

MANAGEMENT SERVICES COMMITTEE
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098

MINUTES OF TUESDAY, APRIL 25, 2006

Interim Chairman Hill called the Management Services Committee meeting to order at 8:12 a.m. The following members present: Tina Hill; Mary Lou Zierer; Jim Heisler and Richard Klasen. Marc Munaretto arrived at 8:15a.m. Pete Merkel was absent. Also in attendance: Ken Koehler, Chairman; Pete Austin, County Administrator; John Labaj, Deputy County Administrator; Perry Moy, County Board Member; John Hadley, Building Operations; Pat McNulty, Health; Marilyn Koeller and Nancy Walkington, Recorder; Michelle Courier, State's Attorney; Tom Sullivan, Information Technology; and interested public.

	Tina Hill, Interim Chairman
	Jim Heisler
Richard Klasen	Pete Merkel
Marc Munaretto	Mary Lou Zierer

MINUTE APPROVAL

Committee members reviewed the minutes of April 11, 2006. Mr. Klasen made a motion, seconded by Ms. Zierer to recommend approval of the minutes as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

Mr. Munaretto arrived at 8:15a.m.

PRESENTATION

Energy Usage: Mr. Hadley introduced Mr. Mark Liverette, Facilities Management Maintenance Supervisor. They provided committee members with information regarding Energy Usage for the County. Mr. Hadley informed committee members that gas usage has decreased but costs have increased. The County now uses over ½ as much gas as it did in 2001-2003. In 2001-2002 the gas costs for the year was \$143,000, the cost for 2005-2006 was \$394,000, a 48.9% increase. The decrease in usage was done by having a computerized turn down system, that regulates the heat in the buildings in the evenings and weekends and having a preventative maintenance program. Our equipment runs very well, but since it is old, it is not very energy efficient. Mr. Hadley noted that we have an opportunity to realize additional savings by upgrading our equipment. He stated he was contacted by Semmus Corporation, to sign up for performance contracting which would show the savings that would be seen by the County for replacing the old equipment. This company would design, manage and install a system that would require a capital investment by the County. Mr. Hadley noted that this isn't the only company that does this type of work and we could get proposals from all of the companies or we could hire an engineer, go out to bid for the equipment, increase staff and maintain our own equipment. With performance contracting, the savings that is realized by the County would be used to pay for the equipment. He noted that this would only be needed for the Courthouse as this is the biggest energy user. The Administration Building is already energy efficient as well as the New Valley Hi. The smaller buildings could be looked into at a later date. Committee members directed Mr. Hadley have Seemus Corporation provide a presentation to the Committee and if this type of service sounds good for the County an RFP could be sent out to the various companies providing this type of service.

NEW BUSINESS

Resolution authorizing an emergency appropriation in the Recorder's FY06 budget for the purchase of tax transfer stamps: Committee members reviewed a Resolution authorizing an emergency appropriation in the Recorder's FY06 budget for the purchase of tax transfer stamps. Ms. Koeller informed committee members that they have run out of earlier than in the past and are in need of additional tax stamps. Mr. Munaretto made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Heisler, Munaretto, Zierer)

Consideration of Membership in the McHenry County Historical Society: Nancy Fyke from the McHenry County Historical Society joined committee members to request the County consider membership to Historical Society. Ms. Fyke noted that the Historical Society was founded in 1963 and exists with mostly volunteer helpers. In 1998 the Illinois Association of Museums voted the McHenry County Historical Society as the best small institution in the State of Illinois. She noted the importance to preserve items from the past. School kids visit both the 1 room school house and the museum programs that are put on by the Historical Society. Committee members requested a Resolution be brought forward for approval to join the McHenry County Historical Society with the Resolution noting what line item funding for membership would come from. Committee members requested the Resolution be brought back to the next committee meeting for approval.

Action Plans: Mr. Labaj presented committee members with the last of the action plans for review. He noted that after review, they will move forward with the formal adoption of all of the action plans, with the changes as discussed at committee. He would bring a Resolution to a future meeting for approval. The Action Plans for the Administration Building, Employee Identification/Proximity Badges, Administration Building, Non-County Workers Identification Badges, Government Center Non-County Workers Identification Badges, Government Center Hazardous Material Incident Procedure, Safety and Loss Prevention

Program – Space Heaters, Commercial Drivers License Policy including Drug and Alcohol Testing, County Owned or Leased Vehicle Operation Policy and Use of Private Vehicles for County Business Policy.

OLD BUSINESS

IDES/Workforce Investment Lease: Ms. Courier from the State's Attorney's office joined committee members to provide an update of the past issues regarding the non-payment of the lease at the Workforce Investment office by IDES. Ms. Courier had a meeting with the Deputy Director of Employment Security, who has indicated they would like to continue to stay in the current facility. They also stated they want to enter into a five year lease, with agreed upon rent escalators and raised utility increases. They have paid what is due for 2006 but, have not paid this months rent yet. A copy of the lease has not been received. They still owe us for the court of claims issue. She noted that based upon 04 escalators, this amount would be \$17,000. She noted that the bottom amount of the claim would be for \$12,000. This is without any escalators. She stated she did not think we would get any amount without litigation. Committee members instructed Ms. Courier to file with the Court of Claims and check on the status of the lease. Committee members thanked Ms. Courier for her help in this matter.

REPORTS TO COMMITTEE

Administrator: Mr. Austin reported he would provide an Administrators report at the next County Board meeting.

Art Work Sub-Committee: Nothing to report

Cable Commission: Mr. Sullivan stated that they have looked at the County Cable Ordinance and it would cover AT & T which means AT & T would have to abide by our ordinance, depending on how they are deliver their services.

Convention & Visitors Bureau: A copy of their newsletter was provided for review. It was noted that Cort Carlson is working hard to increase membership. The web site is up and running. Mr. Munaretto is currently acting as interim president until a replacement can be found.

Council of Governments: The next scheduled meeting is Wednesday April 26th.

EDC: Nothing to report

Mr. Munaretto informed committee members that he has been informed that the committee could enter into executive session to discuss property acquisition, but feels this should be discussed in open session. Mr. Munaretto left committee at 9:17a.m.

EXECUTIVE SESSION

Mr. Klasen made a motion, seconded by Mr. Heisler to enter into executive session, at 9:17 a.m., to discuss property acquisition. The motion carried with all members present voting aye on a roll call vote (Klasen, Zierer, Heisler, Hill) Also present: Michelle Courier, John Hadley, Ken Koehler, John Labaj, Peter Austin, Perry Moy, John Hammerand and Pat McNulty.

Mr. Klasen made a motion, seconded by Mr. Heisler to return to regular session at 9:42a.m. The motion carried with all members present voting aye on a roll call vote (Klasen, Heisler, Zierer, Hill)

Committee members were provided with information regarding the County obtaining a new Judge on July 1st. This has nothing to do with the current court case. The Judge will be for misdemeanors and felonies. Staff and personnel will be needed and have been budgeted for.

Ms. Hill reported that the Valley Hi facility is very impressive and should be toured by the whole county board. Ms. Zierer stated a tour could be scheduled at the end of May, after the installation of windows.

FUTURE TOPICS

Strategic planning will be discussed in the future.

Mr. Heisler questioned whether we could investigate the County using a more economic "fleet". He noted that a pilot program should be stated to purchase smaller cars or even hybrids for the County.

Mr. Austin stated that a future discussion will include committee structure for the new board and board rules.

Chairman Koehler will be assigning members to the committee positions that were vacated in District 3.

ADJOURNMENT

The meeting adjourned at 9:55 a.m. on a motion by Mr. Heisler, seconded by Mr. Klasen, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of a Resolution authorizing an emergency appropriation in the Recorder's FY06 budget for the purchase of tax transfer stamps

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