

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

MINUTES OF TUESDAY, JULY 12, 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; and Jim Heisler. Marc Munaretto arrived at 8:21 a.m. Also in attendance; Ralph Sarbaugh, Associate County Administrator – Finance; Cathy Link, Purchasing; Karen Patel, McHenry County EDC; Bonnie Heimbach, Director of Northern Illinois Tourism Development Office; John Labaj, Deputy County Administrator; Tom Sullivan, IT; and the press.

Ann Kate, Chairman

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

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Mr. Klasen, to approve the Management Services Committee minutes of June 28, 2005, as presented. The minutes were approved with a unanimous voice vote.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing a contribution to the McHenry County Convention and Visitors Bureau: Committee members reviewed a Resolution authorizing a contribution to the McHenry County Convention and Visitors Bureau. Ms. Hill made a motion, seconded by Mr. Klasen to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Heisler, Merkel, Zierer, Klasen and Kate)

Mr. Munaretto arrived at 8:21 a.m.

Recommendation Regarding Selection of Insurance Broker for McHenry County: Mr. Labaj joined committee members to discuss the recommendation regarding selection of an Insurance Broker for McHenry County. Mr. Labaj stated that the contract for the Insurance Broker expires on November 30th. An RFP was sent out with 6 bids received. A review committee interviewed the three finalists for the contract. All three were qualified but they recommended that Market Financial be retained for the contract as they have detailed knowledge of the County. Market Financial has requested a modest increase. The contract would be for a term of one year with a two year renewable option. Mr. Merkel made a motion, seconded by Mr. Heisler to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote. (Heisler, Hill, Klasen, Merkel, Munaretto, Zierer, Kate)

Resolution authorizing creation of new funds to account for Public Act 94-0118 allowing for the County Recorder to collect the rental housing support program fund State surcharge: Committee members reviewed a Resolution authorizing creation of new funds to account for Public Act 94-0118 allowing for the County Recorder to collect the rental housing support program fund State surcharge. The Rental Housing Support Program Act (Senate Bill 0075) was created to provide grants from the Illinois Housing Development Authority to local administering agencies to provide subsidies for landlords to charge rent that is affordable for low income tenants. The Governor has signed this bill which directs all Illinois County recorders to collect a \$10 surcharge for the recordation of any real estate related document executed or signed on or after August 1, 2005 (except any State agency, unit of local government or any school district) for the Rental Housing Support Program Fund State Surcharge. \$1.00 of each surcharge shall be retained by the County and deposited into the County's revenue funds. \$.50 of that amount shall be used for the administration costs and may not be used for any other purpose. In order to track the new surcharge fees, the County Auditor will require authorization to create and establish two new funds within the County's accounting system. Ms. Hill made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with five ayes (Hill, Heisler, Merkel, Zierer, Kate) and two nays (Munaretto, Klasen)

EXECUTIVE SESSION

None

OLD BUSINESS

Cathy Link joined committee members to discuss bids received for the painting of the State's Attorney's office. The RFP was sent to 6 vendors with a response received from two of these vendors. The bids ranged from \$19,475 to \$21,297.05. \$20,000 had been budgeted to update the State's Attorney's office of which \$3,000 was remaining. Ms. Link asked for direction regarding these bids. Mr. Sarbaugh informed committee members that there is an account of \$50,000 set up for improvements that could be used for the painting of the offices. Committee members were concerned that they would be spending \$20,000 for a temporary repair as the offices would be demolished during the Government Center remodeling. Committee members stated that it could be up to two years before the

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remodeling is complete and this office shouldn't have to work under these conditions. Committee members directed staff to have the offices painted with funds to come from the non-departmental improvement account. Mr. Munaretto stated this would be discussed in the Finance Committee regarding the source of the funds.

REPORTS TO COMMITTEE

None

Ms. Kate, Ms. Hill and Mr. Merkel informed committee members that they would not be able to attend the next scheduled committee meeting as they would be out of town. Ms. Kate stated this meeting may be canceled unless something important should come up that needs to go before the committee.

Committee members questioned Mr. Sullivan regarding the laptops purchased for County Board Members. He stated that they have 11 laptops available for County Board Members use. One of the laptops was provided to the new Administrator for his use. Mr. Sullivan stated that one of his staff would be required to attend the county board meetings to help the county board members with the use of the laptops. Committee members suggested the laptops be placed at every other station during the County Board meetings to allow all board members access to the laptops.

Committee members requested Mr. Sullivan provide an update to the disaster recovery plan and tower that was previously mentioned in the management letter.

ADJOURNMENT

The meeting adjourned at 8:57a.m. on a motion by Mr. Klasen seconded by Ms. Zierer, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

- Recommend approval of Resolution authorizing a contribution to the McHenry County Convention and Visitors Bureau
- Recommend approval of Resolution authorizing a contract for agent/broker insurance services with Market Financial Group, LTD
- Recommend approval of Resolution authorizing the creation of new funds to account for Public Act 94-0118

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