

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

MINUTES OF TUESDAY, MAY 27, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:31 a.m. The following members present: Chairman Tina Hill; Mary Lou Zierer; Mary Donner; Pete Merkel and Barbara Wheeler. Yvonne Barnes arrived at 8:34a.m. Marie Chmiel arrived at 8:37 a.m. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; Pat McNulty, Health Department; Dave Stone, State's Attorney; John Hadley, Facilities Management; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; 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 May 13, 2008. Ms. Donner made a motion, seconded by Ms. Wheeler to approve the minutes of the May 13, 2008 Management Services Committee meeting, as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

NEW BUSINESS

Resolution authorizing a budget line item transfer in the Recorder's Automation Fund FY08 budget: Committee members reviewed a Resolution authorizing a budget line item transfer in the Recorder's Automation Fund FY08 budget. Mr. Sarbaugh noted that a previously approved Resolution for the Recorders Office did not include the proper budget information to allow for the proper posting of lease payments for the annual payments and this Resolution establishes the needed budget for the leasing of the equipment. Ms. Wheeler made a motion, seconded by Ms. Donner to recommend the County Board approve the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Donner, Merkel, Wheeler, Zierer, Hill).

Ms. Barnes arrived at 8:34a.m.

Resolution authorizing contracts with Aces Demolition and Meridian Industrial for demolition and removal of the Harrison House, the old animal control facility and the old Valley Hi Administrator House: Committee members reviewed a Resolution authorizing contracts with Aces Demolition and Meridian Industrial for demolition and removal of the Harrison House, the old animal control facility and the old Valley Hi Administrator House. Committee members previously reviewed bids for demolition of the above properties. Mr. Austin noted that they would work on the timing with Woodstock Fire and Rescue for use of the properties for training purposes with hopes the properties are cleaned up sometime this summer. Ms. Donner 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)

Ms. Chmiel arrived at 8:37a.m.

Resolution authorizing a budget line item transfer in the Department of Information Technology FY08 budget: Committee members reviewed a Resolution authorizing a budget line item transfer in the Department of Information Technology FY08 budget. The IT Department has two vacant network engineer positions that were approved for FY2008. Interviews have been held for these positions for the past five months, without anyone being hired. The integrated messaging environment project is beginning with the conversion of the GroupWise mail system to Microsoft Exchange. Since IT has been unable to fill the needed vacancies so they must utilize contract personnel and need to transfer funds from salary funds to contractual in order to pay for these contractual expenditures. Mr. Sullivan noted that it is difficult to compete with outside vendors. Ms. Wheeler made a motion, seconded by Ms. Barnes to recommended 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)

Mr. Austin informed committee members that there is a Resolution going before the Finance and Audit Committee today that will require a County match of \$295,000. The Army Corp of Engineers has awarded McHenry County with a \$295,000 grant which requires a County match of \$295,000. This is for water well quality/quantity testing.

PRESENTATION:

Facilities Management Updates: Mr. Hadley joined committee members to provide updates for the committee. The installation of the tile on the third floor in the Government Center is scheduled for completion within two weeks. This is being done prior to the scheduled completion date of June 30th.

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The department would like to complete the update of the old light fixtures that remain in the county facilities. They would like to replace these old light fixtures with energy efficient light fixtures. Cost for the completion of the upgrade would be \$100,000. A grant of \$40,000 has been received with hopes that additional grants can be obtained for completion of the project. When installed, there is an expected \$30,000 yearly energy savings. If additional grants cannot be obtained, the additional cost will have to be budgeted into next year's budget.

Mr. Hadley informed committee members that his department has received a request from the Health Department to relocate the office trailer from the old Animal Control facility location to Annex B for use as a meeting space. Mr. McNulty stated that in 2000 the department purchased the 690 sq. ft. modular office for \$16,000. It cost the department \$4,000 to move the unit from Indiana and set it up at the old Animal Control location. A rough estimate has been received to move the unit one (1) mile from the old animal control location, to annex B at a cost of \$45,000. Mr. McNulty noted that he feels this price is too high. Mr. Austin noted there are three issues for consideration 1, the price to move the facility, 2, eliminates some of the parking behind Annex B and 3 the aesthetics. Mr. McNulty stated that additional meeting space is needed to service the Woodstock clients for the WIC program. Committee members stated that this issue should be put out for bid to check the cost to move the trailer and to check on the costs for a new unit. Some money could be saved by not demolishing this unit on the property. Committee members requested that additional information be brought back to the committee for consideration of this issue.

OLD BUSINESS

County Seal: None

Campus Plan Update: Mr. Austin informed committee members that discussions have been held with the County's bond counsel, KSA, Chairman Koehler, Finance and Audit Chairman Munaretto regarding the County's Campus Plan and funding for the plan. KSA would like to address the County Board at the evening County Board meeting in June. There may be a Committee of the Whole (COW) scheduled prior to the June 17th County Board meeting.

Mr. Stone joined committee members to provide an update on the "Powder Park" property, located in Huntley. He had been trying to get the widow of the previous owner to take responsibility and clean the property up. In 1998 the County took title to the property and sold it at a tax deed sale. Since that time he has tried to get this new owner to clean up the property. He noted he was hopeful that this property could be cleaned up prior to his retirement on June 4th. The property is located in an industrial park area in Huntley. The Village of Huntley removed a bridge that provided access to this property. In 2005, this property again went to a tax sale, at which time a buyer put up \$25,000, in an account, to take title to the property. He has now found out there is no access to the property. The funds remain in the account until the owner can find out if there is any way to take care of the property. Discussions have been held with surrounding property owners to see if there is a way to grant access to this property and the county is still waiting to hear what or if there are any options regarding this property. Mr. McNulty noted that the Health Department has been trying to get this property cleaned up for many years without success. Mr. Stone noted that the property is in need of a Phase 2 study to determine the costs of the cleanup of the property. The County would like to see a viable plan for the property, with nothing being forwarded to date. Mr. Stone noted that this issue would be turned over to Mr. Labaj upon his retirement.

REPORTS TO THE COMMITTEE

Administrator: Mr. Austin reported that he had interviewed 7 individuals for consideration of the Administration Intern position. He was pleased with all of the candidates and has chosen an intern that is scheduled to begin at the beginning of June. The intern will work part time when school begins in the fall. This intern will work as a public information officer as well as in other areas as needed.

Mr. Austin noted that he has spoken to three firms about "writing" our comprehensive 2030 plan. The plan would be written into a text that could be understood by others.

Mr. Austin reminded committee members that his evaluation is scheduled for June or July. A self evaluation has been forwarded to the elected officials and department heads for review which includes his strengths and weaknesses. This will be brought back for further consideration of the evaluation process.

Cable Commission: Mr. Sullivan noted that the Commission will be forwarding a Resolution for AT & T at the next committee meeting. The Fox Valley Consortium was organized to try to get Comcast to negotiate a Franchise Agreement. The County's Cable Enablement agreement has expired and been extended on two occasions, which is stronger than the state law. Comcast has been unwilling to negotiate an agreement, so this Ordinance will be the same as previously approved.

Council of Governments: The next scheduled McCog meeting is tomorrow evening at the Woodstock Country Club. There is a Community Foundation presentation scheduled, with this being the first public view of their plan.

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FUTURE TOPICS

Webcasting: Mr. Austin noted that he and some county staff sat through a web casting presentation. Additional review is needed before deciding if this is something the County should budget for.

EXECUTIVE SESSION: None

ADJOURNMENT:

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

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a budget line item transfer in the Recorder's Automation Fund FY08 budget

Resolution authorizing contracts with Aces Demolition and Meridian Industrial for demolition and removal of the Harrison House, the old animal control facility and the old Valley Hi Administrator house

Resolution authorizing a budget line item transfer in the Department of Information Technology FY08 budget

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