

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

MINUTES OF TUESDAY, SEPTEMBER 11, 2007

Chairman Hill called the Management Services Committee meeting to order at 8:11 a.m. The following members present: Chairman Tina Hill; Marie Chmiel; Barbara Wheeler; Pete Merkel; Yvonne Barnes; Mary Donner and Mary Lou Zierer. Also in attendance: Peter Austin, County Administrator; Tom Sullivan and Paul Lerner, IT; Ralph Sarbaugh, Associate County Administrator – Finance; John Hadley, Facilities Management; John Labaj, Deputy County Administrator; Deb Merrill and Phyllis Walters, Recorder; public and the press.

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

MINUTE APPROVAL

Chairman Hill noted some minor typographical errors to the minutes of August 28, 2007. Ms. Wheeler made a motion, seconded by Ms. Chmiel to approve the minutes of the Tuesday, August 28, 2007 Management Services Committee meeting as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

PRESENTATION: None

NEW BUSINESS

*Resolution authorizing the Recorder's Office to trade-in County property for reimbursement:* Committee members reviewed a Resolution authorizing the Recorder's Office to trade-in County property for reimbursement. Ms. Walters informed committee members that they had to purchase new printers to handle a new bar coding system. They have spoken to the vendor for the printers regarding the possibility of them purchasing the old printers. The Recorder's office has asked Administration, the State's Attorney and Purchasing whether they could go outside county policy to sell this equipment as they would receive more than would be expected from auction. The vendor has offered \$3,800 for the equipment, which exceeds the value expected from the auction. Ms. Donner 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, Donner, Merkel, Wheeler, Zierer, Hill)

*Implementation of the new Smoke Free Illinois Act (for discussion):* Committee members reviewed how the new Smoke Free Illinois Act will affect the County when the Act goes into affect on January 1, 2008. McHenry County currently has a smoke free building policy. The Smoke Free Act would require there be no smoking allowed within 15' of a County facility. Most of the smoking areas are currently directly next to the buildings which will need to be moved. Mr. Labaj reported that there are about 25 smoking areas at county facilities. He noted that the Safety and Security committee is reviewing a smoking policy, with recommendations to be forwarded to this committee, for implementation in January, when the Act goes into effect. They will be reviewing possible designated smoking areas. Mr. Labaj noted this building will be okay as they will just move the smoking hut outside the 15' area, but, the other facilities will be an issue. The Sheriff's Department and Health Department will be the enforcement officers for this policy. Mr. Austin stated that he will also bring this issue up at the Department Head meeting so they are informed of the new Smoke Free Act. Committee members questioned if the County was considering going completely smoke free. It was stated that their will be some major issues from the cigarette butts that will need to be addressed as well. Committee members questioned how this policy would affect employee breaks if there is a non-smoking policy in place. Mr. Austin stated that the Health and Sheriff's Department should be available for discussion on these issues since they will be the enforcers of the policy. It was also suggested that the employees be offered smoking cessation classes to help those that are interested. The policy also states that employees will not be allowed to smoke in County owned vehicles. Mr. Labaj stated this policy will be a challenge to enforce and there will be three options for the committee to consider. 1) create designated smoking areas, 2) create a non-smoking area with employees only allowed to smoke in their vehicles or to make the County totally smoke free.

*McHenry County Green Accomplishments:* Mr. Hadley joined committee members to discuss the "green initiatives" for the County. A list of accomplishments stated that the County is ahead of the curve to turn "green". With the contract with Seimans the County is guaranteed energy savings. Purchasing is adding a line to their contracts that state that Styrofoam popcorn will not be accepted as packing materials and Mr. Hadley has been a leader on the "swat" committee. This committee provides a lot of ideas for recycling and going green for the County. They are also working on "green policies" for the County as well. Mr. Austin reminded committee members that Going Green was an issue identified on the County Board's strategic plan.

*Resolution supporting a change in the County Seal:* Committee members reviewed a Resolution authorizing the exploration of the development of a new County Seal for the County of McHenry. Chairman Hill stated that she wanted a Resolution for this item so we could get a consensus from the County Board whether they would like to change the seal or not. Mr. Austin noted that the seal acts as a trademark for the County. The seal should be recognizable as well as unique to the County. Committee

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members were asked if they thought this should be considered. Committee members questioned the costs involved in changing the Seal. Mr. Austin noted that the seal would only be placed on as new items are needed. They would not run out to obtain stickers and replacements for items that have a current seal on them. They would be replaced when new items are ordered. Ms. Wheeler made a motion, seconded by Ms. Chmiel to recommend approval of the above Resolution as presented. It was noted that this item is worth discussion by the whole County Board. The motion carried with all members present voting aye on a voice vote.

### OLD BUSINESS

*Performance Contract Update:* Mr. Hadley joined committee members to provide an update on the last phase of the performance contract project. He stated that the upgrade to the boilers, with State approved modifications, are the last part of the project. The boiler plant should be back on line by the first part of October. Mr. Hadley noted that there was another issue regarding Siemens that needs to be addressed. The Company had previously been identified as Siemens Corporation. It has been brought to our attention that the Company is really named Siemens Building Technologies Incorporated and should be identified as this. Committee members thanked Mr. Hadley for his update.

*Campus Plan Update:* Committee members were provided a project status summary for the Campus Plan. The Department surveys are due in by Friday. Committee members questioned whether KS&A have been provided with all the soil borings that the County has completed in the past. Committee members were informed that the soil borings have been provided but a recent completed study on the Klehm property will be presented to KS&A for review.

*Animal Control update:* Committee members were informed that demolition has started on the new Animal Control facility. The Northwest Herald did a great job on an article highlighting the new Animal Control facility. Mr. Hadley stated that since the bids have come in under budget a meeting will be held to review options of what could be added to the new facility. He stated that the goal is to come in under budget, on time. The Architect has met with Mr. McNulty and Mr. Rivard to discuss the FFE (furniture, fixtures and equipment) needed for the facility. The City of Crystal Lake has huge tap on fees for water and sewer. The County will try to negotiate these costs down. Mr. Austin reported that some of funds earmarked for Animal Control has earned interest that will be used for these fees.

*County Board Sound System:* Committee members questioned the status of the Sound System for the County Board room. Mr. Labaj reported that the system is out for bid and an update should be available at the next committee meeting. Committee members questioned when the order for the system would take place. Mr. Labaj stated he will know more when the bids are received, but, the vendor may need a little lead time to order the equipment needed. An update will be provided at the next committee meeting.

### REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin stated he would like to speak to the committee regarding the Banford Road property. He stated that while reviewing the supplemental requests for the new budget year a discussion was entered into regarding whether they should hold back some extra funds to demolish the old Animal Control facility when vacated. The appraisals on the property had stated that the property is worth more and is more marketable with the facility gone. Early demolition estimates have come in at approximately \$30,000. Mr. Austin noted that it is highly unlikely that the building would be used for some other use. Committee members questioned whether an environmental study of the property would be needed. It was stated that this would probably be a requirement for the sale of the property. Committee members stated that when the facility is vacated we need to make sure the property is made secure.

*Art Work Sub-Committee:* Committee members were informed that the Art Work Sub-Committee is preparing a power-point presentation to be given to the County Board at the next County Board meeting on the accomplishments of the committee. A decision will be needed whether to continue with this committee as they do not have any more budget beyond 2007.

*Cable Commission:* Committee members were informed that a meeting was held with the Department of Transportation and the States Attorney to discuss right of way issues. These issues go beyond the cable industry and concern all utility companies. The States Attorney is deciding whether to tackle this issue in house or to hire an outside firm to handle the right of way concerns for the County. The Illinois Municipal League is working on creating a Right of Way Ordinance and the County does not need to create something that is already being worked on by other groups.

*Council of Governments:* Committee members were informed that the County would be sponsoring the next McCog meeting on September 26th, which will be held at Deeter's and would begin at 5:30p.m. Dinner will follow at 7:00p.m. for those interested. Ms. Wheeler requested all committee members to contact the municipalities and villages they associate with to encourage their attendance at this meeting. She noted they will be addressing the subdivision ordinance and conservation design and would like as much input as possible. She stated that all of the municipalities need to be a part of this conversation and we need the involvement of all of the jurisdictions.

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Mr. Austin stated that a memo has been received from the State's Attorney regarding the old archived materials. The opinion states they feel it is important to try to save these archived materials. This will be reviewed and discussed at the next committee meeting.

Committee members questioned who is responsible for the maintenance of the detention pond in the area outside the Planning & Development offices along Ware Road. There are wild flowers planted that need a "burn" to handle overgrowth of noxious weeds. The Conservation District will help with the burn, but, it was too late in the year to have done when requested at the beginning of the summer. It is hopeful that this could be accomplished in the Fall. Ms. Wheeler noted that a lot of conservation design is about plantings and land management and the County should be a leader in this area and it would be a great opportunity to highlight the area the same as we are requesting new subdivisions to do. She also questioned what would be needed to create a native planting areas and suggested volunteers be used for this project.

Committee members questioned why the detention pond did not hold water during the recent rains. It was stated that Woodstock Public Works need to address this and Mr. Labaj stated he would check with the City officials and report back to the committee.

FUTURE TOPICS

None

EXECUTIVE SESSION: None

ADJOURNMENT

The meeting adjourned at 9:13 a.m. on a motion by Mr. Merkel, seconded by Ms. Chmiel with all members present voting aye.

**RECOMMENDED FOR COMMITTEE/BOARD ACTION:**

Resolution authorizing the Recorder's Office to trade-in County property for reimbursement

Resolution supporting a change in the County Seal

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