Administration Committee Meeting Report (submitted 06-11-07)
Wednesday, June 6, 2007, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Jesse Crouch and John Sovanski. Members absent: Tom Steele and Rich Nordstrom. Others present: Dick Erickson, County Administrator and Lisa Hammer, Press.

Member Sovanski called the meeting to order at 6:10 p.m.

There were no additions or corrections to the agenda. The May 2, 2007 Administration Committee meeting minutes will be presented for approval at the July meeting.

Mr. Bill Phillips, Architect, presented a proposal and cost estimate to define the scope and parameters of the Courthouse Clock Tower/Roof Project. (on file) The Committee took the proposal under advisement.

The Committee continued discussion of the County's original proposal and the revised proposal from the Village of Cambridge regarding the Courthouse parking lot project. A study was conducted over the past three weeks documenting the number of parking spaces utilized at the Courthouse. The Committee discussed the proposed designs for the new parking lot as it relates to meeting the goals of the County, including the number of parking spaces, designated employee parking, safety, sidewalks, traffic flow and future growth. The Committee, after conferring with Chairman Steele, recommended that the parking lot proposals be presented at the next Executive Committee meeting for their input and recommendation.

No report was available from the Maintenance Department.

The Committee reviewed and referred the May building/insurance claims in the amount of $45,815.53 to the Finance Committee.

The Committee reviewed and discussed a notice from the Village of Cambridge requesting that police cars and other vehicles parked in the Sheriff's parking lot that are not in compliance with the Village's abandoned vehicle ordinance be removed. (on file) The Committee, after conferring with Chairman Steele, recommended that the notice of abandoned vehicle ordinance violation be presented at the next Executive Committee meeting for their input and recommendation.

The Committee reviewed and discussed the April Health Care Plan Fund Claims, Reinsurance, Loss Control and Administration Expense Reports and the May Health Care Plan Fund Balance Report. (on file)

Dick Erickson reported on the Department Head meeting held on May 17th. The Committee discussed the issues of "comp time" being counted as time worked for overtime computation and holiday pay for part-time employees. The Committee determined that part-time employees shall accrue holiday time for each hour worked and the hours will be awarded at straight time pay. No action was taken regarding the issue of "comp time" being counted as time worked for overtime computation.

The Committee recommended that the Probation Department's 1998 Ford Taurus' (two) stored at the Highway Department be prepared for auction as soon as possible.

The third labor contract mediation session between the FOP and County was conducted on May 10, 2007. Subject to FOP approval, a contract will be presented for County Board consideration at the June meeting.

The next regular meeting of the Administration Committee will be set after conferring with Chairman Steele. Proposed dates/times are Tuesday, July 3rd 4:30 p.m. or Thursday, July 5th 4:30 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 8:00 P.M.

Respectfully submitted,

Dick Erickson, County Administrator