

COMMITTEE REPORT

COMMITTEE: Finance, Tax & Budgets
CHAIRPERSON: John Schultz, Chairman
DATE/TIME: October 31, 2019 @ 6:30 p.m.

PRESENT: John Schultz Steve Allendorf (left 8:10 pm) Staci Duerr (6:35 pm)
 Diane Gallagher Vacant Ron Smith
 Scott Toot (7:19 pm) John Lang

Other Board members: None

Others: Laura Edmonds, Melisa Hammer, Angie Kaiser 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**
 - a) Minutes from September 26, 2019 Finance, Tax & Budgets Committee meeting – **Staci Duerr made a motion to approve the September 26, 2019 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Diane Gallagher and motion passed.**
 - b) Minutes from October 8, 2019 Special Finance, Tax & Budgets Committee meeting – **Staci Duerr made a motion to approve the October 8, 2019 Special Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Steve Allendorf and motion passed.**
4. **Citizens Comments** – None
5. **Unfinished Business**
 - a) FY2019/FY2020 Strategic Goals and Plans – The committee reviewed their strategic goals and plans. Ron Smith commented that there are grants for historic preservation of buildings, but they have to be on the historic registry. John Schultz added that if you are on the historic registry list you are then very restricted to what you can do to the building. Dan Reimer added that we did submit a letter several months ago to Representative Chesney and Senator Stewart requesting financial assistance for capital improvements to the JDC Courthouse.
 - b) Update on Hotel/Motel Tax/Guest Accommodations/OTA's/Education and Enforcement – Dan Reimer reported that the Destination Marketing Management agreement approved by the County Board was sent to the GGMI board and will go next to the City of Galena. We have not yet received a report back.
 - c) Update on the Jo Daviess County Purchasing Card Policy – Dan Reimer commented that this month's purchasing card report was very good. Melisa Hammer picked up more card sheath's from the bank.
 - d) Discussion and possible action on Township Assessor vacancies – Laura Edmonds reported that she has good news. Berremen, Derinda, Stockton, Pleasant Valley and Wards Grove are going to contract township assessor duties with Sandy Davis who is chief deputy in the Carroll County Supervisor of Assessments office. She is also going to be the

contract assessor for Apple River, Thompson multi-township assessment district. Dunleith is still having trouble finding a qualified assessor. Davis said Edmonds could give them her name. There are some other options. Edmonds checked with the Department of Revenue and learned that a township or even a county can hire a position called a data collector. If the Township could find a qualified data collector they could go out and visually inspect the property, do the measurements, take photos, etc. and record that on the property record card and turn that in to us. Then for a fee we could do the data entry sketches and place the values on the property for them. Edmonds thinks that the township could find a data collector themselves, but if not she suggests that the county hire two data collectors to go out and gather the information to bring back to the county. This would not be a full-time position. Edmonds included preliminary numbers in her monthly report for these two positions. Dan Reimer discussed that the current work completion policy which was adopted several years ago does not include a fee schedule. Edmonds reviewed some of the fees that are charged by others counties. The Committee discussed that the policy should be amended to include a fee schedule. Edmonds will bring back a draft policy to the next meeting.

New Business

- a) FY2020 Jo Daviess County Budget Update – Dan Reimer discussed that since the conclusion of the final budget workshop on October 16th he has been working to summarize and prepare the FY2020 draft comprehensive budget document for placement on the Jo Daviess County website. Reimer reviewed a summary of the FY2020 Jo Daviess County Budget. We are currently on step 13 of 15 steps in the budget process – prepare recommended budget for distribution to County Board. Step 14 is Publish Truth in Taxation notice (if applicable). This year a Truth in Taxation Hearing will not be required. Per 55 ILCS 5/6-1001, once the budget has been prepared, it is required to be made conveniently available to public inspection for at least 15 days prior to final action by the County Board. Step 15 is the budget hearing scheduled for November 19, 2019. There are actually three meetings scheduled: the Public Hearing for SSA #1 at 5:30 p.m., the Budget Hearing at 6:30 p.m. and the Special County Board Meeting at 7:00 p.m. The FY2020 Jo Daviess County Budget will be presented and the County Board will consider adoption of the Combined Annual Budget and Appropriations Ordinance for Jo Daviess County for the fiscal year commencing December 1, 2019 and ending November 30, 2020 and adoption of the Annual Tax Levy Ordinance (2019 Tax Levy/Payable 2020). Reimer gave a Summary of FY2020 Revenue and Expenditures – All Funds, a Summary of All Operating Funds and Interfund Transfers. Reimer reviewed the 2019 Property Tax Levy (Payable FY2020) and JDC All Funds Revenues, Expenditures, Fund Balance chart. Reimer encouraged the committee to go to the website and page through the draft budget document. In addition Reimer reviewed the General Fund Targets Report, General Fund FY2020 Budget Summary, General Fund Appropriations charts, Schedule of Interfund Transfers, Unfunded Requests. Steve Allendorf commented that he actually made two of the motions regarding unfunded requests and ever since then...at the time he thought it was the right decision and that we needed to do it, but the more he looks at the budget he wonders if we shouldn't look at those unfunded requests again and perhaps consider putting something off until next year. John Schultz added that he was also somewhat trepidacious about the long-term effect of those. Melisa Hammer commented that it was her understanding that if there are any changes at this point then we have to put off the public hearing and the adoption of the budget. It will have to go back out again for 15 days for review. Allendorf has no problem with that. He has more of a problem with where we are going to be at in a year or two years or five. \$550,000 is a lot of money in unfunded requests at one time. It is the most significant amount that Allendorf can see on

the chart which goes back to 2007. He has some real concerns with this. There was much discussion on the unfunded requests for FY2020. Reimer then went on to review the JDC Major Funds Budget Surplus/Deficit compared to Actual Audit Surplus/Deficit chart, State Shared Revenue chart, Sales Tax Receipts chart, Building Permits chart and Transfer Declarations chart.

- b) Discussion and possible action regarding any adjustments and/or revisions to FY2020 budgets – Dan Reimer commented that after the budget workshops concluded the General Capital Equipment Fund (048) and General Capital Investment Fund (042) budgets were sent to department heads for final review of revenue and expense activity for FY2020. There were two requests for adjustments received. The Treasurer requested that \$8,000 be carried over and appropriated in the FY2020 General Capital Investment Fund (042) budget for office improvements. The Planning & Development Director requested that \$1,000 be appropriated in the FY2020 General Capital Equipment Fund (048) budget for computer replacement. In addition to the approved requests the 708 Mental Health Board submitted a list of service provider contract amounts for FY2020. These amounts were added to the detail spreadsheet for line item 014-44156-905. The proposed appropriation for the FY2020 Mental Health Fund budget did not change. **Scott Toot made a motion to approve the addition of the following appropriations to the FY2020 Jo Daviess County Comprehensive Budget document: \$8,000 – General Capital Investment Fund line item 042-46171-805-413 Courthouse Office Improvement (Treasurer) and \$1,000 – General Capital Equipment Fund line item 048-46172-810-705 Planning & Development Computer Replacement. Seconded by Ron Smith and motion passed.**
- c) Discussion and possible action on FY2020 Financial Policies –
- i) FY2020 Jo Daviess County Furlough Policy – This is an annual policy. There were no changes from prior year. **Staci Duerr made a motion to approve the FY2020 Jo Daviess County Furlough Policy as presented. Seconded by Diane Gallaher and motion passed.**
- ii) FY2020 Jo Daviess County Health Insurance Premium Cost Allocation Policy – **Scott Toot made a motion to approve the FY2020 Jo Daviess County Health Insurance Premium Cost Allocation Policy as presented. Seconded by Staci Duerr and motion passed.**
- iii) FY2020 Prioritized Options for Reducing Expenses and/or Increasing Revenue – Dan Reimer reviewed the updated draft of the FY2020 Prioritized Options for Reducing Expenses and/or Increasing Revenue Policy. In the past reduce overtime has been in Category 1 which is implement now. This year several overtime requests were approved, so Reimer went ahead and moved reduce overtime to Category 2. Other than that there are no other changes. **Scott Toot made a motion to approve the FY2020 Prioritized Options for Reducing Expenses and/or Increasing Revenue as presented. Seconded by Ron Smith and motion passed.**
- d) Discussion and possible action on construction of a connecting sidewalk from McCoy Manor Parking Lot to Jo Daviess County Public Safety Building Parking Lot – Scott Toot discussed that this coincides with our agreement with St. Mary's Church to use their parking lot for employee parking. There is a well-worn pathway between Franklin McCoy and the Sheriff's back parking lot. When you look at the map that pathway is actually all on the Housing Authority property. Toot spoke to Randy Keleher, JDC Housing Authority Director, and he is not opposed to putting a sidewalk in. Steve Keeffer has suggested that County

Highway could construct the sidewalk. **John Schultz made a motion to approve construction of a connecting sidewalk from McCoy Manor Parking Lot to Jo Daviess County Public Safety Building Parking Lot with work to be done by the Jo Daviess County Highway Department. Seconded by Scott Toot and motion passed.**

- e) Discussion and possible action on a Resolution to Approve the Reversal of a FY2019 Interfund Transfer from Recorder Automation Fund (028) to Capital Equipment Fund (048) – Angie Kaiser discussed that when Joe Kratcha, GIS/IT Director, started talking about the SAN server refresh project he got some initial estimates and began to secure funding from other county departments. Kaiser committed to \$28,000 to the project; \$14,000 from Recorder Automation and \$14,000 from Election Grant Fund. As time went on Kratcha got better prices, the County Clerk’s responsibility went down and Kaiser was able to secure more grant funding for the project. After discussing with Kratcha it was agreed that it might be best if Kaiser paid her share of the project from her activity code in the Capital Equipment Fund. This would require a reversal of an interfund transfer made in June, from the Recorder Automation Fund to the Capital Equipment Fund. **Staci Duerr made a motion to approve a Resolution to Approve the Reversal of a FY2019 Interfund Transfer from Recorder Automation Fund (028) to Capital Equipment Fund (048). Seconded by Ron Smith and motion passed.**

7. Staff Reports

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, reported they are really busy recording and logging in Board of Review complaints. As of 3 p.m. today they have received 70 complaints of which 53 have been completed. The deadline is tomorrow at end of business. They have to be postmarked. Edmonds expects this number to double by tomorrow and the end of next Friday with the mail. They have had five or six underpaid notices that need to be sent out to taxing bodies. It is when the taxpayer is requesting a reduction of \$100,000 or more. The Board of Review hearing process will begin on November 25th.
- b) **Treasurer’s Office** – Melisa Hammer, County Treasurer, reported that we had the tax sale on October 21st, taxes on 231 parcels were sold. There were \$18,964 in penalties and \$24,000 in costs. 88 parcels went to the trustee. 26 of them were Galena Territory lots and 42 were Apple Canyon Lake lots. Out of the 88 parcels, 68 were lots that went to the trustee. We had seven tax buyers which is the highest number we have had in recent years. Our total tax sale was \$427,631.
- c) **Grants Administrator** – Trina Orr, Grants Administrator, was not in attendance.
- d) **County Administrator** – Dan Reimer, County Administrator, reviewed the monthly financial reports. Overall we are doing good compared to budget and should finish the year with a small budget surplus.

8. Citizens’ comments - None

9. **Board Member Concerns** – John Schultz commented that it seems like we go through a lot of paper and wonders if we might not be money ahead to have laptops. Scott Toot commented that the IT Department is looking into this for us by possibly using some old laptops from the Sheriff’s Office and on eBay. Dan Reimer added that Bruce Habel is in the process of refurbishing them. They will have access to the ftp site and have Adobe software to view pdf’s. Board members will be encouraged to bring their laptops to each meeting. They will be for

County business only. Dan Reimer discussed that we recently discovered that we have a budget that is over budget and after reviewing it was determined that an item was expensed from an incorrect fund. We will draft a resolution to correct this to the Executive Committee.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, November 21, 2019 @ 6:30 p.m.

Scott Toot made a motion to adjourn at 8:47 pm. Seconded by Staci Duerr and motion passed.