

Administration Committee Meeting Report (submitted 9-8-16)
Tuesday, September 6, 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, Jason Lopez, Bill Durand, Rob Schmidt and Colleen Gillaspie.

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

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

Member Nelson moved that the August 2, 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) Drains in the jail are being replaced. There are still 60-70 that are left to replace; 3) Johnson Landscaping is backlogged, but will plan to be out as soon as they can to ground the stumps near the front entrance; and 4) The Maintenance Department is installing a privacy window in the Circuit Clerk's Office for the traffic counter employee. The area should be complete by next month.

Colleen Gillaspie reviewed the Building Operation and Maintenance sealed bid results with the Committee (on file). Member Sturtevant moved to recommend the County Board accept the bid from Northwest Mechanical for a three-year agreement in the amounts of \$39,024 for the 1st year, \$40,194 for the 2nd year and \$41,400 for the 3rd year, Member Orton seconded, all were in favor and motion carried (attached).

Jason Lopez, Bill Durand and Rob Schmidt left at 5:21 p.m.

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

Member Orton moved to recommend to the Finance Committee the August building/insurance/Capital Building claims in the amount of \$31,761.77, Member Sturtevant seconded, all were in favor and motion carried.

Under old business, Ms. Gillaspie reported the Executive Committee sent the request for funding for the window replacement project back to the Administration Committee for additional review. Ms. Gillaspie shared various questions asked and answers received from the architects regarding the options. The architect's research found that replacing the aluminum windows with acrylic or polycarbonate glazing sheets versus insulated glass is not an option as the window manufacturer does not produce windows like that,

but even if it were, those substances are about the same price as the cost of glass. Also, using Mapes panels would cost approximately the same per square foot as the insulated glass. Just repairing the existing windows was expected to net a total savings of \$1,500-2,000 for the entire project. We additionally asked if we could purchase the windows directly from the manufacturer and install them ourselves and the manufacturer stated they will not sell directly to Henry County nor will the distributor. The Committee took no action and will not plan to take further actions regarding this project until the need arises or until funding is budgeted.

Steve Wells left at 5:53 p.m.

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

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

Ms. Gillaspie reviewed the health care consultation services being received from Group Services.

Labor issues were discussed. Ms. Gillaspie explained the request from the Finance Committee to discuss negotiating a memorandum of understanding. Member Sturtevant moved to accept the Finance's Committee recommendation and move forward with negotiating a memorandum of understanding with AFSCME, Acting Chairman May seconded, motion failed with Member Nelson and Member Orton voting nay.

There were no closed session meeting minutes to review.

The next regular Administration Committee meeting was set for Tuesday, October 4, 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 Orton seconded, all were in favor and motion carried. The meeting adjourned at approximately 7:38 p.m.

Respectfully submitted,

Colleen Gillaspie, County Administrator