

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

MINUTES OF TUESDAY, JULY 24, 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; Barbara Wheeler; Yvonne Barnes and Mary Lou Zierer. Mary Donner and Peter Merkel were absent. Also in attendance: Peter Austin, County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; interested staff, public and the press.

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

MINUTE APPROVAL

Ms. Chmiel made a motion, seconded by Ms. Wheeler to approve the minutes of the Tuesday July 10 Management Services Committee meeting. The minutes were approved with all members present voting aye on a voice vote. Chairman Hill questioned committee members regarding changes to the County Board rules at the previous committee meeting. She stated the rules would be discussed at this time and moved up from 6.1 on the agenda.

*County Board Rules:* Chairman Hill stated that she was under the impression that at the last committee meeting the committee members reviewed the "public comment" sheet that was passed out and the suggested items were to be included in the County Board Rules. Committee members stated they did not feel this whole section should be included in the rules as it addresses behavior of the public and not the County Board Members. Committee members stated that the open comment under Public Comment should be included to read "Public comment is a vital component to the democratic process. To give everyone a chance to address the County Board that desires to we have come up with the following guidelines:

12.1 "Statements voluntarily given at the invitation of the County Board during the Board meeting described as "Public Comment" are accepted as an opportunity by the public to directly address the County Board. If comments are given regarding a zoning petition, the County Board may consider the arguments persuasive, but the County Board should base its decision on the evidence presented at the Zoning Board of Appeals." Committee members also stated that 12.4 should be amended to read "Public comment shall be presented and received in a civil and respectful manner. Abusive language or behavior will not be tolerated." Committee members stated that information regarding speaking time limits and zoning hearing dates and locations should be posted on the County's web page and not in the County Board rules. Committee members noted that number 7.3 addresses reimbursement of Board Member travel and this would be paid for from the County Board budget and not the Administration budget. Ms. Wheeler made a motion, seconded by Ms. Chmiel to recommend approval of the changes to the County Board rules as discussed. The motion carried with all members present voting aye. Committee members discussed a request by another County Board Members to have all of the County Board Meetings held in the evenings and have one meeting as a COW (Committee of the Whole) to allow for presentations only to the County Board. Committee members noted that with the Board having only evening meetings, this may cause an issue for staff that may be required to attend. Some members felt this could be burdensome as some presentations could become quite lengthy making for a very late evening. Committee members suggested just one County Board meeting monthly, with an alternative option to handle emergencies. This may cause some projects to be put on hold until a County Board meeting was held. Committee members stated they felt the current schedule works well for the County Board and different meeting times could be established if needed, per the county board rules. Chairman Hill noted that Ms. Salgado could be talked to regarding her issues surrounding only evening meetings for the County Board. Committee members suggested review of the emergency succession act concerning this issue. They stated that a meeting could be held to discuss possible changes of meeting times with the whole County Board if needed.

PUBLIC PARTICIPATION

None.

PRESENTATION

None

NEW BUSINESS

*Public Building Commission Appointment:* Committee members reviewed the application for appointment on the Public Building Commission. No other applications were received. The appointment would be for five years. Ms. Zierer made a motion, seconded by Ms. Barnes to recommend the reappointment of Kathleen E. Marinangle to the Public Building Commission. The motion carried with all members present voting aye. Committee members requested that a member from the Public Building Commission attend a Management Services Committee meeting to discuss the duties of the commission.

*Resolution authorizing a budget line item transfer in the Department of Information Technology FY07 budget:* Committee members reviewed a Resolution authorizing a budget line item transfer in the Department of Information Technology FY2007 budget. Mr. Sullivan stated that because of turnover in his department it has become necessary to hire consultants to fill the void created by the vacancies in this department. This has created an unforeseen contractual expense. After review, Ms.

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Wheeler made a motion, seconded by Ms. Chmiel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Wheeler, Zierer, Hill)

*Resolution authorizing an emergency appropriation in the Recorder's Fiscal Year 2006-2007 budget to Purchase Tax Transfer Stamps:* Committee members reviewed a Resolution authorizing an emergency appropriation in the Recorder's Fiscal Year 2006-2007 budget to purchase Tax Transfer Stamps. Ms. Barnes made a motion, seconded by Ms. Zierer to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Wheeler, Zierer, Hill)

*Government Center projects update and list of remaining projects:* Mr. Austin provided an update to recent projects completed in the Courthouse and provided a list of potential projects for the future. He informed committee members that the remaining issues are primarily cosmetic issues. Discussions have been held regarding the creation of a large conference room in the Emergency Management Agency offices. He noted the large room they have in this location is currently being used for storage. Meetings for the agency are being held in alternate locations because of the lack of space in the current facility. Mr. Austin informed committee members that during the monthly meetings with the Judiciary, discussions have been held regarding the remaining needs of the government center. These items seem to be primarily cosmetic with the painting of the walls, replacement of carpeting, retrofit light fixtures, up-grade of entrances and movement of the mail room. Concern has been noted regarding the spending of funds before the completions of the new Animal Control facility. Mr. Austin stated that the KSA study will highlight the needs of each department.

### OLD BUSINESS

*Recap of County Auction held on July 21, 2007:* Ms. Link provided committee members with an update from the County Auction held on July 21, 2007. She stated that three nursing homes sent representatives to purchase items that were removed from the old Valley Hi facility. Beds, mattresses, patient cubicle curtains were a few of the items that were sold. The Highway Department was thrilled with the sale of a Front Loader for \$28,500. She noted they had great weather and were thrilled with the outcome of the auctions. Cash receipts before expenses came to around \$50,000.

*Campus Plan Update:* Mr. Austin informed committee members that an update of the campus plan was presented at the CALF meeting and the last Department Head meeting. Department Heads were told to give important, thoughtful consideration to the needs of their department, including how they use their space, how much they have grown in recent years and how much they see their department growing in the future. The starting point for each of the departments interviews are scheduled to begin in August.

*Board Room Sound/Internet Streaming Update:* Mr. Labaj informed committee members that he has had discussion with a content delivery service provider to get a sense of the needs in the County Board room for digital, audio and video. The County wants to make sure we purchase the correct compatible products to work as needed. So far the cost of this equipment has been quoted at \$80,000. Mr. Labaj noted that it makes sense to bring in someone who knows what the County is looking for and has experience with this type of project. Voice activated cameras are one portion of the equipment being considered. Committee members questioned whether all of the County Board members have agreed to obtaining this type of equipment with the increased cost to the project. Staff noted they would like to bring all options forward to make sure all of the products are compatible, no matter when the equipment is purchased. After review of the products a decision could be made as to what portions of the project are to be purchased first. The funding for the project will be in next year's budget.

*County Administrator Written Evaluation:* Chairman Hill provided committee members with a written report for Mr. Austin which includes an evaluation and goals. She requested committee members review the report and send their comments to her.

### REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin provided committee members a copy of his monthly report as provided to the County Board Chairman.

*Art Work Sub-Committee:* Chairman Hill informed committee members that the Art Work Sub-Committee meeting has been canceled. Ms. Link informed committee members that she spoke to A & H regarding the committee wanting to put water in the vending machines in hope of raising the revenue for the Art Work Sub-Committee. A & H informed Ms. Link that the machine in the Administration Building could be retro-fitted with a device so the machine would accept water bottles for dispensing. Ms. Link stated she thinks the machines in the Government Center already dispense water. Ms. Zierer stated that at the last Valley Hi committee meeting it was requested that a mural be painted on the wall at Valley Hi for the resident's enjoyment. Chairman Hill noted that this would be placed on the next Art Work Sub-Committee agenda for consideration. She noted that the budget for the committee would be reviewed to see if this is feasible. Chairman Hill stated that in the Centegra facility is a Starbucks coffee cart that sell coffee and other miscellaneous items. She questioned Centegra personnel how this cart is run. She was informed that Starbucks has provided the training to an employee for the cart, but, it is not a money maker for the facility.

*Cable Commission:* Mr. Sullivan noted that a meeting is being scheduled with the Zukowski law firm and the Highway Department to create the right-of-way permit forms. He noted he would bring the information as it is received to the committee for review.

*Council of Governments:* The next McCog meeting has been scheduled for 6:00p.m. on Wednesday the 25<sup>th</sup> at Fireside Restaurant in Fox River Grove. An update will be given by President John Schmidt regarding the Transportation Coalition.

FUTURE TOPICS

Committee members were informed that Mr. Hadley would like to have a discussion about the campus plan and the possibility of having any future building project as "green" as possible. Ms. Link informed committee members that she will be attending a webinar regarding how to purchase "green" products for McHenry County.

Committee members were informed that they are creating a web site for Strategic Plan issues.

Committee members were requested to think about the possibility of having only one committee meeting per month. They noted concern as they didn't feel all the business of the committee could be taken care of in a timely manner and committee meetings could become very lengthy.

EXECUTIVE SESSION

Ms. Wheeler made a motion, seconded by Ms. Barnes to enter into executive session to discuss personnel at 9:16a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Wheeler, Zierer, Hill)

Noting that no action was taken by the committee, the committee re-entered regular session on a motion by Ms. Chmiel, seconded by Ms. Zierer at 9:25a.m. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Wheeler, Zierer, Hill)

ADJOURNMENT

The meeting adjourned at 9:26 a.m. on a motion by Ms. Barnes, seconded by Ms. Wheeler with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

- Recommend the reappointment of Kathleen Marinangel to the Public Building Commission
- Resolution authorizing a budget line item transfer in the Department of Information Technology FY2007 Budget
- Resolution authorizing an emergency appropriation in the Recorder's FY06/07 budget to purchase tax transfer stamps
- County Board Rules

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