

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

MINUTES OF TUESDAY, APRIL 8, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:24 a.m. The following members present: Chairman Tina Hill; Mary Donner; Marie Chmiel; and Yvonne Barnes. Mary Lou Zierer arrived at 8:26 a.m. and Barbara Wheeler arrived at 8:30 a.m. Pete Merkel was absent. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan and Paul Lerner, IT; 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 March 11, 2008. Ms. Donner made a motion, seconded by Ms. Chmiel to approve the minutes of the March 11, 2008 Management Services Committee meeting as submitted. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION: None

NEW BUSINESS

Resolution authorizing adoption of the McHenry County Green Policy: Committee members reviewed a Resolution to adopt a McHenry County Green Policy. Ms. Donner made a motion, seconded by Mr. Barnes to recommend the County Board approve a Resolution authorizing adoption of the McHenry County Green Policy. The motion carried with all members present voting aye on a voice vote.

Resolution authorizing the establishment of the McHenry County Arts Foundation, Inc. and adoption of the By-Laws for said Foundation: Ms. Barnes made a motion, seconded by Ms. Donner to recommend the County Board approve a Resolution establishing the McHenry County Arts Foundation, Inc. and adopt by-laws for said Foundation. Ms. Chmiel stated she felt the by-laws as presented were too open ended and was uncomfortable with the statement in the proposed Resolution that any expenses in support of the McHenry County Arts Foundation would be borne by the County from existing resources. She stated this appears to be an open check-book for the Foundation. She also questioned the number of officers and number of members proposed in the by-laws. Chairman Hill stated that the proposed numbers for officers and members was total 7 and would amend the by-laws to reflect the correct number. Members discussed the entire concept for forming a Foundation. Chairman Hill noted that the Artwork Sub-Committee was formed to secure artwork for the walls of our government facilities. She stated that the members have agreed to continue to support public art along with the quality of life, tourism and economic development in McHenry County. Ms. Wheeler stated she understands and supports the concept but raised concern that this may not be the best time to have McHenry County involved in a full-fledged art project. Ms. Donner stated that the sub-committee has done a good job in providing artwork for McHenry County facilities, noting that perhaps it is time to take a step-back at this time. Ms. Zierer noted that a foundation was formed for Valley-Hi that did not require funding from the County and perhaps an arts foundation could secure funding through donations. Ms. Barnes stated that she is hearing new thoughts today and needs to fully absorb what is being said. She stated that she felt the Committee supported the concept to form a foundation as outlined in the proposed resolution and by-laws. She noted that today's discussion has caught her off-guard in that the members appear to be resistant to the idea and she is confused at this point. Chairman Hill stated that the Management Services Committee could take over the work of the Artwork Sub-Committee with no need at this point to form a foundation. Through discussion, the Management Services Committee agreed to continue the mission of the Artwork sub-committee at this time. Ms. Barnes and Ms. Donner agreed to withdraw their motion.

Resolution authorizing revisions to the Avaya Lease and an emergency appropriation and budget line item transfer in the non-departmental FY 07-08 budget: Ms. Donner made a motion, seconded by Ms. Wheeler to recommend the County Board approve a Resolution authorizing revisions to the Avaya Lease and an emergency appropriation and budget line item transfer in the non-departmental FY 07-08 budget. Mr. Sullivan reviewed the proposed resolution after which a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Wheeler, Zierer and Hill)

Artwork Sub-Committee – Barn Quilt Project: Ms. Hill reported that one of the art projects the County has undertaken along with the McHenry County Historical Society is the Barn Quilt program. This project will display a quilt pattern on plywood sheets that will be attached to a local barn. The display will be erected and maintained by the barn owner. No funding for the project is necessary. Eventually, maps will be available to those interested in viewing this display.

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Future meeting time: The Committee confirmed that for the remainder of 2008 the regularly scheduled meetings of the Management Services Committee would be held at 8:30 am instead of the previously noted time of 8:10 am.

Administrative Intern(s): Mr. Austin provided a job description and brochure for the recruitment of an Administrative Intern. He reported that he has been working with Northern Illinois University to find an individual interested in this position. He hopes to find someone by June of this year. He stated the position would serve as the County's Public Information Officer and will represent the County on the "Green Team" along with working with various departments to provide a number of experiences and responsibilities. The hourly rate proposed is \$14.50 per hour. Northern Illinois University expects this to be a two-year commitment for all involved as part of their 2-year Masters program. In response to questions, Mr. Austin stated he would research health insurance options, but stated that most chose to be covered through the university's program.

Discussion – Disposition of Banford Road Property: Mr. Austin stated that he would like the Committee to determine what direction to take regarding the Banford Road property. He stated one recommendation is to move forward and hire an auction firm to post the property for public auction. Ms. Wheeler asked if this item should also be presented to the Finance and Audit Committee for discussion. Chairman Hill stated the Committee is making a decision regarding the disposition of property not the purchasing of property and as such the Management Services should make a recommendation to the full County Board. Mr. Austin stated he would discuss Ms. Wheeler's suggestion with the Chairman of the Finance and Audit Committee. Chairman Hill stated she would also provide an update to the full County Board on April 15th. She asked for the Committee's recommendation on auctioning the property at a minimum bid of \$180,000. Mr. Austin noted that the State's Attorney had opined that there is no need to declare this surplus property in order to move forward. After further discussion, Ms. Wheeler made a motion, seconded by Ms. Donner to dispose of the Banford Road Property. This motion carried with all members present voting aye on a roll call vote (Barnes, Wheeler, Zierer, Donner, Chmiel and Hill). The Committee will consider a Resolution for consideration at the next meeting to hire an auction firm. Mr. Austin noted that there are two other buildings that should be considered for a tear-down. Those are the Valley-Hi administrator's house and the Harrison building. Neither of these buildings is being used at this time.

OLD BUSINESS

County Seal: Chairman Hill stated that she and Mr. Austin recently met with the County Board Chairman and he made several suggestions for a County Seal. After consideration, it was determined that this project begins from "scratch" and design a new seal. Those interested could submit their ideas for consideration. It will be made clear that the County would not expend any funds for this project nor would those submitting ideas/concepts be paid for their efforts.

Construction Update: Mr. Hadley reported that work on the third floor would begin next week. Bids are in for the holding cells and will be reviewed. The open event for Animal Control was held has Friday. He also noted that the Facilities Management Department has implemented a painting schedule and carpeting will also receive an annual review by the department to identify any problem areas.

Campus Plan Update: The next step will be discussed at a meeting scheduled for this afternoon.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin stated he is schedule to meet with the Valley-Hi Committee Chair along with Revere Healthcare this afternoon. He reminded members that the Groundwater Protection Task Force meets at 2 pm today and noted that he and Chairman Koehler will be traveling to Springfield later today to meet with representatives tomorrow.

Art-Work Sub-Committee: As discussed above.

Cable Commission: Mr. Sullivan reported that he is meeting with McDOT this afternoon.

EXECUTIVE SESSION: None

ADJOURNMENT:

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing adoption of McHenry County Green Policy

Resolution authorizing revisions to the Avaya Lease and an emergency appropriation and budget line item transfer in the non-departmental FY 07-08 budget

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