

MANAGEMENT SERVICES COMMITTEE
McHenry County Government Center
2200 N. Seminary Ave., Room 104-1
Woodstock, IL 60098

MINUTES OF TUESDAY, JANUARY 8, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:13 a.m. The following members present: Chairman Tina Hill; Mary Donner; Yvonne Barnes; Barbara Wheeler and Mary Lou Zierer. Marie Chmiel arrived at 8:15a.m. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Cathy Link and Andy Toth, Purchasing; Tom Sullivan and Paul Lerner, IT; Nicole Gattusa, GIS; interested public and the press.

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

MINUTE APPROVAL

Committee members reviewed the minutes of December 11, 2007. Mr. Hadley noted that the carpet on the third floor of the Government Center was to be replaced with tile. It was also stated that of the 13 pallets being cataloged for archives, from the old Valley Hi Barn, 4 pallets have been completed. After review, Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the December 11, 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

Update on the Archive Book cleaning and decontamination project: Mr. Draths from the Archives Department, joined committee members to provide an update on the pallets of materials found in the old Valley Hi barn. A company was found that could decontaminate the materials at a cost of \$60,000. Another firm was then contacted who agreed to catalog the items for \$4,000. Any of the items that need to be kept would then be decontaminated. So far, the items that have been cataloged include probate and will records, tax collections records and foreclosure records. The majority of the records have come from the Assessors, Treasurers, and Circuit Clerks offices. A small amount of records are from the County Clerk and Sheriff's Departments. A list of the items will be sent to the appropriate department for review. If some of the above items have been placed on microfilm these items can be destroyed. Retention schedules will then be reviewed to guide what additional items can be destroyed as well. Mr. Draths noted that he has a list of recommendations for the terms of retentions. The Historical Society will also be given an option to review any items to be destroyed as well incase they would care to retain any "historical" items that may be included.

Presentation of a United States Green Building Council Membership Plaque to McHenry County: Ms. Link from Purchasing, joined committee members to present a plaque, to Chairman Hill, welcoming McHenry County as a member of the United States Green Building Council. Ms. Link noted that part of the County Board's Strategic Plan is to acquire more "green" through purchasing, to use more "green" products and build "green" whenever possible. Membership to the Green Building Council allows us to look at green construction, purchasing and Leed Certifications. McHenry County is the first county in Illinois and the 12th government agency to join the Chicago and national chapters of the U.S. Green Building Council. Many of the County's energy partners are members of this group. This also allows the County to take discounts for training materials.

Ms. Link introduced Mr. Andy Toth, Purchasing Buyer, to the committee members.

NEW BUSINESS:

Resolution authorizing the establishment of the McHenry County Arts Council: Committee members reviewed a Resolution authorizing the establishment of the McHenry County Arts Council. Ms. Wheeler made a motion, seconded by Ms. Donner to recommend approval of the above Resolution as presented. Chairman Hill stated that the purpose of the Resolution was to continue to obtain artwork for the County. Committee members stated that the Resolution needs to clarify where or what budget the funds for the Art Council would come from. They also questioned where funds would be held if a donation is received and whether a separate budget should be created for the Art Council. Mr. Sarbaugh noted that the County would have to track any of the funds. Committee members questioned why the Council being created is so large. They stated the membership should be smaller than the suggested 12 members. Committee members also noted that the by-laws should be created prior to the formation of the committee. Chairman Hill noted that the by-laws would be approved by the County Board. Committee members noted that they are in support of the creation of the Arts Council but feel that the by-laws should be drafted first and reviewed by the Committee. Chairman Hill noted that she would draft some by-laws for review by the Artwork Sub-Committee. She stated she would have the by-laws and Resolution brought back to the Management Services Committee for approval at a later date. Ms. Wheeler withdrew her motion.

Resolution authorizing participation in the USGS Joint County Aerial Project 2008: Committee members reviewed a Resolution authorizing participation in the USGS joint County Aerial Project 2008. Ms. Gattuso, GIS, informed committee members that this project will allow the County to obtain Aerial Photography of the County, which was last completed in 2005. This project would

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be completed in 2009. In the past, the County has paid for this type of project on its own. For this project, the County would join surrounding Counties for more complete Aerial Photography. The cost is to be split among the various entities involved in the project. 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, Wheeler, Zierer, Hill)

Discussion: Membership into the United States Green Building Council: See above

Resolution authorizing participation in the Illinois Department of Natural Resources Joint County Lidar Project 2008: Committee members reviewed a Resolution authorizing participation in the Illinois Department of Natural Resources Joint County Lidar Project 2008. The US Geological Survey (USGS) and the US Army Corp of Engineers has partnered with the Illinois Department of Natural Resources (IDNR), who in turn approached a number of North Eastern Illinois Counties, including McHenry County, to take part in a large area of Light Detection and Ranging (LIDAR) data collection. LIDAR is an optical remote sensing technology that measures properties of scattered light to find range and or other information of a distant target. LIDAR can be used for feature extraction such as building outlines and deciduous trees and also can be used to support decision making processes for many important issues currently facing the County, including emergency services, land use planning, transportation infrastructure and storm water management. Ms. 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, Donner, Wheeler, Zierer, Hill)

OLD BUSINESS

County Seal: Committee members reviewed the latest depiction of the proposed "County Seal". Committee members agreed that staff was closer to what they are looking for, but, would like to see a more "historical" representation of the County. They noted there are a lot of nice, historical buildings that can be used to fill these criteria. Committee members agreed that they want to depict commerce and industry on the seal and agreed they like the placement of industry on the current depiction, but, would like staff to bring back a couple more samples for a decision at the next committee meeting.

Construction update: Mr. Hadley noted they are continuing with the replacement of the carpet within the Government Center. A new painter has been hired to start work in the facilities. Holding cell plans have been submitted and are waiting for a sign off by the Judges. The elevator company will be coming in to "cut" the area for the new elevator shaft. Mr. Hadley noted they are going ahead with the elevator "cuts" in order to expedite the project.

Mr. Hadley informed committee members that they are now meeting weekly to discuss issues surrounding the new Animal Control Facility. During the next meeting they will be discussing the move into the facility. It is hopeful that the facility will be completed by the end of January. The construction punch list will be reviewed and worked on during the month of February. The completion of the facility and the move will be discussed with the Building Projects Committee on January 28th at 8:30a.m. A grand opening is being scheduled in conjunction with an animal adoption event. Additional discussions will be held with the Building Projects Committee with updates being provided to this committee before a date has been decided for the event. Committee members stated they would like the whole facility completed so the whole building could be viewed when the "Grand Opening" event is held. Ms. Link reported that the Kennels are on schedule to be installed in the near future.

Campus Plan Update: Mr. Austin informed committee members that KS&A has been scheduled to attend an all day meeting with the County Board, Elected Officials and Department Heads on February 14th from 9:00a.m.-4:00p.m. to present options and plans for building for the future of the County. Deliberations will be held on how best to move forward. A prioritization of what the County wants will be discussed. Committee members requested a presentation packet prior to the meeting so plans and scenarios can be reviewed. Mr. Austin noted he would make a request to KS&A for this information.

Sound System: Mr. Labaj informed committee members that the installation of the new sound system has started. They have rewired the speakers within the area with an increase to the AMPS for the County Board room. Hopefully this will improve the sound in this area. Today they will start installing additional speakers and wiring. The millwork will be completed after the 21st. Mr. Labaj noted that the work is expected to be completed by the end of January. Training for working the new system will be scheduled at a later date.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that he has been busy wrapping up with year end reviews of Department Heads.

The wage and range study is almost complete. Meetings will be held with various department heads to discuss the hierarchy in each department. Hopefully this will be ready for discussion at the County Board Strategic Planning session scheduled on the 31st from 8:00a.m.until 1:00p.m.

Mr. Austin informed committee members that a CALF meeting will be scheduled later in January to discuss the Federal Legislative Program. He stated he is hopeful to have an approval of the program at the morning meeting of the County Board in early February. He noted that the majority of the program will remain the same but additional discussions about the legislative program will take place before a final decision is made.

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Mr. Austin informed committee members that Linda McMahon from Human Resources will be joining Administration as an Administrative Analyst. She will be involved in various projects for the department.

Art Work Sub-Committee: Chairman Hill noted that a meeting will be scheduled for January 18th for the Artwork Sub Committee to discuss the needed by-laws for the new proposed McHenry County Arts Council.

Cable Commission: Mr. Sullivan reported that legal council for the commission has drafted a right of way agreement to be forwarded to the Transportation Committee for review. Mr. Sarbaugh reported that staff has been receiving calls regarding taxes being charged on cell phone bills. He reported that the only tax the County charges would be for E-911. Sprint is charging an "excise" tax on their cell phone bills that the County does not receive nor are we charging for. He stated he does not know what this tax is for.

Council of Governments: Mr. Austin provided committee members with a list of the proposed Legislative Program for McCog. The group is prioritizing transportation funding. Another issue that will be discussed by McCog will be the streamlined sales tax for internet sales.

Committee members questioned how budgets will be expensed for County Board Members \$1,000 budgets. They stated that if Chairman Koehler should request attendance at a meeting, this will be paid for from the County Board budget. If a County Board member decides to attend any meeting, this expense will come from their \$1,000 budget. An invoice will be needed for reimbursement for any expense.

Chairman Hill informed committee members that there is a request for a local legislator to put a "call in a bill" to allow Counties to fill tower space on towers on County property. Additional research will follow on this issue.

Mr. Austin informed committee members that he attended a recent Metro Counties meeting with Chairman Koehler. This group consists of 12 of the largest counties in the State. This group is reviewing what is going on in Springfield. They are also reviewing the costs to counties for probation services. He noted there has been no help for probation officers coming from the State. Costs for probation services will be analyzed as well as trying to identify new revenue sources.

FUTURE TOPICS: None

EXECUTIVE SESSION: None

ADJOURNMENT

The meeting adjourned at 9:12a.m. on a motion by Ms. Wheeler, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing participation in the USGS Joint County Aerial Project 2008

Resolution authorizing participation in the Illinois Department of Natural Resources Joint County Lidar Project 2008

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