

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

MINUTES OF TUESDAY, JULY 10, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Mary Donner; Peter Merkel; Barbara Wheeler; Yvonne Barnes and Mary Lou Zierer. Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; John Hadley, Facilities Management; Ralph Sarbaugh, Associate County Administrator-Finance; Cindy Kozlowski, Financial Analyst; interested public and the press.

Tina Hill, Chairman	
Yvonne Barnes	Marie Chmiel
Mary L. Donner	Pete Merkel
Barbara Wheeler	Mary Lou Zierer

MINUTE APPROVAL

Ms. Donner made a motion, seconded by Ms. Chmiel to approve the minutes of the Friday, June 26, 2007 Management Services Committee meeting. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION: None.

PRESENTATION

None

NEW BUSINESS

None

OLD BUSINESS

*Resolution authorizing adoption of amendments to the McHenry County Board Rules:* Chairman Hill reminded committee members that the suggested language for the "public comment" portion of the County Board rules were sent to all County Board members for review. She noted that some of the County Board members still have a problem with the wording even though State Law states that public comment should be based solely on the evidence presented to the ZBA. It was noted that this wording will be part of the County Board Rules, but not included on the Public Comment sign in sheet. Committee members stated that the complete ZBA transcripts should be available for review to the County Board members, including the final vote of the ZBA in order to make a decision on a ZBA petition. It was stated this would protect the County against lawsuits. Wording in all areas for Public Participation should be changed to Public Comment. Committee members questioned what wording should be placed on the sign in sheet for Public Comment. Chairman Hill stated that the sheet should encourage the public to address concerns of a ZBA petition at a ZBA hearing. Ms. Wheeler informed committee members that there will be changes made to the ZBA hearing signs, making them more visible to the public. It is hopeful, that with the larger signs, more individuals will attend the ZBA meetings to address their concerns. A few committee members noted they could not vote aye on the motion with the wording that the County Board should base their decision "solely" on evidence presented to the ZBA. It was stated that they would feel more comfortable approving the rules if the word "solely" was removed from the statement. Committee members agreed the word solely should be removed from the wording regarding the public comment section of the rules. Ms. Wheeler made a motion, seconded by Ms. Barnes to recommend adoption of the amendments made to the County Board rules as discussed. The motion carried with six ayes (Barnes, Chmiel, Donner, Wheeler, Zierer, Hill) and one nay (Merkel) Committee members requested that the zoning information be placed on the Web Page regarding where information and comment on zoning requests should be made.

*Discussion (continued) – Proposed policy for sale and purchase of County Real Estate:* Chairman Hill informed committee members that the wording for this policy is being "tweaked" and will be discussed at a future joint meeting of the Management Services and Finance and Audit Committees. It was stated that this will be a 2 step process before the policy gets sent to the County Board for approval. The discussion would be a part of a joint committee meeting with the Finance and Audit Committee to get a final decision on the wording for the Sale and Purchase of property. There may be a need to divide the process into the roles of each committee with a sub-paragraph that identifies whether they would be addressing a sale or purchase. Committee members questioned if the county has to advertise to sell surplus property. Ms. Link stated that the county must advertise for the sale of any asset but property would not be considered surplus and the policy should be reworded.

*Animal Control Facility – Update:* Committee members were informed that the permit for construction at the building has been applied for. The bids for the construction should go out by the 24<sup>th</sup>, if all the permits have been received. Some minor revisions have been suggested and will be discussed at the Building Projects Committee meeting. Committee members questioned whether the landscaping issues at the new facility will be addressed as complaints have been received regarding the weeds growing at the facility. Committee members were informed that the landscapers have been scheduled to clean and mow the site today.

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*Campus Plan update:* KSA will present an overview on the campus plan to County Board members at the CALF meeting scheduled on the 17<sup>th</sup> at 6:00p.m., prior to the County Board Meeting. Committee members were encouraged to attend the CALF meeting. Department Heads will be provided an update on the 20<sup>th</sup> at the Department Head meeting with questioners being given to these Department Heads to tell KSA of their wants and needs for their respective departments.

*Board Room Sound Equipment/Internet Streaming:* Committee members were provided an update to the progress for new sound equipment for the County Board Room. Mr. Labaj noted they are trying to combine an upgraded sound system and researching what equipment would be needed to include web-streaming to the costs of the upgrades. Since they have added the web-streaming to the upgraded sound system the system will have to be re-bid. This system must be digital compatible. Mr. Labaj noted there are questions of how a camera system will work in the board room and whether this system would be voice activated or be based on when microphones are activated. It was noted that additional costs could include the need to upgrade the lighting in the room as well as the "frequencies of the lighting system and sound equipment" must be compatible. It was noted that this system may need to be budgeted as a capital expenditure. It was noted that the largest cost will come from the sound system that has outlived its life expectancy. The anticipated cost to date is \$60,000+.

*Free Internet Update:* Mr. Sullivan reported that this project could be completed within 6 to 8 weeks. He stated they need to "open up a pipe to allow outside access to the web. He noted there should not be any additional costs for this process. He noted there is need from the court side to obtain this outside access as well.

*County Administrator's Evaluation:* Chairman Hill reminded committee members that on June 12<sup>th</sup> Mr. Austin provided information regarding the process for his evaluation. Mr. Austin presented committee members with his performance results description that breaks down his role as administrator into six key areas. Chairman Hill stated that she has not received any detailed specific items that need to be addressed. She stated she is in charge of creating a draft that broadly breaks down his role and areas of concern for presentation to the County Board. Committee members stated that the additional items should include the over-site of the campus plan, Animal Control, Valley Hi and Disaster Planning. It was noted that another area that should be included is Agenda Management. It was also stated that there should be more communication with the committee chairpersons regarding personnel as well as other issues. Chairman Hill stated that after all the communications have been received from the County Board members she will create a final report for presentation. The County Board will then be charged with setting the compensation for the County Administrator, which is the same criteria for all employees at 0%– 6%. Committee members noted that the wage study should be included in the performance description as well.

### REPORTS TO COMMITTEE

*Administrator:* Committee members were informed that the Budget Analyst, Cindy Kozlowski, started her new position yesterday. She will assist in the financial reporting for the County and give budget assistance to the Associate County Administrator-Finance.

A water task force meeting has been scheduled for later this afternoon for those interested in attending. It will be interesting to see who shows up as this is the kick off meeting for the task force. There will be a challenge to harness all of their individual energy and work together as a group. It is a good idea to have the county taking a lead role on this issue. Committee members were informed that there was a good article in the Daily Herald regarding the new Groundwater Resource Department and Manager in the County for those interested.

An update will be given to the County Board members on the Strategic Plan and where we currently stand. The plan has been broken into 9 segments and is a good tool to see what progress has been made on the plan.

Mr. Austin informed committee members that he would be attending the NACO conference next Wednesday. He stated he is looking forward to attending the annual idea conference that is scheduled for County Administrators. He noted the Administrators attend a roundtable meeting where they toss around concerns/idea within their county. He noted it is a very interesting informative session.

*Art Work Sub-Committee:* Nothing has been scheduled at this time. The sub-committee will be charged with handling the County Seal contest. This will be brought to the next committee meeting for discussion.

*Cable Commission:* The law has passed regarding allowing phone companies to offer programming services. There has been discussion to have our cable commission attorney attend a transportation committee meeting to discuss how the County should handle Right-Of Way permit concerns.

*Council of Governments:* Brian Sager has been elected the new President of McCog. A meeting has been set with Greenwood village officials to discuss their joining McCog. Algonquin has now joined McCog with the only large municipality left to join being Crystal Lake. The main office for McCog is now located in one of the meeting rooms from Zukowski, Rogers & Flood.

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Chairman Hill stated that the Artwork Sub Committee wants additional water machines to be placed within the county buildings to raise additional funding for the Art Work sub committee. Ms. Link stated that an additional machine is needed to accommodate the use of bottles, instead of just cans.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting adjourned at 9:20 a.m. on a motion by Ms. Wheeler, seconded by Ms. Barnes with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Resolution authorizing adoption of amendments to the McHenry County Board Rules

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