



DEKALB COUNTY PUBLIC BUILDING COMMISSION
A MUNICIPAL CORPORATION AND BODY POLITIC ORGANIZED PURSUANT TO THE "PUBLIC BUILDING
COMMISSION ACT." ILLINOIS REVISED STATUTES 1977 CHAPTER 85, SECTIONS 1031 THROUGH 1054
CHAPTER 85, SECTIONS 1031 THROUGH 1054
AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

MEETING OF TUESDAY, AUGUST 12, 2008

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, August 12, 2008 at 8:30 A.M. in Conference Room East of the DeKalb County Administration Building, pursuant to written notice of each Commissioner as required by the By-Laws.

ROLL CALL

The meeting was called to order by Chairman Robert Hutcheson at 8:30 A.M. Commissioners present were Chairman Hutcheson, Mr. Beryl Smith, Mr. Robert Morrison, and Dr. Richard Baker and Mr. Matt Swanson. Also present were Mr. Gary Hanson, Mr. Jim Scheffers, Mr. Matt Bickel and Mr. Jeff Burandt of Wold Architects & Engineering, Mr. Brian Kerner of Burnidge Cassell Associates and Secretary Mary Simons.

APPROVAL OF MINUTES

A motion was made by Mr. Smith to approve the minutes of the meeting held on Tuesday, July 8, 2008. Mr. Morrison seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

Dr. Baker requested to amend the agenda by adding a discussion regarding the Annual Budget Calendar. Mr. Swanson made a motion to approve the agenda as amended. The motion was seconded by Dr. Baker and was approved unanimously by a voice vote.

COMMUNITY OUTREACH BUILDING

Mr. Jeff Burandt began the report of the status of the construction since the Commissioners toured the site following last month's meeting. Mr. Burandt stated that the masonry work and interior stud work has been completed and work on electrical, mechanical and insulation is well under way. He explained that site work has resumed which was held off to allow the contractors to get their materials to the building. Mr. Burandt said that re-grading and pouring curbs for the new parking lot has begun. He explained that the spoils from the drop grading have been hauled away by the DeKalb County Highway Department. Mr. Bickel reported that the contractor has begun setting the pump units in the mechanical room. He explained that there is an issue they are currently working through. It appears that Rockford Structures was counting on the units being started up to help to dehumidify the area while installation of dry wall, taping and mudding were taking place. However, M. G. Mechanical has indicated that it is their understanding that if the units are started prior to the building being turned over certain conditions in the warranty could be violated. Mr. Bickel said they are working with Climatemaster to get clarification on that issue. He added there is nothing specific in their literature or specifications that state the warranty could be void. Mr. Bickel speculated that it may just be a concern of M.G. Mechanical. He added that if the units are unable to be started while the finishing work is being done the contract provides that Rockford Structures would have to provide a secondary method to accomplish control of the humidity. Mr. Bickel said the sheet-rock work has been completed in the mechanical room prior to setting the units and the bulk of the sheet-rock work will then continue throughout the rest of the building as soon as we gain control over the environment. Mr. Bickel added that the steel door frames which were a long lead item have arrived and are being installed. He added that all the windows are in and the aluminum framework for the storefront systems at the two main entrances are in place. The glass for the two entrances will be field measured and installed on site in case there is any slight variation from the original shop drawings. Chairman Hutcheson asked for questions regarding the updates. Mr. Smith asked

if there is any further word on the arrival of the emergency generator. Mr. Bickel responded that since Mascal Electric will be doing the installation of the generator they have been working with the Patten representative regarding the transfer switches which are expected within the next week or two. The switches will be installed in anticipation of the delivery of the generator. Mr. Bickel added that he has no update on the actual delivery of the generator. Dr. Baker stated that he has a revised schedule dated April 28, 2008 and asked if that is the schedule currently being used. Mr. Bickel responded that it is not but he will forward the latest revision to the Commissioners. Dr. Baker asked about the anticipated completion date. Mr. Bickel explained that Rockford Structures had set it for August 1, 2008, however due to some change orders the date has been revised to September 30, 2008. Dr. Baker inquired about the date for the turnover of the building for occupancy. Mr. Bickel explained that turnover of the building should occur simultaneously with the occupancy permit issued by the City of DeKalb. He added that punch list items may not occur until October. Mr. Hanson reported that we are completely flexible in the area of occupancy adding that the furniture will most likely be delivered sometime in October and the staff will move sometime in November.

CHANGE ORDERS

Mr. Bickel distributed copies of Change Order #6 (attached as Exhibit "A"). Mr. Bickel explained the change orders as follows: Item 6.1 is to replace a concrete flow line at a cost of \$1,331.00. Item 6.2 is for additional door hardware at \$8,722.83. Item 6.3 is for a "knock-out" panel in the Storage Room mezzanine area at \$466.27. Item 6.4 is an additional countertop in the Break Room at \$1,589.50. Item 6.5 is to change the substantial completion date from August 1, 2008 to September 30, 2008 at a cost of zero dollars. Mr. Bickel stated that the total cost for Change Order #6 is \$12,109.60.

Dr. Baker asked if these change will create a problem with the budget or can they be passed on to the County Board. Mr. Hanson responded that these costs are project costs and should not be passed on to the County Board because they should have been part of the original contract. Mr. Hanson explained that there was an amount of approximately \$50,000 in his revised budget in the construction area and additional projected interest money should add another \$40,000 or \$50,000. Mr. Hanson further explained that we have estimates in the budget for the anticipated costs for furniture and technology but until those bids are received we may have more or perhaps less money. Mr. Hanson added that should a shortfall occur we simply would hold back on the furniture in one of the rooms. He added that so far we have enough money in our regular construction contingency fund. Dr. Baker stated that he is disappointed the changes were not in the original bids. A motion to approve Change Order #6 was made by Mr. Smith and seconded by Mr. Swanson. The motion passed unanimously by a voice vote.

Mr. Bickel distributed Change Order #7 (attached as Exhibit "B") and described it as follows: Item 7.1 is for the installation of owner provided generator and switch gear at a cost of \$4,020.00, item #7.2 is for the installation of a concrete pad and slatted fencing at a cost of \$3,490.00, item 7.3 is for installation of additional conduit for future maintenance and serviceability for auto-sensing plumbing fixtures at a cost of \$722.00 and item 7.4 is for electrical rough-in and electronic key pad locations at a cost of \$6,745.00. Mr. Bickel stated that the total cost for Change Order #7 is \$14,977.00. Mr. Hanson explained that items 7.1 and 7.2 will be paid for by the County as part of the generator costs. A motion was made by Mr. Morrison to approve Change Order #7. The motion was seconded by Mr. Smith and passed unanimously by a voice vote.

Mr. Bickel stated there are three additional change orders to be presented later which are: 1. Site work for the bike path 2. Additional costs for hardware for keypads related to Change Order #7 and 3. Break Room revised flooring material.

Dr. Baker requested that Mr. Hanson provide a breakdown of the costs of the change orders against the contingency fund with a running balance of which items will be paid for by the County and which ones by the PBC. Mr. Hanson said he will provide such a report.

PAY REQUESTS

Mr. Hanson distributed copies of Pay Request #8 in the amount of \$481,893.00. (Attached as Exhibit "C") A motion was made by Mr. Smith to accept the pay request report as presented. Dr. Baker seconded the motion. The motion carried unanimously by a voice vote.

PUBLIC BUILDING COMMISSION - 2008 PROJECT STATUS

Mr. Hanson distributed the Project Update Status report as of August 11, 2008. (Attached as Exhibit "D") Mr. Kerner of BCA reported on item #1 the PSB Boiler and Water Heater Project. Mr. Kerner stated that we were waiting delivery of a

three-way valve which has now arrived and is scheduled to be installed tomorrow. He said the flues are on site and will be installed up through the existing flue stack, however, the building systems will have to be shut down for a day for installation. Mr. Kerner added that once the mixing valves for the hot water heaters arrive the flues will be installed at one time with the hot water heater's flue first and the boiler flue second. The hot water then can be on within a few hours and the boilers will come on a few hours later in the day. Mr. Kerner stated that he has discussed this with Jim Scheffers, David Thomas Mechanical, Lt. Klein and the Sheriff and they are all on board for this process to occur as described sometime next week. He added that the substantial completion date was scheduled for Friday, August 15 but because of the cold weather the project was delayed approximately one month, however we are about one week from completion and the project is still on track. At this time Mr. Hanson introduced Mr. Jim Scheffers who has been with the County as the Maintenance Supervisor for approximately twenty years will temporarily be handling the activities in the Facilities Management Office. Mr. Hanson added that Mr. Scheffers will be able to answer any questions the Commissioners have regarding any of the projects. Mr. Hanson asked Mr. Scheffers to report on item #6 on the project report. Mr. Scheffers described the difficulty that was encountered with the installation of the drains and repair of the garage floors. He stated that the project had to be shut down for a few days to resolve the problems caused by the vibrations during the repair process. He added that the concern was the potential damage that could have been caused to the technology and 911 equipment which is located on the other side of the garage wall from where the work was being done. Mr. Scheffers said that smaller equipment was then used to complete the project without incident. He added that they were able to walk on the surface rather quickly but had to wait for a few days for the floor to cure prior to vehicles being driven on it and is now completely functional.

BUDGET DISCUSSION

Dr. Baker asked about the responsibility and input by the Commissioners in the annual county budget process as it relates to the PBC projects and at what point that responsibility is fulfilled. Mr. Hanson explained that typically the projects that come to the PBC are ones that the County Board hands off to the Commission. He said that the County Board generally chooses the projects to be done as requested by the various departments. Mr. Hanson added that the process for project requests has just been completed since the budgets were due in his office last Friday. He explained that during the month of August he and Ray Bockman would go through the budget requests and then make their recommendations on which projects will be done and then present them to the Finance Committee of the County Board at its September meeting. Dr. Baker commented that it is his interpretation of the objectives and responsibilities of the Commission that since the buildings are actually owned by the PBC the issue would be in regard to the maintenance, upkeep and care of the buildings as it pertains to the capital budget items. Dr. Baker stated that he feels the Commission should have some role in establishing the priorities of the projects and felt the PBC should be involved early in the process in order to make recommendations in the selection of the projects. Dr. Baker suggested that the requests by the departments be reviewed by the Commission to have some input of prioritization of the projects before being reviewed by Mr. Hanson and Mr. Bockman and subsequently being presented to the County Board. Dr. Baker stated that perhaps it may be too late to accomplish this for the current budget process but would certainly like to have PBC input into the next years budget. Mr. Hanson responded that he felt it is not necessarily too late for some input into this year's requests and would provide a list of the items that are being requested. He added that he may have to amend the time frame of when it is moved through the committees and the County Board and felt that could be accomplished. Mr. Smith concurred with Dr. Baker that since it is the obligation of the PBC for the care and maintenance of the buildings and asked if it is possible for the Commissioners to have some input into the requests being made by the departments prior to the final decisions. Mr. Smith commented that he understands that it may be difficult to accomplish this and also accommodate the restrictions of working within the Committee structure. Mr. Hanson said he would like to make this happen and also provide a time for the Commissioners to meet and discuss the requests. Mr. Smith suggested the PBC could possibly schedule a special meeting to fit into the schedule of the Finance Committee. Mr. Swanson asked if it is possible to receive a list of the requests by mail prior to our next meeting. Mr. Hanson responded affirmatively.

NEW BUSINESS/OLD BUSINESS

Dr. Baker, noting his awareness of the circumstances, again requested a report regarding the environmental and energy saving initiatives being undertaken by the County so that they can be reported to the County Board, the public and especially on the County website. Dr. Baker said he felt it is important to let the public know we are concerned and doing our part in making good choices. He added that an excellent example of this is the decision to use geo-thermal in the construction of our new building.

The next meeting will be held at 8:30 A.M. on Tuesday, September 2, 2008 in Conference Room East.

ADJOURNMENT

A motion was made by Mr. Smith to adjourn the meeting. The motion was seconded by Mr. Morrison. The motion carried unanimously by a voice vote. Meeting adjourned at 9:28 a.m.

Robert Hutcheson, Chairman

Mary G. Simons, Secretary

<u>Commissioner</u>	<u>Expiration of Term</u>	<u>Office</u>	<u>Original Appointment</u>
Mr. Robert Hutcheson	September 30, 2009	Chairman	January 16, 1991
Mr. Beryl Smith	December 01, 2010	Vice Chairman	September 30, 2000
Dr. Richard Baker	September 30, 2011		September 30, 2005
Mr. Robert Morrison	September 30, 2008		July 17, 2002
Mr. Matt Swanson	September 30, 2012		September 19, 2007
<u>Non-Commissioner:</u>			
Ms. Mary G. Simons	September 30, 2008	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2008	Treasurer	February 18, 1984