

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

MINUTES OF TUESDAY, JUNE 28, 2005

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Mary Lou Zierer; Tina Hill; Rick Klasen; Pete Merkel; Jim Heisler and Marc Munaretto. Also in attendance; Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Building Operations; Cathy Link, Purchasing; Virginia Peschke and Don Larson, County Board Members; Karen Patel, McHenry County EDC; Bonnie Heimbach, Director of Northern Illinois Tourism Development Office; John Labaj, Deputy County Administrator; Deb Merrill, Marilyn Koeller and Phyliss Walters, Recorder; Interested Public and the press.

Ann Kate, Chairman

Tina Hill	Jim Heisler
Rick Klasen	Pete Merkel
Marc Munaretto	Mary Lou Zierer

MINUTE APPROVAL

Ms. Zierer made a motion, seconded by Mr. Klasen, to approve the Management Services Committee minutes of June 14, 2005, as presented. The minutes were approved with a unanimous voice vote.

PUBLIC PARTICIPATION

None

Chairman Kate informed committee members that the article in the newspaper today, regarding her moving to Texas, is only partly correct. She stated her husband has not retired yet and they would not be moving until their house is sold.

PRESENTATION

None

NEW BUSINESS

Workers' Compensation Reform Legislation: Mr. Labaj presented committee members with information regarding HB 2137, which is a Workers' Compensation Reform Bill. The changes to the Bill were reviewed with committee members. This is the first time in 25 years that there have been changes to the Workers' Compensation Legislation. Most of the changes refer to required timelines in order to get an employee back to work in a timely manner. One area of concern was that a worker now has up to 5 years to reopen a claim. Mr. Labaj stated he will update the Committee on the implementation of workers' compensation reform on an as needed basis.

Proposed Revision to Application for Board Appointments: Mr. Sarbaugh joined committee members to discuss changes proposed by Mr. Bernotas to the application for Board Appointments. Mr. Sarbaugh requested that the question, "Are you willing to follow County approved policies and procedures?" be added to the application for appointments. Mr. Bernotas thought that this statement would help to bring the different boards closer together. The State's Attorney reviewed this statement and informed Mr. Sarbaugh that this could be included on the application form. Committee members stated concern that all the different policies for each group would need to be provided to applicants in order to answer this question. They noted that they understand the thought behind this question, but, they do not want to create additional animosity by requiring applicants to follow all of the County Policies when their perspective Board may have differing policy. Mr. Sarbaugh stated that the county keeps getting written up in the Management Letter because of the different vacation/employee policies that exists between the different boards. Ms. Peschke was questioned how she felt the Board of Health would react to this requirement. She stated this seems like behind the back policy and it would be better if there is a meeting of all boards to bring up what problems exists and to work together to accomplish the goals of all the boards. She stated this is a manipulation of policies. Committee members questioned whether this is a Management Services issue or a Human Resources issue. The application would be under Management Services Committee, but, the policies being discussed, is a Human Resources issue. Ms. Hill made a motion, seconded by Mr. Munaretto to approve the requested change to the application for appointment to boards and commissions. Mr. Austin stated this is just a tool and won't mandate a change of policies. Ultimately the decisions for the appointments come back to the County Board. Committee members stated there should be a meeting between the different boards to discuss the problems that exist as stated in the Management Letter. Mr. Klasen made a motion, seconded by Mr. Heisler, to table this discussion until both committees can meet to discuss all the issues that concern both committees. Committee members requested that Human Resources committee schedule a time to meet with the Board of Health and Mental Health Board to discuss these issues. The motion carried with all members present voting aye.

Mr. Munaretto questioned whether a Resolution had been prepared for "tourism" as requested at the last committee meeting. He noted that Ms. Patel and Ms. Heimbach joined the committee meeting today to make sure this Resolution was discussed. It was stated that no direction was given as to who would be writing this Resolution. Committee members requested Mr. Austin or Mr. Sarbaugh prepare a Resolution in support of the tourism bureau with a cost of \$87,000 to come from the contingency fund, for the next committee meeting.

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Building Operations Updates: Ware Road Crosswalk: Mr. Hadley joined committee members to provide an update to various issues within his department. Mr. Hadley stated he has been working since 2003 to try to get a crosswalk for Ware Road between the Buildings. The City of Woodstock has stated that if the County wants a crosswalk they can go ahead and install a crosswalk at their own expense. A bid has been received from Civiltech in the amount of \$35,000 for construction of this crosswalk. Committee members felt this could be done much cheaper than \$35,000 and that it could be completed as low as \$5,000. Committee members requested Mr. Hadley move forward and proceed with this project and work with Purchasing to go out to bid. It was noted that Mr. Hadley should follow the City of Woodstock specifications regarding the crosswalk.

Energy Star: Mr. Hadley provided an update regarding obtaining an Energy Star status for the Administration Building. Mr. Hadley previously suggested that the County solicit donations from Vendors used for the construction of the building to hire an engineer to acquire an Energy Star rating for the building. The State's Attorneys opinion states that this would be okay as long as the "fund" does not exceed the actual cost of getting the energy star rating. Mr. Hadley noted that an RFP would be sent to the vendors to participate with the County in this program. Committee members stated this allows vendors to advertise that they help build a building that received the Energy Star designation.

Predictive maintenance on equipment: Mr. Hadley informed committee members that there are three different maintenance actions completed on equipment. The first would be corrective maintenance, where maintenance is completed as needed, preventative maintenance is scheduled inspections of equipment and the final would be predictive maintenance on equipment. He stated that a predictive maintenance inspection was done recently on the 27 air handlers in the jail. He stated that the inspector noted that the equipment was in very good shape and felt this was because of the preventive maintenance program.

Grounds Keeping - discussion: Mr. Hadley addressed committee members regarding the landscaping of the County Government Buildings. Seven years ago the landscaping was outsourced. During the money crunch, these services were turned over to Building Operations to do. Mr. Hadley stated, his personnel consist of maintenance men, not professional landscapers. He informed committee members that a temporary employee has been hired to handling the mowing that is required at each of the buildings. It was noted that the buildings need to reflect a visual presence and this needs to be done by professional landscapers. Committee members requested this be placed for consideration during the budget process.

EXECUTIVE SESSION

None

OLD BUSINESS

Resolution establishing uniform real estate transfer tax: Committee members reviewed a Resolution establishing uniform real estate transfer tax. Recorder, Phyllis Walters and Marilyn Koeller joined committee members to explain recent changes to the Real Estate Transfer Tax Law. Ms. Walters stated that previously there was a split between the state and county tax bases and this is no longer the case. The county board may now impose a tax at the same rate on the transfer of a beneficial interest. Mr. Munaretto stated that the State and the County shouldn't be in the business to tax ground leases. Ms. Walters stated this is more of a bookkeeping issue as the department would have only earned \$400 last year from this tax. Ms. Zierer made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as presented. The motion carried with four ayes (Merkel, Zierer, Klasen, Heisler) and three nays (Munaretto, Hill, Kate)

REPORTS TO COMMITTEE

EDC: Mr. Munaretto reported that the EDC is working with Union Pacific to establish a rail connection for the areas plastics industry. He noted there is a possibility of creating a rail terminal in McHenry for this purpose.

Chairman Kate noted that the Art Committee meeting previously scheduled was canceled. She noted a meeting will be scheduled shortly.

PBC: Chairman Kate reported that there is an opening on the PBC if anyone is interested. We are accepting applications until July 23rd. Interviews will be held by this committee.

Ms. Hill questioned the status of laptop computers for County Board Members to help defray the use of paper. She stated that she thought 12 laptops were purchased for County Board Members to use.

ADJOURNMENT

The meeting adjourned at 9:39a.m. on a motion by Mr. Munaretto seconded by Mr. Merkel, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of Resolution establishing uniform real estate transfer tax

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approved 07.12.05