

Administration Committee Meeting Report (submitted 8-13-12)  
Wednesday, August 8, 2012, 5:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, Ted Sturtevant, Kippy Nelson and Tom Steele.  
Members absent: John Sovanski. Ex-Officio members present: None. Others present:  
Steve Wells, Bill Phillips, Doug Bentzinger and Colleen Gillaspie, County Administrator.

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

Member Steele moved to approve the agenda with the correction of the day of the meeting, Member Sturtevant seconded, all were in favor and motion carried.

Member Steele moved that the July 5, 2012 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

There was no public comment.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties; 2) A water leak was found in the #2 boiler; 3) The sprinkler system inspection was completed and several deficiencies were noted. Steve has identified the repairs that are important to be repaired and those are being scheduled; 4) The steps to the Old Courthouse have been scraped and will be painted soon; and 5) Interviews are being held to hire a part-time person to fill a vacant custodial position.

The Committee reviewed the July electricity, natural gas and water usage charts (attached).

The Committee reviewed the Altorfer Maintenance Agreement for the Caterpillar Emergency Standby Generator. This six-year agreement is a replacement of the expired agreement with Altorfer. An Extended Service Agreement was also reviewed and discussed. Member Nelson moved to authorize the six-year Altorfer Maintenance Agreement for the Caterpillar Standby Generator at an annual cost of \$2,066.00, but not to purchase the extended agreement, Member Sturtevant seconded, all were in favor and motion carried.

Member Nelson moved to recommend to the Finance Committee the July building/insurance/Capital Building claims in the amount of \$310,328.26, Member Steele seconded, all were in favor and motion carried.

Under old business, Courthouse repairs were discussed. Bill Phillips and Doug Bentzinger, Phillips Architects and Associates, reported Otto Baum is still working to match the color of the patch mix in a certain location. Mr. Phillips also submitted a proposal for additional Courthouse repair projects which the Committee reviewed and discussed. The Committee agreed to recommend the Finance Committee include

\$250,000.00 of available funding in the FY13 Capital Building Fund to complete the highest priority projects identified by Phillips and Associates.

Bill Phillips, Doug Bentzinger and Steve Wells left at approximately 7:15 p.m.

Ms. Gillaspie provided the status of the DCEO grant application.

The Committee discussed the draft revisions to the Schedule of Personnel Practices. Chairman Gradert moved to recommend the draft Schedule of Personnel Practices as revised to the Executive Committee for review, Member Steele seconded, all were in favor and motion carried.

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

Information was reviewed pertaining to pricing for the bi-annual Blood Profile. Chairman Gradert moved to approve retaining the Henry County Health Department to conduct the bi-annual blood profile for County employees, Member Steele seconded, all were in favor and motion carried.

The Committee reviewed a listing of items to be sold at a sealed personal property bid. A notice will be posted in the paper notifying interested individuals that sealed bids would be received in the Administration Office until September 5, 2012. The sealed bids will be opened at the September Administration Committee meeting.

The Committee discussed labor issues. A special Administration Committee meeting was scheduled on August 20, 2012 at 5:00 p.m. to review draft labor proposals.

The next regular Administration Committee meeting was set for Wednesday, September 5, 2012, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Steele moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 8:40 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator