

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

MINUTES OF TUESDAY, AUGUST 14, 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; Mary Donner; Barbara Wheeler; Yvonne Barnes and Mary Lou Zierer. Peter Merkel arrived at 8:14 Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Ralph Sarbaugh, Associate County Administrator – Finance; Nicole Gattuso, GIS; John Hadley, Facilities Management; Bill Draths, Records Manager; 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. Wheeler to approve the minutes of the Tuesday, July 24, 2007 Management Services Committee meeting. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION

None.

PRESENTATION

None

Mr. Merkel arrived at 8:14a.m.

NEW BUSINESS

*Discussion on the restoration and storage of archived books and records:* Mr. Draths and Mr. Hadley joined committee members for a discussion on the restoration and storage of archived books and records. Committee members were informed that when the Valley Hi barn was being cleared out for demolition, they were shocked to find a lot of old records that was being stored, under tarps, in the barn. These items have been contaminated with wildlife droppings, bacteria, etc., among other things. At that time a Restoration company was contacted about the cleanup of these historic items. Included in these items are leather bound noted from the late 1800's to early 1900's. These items have been wrapped in plastic and placed in a truck, on site, for storage. Mr. Draths noted he does not know if these items need to be saved by the county as they are unable to view them because of the contamination. Mr. Draths questioned if he should send out a bid for the decontamination. Some of the items could be of historic value, but is also unknown because of the contamination. Committee members were reminded that Mr. Draths is the first Records Manager that has been hired by the county, so it was unknown what these records contain. Committee members noted concern that they would be spending a large amount of money for records that may be thrown out. Mr. Draths noted that until we know what these records are, we have to keep them. It is assumed that these items were previously in storage in the old attic at the courthouse on the Woodstock square. Mr. Hadley stated they are coming before the committee to ask for direction regarding these records. Committee members questioned if we are legally bound to keep these items, they stated that if these items are lost in a fire, there would not be an attempt to save these items. Committee members requested that Mr. Draths get an estimate for costs to decontaminate these items and get a State's Attorneys opinion whether we are legally bound to keep these items. It was stated that funds could be set aside for a decision later in the budget year if necessary.

*FY07/08 Budget Reviews: Facilities Management:* Committee members were informed that the budgets being reviewed are maintenance budgets. The personnel costs will be considered at a later date and removed from the current maintenance budget. Supplemental requests will be reviewed at a later date as well. Committee members reviewed the maintenance budgets for Facilities Management. The department has responsibility of highway funds for maintenance at the Highway Department as well as some funds for maintenance at Valley Hi. An additional archive budget may be needed in the future if the clean up is authorized. Mr. Hadley has prioritized his supplemental requests. Ms. Donner made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budgets for Facilities Management as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

*Information Technology/GIS:* Committee members reviewed the maintenance budget for Information Technology. This department is in need of additional personnel to address the strategic plans for the County. Committee members were informed that after the maintenance budgets are approved, staff will review personnel requests from all of the departments and come to an agreement regarding the personnel needs of the county. Ms. Wheeler made a motion, seconded by Ms. Barnes to recommend approval of the maintenance budget for Information Technology. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

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*GIS:* Committee members reviewed the maintenance budget for the GIS department. This is the first year for budget reviews for this newly created department. This department does get revenue. They receive a portion of recording fees received by the county. This department is not subsidized by the general fund. Because of a one time budget adjustment, they budget for FY07/08 has been decreased. The Department was congratulated for its seamless conversion from the Assessors office to the newly created GIS office. Ms. Donner made a motion, seconded by Ms. Barnes to recommend approval of the maintenance budget for the GIS department as presented. The motion carried with all members present voting aye on a roll call vote. Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

*Purchasing:* Committee members reviewed the maintenance budget for the Purchasing Department. This is an internal services department that does not generate any revenue. Mr. Sarbaugh congratulated the department for separating the mail room costs from the department budget. Ms. Chmiel made a motion, seconded by Ms. Wheeler to recommend approval of the maintenance budget for the Purchasing department as presented. The motion carried with all members present voting aye on a roll call vote. Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Committee members questioned what the policy is for the county for continual education. Committee members were informed that this County Board agreed that higher education is a priority of the county and set aside \$10,000 to help pay for higher education classes. These are paid on a 50/50 mix. The employees are encouraged to upgrade their education. Most workshops are included in the departments' budgets. Committee members were informed that the strategic plan addresses education, but, there is no formal policy regarding these funds.

### OLD BUSINESS

*Animal Control bid update:* Committee members were informed that the scheduled bid opening for construction at the new animal control facility is today at 2:00p.m. in conference room A for those interested in attending. It is hopeful that these bids come in close to the \$2 million dollars that have been allocated for the project. If bids are acceptable, the project will be turned over to the Building Projects Committee. If the project bids come in too high, this committee will be responsible for the project until the costs can be brought down. Prime Hoffman will review the bids and provide an evaluation within a week. The project will be awarded by trade. It is hopeful that the demolition can begin by the first week in September.

*Campus Plan Update:* Mr. Austin informed committee members KSA addressed the Department Heads and Elected officials, who were informed they would be receiving a questionnaire regarding the future needs of their departments. KSA has been out to the County a couple of times for information and tours of the area.

*Green Government Policies - Discussion:* Committee members entered into a preliminary discussion on how to turn County government "green". They stated they are looking for ways the county can create environmentally sound. Committee members were informed that there is an action team in the county that meets quarterly with those interested in creating "green" policies for the County. Mr. Hadley noted that his department uses environmentally friendly products for cleaning the facilities and stated the Purchasing Department continually tries to purchase green friendly products for the County. He reminded committee members that the County has been an energy star partner since 2002 and is the only county in the State to have this status. The only other government unit in the State to have this designation is the Will County Forest Preserve. Committee members were informed that October is Co2 month and the newspaper will be highlighting initiatives and tax breaks available for using green products. Mr. Hadley noted that many programs have been started to support "green" in the county.

### REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin informed committee members that the strategic plan is now available on the intranet for those interested.

*Artwork Sub-Committee:* Chairman Hill informed committee members that an Artwork committee meeting has been scheduled for Friday. The committee will be discussing how to move forward with limited funding that is available. It is hopeful that the committee can partner with another entity to fair funds and awareness to the County. They will be researching various options.

*Cable Commission:* Committee members were informed that a meeting will be scheduled with the Department of Transportation and the States Attorney to discuss right of way issues.

*Council of Governments:* Committee members noted confusion on the "seat" being provided on McCog for the Planning Commission and the Council of Governments involvement with the Planning Commission. Committee members were informed that the group was given a non-voting seat to keep information flowing between the two groups. It was noted that everyone is excited with the involvement of the Planning Commission.

### FUTURE TOPICS

None

EXECUTIVE SESSION: None

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Chairman Hill reminded committee members that they would be joining the Finance and Audit Committees for a joint meeting scheduled in conference room A.

ADJOURNMENT

The meeting adjourned at 9:15 a.m. on a motion by Ms. Barnes, seconded by Ms. Chmiel with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

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