Administration Committee Meeting Report (submitted 6-5-14)
Wednesday, June 4, 2014, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: Roger Gradert, John Sovanski, Ted Sturtevant, Jake Waller and Kathy Nelson (at 6:06 p.m.). Members absent: None. Ex-Officio members present: None. Others present: Steve Wells and Colleen Gillaspie.

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

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

Member Sovanski moved that the May 7, 2014 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 and maintenance duties; 2) Bids have continued to be sought for refinishing the wooden emergency exit doors of the old Courthouse; 3) The 3rd floor painting project is completed except the ceiling in both the County Administrator's office and the 3rd floor conference room; 4) Fertilizer and weed killer were applied to the Courthouse grounds; 5) The joint landscaping project with Henry County and Soil & Water was completed in mid-May; 6) New laundry door in the jail has arrived and will be installed; 7) Work in the 2nd floor bathrooms continues as the floor of the women's bathroom is torn up and awaiting work by a plumber on the copper drains; and 8) Wiring for the security camera project continues.

The Committee continued discussion on signage for the landscaping project plant species, which is Henry County's responsibility. Ms. Gillaspie reported Lark Label was contacted and responded that they primarily work with non-profits and therefore had no discounts available. Member Sovanski moved to authorize the purchase of 1-9"x7" sign and 23-5"x3" signs, stake anchors and 26" stakes for a total purchase of $624.65 plus shipping and handling, Member Sturtevant seconded, all were in favor and motion carried.

Steve Wells explained he has requested bids for refinishing the wooden emergency exit doors of the old Courthouse from 4 or 5 local companies with all declining due to being busy. Mr. Wells had a company from the Quad Cities who agreed to come and take a look at the proposed project on June 5th. The Committee will hold a special meeting on June 12th at 5:45 p.m. in the North Court Jury Room to review any bids received and award the bid.

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

Member Nelson moved to recommend to the Finance Committee the May building/insurance/Capital Building claims in the amount of $40,712.57, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie gave an update on the Courthouse lighting project as provided by Phillips and Associates.

Mr. Wells and Ms. Gillaspie gave an update on the Courthouse repair and paint work project.

Mr. Wells and Ms. Gillaspie explained the status of the old jail basement clean-up.

Steve Wells left at approximately 6:30 p.m.

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).

Dates were discussed for holding the health care plan bid review.

Ms. Gillaspie reviewed current labor issues. Dates were discussed for FOP negotiations.

The next regular Administration Committee meeting was set for Wednesday, July 2, 2014, at 6:00 p.m., in the North court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Waller moved to adjourn, Member Sovanski seconded, all were in favor and motion carried. The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator