

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

MINUTES OF TUESDAY, FEBRUARY 26, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:12 a.m. The following members present: Chairman Tina Hill; Mary Donner; Yvonne Barnes; Barbara Wheeler and Mary Lou Zierer. Pete Merkel arrived at 8:33a.m. Marie Chmiel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Bill Draths, Records Management; Nicole Gattuso, GIS; Michelle Courier, State's Attorney; 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 January 22, 2008. Ms. Donner made a motion, seconded by Ms. Barnes to approve the minutes of the January 22, 2008 Management Services Committee meeting as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT

None

Mr. Merkel arrived at 8:13a.m.

PRESENTATION

Update on the decontamination of archived books: Mr. Hadley joined committee members and reminded them that almost 1 year ago a Purchase Order was issued to pay for the cataloging of items found in the old Valley Hi barn. The cost to catalog these items was \$3,800. Since the number of items cataloged increased from the original amount, this amount was increased to \$4,035. Once all the documents were cataloged, Mr. Draths was able to review the list to determine what items needed to be kept and what items could be disposed of. Once the determination was made, the items being kept were cleaned, cataloged and bar-coded for placement in archives. \$59,900 was budgeted for the cleaning and disposal of these items, the cost came in at \$19,365, much lower than expected. The cataloged list was reviewed with the elected officials to determine what items were to be kept. 400 books were decontaminated. The Historical Society was contacted regarding items they were interested in obtaining. They chose approximately 170 volumes with their staff cleaning and decontaminating the books at their expense. The remaining items will be shredded. A significant amount of books belonged to the Treasurer, who had placed the bulk of their information on microfilm. These items have now been digitized.

NEW BUSINESS

Resolution authorizing Workers' Compensation Claim Settlement: Committee members reviewed a Resolution authorizing Workers' Compensation Claim settlement for claim #07-8200-01. Mr. Labaj noted that this claim was previously approved by the committee for a lower amount. The claimant stated the settlement amount was not satisfactory and requested a larger amount based upon a previous claim received by the same claimant. After review, Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the above resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Resolution authorizing ESRI Software Maintenance Agreement: Committee members reviewed a Resolution authorizing ESRI Software Maintenance Agreement. Ms. Gattuso noted that this is the maintenance support agreement for the GIS software. She noted that the size of the contract is based upon the amount of licenses needed and users. Ms. Wheeler made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Barnes, Donner, Merkel, Wheeler, Zierer, Hill)

Ethics Commission Appointments: Mr. Labaj informed committee members that he wanted to provide an update to the appointments on the Ethics Commission. He noted that previously all the members on the Ethics Commission had the same expiration date for their appointments. This process was corrected last year. There are two members on the commission that do not want to be reappointed. The appointments are recommended by the County Board Chairman with approval from the County Board. Mr. Labaj noted that as soon as new members are found he would bring forward a request to approve the new members of the Ethics Commission.

ModuTouorch Kiosks: Ms. Link joined committee members to discuss the option of obtaining a directory kiosk system for the Government Center. If the public currently needs to find out where to go in the Government Center, they ask the security guards, taking their attention away from security issues. These electronic kiosks are an interactive touch screen that prints out a map for directions within the building. This type of system has been discussed in the past, but was cost prohibitive. Various

MANAGEMENT SERVICES COMMITTEE

February 26, 2008

Page 2

companies were looked at with suggestions to obtain 4 kiosk units for the Government Center. These units currently cost up to \$10,000 each. Committee members noted that this is a great use for technology but did not know if the public would take the time to use the systems or would continue to ask the security guards for directions. Committee members were informed that the \$10,000 was a high estimate for the units and felt the price would be much cheaper. Committee members noted that they would like to review the specification for the kiosk and review the product to see the ease of use prior to committing the funds to purchase these units. Mr. Austin noted that if this is something the committee members would like to see placed in the Government Center, we could see where they can fit into next years budget priorities. Committee members were informed that these units are used in other government agencies as well as buildings like McCormick Center.

Administration Building Security Requests/Deliveries Procedures: Mr. Labaj joined committee members to present an Administration Building Security Requests/Deliveries Procedures. He noted that more requests are being received for night meetings within the Administration Building. Because of this, additional procedures are needed to address the security needs for night meetings in the facility. Security is needed anytime a night meeting is held in the facility. This procedure notes that the security personnel are not available for after hour's meetings, without prior arrangements. Departments with regularly scheduled night meetings need to notify Risk Management by the 15th of each month for the next month's meetings. If a meeting is to be canceled, Risk Management will need to be notified no less than 24 hours in advance of the cancellation or as soon as possible. Purchasing procedures require all deliveries be made to the Government Center loading dock, however, when a delivery must be made at the Administration Building, security must be notified. As long as two security guards are on duty, every effort will be made to allow the delivery through the loading dock at the facility. The delivery personnel will be referred to Facilities Management or Purchasing, unless prior notification has been given. Security or a county employee must be physically located at the loading dock during deliveries. Ms. Barnes made a motion, seconded by Ms. Donner to recommend approval of the Administration Building Security Requests/Delivery Procedures as presented. The motion carried with all members present voting aye on a voice vote.

Preliminary Discussion-Banford Road Property relative to KS&A's recommendations: Committee members entered into discussion regarding recommendations for the old animal control facility. KS&A did not have many ideas for use of the facility except record storage. Mr. Austin noted that a COW is being planned to discuss options and prioritize projects as part of the facility master plan project. A decision is needed by April in order to take advantage of an offer that has been placed upon the table. The County did not sell the property previously in hopes of increasing the value of the property. This has not happened. Woodstock Fire and Rescue have notified the County of their desire to use any old facility, slated for demolition, to be used for fire and rescue training. Committee members questioned if the property has been listed for sale to create competition for the property and possibly increase its value. Committee members questioned what the requirements are to get rid of the property. Ms. Link noted that the property must be declared as surplus/scrap to sell. Committee members again questioned if the property should be listed. Administration stated that they are concerned that the current party that is interested in the purchase may take the offer off the table, which is currently above appraised value. Committee members noted that it does not seem right that the availability of this property has not been offered to others that may be interested. It was noted that this feels like a done deal, without allowing others to be made aware of the availability of the property. It was stated that State Statutes must be followed and a Resolution should be brought to this committee for declaration of the property being surplus/scrap before moving forward with decisions regarding the property.

Signage (Raffel & Ware Road): Committee members were informed that Woodstock has jurisdiction over the property located at Raffel and Ware Road and a request will be forwarded to the City of Woodstock regarding the placement of directional signage for the Government Center and Administration Building.

Discussion on Courthouse tile: Committee members were informed that \$110,000 was set aside for tile and soundproofing on the third floor in the Government Center, with \$98,800 suggested for the tile work. A pre-bid meeting was scheduled on January 4th for the tile work. A low bid was received by a company in Phoenix, AZ, of \$93,800, which was under budget. Complaints were received that this was an "out of area" vendor. The next lowest bid came in at \$180,503. At that time they questioned how they could bid such a low amount but were told that they beat out the competition all the time so the bid was awarded based upon the reference checks. Upon further investigation, it was discovered that the company based their bid on 5,000 square feet of tile instead of 7,000 square feet as needed. The company admitted their mistake and withdrew their bid on the 13th. After speaking to the State's Attorney, they stated that the contract should be awarded to the next responsible bidder, whose bid came in at \$180,503. This creates a \$90,000 shortage in the budget. Ms. Link stated that she needs direction on how to proceed and fund this issue. She stated that questions have come forward regarding only accepting bids received from county vendors. A State's Attorney's opinion states that the County Board must accept the lowest responsible bidder and cannot take into account what the County would receive from taxes by accepting a bid. All options must be taken in consideration of accepting a bid. Ms. Link questioned committee members on how to finance the extra tile expense and questioned whether the project should move forward. The consensus of the committee members was they wanted to continue with the project, with the funding to come from the contingency fund. Committee members requested that the State's Attorney Opinion, regarding local preference in procurement, be placed in all the County Board members mail boxes for review.

MANAGEMENT SERVICES COMMITTEE

February 26, 2008

Page 3

Review of Draft Green Government Policy: Committee members reviewed a draft of the McHenry County Green Policy. An informal "green team" was created to create a "green" policy for the county. This policy states the County Board's commitment to environmental, economic, and social stewardship through green practices for County facilities, buildings, supplies and services. Policies from other government agencies were reviewed as well as using the NACO guidelines for the creation of this policy. Committee members were asked to review and comment on the policy so corrections could be made prior to presentation to the County Board for approval. Green policies would be implemented for purchasing, building operations and building construction. Committee members suggested that the policy be reviewed by the State's Attorney. It was noted that the policy formalizes processes already in place at the county and sets a good example of using "green". McHenry County is far ahead of other government agencies in promoting the use of "green" products in the County. 95% of the products being used are environmentally friendly and as a County we should encourage additional certifications by others in the county.

Parliamentary Procedures: Committee members were informed that a State's Attorney's opinion was received regarding Parliamentary Procedure for zoning matters with ZBA denial recommendation. This opinion concerns ZBA issues with a recommendation from the ZBA to deny. The County Board rule 17 provides that the Chairman of the Planning and Development Committee shall present the petition to the County Board in the form of a motion that reflects the Zoning Board of Appeals recommendations." The opinion states that there is no legal reason or Robert's Rule requirement for zoning petitions to be brought to the floor in this manner. Committee members requested that a copy of the State's Attorney's Opinion placed in the County Board member's boxes for review to make sure all the County Board members understand the issue. It was also suggested that a Resolution for changes in the County Board rules. Committee members agreed that this change would make the process easier.

OLD BUSINESS

County Seal: None

Construction update: Mr. Hadley noted that the next area scheduled for construction would be for the holding cells in the Government Center. Construction is scheduled to begin on March 17th.

Campus Plan Update: Mr. Austin informed committee members that COW is being considered to discuss the proposed options for the Campus Plan as presented by KS&A.

Sound System: The installation of the sound system in the County Board room is almost complete. A meeting is being scheduled with the County Clerk to finalize the replacement of the recording equipment.

Animal Control: The construction "punch list" should be completed by the end of the week. An open house is tentatively scheduled for Friday April 4th. Additional information will be presented when available.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin informed committee members that he will be spending most of next week in Washington DC. He will provide an Administrator's report to the County Board members the week of March 11th.

Artwork Sub-Committee: Chairman Hill informed committee members that they were hopeful in obtaining a large artwork donation from an estate in Woodstock. They were informed that the estate cannot use the donation as a tax right-off and therefore would only make a small donation to the County. Committee members were also notified that a donation will also be received from the Dick Tracy Museum that is closing.

Cable Commission: Mr. Sullivan reported that the county has been advised not to enter into a long term cable agreement as State Law now addresses these issues.

McCog: The next McCog meeting is tomorrow night in Harvard.

FUTURE TOPICS

A Committee Member questioned if the County was going to support the Historical Society. She reminded committee members that they had attended a committee meeting last year requesting support. She questioned if any funds had been budgeted for this and stated she would like to see County support of the McHenry County Historical Society.

Committee members asked if Mr. Pendergast has been contacted regarding the imaging work he has been working on. It was noted that this work would complement the GIS system and suggested the County look into using some of his images.

Chairman Hill noted that E-Government will be discussed at a future committee meeting and stated that this is in line with an "Americans for Transparency" in government presentation.

EXECUTIVE SESSION

None

ADJOURNMENT

The meeting adjourned at 9:31 a.m. on a motion by Ms. Wheeler, seconded by Mr. Merkel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing Worker's Compensation Claim Settlement

Resolution authorizing ESRI Software Maintenance Agreement

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