

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

MINUTES OF FRIDAY, MAY 25, 2007

Chairman Hill called the Management Services Committee meeting to order at 9:00 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Mary Donner; Barbara Wheeler; and Mary Lou Zierer. Yvonne Barnes and Peter Merkel were absent. Also in attendance: Kenneth D. Koehler, Chairman, McHenry County Board; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Facilities Management; Cathy Link, Purchasing; Pat McNulty, Health Department; interested public and the press.

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

MINUTE APPROVAL

Ms. Chmiel made a motion, seconded by Ms. Donner to approve the minutes of the Tuesday, May 22, 2007 Management Services meeting. Ms. Chmiel asked that the minutes be amended on page 2, under OLD BUSINESS, the votes should read three ayes (Donner, Wheeler and Zierer) and three nays (Chmiel, Merkel, Hill). The minutes were approved as amended with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION: None

PRESENTATION: None

NEW BUSINESS

Consideration of plans for the Animal Control Facility: Chairman Hill asked Mr. Austin to present the revised plan for the Animal Control Facility. Mr. Austin noted that at the last meeting the Committee had requested to meet today to take a last look at a revised plan for the proposed facility. He stated the plan as submitted today appears workable although not ideal. He reported that Prime is committed to the project and has given high priority to making the plan work. The following twelve points were identified as areas where costs will be reduced:

- Utilize additional existing walls;
- Eliminate some private offices;
- Reduce medical area to one large area;
- Eliminate one exterior entrance and associated sidewalk;
- Align plumbing alls of Animal Control with Environmental Health (EH) and Nursing;
- Utilize existing reception millwork;
- Minimize millwork in exam room;
- Eliminate one cat colony and reuse existing bathroom;
- Reduce electrical openings throughout Animal Control and EH/Nursing;
- Reduce quantity of plumbing fixtures throughout (per staff input);
- Reuse existing steel case office (4); and
- Reuse existing cubicles (quantity to be determined).

Mr. Austin noted that the reduction in plumbing fixtures would allow for significant savings and added that all plumbing must meet State and local codes. The reuse of steel framework also adds significant savings. Should the proposed design not work well it could be adjusted at a later date. Mr. Hadley stated that some work could be done by Facilities Management Staff, such as installing kennels and resurfacing of the parking lot at a later date. Mr. Austin also noted there would be reductions in technology costs, but would need to discuss this further with Mr. Sullivan, who has been on vacation this past week. Mr. Austin stated that staff and Prime are confident this plan will work and expressed a desire to proceed with getting the RFPs out for bids. Ms. Chmiel raised concern with the parking lot being resurfaced later stating that would be easier to get this done before it is to be used. She also noted the proposed reduction in both dogs and cats and felt there were still plans for too many cats with not enough space to dogs, she felt cats should be handled by services such as Helping PAWS. Ms. Chmiel pointed out that the second adoption counseling room appears to have direct entrance to other working areas and suggested that a door to stop such access should be planned. Mr. McNulty stated that the public would not be allowed in this counseling room without staff accompanying that person. Mr. Hadley stated he felt the doorway could be shifted somewhat so as to make the entrance through the outside corridor. He also stated that the resurfacing of parking lots is usually scheduled after hours and it would be done at a future time with no impact to daily operations. Ms. Donner asked what was the average number of dogs and cats currently held at Animal Control. Mr. McNulty stated it does vary, but typically there are 60 cats with dedicated space available for 30 to 36 dogs. Ms. Chmiel stated she is concerned with the long-term costs involved in housing cats over a number of weeks/months.

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Mr. McNulty stated that the department tries to transfer cats as quickly as possible after the initial holding period. He noted that seasonal issues do arise. Chairman Hill asked if more space for dogs were needed could this be handled with the proposed plan. Mr. McNulty stated the possibility of reallocating space could be done and smaller dogs could be sheltered in the cat areas, noting the use of crates for cats does offer flexibility. Ms. Wheeler asked if the proposed space for the clinic could address the needs of women if the grant for cervical/breast cancer is awarded. Mr. McNulty noted if awarded the grant would be effective on July 1st and the building will not be ready at that point. He would also need to discuss this issue with the Director of Nursing to see what space would meet the needs of that grant. Ms. Wheeler asked if Mr. Rivard and Dr. Mehanovic had reviewed the proposed plan and if they had raised any concerns. Mr. McNulty responded that both are comfortable with the plan and felt it was reasonable and workable. Ms. Donner commented that she is pleased with the plan and would like to move forward to the bidding process. Mr. Austin stated if so directed the RFP would be on the street in June, with construction to begin in August and move-in scheduled for January. Ms. Zierer asked if the locker room areas were necessary. Mr. Austin stated the area is very appropriate for staff and allows for showering and changing after handling sick/injured animals. Mr. Hadley confirmed that all restrooms would meet ADA guidelines. Ms. Zierer recommended moving forward with the proposal. Ms. Chmiel asked if the mechanicals were the same as proposed in Plan B. Mr. Austin replied that there were. Chairman Hill noted the importance of good airflow. She stated she had visited a kennel in Huntley and it was obvious that the air flow was inadequate, the animal odor was overwhelming. She also had visited the new facility in Kane County and the air flow was adequate. Ms. Chmiel asked if language could be added to the RFP stating that "the County reserves the right to change the Plan." Ms. Link responded that if such wording was included it would be impossible to get firm bids. She pointed out that the County always has the option to refuse a bid. She stated that when bids are requested a very detailed plan is provided and bidders can also present options to a plan. Mr. Hadley stated that the team for the project will be individuals the County has worked with in the past, including Tom Burroughs, the on-site person, and Ron Powers the Project Manager. Mr. Austin stated if the project as presented moves forward at this point it will become a Building Projects Committee item. Ms. Donner made a motion, seconded by Ms. Wheeler, to formalize the Plan, known as Plan C and begin the bidding process and assign this project to the Building Projects Committee. The motion carried with a roll call vote of all ayes (Wheeler, Chmiel, Donner, Zierer and Hill).

EXECUTIVE SESSION: None

OLD BUSINESS: None

REPORTS TO COMMITTEE: None

ADJOURNMENT

The meeting adjourned at 9:38 a.m. on a motion by Ms. Wheeler, seconded by Ms. Donner with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION: None

The Committee approved moving forward with "Plan C" for the Animal Control Project, noting that this project will now be handled by the Building Projects Committee.

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