

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

MINUTES OF THURSDAY, JULY 25, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Tina Hill, Chairman; Marc Munaretto; Mary Lou Zierer; Barbara Wheeler; Pete Merkel and Richard Klasen. Jim Heisler arrived at 8:16a.m. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; John Hadley, Facilities Management; Bill Draths, Records Management; Tom Sullivan, IT; and interested public.

Tina Hill, Chairman

Jim Heisler	Richard Klasen
Pete Merkel	Marc Munaretto
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Committee members reviewed the minutes of the Management Services Committee meeting of July 11, 2006. Mr. Munaretto made a motion, seconded by Ms. Wheeler to recommend approval of the minutes as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

Mr. Heisler arrived at 8:16a.m.

PRESENTATION

Mr. Sullivan provided committee members with an update for the Content Management Plan. Mr. Sullivan reviewed the accomplishments for the previous year and reviewed the goals for the next two years with the committee. Committee members thanked Mr. Sullivan for his update.

NEW BUSINESS

*Discussion – Proposed revisions to the Purchasing Ordinance:* Ms. Link provided committee members with proposed revisions for the Purchasing Ordinance. She noted that she has been working with the State's Attorney on these reviewed. She stated she would bring forward any updates and will bring the final draft of the Purchasing Ordinance back to the committee for approval. She stated she hopes to have approval by the County Board at the last meeting in September.

*Discussion – New seal coating /Parking Plan/ signage:* Mr. Hadley joined committee members to discuss proposed changes to our parking areas. He noted he has been working with Captain Shepherd regarding the suggested changes. Assigned parking will no longer be available. They are working to identify reserved sections for the various departments. He stated they are working to identify where employees will not be allowed to park. He stated that because of the limited availability to parking spots, employees will be required to park in a designated area. Committee members questioned whether a parking policy would be needed for employees. Committee members stated the main issue remains to be enforcement of a policy. Mr. Hadley provided suggested changes for signage at the various buildings. Mr. Hadley noted that he has spoken to a sign company who has suggested various changes to our signs at a cost of \$70,000 to \$100,000. He noted that he has also been in discussions regarding the seal coating of the parking lots. An estimate has been received for \$72,000. He stated that these costs could be included in next year's budget. Committee members requested that any changes to signs include addresses of the facility as some are very confused by our current signs. Mr. Hadley stated that this is for information purposes only and these plans need completion by the Sheriff. Mr. Austin stated that there is an issue of where to park all of the patrol cars as well. He noted that plans are being discussed.

*Discussion – Campus Site Analysis:* Mr. Austin reminded committee members of direction received to develop an RFP for site analysis for a campus plan. Questions came up regarding what information would be available for the Klehm property and the County has received information regarding a site analysis for the property. Some borings have been completed. Mr. Austin stated that there is a lot of work that needs to be done, but, the plan does show that there is a lot of land available to build on. He stated that this site analysis shows that some of the work on the property has been completed which will decrease the costs for the RFP. He noted that work will be needed to make the property buildable, but, the plan does show possible buildable locations. Committee members directed staff to create and send out the RFP for site analysis of the proposed McHenry County Campus Plan.

*Facilities Management Updates:* Mr. Hadley joined committee members to provide updates to previous issues discussed with the committee. He stated that the estimate for the plaque behind the guards in the Administration Building came in at \$1,700. Committee members requested Mr. Hadley check into the use of other materials for the plaque and requested information regarding the placement of a couple of flags behind the guards as well.

Mr. Hadley stated that the 1992 model of the Government Center has been given to the McHenry County Historical Society. He noted they were very happy to receive the acquisition.

Mr. Hadley informed committee members that he is a member of the Recycling Committee. The Solid Waste Action Team has adopted a highway to clean. He stated they are scheduled to clean their section of the road on September 9<sup>th</sup>.

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Committee members were reminded that the Housekeeping staff is using "green products" in the cleaning of our facilities. These are environmentally friendly products. MCC had invited Mr. Hadley to join them, with other municipalities invited to join the panel, to have a discussion regarding the use of these products.

Mr. Hadley informed committee members that a leak was discovered in an intake grill over the jail causing some minor damage. He noted this was not part of the jail remodel project. Costs of the repair will run approximately \$4,965.

Mr. Hadley stated that a "sneak peak" was arranged, last Friday, of the remodel construction project in the Government Center. He stated he received a lot of positive comments regarding the changes made to the current area. The projected move will take place at the end of August.

OLD BUSINESS

None

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

*Administrator's Report:* Mr. Austin reminded committee members that tomorrow is the McCog meeting. They will be discussing their strategic planning, legal issues, dinner and discussion. It was noted that a future meeting will discuss the budget for McCog. He stated that a 2<sup>nd</sup> meeting has been scheduled with Sieman's for discussions regarding "deregulation" and the future energy costs.

Mr. Austin stated that a new employee program was implemented in July. On the employee intranet, a resource center has been posted. Employees are now able to "post" items of interest. Key personnel in each department have been assigned to "post" items when requested.

*Artwork Sub-Committee:* Chairman Hill reported that a proposal has been sent out to area artists for the mural project in the Administration Building. A main artist will be chosen with area students helping on the project.

*Cable Commission:* None

*Convention & Visitors Bureau:* Mr. Munaretto reported that the CVB had 20,000 maps and brochures sent out regarding McHenry County.

*EDC:* None

FUTURE TOPICS

Chairman Hill reminded committee members that future items for discussion include Siemens, Electric Deregulation and the GIS Move. Committee members suggested that additional discussions be held regarding "paperless agenda". Mr. Sullivan noted that complications existed when the board members tried this process in the past. He noted he is looking for new products for use by the County Board Members that would be less cumbersome.

ADJOURNMENT

The meeting adjourned at 10:18 a.m. on a motion by Ms. Wheeler, seconded by Mr. Merkel, with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

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