

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

MINUTES OF TUESDAY, AUGUST 26, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Tina Hill; Yvonne Barnes; Mary Donner; Mary Lou Zierer; Peter Merkel and Barbara Wheeler. Marie Chmiel was absent. Also in attendance: Ken Koehler, Chairman, McHenry County Board; Peter Austin, County Administrator; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; Adam Lehmann, Administrator Intern; Nicole Gattuso, GIS Manager; Phyllis Walters and Nancy Walkington, Recorder; John Hadley, Facilities Management; Ralph Sarbaugh, Associate County Administrator-Finance; Gene Lowery, Under Sheriff; Barry Valentine and Bob Ellsworth, EMA; and the press.

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

MINUTE APPROVAL

Committee members reviewed the minutes of August 12, 2008. After review, Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the August 12, 2008 Management Services Committee meeting, as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

PRESENTATION

GIS: Nicole Gattuso, GIS Manager, joined committee members for a presentation in support of an increase in the Geographic Information System Filing Fee. The current fee is \$10 per document and the department is requesting an increase to \$15 per document. In 2000 the County Board adopted a resolution for the collection of a three dollar fee, through the recorder's office, two dollars of which went into a GIS fund. In 2004 the fee was increased to \$11 following an independent study, \$10 of which goes into the GIS fund. Since 2005, GIS recording fee revenues has dropped dramatically. An independent study has revealed that the fees need to be raised to \$14.59 per document to maintain the current staff, data, and equipment of the department and to meet the existing demands of County Departments, the fees will need to be raised to \$15.40, which would fund two additional positions. Several other departments rely on the data, development and overall resources being provided by the GIS Department. If the Department does not have appropriate funding, the data will become obsolete and useless for many current applications. Some of the Departments that have used or proposed using some of the GIS applications are assistance with Gypsy Moth locations to provide information for spray area, develop maps for Water Resources, Division of Transportation, County Clerk, Planning & Development, Assessments, Health Department, EMA and Administration. The new web application "Athena" brings complex data to all users. This application brings data from other departments and can print out maps with this information. This saves times and resources and is easy to use. This system is also great for public use. Ms. Gattuso noted that there is a need to expand to additional departments and provide additional information for public use as well as expand the coordination with other agencies and to provide the ability to download the information. This department is 100% funded by the GIS fees. The department has seen a 38% decrease in funding over the past three years. A study was conducted that concluded that the GIS fees need to be \$15 in order to function as a department. Chairman Koehler stated that one of the most serious issues facing the county is the eradication of trees because of insect infestation and it is necessary to map the breakout areas so they can focus on spraying only the areas where the infestation has been found.

NEW BUSINESS

FY08-09 Budget Reviews: The Budget Reviews for County Administration, County Board and Risk Management will be heard at a future meeting.

Resolution authorizing an increase in the Geographic Information System Filing Fee: Committee members reviewed a Resolution authorizing an increase in the Geographic Information System Filing Fee. Ms. Wheeler made a motion, seconded by Ms. Barnes to recommend approval of the above

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Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing a pre-design needs assessment for expanded public safety center space needs with Kluber, Shahan & Associates and Kimmee & Associates: Committee members reviewed a Resolution authorizing a pre-design needs assessment for expanded public safety center space needs. Ms. Donner made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as presented. Committee members were reminded that after completion of the campus plan the County was confronted with the reality of the economic uncertainty. When the study was completed there was a momentary pause when the \$30 million cost was revealed. This assessment will provide options to consider without placing the whole study on the shelf. This assessment will cost \$25,000 but will allow for a detailed look to research good ideas and needs are for now and in the future. Questions will need to be answered on who will be located in the Center, what rooms could be built and shared among the various departments and what would be the best way to utilize the space. Mr. Austin stated that we know we need the facility but, we don't want to jump into building without finding out the current needs and future needs are and when these are needed, and what could be put off until a future date. The current study has provided very general information and this study would give the County the right tools in order to make an informed decision. The Government Center Departments are already outgrowing their needs. Additional courtrooms will be needed in the near future, the State's Attorney is already out of space. The completion of a Public Safety Center would address the space needs for those remaining in the government center. After a lengthy discussion, the motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing an increase to the Recorder's Automation Fee allowing the Recorder to collect \$3.00 per document recorded: Committee members reviewed a Resolution authorizing an increase to the Recorder's Automation Fee allowing the Recorder to collect \$3.00 per document recorded. This would raise the current charge of \$10 to \$13, an increase of \$3 per document. A major portion of the fund pays for computer and technology equipment as well as personnel expenditures for computer technology and backfile conversion departments. Ms. Wheeler made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. The backfile conversion is 600,000 documents away from conversion and the department will be the first one in the State to accomplish this. The motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Discussion – Teleconference September 9th on Problems and Risks Associated with Green Construction: Mr. Hadley joined committee members to inform them of a Teleconference on Problems and Risks Associated with Green Construction, that he has signed up for is scheduled for noon on September 9th for those interested. He stated that they could have as many people as would like to attend and lunch would be provided. Sign up will be necessary. Mr. Austin asked that committee members inform Mr. Hadley of their intentions to attend, because it may be necessary to "notice" the meeting.

OLD BUSINESS

County Seal: Committee members were informed that with the schools going back into session the Regional Superintendent of Schools has sent out information regarding the seal project. One submission has been received depicting Dick Tracy on the seal. Royalties would need to be paid if this was used.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that a special Valley Hi Committee meeting has been scheduled Thursday to continue discussions from last week's meeting. Revere Management is providing a 9 month update on the Revere Management Contract.

The Regional Planning Commission kicks off the technical process on Thursday at 6:00p.m.

Green Team: Mr. Lehman reported that the next Green Team meeting has been rescheduled to next week.

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Committee members were reminded that Northern Illinois University is building a fiber optic network that runs from Chicago to Dubuque and continues to get larger. They have been working with local counties and communities to share resources and gain the benefits of having access to low cost internet, lowering costs for internal communications and having a system that can contribute to the disaster planning process. They are trying to let outside agencies to think about laying fiber optic lines when construction is being done as it is cheaper to lay these lines when current construction is already scheduled. This could result in much cheaper internets usage costs.

It was reported that a good meeting was held on document storage issues and electronic management. This is a major issue and we are trying to get all the departments to work together on these issues.

Committee members were informed that the demolition of the Harrison House and the old Animal Control facility has been completed. The old administrator's house at Valley Hi is scheduled for demolition next week.

FUTURE TOPICS

Webcasting: Mr. Austin reported that he is working with both groups on what their costs will be. We are trying to determine the hard cost of the equipment before a determination can be made.

Chairman Hill stated that the vehicle use policy will be discussed at a future meeting.

EXECUTIVE SESSION

None.

ADJOURNMENT:

The meeting adjourned at 9:24a.m. on a motion by Ms. Donner, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a pre-design Needs Assessment Study for expanded public safety center space needs with Kluber, Shahan & Associates and Kimmee & Associates

Resolution authorizing an increase in the Geographic Information System Filing Fee

Resolution authorizing an increase to the County Recorder's Automation Fee allowing the Recorder to collect an additional \$3.00 per document recorded

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