

Administration Committee Meeting Report (submitted 6-10-13)
Wednesday, June 5, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

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

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

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

Member Sovanski moved that the May 8, 2013 Administration Committee meeting minutes be approved as printed, Member Kathy Nelson 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) The new lochinvar and valves will be installed the week of June 10th; and 3) Some of the additional leaks found following the massive rain the end of April were repaired by Oldeen Roofing, but following rains in May another leak was discovered and will be repaired as well.

Ms. Gillaspie distributed a successor maintenance agreement with Detloff Engineering for the door and panic alarm systems in the old and new Courthouse. Member Sovanski moved to approve the Henry County Courthouse Door and Panic Alarm maintenance agreement with Detloff Engineering from March 30, 2013 to May 31, 2014 for a total amount of \$2,399.38, Chairman Roger Gradert seconded, all were in favor and motion carried.

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

Member Marvin Gradert moved to recommend to the Finance Committee the May building/insurance/Capital Building claims in the amount of \$69,882.31, Member Sovanski seconded, all were in favor and motion carried.

Under old business, Bill Phillips and Doug Bentzinger, Phillips and Associates Architects, Inc., reviewed the bids from the bid opening held May 30th for the Phase IV Courthouse repairs. The two bids received were more than a third higher than estimated. Mr. Phillips recommended the bids for the Phase IV repairs be rejected and the project be rebid around February 2014. Member Sovanski moved to accept the recommendation of the architect and reject all bids, Chairman Roger Gradert seconded, all were in favor and motion carried. Phillips and Associates

will plan to contact the County around January 2014 to discuss the next bidding process. In the meantime, Mr. Phillips will contact one of the bidders to discuss a potential quote to repair the most pressing leaks on the west side of the Courthouse.

Steve Wells, Bill Phillips and Doug Bentzinger left at approximately 6:35 p.m.

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

Ms. Gillaspie discussed a grant opportunity through Landmarks of Illinois for a Courthouse lighting project. Randy Burkett Lighting Design created four lighting schemes for the Committee's review. Chairman Roger Gradert moved to request a mock-up be created for the lighting scheme 2 for the Committee's review, Member Sovanski seconded, all were in favor and motion carried.

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

The Committee reviewed information compiled regarding Henry County retiree health care costs. It was decided to hold this item over until the July meeting to allow the Committee time to review the information.

The Committee discussed labor issues.

The next regular Administration Committee meeting was set for **Monday**, July 8, 2013, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Sovanski moved to adjourn, Chairman Roger Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:22 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator