Goals and Plans – The committee will dispense with this item tonight.
 - b) Update on Hotel/Motel Tax/Guest Accommodations/OTA’s/Education and Enforcement – Scott Toot reported that past meetings with GGMI representatives regarding a new contract have all been very positive. GGMI CEO Rose Noble will be presenting the agreement to her board again and understands the County’s situation in not being able to enter in to a contract for more than one year at a time. Melisa Hammer reported that she has been working with a business that had not been paying local hotel/motel tax due to a misunderstanding between the entity and their accountant and they are working to correct this situation. John Lang commented that he has some ideas on possible language for the one year contract that may be acceptable to all the parties. He will have this ready for the upcoming Executive Committee meeting. State’s Attorney, John Hay, is working on the draft agreement.
 - c) Update on evaluation process for a hiring freeze policy – Dan Reimer discussed that a draft policy has been presented and discussed at prior meetings with no action. There were no further comments on this policy at this time.
 - d) Update on the Jo Daviess County Purchasing Card Policy – Dan Reimer commented that this item is left on the agenda for any updates. The policy has previously been reviewed at department head meetings and remains on that agenda as well. Last month we discussed

obtaining card sheaths for purchasing cards and County Treasurer Melisa Hammer did obtain them from the bank and distributed them. Hopefully this will help employees to identify the purchase card from their personal cards. This month's report looked good.

6. New Business

- a) Discussion and possible action regarding the renewal of FY2020 Property & Casualty Insurance and Workers Compensation Insurance with Illinois Counties Risk Management Trust (ICRMT) at a total premium amount of \$343,884 – Robert Spring, Insurance Program Managers Group (IPMG), provided an overview of the Jo Daviess County Property & Casualty Insurance and Workers Compensation Insurance and answered questions from the Committee. **John Lang made a motion to approve the renewal of FY2020 Property & Casualty Insurance and Workers Compensation Insurance with Illinois Counties Risk Management Trust (ICRMT) at a total premium amount of \$343,884. Seconded by Ron Smith and motion passed.**
- b) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for the Transit Section 5311 Annual Financial Report and Schedule of Operating Revenues and Income and Operating Expenses under Downstate Operating Assistance Grant as presented in conformity with Illinois Department of Transportation Division of Public and Intermodal Transportation for the year ended June 30, 2019 at a cost not to exceed \$1,650 – Dan Reimer reviewed three annual audit engagement letters from Wipfli LLC. The first is for the Transit 5311/DOAP Annual Financial Report audit, the timing of this audit coincides with the federal fiscal year and is due to be completed by the end of December. The other two are for the FY2019 Jo Daviess County Circuit Clerk audit and the FY2019 Jo Daviess County audit. **John Lang made a motion to approve an Audit Engagement Letter with Wipfli, LLP for the Transit Section 5311 Annual Financial Report and Schedule of Operating Revenues and Income and Operating Expenses under Downstate Operating Assistance Grant as presented in conformity with Illinois Department of Transportation Division of Public and Intermodal Transportation for the year ended June 30, 2019 at a cost not to exceed \$1,650. Seconded by Scott Toot and motion passed.**
- c) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County Circuit Clerk audit for the year ended November 30, 2019 at a cost not to exceed \$5,650 – **Steve Allendorf made a motion to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County Circuit Clerk audit for the year ended November 30, 2019 at a cost not to exceed \$5,650. Seconded by Staci Duerr and motion passed.**
- d) Discussion and possible action on an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County audit for the year ended November 30, 2019 at a cost not to exceed \$47,750 – **Staci Duerr made a motion to approve an Audit Engagement Letter with Wipfli, LLP for professional services associated with the Jo Daviess County audit for the year ended November 30, 2019 at a cost not to exceed \$47,750. Seconded by Scott Toot and motion passed.**
- e) Discussion and possible action on a Resolution to execute a deed of conveyance of County's interest in parcel 08-104-033-00 in Guilford Township to Paul Petersen, Sally Petersen – The taxes for this property did not sell at the tax sale, such properties are turned over to County Trustee Joseph Meyer, who advertises and sells the property for the

County. **Diane Gallagher made a motion to approve a Resolution to execute a deed of conveyance of County's interest in parcel 08-104-033-00 in Guilford Township to Paul Petersen, Sally Petersen. Seconded by Staci Duerr and motion passed.**

- f) Discussion and possible action on a Resolution to execute a deed of conveyance of County's interest in parcel 18-007-109-00 in Thompson Township to Apple Canyon Lake Property Owners Association – **Staci Duerr made a motion to approve a Resolution to execute a deed of conveyance of County's interest in parcel 18-007-109-00 in Thompson Township to Apple Canyon Lake Property Owners Association. Seconded by Scott Toot and motion passed.**
- g) Discussion and possible action on a Resolution to execute a deed of conveyance of County's interest in parcel 23-000-014-80 in Woodbine Township to Salvo Difatta – **John Lang made a motion to approve a Resolution to execute a deed of conveyance of County's interest in parcel 23-000-014-80 in Woodbine Township to Salvo Difatta. Seconded by Steve Allendorf and motion passed.**
- h) Discussion and possible action on a Resolution to execute a deed of conveyance of County's interest in parcel 23-000-265-10 in Woodbine Township to Richard Anthony – **Staci Duerr made a motion to approve a Resolution to execute a deed of conveyance of County's interest in parcel 23-000-265-10 in Woodbine Township to Richard Anthony. Seconded by Diane Gallagher and motion passed. Steve Allendorf was recognized as being present on this item.**
- i) Discussion and possible action on Township Assessor vacancies – Laura Edmonds reported that she wanted to bring to light that are currently several township assessor vacancies and there is a potential that there could be more. One township assessor recently came into the office to notify the county that he will be retiring. It is a general assessment/quad year for this Township so it could be an issue unless a qualified assessor can be hired to do the work. Berreman, Derinda, and Pleasant Valley Townships along with Apple River and Thompson Townships have no township assessor. Apple River, Thompson also have no township assessor. There is another assessor who is on the fence at this time. To become a township assessor you have to have to pass training classes. Right now no one is qualified to fill these part-time positions. Edmonds has reached out to the Department of Revenue, and township supervisors can hire a field data collector that can go out and collect the data, visit the property but they cannot place values on properties. Edmonds will let the township supervisors know that this is an option. Her question tonight is, if they do hire a field data collector what fee should be charged for the County to complete the remaining work. If we have to go out and do the work, what is the cost schedule for that? Carroll County charges \$3.25 per parcel including ag parcels. Lee County charges anywhere from \$7 to \$10. If the supervisor of assessments has to go out they charge \$35 per hour. Stephenson County charges \$3.50 a parcel for non-quad years and then they have a contract with that township for four years. During the quad year it is \$14 a parcel. Dan Reimer commented that we do have a policy in place for completely Assessment work and allows the County to charge a fee to complete the work. Carroll County does not have any township assessors at all anymore. We are headed in that direction. John Schultz asked Edmonds to work on some fee recommendations that will cover our costs if the County has to do the work. Staci Duerr added that once Edmonds comes up with a recommendation for a fee schedule we should send a letter to each township advising them of their options. Edmonds will work on a recommendation for a fee schedule for next month's meeting.

- j) Discussion and possible action on an invoice from Sproule Construction (City of Galena) for sidewalk improvements adjacent to the Waterworks Building in Galena, IL – Photos of the sidewalk project were included in the packet. Ron Smith commented that he spoke to Mark Moran, City of Galena, and added up the costs of the cement along with the four handicap plates which had to be replaced because they have changed. Smith also asked why they didn't use exposed aggregate like the city does. The city passed an ordinance and they are only doing that in the historic district and Main Street. They changed the color because they found out over the years the exposed aggregate was not lasting. During the repair process Smith also noticed another sidewalk underneath the existing sidewalk that they had to remove. In doing so they needed to put in more rock and fill. There was much discussion. Scott Toot felt it would be in good faith on the County Board's part to pay the City \$1,132.82 for the additional work that was required.. **John Lang made a motion to approve only the amount of the original estimate of \$8,760.00 for the sidewalk improvements adjacent to the Waterworks Building. Seconded by Diane Gallagher and motion failed with five nay votes recorded for Allendorf, Gallagher, Toot, Duerr, Smith and one aye vote recorded for Lang. Schultz was recognized as being present on this item. Steve Allendorf made a motion to amend R2019-23 and increase the amount by \$1,132.82 for a total of \$9,892.82 for sidewalk improvements adjacent to the Waterworks Building. Seconded by Scott Toot and motion passed with five aye votes recorded for Allendorf, Gallagher, Toot, Duerr, Smith one nay note recorded for Lang. Schultz was recognized as being present on this item.**
- k) Review FY2020 unfunded requests –John Schultz reviewed the FY2020 Unfunded Requests list. The total estimated cost of all the items on the list is approximately \$2.6 million. The Unfunded requests list will be discussed further at the County Board Budget Workshop on October 10th.
- l) Discussion and possible action regarding necessary target expense increase/decrease request(s) for General Fund Budget(s) – Dan Reimer reported that one necessary expense was received, from the County Board in the amount of \$3,000.00 for the 2020 Census Complete County Committee expenses. **Scott Toot made a motion to approve a necessary expense request of \$3,000.00 to increase 001-40102 County Board budget line item 705 Publishing for the 2020 Census Complete County Committee. Seconded by Ron Smith and motion passed.**

7. Staff Reports

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, reported that Amy McCoy was offered the Chief Deputy Assessor position and has accepted. The job posting for the vacant deputy assessment officer position has been published and the deadline to apply was September 20th. The interviewing process has started and will wrap up early next week. They have sent out reminder notices to the un-renewed Disabled Vets (18) and Disabled Persons (10) the week of September 9th and the response has been good. They have been coming in and completing the forms. They have officially closed their books and will publish October 2nd. Complaints will be accepted between then and the 30 day deadline of Friday, November 1, 2019, per statute.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, reported that tomorrow is the last day for people to make payment on delinquent taxes before their name and property are published in the newspaper. Her office staff has been very busy with individuals coming in to pay their taxes before the deadline. The names will go in the newspaper next

week and the tax sale is October 21st. Hammer sent out 1,400 friendly reminders and they are at approximately 900 certified letters to send out. They are also trying to do some office remodeling at this time.

- c) **Grants Administrator** – Trina Orr, Grants Administrator, reported that the 5311/DOAP Transit grants for FY2020 were approved, effective July 1, 2019. We are closing out 2019. Orr is getting ready to work with IDOT for any end year reports for that. We did receive all payments from the State for 2019; we just have to do all of the statistical reports. The IDOT compliance audit is coming up in November and only happens every five years or so. The last compliance audit was prior to all the GATA requirements which are now in place. The 708 Mental Health Board FY2020 provider applications will be considered October 9th. The Sheriff's STEP grant audit is getting close to being completed. IDOT will be having a grant coming up that will be for transit capital purchases. Those were unallowable before and we had to use County money if we wanted to buy any equipment.
- d) **County Administrator** – Dan Reimer, County Administrator, reviewed a summary excerpt of the budget process with the committee. The Executive Committee has invited Finance to a joint meeting on October 1st at 6:30 p.m. The Personnel Review Committee held a meeting that lead to a recommendation to change the Jo Daviess County pay grade structure schedule for non-union employees and we are currently doing the cost analysis to determine the first year impact if implemented as proposed. The DMO Committee will also be bringing forward a recommendation to the Executive Committee. The first County Board Budget Workshop will be on October 2nd. We will review the tax levy and General Fund Revenues and Expenditures. We will review Special Funds as well. There will be a few that will be held over plus we will review the unfunded requests. Reimer reviewed the General Fund Revenue and Expenditure reports to date. The committee reviewed the General Fund Targets reports for FY2020 and FY2019. Reimer also reviewed the State Shared Revenue report and the Sales Tax Receipts report.

8. Citizens' comments - None

- 9. **Board Member Concerns** – Scott Toot commended Trina Orr for her work with the 708 Mental Health Board. Diane Gallagher reported that she and John Lang attended a luncheon at Timmerman's to hear CDR who is the parent company that owns East Dubuque Nitrogen Fertilizer. They have plans within the next five years to increase \$300 to \$500 million in assets. They do want to involve the community. John Lang added that they are going to put \$2.5 million back in grants to the community.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, October 31, 2019 @ 6:30 p.m.

Scott Toot made a motion to adjourn at 8:54 pm. Seconded by Steve Allendorf and motion passed.