

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

MINUTES OF TUESDAY, JULY 8, 2008

Chairman Hill called the Management Services Committee meeting to order at 8:32 a.m. The following members present: Chairman Tina Hill; Mary Donner; Yvonne Barnes; Mary Lou Zierer; Marie Chmiel; Peter Merkel and Barbara Wheeler. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator-Finance; John Labaj, Deputy County Administrator; John Hadley, Facilities Management; Tom Sullivan and Paul Lerner, IT; Cathy Link, Purchasing; Adam Lehmann, Administrator Intern; Cassandra McKinney, Water Resource Manager; 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 July 1, 2008. Ms. Chmiel noted that she left the committee meeting at 11:40a.m. and Mr. Merkel did not attend the webcasting presentation. Ms. Chmiel made a motion, seconded by Ms. Barnes to approve the minutes of the July 1, 2008 Management Services Committee meeting, as corrected. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION

Mr. Rick Rodriguez and Becky Werra, Siemans Building Technologies Group provided an update to committee members on the work completed for McHenry County and a presentation of where the County could continue to improve on their "green" initiative. Ms. Werra noted that McHenry County is ahead of the "green" curve and well on the way of obtaining a Leed (Leadership in Energy and Environmental Design) Certification for the Administration Building as well as others in the County Campus. Siemans is located in the Buffalo Grove Mount Prospect areas. They specialize in Energy Management, Energy monitoring and control, project management, performance assurance measurement and verification, utility bill management and performance solutions. Phase one centered around the efficiency of the heating systems. The project has exceeded the expectations by saving the county \$45,119.90 which was higher than anticipated. LEEDS certification has a three part impact, 1) Economic, which includes reduced energy prices, reduced operating costs, improved productivity and enhanced revenue opportunities, 2) Legislation mandates building "green" if economically feasible, which includes tax incentives to build green, 3) philosophical, with a county leadership to encourage building green, employee retention and reduce greenhouse gases. There are 45 certified buildings in Illinois, 1 being in McHenry County. There are currently 41 registered buildings, trying to obtain their certification. The Administration Building is close to being certified. Additional data is needed to fit within the LEED Standards. Siemans can help to get a building certified, based upon points. The cost to get registered would be \$62,000, which would include engineering and consultant services from Siemans. Siemans would make sure the County does not put in place projects that use additional energy and would make sure that most items being put in place will reduce energy costs. The current project is for the lighting retrofit which will replace the incandescent florescent exit signs. This will eliminate the T12 lamps to T8 32w lamps which will meet the Illuminating Engineering Society Standards. They will properly dispose of the hazardous materials. The cost for the will be \$230,806, with a saving of \$23,443 per year. It was noted that Siemans will help to obtain grants in the amount of \$79,500 which would result in the County realizing a savings within 6.5 years. Possible future projects include the installation of Solar Thermal Collectors for Administration and the Division of Transportation, hot water heater replacement, energy efficient motor retrofit, c-mod window upgrades, placement of a small demonstration wind turbine on Route 14, window film in Annex A, and help with plans for new building and construction for the 20 year campus plan. These are future projects for consideration and costs have been placed as supplemental for next year's budget. Ms. Werra and Mr. Rodriguez stated they are looking to move forward with the County's effort to go green. It was noted that these projects will be competing against other County projects and they will have to look at the financial payback as well as the benefits of being the leaders in the County to go green. Committee members requested that they need lists of the projects and costs attached to move forward. Mr.

MANAGEMENT SERVICES COMMITTEE

July 8, 2008

Page 2

Austin noted that the County will need the "buy-in" of other Court House officials for some of the projects as well.

NEW BUSINESS

Resolution authorizing entering into a two and a half year agreement with the Illinois State Geological Survey and an emergency appropriation to the non-departmental FY08 budget: Committee members reviewed a Resolution authorizing entering into a two and a half year agreement with the Illinois State Geological Survey and an emergency appropriation to the non-departmental FY08 budget. Ms. Donner made a motion, seconded by Mr. Merkel to recommend approval of the above Resolution as presented. This Resolution brings awareness of the link between sound groundwater management and sustainable economic growth which prompts the County to seek the appropriate scientific technical assistance from the Illinois State Geological Survey (ISGS) which will include geologic mapping that will provide technical information and support for sustainable management and protection of groundwater resources. This project will focus on the western portion of the County. There are other projects ongoing in the County that we will have access to, when the projects are completed. It is hopeful that grants will be obtained to offset some of the costs for these projects. The funds in the Resolution can be used at a "match" requirement for some of the grants. Committee members noted that information regarding this project was just passed out and committee members did not have time to review the information to approve the above Resolution authorizing the Chairman to sign an agreement. Committee members tabled the motion until the next committee meeting so the information could be reviewed, prior to committee approval. Committee members were informed that the McHenry County Conservation District is involved and a primary partner in helping identify well sites. The total project cost is not to exceed \$155,895, over a three year period.

Resolution authorizing a contract for Agent/Broker Insurance Services with Market Financial Group, LTD.: Committee members reviewed a Resolution authorizing a contract for Agent/Broker Insurance Services with Market Financial Group, Ltd. Ms. Donner made a motion, seconded by Ms. Chmiel to recommend approval of the above Resolution as presented. Mr. Labaj noted that the current broker contract expires in November. The broker would have a 1 year renewable contract with the county. They would review new services, provide policy review and provide a claim specialist, if needed. Committee members questioned why Mr. Labaj is recommending Market Financial Group, when other vendors seem cheaper than what Market Financial Group costs would be. Mr. Labaj provided a chart that included the RFP Broker cost comparisons for 2009 through 2011. He noted that even though the chart may state that the costs are lower, the chart only includes the basic fees. When reviewing the actual costs of the contract and the whole scope of the services provided, Market Financial Group becomes the lowest responsible bidder. The motion carried with all members present voting aye on a roll call vote (Barnes, Chmiel, Donner, Merkel, Wheeler, Zierer, Hill)

Webcasting: Committee members entered into a discussion regarding the County obtaining "Webcasting" services for County Board meetings. The cost to provide the service would be approximately \$600 to \$900 per month with large costs to set the project up. It was noted that there are different services that could be offered as different parts to the project, depending on the wants and needs of the County. Committee members stated the County should continue to research this option for consideration at a later date.

OLD BUSINESS

County Seal: The seal contest is ongoing.

Campus Plan Update: Committee members were informed that the final campus plan should be available later in the week. Mr. Austin reported that he has had some meetings with the Regional Office of Education and the Mental Health Board regarding their requests for expansion.

REPORTS TO THE COMMITTEE

Administrator: Chairman Hill reported that she is finalizing the details of the Administrators' evaluation. Mr. Austin is working on his goals for the coming year. Mr. Austin reported that a new Administrator will be taking over at Valley Hi. The new Administrator has over 20 years of experience in the nursing home business.

The Planning and Development department is working with an outside firm on the 2030 plan. They are working on the memo of understanding. The outside head-hunter firm continues to work on the search
MANAGEMENT SERVICES COMMITTEE

July 8, 2008

Page 3

for an executive director for Planning & Development.

Mr. Austin reported that he has attended recent meetings with the Division of Transportation and Crystal Lake staff on waste transfer issues in Crystal Lake.

He informed committee members that he will be attending the NACO conference in Kansas City on July 11th -15th.

He stated that he would be providing a 2nd quarter report during the next County Board meeting.

Mr. Lehmann reported that the first meeting for the "green team" has been scheduled for Thursday, July 10th at 1:00p.m. He stated that they have a packed agenda to discuss and will discuss how to move forward.

Cable Commission: Mr. Sullivan stated that he anticipates a cover letter and resolution for approval of an ordinance at the next committee meeting. He noted that the ordinance is similar to past agreements.

Council of Governments: None

Committee members reviewed information regarding how the state workers in Utah are shifting to a 4 day work week. It was noted that the State's Attorney has implemented a 4 day work week with their administrative staff. The Treasurer has been offering a four day work week for his staff for a couple of years. It was stated that if the County should consider going to a four day work week the facility would expand the hours to provide expanded service to the County.

FUTURE TOPICS

None

EXECUTIVE SESSION

None.

ADJOURNMENT:

The meeting adjourned at 9:38a.m. on a motion by Ms. Donner, seconded by Ms. Chmiel with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing a contract for agent/broker insurance service with Market Financial Group, Ltd.

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