

Administration Committee Meeting Report (submitted 11-7-11)
Wednesday, November 2, 2011, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Kippy Nelson, Ted Sturtevant and Tom Steele. Members absent: None. Ex-Officio members present: None. Others present: Village President Jim Crouch; Dwaine VanMeenen, Village Administrator; Lisa Hammer, Jim Grier, Kevin Hermie, Troy Coziahr and Colleen Gillaspie, County Administrator.

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

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

Member Steele moved that the October 5, 2011 Administration Committee meeting minutes be approved as printed, Member Sovanski seconded, all were in favor and motion carried.

Mr. Jim Grier, Lyle R. Jager Agency, Inc., presented the proposed FY12 Henry County Insurance Premium Package for Committee review and consideration. The premium for FY12 will be \$804,587.00, an increase of 29.1% from the FY11 premium. Member Sovanski moved to recommend the County Board approve the FY12 Henry County Insurance Premium Package in the amount of \$804,587.00, Member Sturtevant seconded, all were in favor and motion carried. (see attachment) Mr. Grier will present the FY12 Insurance Premium Package for County Board consideration and approval at the November 8, 2011 Board meeting.

Cambridge Village President Jim Crouch proposed a purchase arrangement, to be determined, for the section of College Square Park that the Village is currently leasing from the County. The Committee requested the Village of Cambridge research fair market value for the section of land and submit a formal proposal for consideration.

Discussion on the joint purchase of a grinder was held with the Village of Cambridge. The Maintenance Department submitted initial cost estimates of the actual grinder excluding installation costs. The Committee requested the Village and Maintenance Department work to compile an all-inclusive cost estimate to install a grinder and submit to the Committee.

Jerry Shannon and Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) Work has begun on the jail lighting project; and 3) GETZ was contacted regarding a question raised in relation to checking fire extinguishers monthly. It was stated that there is no law requiring fire extinguishers to be checked monthly. The Committee requested the Maintenance Manager begin checking the fire extinguishers quarterly.

The Committee continued discussion on the Henry County Courthouse Door & Panic Alarm Maintenance agreements. No other companies contacted agreed to bid the agreement at this time. Member Sovanski moved to accept the Henry County Courthouse Door & Panic Alarm Maintenance Agreement with Detloff Engineering in the amount of \$2,335.04 and the Henry County New Courthouse Panic Alarm Maintenance Agreement with Detloff Engineering in

the amount of \$749.88, Chairman Gradert seconded, all were in favor and motion carried. (on file) The Committee requested continued research of available future options for this system.

The Committee discussed a proposal from KONE to complete work as required by State regulations. Member Sovanski moved to accept the proposal by KONE in the amount of \$2,650.00 to furnish and install a pit ladder in the Courthouse elevator and furnish certificate frames, Member Steele seconded, all were in favor and motion carried.

Member Steele moved to recommend to the Finance Committee the October building/insurance claims in the amount of \$25,274.18, Member Sovanski seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. A request was made for Phillips and Associates Architects to complete a list of remaining repairs and estimates in order of necessity. Ms. Gillaspie will discuss current interior Courthouse repairs with the Maintenance Department and review a lead paint question with Phillips and Associates Architects.

Discussion on Flexible Spending Accounts will be held over until the January meeting.

Discussion on an Energy and Natural Gas Consultant was tabled until the December meeting.

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

An employment ad for the Maintenance Custodian has been placed. The Committee requested the Ms. Gillaspie and the newly hired Maintenance Manager complete the interview process and make a final recommendation to the Committee.

There were no labor issues.

The next regular Administration Committee meeting was set for Wednesday, December 7, 2011, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Sturtevant moved to adjourn, Member Nelson seconded, all were in favor and motion carried. The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator