

## COMMITTEE REPORT

**COMMITTEE:** Finance, Tax & Budgets  
**CHAIRPERSON:** John Schultz, Chairman  
**DATE/TIME:** November 21, 2019 @ 5:00 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 and Dan Reimer

1. **Call to Order** – John Schultz called the meeting to order at 5:00 pm.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes**
  - a) Minutes from October 31, 2019 Finance, Tax & Budgets Committee meeting – Steve Allendorf made a motion to approve the October 31, 2019 Finance, Tax & Budgets Committee meeting minutes as presented. Seconded by Ron Smith 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 last month. Since no one had any updates the committee moved forward to the next item.
  - b) Update on Hotel/Motel Tax/Guest Accommodations/OTA’s/Education and Enforcement – Melisa Hammer, County Treasurer commented that she had nothing new to report at this time. Hammer will be meeting with Rose Noble tomorrow to discuss hotel/motel tax collection procedures and what GGMI can do to help with collection.
  - c) Update on the Jo Daviess County Purchasing Card Policy – The committee reviewed the purchasing card report. Dan Reimer commented that we will talk about the policy again at the Department Heads meeting. This is an item that is a constant on that agenda.
  - d) Discussion and possible action on Township Assessor vacancies – Laura Edmonds, Chief County Assessment Officer reported vacancies in the Apple River and Thompson, Berremen, Derinda, Pleasant Valley and Stockton Multi-Township Assessment Districts have been resolved. Edmonds reached out again to Mark Cueno, Dunleith Supervisor, but she is uncertain how they are going to proceed. They have been in contact with someone who is interested but need to take the required training first. Edmonds discussed the data collector option and associated job description with Cueno. At this time no decision has been made. Steve Allendorf discussed that the Telegraph Herald publishes notices from various communities and counties and suggested that maybe Edmonds draft an article stating the need and if anyone is interested to contact the Assessment Office. Diane Gallagher asked for clarification that it is the responsibility of the township to fill these positions. Edmonds clarified that to fill the elected township assessor eligible candidates

must have completed the training classes. For a data collector the assessor training is not required just a job description with required qualifications for the position.

#### **New Business**

- a) Discussion and possible action on Jo Daviess County Township Assessor Work Completion Policy – Laura Edmonds reviewed a proposed Township Assessor Work Completion Policy that included a fee schedule. The Committee discussed if Edmonds had available staff if needed. Edmonds responded that the office will be short staffed if they have to go out and complete the field work. That is a real concern and for safety reasons she would not send out just one person alone. Diane Gallagher asked if there is any mechanism that the townships could share an assessor. Edmonds responded that Dunleith Township could contact one of the current township assessors and see if they would contract with them. **Scott Toot made a motion to approve a Jo Daviess County Township Assessor Work Completion Policy with Option 1 for vehicle use. Seconded by Ron Smith. Diane Gallagher then made a motion to amend the original motion to revise Data Collection Only from \$15.00/parcel for requested inspections to \$25.00/parcel for requested inspections. Seconded by Scott Toot and motion passed. The committee then voted on the original motion as amended and motion passed.** There was discussion on forwarding this policy to Dunleith Township once the policy is approved by the County Board. **Steve Allendorf made a motion to request that the Chief County Assessment Officer forward the JDC Township Assessor Work Completion Policy to Dunleith Township once the policy is approved by the County Board. Seconded by John Schultz and motion passed.**
- b) Discussion and possible action on establishing meeting dates and start time for the FY2020 Finance, Tax & Budgets Committee meetings – The committee reviewed the schedule. The regular December meeting would fall the day after Christmas. It was suggested to change the date to December 19<sup>th</sup> or January 2<sup>nd</sup>. Melisa Hammer asked if the committee would consider an earlier start time of 5:00 p.m. This would make it a shorter day for the staff members that attend this committee meeting. There was much discussion on what time works best for all of the committee members. **John Schultz made a motion to approve the FY2020 meeting schedule for Finance, Tax & Budgets Committee as presented with meeting start time of 5:30 p.m. and December meeting to be held on Thursday, December 19<sup>th</sup> at 5:30 p.m. Seconded by Diane Gallagher and motion passed.**

#### **7. Staff Reports**

- a) **Chief County Assessment Office** – Laura Edmonds, Chief County Assessor, reported that they ended up with 199 complaints. 63 of them were from WorldMark, Longhollow Point condos which is a timeshare. They also sent out six \$100,000 reduction request letters and have only heard back from two taxing bodies. This is disappointing because a \$100,000 reduction in assessed value is substantial and will ultimately have an effect on the tax rate. The Board of Review is scheduled to meet on November 25<sup>th</sup> and 26<sup>th</sup> to start hearing tentative notices.
- b) **Treasurer's Office** – Melisa Hammer, County Treasurer, reported that she made the final tax distribution this week. All monies have been distributed. Our taxing districts will be pleased to be receiving \$73,000 more this year in interest than they did last year. Office staff has been busy closing out the year end and balancing so that we are ready for the auditors in February. Hammer also commented that there was not a report from the Veterans Assistance Program in the packet this month because there was no activity.

- c) **Grants Administrator** – Trina Orr, Grants Administrator, reported that she just finished up the RLS audit which is a third party audit company that IDOT hires to come in every four to six years. They don't really tie out financials but just make sure that we are following what we need to be following for all of the grants. The last audit we had was in 2015 and there were 13 findings. There were nine findings this time. The Wipfli audit will begin tomorrow at 9:00 a.m. The Workshop is also having their audit going on at the same time. Orr has been helping with the 708 Mental Health Board as well.
- d) **County Administrator** – Dan Reimer, County Administrator, reported that the FY2020 budget process has been completed. We are hoping to have all the budget documents ready to post on the JDC website by the end of the week or early next week. Reimer handed out a copy of the letter that was sent to Representative Chesney and Senator Stewart requesting their consideration to help the county with needed capital improvements to the Courthouse. Representative Chesney will be attending the December 18<sup>th</sup> Legislative Committee meeting. Reimer reviewed the monthly financials reports. Even though we are showing a small deficit at this time we should end up with a small yearend surplus. Reimer reviewed the sales tax report as well as the hotel/motel tax report.

**8. Citizens' comments - None**

- 9. **Board Member Concerns** – Diane Gallagher passed on an invitation to the committee to attend the Census 2020 meeting on Thursday, December 5<sup>th</sup> at 1:30 p.m. and the Health Department. It will be an informational training session with the federal Census staff person. Scott Toot commented on the Animal Control dog contracts that were sent to the municipalities. In the past there was a charge of \$75 for each dog that was picked up by Animal Control. This year they are charging each municipality \$900 for the year rather than the per dog charge. The Stockton Police Chief has concerns with this as well. Toot discussed his concerns at the Elizabeth Village Board meeting last night. In the last ten years the Village of Elizabeth has only picked up three dogs at a cost of \$210. Toot feels there will be a lot of questions from the municipalities on this matter. Steve Allendorf feels this subject needs to be revisited with a committee. Reimer recommended that this go to the Social & Environmental Committee. John Schultz commented that he attended a Foreign Trade Zone meeting today at the Army Depot. They do have a contractor who has completed the application and approval process, with the potential to generate about \$7200 in revenue for the FTZ. Steve Allendorf reported that Jerry Meyers, J & M's Tap in Menominee wants to be allowed to have an ATV trail from J & M's to connect with the Wisconsin trail system.

The next Finance, Tax & Budgets Committee meeting will be on Thursday, December 19, 2019 @ 5:30 p.m.

Scott Toot made a motion to adjourn at 6:11 pm. Seconded by Steve Allendorf and motion passed.