

Administration Committee Meeting Report (submitted 8-8-16)
Tuesday, August 2, 2016, 5:00 p.m., Henry County Courthouse, North Court Jury Room 102J.

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

Acting Chairman May called the meeting to order at approximately 5:05 p.m.

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

Member Orton moved that the July 5, 2016 Administration Committee meeting minutes be approved as printed, Member Sturtevant seconded, all were in favor and motion carried.

There was no public comment.

The bid opening for the plaster work was held. No formal bids were received. Member Orton moved to close the plaster work bids, Member Nelson seconded, all were in favor and motion carried. An informal bid was submitted by Premiere Plastering & Drywall. Member Nelson moved to accept the plaster bid from Premiere Plastering & Drywall for the completion of all three proposed phases of plaster work on the 2nd floor of the old Courthouse in the total amount of \$10,573.00, Member Sturtevant seconded, all were in favor and motion carried (attached).

Steve Wells reported: 1) Maintenance Department is continuing routine indoor and outdoor cleaning and maintenance duties; 2) The memorial bench has been delivered and assembled along with the memorial planter. It will be placed on Wednesday; 3) Johnson Landscaping is expected to be out the following week to ground the stumps near the front entrance; 4) The new sally port doors have been installed; 5) The Maintenance Department is planning to remove the dead bushes on the west side of the new building by next week; and 6) Three panels will be installed around the unit at the front doors.

Colleen Gillaspie reviewed the FY16-17 County Buildings, Capital Building and Bond Fund budgets with the Committee.

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

Member Nelson moved to recommend to the Finance Committee the July building/insurance/Capital Building claims in the amount of \$48,456.34, Member Orton seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie reported the State's Attorney's opinion on acceptance of a previous bid for window replacement. As the FY17 budget did not include funding for courthouse repairs, the Committee discussed requesting the funding as there would be a financial savings by using the previously submitted bid for the window replacement project. Member Orton moved to request the Finance Committee approve a budget amendment resolution authorizing funding in the amount of \$75,400.00 from the General Fund for the Phase 5 window replacement project, Member Nelson seconded, all were in favor and motion carried.

Steve Wells left at 6:26 p.m.

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

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

Ms. Gillaspie reviewed the FY16-17 TORT and Health Care Plan budgets with the Committee. Member Sturtevant moved to recommend the FY16-17 County Buildings, Capital Building, Bond Fund, TORT and Health Care Plan budgets to the Finance Committee, Member Orton seconded, all were in favor and motion carried.

Labor issues were discussed.

The next regular Administration Committee meeting was set for Tuesday, September 6, 2016, at 5:00 p.m., in the North Court jury room 102J, Judicial Wing, Courthouse.

With no further business to discuss Member Nelson moved to adjourn, Member Sturtevant seconded, all were in favor and motion carried. The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator