

AGENDA
MANAGEMENT SERVICES COMMITTEE
MONDAY, AUGUST 22, 2011 – 8:30 A.M.
McHenry County Government Center – Administration Building
667 Ware Road – County Board Conference Room
Woodstock, IL 60098

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 New Business
 - 5.1 Interviews for appointment to the McHenry County Public Building Commission
 - 8:45 a.m. – Steven L. Finzel
 - 9:00 a.m. – Daniel A. Bell
 - 5.2 Resolution Authorizing a Budget Line Item Transfer of \$16,000 in the Sheriff's Fiscal Year 2011 Budget for a Capital Expenditure
 - 5.3 Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3210-16
 - 5.4 Resolution Authorizing Contracts with Diebold Services, Brickman Landscaping, Banc Source and Carmichael Construction, Inc. for the Waterproofing of the Treasurer's Office Building
 - 5.5 Review of Updates to the Building Use Ordinance
 - 5.5 FY 11-12 Budget Reviews (not in packet)
 - Recorder
 - Facilities Management
 - County Administration
 - County Board
 - Risk Management
- 6.0 Old Business
- 7.0 Reports to Committee, as applicable
 - 7.1 Administrator
 - 7.2 Council of Governments
- 8.0 Member's Comments
- 9.0 Executive Session (as necessary)
- 10.0 Adjournment

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

MINUTES OF MONDAY, AUGUST 8 , 2011

Chairman Schuster called the Management Services Committee meeting to order at 8:30 a.m. The following members were present: Chairman Ersel Schuster; Kathleen Bergan Schmidt; Anna May Miller and Sandra Salgado. Donna Kurtz, Barbara Wheeler and Paula Yensen were absent. Also in attendance: Peter Austin, County Administrator; Ralph Sarbaugh, Associate County Administrator – Finance; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; Tom Sullivan and Paul Lerner, IT; Adam Lehmann, Assistant to the County Administrator; and Nicole Gatusso, GIS.

Ersel Schuster, Chairman	
Donna Kurtz	Anna May Miller
Sandra Salgado	Kathleen Bergan Schmidt
Barbara Wheeler	Paula Yensen

MINUTE APPROVAL

Committee members reviewed the Management Services Committee minutes of July 11, 2011. Ms. Schmidt made a motion, seconded by Ms. Salgado recommending approval of the minutes of July 11, 2011 as presented. The motion carried with all members present voting aye on a roll call vote.

PUBLIC COMMENT

None.

PRESENTATION

None

NEW BUSINESS

Interviews for Appointment to the McHenry County Public Building Commission: Steven Finzel 8:45a.m., Daniel A. Bell, 9:00a.m.: Chairman Schuster stated that this will be moved down on the agenda to allow time for the above attendees to arrive.

NEW BUSINESS

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-5100-06: Mr. Labaj requested that the committee beg his consideration on this item as this Resolution was inadvertently placed on the agenda for the previous County Board Meeting and therefore has already been approved by the County Board. He stated that this is an example of the human side of agenda management and why a new agenda management system is needed. He stated this item would be approved "nunc pro tunc" which is a Latin term that means retroactive. Ms. Miller made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution, nunc pro tunc, as presented. Mr. Labaj informed committee members this is a claim for an Animal Control employee that was injured when she fell while exiting the facility with an animal on March 18, 2010. This fall resulted in a dislocated shoulder. The employee did not lose any work from this injury and continued to work while going through physical therapy. She was released from medical care on October 26, 2010. The motion carried with all members present voting aye on a roll call vote (Miller, Salgado, Schmidt, Schuster)

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13: Ms. Miller made a motion, seconded by Ms. Salgado to recommend approval of the above Resolution as presented. This claim is for a Sheriff's employee that was injured while participating in a live fire exercise. This employee was treated to remove shrapnel from his right hand, left arm and left thigh. This individual still has some fragments, though he requested settlement of the case which resulted in the medical portion of the claim being open for life. Mr. Labaj stated he does not feel this will result in any large future claims as the medical treatment must be reasonable and necessary and must follow the same workers compensation rules as the initial injury. Immediate corrective action was taken by the range master and meetings were held immediately to resolve any future issues. The motion carried with all members present voting aye on a roll call vote (Miller, Salgado, Schmidt, Schuster)

Discussion on Webstreaming Services: Committee members were reminded that a presentation was provided to the County Board Members on Webstreaming Services. The Committee now needs to decide

MANAGEMENT SERVICES COMMITTEE

August 8, 2011

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the direction for this issue. There were three choices for webstreaming; 1) Stop talking about the product 2) Put out an RFP for webstreaming, Agenda Management and Equipment in order to compete with the budget supplemental requests for the coming year or move ahead and fund the project from this year's budget for implementation this year. This last item would require the committee to question if the County Board is ready to move forward on this issue. Committee members stated that it is hard to measure one decision over the other without having the costs involved. They stated that they feel the board did not understand the program. It was suggested that a RFP be put out in order to lock in the costs for the next 90 to 120 days which would allow for a timeline and important information for consideration of the project.

FY11-12 Budget Reviews (not in packet): Purchasing: Ms. Link joined committee members for presentation of the budget for the Purchasing Department. Mr. Sarbaugh noted that Ms. Link has maintained a no growth budget. The only changes to the budget are the increases for Health Insurance and IMRF costs, which change yearly. Committee members were informed that all supplemental requests are listed, even if the County will be required to fund this request, in order to show the County Board Members all the requests that are being brought forward. If they allowed the required supplemental requests that are part of the operations to be included in the budget the Board Members would not be able to see what was changing within the budget. Mr. Sarbaugh informed committee members that the budget will be put together under the GFOA guidelines so the forms will be more streamlined for the budget book. These forms will still be used every year as they are a good way to gather information for the budget process. The Purchasing Department is an internal service department and does not generate any revenue. This department does include the mailroom so they have costs for postage and mailroom equipment rental. The committee will see an increase in personnel as there are 27 pay periods this year instead of 26. This is something that happens every 10 – 12 years. Ms. Schmidt made a motion, seconded by Ms. Salgado to move the FY12 Purchasing Budget forward through the budget process. The motion carried with all members present voting aye on a voice vote.

GIS: Ms. Gattuso joined the committee for presentation of the FY12 budget for GIS. This is a special revenue fund so the department is totally self funded. These funds are generated through a recording fee which is dedicated to the maintenance of 5 custom software tools, 24 specialized databases, County aerial photography, public data sets, the digital cadastral map, the development of a new custom software tool for zoning and land use maps, technical support to GIS users in other County departments, and the production of about 200 digital and paper maps. These tools and services are relied upon by other County departments, outside government agencies, and the general public. These tools are used to comply with statutory requirements, conduct research, make more informed decisions, and better provide information to the public. The GIS department has included a couple of supplemental requests, even though they do not compete with any General Fund Supplemental requests. The supplemental requests are not a given even though this is the case. Ms. Gattuso has requested a reclassification of one position due to increasing workloads within the department. She is requesting additional funding for consulting services for GIS application development. This will be used for the development of applications for public safety and environmental health. The application will be internet based and requires consulting expertise in mobile application development and deployment. An additional \$40,000 is requested to upgrade the current license of ArcGIS server from Standard Enterprise to Advanced Enterprise. This upgrade is necessary to deploy more advanced internet based and mobile applications. This will also include a staging license which will be utilized by most departments across the County and will be used to deploy GIS applications for the public. Ms. Miller made a motion, seconded by Ms. Salgado to recommend the FY12 budget for GIS moved forward through the budget process. The motion carried with all members present voting aye on a voice vote.

Information Technology: Mr. Sullivan joined committee members for presentation of FY12 budget for Information Technology (IT). This budget is basically funded through the General Fund. The special funds are cross-charged if possible. This is an internal service department that does not receive revenue. This department is relied on heavily by all of the departments. There are a lot of supplemental requests that were brought forward for review. Committee members were informed that all supplemental requests are listed, even if the County will be required to fund this request, in order to show the County Board Members all the requests that are being brought forward. If they allowed the required supplemental requests that are part of the operations to be automatically included in the budget, the Board Members would not be able to see what was changed within the budget. If a committee member feels strongly that a supplemental request should be approved, please let Mr. Sarbaugh or Mr. Austin know so this information can be included in their discussions. Committee members reviewed the supplemental requests of the department.

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August 8, 2011

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The department has requested 8 new positions. There are currently 1.5 frozen positions within this department. The requests have been ranked by need. The greatest need is for network engineers. Mr. Sullivan reviewed his supplemental and capital requests with the committee members. They were informed that if a request is required they will be included in the budget, but, are shown as a supplemental so they are aware of why some of the budgets grow. Some of the requests are the result of recommendations from the Financial Control Letter and because of the possible business continuity plan between MCC and the County. Mr. Sarbaugh questioned if the email budget reports worked for the committee members. They stated that it was helpful to receive this information prior to the committee meeting. Ms. Miller made a motion, seconded by Ms. Salgado to move the FY12 budget for IT through the budget process. The motion carried with all members present voting aye on a voice vote. Chairman Schuster noted that some of these requests have been on their request list for a number of years and she stated that she does not want to see the County get into a bind because they are not addressing the vulnerabilities of the County. It was noted that if something becomes an issue, the reserves could be used instead of tying up the operating budgets of the County. This department is competing with all the other departments that have put forward supplemental requests as well.

REPORTS TO THE COMMITTEE

Administrator's Report: Mr. Austin reported that Chairman Koehler and Chairman Breeden from the Finance and Audit Committee will meet tomorrow to work with the models that have been presented and review the budgets as presented to date. Committee members were reminded that a COW meeting has been scheduled for the 16th to review the financial strength of the County. Staff needs direction of the County Board. They will continue to try to keep the budget down. The County has learned that they will be getting two additional judges, which is no small expense to the County. The additional judges result in additional staff for various departments as well as needed equipment for the judges. They are reviewing the possibility of finding courtroom space in the southeast corner of the County. These costs will come out of next year's budget.

The rain garden at the front of the Administration Building is under construction. It is hopeful that this will be completed in a timely manner.

Mr. Austin noted that there is a meeting scheduled this afternoon with representatives from the MCEDC and MCCOG on how to move forward with the broadband study. Information will be brought back to committee as it is received.

Council of Governments: None.

EXECUTIVE SESSION

None

MEMBER'S COMMENTS

None

ADJOURNMENT:

The meeting adjourned at 10:12a.m. on a motion by Ms. Miller, seconded by Ms. Schmidt with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION

Resolution Authorizing Workers' Compensation Claim Settlement No. 10-3200-13

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:ksf

RESOLUTION

AUTHORIZING A BUDGET LINE ITEM TRANSFER OF \$16,000.00 IN THE SHERIFF'S FISCAL YEAR 2011 BUDGET FOR A CAPITAL EXPENDITURE

WHEREAS, the McHenry County Sheriff has identified a need to improve security at one of the back entrances to the Government Center where certain employees and the general public on occasion may be able to enter the building without going through a security checkpoint; and

WHEREAS, the Sheriff has identified a means to secure proper entrance to what is known as the "Proximity Entrance", which is an unstaffed entrance, by installing a turnstile at the entrance; and

WHEREAS, with the installation of a turnstile, individuals will be required to enter the building one person at a time, which will ensure each person entering will have to use their proximity security card to gain access to the main building while also registering into the security system of the building; and

WHEREAS, the cost to improve this security weak point by purchasing and installing a turnstile for this unguarded entrance is \$16,000.00; and

WHEREAS, the Sheriff has existing funds within his FY11 Security budget under miscellaneous commodities that can be transferred and used to cover the cost of said equipment and is now requesting that a budget line item transfer be approved to allow for the purchase and installation of a turnstile to improve the security of the Government Center.

NOW THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that a budget line item transfer in the amount of \$16,000 from OCA 320020-5099 (Sheriff Security – Miscellaneous Commodities) to OCA 320020-6070 (Sheriff Security – Building Improvements) is hereby authorized for the purpose of installing a turnstile to improve the security at the Sheriff's entrance of the Government Center; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Sheriff; the Director of Facilities Management; the Director of Purchasing; the County Auditor; the Associate County Administrator - Finance and the County Administrator.

DATED at Woodstock, Illinois this 6th day of September, A.D., 2011.

Kenneth D. Koehler, Chairman
McHenry County Board

ATTEST:

Katherine C. Schultz
McHenry County Clerk



Quotation Q11-DL206
May 18, 2011

Chief Howard Parth
McHenry County Sheriff
2200 N. Seminary
Woodstock, IL 60098

Re: East Staff Entrance – Turnstile Budget

Dear Chief Parth:

Pursuant to our recent meeting and survey I am providing the following budgetary proposal to furnish and install a turnstile at the above referenced location in the government center. This is a budgetary proposal to determine the project feasibility. A fixed price proposal will be provided once the final scope of work has been determined. The proposal includes a turnkey installation including equipment, installation, wiring surface raceway and conduit, and power work.

Some of the raceway and power work may be done by the County personnel and deducted from the proposal in the final version.

OPERATION

Entry - Staff will enter from the outside via card reader. Once inside they will be required to present their card again to the turnstile for entry. If for some reason they do not enter through the turnstile, they can reverse direction and exit back to the outside through the door.

Authorized Exit – Staff may exit through the door located to the far South using the proximity card reader relocated from the existing North exit door. The panic hardware on this door will not permit exit without use of a card reader as it does currently on the northern-most exit.

Unauthorized Exit

The turnstile does not permit exit in the outbound direction. The remaining two doors will permit emergency egress via mechanical panic bar operation but will cause an alarm to be triggered.

FIRE EGRESS NOTE

Requiring the use of a access card to exit does not meet current fire egress code and since we are blocking one of the four exit doors with the turnstile it becomes an even more important life safety consideration because only two of the four doors are legal



Quotation Q11-DL206
McHenry County Sheriff
May 18, 2011
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exits. The authorized exit door hardware may need to be changed to a delayed egress arrangement to meet current fire code.

East Staff Entrance		
Item	Location	Description
1.	East Entrance Existing entry door	Remove existing Inbound and Outbound card reader and existing panic bar, swap panic hardware from new entry door location
2.	East Entrance New entry door	Outbound card reader relocated from existing door and install new electric rim strike, install relocated panic hardware and connect to door alarm
3.	New turnstile entry door	Furnish and install inbound proximity card reader (removed from existing entry door) and electric rim strike with an Alvarado EDC waist high turnstile and new proximity card reader and a railing system to direct traffic from the doorway through the turnstile
4.	Room C290	Connect new card reader and turnstile to existing access control panel
5.	One lot – Labor to install turnstile and railing, new card reader and wiring, power and raceway for the turnstile including 110 VAC connection and low voltage raceway to protect wiring	

BUDGETARY PRICING

The turnstile work listed above will be furnished and installed for the sum of \$13,000.00
Add for delayed egress locking on Southern-most door \$3,000.00 (if required).

If the county decides to do some of the electrical power and raceway work this would be deducted from the final proposal.

Pricing is provided for budgetary purposes only. Sales tax has not been charged.

We at Sentry Security greatly appreciate the opportunity to be of service to you and your organization. If you require any additional information, please contact me immediately.

Best Regards,
SENTRY SECURITY

Domenic LoBello

Domenic LoBello
Systems Integration Group
State of Illinois License # 127.000.910

MODEL **EDC**

STANDARD & EXTENDED

SECURITY TURNSTILES

alvaradomfg.com

Designed for reliable security in facilities, stadiums and buildings, Alvarado's EDC is simply the finest three-arm turnstile available.

The clean, graceful lines of the EDC are suitable for use in any installation. No external bolts or fasteners are used in either the fabrication or anchoring process, and the unique bullet style head and arms provide an extremely comfortable patron passage width.

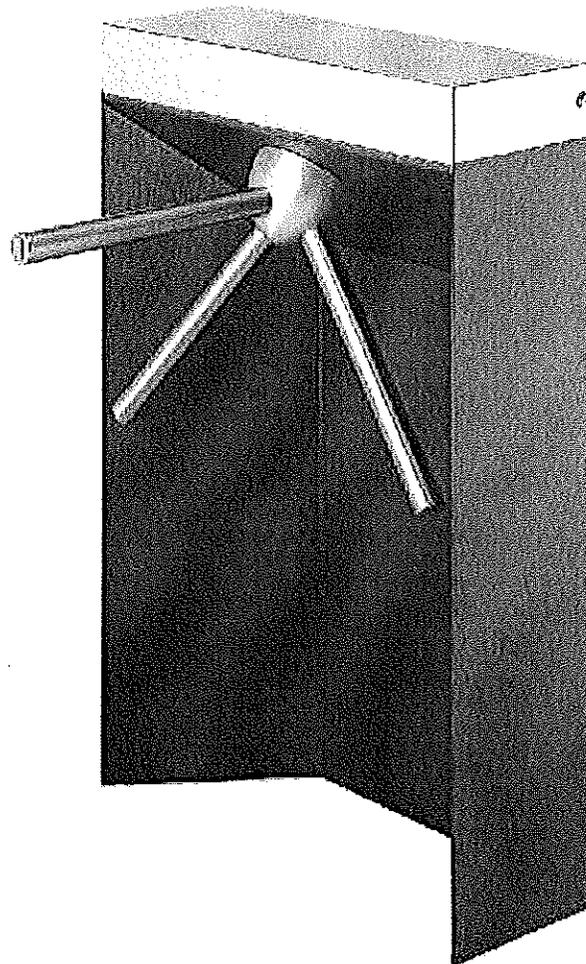
Internal components include stainless steel investment grade castings and hardened stainless steel locking components. Hydraulically dampened arm rotation with automatic arm self-centering offers patrons a smooth, effortless rotation experience.

The electrically controlled version of the EDC uses state-of-the-art technology. A rugged multi-function controller, electronic rotation detection, bi-directional interface and time-out functionality are all standard on electrically controlled EDC's.

The EDC integrates easily with any identification and access system. A large terminal strip interface and helpful field diagnostics simplifies installation and troubleshooting.

The standard or extended cabinet model EDC is available in satin stainless steel and color powder coat finishes. Standard card reader attachment and custom internal integration of readers is available.

- **Superior Styling**
- **Secures Entry/Exit Points**
- **Hydraulically Dampened Rotation**
- **Multi-function Controller**
- **Easy Installation and Systems Integration**



ALVARADO

Protecting assets and controlling the flow of people

PRODUCT NAME

EDC, EDC Extended - The extended EDC offers the same functionality as the standard EDC, but with an extended cabinet and longer arms.

APPLICATIONS

Manual EDC - Provides directional control in any facility requiring an orderly flow and/or count of patrons.

Electric EDCX - Provides controlled access to any area requiring access or admission control.

PRODUCT FEATURES - Mechanical

Styling

- Superior styling
- No exposed bolts or fasteners
- Concealed anchoring system

Materials and Operation

- Locking hinged lid
- Stainless steel investment cast components
- Hydraulically dampened arm operation self-centers arms and prevents over travel
- Wide patron passage width
- Key overrides allow an attendant to lock/unlock either direction of passage

Finishes

- #304 stainless steel polished to a #4 satin finish
- Baked on color powder coat

Upgrading to Electric Lock Control

- All EDC manual frames are pre-drilled to accept electrical components for easy field upgrade.

PRODUCT FEATURES - Electrical

Electric

- 110VAC input stepped down to low voltage 12VDC
- Junction box with dual power receptacle and on/off power switch provided
- Electric turnstiles tested and approved by Los Angeles City Testing Laboratories

Controller and Access Control Operation

- Electronic rotation detection - no mechanical microswitches required
- Bi-directional interface - on isolated dry contact signal activates the turnstile - no added interface relay required
- Turnstile automatically relocks in 20 seconds if no passage after activation
- Controller provides dry contact rotation signal output to access control provider and/or remote counting system
- Field activation test buttons allow testing of turnstile functionality separately from access system
- "Attendant Override" input accepts dry contact signal to allow attendant to bypass the access control system and unlock the turnstile.

PRODUCT SELECTION

MANUAL (EDC)

EDC-3 - Free rotating in both directions, key lock for both directions

EDC-E-3 - Free rotating in both directions, key lock for both directions. Extended cabinet and arms.

ELECTRIC (EDCX)

EDCX-6X - Electrically controlled in both directions.

EDCX-E-6X - Electrically controlled in both directions. Extended cabinet and arms.

EDC OPTIONS

Counters - Resettable or non-resettable lithium battery powered counter recessed into the turnstile. Computerized counting also available.

Card Status Lights - Red/green or red/green/yellow to indicate accept/reject status.

Fall-Safe - Turnstile provides free rotation upon loss of power in the electrically controlled directions.

Adjustable Timed Delay Auto Re-Lock - Allows the duration of time allowed before unit automatically re-locks to be adjusted or disabled in each electrically controlled direction.

Card/Swipe Reader Mounting - Units can be fitted with mountings for most card reader systems.

Remote Locking - Bypasses the access control system and remotely "closes" the unit in the electrically controlled direction(s).

Portable Base* - Turnstile is affixed to a non-skid base plate. Option includes handle, wheels and attached guide rail.

220 - 240 Volt Transformer - Replaces standard transformer.

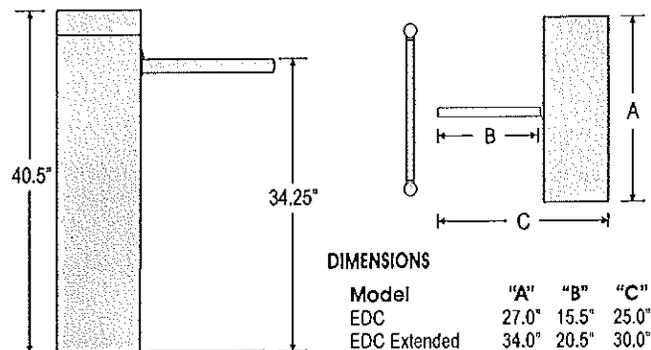
Serial Interface - Allows turnstile to communicate with a PC or controller via RS-232 serial communication.

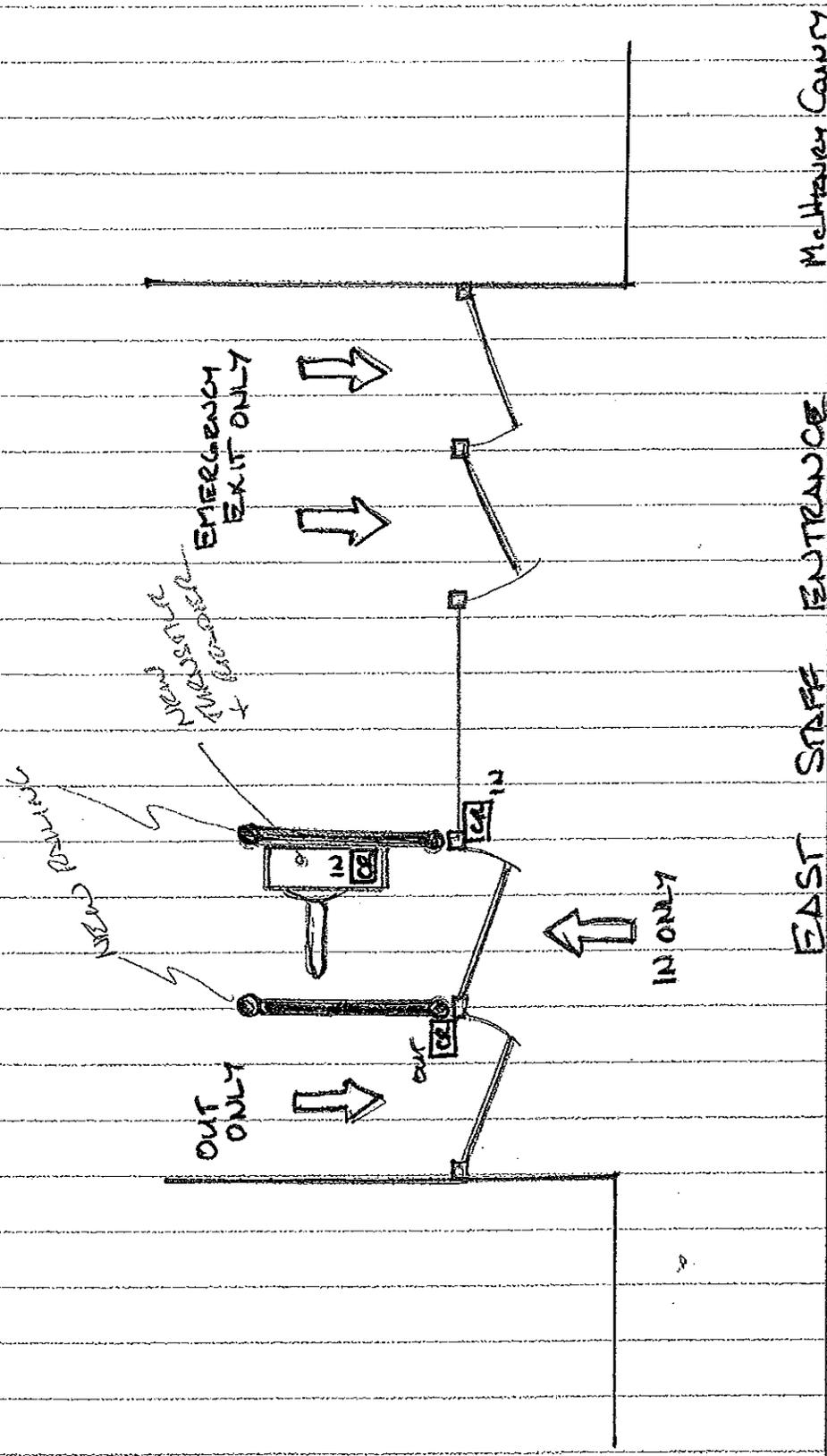
Custom Options - Custom materials and designs are available to meet your specific requirements.

*Base plate available only for standard cabinets

WARRANTY

Alvarado's one-year written warranty applies to all products.





NEW SERVICE
SUBSIDIARY
+ BRANCH

STAFF
ENTRANCE

Melrose Canyon
2200 SEVENWAY
PRELIMINARY
CONFIGURATION
5/18/11

STAFF ENTRANCE

STAFF

EAST

COVER MEMORANDUM

TO: Nick Provenzano, Chairman Law and Justice Committee
Members: Sue Draffkorn, Bob Bless, John Jung Jr., Randy Donley,
Jim Heisler, and Bob Nowak.

FROM: Angela Wood-Zuzevich, Business Manager
Sheriff's Office

SUBJECT: Seeking approval to purchase a security turnstile and budget line item transfer within the Sheriff's Office budget from the 4000's to a Capital Expense.

Board/Committee Action Requested: The Sheriff's Office is seeking approval to transfer funds within its FY11 Budget from 320020-5099 (Security-Miscellaneous Commodities) to 320020-6030 (Security- Furniture & Fixtures) in the amount of \$16,000.00.

Background and Discussion: The Sheriff's Office security entrance is unstaffed. The potential for unauthorized and unscreened individuals to enter the Government Center at this entrance is cause for concern. A turnstile mechanism would limit entrance to the building to one person at a time and would thus ensure the usage of prox cards at this entrance.

Impact on Human Resources: None.

Impact on Budget: The capital expenditure for this project will come out of the MCSO existing FY11 budget.

Impact on Capital Expenditures: Seeking approval to make a capital expense out of the FY11 MCSO budget.

Impact on Physical Space: The Sheriff's Office security entrance to the Government Center will have a turn style added to the physical space.

Impact on Other County Departments or Outside Agencies: None.

Attachments/Appendices: None

**RESOLUTION
AUTHORIZING WORKERS' COMPENSATION
CLAIM SETTLEMENT NO. 10-3210-16**

WHEREAS, there is pending litigation against the County of McHenry in Claim Number 10-3210-16; and

WHEREAS, the Special Assistant State's Attorney entered into negotiations relative to possible settlement of said claim; and

WHEREAS, a settlement has been negotiated in the amount of \$12,042.43 and approved by the Human Resources Committee, the Management Services Committee, and the Finance and Audit Committee.

NOW, THEREFORE BE IT RESOLVED, by this County Board of the County of McHenry, Illinois, that the Deputy County Administrator, upon receipt of the executed release, is hereby authorized to direct the Third Party Administrator (Go Self Insured) to issue a check made payable to the claimant and the claimant's attorney in settlement of said claim; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Deputy County Administrator; the Associate County Administrator – Finance; and the County Administrator.

DATED at Woodstock, Illinois, this 6th day of September, A.D., 2011.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk

COUNTY of McHENRY
ADMINISTRATION/RISK MANAGEMENT
2200 NORTH SEMINARY AVENUE
WOODSTOCK, ILLINOIS 60098-2637

**WORKERS' COMPENSATION
COMMITTEE SETTLEMENT REQUEST**

Date of Injury: 11/08/10 **County claim #:** 10-3210-16 Sheriff's Office

Nature of Injury: Employee was injured when he attempted to stop a jail door that he was walking through from closing for another officer walking in the opposite direction. Employee felt an immediate "pop" in his left shoulder and pain. The employee was initially treated at Centegra emergency department and diagnosed with AC separation of the left shoulder. MRI found a mild AC joint space widening with tear-superficial acromioclavicular ligament. Orthopedist assessment was left shoulder AC joint separation and rotator cuff tendinopathy. He prescribed physical therapy.

On 12/15/10 employee underwent an IME (independent medical evaluation). The IME MD diagnosis was left shoulder AC joint separation. He believed no surgery was indicated.

Employee was released to work full duty on 12/20/10 and reached MMI (maximum medical improvement as of 02/14/11.

Surgery Date(s) and Type(s): None

Off Work: None Modified Duty 11/09/10 to 12/19/10

Temporary Total Disability: \$0.00

Total Medical: \$3,640.96

Total Expenses: \$4,066.30

Claim Total: \$19,749.69 including settlement

Settlement Amount: \$12,042.43 (7.5% of an arm)

Settlement recommended by Special Assistant State's Attorney William Elman

Human Resources Committee: 08/23/11 Mgmt Services: 08/22/11 Finance & Audit Committees: 08/23/11
County Board: 09/06/11

RESOLUTION
AUTHORIZING CONTRACTS WITH DIEBOLD SERVICES, BRICKMAN LANDSCAPING, BANC SOURCE AND CARMICHAEL CONSTRUCTION, INC. FOR THE WATERPROOFING OF THE TREASURER'S OFFICE BUILDING

WHEREAS, In May 2009, McHenry County awarded a contract with KS&A and Doherty Construction for the renovation of the bank building located at 2100 North Seminary Avenue, Woodstock, Illinois; and

WHEREAS, during the renovation it was noted that the west foundation wall had an active foundation leak and the vacuum tube units that penetrated the drive-thru also leaked during rainstorms; and

WHEREAS, a waterproofing contractor was hired to seal the crack on the west foundation wall and accomplished that task, but during heavy rainstorms leaks migrated along other areas on the west foundation wall; and

WHEREAS, Facilities Management worked with the architect, KS&A, to develop a specification to waterproof the west foundation wall and waterproof the drive-thru of the building; and

WHEREAS, an RFP for waterproofing the foundation was sent out to 20 potential vendors with three vendors responding and Carmichael Construction, Inc. of Marengo, Illinois being selected as the lowest responsible bidder at a fee of \$93,800; and

WHEREAS, there is a need to enter into additional contracts for this project in the amount of \$3,712 with Diebold Services to remove and reinstall three vacuum tube stations; in the amount of \$2,850 with Banc Source to remove and reinstall the ATM machine; in the amount of \$2,100 with Brickman Landscaping to re-landscape the western edge of the building.

NOW, THEREFORE BE IT RESOLVED, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to enter into contracts with the above vendors in the total amount of \$102,462 for the purposes of fixing the water leakage problem in the Treasurer's Office; and

BE IT FURTHER RESOLVED, by this County Board of McHenry County, Illinois that the above costs of \$102,462 are hereby authorized to be paid from the fiscal year 2011 general fund contingency budget (900020-4570); and

BE IT FURTHER RESOLVED, that the County Clerk is hereby requested to distribute a certified copy of this Resolution to the Director of Purchasing; the Director of Facilities Management; the County Treasurer, the Deputy County Administrator; the County Auditor, the Associate County Administrator-Finance; and the County Administrator.

DATED at Woodstock, Illinois this 6th day of September, A.D., 2011.

KENNETH D. KOEHLER, Chairman
McHenry County Board

ATTEST:

KATHERINE C. SCHULTZ, County Clerk



McHENRY COUNTY GOVERNMENT
FACILITIES MANAGEMENT
2200 North Seminary Avenue
Woodstock, Illinois 60098

Phone: 815/334-4016 Fax: 815/334-4623

COVER MEMORANDUM

TO: Ersel Schuster, Chairperson - Management Services Committee
Scott Breeden, Chairperson - Finance and Audit Committee
FROM: John Hadley, Director of Facilities Management
DATE: August 22, 2011
SUBJECT: Authorizing entering into a contract with waterproofing of the Treasurer's Building

Board/Committee Action Requested: Approve the expenditure of \$102,462 for the waterproofing of the Treasurer's Office Building at 2100 North Seminary Avenue, Woodstock, IL.

Background: McHenry County purchased and renovated the building in 2009 to relocate the Treasurer's Office. At the initial inspection and purchase, it was identified the building foundation had an active leak and the tube system had indications of previous leaks during heavy rainstorms. The foundation crack was repaired during renovation, but the wall continues to leak. Facilities Management worked with the architect to develop a waterproofing plan for both the top of the driveway and the west foundation wall. The Purchasing Department solicited a RFP for the waterproofing. Twenty bids were sent out and 3 companies submitted proposals. Carmichael Construction, Inc., Marengo was the lowest bidder for the waterproofing in the amount of \$93,800. In addition, \$3,712 needs to be awarded to Diebold for the removal and reinstallation of the three (3) vacuum tube units and \$2,850 to Banc Source for the removal and installation of the ATM. Finally, \$2,100 needs to be awarded to Brickman Landscaping for re-landscaping the western edge of the building. The total expenditure including waterproofing, tube system removal and landscaping is \$102,462. The project will be scheduled to begin on September 19, 2011 and completed no later than November 10, 2011.

Impact on Human Resources: None

Impact on Budget (Revenue; Expenses; Fringe Benefits): Requires an Emergency Appropriation to the fiscal year 2011 budget in order to expend said funds.

Impact on Capital Expenditures: None

Impact on Physical Space: None

Impact on other County Departments or Outside Agencies: N/A

Conformity to Board Ordinances and Policies: N/A

BUILDING USE ORDINANCE

WHEREAS, it is felt that the use of the buildings and grounds under the charge and control of the County of McHenry is most appropriately governed by unified rules and regulations; and

WHEREAS, it is the recommendation of your Management Services and Finance Committees that such rules and regulations should be embodied in an Ordinance; and

WHEREAS, the McHenry County Board did on August 15, 2000 approve a Building Use Ordinance; and

WHEREAS, it has become needed to amend the Ordinance to reflect changes in facilities and conditions governing the use of buildings and grounds under the charge and control of the County of McHenry.

NOW, THEREFORE BE IT ORDAINED, that the following rules and regulations shall apply to all buildings and grounds under the charge and control of the County of McHenry. This Ordinance shall govern the use of any public meeting areas of buildings and grounds owned, leased, or otherwise occupied exclusively or managed by the County of McHenry by groups wishing to use such facilities or land for its own purposes. Public meeting areas are these areas accessible without having to enter office or work space.

To wit:

SECTION I. Title: This Ordinance shall be known as the McHenry County Building Use Ordinance.

SECTION II. Authority: This Ordinance is adopted pursuant to 55 ILCS 5/5-1005 and 55 ILCS 5/5-1015.

SECTION III. Accessibility: All County controlled property ~~that is~~ shall be open to the public for the transaction of business during normal business hours (8:00 a.m. until 4:30 p.m.). Access within departments shall be at the discretion of the relevant department head/elected official. Use of County controlled property after hours shall be governed by Section XI below.

SECTION IV. Prohibitions: It shall be unlawful to:

- A. Dispose of rubbish on County controlled property in unauthorized containers.
- B. Willfully destroy or damage County controlled property.
- C. Remove County property from the premises.
- D. Create a hazard of any kind on County controlled property.
- E. Throw articles of any kind from or at a County controlled building.
- F. Climb on any part of a County controlled building. **However, from time to time, public safety training may be conducted by the McHenry County Sheriff's Department from a County controlled building. If such training includes a non-County organization, a formal agreement with that agency shall be executed.**
- G. Loiter, initiate disorderly conduct, or initiate any conduct which creates a nuisance; reasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; impedes or disrupts the performance of the official duties of County employees; or which prevents the general public from conducting business in a timely manner.

H. Enter upon County-controlled property, or while on the property, be under the influence of, use or be in possession of any narcotic drug, hallucinogen, marijuana, barbiturate or amphetamine. This prohibition shall not apply in cases where the drug or substance is prescribed for a patient by a licensed physician.

I. Enter upon County controlled property, or while on the property be under the influence of alcoholic beverages. The use of alcoholic beverages on County controlled property is strictly prohibited. This prohibition shall not apply in instances where alcohol is allowed to be used by patients under the care of the County. **There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property. Smoking is prohibited in all County buildings at all times in conformance with the Smoke Free Illinois Act [Public Act 95-0017] effective January 1, 2008 and the McHenry County Smoking Policy.**

J. Erect a tent, monument, structure, portable toilet, platform, or sign on the grounds of County controlled property.

K. Camp on the grounds of County controlled property.

L. Carry into a County controlled building sticks, poles, or any device used for hoisting signs or placards overhead or for any other purpose.

SECTION V. Solicitation, Vending, and Debt Collection: The solicitation of alms, commercial solicitation, and unauthorized commercial vending, the unauthorized distribution or display of commercial advertising and the collection of private debts on County controlled property is prohibited. This prohibition shall not apply to:

A. Local drives for funds for welfare, health or other purposes as authorized by the County **Administrator** in accordance with Section XI of this Ordinance;

B. Advertisements and concessions authorized by the County, and concessions or personal notices posted by employees on authorized bulletin boards;

C. Solicitation of labor organizations membership or dues as authorized by the County under the Illinois Public Labor Relations Act (5 ILCS 315/1 et.seq.);

D. Solicitation of funds by non-profit charitable, fraternal, religious, veterans and political groups in accordance with Section XI of this Ordinance. Public areas of County controlled property may be used for activities permitted in accordance with Section XI.

The posting or affixing of materials, such as posters, pamphlets, handbills or flyers, on bulletin boards or elsewhere in County controlled property is prohibited, except as authorized in this Section or when such displays are constructed as part of authorized County activities. Distribution of materials, such as pamphlets, handbills or flyers is prohibited, except in the public areas of the property as defined in Appendix 1 (attached hereto and made part of this Ordinance), and unless conducted as part of authorized County activities. Any person or organization proposing to distribute materials in a public area under this Section shall first obtain a permit from the County Administrator's Office pursuant to Section XI and shall conduct distribution in accordance with the provisions set forth therein. Failure to comply with those provisions is a violation of this Ordinance.

Photographs may be taken in space occupied by a County agency only with the consent of the relevant department head/elected official. Except where a court order or local rule prohibits it, photographs for news purposes may be taken in entrances, lobbies, foyers, corridors or auditoriums when used for public meetings. Subject to the

foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of the relevant department head/elected official.

SECTION VI. Animals: All animals, except for support dogs for the physically impaired and animals that are part of official County business (including animals participating in Court appearances), shall not be allowed in or on County controlled property.

SECTION VII. Vehicular and Pedestrian Traffic: Drivers of all vehicles entering upon County controlled property shall drive in a careful and safe manner at all times and shall comply with all signals and directions of authorized individuals and all posted traffic signs. The blocking of entrances, driveways, walks, loading platforms or fire hydrants on County controlled property is prohibited.

SECTION VIII. Parking: Parking is provided for the convenience of the public and for County employees to attend their work. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, shall be subject to removal at the owners' risk and expense. This paragraph may be supplemented from time-to-time by the issuance and posting of specific traffic directives and when so issued and posted, such directives shall have the same force and effect as if made a part hereof. Proof that a motor vehicle was parked in violation of these regulations or directives may be taken as prima facie evidence that the registered owner was responsible for the violation.

SECTION IX. Weapons and Explosives: No person shall carry or possess firearms, other dangerous/deadly weapons, explosives, or materials intended to be

used to fabricate an explosive, or incendiary device while in or on County controlled property (whether carried openly or concealed) except for official purposes.

Weapons, reproductions of weapons, and any item capable of being conceived as weapons (except those carried by a law enforcement official on duty) are forbidden from being brought onto County property.

SECTION X. Demonstrations: The holding or conducting of any demonstration, public meeting, gathering, or parade on or in a County controlled building or their grounds is prohibited, unless a permit for such activity has been issued by the County. No such request shall take precedence over a County government activity which has been previously scheduled and approved by the County Administrator's Office. Any group seeking a permit hereunder, that will have 25 or more participants, shall have one marshal per every 25 participants. In such instances, the County Administrator's Office shall consult and coordinate with the Sheriff and other law enforcement agencies as may be needed and shall issue a permit to an applicant unless that intended activity will:

- A. Unreasonably interfere with the movement of vehicular traffic in the parking lots of the County controlled facility, or persons within the buildings or on the grounds;
- B. Occur in any area that will create or cause a health and/or safety hazard and that will impede the conduct of public business;
- C. Endanger the health and safety of the permit applicants; or the public; or
- D. Conflict in date, time, and place with a previously scheduled activity of another applicant or a County government agency.

No person or group of persons shall use any electronic loudspeaker, bullhorn, or any other sound amplifying device during a demonstration, public gathering, or parade, unless prior authorization by the County Administrator's Office is obtained pursuant to Section XI of this Ordinance.

SECTION XI. Public Use: Certain areas of County controlled buildings and grounds may be occasionally made available for cultural, educational, civic, and other public activities, including solicitation of funds as outlined in Section V of this Ordinance. The purpose of this Section is to outline procedures to be followed in permitting such occasional use.

A. Terms used in this Section shall have those definitions cited in Appendix 1.

B. Permits. Any person or organization desiring to use a public area of a County controlled building or its grounds shall first obtain a permit from the County Administrator's Office. To obtain this permit, a copy, sample, or description of any material or item proposed for distribution, sale or display shall be submitted along with an application setting forth the following:

1. The full name, mailing address, and telephone number of the applicant;
2. The full name, mailing address, and telephone number of the person or organization sponsoring, promoting, or conducting the proposed activity;
3. The full name, mailing address, and telephone number of the individual person or persons who will have supervision of and responsibility for the proposed activity;

4. A description of the proposed activity;
5. The proposed dates and hours during which the activity is to be conducted;
6. The approximate number of persons to be engaged in this activity; and
7. Any group using any County building or grounds pursuant to this ordinance shall be required to execute a release of liability for negligence for any damages to County property during the time of use. Moreover, any such group using County property shall be required to execute an agreement to indemnify and hold harmless the County for any liability to third parties for injuries caused by the group, or any persons or group invited to attend the meeting or session on County property. The group shall be liable to the County for any and all damages to County property or injuries to County employees, officers, agents or employees, or by any person attending or seeking to attend the group's meeting, whether or not such damage is the result of negligence, intention acts, or accident. Moreover, as part of any application for use, any such user whose use for a particular function will involve thirty (30) or more persons must provide ~~The indemnification of the County relative to the applicant's activities under the permit. When appropriate, the application shall be accompanied~~ by a certificate of insurance evidencing the following minimum insurance coverage: (i) \$100,000 damage and property; and (ii) \$500,000 general public liability. In addition, McHenry County shall be

named as an additional insured on the policy as their interest may appear.

See Appendix 2 for a sample application and permit forms. Appendix 2 is attached hereto and made part of this Ordinance.

If the applicant claims to represent an organization, a letter or other documentation is required showing that the applicant has authority to represent that organization.

Any person or organization desiring to use a public area of a County controlled building or grounds for the soliciting of funds not prohibited by Section V. of this Ordinance shall, in addition to the requirements cited above, submit a statement signed by the applicant that:

1. The applicant represents, and will be soliciting funds, for a non-profit charitable, fraternal, religious, veterans, or political group.
2. The applicant's organization has received an official Internal Revenue Service (IRS) ruling or letter of determination stating that the organization (or its parent organization) qualifies for tax-exempt status under 26 U.S.C. (c) (3); (c) (4); or (c) (5); or
3. Applicant's organization has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. (c) (3); (c) (4); or (c) (5), and that the IRS has not yet issued a final administrative ruling or determination of this status.

Failure to submit the information required by this Section, including proof of tax exempt status, shall result in denial of a permit. However, the applicant will have the

opportunity to appeal the denial of a permit application in accordance with Section XI D of this Ordinance.

Applications shall be filed during regular working hours in the County Administrator's Office or such other place as he or she may designate. Applications may be submitted by mail or in person.

A single permit shall be issued within 10 (ten) working days following receipt of the completed application by the County Administrator's Office. Such a permit is deemed a privilege, and not a property right of the applicant.

C. Each permit shall authorize the permittee to conduct the activity for the period of time requested; provided that a permit shall not be issued for a period of time in excess of 30 calendar days, unless specifically approved by the Management Services Committee. After the expiration of the permit, a new permit may be issued to the former permit holder upon submission of a new application. In such a case, applicants may be permitted to incorporate by reference any required information or documentation filed with a previous application.

If permits are requested for the same public area for the same time period, the County Administrator's Office will issue permits on a first-come-first-serve basis.

It is the sole prerogative of the County to assign rooms based on anticipated group size, the nature of the event, and anticipated space needs for official purposes.

If possible, notification of cancellation should be made to the County at least 24 hours in advance of the proposed activities.

Due to the limitations on facilities and staff, the room configurations shall be approved by the County Administrator's Office, in consultation with the applicant. No

alterations in room configurations can be made without 24 hours advance notice and then only when the change requested is capable of being accomplished by the ~~Building Operations Department~~. **Facilities Management**.

The user shall be responsible for returning the furniture and fixtures in the meeting room to its original configuration and condition at the conclusion of the meeting or other use. No nails, pins, or tape may be used on the walls or woodwork of any County building.

Permits will be granted only if the date is available. All premises shall be returned to the condition in which they were found.

The County Administrator's Office shall initiate action to disapprove any application or to cancel an issued permit for use of a public area if the proposed use:

1. Is a commercial activity as defined in Appendix 1 of this Ordinance;
 2. Obstructs the free ingress and egress of the users of a public area;
 3. Damages the public building or any property within the public building;
 4. Disrupts the official business of the agency or agencies occupying the public buildings;
 5. Interferes with a tenant's quiet enjoyment of their leasehold;
 6. Interferes with a previously approved use of the public area by members of the public;
 7. Is obscene within the meaning of obscenity in 720 ILCS 5/11-20.
 8. Pertains to any judicial proceeding then pending in the public building and this use is intended to influence or impede the judicial proceeding;
- or

9. Is being conducted with a permit issued in response to an intentionally false or incomplete application.

Upon initiating action to disapprove an application or to cancel an issued permit for any of the above reasons, the County Administrator's Office shall:

1. Promptly notify the applicant or permittee (in writing) of the intent to disapprove or cancel and the reasons for this action; and
2. Inform the applicant of his or her right to appeal the pending disapproval or cancellation to the Management Services Committee under Sub-Section D of Section XI of this Ordinance.

D. Within seven (7) working days of notification of the initial decision to disapprove any application, or deny a fee request waiver, or cancel an issued permit under this Section, the applicant or permittee may appeal to the Management Services Committee by notifying the Committee, in writing, that he or she desires to appeal.

Although a formal hearing or presentation is not required, the applicant or permittee and the County Administrator shall have the opportunity to orally state the reasons that the application or cancellation should or should not be approved. Written materials and documents may also be submitted. The Management Services Committee shall affirm or reverse the County Administrator's determination based on this information. The Management Services Committee shall affirm or reverse the Administrator's determination within ten (10) working days of the date on which the Management Services Committee received the applicant or permittee's notification of his or her desire to appeal. If the Management Services Committee does not rule within this period, the application will be considered to be approved or the permit validly

issued. Upon reaching a decision on an appeal taken under this Section, the Management Services Committee shall promptly notify the applicant or permittee and the County Administrator of the decision and the reasons therefore. The decision of the Management Services Committee shall be final and shall represent the last step of administrative remedy available pursuant to this Ordinance.

E. Nothing in this Section shall prevent the County Administrator's Office from:

1. Reserving the use of public areas of the public buildings for official County business;
2. Setting aside certain days or time for maintenance, construction, or repair; or
3. Preempting an approved use of a public area for official County business.

F. Public areas made available may be used during or after the regular working hours of County agencies, provided this after hour use will not interfere with the conduct of County business. When public areas are used by permittees after normal working hours, all adjacent areas not approved for after hours usage shall be locked, identified by signs, or physically barricaded, as appropriate, to restrict the participants' movements to only that space or area(s) approved for usage. Appropriate notification of arrangements shall be made with building security in this regard. Under no circumstance will an afterhours meeting or event extend past 10:00 p.m. **Security is required at all after-hours events in buildings that have security on duty during business hours. Arrange Security through the Sheriff's Office for the Government and Risk Management for the Administration Building.**

G. The space to be provided under this Section is subject to a fee of \$50.00 for a period of four hours or less. A fee of \$100 will be charged for facility use greater than four hours but less than eight hours. The County Administrator may waive the fee if circumstances indicate doing so. If a request for a waiver of the fee is denied, the applicant has the opportunity to appeal said denial in accordance with Section XI D of this Ordinance.

H. There shall be no alteration to public areas used under this Ordinance. The permittee must make adequate provisions for the:

1. Protection of the safety to users of the public area; and
2. Prevention of damage to the public building and County-owned equipment.

I. County-owned equipment, including overhead projectors, VCR's, televisions, film projectors, and screens are not available for use.

J. The permittee shall not:

1. Misrepresent his or her identity;
2. Distribute any item for which the prior approval from the County Administrator's Office has not been obtained;
3. Leave leaflets or other material unattended at any place on County-controlled property;
4. Conduct any activities in a misleading or fraudulent manner;
5. Discriminate on the basis of race, creed, color, sex, handicap, age, or national origin, in conducting the permitted activities.

K. Initial clean-up from the permitted activity shall be the responsibility of the applicant. The ~~Building Operations~~ **Facilities Management** Manager shall report related damage to the County Administrator immediately. The permittee shall be liable for all costs to repair damage caused by the permitted activity, including loss of County equipment.

SECTION XII. Posting of Notices and Information: Only the following types of notices or information items may be posted on bulletin boards in non-public areas of a County-controlled building:

- A. Official business notices of the County;
- B. Request for funds for welfare, health, and other purposes, approved by the County of McHenry or by the head of the occupant agency;
- C. Personal notices of agency employees, such as the sale of an employee's property or requests for carpool participation; and
- D. Labor organization notices.

SECTION XIII. County Non-affiliation: The County reserves the right to advise the public through signs or announcements of the presence of any permittees in a building or on the grounds of County-controlled buildings and of their non-affiliation with the County of McHenry.

SECTION XIV. Emergencies: In case of any emergency, all persons within or upon a County-controlled building or its grounds shall comply with an evacuation procedures or oral instructions from security personnel **at facilities that have security personnel on duty**. ~~To report an emergency, contact the Security Office at extension 5061.~~ **Call 911 for all emergencies when no security personnel are on duty. When**

security is on duty and 911 needs to be called promptly, notify security personnel so that quick access to the building can be obtained for responding emergency agency.

SECTION XV. Enforcement: This Ordinance shall be enforced within all County-controlled facilities by the McHenry County Sheriff.

SECTION XVI. Penalties: Whoever shall be found guilty of violating any provision of this Ordinance while on any property under the control of the County of McHenry is subject to a fine of not less than \$50.00, nor more than \$500.00. Nothing in this Ordinance shall be construed to abrogate any other County laws or regulations or any State and local laws or regulations applicable to any area in which the relevant property is situated.

SECTION XVII. Building Commission: When necessary or appropriate, the County Administrator shall seek the advice and consent of the McHenry County Public Building Commission with respect to this Ordinance.

SECTION XVIII. Non-discrimination: There shall be no discrimination by segregation or otherwise against any person or persons because of race, creed, sex, color, handicap, age, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations and activities provided thereby on property controlled by the County.

SECTION XIX. Interpretations: The County Administrator, in consultation and collaboration with the Management Services Committee, shall be responsible for interpretation of this Ordinance.

SECTION XX. Supersede: This Ordinance shall supersede all Resolutions and Ordinances dealing with the use of County facilities previously approved by this County Board.

DATED at Woodstock, Illinois on ~~this fifteenth day of August, A.D. 2000.~~

2011.

~~MICHAEL W. TYON,~~
KENNETH D. KOEHLER
Chariman, McHenry County Board

ATTEST:

KATHERINE SCHULTZ
County Clerk

APPENDIX 1

Definitions

A. "Public building" shall mean any building and its grounds, or part thereof, under the charge and control of the McHenry County Board.

B. "Public area" shall mean any area of a public building or its grounds ordinarily open to members of the public, such as lobbies, courtyards, auditoriums, meetings rooms, and any other area not specifically leased by any lessee of the public building, and excluding office corridors, restroom facilities, elevators, stairways and parking areas for purposes of authorized distribution of literature or solicitation of funds since such activity in those places would substantially interfere with prompt and efficient County operations and pedestrian traffic, and would pose dangers to public safety.

C. "Applicant" shall mean any person or organization who applies for a permit to use a public area within a public building or on its grounds.

D. "Permittee" shall mean any person or organization that has been granted a permit to use a public area within a public building or on its grounds.

E. "Cultural activities" shall mean those activities pertaining to acquaintance with and taste in fine arts, humanities, and broad aspects of science as distinguished from vocational and technical skills.

F. "Educational activities" shall mean those activities pertaining to the action or process of providing or receiving academic, vocational or other instruction related to the improvement of human skills and knowledge.

G. "Civic activities" shall mean those activities pertaining to rights and duties of citizens and involving the general public, their activities, needs and understanding in relation to the local government and its citizenry.

H. "Commercial activities" shall mean activities undertaken for the primary purpose of obtaining a profit for the benefit of an individual or organization organized for profit, as opposed to activities whose purpose is the expression of ideas or advocacy of causes, whether of a religious, artistic, political, charitable, educational, or cultural nature, where the commercial aspects involved are incidental to the purpose of the activity.

APPENDIX 2



Permit Application
Public Building Use

INSTRUCTIONS

1. Complete application in its entirety. Please include all applicable attachments. Please type or print.
2. Submit to the County Administrator, **667 Ware Rd, Woodstock, IL. 60098, mailing address** 2200 N. Seminary Ave., ~~Room B120~~, Woodstock, IL 60098.
3. Permit will be issued to the applicant within ten (10) business days of receipt of this application.
4. In submitting a permit application, the applicant acknowledges that he/she understands, and is subject to, the McHenry County Building Use Ordinance.

I. APPLICANT INFORMATION

ORGANIZATION REPRESENTED
(If Applicable)

Full Name: _____

Street Address: _____

City/State/Zip: _____

Telephone Number: _____

II. DESCRIPTION OF PROPOSED USE

Proposed Use: _____

Proposed Date (s): _____

Proposed Hours: _____
(NO MEETING BEYOND 10:00 P.M.)

Proposed Location (s): _____

Estimated Number of Persons Attending: _____

Name and Address of Responsible On-Site Attendant (s): _____

- III. Applicant assures that applicant organization is tax exempt or has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. 501 (c) (3), (c) (4), or (c) 5, and the IRS has not yet issued a final administrative ruling or determination of this status.
- IV. Applicant assures that individuals engaged in the authorized solicitation of funds shall visibly wear identification at all times while on County controlled property containing the individuals name, address, telephone number, and name of applicant organization.
- V. The applicant shall indemnify, hold harmless and defend the County of McHenry, its officers and employees against any and all liability, loss, costs, damages, expenses, claim or actions, including attorney's fees which the County of McHenry, its officers or employees may hereafter sustain, incur or be required to pay, resulting from the negligent, willful or wanton acts or omissions of the organization, its employees and agents, without limitation, arising out of or resulting from the use of the County of McHenry's facilities.
- VI. If the applicant (or the applicant organization) is insured, a certificate of insurance detailing the type and amount of coverage (per occurrence and in aggregate) shall be submitted to the County Administrator's Office at least ten (10) business days prior to the intended use date. Insurance will not be considered grounds for denial of a permit

Signature of Applicant _____

PERMIT NO:

PERMIT FOR PUBLIC BUILDING USE

This permit, as evidenced below by the signature of the County Administrator or designee, is issued in accordance with the McHenry County Building Use Ordinance and is based upon the proper application and assurances of the person named above.

Approved by: _____

Title: _____

Date: _____

cc: Permit File
~~Court Security~~ **Government Center or Risk Management**
~~Building Operations Manager~~ **Facilities Management**



TO: Management Services Committee

FROM: John W. Labaj, Deputy County Administrator

DATE: August 12, 2011

RE: Building Use Ordinance

In August of 2000, the McHenry County Board passed a Building Use Ordinance to regulate the use of buildings and grounds under the charge and control of the County. As part of its periodic review of County policies and procedures, Risk Management has reviewed this Ordinance and found the need to update the document due to changes in conditions over the years.

Additionally, the Sheriff's Department and State's Attorney has reviewed the existing Ordinance and have also recommended a number of changes. Recommended Ordinance modifications are highlighted in the attached document.

We are requesting that Management Services review the recommended Ordinance modifications for future action by the McHenry County Board. I am available to address any questions you may have regarding this matter.