Administration Committee Meeting Report (submitted 12-9-13)
Wednesday, December 4, 2013, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski and Ted Sturtevant. Members absent: Jake Waller and Kathy Nelson. Ex-Officio members present: None. Others present: Steve Wells, Bill Phillips 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, Chairman Roger Gradert seconded, all were in favor and motion carried.

Member Sovanski moved that the November 6, 2013 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) The basement bathroom remodel has begun and the urinals will be torn out over the weekend; 3) All thermostats in the new Courthouse will be replaced at a rate two per month for a total of 40; and 4) Shelves are being installed in the boiler room.

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

Member Sovanski moved to recommend to the Finance Committee the November building/insurance/Capital Building claims in the amount of $23,501.06, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Bill Phillips reviewed the bids for the Courthouse Lighting project. The Committee discussed the options and what each alternate entailed. Member Sovanski moved to recommend the County Board accept the bid from Tri-City Electric for the Courthouse Lighting base bid, Alternate #1, Alternate #2 and Alternate #3 in the total amount of $116,845.00, Member Sturtevant seconded, all were in favor and motion carried (see attached information).

Ms. Gillaspie gave an overview of the status on the DCEO Courthouse repair grant. The Maintenance Department is still waiting to hear back from a roofing company to receive a quote. Once that has been received that information can be passed along to DCEO.

Mr. Phillips reviewed his recommendations for re-bidding the sheet metal repair work project. The Committee agreed to re-bid the sheet metal repair work, minus

the work already completed, revising the bid to include aluminum windows in the base bid and alternate bid will include aluminum/wood framed windows. The drawings for the project will be re-issued on February 6th with the pre-bid meeting tentatively scheduled for February 13th and the bid opening to be held February 27th.

Bill Phillips and Steve Wells left at 6:50 p.m.

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

Ms. Gillaspie reviewed current labor issues.

The next regular Administration Committee meeting was set for Wednesday, January 8, 2014, 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, Chairman Roger Gradert seconded, all were in favor and motion carried. The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator