

**JOINT MEETING MINUTES OF THE  
FINANCE AND AUDIT AND THE PLANNING AND DEVELOPMENT COMMITTEES  
TUESDAY, SEPTEMBER 9, 2008  
McHenry County Administration Building  
667 Ware Road  
Woodstock, IL 60098**

MINUTES OF TUESDAY, SEPTEMBER 9, 2008

Chairman Munaretto called the Finance & Audit (F/A) Committee meeting to order at 9:30 am and Chairman Wheeler called the Planning and Development (P&D) Committee to order at 9:30 a.m. The following members of the Planning & Development Committee were present: Chairman Barbara Wheeler; Randy Donley; Mary Donner; Jim Heisler; Peter Merkel; and Marc Munaretto. Virginia Peschke was absent. The following members of the Finance and Audit Committee were present: Chairman Marc Munaretto; Marie Chmiel; Dan Ryan; John Hammerand; and Tina Hill. Lyn Orphal was absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Matt Hansel, Planning & Development; Donna Mayberry, Supervisor of Assessments; Pam Palmer, Auditor; Cindy Kozlowski, Budget Analyst; Cathy Link, Purchasing; interested public; and press.

**PLANNING/DEVELOPMENT COMMITTEE**

Barbara Wheeler, Chairman	
Randy Donley	Mary L. Donner
Jim Heisler	Peter Merkel
Marc Munaretto	Virginia Peschke

**FINANCE AND AUDIT COMMITTEE**

Marc Munaretto, Chairman	
Marie Chmiel	John Hammerand
Tina Hill	Lyn Orphal
Daniel Ryan	Barbara Wheeler

PUBLIC PARTICIPATION: Ms. Pat Kennedy addressed the Committees and asked that when hiring the land use consultant to work with the Regional Planning Commission consideration be given to having the consultant actually work with the group and not just re-write the wording.

PRESENTATION: None.

NEW BUSINESS

*Resolution authorizing an agreement with Houseal Lavigne & Associates for technical writing services and a budget line item transfer in the FY 07/08 budget:* On behalf of the P&D Committee, Mr. Merkel made a motion, seconded by Ms. Donner, to recommend the County Board approve a Resolution authorizing an agreement with Houseal Lavigne & Associates for technical writing services and a budget line item transfer in the FY 07/08 budget. On behalf of the F/A Committee, a like motion was made by Ms. Chmiel, seconded by Ms. Hill. Ms. Wheeler stated that she would like to amend the Resolution to make the cost not to exceed \$78,000 instead of \$70,000 so that if all options are selected the amount will be enough to cover those costs without the need to revisit this issue. The motion to amend was made by Ms. Wheeler, seconded by Ms. Donner, for the P&D Committee. On behalf of the F/A Committee, Ms. Hill made a like motion to amend, seconded by Mr. Ryan. Mr. Ryan then questioned who would make the decision on what options should be approved. Mr. Austin responded that there is no certainty as to the options at this point and work with the Regional Planning Commission would be necessary to make these determinations. He stated that the increased amount should provide enough flexibility to deliver the services. He pointed out that work on each chapter will vary. Mr. Donley asked why a representative from the firm was not at today's meeting to present this information and respond to questions. Mr. Austin stated it was felt that this was mainly an administrative task and the firm's attendance today was unnecessary. Mr. Ryan asked how the firm of Houseal Lavigne was selected. Mr. Austin responded that telephone interviews were conducted with five firms. Two finalists were selected and both came for an additional interview. After those two interviews, it was determined to make a recommendation to hire Houseal Lavigne. Ms. Chmiel stated that even with the proposed amendment of \$78,000 the final price could be higher since the contract as purposed by Houseal Lavigne may not include all costs. Mr. Munaretto stated that the Resolution as amended provides for the total costs not to exceed \$78,000. Ms. Hill cautioned that in reading the contract provided, the firm would be able to bill the County for extra work provided over and above the \$78,000. Mr. Munaretto noted that the County is only willing to pay \$78,000 and that this cost does include all reimbursable expenses. Ms. Wheeler asked if the contract could be amended. Mr. Munaretto stated it is up to the County to make sure the work does not exceed the \$78,000 and hopefully the contract will be less than the \$78,000. Mr. Ryan cautioned that the Campus Plan came in with 9% incidentals charges, noting if the money is available it will be used. Mr. Austin stated that it is difficult at this time to determine exact amounts since it is very early in the process and exact needs are unknown. Mr. Hansel stated that every effort will be made not to duplicate work. Mr. Merkel cautioned that when extra work is requested such efforts must fall within the framework, duties and responsibilities of the tasks and members of the Regional Planning Commission (RPS) should be made aware of these controls. Ms. Donner agreed with Mr. Merkel adding that the RPC must be prudent. Mr. Munaretto suggested that any optional work should first be approved by the Planning and Development Committee. Ms. Wheeler stated she would be uncomfortable in doing so as this would be a form of micro-managing. Mr. Austin stated that he could keep the P&D Committee aware of such request. Mr. Munaretto added that the P&D Committee should provide normal advisory oversight when supplemental services are requested by the RPC so there are "no surprises" noting that \$78,000 should include any and all expenses. Mr. Austin stated that printing costs are based on what is requested and he could not guarantee that \$78,000 would include additional printing expenses. Mr. Munaretto stated that any additional printing costs would need to be paid. Ms. Hill stated that the contract should be "tweaked" to include the "extra" expenses. Ms. Link stated that such services could be specifically outlined in the Purchase Order. She stated that the Purchase Order supersedes all contracts and is the County's acceptance and as such the Purchase Order eliminates the contract. Mr. Ryan stated it is his understanding that the contract is for the firm's hourly services and the original amount of \$62,500 is their estimates for those costs, in addition the firm will bill extra for other charges. Ms. Hill noted according to Ms. Link the Purchase Order would supersede the contract. Mr. Hammerand questioned when the work would be completed and if this could be part of the budget process. It was noted that the timeline for the job indicates a completion date of February 2009 and the work on this project is currently underway. Noting no

further discussion a roll call vote on the motion to amend was called. The motion to amend was passed by the P&D Committee with five ayes (Donley, Merkel, Donner, Heisler and Wheeler). The motion to amend was passed by the F/A Committee with three ayes  
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(Chmiel, Hill and Munaretto) and two nays (Hammerand and Ryan). A roll call vote on the main motion was called. The motion was passed by the P&D Committee with five ayes (Donley, Merkel, Donner, Heisler and Wheeler) and then by the F/A Committee with a roll call vote of three ayes (Chmiel, Hill and Munaretto) and two nays (Hammerand and Ryan).

*Resolution authorizing a budget line item transfer in the Community Development Block Grant FY 07/08 budget:* On behalf of the P & D Committee, Mr. Merkel made a motion, seconded by Mr. Hammerand, to recommend the County Board approve a Resolution authorizing a budget line item transfer in the Community Development Block Grant FY 07/08 budget. The motion carried with all member present voting aye on a roll call vote (Donley, Donner, Heisler and Wheeler), On behalf of the F/A Committee, a like motion was made by Ms. Chmiel seconded by Mr. Ryan. The motion carried with all members of the F/A Committee voting aye on a roll call vote (Hammerand, Ryan, Hill, Chmiel and Munaretto).

P & D Committee Chairman Wheeler addressed her Committee noting that there was a need for a second meeting this month. She asked members if they would be willing to meet on Thursday, September 25, 2008 at 8:30 am to conduct regular business. She stated that interviews would be conducted during the regularly scheduled meeting on October 2, 2008. Members agreed to meet on September 25<sup>th</sup>. Chairman Wheeler reported that in following ZBA rules, a recent request for a refund of money paid up front for a ZBA petition was denied. The petitioner is still seeking reimbursement and she asked if the Committee had any direction to provide to the County Administrator. Members agreed that this could be included on the P&D Committee agenda for discussion during the September 25<sup>th</sup> meeting,

ADJOURNMENT

Noting no additional business for the P&D Committee, Ms. Donner made a motion, seconded by Mr. Heisler to adjourn the joint meeting of the Planning and Development Committee at 10:15 am. The Finance and Audit Committees will continue their regularly scheduled meeting.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Resolution authorizing an agreement with Houseal Lavigne & Associates for technical writing services and a budget line item transfer in the FY 07/08 budget

Resolution authorizing a budget line item transfer in the Community Development Block Grant FY 07/08 budget.

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