

Administration Committee Meeting Report (submitted 08-13-07)  
Wednesday, August 8, 2007, 4:30 p.m., Henry County Courthouse, Room 303C.

Members present: Jesse Crouch, John Sovanski, Tom Steele and Rich Nordstrom.  
Members absent: None. Others present: Lisa Hamer, Barb Link, Pat Ripperger, Ann DeSmith, Kippy Nelson, Jerry Shannon and Colleen Sutton, Administrative Assistant to the County Administrator.

Chairman Steele called the meeting to order at 5:59 p.m. The agenda was approved with the addition under V. New Business E. Impact Proposal from Jerry Lack's Office. Member Crouch moved that the July 5, 2007 Administration Committee meeting minutes be approved as printed, Member Sovanski seconded, all were in favor and motion carried.

Chairman Steele requested that item IV. Old Business B. be moved to the top of the agenda and with the Committee's concurrence, the 100 South Main Street Parking Lot Project was discussed. The Committee discussed the Lutheran Church proposal (on file). Several individuals wished to express their concerns and ideas regarding the parking lot project including Clark Magerkurth, Morey Martin, Myron Stackhouse, Ronda Rusk, Misty Wilson, Tonya Martins, Dwaine VanMeenen, Troy Coziahr, Pat Ripperger, Randy Swanson, Kippy Nelson and Lana McDonough. Member Crouch moved to establish a goal to have a parking lot plan in place by November 7<sup>th</sup>, Member Sovanski seconded, all were in favor and motion carried.

Kippy Nelson left at 7:08 p.m.

Jerry Shannon reported: 1) Maintenance staff has been busy performing routine maintenance and cleaning; 2) the Courthouse experienced a brown-out on July 27<sup>th</sup> in which there were some problems reported in regards to maintaining power to essential operations in the IS Department; 3) Sheriff Cady and Mrs. Snow have concurred and request that a Japanese Lilac tree be planted as a memorial for Jim Raes west of the pine tree that was removed and 4) a request was made to have the Court Reporter's office painted beige.

The Committee requested Jerry receive quotations to have the generator and transformer tested.

The Committee consented to the planting of a Japanese Lilac tree west of the pine tree that was removed.

The Committee authorized Jerry to paint the Court Reporter's office beige.

The Committee discussed an issue with a bill received from Sterling Commercial Roofing in which the original investigative report was altered after it was reviewed and signed by Jerry. The Committee decided after an accurate investigative report has been received the bill for services should be paid.

Ann DeSmith left at 7:30 p.m.

Member Sovanski moved to recommend to the Finance Committee the July building/insurance claims in the amount of \$39,392.12, Member Nordstrom seconded, all were in favor and motion carried.

The Committee discussed the proposal from Mr. Bill Phillips, Architect, defining the scope and parameters of the Courthouse Clock Tower/Roof Project. (on file)  
The Committee agreed to request a redefined proposal from Mr. Phillips.

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

The Committee reviewed and discussed part-time employees holiday time accrual procedures. (on file) Changes to the policy were suggested and discussed.

The Committee reviewed and discussed a proposal from the Geneseo Telephone Company for the installation of a new telephone system at the Courthouse. (on file)  
The Committee requested a recommendation from the Department Heads.

The Committee discussed current labor issues.

Chairman Steele discussed a proposal from Mr. Jerry Lack regarding the use of union labor for Courthouse renovations when possible. Packets of this information will be requested and mailed to all Administration Committee members.

The next regular meeting of the Administration Committee will be set for Wednesday, September 8, 2007, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse. The meeting adjourned at 8:24 P.M.

Respectfully submitted,  
Dick Erickson, County Administrator