

Administration Committee Meeting Report (submitted 11-12-13)

Wednesday, November 6, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: John Sovanski, Marvin Gradert, Ted Sturtevant and Kathy Nelson. Members absent: Roger Gradert. Ex-Officio members present: None. Others present: Steve Wells, Brian Branstetter, Rob Schmit, Mike Ellis, Steve Brandau, Steve Huxtable, Jim Grier, Kevin Hermie and Colleen Gillaspie, County Administrator.

Acting Chairman Sovanski called the meeting to order at approximately 6:00 p.m.

Member Marvin Gradert moved to approve the agenda following removal of Item VIII. B., Member Sturtevant seconded, all were in favor and motion carried.

Member Marvin Gradert moved that the October 2, 2013 Administration Committee meeting minutes be approved as printed, Member Nelson seconded, all were in favor and motion carried.

There was no public comment.

Mr. Jim Grier, Henry County Insurance Advisory Committee member, presented the proposed FY14 Henry County Insurance Premium Package for Committee review and consideration. The premium will be \$833,231, an overall reduction of 4.4% from the FY13 premium. The Worker's Compensation premium was down approximately \$40,000 while the Property/Casualty premium was up approximately \$20,000 due to increased ROE personnel, overall nursing home liability and an increase in the overall budget. Member Nelson moved to recommend the County Board approve the FY14 Henry County Insurance Premium package in the amount of \$833,231.00, Member Sturtevant seconded, all were in favor and motion carried (see attachment).

Mr. Grier and Mr. Hermie left at approximately 6:15 p.m.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning/maintenance duties as well as taking care of leaves and fallen branches; 2) The basement bathroom remodel is set to take place during the month of November; 3) The flooring in the old Courthouse elevator has been installed; and 4) Tear-out of the area to be planted in the spring with prairie grasses is being completed, weather permitting.

Mr. Mike Ellis, E-Quantum Consulting, gave an overview of how electricity bidding is completed. The Courthouse and the Highway Department would be bid jointly and both current contracts expire in March 2014. He indicated the process is very difficult and cumbersome if the electric bids have to be approved by a full Board as the bids are only good for a day. He suggested that a point person be named to

give approval for selection of a bid, as is done in other counties. Member Marvin Gradert moved to approve a three-year consulting agreement with E-Quantum Consulting at a cost of \$1,500.00 per year, Member Nelson seconded, all were in favor and motion carried. Member Marvin Gradert moved to recommend the County Board designate Ms. Gillaspie as the point person regarding the electricity bidding and to authorize her to approve a three-year agreement at the lowest cost option with recommendations by E-Quantum Consulting, Member Nelson seconded, all were in favor and motion carried.

Mr. Ellis and Mr. Brandau left at 6:34 p.m.

Ms. Gillaspie gave an overview of the bidding process that had taken place for the Building Operation and Maintenance agreement. Two bids were received from Ruyle Mechanical Inc. and Total Maintenance Inc. (TMI) and reviewed between Ms. Gillaspie and Mr. Wells prior to the Administration Committee meeting (see attached bids). The Committee discussed the bids at length. Member Sturtevant moved to recommend the County Board approve a three-year agreement beginning December 1, 2013 for Building Operation and Maintenance with Ruyle Mechanical Inc., at a cost of \$37,729.00 for the first year, \$38,860.00 for the second year and \$40,026.00 for the third year, Member Nelson seconded, motion carried with Acting Chairman Sovanski voting nay (attached).

Mr. Branstetter and Mr. Schmit left at 7:07 p.m.

Mr. Huxtable left at 7:10 p.m.

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

Member Marvin Gradert moved to recommend to the Finance Committee the October building/insurance/Capital Building claims in the amount of \$65,833.79, Member Nelson seconded, all were in favor and motion carried.

Under old business, the Committee discussed the status of the Courthouse lighting project. Phillips and Associates informed Ms. Gillaspie that the ad for the Courthouse Lighting project would be placed in the local papers on November 8, 2013 with drawings and specs planned to be sent to contractors on the same day. The mandatory pre-bid meeting is scheduled for November 19, 2013 at 1:30 p.m. in Room 303C and bids will be received until November 26, 2013 at 2:00 p.m. If the contract is awarded, work is to start on or after January 1, 2014 and is to be substantially completed by June 1, 2014.

Ms. Gillaspie gave an overview of the status on the DCEO Courthouse repair grant. Contact was made from DCEO indicating the grant has been funded and they are in the stages of identifying potential project uses for the funds. According to DCEO, the scope of the project per the grant agreement indicates the grant funds

must be used for roof repairs. Therefore, the Maintenance Department has requested quotes to use as a benchmark to determine potential costs of such roof repairs. Once an amount is determined, Ms. Gillaspie will submit potential costs to DCEO for funding approval and the project can be sent out for formal bids. Discussion on Henry County retiree health care costs was held. A review of average expenses and revenues for retirees over the last three years has shown a surplus of revenue. No further action was requested regarding this subject.

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).

Ms. Gillaspie explained that when the current FOP contract was approved, it included a side letter regarding the 12-hour shifts that was only in effect for one year. Following quarterly labor management meetings between the Sheriff and the FOP, it was determined that the side letter should be extended until the end of the FOP contract. Member Marvin Gradert moved to recommend the County Board approve the side letter between FOP Labor Council and County of Henry/Henry County Sheriff, Member Sturtevant seconded, all were in favor and motion carried (attached).

There were no labor issues.

The next regular Administration Committee meeting was set for Wednesday, December 4, 2013, at 6:00 p.m., in the Board Conference Room #303C, third floor, Courthouse.

With no further business to discuss Member Marvin Gradert moved to adjourn, Member Nelson seconded, all were in favor and motion carried. The meeting adjourned at 7:38 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator