



**MCHENRY COUNTY**  
**MHB BUILDING & GROUNDS**  
**AGENDA • DECEMBER 12, 2017**

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**Public Meeting**

**Mental Health Board - Main Floor Conference Room**  
620 Dakota Street, Crystal Lake, IL 60012

**5:00 PM**

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**I. CALL TO ORDER**

*Roll Call*

**II. PUBLIC COMMENT**

**III. APPROVAL OF MINUTES - FOR ACTION**

1. Minutes of the September 14, 2017 Buildings and Grounds Committee

**IV. OLD BUSINESS**

**V. NEW BUSINESS**

- A. *Summary and Review of Architectural and Engineering Solution and Bid Package Review*

**VI. PUBLIC COMMENT**

**VII. ADJOURN**

**McHenry County Mental Health Board  
Buildings and Grounds Committee**

**September 14, 2017 • 5:00 p.m.**

**Held at: Mental Health Board, 620 Dakota Street, Crystal Lake, IL 60012**

**MINUTES**

*Committee Members present: Cathy Ferguson, Sam Melei, Dawn Pruchniak*

*Committee Members absent: Lynn Kasicki*

*Others present: Scott Block, Terry Braune, Jane Wacker, Pat Peterson*

**I. CALL TO ORDER** –Cathy Ferguson called the meeting to order at 5:01 p.m. Roll call was taken.

**II. PUBLIC COMMENT** – none.

**III. APPROVAL OF MINUTES - FOR ACTION**

**Sam Melei motioned to approve the Minutes of the February 9, 2017 Buildings and Grounds Committee. Seconded by Dawn Pruchniak. A VOICE VOTE WAS TAKEN. All in favor. Motion carried.**

**IV. AGENDA ITEMS FOR DISCUSSION AND/OR COMMITTEE RECOMMENDATION/APPROVAL**

**A. FY18 Possession Agreements for Review**

All agencies that currently contract for facility space would like to remain here. Cathy brought up possible changes with the BHF. Scott discussed their possible options will be made by calendar year end.

Scott reviewed the FY18 Projected Occupancy Revenue handout. **The Buildings and Grounds Committee concurred on the approval all FY18 possession agreements with the exception of BHF.**

**B. Rosecrance Front Desk Solution**

Intern and partial staffing have been coordinated with the MHB front desk receptionist. Rosecrance does not wish to commit a staff person at this time as they are considering long term plans at another location.

**C. Building Updates**

Terry provided the following updates:

Renewed County Maintenance Agreement, County maintenance staff have been doing a great job. The agreement has been renewed for two years. As a part of their agreement they have been working on the painting the facility.

Carpet cleaning will begin after painting is completed.

CRC window replacement was completed and the CRC front walk repair was contracted for by Orbis for \$3905.

Cathy questioned replacement of the “entire square” mentioning the “patch option” for the walk repair.

Mulching of the grounds has been completed.

Fire extinguisher/fire alarm/sprinkler system inspection has been completed.

Backflow prevention device inspection was done in June.

HVAC quarterly inspection and maintenance was completed, a dryer unit was replaced.

Elevator inspection was done.

2018 bids for Snow removal will include the addition of shoveling at exit doors and dumpster fence. The roofing inspection is not included in the budget as RuckPate had given it a 10-year life

## V. OLD BUSINESS

Winter issues with the employee entrance door were discussed. RuckPate claimed it was sloped but contractors that inspected it noted the work was within code. Salting and snow removal needs to be a priority.

## VI. NEW BUSINESS

### A. *Potential Building Projects*

#### i. Drainage - East side

#### ii. Drainage - North side

Scott spoke about the ongoing basement flooding issue. Last spring landscaping stopped flooding but it has started again. RuckPate was asked to be a project manager for this issue. Not in the budget in 2017 and looking at Spring 18, Scott suggested MHB do an emergency appropriation for this item as it may cost \$40,000.

Cathy provided historical context of the issue and suggested that we need to fix the issue once and for all regardless of cost noting it was behind an electrical panel and the flooding occurs where records are stored. Scott would seek County assistance in vetting the vendor chosen. Cathy suggested to the Committee that perhaps the problem lies with the slope of the landscape being lower than those buildings around us.

Terry discussed the two projects. The North side is the \$10,000 quote that causes flooding in the basement. The east side project is mainly aesthetic landscaping issues.

Dawn asked that before we accept any proposal that the MHB should seek concurrence of opinion on what the problems are. **The Committee concurred that the MHB should begin to work towards fixing this issue and ask for an emergency appropriation to pay for the projects.** DOT and County Maintenance can assist with the planning and review.

Scott will begin to research the projects and will keep the Committee updated.

## VII. PUBLIC COMMENT – none.

**VIII. ADJOURN – Sam Melei motioned to adjourn. Seconded by Dawn Pruchniak. A VOICE VOTE WAS TAKEN. All in favor. Motion carried.** The meeting adjourned at 5:32 p.m.