

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

MINUTES OF TUESDAY, JANUARY 10, 2006

Chairman Kate called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Ann Kate, Chairman; Jim Heisler; Mary Lou Zierer; Tina Hill; Marc Munaretto; Pete Merkel and Richard Klasen. Also in attendance: Ken Koehler, County Board Chairman; Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Tom Sullivan, IT; Cathy Link, Purchasing; John Hadley, Building Operations.

	Ann Kate, Chairman	
Tina Hill		Jim Heisler
Rick Klasen		Pete Merkel
Marc Munaretto		Mary Lou Zierer

MINUTE APPROVAL

Committee members reviewed the minutes of December 13, 2005. Mr. Heisler made a motion, seconded by Mr. Klasen to recommend approval of the minutes as submitted. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Chairman Kate informed committee members that the training session for the paperless board training will take place after business of the committee has been completed in the county board room.

Workers' Compensation Claim Settlement: To be discussed in executive session.

Resolution authorizing a contract with eCivis and an emergency appropriation: Committee members reviewed a Resolution authorizing a contract with eCivis and an emergency appropriation of funds. Mr. Labaj reported that this is a web based subscription service for locating grants. This service would be used to attract additional funds for the County. Each Department Head was requested to appoint a person within their department to subscribe to the service to apply for grants for their departments. This service would cut the time for grant research and enables a person to target specific types of grants. It also provides copies of applications that were successful in obtaining a grant to help with the writing of grants. It was noted that Mr. Austin used this service in Lake County with success. Mr. Munaretto question whether the funding for this service should come from the contingency fund, instead of the utilization of fund balance. It was noted that this could be a decision by the Finance Committee. Ms. Hill made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as submitted. The motion carried with all members present voting aye on a roll call vote (Hill, Heisler, Klasen, Merkel, Munaretto, Zierer, Kate)

Resolution authorizing procurement of 60KVA Uninterruptible Power Supply: Committee members reviewed a Resolution authorizing procurement of 60KVA Uninterruptible Power Supply. The current 40kVA Uninterruptible Power Supply (UPS) has reached capacity and must be replaced with a larger unit. The current unit will be placed out at Valley Hi as part of the Business Continuity Plan. Mr. Munaretto made a motion, seconded by Ms. 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, Heisler, Klasen, Merkel, Munaretto, Zierer, Kate)

OLD BUSINESS

Resolution authorizing a lease for the purpose of allowing the farming of seven (7) acres: As discussed in a previous committee meeting, it has been determined that we cannot lease land to the area farmer. We have spoken to surrounding Counties, and they allow leasing of land to farmers in their counties. Committee members noted the need to err on the side of caution. Committee members stated that a maintenance agreement should be signed with the farmer to maintain the property, by farming the land. Ms. Link stated that she has been unable to speak with the farmer, as he is currently on vacation. It was noted that we would have to go through an official bid process, but, did not feel there would be a lot of interest to farm this small area. The current farmer has additional property in the area that he leases, making it feasible for him to do. Committee members were informed that if we cannot sign an agreement with the farmer, the County would have to pay to have the property maintained. This will be brought back to committee for further discussion.

REPORTS TO COMMITTEE

Cable Commission: None

EDC: none

Art Work Sub-Committee: Ms. Hill reported that the Art Work Sub-Committee held its first event, which was a success. The rail system for displaying artwork has been purchased. Installation should be completed next week. The first display will be for the

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employee art show, which will be held in March. The event for February will be musicians, who will play during lunch hour. Ms. Hill requested participation of Board Members for the self portrait workshop, which will be held prior to the next County Board Meeting.

Convention & Visitors Bureau: Mr. Munaretto reported that a Strategic Planning Session should be scheduled soon. The Executive Director is now in place and the Bureau is off and running. He noted that they are looking for municipality support and will be approaching Crystal Lake for inclusion in the Bureau.

Ms. Hill stated that the City of Woodstock has gone paperless and some issues have been discussed regarding messaging during meetings. She noted there may be a violation of the law by members emailing or i-m-ing (instant messaging) during meeting. She noted this wouldn't be a problem if a policy was included that stated that emailing or instant messaging was not to be used during a meeting. Mr. Austin requested that this currently be an informal policy until the end of the pilot program. Ms. Hill stated that this is allowable by the State Representatives, but the Senate members has stated this is not allowed.

EXECUTIVE SESSION

Ms. Hill made a motion, seconded by Mr. Klasen to enter into executive session, at 8:45 a.m., to discuss a workers compensation claim settlement and land and property acquisition. The motion carried with all members present voting aye on a roll call vote (Hill, Heisler, Klasen, Merkel, Zierer, Munaretto, Kate)

Mr. Munaretto made a motion, seconded by Mr. Heisler to return to regular session at 9:30a.m. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Heisler, Munaretto, Kate)

Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the Resolution authorizing workers' compensation claim settlement for claim #04-3200-08, not to exceed \$33,400. The motion carried with all members present voting aye on a roll call vote (Hill, Klasen, Merkel, Zierer, Heisler, Munaretto, Kate)

ADJOURNMENT

The meeting adjourned at 9:31 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 a contract with eCivis and an emergency appropriation

Resolution authorizing procurement of 60 KVA uninterruptible power supply

Resolution authorizing workers' compensation claim settlement for claim #04-3200-08 not to exceed \$33,400.

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