

Administration Committee Meeting Report (submitted 1-13-14)
Wednesday, January 8, 2014, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, Ted Sturtevant, Jake Waller and Kathy Nelson (arrived at 6:13 p.m.). Members absent: John Sovanski. Ex-Officio members present: None. Others present: Steve Wells and Colleen Gillaspie, County Administrator.

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

Member Sturtevant moved to approve the agenda as revised, Member Waller seconded, all were in favor and motion carried.

Chairman Roger Gradert moved that the December 4, 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, snow/ice removal and maintenance duties; 2) The generator has been experiencing some shutdowns attributed to the weather; 3) A quote to complete plastering work on the 3rd floor was received; and 4) Thermostats in the new building are being replaced systematically.

Member Nelson arrived.

The Committee discussed the generator issue. Mr. Wells stated when it is very cold out, the governor on the generator surges which shuts down the generator. Altorfer indicated in March 2013 they have retrofitted upgrade for the governor at a cost of approximately \$2,200. Mr. Wells reported Altorfer has had this problem with other area generators. The Committee requested an updated quote be requested and asked Mr. Wells to strongly inquire into this issue being completed under a recall.

The Committee reviewed and discussed the quote for plaster work to be completed on the 3rd floor of the old Courthouse. Mr. Wells requested bids from 4 companies with only one company choosing to bid. There will be additional plaster work that will be needed on the 2nd floor following all necessary exterior building repairs. Member Sturtevant moved to authorize Stohl Brothers Plastering Company to complete identified plastering work on the 3rd floor of the old Courthouse for \$1,250.00, Member Waller seconded, all were in favor and motion carried.

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

Chairman Roger Gradert moved to recommend to the Finance Committee the December building/insurance/Capital Building claims in the amount of \$1,215,392.20, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie gave an overview of the status on the DCEO Courthouse repair grant. DCEO will be requesting a modification of the existing scope of work to include the time period in which Henry County completed roof repair work. If that is approved, a grant agreement will be drafted for County approval and can then be appropriately paid and closed.

Steve Wells left at 6:37 p.m.

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

Ms. Gillaspie reviewed current labor issues.

Member Nelson moved to go into closed session at 6:49 p.m. to review litigation per 5 ILCS 120/2(b)(11), Member Waller seconded; 4 yes – K. Nelson, J. Waller, T. Sturtevant and Roger Gradert; 0 no; 1 absent – J. Sovanski.

Member Waller moved to return to open session at 7:30 p.m., Member Sturtevant seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Wednesday, February 5, 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, Member Waller seconded, all were in favor and motion carried. The meeting adjourned at 7:34 P.M.

Respectfully submitted,

Colleen Gillaspie, County Administrator