

Administration Committee Meeting Report (submitted 09-10-07)
Wednesday, September 5, 2007, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Jesse Crouch, John Sovanski, Tom Steele and Rich Nordstrom.
Members absent: None. Others present: Rosemary Rathjen, IS Director; Dick Erickson, County Administrator; and Jerry Shannon, Maintenance Supervisor.

Chairman Steele called the meeting to order at 6:00 p.m.

The agenda was approved with the following additions: Following approval of minutes, Committee to visit parking lot site; and Under Item IV. Old Business: C. Discuss invitation from Cambridge to participate in the development of revised parking plans.

Member Crouch moved that the August 8, 2007 Administration Committee meeting minutes be approved as printed, Member Nordstrom seconded, all were in favor and motion carried.

The Committee visited the site to be development as a Courthouse parking lot as per the 2002 project plans. Member Sovanski arrived at 6:05 p.m.

Jerry Shannon reported: 1) Received three quotes for testing the emergency generator and electrical transformer; 2) The water filtration system requires cleaning every twelve hours; 3) Received a request for storage space of election equipment; and 4) Repairs to the Original Courthouse sewer line have been completed.

Member Crouch moved to authorize a proposal from Altorfer Power Systems in the amount of \$1,118.00 to conduct performance tests of the emergency generator and electrical transformer, Member Sovanski seconded, all were in favor and motion carried. The test report will be submitted to Jerry, Dick and Rosemary for their review and recommendation. The Committee authorized additional testing as determined by the group per submitted proposals from the firms of QCA Electric and Bosso Electric.

No action was taken on the quotation to connect the entire jail and Courthouse Complex (excluding Chiller) to the emergency generator.

Member Crouch moved to approve the request from Barb Link, County Clerk/Recorder, to relocate the copier paper to another location and allocate the room for election equipment, motion seconded by Member Nordstrom, all were in favor and motion carried. Paper storage will be relocated to either the basement of the Judicial Wing or the area behind the employee lounge.

The Committee suggested the Village to Cambridge be advised of the water filtration results and request their assistance in running a test to identify the material that continues to be collected in the filters.

The Committee discussed the revised proposal from Mr. Bill Phillips, Architect, defining the scope and parameters of the Courthouse Clock Tower/Roof Project. (on file) Following a discussion of possible funding options, Member Crouch reported the Finance Committee would recommend the County Board consider a Public Safety Sales Tax Referendum. This recommendation is supported by the fact that the FY08 Budget will have a substantial deficit that will be supported by cash reserves. Future budgets will require additional revenue source or reductions in services. Member Sovanski moved to recommend the County Board approve the proposal from Phillips and Associates Architects, Inc. for Courthouse Clock Tower/Roof Repairs in an amount not to exceed \$24,500.00, Member Crouch seconded, all were in favor and motion carried. (on file)

Chairman Steele informed the Committee that the Village of Cambridge has invited him to attend a meeting regarding the development of a revised parking plan for the Courthouse to replace the County's parking lot plans as contained in the Henry County/Village of Cambridge Intergovernmental Agreement date May14, 2002. The Committee agreed they would be open to considering proposed revisions by the Village. It was further agreed that Chairman Steele participate in the meeting and to advise the Village of the County's intentions to retain the future option of building a parking lot as provided in the said Intergovernmental Agreement.

Member Sovanski moved to recommend to the Finance Committee the August building/insurance claims in the amount of \$31,235.90, Member Nordstrom seconded, all were in favor and motion carried. Sterling Commercial Roofing has submitted a corrected "leak investigation report" regarding repair work on the jail roof. The repair invoice will be presented for payment in the September County Accounts. Due to a water boil order issued by the Village of Cambridge the Jail incurred \$250.68 in bottled water charges over the one and a half day period. The Committee authorized payment of the charges from County Building (1020) line item Water (5080) and any refund from the Village to be deposited in the General Fund.

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

The Committee reviewed and discussed the proposal from the Geneseo Telephone Company, held over from the August meeting, for the installation of a new telephone system at the Courthouse. (on file) Chairman Steele reported on the recommendation from Department Heads to proceed with the installation of the new telephone system. Member Crouch moved to recommend the County Board approve the proposal from Geneseo Telephone Co. for the purchase and installation of a Comdial FXII Digital Business Telephone System in the Courthouse in the amount of \$1,350.00 per month, based on Courthouse equipment needs, to be paid for a 5 year period (installing charges of \$13,200.00 paid at time of installation), Member Sovanski seconded, all were in favor and motion carried. (on file)

The Committee reviewed and discussed the Building Operation & Maintenance Agreement Between Henry County and Ruyle Corporation, term from 12/01/04 – 11/30/07. The Committee requested that Ruyle Corporation submit a renewal proposal to be considered at the October meeting.

Chairman Steele was excused from the meeting at 7:33 p.m.

Member Crouch moved to go into closed session to review closed session meeting minutes at 7:34 p.m., motion seconded by Member Nordstrom, all were in favor and motion carried 3 yes – J. Crouch, J. Sovanski and R. Nordstrom; 0 no; and 1 absent – T. Steele.

Member Crouch moved to return to open session at 7:38 p.m., Member Nordstrom seconded, all were in favor and motion carried.

Member Crouch moved to release the closed session meeting minutes of March 7 and May 2, 2007, Member Nordstrom seconded, all were in favor and motion carried.

The Committee agreed to discuss the proposed Illowa Construction Labor and Management Council's IMPACT Agreement on the repair of the Courthouse clock tower and roof at the next meeting.

The next regular meeting of the Administration Committee will be set for Wednesday, October 3, 2007, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 7:40 P.M.

Respectfully submitted,

Dick Erickson, County Administrator