

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

MINUTES OF TUESDAY, FEBRUARY 10, 2009

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members present: Chairman Ersel Schuster; Yvonne Barnes; Tina Hill; Pete Merkel; Lyn Orphal; Kathleen Bergan Schmidt; and Paula Yensen. Also in attendance: Peter Austin, County Administrator; Adam Lehmann, Administrator Intern; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Paul Lerner, IT; John Hadley, Facilities Management; and press.

Ersel Schuster, Chairman	
Yvonne Barnes	Tina Hill
Pete Merkel	Lyn Orphal
Kathleen Bergan Schmidt	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the minutes of January 27, 2009. Ms. Orphal made a motion, seconded by Ms. Barnes to approve the minutes as presented. The minutes were approved with a majority of member's present voting aye on a voice vote.

PUBLIC COMMENT: None

PRESENTATION: None

NEW BUSINESS

*Resolution authorizing the purchase of the Cardinal Bank Building:* Ms. Orphal made a motion, seconded by Ms. Hill to recommend the County Board approve a Resolution authorizing the purchase of the Cardinal Bank Building. Mr. Austin stated that this Resolution will allow the County to move forward and purchase the property at a cost of \$700,000. He reviewed costs to remodel the building which are estimated to be approximately \$505,500. The largest expense will be the connection with data cable systems to allow for a fast and secure system. The Treasurer has agreed to pay for the remodel over a five year period. These funds will come from various fees paid to the Treasurer's office. This payment will be agreed to through a Memorandum of Understanding. He noted that an environmental inspection of the building revealed no concerns at this time and the State's Attorney did not feel it necessary nor did he feel the owner would agree to sign a statement attesting to the building having no environmental issues. Ms. Barnes suggested asking the owner if they would sign such a statement, noting it does not hurt to ask. Mr. Austin noted that previously the Management Services Committee conducted interviews with various firms that answered the RFP for the renovations. He asked how the Committee would like to move ahead with this process. After discuss, the Committee agreed to have staff along with Mr. Merkel and Chairman Schuster conduct the interviews. Ms. Link reported that the bids have been narrowed down to three finalists (KSA; Rockford Structures; and Tonyan Brothers). Ms. Yensen asked if local workers would also be employed during this project. Ms. Link reviewed the bidding process noting that there is a possibility of getting McHenry County bidders on the trade part of the process. Mr. Hadley stated that this is not a major project and a lot of the work can be done by staff. After discussion, a roll call vote was called. The motion carried with all members present voting aye on a roll call vote (Yensen, Barnes, Orphal, Hill, Merkel, Schmidt and Schuster).

*Discussion – Klehm Building:* Mr. Austin stated that the cost estimates provide to renovate an existing building on the Klehm property for use by the County Clerk office to store election equipment is for informational purposes at this time. The cost of this project is estimated at \$20,500. This will be a temporary solution so a limited investment is anticipated. The County Clerk is excited about this possible use, which will free up the employee luncheon room which is currently being used by the County Clerk. The storage space is approximately 4,500 square feet. The building will need to be secure with an alarm system. There is no need for a high-speed internet connection, but it will have at least one phone line. Members were pleased with the anticipated use of this building.

OLD BUSINESS

*Resolution authorizing amendments to the County Board Rules:* Ms. Hill made a motion, seconded by Ms. Merkel, to recommend the County Board approve a Resolution authorizing amendments to the County Board Rules. Members discussed the proposed revisions adding that Stormwater Committee should be changed to Stormwater Commission in section 18.7. After review, a roll call vote was

MANAGEMENT SERVICES COMMITTEE

Minutes of Tuesday, February 10, 2009

Page: 2

called. The motion carried with all members present voting aye (Yensen, Barnes, Hill, Orphal, Merkel, Schmidt and Schuster.

REPORTS TO THE COMMITTEE

*Administrator:* Mr. Austin reported that the next County Board retreat is planned for March 20, 2009 at Glacial Park Lodge. Comments from the January 20<sup>th</sup> event have been positive, except for a desire to have more involvement from department heads and elected officials. Members also commented that at times it was hard to hear the facilitators. He stated that between now and March 20<sup>th</sup> he will engage the department heads and elected officials more in this process through monthly meetings and one on one discussions. Chairman Schuster commented that much of the strategic planning items will be incorporated into the Committee's two-year work plan.

Mr. Austin reported that staff is tracking the first batch of house bills and will be drafting a letter to our representatives asking that no IMRF enhancements be added this year. Ms. Schuster stated that the townships could also get involved in these concerns. Staff is also completed the County's Federal Legislative Program which was recently approved. A visit to Washington D.C. is planned for early March to present and review the program with our representatives. Mr. Austin reported that Ms. McKinney is completing an application for a NACO achievement award. Discussion on codification continues and options are being researched.

Ms. Yensen commented that the speaker at the last McHenry County Council of Governments meeting was very informative and wondered if such a presentation could be made to the full County Board at some future meeting. Mr. Austin responded that he would research this possibility.

*Cable Commission:* Ms. Schuster stated there is a meeting scheduled this afternoon with the State's Attorney to discuss the Cable Commission.

*Council of Governments:* As noted above.

EXECUTIVE SESSION: None

ADJOURNMENT:

The meeting adjourned at 9:30 a.m. on a motion by Ms. Orphal, seconded by Ms. Barnes with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Resolution authorizing the purchase of the Cardinal Bank Building  
Resolution authorizing amendments to the County Board Rules

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