

Administration Committee Meeting Report (submitted 8-11-14)  
Wednesday, August 6, 2014, 6:00 p.m., Henry County Courthouse, Room 303C.

Members present: John Sovanski, Ted Sturtevant, Kathy Nelson and Roger Gradert (arrived at 6:11 p.m.). Members absent: None. Ex-Officio members present: None. Others present: Steve Wells and Colleen Gillaspie.

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

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

Member Nelson moved that the July 2, 2014 and July 10, 2014 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

There was no public comment.

Roger Gradert arrived.

Steve Wells reported: 1) Maintenance Department is continuing routine cleaning and maintenance duties; 2) The 2<sup>nd</sup> floor bathroom repair is ongoing. A plumber will be here August 14<sup>th</sup> & 15<sup>th</sup> to remove the existing pipes and replace with PVC; 3) A quote had been received for the installation of an LED flag pole light. Maintenance determined that bid too high and will look to purchase and install lights themselves; 4) Approximately 20 feet of sewer pipe in the basement bathroom was replaced with PVC following notification of a crack in the existing pipe; 5) Painting of the ceiling in the County Administrator's following plaster work was completed. Ceiling painting in Room 303C still needs to be completed; 6) Wiring for the security camera project continues. It is expected to begin August 18<sup>th</sup>; 7) Bids were received for various replacement sidewalk sections; and 8) The repair and re-staining of the Old Courthouse wooden doors has begun.

The Committee discussed the bids received for sidewalk replacement. Estimates were received for 55-5x5 sections, 3-8x10 sections and 5-4x5 sections. The Committee requested Maintenance communicate with the Village of Cambridge to discuss a cost-sharing program for the sidewalk replacement along the parking lot to the east.

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

Member Sovanski moved to recommend to the Finance Committee the July building/insurance/Capital Building claims in the amount of \$195,211.53, Member Nelson seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie gave an update on the Courthouse lighting project. Due to expected rain, the coordination and fixture aiming meeting scheduled for 7pm this evening had been cancelled and will be rescheduled. The Committee decided to

hold off on turning on the lights permanently until the lifts and Courthouse repairs currently being completed are finished.

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

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

Steve Wells left at approximately 6:46 p.m.

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

Ms. Gillaspie gave an overview on the current Health Care Plan TPA status.

The applicable FY15 budgets were reviewed with the Committee (on file). Chairman Roger Gradert moved to recommend the FY15 County Buildings, TORT, Health Care Plan and Capital Building Fund budgets to the Finance Committee, with changes as identified, Member Sturtevant seconded, all were in favor and motion carried.

Ms. Gillaspie distributed information regarding in depth CPR classes for employees who requested to take them. The consensus of the Committee was to hold off on allowing the expenses. Member Sovanski will do some research to determine alternative methods.

Ms. Gillaspie discussed a request for a local company to submit a bid to offer 457 plan options to Henry County employees. The Committee authorized receiving a bid and requested current participation rates.

Ms. Gillaspie reviewed current labor issues. FOP negotiations will be held Wednesday, August 27, 2014 at 4:30 p.m. A meeting was set for Friday, August 22, 2014 at 5:00 p.m. to discuss FOP labor negotiations.

The next regular Administration Committee meeting was set for Wednesday, September 3, 2014, at 6:00 p.m., in the North court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Sovanski moved to adjourn, Member Nelson seconded, all were in favor and motion carried. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator