

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

MINUTES OF TUESDAY, SEPTEMBER 12, 2006

Vice Chairman Klasen called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Pete Merkel; Mary Lou Zierer; Barbara Wheeler; Marc Munaretto and Richard Klasen. Chairman Tina Hill and Jim Heisler arrived at 8:15a.m. Also in attendance: Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan, IT; Cathy Link, Purchasing; Marilyn Koeller, Recorder; Undersheriff Gene Lowery and Rich Weinhandl, Sheriff's Department; Kathie Schultz, County Clerk; and interested public.

Tina Hill, Chairman

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

MINUTE APPROVAL

Ms. Wheeler made a motion, seconded by Ms. Zierer to recommend approval of the committee minutes from August 22, 2006 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

Chairman Hill and Mr. Heisler arrived at 8:15a.m.

NEW BUSINESS

FY06/07 Budget Review – GIS: Mr. Sarbaugh noted that Ms. Gattusa, GIS Manager is unable to attend today's meeting as she is attending a conference. Mr. Sarbaugh informed committee members that this is the new department that would be reporting to the Information Technology Department. He noted there are additional funds being placed in the budget to help with start-up costs for the department. Committee members questioned whether some of the funding for the new department could come from current funds available for the department. Mr. Sarbaugh noted that yes, they could expend current funds and this could be discussed at the CALF (Chairman's Advisory Legislative Forum) meeting. It was noted that the CALF meeting has been tentatively scheduled for the 19th at 4:30p.m. After review, Mr. Munaretto made a motion, seconded by Mr. Heisler to recommend approval of the maintenance budget for GIS as presented. The motion carried with all members present voting aye.

County Administration: Committee members reviewed the proposed budget with Mr. Sarbaugh for the Administration Department. Mr. Sarbaugh noted that the only additional request would be for a water resource manager. He noted they have not decided what department this position would become a part of and therefore are requesting the position through Administration. Committee members noted that this is a decision that should be made by the County Board and not just four staff members. Chairman Hill noted that she would speak on this issue at the CALF meeting. Mr. Klasen made a motion, seconded by Mr. Merkel to recommend approval of the budgets for County Administration as presented. The motion carried with all members present voting aye.

County Board: Committee members reviewed the proposed budget for the County Board. Mr. Sarbaugh noted that the only supplemental requests are for membership to the Historical Society and board member services for expenses to attend the monthly McCog Meetings. Chairman Hill noted that some of these expenses also include the purchase of business cards and name badges. Some committee members stated that if a board member wants to attend a McCog meeting it should be paid for by the board member. They noted that if the meeting is in your district you should attend as a representative to your district, but, if you wanted to attend a meeting out of your district, it should be at your own expense. Additionally, it was noted that if there is a county function that a member needs to attend, it should be paid for by the County. Some committee members questioned whether we are getting a benefit for belonging to McCog and didn't feel it was a good expense. Committee members suggested a stipend for each County Board member to use as needed for County Board supplies such as business cards and name badge expenses. Chairman Hill noted this would be discussed further at a future meeting. Mr. Heisler made a motion, seconded by Ms. Wheeler to recommend approval of the maintenance budget for County Board as presented. The motion carried with all members present voting aye.

Risk Management: Committee members reviewed the proposed budget for the Risk Management Department, which is a department under Administration. It was noted that the most growth in this budget would be for insurance premiums. Mr. Labaj noted that there is some additional increases for the insurance liability fund. He noted this is the fund that reimburses some of the County Departments for specific training expenses. He noted that Judges have also requested additional funds to help subsidize the additional cost for liability insurance. This cost was previously paid for from the marriage fund but, this fund will no longer support the costs. Mr. Klasen made a motion, seconded by Mr. Merkel to recommend approval of the maintenance budget for Risk Management as presented. The motion carried with all members present voting aye.

Resolution authorizing an emergency appropriation in the Recorder's FY06 budget to purchase tax transfer stamps: Committee members reviewed a Resolution authorizing an emergency appropriation in the Recorder's FY06 budget to purchase tax transfer stamps. Committee members questioned whether a representative from the Recorder's office must attend each committee meeting to answer questions surrounding the tax transfer stamp purchases. Committee members noted this is a needed required item, which is

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very difficult to budget for and does not require department representation when sending a Resolution for the Tax Transfer Stamp purchases. Ms. Wheeler 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, Klasen, Merkel, Munaretto, Wheeler, Zierer and Hill)

Resolution authorizing entering into an agreement with Andy Frain Services for security services for the Administration Building: Committee members reviewed a Resolution authorizing entering into an agreement with Andy Frain Services for security services for the Administration Building. Mr. Labaj noted that this contract was sent out for bid with the County receiving 5 replies. Andy Frain was the lowest responsible bidder. After review, Mr. Munaretto 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. (Heisler, Klasen, Merkel, Munaretto, Wheeler, Zierer and Hill)

Election Equipment Storage: Committee members were joined by the County Clerk, Kathie Schultz, to enter into discussion regarding election equipment storage. Chairman Hill noted this is just the beginning of discussions surrounding the storage needs of the County Clerk. Ms. Schultz invited all committee members to go view the storage area to see the constraints her and her staff are required to work under. Ms. Schultz informed committee members that she needs working space as well as storage space in this area as each voting machine must be recharged and tested every 60 to 90 days. She has rented additional locked storage space, but, this is only a temporary solution. It was noted that Facilities has a small 12' X 16' space that it uses in the basement as well. Committee members were informed that the County has been cited by the fire department for having items in the hallway that impedes exit from the area. Committee members questioned whether a portion of the Education office could be used for her needs. Committee members were reminded that some of the area is already going to be used for a portion of the GIS office. Long term plans include an election storage building and work area, but, a solution is needed to address the current needs of the department. Chairman Hill noted that this is just the beginning of many discussions and during the next meeting the committee members would join Ms. Schultz to view the storage area for the election equipment.

OLD BUSINESS

Site Analysis Update: The RFP was sent out to 16 bidders with only 4 responses received. One response was eliminated because it wasn't signed. Only two responses met the criteria needed. Interviews for the two remaining bids will be held on Friday September 22nd for those interested in attending. The first interview will take place at 1:00p.m. and the other interview has been scheduled for 2:30p.m. Recommendations will be forwarded to the committee.

Animal Control Facility Update: A prebid meeting was held on Friday with 16 bidders attending the meeting. RFP's are due back in the office on September 26th. Chairman Hill informed committee members that she is in the process of scheduling visits to other outside animal control facilities for viewing. She will keep committee members updated on this schedule.

EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator's Report: None

Artwork Sub-Committee: None

Cable Commission: Mr. Sullivan reported that an amendment to our contract will be brought forward to the next committee meeting for consideration.

Convention & Visitors Bureau: None

Council of Governments: None.

EDC: A search committee is being formed to look for a replacement for Ms. Patel.

Chairman Hill informed committee members that the State's Attorney has been successful on the Court of Claims case for the unpaid lease in an amount of \$17,624.17. She noted that she will be directing the State's Attorney's office to write a letter to State Representative to request assistance to get this Court of Claims paid.

FUTURE TOPICS

Committee members noted they would like to see a cell phone policy brought forward for discussion.

ADJOURNMENT

The meeting adjourned at 9:30 a.m. on a motion by Mr. Klasen, seconded by Ms. Wheeler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of Resolution authorizing an emergency appropriation in the Recorder's FY06 budget to purchase tax transfer stamps

Recommend approval of a Resolution authorizing entering into an agreement with Andy Frain Services for security services for the Administration building

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