

Administration Committee Meeting Report (submitted 4-8-16)

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

Members present: Dennis Anderson, Jan May, Jeff Orton, Ted Sturtevant and Kathy Nelson. Members absent: None. 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 Sturtevant seconded, all were in favor and motion carried.

Member Nelson moved that the March 1, 2016 Administration Committee meeting minutes be approved as printed, Member Orton 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) The water softener has been ordered and is expected to be received in a couple weeks with installation to be scheduled once it is received; 3) Bids were received for lawn weed and fertilizer applications. TruGreen was the low bidder and therefore the service was awarded to them; and 4) Bids were received for tree removal and trimming.

The Committee discussed three bids for tree removal and trimming service as received by the Maintenance Department (attached). Member May moved to authorize hiring Beaver Tree Service to remove a tree and grind the stump, trim various property trees and remove all debris for \$1,850.00, including potential additional trimming as required due to recent storm damage, Member Orton seconded, all were in favor and motion carried.

The Committee discussed four landscaping options for the front door north entrance (attached). Committee members took a break to view the current space and landscaping. Member May moved to authorize hiring Johnson Landscaping to remove the existing shrubbery near the flag pole and lay river rock for \$1,100.00, Member Orton seconded, all were in favor and motion carried.

The Committee reviewed the March electricity, natural gas and water usage charts (attached). Colleen Gillaspie reported E-Quantum Consulting was planning to pre-bid the electricity contracts in favor of a better contractual rate. Additional information would be available at the May or June meetings.

Member Sturtevant moved to recommend to the Finance Committee the March building/insurance/Capital Building claims in the amount of \$29,115.97, Member Nelson seconded, all were in favor and motion carried.

Under old business, Mr. Wells gave an update on the window project. All the windows have been installed and minor installation items are to be finished. Mr. Wells reported the project is 99% complete.

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

Mr. Wells left at 6:04 p.m.

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

Ms. Gillaspie reviewed the quarterly Worker's Compensation and property/casualty claims.

Labor issues were discussed. Ms. Gillaspie explained a training opportunity that was offered by the Federal Mediation and Conciliation Service. The Committee approved by consensus offering the training to union staff, supervisors and County Board members. Ms. Gillaspie will work to schedule and report when a date is finalized.

The next regular Administration Committee meeting was set for Tuesday, May 3, 2016, at 5:00 p.m., in the North Court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Sturtevant moved to adjourn, Member May seconded, all were in favor and motion carried. The meeting adjourned at 6:53 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator