

Administration Committee Meeting Report (submitted 1-12-09)
Wednesday, January 7, 2009, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch, Ted Sturtevant, John Sovanski and Jason DeSplinter. Members absent: None. Others present: Bill Preston, Lisa Hammer, Steve Brandau and Colleen Gillaspie, County Administrator.

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

Member Sovanski moved to approve the agenda with the additions of under Item I. add December 11, 2008 and December 23, 2008 minutes, delete Item III., add Item VII. D. Detloff Engineering Contract and move original Item VII. D. Labor Issues to Item VII. E., Member Crouch seconded, all were in favor and motion carried.

Member Sovanski moved that the December 3, 2008 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried. Member Crouch moved that the December 11, 2008 Administration Committee meeting minutes be approved as printed, Member DeSplinter seconded, all were in favor and motion carried. Member Sovanski moved that the December 23, 2008 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

The sealed bids for the Courthouse Parking Lot Project were opened and tabulated. Three bids were received as follows: Curnyn Construction, Geneseo, in the amount of \$289,819.00; Brandt Construction, Milan, in the amount of \$314,317.00; and Valley Construction, Rock Island, in the amount of \$314,838.50. (see attached bid tabulation sheet) Member Crouch moved to recommend the County Board reject all bids based on the estimated cost compared to bid cost, Member DeSplinter seconded, all were in favor and motion carried. The Committee requested Steve Brandau review the bids with Willett, Hoffman and Associates to determine any reasoning behind the difference between the estimate and the actual bid prices.

Steve Brandau left at 6:08 p.m.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties and 2) Steve and Jerry are working on electrical wiring in the upper and lower vaults in the County Clerk/Recorder's offices and requested the Committee authorize Steve and himself to replace the wiring and/or conduit if necessary.

The Committee discussed Jerry's request and agreed to authorize the replacement of the wiring and/or conduit in the upper and lower vaults in the County Clerk/Recorder's offices.

Jerry Shannon left at 6:25 p.m.

Member Sovanski moved to recommend to the Finance Committee the December building/insurance claims in the amount of \$686,924.04, Member Crouch seconded, all were in favor and motion carried.

The Committee discussed a fourth revision to the preliminary estimate of cost for preservation repair work. Sales tax figures were also reviewed and discussed. Member Sovanski made a motion to recommend the County Board consider and act on a Resolution providing for and requiring the submission of the proposition to impose a local sales tax in the amount of ¼% to the voters of Henry County at the consolidated election to be held on April 7, 2009, Member Sturtevant seconded, all were in favor and motion carried. (see enclosures)

Bill Preston left at 6:50 p.m.

The Committee reviewed and discussed the November Health Care Plan Fund Claims, Reinsurance, Loss Control and Administration Expense Reports and the December Health Care Plan Fund Balance Report. (on file) A meeting with the Healthcare Plan Advisory Committee will be arranged for February.

The Committee reviewed and discussed the Agreement for Services with First Midstate. Member Crouch moved to recommend County Board approve the Agreement for Services Between First Midstate Incorporated and Henry County, subject to the review of the State's Attorney, Member Sovanski seconded, all were in favor and motion carried. (see attachment)

Member Sovanski moved to recommend County Board approve retaining the law firm of Chapman and Cutler LLP as bond counsel with respect to the proposed issuance of the bonds, Member Sturtevant seconded, all were in favor and motion carried.

The Committee reviewed and discussed the agreement with Detloff Engineering to perform system inspections and maintenance on the Courthouse door and panic alarm system. Member Sovanski moved to approve the Henry County Courthouse Door & Panic Alarm Maintenance Agreement with Detloff Engineering in the amount of \$1,655.01, Member DeSplinter seconded, all were in favor and motion carried. (on file)

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for Wednesday, February 4, 2009, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 7:20 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator