

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

MINUTES OF TUESDAY, NOVEMBER 8, 2005

Chairman Kate called the Management Services Committee meeting to order at 8:12 a.m. The following members present: Ann Kate, Chairman; Jim Heisler; Tina Hill; and Rick Klasen. Pete Merkel arrived at 8:20a.m. Marc Munaretto arrived at 8:33a.m. Mary Lou Zierer was absent. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan, Information Technology; Dave Stone, Assistant State's Attorney; John Hadley, Building Operations; Pat McNulty, Health Department; Marie Chmiel, Ann Gilman and Perry Moy, County Board Members; and the press.

Ann Kate, Chairman

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

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of October 25, 2005. Mr. Klasen made a motion, seconded by Mr. Heisler, to approve the minutes as presented. The minutes were approved with a unanimous voice vote.

PUBLIC PARTICIPATION

None

Mr. Merkel arrived at 8:20a.m.

Mr. Munaretto arrived at 8:33a.m.

PRESENTATION

Paperless Board Training: Mr. Sullivan presented committee members with laptop computers for use to bring the county board closer to "paperless" board meetings. A pilot program is beginning with the Management Services Committee and Finance Committee members. Mr. Sullivan stated that two training sessions will take place during committee meetings prior to use during a County Board meeting. Mr. Sullivan stated that the County Board may want to consider adopting a policy that all documents must be presented to the County Board office in electronic form as these forms are easier to read than anything that has been scanned. Mr. Sullivan requested board members provide feedback to him regarding the use of these computers. He stated he wants these to be easy to use. Mr. Sullivan reported that he would be back during the next committee meeting for further instruction and to answer questions that come up from the use of these computers. Committee members thanked Mr. Sullivan for his training presentation.

NEW BUSINESS

Resolution authorizing Microsoft Select Agreement FY05: Committee members reviewed a Resolution authorizing Microsoft Select Agreement FY05. This is a payment of a three year agreement. FY06 funds will be used for this payment. Mr. Munaretto made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Heisler, Kate)

Resolution authorizing membership in the McHenry County Council of Governments: Committee members reviewed a Resolution authorizing membership in the McHenry County Council of Governments. Committee members questioned whether we should continue with membership of this group. Chairman Koehler stated that we should continue for at least another year to give the group time to see the changes being made. Mr. Austin stated that he is involved with the legislative group for McCog and feels they are pretty aggressive and they are aware of the need to move forward in their planning. It was noted that the group would be stronger if they could get Crystal Lake, Cary and Algonquin involved. Chairman Koehler feels this group will be a strong component in the future. Mr. Munaretto 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 (Hill, Klasen, Merkel, Munaretto, Heisler, Kate)

Resolution authorizing an annual office supply contract with Office Max: Committee members reviewed a Resolution authorizing an annual office supply contract with Office Max. Bids for the purchase of office supplies were sent to 14 vendors with responses received from 5 of these vendors. Office Max was the lowest responsible bidder. The resulting bid includes an option to renew the contract for two additional one year periods. Mr. Munaretto made a motion, seconded by Ms Hill to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Heisler, Kate)

Animal Control Facility – discussion: Committee members entered into a discussion regard the Animal Control facility. Chairman Kate stated that as a County Board member, if you haven't went to view the conditions of the facility you should do so. She stated the facility is not fit for dogs or cats let alone people. She noted that the conditions at the facility are deplorable. It was noted that the employees are doing a fantastic job to keep the program going. She stated that the County Board needs to make some immediate decisions regarding what the County plans to do with Animal Control, whether to rebuild, purchase a new

facility or turn the work of the facility over to an outside agency. Chairman Koehler stated that the Public Health and Human Services Committee has recommended a new facility to the Board of Health. Committee members questioned whether the Board of Health has reviewed ways to raise fees to help with the costs to build a new facility. Committee members were informed that an appraisal has been completed which can be used to market the facility to a developer in the area. Chairman Koehler stated that a recent change in the law requires that cats in the county be registered. He noted that there are some questions of interpretation surrounding this law as it states that the counties are authorized to impose cat/dog registration. The States Attorney is checking into the requirements of the law. Chairman Koehler stated that we are the only collar county that does not require the registration of cats and if imposed the county could see an additional revenue source of at least \$140,000 per year. He stated this would be a potential revenue stream for the new facility. Committee members agreed that an evaluation needs to be completed to see if it would be best to build a new facility, lease a facility or buy an existing building. It was noted that it would be better to centralize the location of the facility into the more populated areas of the county. Mr. McNulty stated that a five year plan is being worked on to address the short and long term needs of the facility. Again, committee members questioned what should be done for the facility as it always comes down to money and it is time to make some aggressive decisions. Chairman Koehler stated an executive session is needed for further discussion of this issue.

EXECUTIVE SESSION

Mr. Munaretto made a motion, seconded by Mr. Klasen to enter into executive session, at 9:19a.m., to discuss land and property acquisition. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Munaretto, Heisler, Kate)

Mr. Munaretto left committee at 9:45a.m.

Mr. Merkel made a motion, seconded by Mr. Heisler to return to regular session at 10:05a.m. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Heisler, Kate)

NEW BUSINESS CON'T

Food Services – discussion: Committee members were informed that the space in the Government Center where the current food service is, Blimpies, will be needed for use by the State's Attorneys office. It was noted that the State's Attorney has been working with Prime/Hoffman to maximize the space being allotted to them. Chairman Kate stated they are exploring options for food service for the employees. It was noted that some of the suggestions include a small coffee bar/cart for the Government Center. Committee members were informed that this will be back for discussion at a later date.

Leasing of Government Property: Mr. Stone, Assistant States Attorney, joined committee members to discuss the leasing of tower space to outside groups. He stated there has been conflicting opinions received regarding the use of the tower space. Mr. Stone stated that he has done extensive research on this issue and the tower space should not be rented to outside entities. Committee members stated that this should be an issue of the Legislative Committee as other municipalities and village rent out space on their towers. Chairman Kate requested this issue to remain on the agenda for further discussion.

OLD BUSINESS

Resolution approving the FY05/06 Insurance program: Committee members reviewed a Resolution authorizing approval of the County of McHenry's Property and Casualty Insurance Program for FY2005-2006. Mr. Labaj informed committee members that all of the figures have been received. Changes to the policies were discussed. A builder's risk component has been added to the property insurance coverage. The State's Attorney has requested that three levels of coverage, previously handled by Lloyds of London have been dropped. The previous State's Attorney felt this coverage was necessary. Claims Management will be done by Claims One. Mr. Klasen made a motion, seconded by Mr. Merkel 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, Kate)

Resolution authorizing approval of revisions/amendments to McHenry County Board Rules: Committee members reviewed a Resolution and final revisions to the McHenry County Board Rules. Ms. Hill made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution and revisions to the County Board rules as presented. Committee members questioned #7.1 and stated that mileage should be paid for both to and from the residence. Ms. Hill amended her motion and Mr. Merkel amended his second, to add into 7.1 that mileage should be paid to and from the county board members residence in the county board rules. The motion and amended motion carried with all members present voting aye on a voice vote.

REPORTS TO COMMITTEE

Cable Commission: Mr. Sullivan stated that a sub committee of the commission is meeting tomorrow. They are putting together the final request to be sent to Comcast for consideration. He stated there has been no movement by the commission

EDC: Nothing to report

MANAGEMENT SERVICES COMMITTEE

November 8, 2005

Page 3

Art Work Sub-Committee: Ms. Hill reported that a donation of a piece of art was received by the committee. The Art Coordinators will decide where to place the picture. Various types of hanging systems were discussed and decided on for purchase by the sub-committee. A budget was reviewed with the Art Coordinators with a request by the Sub-Committee to retain \$7,500 in the budget for use in the following year. An art projects calendar was reviewed. Programs will be planned around the County Board meetings. Singers will be attending the employee Christmas party as well. The suggested year calendar was reviewed by committee members.

Committee members were informed that the Human Resources department has added additional forms to the web page. Some of these forms include insurance change request form, direct deposit forms as well as others. Mr. Sullivan stated there are various departments that have included necessary forms on the web page.

Mr. Sullivan reminded committee members to bring their laptops to the next committee meeting.

ADJOURNMENT

The meeting adjourned at 10:40 a.m. on a motion by Mr. Klasen seconded by Mr. Heisler, with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing Microsoft Select Agreement FY05

Resolution authorizing membership in the McHenry County Council of Government

Resolution authorizing an annual office supply contract with Office Max

Resolution authorizing approval of the FY05/06 Insurance Program

Resolution amending the County Board Rules

* * * * *

:ksf