

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

MINUTES OF MONDAY AUGUST 25, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Lyn Orphal and Paula Yensen. Pete Merkel arrived at 8:31a.m. Yvonne Barnes and Tina Hill were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Tom Sullivan and Paul Lerner, IT; Andy Toth, Purchasing; Cindy Kozlowski, Financial Analyst; and Representatives from KS & A.

Ersel Schuster, Chairman	
Yvonne Barnes	Tina Hill
Pete Merkel	Lyn Orphal
Kathleen Bergan Schmidt	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of August 10, 2009. Chairman Schuster stated she noted couple of typographical errors. Ms. Orphal made a motion, seconded by Ms. Schmidt to approve the minutes as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

Mr. Merkel arrived at 8:31a.m.

PRESENTATION

Representatives from KS&A joined committee members to provide a breakdown of proposed costs for the remodel of the new Treasurers Office Building. The project is more expensive than anticipated, but, the proposed upgrades would cost less up front than if we waited to do some of the items in the future. When the project went to bid, 140 contractors were contacted. The County received 89 bids for 12 sub-contracts. KS&A had reviewed the project and anticipated the cost of the upgrade to be \$560,217. The actual base bid for the project came in at \$541,020. It has been recommended that a fire sprinkler system installed since the building already has a fire suppression system. The Woodstock Fire Department has also recommended that the canopy be sprinkled, though this is not required. Outside electrical would need to be installed for this component. The parking lot is deteriorating and needs fixed. The exterior lighting upgrades will require cuts to the asphalt so it is recommended that this be replaced now. There is also a bathroom in the basement that should be updated; the lighting in the parking lot should be upgraded to LED lighting which would be a green design element for the facility. It is suggested that the lighting fixtures be replaced up front as the current fixtures are out of date and it is hard to find replacement bulbs for these units. In the original specs they were going to place a black rubber membrane on the roof, it was suggested that this be replaced with a TPO roof which is a white thermoplastic olefin membrane. This type of roofing is reflective and will reduce the cooling loads for the facility. This is a green element as well. The costs, with all these upgrades are higher than we anticipated one year ago. We entered into this agreement with the Treasurer, for a great piece of property, with a targeted total cost of \$540,000, which the Treasurer would pay back to the County. With all of the suggested upgrades, the project comes in at \$867,364. It was suggested that we go ahead with the upgrades instead of having to pay for these items down the road. The Treasurer has proposed an aggressive payback plan, which is higher than previously planned. If they have the available funds, they will pay higher amounts. Committee members reviewed a Resolution authorizing an emergency appropriation to the Treasurer Office Building Remodel project fund in the fiscal year 2008-2009 budget. Ms. Yensen made a motion, seconded by Ms. Orphal to recommend approval of the Resolution authorizing an emergency appropriation to the Treasurer Office Building Remodel Project Fund in the Fiscal Year 2008-2009 budget. The motion carried with all members present voting aye on a roll call vote (Merkel, Orphal, Schmidt, Yensen, Schuster)

NEW BUSINESS

Resolution authorizing workers' compensation claim settlement: Committee members reviewed a Resolution authorizing workers' compensation claim settlement. Mr. Labaj reported that a Highway Maintenance Worker lost a large portion of a middle finger while improperly removing salt from a

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conveyor. Corrective action procedures were reviewed and updated. Ms. Orphal made a motion, seconded by Ms. Schmidt to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Merkel, Orphal, Schmidt, Yensen, Schuster)

Resolution supporting the creation of a McHenry County employee Victory Garden for 2010: This item was pulled for consideration at a future meeting. Committee members stated that they understood that the garden would be a "volunteer" victory garden and not just an employee victory garden. Committee members suggested the Resolution renamed before consideration at a future date.

Fy09-10 Budget Reviews: County Administration: Committee members were informed that both the County Administration and County Board budgets are presented together. The revenue for the County Board and Liquor Commission has decreased some. There is a utilization of fund balance shown on the budget. This was from a donation that was given to the Human Relations Council. The Human Relations Council has been disbanded, so it was questioned what could be done with these funds. Committee members suggested they request a State's Attorney's opinion on this issue. Mr. Sarbaugh stated these funds are shown for budgeting purposes. The County Board set aside has been reduced. These funds are used by the County Board members to attend seminars, conferences and meetings. The amount set aside for meetings should cover these expenses. The County Board Members are allowed to spend \$1,000 per year for these items and not all County Board Members are using their meeting funds. Some County Board Members stated the County Board Members should give up this item as well as mileage as they already receive a salary for their time. Committee members questioned how other counties pay their county board members. Mr. Austin stated that each county pays their board members differently. Some get paid more as well as being paid for mileage and some get less and get no mileage and there are some that get paid by per diem. It was noted that this is an issue for County Board Rules and they would have to make changes by Resolution. Mr. Sarbaugh stated that this budget will be watched and adjusted later in the year if needed. The budget will be adjusted to include any changes to the County Board members salaries. These are adjusted by the COLA (cost of living adjustment) and will be done by Resolution. We should know by September 15th what this amount will be. Committee members were informed that there are some small supplemental requests for this department. \$300 is needed for increasing costs on cell phone and wireless card services and a Telemetry unit is being requested for Groundwater Resources. This is a unit that will monitor the wells from the desktop so a person doesn't have to physically go out to a well to review its data. Ms. Yensen made a motion, seconded by Ms. Orphal to recommend the FY09/10 operating budget for County Board/Administration forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

Risk Management: Committee members reviewed the FY09/10 budget for Risk Management. This department has its own levy. Both Valley Hi and the Division of Transportation are charged for their costs for insurance. Because this is a special fund, the expenditures and revenues must balance. This department is charged for its own social security, IMRF and Health Insurance costs. The department works with the Sheriff's Department, Coroner and State's Attorney as it pays for some cost for training, publications and membership dues. Ms. Orphal made a motion, seconded by Mr. Merkel to recommend the FY09/10 operating budget for Risk Management forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

Facilities Management: Committee members reviewed the FY09/10 budget for Facilities Management. This is an internal service department, though they may receive some income from ComEd, though we never know when or if an amount will be received. The department has included some hefty supplemental requests. The biggest increase is for Utilities. These are shown as supplemental so the board is aware of increased costs within a department, even though they will be automatically budgeted for. The buildings are becoming more energy efficient, but costs are increasing. The natural gas line has decreased but electrical costs continue to grow. The electrical costs have been sent out for bid in order to get more favorable pricing. One of the goals is to continue to move towards paperless uses. Ms. Yensen made a motion, seconded by Ms. Orphal to recommend the FY09/10 operating budget for Facilities Management forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

IT: Committee members reviewed the FY09/10 budget for IT (Information Technology). This department has some hefty requests for supplemental. Some of these items are placed in the queue so the board is aware of the needs of the department. It was suggested that Mr. Sullivan attend a future meeting to talk about the needs of the department. Ms. Yensen made a motion, seconded by Ms. Orphal to recommend the FY09/10

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operating budget for IT forwarded to the Finance and Audit Committee for consideration. The motion carried with all members present voting aye on a voice vote.

OLD BUSINESS

Resolution setting the Holiday Schedule for 2010: Committee members reviewed a Resolution setting the Holiday Schedule for 2010. Mr. Austin stated he spoke with Department Heads and they support the suggested changes. The Courts have elected to close for Lincoln's Birthday. In the departments that remain open, the employees will be allowed a "floater" day to take anytime they request, with department approval. Ms. Orphal made a motion, seconded by Ms. Yensen to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote.

Ordinance adopting a Cable Television Franchise Agreement: Committee members reviewed an Ordinance adopting a Cable Television Franchise Agreement. They were reminded that this will be going back to the County Board for consideration, after its 30 day review for adoption.

Security Services for County Administration Building – Continued Discussion: This item will be brought back for discussion at a future date.

REPORTS TO COMMITTEE

Committee members were reminded that the Victory Garden, IT Capital Plan and Security Services for the County Administration building will be brought back for discussion at a future meeting.

Committee members stated they have received complaints from constituents that they cannot find a posted calendar on the County Website for the ZBA. It was suggested they post a calendar under Planning and Development, Zoning. They also requested that the approved minutes from the ZBA meeting posting on the calendar as well.

Ms. Orphal left committee at 9:30a.m.

Committee Members voiced frustration with the new County Website. They stated there should be a quick links available for each of the departments. They stated the site needs more clear direction on where to go on the site. Committee members were informed that each of the departments developed their own webpage and suggested changes would be sent to the departments. Committee members suggested quick links for each department so individuals would not have too many steps to find information needed. Committee members questioned who would handle updates on the biographies for board members. Committee members were told any changes should be directed to Barb Todd.

Chairman Schuster questioned if their might be a better time for Management Services Committee members to meet as their time for discussion seems to be cut short because of meetings following this committee meeting time. Options will be reviewed and brought back for consideration.

Administrator: Mr. Austin stated it is a busy time for Administration. There is continued work on the 2030 plan, groundwater protection program, remodeling of the bank building, management issues for Valley Hi, the Integrated Justice System, budgets and recovery zone loans. There is continued work on the searchable process for online ordinances and resolutions. They are trying to make the programs word searchable. Two years of items have been scanned. The County Clerk also would like all of the documents copied into the system to have signatures on them. Our strategic plan states that this is scheduled to be completed by 2010.

The old Valley Hi facility is being used for storage of 12,000 boxes. The area for storage is being climate controlled to keep the area dry and mold free. It is becoming a challenge to keep this area dry. It is costing approximately \$85,000 per year for heat and electricity for this area. There have been questions raised whether it would be better to look at an \$85,000 debt service for a building to construct for storage. There would be a cost to demolish the old facility as well. This is to be brought back for discussion at a later date.

McCog: None

EXECUTIVE SESSION

None

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ADJOURNMENT:

The meeting adjourned at 9:44a.m. on a motion by Ms. Yensen, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution authorizing workers' compensation claim settlement

Resolution authorizing an emergency appropriation to the Treasurer Office Building Remodel Project Fund in the FY08/09 budget

Forward to Finance and Audit; Budgets for County Administration/County Board, Risk Management, Facilities Management and Information Technology

Resolution setting the Holiday Schedule for 2010

Ordinance adopting a Cable Television Franchise Agreement for approval (after 30 day review)

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