AGENDA
MEETING OF THE ADMINISTRATION & LEGAL AFFAIRS COMMITTEE
Wednesday, August 7, 2019 at 3:30 p.m.
Stewart Centre Conference Room
7th Floor
50 W. Douglas Street, Freeport, IL

(Claims available for viewing by Committee Members and General Public beginning at 3:00 p.m.)

1.0 - Call to Order
2.0 - Prayer
3.0 - Approval of Agenda
4.0 - Review & Approval of Meeting Minutes from June 12, 2019 and July 10, 2019 Meetings
5.0 - Approval of Claims
6.0 - Public Comments
7.0 - Departmental Reports
   7.1 County Clerk
   7.2 County Treasurer
   7.3 Supervisor of Assessments
   7.4 County Administrator

8.0 - Old Business
   8.1 Personnel Manual Review
   8.2 Approval of Lease or Purchase of Vehicle for Assessor

9.0 - New Business
   9.1 Approval of Resolution to adopt Legal Holidays for 2020
   9.2 Review and Approval of Proposed FY20 Budgets:

   Georgia Newcomer:
   Administrative Services 001.912

   Stephanie Helms:
   County Treasurer 001.906
   Treasurer Automation 046.946
Vici Otte:
  County Clerk & Recorder 001.902
  Election Expense 001.904
  Mechanical Document Storage 024

Ron Kane:
  Supervisor of Assessment 001.909
  GIS 042

10.0 - Comments from Committee Members

11.0 - Public Comments

12.0 - Adjournment
1.0 Call to Order

The meeting of the Administration & Legal Affairs Committee was held in the Conference Room on the 7th floor of the Stewart Centre on Wednesday, August 7, 2019. The meeting was called to order at 3:34 pm by Committee Chairman Mr. Welch. Committee members present were Ms. Quiggle, Mr. Wire, Mr. Hartog, Mr. Clukey, Ms. Boynton and Mr. Newton. Also present were Supervisor of Assessments Ron Kane, County Clerk Vici Otte, County Administrator Georgia Newcomer, Finance Director Jodi Diffenderfer, County Board Chairman William Hadley and County Treasurer Stephanie Helms.

2.0 Prayer

Mr. Welch led the group in prayer.

3.0 Approval of Agenda

Mr. Clukey made a motion to approve the agenda. Mr. Hartog seconded the motion. Motion carried with a voice vote of 7-0.

4.0 Review & Approval of Meeting Minutes from the June 12 and July 10, 2019 Meetings

Ms. Quiggle made a motion to approve the June 12 & July 10, 2019 meeting minutes. Mr. Newton seconded the motion. Motion carried with a voice vote of 7-0.

5.0 Approval of Claims

Ms. Quiggle made a motion to approve the claims in the amount of $37,973.90. Mr. Newton seconded the motion. Motion carried with a voice vote of 7-0.

6.0 Public Comments

No Public Comment.

7.0 Departmental Reports

7.1 County Clerk

Ms. Otte informed the committee that she is the process of disposing the old election equipment. Because they were purchased with grant funds, she has a procedure that needs to be followed. The paperwork for the leasing of the new equipment is being processed. Mr. Hartog asked if there was a resolution to the
storage of old files in the abstract building. Ms. Otte informed that Mr. Shroyer was working on that and she has not heard anything from him. She did advise that she knows they are still there and she would be informed if something changed.

7.2 County Treasurer

Ms. Helms informed that the second tax distribution took place on August 5th and the county received $135,000.00. All taxing districts have received 57.45% of their funds. The county has received 57.7% and Mill Race Crossing has received 58.8%. September 4th will be the next distribution. Payments for the second installment are due on September 6th. This Friday is the cut off for the sealed bid auction for the trustee properties. There are 109 properties and so far they have about 20 bids. In August their office sends out the mobile home tax bills, they are due October 25th. Shortly after that, the certified delinquency notices will be going out. She talked about the cost associated with certified mail. She is looking into working with a vendor on this to help with costs. She informed that she needs another lateral file and will have a budget adjustment for it.

7.3 Supervisor of Assessments

Mr. Kane informed the committee that they have finished their work in Buckeye Township. Letters have been mailed out to Rock Run Township and they will begin field work there next Monday. That is the fourth out of five townships that needed to be done this year. He anticipates publishing their assessments mid-November. This is a little later than normal, but well before the due date.

7.4 County Administrator

Ms. Newcomer said their office is working with departments on their budgets. She has also been working with Fiscal Choice and completing the fee study for the county. They are continuing to work with Enterprise on the two vehicles that were ordered. Hopefully by next month they will have anticipated delivery dates. She has been working with Mr. Remmers and gathering asset information for all county properties to aide in helping him develop a five year capital plan. This information is being updated as well for our liability insurance. New bids for electricity supply will be submitted the day of the county board meeting. Ms. Diffenderfer has completed her first year in the Administration office. Her hard work is appreciated. Ms. Newcomer informed that at the department head meeting this morning, Mark Bell from IPMG was here speaking to everyone about a telephone triage service that is available to all employees. Ms. Newcomer is continuing to work on the county’s Personnel Policy and she will plan to present it to the Department Heads at their next meeting and will have more next month at the committee meeting.

8.0 Old Business
8.1 Personnel Manual Review

Ms. Newcomer informed that she is working on updates and recommendations on how to include a policy with the recreational marijuana act. She will plan to have this presented to the Department Heads at their next meeting and will present to the committee next month.

8.2 Approval of Lease or Purchase of Vehicle for Assessor

Mr. Kane spoke to the committee and summarized that after the last Administration meeting, they authorized him to look for a vehicle in the $15,000.00 range so that he could present it to them for approval. Last month at Finance, that was kicked back. Ms. Boynton asked if we can send this to the full board for approval. Chairman Hadley informed that all of these funds are in Capital so they all need to go through Finance. Mr. Welch informed that he does not have a problem advocating for that at Finance on his behalf. There was discussion on purchase versus lease.

Mr. Clukey made a motion to allow the Assessor to look for a vehicle for purchase in an amount up $15,000.00. Ms. Boynton seconded the motion. Motion carried with a voice vote of 7-0.

9.0 New Business

9.1 Approval of Resolution to adopt Legal Holidays for 2020

Ms. Boynton made a motion to approve the resolution to adopt the Legal Holidays for 2020. Ms. Quiggle seconded the motion. Motion carried with a voice vote of 7-0.

9.2 Review and Approval of Proposed FY20 Budgets:

*Administrative Services 001.912

Ms. Newcomer presented the budget to the committee. She informed that for salaries she increased by 2% of what was budgeted for this year. Postage was removed from the budget and Finance will decide if they want to allocate that to the departments. It was budgeted in Administration as well as miscellaneous. Mr. Wire asked about the increase in computer supplies. Ms. Diffenderfer said that we increased that due to some upgrade’s that will be needed. Office Equipment was also increased due to preparing for possible computer upgrades. There was information given about the charges from the new copier and the monthly charges. Chairman Hadley spoke about the salary of the Administrator.

Ms. Quiggle made a motion to forward the budget on to Finance. Ms. Boynton seconded the motion. Motion carried with a voice vote of 6-0 (Mr. Clukey was not in the room at the time of the vote).
Ms. Helms presented the budgets to the committee. She informed that the chief deputies salary was increased a bit more than 2%; however her part-time employees are not taking an increase.

Ms. Quiggle made a motion to forward all of the Treasurer’s budgets on to Finance. Mr. Wire seconded the motion. Motion carried with a voice vote of 7-0.

Ms. Otte presented the budgets to the committee. There was discussion on the elected officials pay increase, Chairman Hadley clarified that with the two payrolls in December their budgets should reflect the increase.

Ms. Quiggle made a motion to forward all of the County Clerk’s budgets on to Finance with the adjustment to the elected officials’ salary. Mr. Clukey seconded the motion. Motion carried with a voice vote of 7-0.

Mr. Kane presented the budget to the committee. He explained that his budget is 70% labor and 20.8% computer contracts with software. The overall budget is up about 2.5%.

Ms. Quiggle made a motion to forward the budget on to Finance. Ms. Boynton seconded the motion. Motion carried with a voice vote of 7-0.

Mr. Kane explained this budget is not ready to go to Finance. There was discussion on the WinGIS.

Mr. Clukey made a motion to layover the budget until next month. Mr. Hartog seconded the motion. Motion carried with a voice vote of 7-0.

Mr. Kane also noted that next month the budget for Board of Review needs to be added to the agenda.

10.0 Comments from Committee Members

Mr. Newton said he would like to see more money put into the budget for trainings. He spoke about the NACo conference and explained that he thinks it would be beneficial
for the Administrator to have the opportunity to attend as well as other board members. He said board members may turn over every couple of years and he feels if the Administrator was able to attend and she could pass that information on to new members as some leave. Chairman Hadley informed that the county board budget is going to Finance and he added some money into the line item for meetings and seminars. He also clarified that the decision of who is sent will come from him. Mr. Welch spoke about the conference he attended on Cannabis and Counties. He said the only thing that has been ironed out is the taxes. Chairman Hadley also spoke about work he has been doing on this and the amount of tax that can be collected. He has met with other chairmen and their work will be continuing.

11.0 Public Comments

No Public Comment.

12.0 Adjournment

Ms. Quiggle made a motion to adjourn. Mr. Hartog seconded the motion. Motion carried with a voice vote of 7-0 at 5:12 p.m.

Next Stated Meeting of the Committee
Wednesday, September 11, 2019 at 3:30 pm
Stewart Centre 7th Floor Conference Room