

Administration Committee Meeting Report (submitted 9-7-12)  
Wednesday, September 5, 2012, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Ted Sturtevant, Kippy Nelson and Tom Steele. Members absent: None. Ex-Officio members present: None. Others present: Bobbi Jo Gradert and Colleen Gillaspie, County Administrator.

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

The agenda was approved by consensus of the Committee.

Member Sovanski moved that the August 8, 2012 Administration Committee meeting minutes be approved as printed, Member Nelson seconded, all were in favor and motion carried.

There was no public comment.

The sealed personal property bids were opened (bids on file). Member Sovanski moved to accept the high bid for each item, Member Steele seconded, all were in favor and motion carried. The Committee agreed to offer remaining items to non-profit organizations on a first come, first serve basis.

Colleen Gillaspie reported on behalf of Steve Wells: 1) Maintenance Department is continuing routine cleaning/maintenance duties; and 2) The urinal in the 3<sup>rd</sup> floor bathroom has eroded pipes and requires replacement of the unit at a cost of \$500.00.

The Committee decided to hold off on the purchase of a urinal replacement until at least FY13.

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

The Committee discussed the purchase of a jail garbage disposer. Two proposals were received (on file). Member Nelson moved to accept the low bid from Star Food Service Equipment and Repair for the jail garbage disposer in the amount of \$2,880.35, Member Steele seconded, all were in favor and motion carried.

A request had been made to renovate the landscaping in the strips between the sidewalk that enters to the new North entrance and the North handicapped parking lot. This request has been made to the Courthouse Booster Club who has agreed to provide landscaping for the area. The Administration Committee has requested an outline of the landscaping to be provided.

Member Sovanski moved to recommend to the Finance Committee the August building/insurance/Capital Building claims in the amount of \$38,175.15, Member Steele seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie provided the status of the DCEO grant application.

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

The Committee discussed labor issues.

Member Sturtevant moved to go into closed session at 6:38 p.m. to discuss a collective negotiating matter per 5 ILCS 120/2 (c)(2), Member Sovanski seconded, all were in favor and motion carried; 5 yes – K. Nelson, T. Sturtevant, T. Steele, J. Sovanski and R. Gradert; 0 no; 0 absent.

Member Sovanski moved to return to open session at 6:52 p.m., Member Sturtevant seconded, all were in favor and motion carried.

No action was taken by the Committee.

Member Sovanski moved to go into closed session at 6:52 p.m. to review closed session meeting minutes per 5 ILCS 120/2(c)(21), Member Steele seconded, all were in favor and motion carried; 5 yes – K. Nelson, T. Sturtevant, T. Steele, J. Sovanski and R. Gradert; 0 no; 0 absent.

Member Steele moved to return to open session at 6:56 p.m., Member Sovanski seconded, all were in favor and motion carried.

Member Nelson moved to release closed session meeting minutes from March 7, 2012 A, March 7, 2012 B, February 8, 2012, August 3, 2011 B and March 2, 2011 A, Member Steele seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, October 3, 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 7:07 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator