

ADMINISTRATION AND LEGAL AFFAIRS COMMITTEE STATED MEETING - WEDNESDAY, JANUARY 4, 2012

The stated meeting for the month of January was held in the Board Room, of the Stewart Centre, on the above date with Ms. Hooper, the Chairman, presiding. The meeting was called to order at 6:30 p.m. Committee members present were Ms. Hooper, Mr. Parker, Mr. Mulligan, Mr. Willging, Mr. Mikkelsen, Mr. Wire and Mr. Smith. County Board Chairman Blum was not present.

Minutes of the stated meeting of Wednesday December 7, 2011 were approved, without reading, on a motion by Mr. Parker, seconded by Mr. Wire.

The County Clerk reported that her office is gearing up for the March 20th primary.

Ms. Otte reported that apparently the Village of Davis is licensing its own raffles. She has asked that the Village send her a letter to that effect.

The County Treasurer reported on a recent issue with manual checks. She is looking for clarification. She is concerned with having sole responsibility for determining whether to send out these large checks. The County Code appears to conflict with itself. The State's Attorney said that he has reviewed the County Code and will distribute an Illinois Attorney General opinion on the subject. There was a discussion on the difference between future encumbrances on the County and payment for goods and services already received.

The Supervisor of Assessment reported that 4,400 reassessment notices were mailed. 80% of the Freeport appeals have been completed. The annual assessor meeting will be held later this month. The County Abstract has been submitted to the State; we now waiting for the tentative multiplier. PTAB has 10 County appeals; their next meeting is January 13th.

Mr. Kane said that the Boone County web site is being hosted by Winnebago County. He will investigate whether that would also be advantageous for Stephenson County. The 2012 County meeting schedule is on the web site. The GIS system is being used to track flood damage.

The raffle license applications for the Freeport Elks Lodge #617 (1646), Lena Area Historical Society (1647) and Aquin Elementary School (1648) were reviewed. On a motion by Mr. Mikkelsen, seconded by Mr. Mulligan, the Committee recommended approval of the raffle applications.

Ms. Hooper said that the Committee would discuss County Board per diems and salaries in the March meeting.

The County Administrator explained that "Old Business" on an agenda represents previously discussed business that has not been fully resolved. Action items under "Old Business" are submitted by the Chair and the Clerk based on remaining open issues. "Other Business" is for items not covered elsewhere during the meeting. No specific action can be taken on these items because they were not appropriately listed

on the agenda. These items can be assigned to a specific committee or held over to the next County Board meeting as an action item.

The County Administrator distributed a sample IMRF resolution for moving the County from the 600-hour to 1,000-hour standard. Ms. Hooper asked that Mr. Mulnix get input from department heads before action is taken. On a motion by Mr. Smith, seconded by Mr. Parker, the Committee forwarded the IMRF 1,000-hour standard to the Finance Committee, with a recommendation for adoption.

The scheduled Executive Session was not needed.

Claims of \$66,895.60 were approved, on a motion by Mr. Mikkelsen, seconded by Mr. Mulligan.

The Committee adjourned at 7:33 p.m., on a motion by Mr. Willging, seconded by Mr. Mulligan.

Approved: February 8, 2012

Next Stated Meeting of the Committee:
Wednesday, February 8, 2012 6:30 p.m.
Stewart Centre Board Room