

Administration Committee Meeting Report (submitted 10-12-10)
Tuesday, October 5, 2010, 5:00 p.m., Henry County Courthouse, Room 303C.

Members present: Jesse Crouch, Ted Sturtevant and John Sovanski. Members absent: Tom Steele and Jason DeSplinter. Others present: Kevin Hermie, Jim Grier and Colleen Gillaspie, County Administrator.

Acting Chairman Sovanski called the meeting to order at 5:00 p.m.

Member Crouch moved to approve the agenda as printed, Member Sturtevant seconded, all were in favor and motion carried.

Member Sturtevant moved that the September 8, 2010 Administration Committee meeting minutes be approved as printed, Member Crouch seconded, all were in favor and motion carried.

Jerry Shannon reported: 1) Maintenance Department continues routine cleaning/maintenance duties; 2) The Radio Room loses power which corresponds to times the generator should turn on. Because the generator has been tested within the last 2 years and it showed no faults, Jerry has recommended that the UPS system in the Radio Room be tested before future generator testing is completed; 3) A new maintenance agreement was created for Committee review regarding the Jail UPS system; 4) The Henry County Courthouse Door and Panic Alarm Maintenance Agreement was submitted; 5) The Building Operation and Maintenance Agreement was submitted; and 6) A quote for sidewalk repairs was submitted.

The Committee agreed with the recommendation to test the Radio Room UPS system before having the generator tested again.

The new maintenance agreement for the jail UPS system was reviewed and discussed. It was decided to forgo the maintenance agreement and possibly revisit it again in the future.

Member Crouch moved to accept the Henry County Courthouse Door & Panic Alarm Maintenance Agreement with Detloff Engineering in the annual amount of \$1,729.66, Member Sturtevant seconded, all were in favor and motion carried.

Member Sturtevant recommended the County Board approve the three-year Building Operation and Maintenance Agreement with Ruyle Mechanical Services, Inc. in the annual amounts of \$35,563.00, \$36,630.00 and \$37,729.00, Member Crouch seconded, all were in favor and motion carried. (see attached)

Member Crouch moved to accept the bid from Double S. Masonry & Carpentry to replace 3-10'x10' concrete pads and 4-5'x5' concrete pads and mudjack two other

pads in the amount of \$3,000.00, Member Sturtevant seconded, all were in favor and motion carried.

Mr. Kevin Hermie and Mr. Jim Grier, Insurance Advisory Committee distributed information pertaining to the FY11 property/casualty insurance quote. The initial quote indicates a significant increase in the Worker's Compensation modifier which correlates to the number of open claims for 08-09. Research will continue and a final quote will be submitted at the November Administration Committee meeting.

Member Crouch moved to recommend to the Finance Committee the September building/insurance claims in the amount of \$34,295.66, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, the Committee was informed that the Clock Tower project was almost complete. The electrician is scheduled to wire the bell striker Wednesday morning which is the final portion to be completed. A 50% progress report has been completed and submitted to Landmarks Illinois, with a check for 50% reimbursement forthcoming.

Ms. Gillaspie also updated the Committee on the status of the DCEO grant originally awarded for construction of the parking lot. A request to modify the agreement was submitted and accepted. Therefore, the money can be partially reallocated to pay for the overlay and striping of the existing parking lot. Work is projected to start the end of October.

In regards to the after hours parking on Center Street, Maintenance agreed with the proposed no parking from 12:00 a.m. to 5:00 a.m. Ms. Gillaspie will request the Village of Cambridge review and approve this request as the street is Village property.

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

The Committee continued discussion of a Henry County Early Retirement Incentive. Additional research was requested and discussion will continue at the November meeting.

The Committee discussed labor issues.

Member Sturtevant moved to change the next meeting time to 5:00 p.m. on Wednesday, November 3, 2010, Member Crouch seconded, all were in favor and motion carried.

Therefore the next regular Administration Committee meeting was set for Wednesday, November 3, 2010, at 5:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

Member Sturtevant moved to adjourn, Member Crouch seconded, all were in favor and motion carried. The meeting adjourned at 6:19 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator