

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

MINUTES OF TUESDAY, MAY 22, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; May Donner; Barbara Wheeler; and Mary Lou Zierer. Peter Merkel arrived at 8:18a.m. Yvonne Barnes was absent. Also in attendance: Kenneth D. Koehler, Chairman, McHenry County Board; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Facilities Management; Cathy Link, Purchasing; Paul Lerner, Information Technology; interested public and the press.

Tina Hill, Chairman	
Yvonne Barnes	Marie Chmiel
Mary Donner	Pete Merkel
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Ms. Wheeler made a motion, seconded by Ms. Chmiel to approve the minutes of the Tuesday, May 8, 2007 Joint Management Services and Building Projects Committees meeting. The minutes were approved as presented with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

Mr. Merkel arrived at 8:18a.m.

NEW BUSINESS

Resolution authorizing the award of bid for parking lot seal coating and related service at the McHenry County Government Center Campus: Ms. Wheeler made a motion, seconded by Chmiel, to recommend the County Board approve a Resolution authorizing the award of bid for parking lot seal coating and related service at the McHenry County Government Center Campus. Committee members were informed that this service was sent out for bid with three (3) companies responding. \$69,300 was budgeted for this service. The lowest responsible bid came in above the amount budgeted. Mr. Hadley noted that his current budget should cover this cost, without requesting additional budget. Committee members noted that since the bid came in above what was budgeted, the resolution should note that the remaining funds would come from Facilities Managements current budget. Ms. Wheeler made a motion, seconded by Ms. Donner to recommend the above Resolution be amended under the first “whereas” to state that the bids came in over budget by \$6,015 and this overage would be covered by the current Facilities Management budget. The motion carried with all members present voting aye. The original motion carried with all members present voting aye.

Discussion on County Administrator Evaluation Process: Chairman Hill stated that one of the duties of this committee is to conduct the evaluation for the County Administrator. She stated that she recently reviewed last year’s process that did not receive much feedback. Mr. Austin noted that he would write up his accomplishments and goals for the year with a list what projects went well and where improvements are needed. These would be provided to all of the County Board members for review. These reviews will be discussed in executive session. After the completion of the executive session, the committee would then discuss the goals for the coming year. Chairman Hill will then write up an action plan to address the goals for the coming year. These goals must include some measures that must be met. It was noted that there were some weaknesses in the system last year where no goals were set. Committee members agreed that there should be some more measurable goals brought forward for the coming year.

Animal Control Facility – Next Steps: Chairman Koehler informed committee members that after the last County Board meeting, a group discussion was held with Prime Staff as well as Ms. Link, Mr. Austin, Mr. Hadley and Chairman Koehler to review where we are in the Animal Control Building process and discuss whether we focus on just Animal Control or include the whole building project in the discussion. It was decided that we should build the best building we can, with the funds that we have. It is obvious that some cuts will be needed. A meeting was then held with Mr. McNulty and Mr. Rivard to discuss the use of some of the equipment, like office cubicles, that are already located at the State Farm facility. Some of the items previously included in the specs will have to be delayed until a later date. The CEO of Prime, Scott Dixon, noted that he and his team would put their best effort forward to bring forward a viable project and to keep costs in line. It was noted that at this time the biggest concern is in the mechanicals of the building, which should be upgraded. Until these items have been sent out for bid we won’t know the costs for the mechanical upgrade. It was noted that the

bids will be fast tracked out. It was stated that staff needs direction of the committee in order to send these items out for bid. Prime staff will then gather the information and take a hard look at the mechanicals and cost cutting suggestions. If a favorable plan is put together we can move forward. Committee members were questioned whether they would need to see and approve these plans or could staff be given direction to move forward if a favorable plan is received. Committee members noted they would like to review the plans before moving forward. It was stated that it is exciting to know there are grants available to offer better services to our constituents and therefore we need to make sure we do the right improvements to this facility. It was noted that some of the items could be upgraded at a later date. It was stated that we do not want to lose the focus of the needs of the nursing area as well as animal control. Committee members requested a special meeting set up for Friday, May 25th to review the plans for the animal control/nursing division facility.

Discussion – Valley-Hi Breezeway: Mr. Hadley informed committee members that the breezeway between the old Valley Hi Nursing Home and the vacant house is leaking and is in need of demolition. The Highway Department has offered help to tear the breezeway down. Mr. Hadley stated that he needs committee approval to tear this portion of the facility down. The locks have all been changed in the old Valley Hi facility. Facilities Management staff have started the cleaning of the facility with the removal of old unusable furniture, medical waste and mercury. Rooms will be set up in each wing for storage of usable items to be sent to the auction. Rooms are also being assigned to departments for storage. Court Services has placed over 400 items for archives. The Circuit Clerk has removed 300 boxes from the evidence barn for placement in archives as well. Ms. Zierer made a motion, seconded by Ms. Wheeler to recommend the breezeway between the old Valley Hi Nursing Home and the house be removed. The motion carried with all members present voting aye on a voice vote. Ms. Zierer noted that a decision will have to be made regarding the use of the house located on the property as well.

EXECUTIVE SESSION

None

OLD BUSINESS

Public Participation Sign-in Sheet: Chairman Hill noted that since they have been working on the County Board rules it was determined that the sign in sheet should be reviewed as well. Changes previously made to the Public Participation sheet were discussed. It was stated that this should be called a "Public Comment Sheet" as the public is allowed to comment on any issue, but, they do not participate in any portion of the County Board meeting. Committee members noted that it is important to educate the public on this issue and some items should be presented during the ZBA meetings and not at the County Board. Chairman Hill suggested that we add "citizens are recommended to take zoning concerns to the ZBA". Other committee members stated they are not comfortable adding any additional wording as they feel the public should be able to have their say, regardless of the issue. Committee members questioned whether public comment is required as some meetings seen in other jurisdictions do not include a public comment section. It was noted that they would have to check with State Statute regarding this issue. The consensus of the committee was that the County Board Agenda and Public Participation Sheet should be changed to read "Public Comment". Ms. Wheeler made a motion, seconded by Ms. Zierer to reject the current Public Participation form. The motion failed with three ayes (Donner, Wheeler, Zierer) and three nays (Chmiel, Merkel, Hill). Ms. Donner made a motion, seconded by Ms. Wheeler to change the Public Participation Sheet to a Public Comment Sheet. The motion carried with all members present voting aye on a voice vote. Ms. Donner made a motion to change the County Board Agenda and Public Participation forms to read "Public Comment". Committee members questioned whether these items should be changed before approval of the County Board rules as these sheets are included as part of the rules. The consensus of the committee was to use the old forms previously used and to wait until the County Board rules have been changed to include changes to the forms. Ms. Donner removed her motion.

Updates: Campus Plan: A pre-plan meeting has been scheduled for tomorrow. They are currently gathering information on current floor plans for the various facilities for review at the meeting.

Sound System for Board Room: Bids have been sent out and received for a new Sound System for the County Board room. All three bidders have confirmed that the current system is undersized for its use. The system has lived beyond its expectancy as well. All three bids include a complete upgrade to the current system. Demonstrations and review of the products will be conducted with a recommendation coming back to the Committee. Information Technology will be consulted regarding the compatibility of the system with the County's current systems.

Strategic Planning: Mr. Labaj noted they are hopeful to have the final draft of the Strategic Plan completed and in County Board members boxes by the end of the week.

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REPORTS TO COMMITTEE

Administrator: Mr. Austin noted that right now is an exciting time at the County. From the strategic plan, action plans will be developed. A meeting has been scheduled for June 13 to discuss the action steps needed to get started on the plan.

A presentation was provided to the Department Heads and Elected officials regarding the Wage and Salary study. Every job in the County will be "surveyed" and classified. It is hopeful that this project can be completed by October.

A meeting regarding the campus plan is scheduled for tomorrow.

Numbers are being put together for the Valley Hi audit. These numbers will be reviewed June 6th and 7th.

The Circuit Clerk remodel has been completed. Court Services and the entrance area are the next area's scheduled for remodeling.

The new HRIS system is almost ready to go live. This should move forward in the very near future.

The budget kick off is right around the corner.

The new Groundwater Resource Manager has met with most of the municipality officials and is meeting today with CMAP and Lake County.

Mr. Austin noted that he had a lengthy meeting with Mr. Korpalski, the County Engineer, and 5 collar counties regarding transportation funding. He noted they are having discussions regarding possible additional revenue for highway projects.

Mr. Hadley noted that the engineers are currently reviewing our equipment as part of the Performance Contracting. They are removing the old boilers from the boiler room with new equipment to be installed. This should be completed by August. Mr. Hadley reminded committee members that with this project the county should save over \$435,000 over 10 years.

Art Work Sub-Committee: Chairman Hill noted she would like to have an unveiling of the County's permanent art collection prior to the County Board meeting on June 19th. A presentation of the moveable mural, being created for the county, will take place at that time as well.

Cable Commission: House Bill 1500 is being reviewed by the State. An amendment is under consideration, which is still in draft form and awaiting the addition of language on build-out requirements, would create the statewide authorization process for new providers. The amendment would allow incumbent providers to terminate their franchise agreements with 180 days notice. Any commitments to funding PEG channels would continue until the end of the year. New providers would need to submit an exact description of their proposed service area. Fees provided to local government would be based upon a broader-based definition of gross revenues that includes items such as advertising revenue and home shopping commissions that were omitted in the original bill. The fee submitted would be up to 5% or the highest amount paid by incumbent providers. The county currently has three cable providers. From them the County receives approximately \$500,000 per year.

Council of Governments: The next McCog meeting has been scheduled for May 23rd. The election of the new officers will take place.

A presentation on the new GIS department will be scheduled for June 10th.

A future topic presented to the committee will be Web-casting. This is the same system as seen at NACO. Committee members can view where this system is currently being used to see how the system works by logging onto Glenview Illinois' webpage. The system is voice activated to allow for view a specific portion of a meeting as well as a specific date. Committee members questioned whether the County is considering a cable access channel. It was noted that there probably would not be any channels available to obtain for this type of program.

EMA Conference rooms: To be discussed at a later date.

ADJOURNMENT

The meeting adjourned at 9:30 a.m. on a motion by Ms. Donner, seconded by Ms. Zierer with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of a Resolution authorizing the award of bid for parking lot seal coating and related service at the McHenry County Government Center Campus

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