

Administration Committee Meeting Report (submitted 3-4-16)

Tuesday, March 1, 2016, 5:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

Members present: Dennis Anderson, Jeff Orton, Ted Sturtevant and Kathy Nelson.
Members absent: Jan May. Ex-Officio members present: None. Others present: Steve Wells and Colleen Gillaspie.

Chairman Anderson called the meeting to order at approximately 5:00 p.m.

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

Member Sturtevant moved that the February 2, 2016 Administration Committee meeting minutes be approved as printed, Member Nelson seconded, all were in favor and motion carried.

There was no public comment.

Steve Wells reported: 1) Maintenance Department is continuing routine indoor and outdoor cleaning and maintenance duties; 2) Bids will be requested for Committee review in April for tree removal and pruning; and 3) The quarterly fire alarm inspection has been successfully completed.

The Committee discussed four water softener bids as received by the Maintenance Department (attached). Two bids were requested and received for the water softener itself. Member Sturtevant moved to recommend the County Board authorize the purchase of a water softener from Culligan in the amount of \$8,410.00 and installation through Wirth Plumbing in the amount of \$1,850.00 for a total cost of \$10,260.00, Member Orton seconded, all were in favor and motion carried. This purchase is budgeted and will be paid from the Capital Building Fund.

There were no landscaping options received yet for Committee review. This item will be held over until the April meeting.

The Committee briefly discussed the status of the E911 move to the new jail basement. Also, the potential use of the old jail basement for an Emergency Operations Center (EOC) was discussed.

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

Member Nelson moved to recommend to the Finance Committee the February building/insurance/Capital Building claims in the amount of \$27,807.35, Member Orton seconded, all were in favor and motion carried.

Under old business, an update was given on the window project.

Ms. Gillaspie gave an overview on the status of the 457 Plan Bid.

Mr. Wells left at 5:49 p.m.

Under new business, the February Health Care Plan Fund Claims and Health Care Plan Fund Balance Reports were reviewed and discussed.

Labor issues were discussed.

Closed session meeting minutes were reviewed with the Committee. Member Nelson moved to release the closed session meeting minutes from June 2, 2015 and September 1, 2015, Member Orton seconded, all were in favor and motion carried.

The next regular Administration Committee meeting was set for Tuesday, April 5, 2016, at 5:00 p.m., in the North Court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Orton moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator