

Administration Committee Meeting Report (submitted 4-12-10)
Wednesday, April 7, 2010, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Tom Steele, Jesse Crouch and John Sovanski. Members absent: Jason DeSplinter and Ted Sturtevant. Others present: Lisa Hammer 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 addition of Item V. F. Request for Video Cameras, Member Crouch seconded, all were in favor and motion carried.

Member Crouch moved that the March 3, 2010 Administration Committee meeting minutes be approved as printed, Member Sovanski seconded, all were in favor and motion carried.

Steve Wells reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) Licenses will be needed to apply general-use and restricted-use pesticides for commercial purposes and the application deadline for such licenses was March 1. Therefore, maintenance staff will be unable to apply the crabgrass prevention herbicide until next year when they have applied for and received a license; 3) Advice was received regarding the dead grass areas on the sides of the sidewalk paths; 4) There are a few cracks in the west parking lot that the Highway Department has given a preliminary estimate of approximately \$300.00 to fill; 5) A cracked elbow in a jail sewer line was discovered. Maintenance staff will continue to monitor the situation as it is not believed to be an immediate threat; and 6) There are one 4x10 section and three 5x5 sections of sidewalk that need repaired or replaced. Quotes will be available next month.

The Committee requested quotes to outsource the herbicide application for the current year. Next year the Committee authorized a maintenance staff member to apply for a commercial applicator license.

The Committee authorized the purchase of gypsum and D.O.T. grass mix for approximately \$163.00 to begin repairing the dead grass areas on the sides of the sidewalk paths.

Member Sovanski moved to authorize the Highway Department to repair the cracks in the west parking lot for an estimated \$300.00, Member Crouch seconded, all were in favor and motion carried.

Member Sovanski moved to recommend to the Finance Committee the March building/insurance claims in the amount of \$42,685.98, Member Crouch seconded, all were in favor and motion carried.

The Committee agreed to move to Item V. A. 2.

Member Sovanski moved to go into closed session to discuss personnel at 6:30 p.m., Member Crouch seconded, all were in favor and motion carried, 3 yes – T. Steele, J. Sovanski and J. Crouch; 0 no; 2 absent – J. DeSplinter and T. Sturtevant.

Member Crouch moved to return to open session at 7:09 p.m., Member Sovanski seconded, all were in favor and motion carried.

Member Crouch moved to authorize payment of the co-insurance expense for health care plan claim appeal #7791 in the amount of \$312.75, Member Sovanski seconded, all were in favor and motion carried. Additional appealed charges will be reviewed with Mutual Medical.

Under old business, Chairman Steele reported on the meeting with the President of Landmarks Illinois and Bill Phillips. Bill Phillips proposed work that could be completed with the \$50,000 grant and \$50,000 matching funds. (on file) This scope of work was created making sure to only include work that would not deteriorate if additional courthouse repairs are not completed in a timely manner. The Committee requested additional information pertaining to the clock repair and will continue discussion. Additional information was also received on bond options for a courthouse referendum. The options presented would necessitate the referendum be placed on the November ballot. The Committee requested the Executive Committee review the options at their April meeting.

Member Sovanski moved to approve the Parking Lot Lease Extension between the Village of Cambridge and Henry County for a two year term, Member Crouch seconded, all were in favor and motion carried. (attached) An estimated 2" overlay for the County owned thru-fare will be \$10,125.00, which could double approximately to include the parking spaces as well. The Committee requested additional information relating to the cost to oil and chip the area.

The Committee tabled discussion of Henry County Schedule of Personnel Practices revisions until the May meeting.

Under new business, the Committee reviewed and discussed the February Reinsurance, Loss Control and Administration Expense Reports and the March Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports. (on file)

The Administration Committee's involvement in the Health Care Plan Advisory Committee was discussed and defined.

Member Sovanski moved to approve the annual jail dishwasher maintenance contract with Hobart Service in the amount of \$947.70, Member Crouch seconded, all were in favor and motion carried.

The Coast2Coast prescription card plan was reviewed and discussed. The Committee requested a letter of recommendation from Rock Island County as they were listed as a user of this program.

The status of the Hillcrest and FOP negotiations and contracts were discussed.

The Committee discussed a request from Court Security for four (4) additional security cameras for each of the courtrooms. The Committee requested a quotation be provided and will be reviewed at the May meeting.

The next regular Administration Committee meeting was set for Wednesday, May 5, 2010, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

The meeting adjourned at 8:09 P.M.

Respectfully submitted,

Colleen Gillaspie, Deputy County Administrator