

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

MINUTES OF TUESDAY, NOVEMBER 14, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Jim Heisler; Mary Lou Zierer; Pete Merkel and Barbara Wheeler. Marc Munaretto arrived at 8:15a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Dave Stone, State's Attorney; Tom Sullivan, IT; Cathy Link, Purchasing; and interested public.

	Tina Hill, Chairman	
Jim Heisler		Vacant
Pete Merkel		Marc Munaretto
Barbara Wheeler		Mary Lou Zierer

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Ms. Zierer to recommend approval of the committee minutes from October 24, 2006 for both the morning meeting and evening meetings, as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

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

NEW BUSINESS

Chairman Hill noted that agenda item 5.1 and 5.3 will be delayed until Mr. Labaj arrives.

*Resolution authorizing a revocable license agreement regarding Spicer Cemetery:* Committee members reviewed a Resolution authorizing a revocable license agreement regarding Spicer Cemetery. Mr. Stone stated that this agreement is needed to eliminate any future confusion. The agreement will also protect us for future claims against the property and indemnify the County against any injury while on the property. It was also noted that steps have been taken to make the cemetery maintenance free. Mr. Heisler made a motion, seconded by Ms. Wheeler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

Mr. Munaretto left committee at 8:21a.m.

*Resolution authorizing a Citrix License purchase:* Committee members reviewed a Resolution authorizing a Citrix License purchase. Mr. Sullivan noted that the need for additional license agreements is expanding. He noted he would also like to get additional internal users. Mr. Heisler made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Wheeler, Zierer, Hill)

*Resolution authorizing the execution of the finalized lease with Avaya Leasing for the Telephony Solution Upgrade:* Committee members reviewed a Resolution authorizing the execution of the finalized lease with Avaya Leasing for the Telephony Solution Upgrade. At the time the Resolution as approved to negotiate a four year lease agreement it was noted that an additional resolution would be needed that would include the final financial details. This resolution takes care of that requirement. Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Wheeler, Zierer, Hill) Mr. Sullivan noted that because of the security of the Valley Hi facility, it is causing problems with their wireless access. Additional equipment may be needed in the near future. Mr. Sullivan reported that the cost could be around \$15,000.

Mr. Munaretto returned at 8:29a.m.

*Resolution authorizing the reclassification of two part time custodian I positions#016-2-902-05 and #016-2-903-05 to one full time custodian I position in the Facilities Management Department:* Committee members reviewed a Resolution authorizing the reclassification of two part time custodian I positions#016-2-902-05 and #016-2-903-05 to one full time custodian I position in the Facilities Management Department. Mr. Hadley noted that he can't keep the part time positions filled. After review, Ms. Wheeler made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

*Resolution authorizing entering into an agreement for the design/build of the McHenry County Animal Control Facility (Not in Packet):* Chairman Hill stated that there is not a resolution available for this part of the agenda and noted that after a contract is

negotiated, a formal resolution would be brought forward for approval of the contract. Mr. Austin stated he wanted to thank the committee members for attending the night meeting in order to interview the candidates for the design/build phase of the Animal Control Facility. The choice was narrowed between three vendors, Charles River from Crystal Lake, MIC from Batavia, and Prim-Hoffman from McHenry. References have been checked for all of the vendors with good responses. Mr. Hadley noted he would like to see a vendor who would include LEED Certification of the building. Mr. Munaretto noted that until we have a design, we cannot get the true costs for LEED Certification and then to obtain the certification it would increase the cost substantially. Chairman Hill questioned committee members of their choice for a vendor. Ms. Zierer stated she likes MIC. Ms. Wheeler stated that staff works well with Prime and would be a good choice. Mr. Munaretto noted that he liked both Charles River and Prime-Hoffman. Mr. Heisler stated that he likes MIC or Prime Hoffman. Ms. Hill stated she likes Charles River. The committee members noted they would like to see a McHenry County Vendor. After a lengthy decision, the majority of the committee members chose Prime Hoffman as their first choice and MIC for the second choice vendor. Committee members directed staff to work out a deal with Prime Hoffman. Mr. Austin noted this is not a "done deal" and they would now enter into negotiations for a contract.

*Resolution authorizing settlement of a Worker's Compensation Claim:* Committee members reviewed a Resolution authorizing settlement of a Worker's Compensation Claim. Mr. Labaj noted that this claim has been denied to date, but, our worker's compensation attorney is recommending a small settlement so this claim does not go to the Worker's Compensation Commission. He noted that if this claim goes before the commission it could result in a higher cost to the county. They have recommended a minimal settlement of \$2,500. After review, Mr. Merkel made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

*Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY06/07:* Committee members reviewed a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY06/07. Mr. Labaj noted there aren't any major changes to the policies this year except for the increase of additional buildings that need insured. Additionally, excess Worker's Compensation coverage increased as well. Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill) Mr. Labaj reminded committee members that they had researched the possibility of a cooperative risk buyer pool with other counties in order to obtain a better premium. He noted this was a daunting undertaking that did not get off the ground. The one bid received was \$70,000 higher than the quotes we are currently getting. No other counties participated as well. Mr. Merkel stated that he was surprised this did not work as this type of program seems to work well for some of the municipalities. Mr. Labaj noted they will continue to work with this with hopes of future participation.

#### OLD BUSINESS

*Purchasing Ordinance:* Ms. Link joined committee members to answer questions regarding the updates to the Purchasing Ordinance. She stated that the ordinance has only had 1 amendment since 2000 which was to increase the purchase amount. The former department head has created a document named purchasing rules and regulations that was never approved by the County Board. Ms. Link noted she is trying to create one governing document. She noted that one of her other goals was to require the use of a Standardized County Contract, instead of using a vendor's contract that has been tweaked to meet the needs of the County. A small committee was formed that included Mr. Hadley, Mr. Korpalski, Ms. Palmer and herself. Mr. Korpalski was included so the contracts would include the requirements of IDOT (Illinois Department of Transportation). Definitions have been refined with additional language included to meet the requirements of IDOT as well as stating that unsigned bids would not be accepted. The correct insurance requirements, payroll requirements and an ethics component are now included as well. Ms. Link noted that the State's Attorney helped to create and reviewed the Purchasing Ordinance. After discussion, Ms. Zierer made a motion, seconded by Mr. Heisler to recommend approval of the revisions to the Purchasing Ordinance and forward the document for County Board approval. The motion carried with all members present voting aye.

*Resolution setting the meeting dates for the McHenry County Board:* Committee members reviewed a new Resolution setting the meeting dates for the McHenry County Board for FY2007. Chairman Hill noted this is a correction to the Resolution that was presented at the previous County Board meeting where some of the dates were questioned. After review the consensus of the committee was to forward this Resolution to the County Board for approval.

*Updates: Courthouse Construction; Site Analysis; Animal Control Facility and Valley Hi/Record Center:* Updates will be provided at the next committee meeting.

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EXECUTIVE SESSION

None

Mr. Munaretto left committee at 9:27a.m.

REPORTS TO COMMITTEE

Administrator: Mr. Austin noted that he has been in conversation with third party vendors who may be interested in conducting the County Board Strategic Meeting in early February. The inspection of Valley Hi has been scheduled for tomorrow.

Artwork Sub-Committee: Chairman Hill informed committee members that the sub-committee is taking a brief hiatus. New members will be needed to fill the empty positions. Mr. Merkel noted he would be interested if the meeting date/times could be changes. Chairman Hill stated that Ms. Peschke is still interested as well, but the current date/times are inconvenient for her as well.

Cable Commission: None

Convention & Visitors' Bureau: The CVB meeting is scheduled for tomorrow.

Council of Governments: McCog is busy working on their holiday schedule.

EDC: The EDC Legislative reception will take place at the American Bank in Woodstock on November 21<sup>st</sup> starting at 4:30p.m.

FUTURE TOPICS

Board Rules: Committee members were reminded that the County Board Rules are still in need of amending. She noted that ethics training for the County Board members will be scheduled with the State's Attorney shortly after the new members take office. Chairman Hill noted the need for all County Board members to attend.

Committee members noted that this years County Board dinner will be hosted by the men.

ADJOURNMENT

The meeting adjourned at 9:33 a.m. on a motion by Mr. Merkel, seconded by Mr. Heisler with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Recommend approval of authorizing settlement of a Workers' Compensation Claim

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