



**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, JANUARY 22, 2008**

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, January 22, 2008 at 8:30 A.M. in the 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, Dr. Richard Baker and Mr. Matt Swanson. Mr. Robert Morrison was absent. Also present were Mr. Gary Hanson, Mr. Ken Campbell, Mr. Matt Bickel Wold Architects & Engineering, Mr. Brian Kerner, of Burnidge Cassell, and Jeff Oke of KJWW Engineering and Secretary Mary Simons.

**APPROVAL OF MINUTES**

Dr. Baker made a recommendation to correct an item under "New Business" as follows. "Dr. Baker asked two questions arising from the November 21, 2007, audit engagement letter sent by Sikich. The first question asked if Mr. Hanson was the sole person responsible for all the management responsibilities noted in the letter, to which Mr. Hanson responded yes. The second question asked if there were any additional services we should be requesting of the auditor in relation to the upcoming audit, and Mr. Hanson stated there were no additions identified as necessary at the current time." Dr. Baker made a motion to approve the minutes accepting the change as recommended by replacing the draft language with the above wording. Mr. Swanson seconded the motion. The motion carried unanimously by voice vote.

**APPROVAL OF AGENDA**

Mr. Smith made a motion to approve the agenda as presented. Mr. Swanson seconded the motion. The motion passed unanimously by voice vote.

**COMMUNITY OUTREACH BUILDING**

Mr. Matt Bickel reported that Rockford Structures continues to have the COB project on hold due to weather conditions, however, Wold is actively working with Rockford Structures on reviewing the shop drawings and other plans so that when the weather permits a start-up again, everything will be ready to proceed.

Mr. Bickel stated there are no change orders to be considered at this time.

Mr. Bickel reported that one pay request was received after the cutoff for the previous meeting of December 30<sup>th</sup> so it is being presented today. (Copy attached as Exhibit "A") Mr. Hanson distributed a revised copy of "Payout #3" (attached as Exhibit "B") which now includes the pay request from M G Mechanical Contractors in the amount of \$83,695.00. A question was raised about the verification of the materials being stored during the time that construction has been interrupted. Mr. Bickel responded that the materials were originally scheduled to be stored in a heated truck during construction, but are now being stored and secured at M G Mechanical's shop until the construction schedule resumes. A motion to approve the request was made by Mr. Smith and seconded by Mr. Swanson. The Motion carried unanimously.

**DISTRIBUTION OF MINUTES**

Mr. Hanson stated that Mr. Campbell has made a request to receive a copy of the "draft" minutes. Mr. Hanson added

that the secretary has only sent the "draft" minutes to the Commission members prior to approval. Mr. Swanson made a motion to distribute the "Draft" minutes as soon as they are available to the members of the Commission and to the Facilities Manager. Dr. Baker seconded the motion. The motion carried unanimously.

### **PUBLIC SAFETY BUILDING - BOILER PROJECT**

Mr. Brian Kerner of Burnidge Cassell Associates introduced Mr. Jeff Oke from KJWW Engineering Consultants who will also be working on this project. Mr. Kerner distributed copies of a letter from Burnidge Cassell Associates (attached as Exhibit "C") submitting a breakdown of the fees for the architectural and engineering services to be provided for the PSB boiler replacement project. The amount quoted by Mr. Kerner is \$160,00.00 which is 10.3% of the total estimated construction costs. Mr. Campbell added that the figure of \$174,000.00 also includes \$14,000.00 for the hot water storage tanks which has been provided for in the Renewal and Replacement budget as a separate project.. Mr. Kerner added the letter includes a time schedule for the project beginning in February with completion by August 15, 2008. Mr. Kerner also addressed security concerns since the project is taking place in the building which houses prisoners. He stated that background checks will be made for all those participating in the project and he will be working with Lt. Klein on other security aspects as was done on a previous project with which he was involved at the PSB. A motion was made by Mr. Swanson to approve the proposal made by BCA. Mr. Smith seconded the motion. The motion carried unanimously.

### **NEW BUSINESS/OLD BUSINESS**

None

### **NEXT MEETING: WEDNESDAY, MARCH 5, 2008, 8:30 A.M.**

It was determined that the meeting date for the next meeting conflicted with a special election scheduled to be held on Tuesday, March 4, 2008. A motion was made by Mr. Swanson to change the next meeting to Wednesday, March 5, 2008 at 8:30 A.M. Mr. Smith seconded the motion. The motion carried.

### **ADJOURNMENT**

A motion was made by Dr. Baker to adjourn the meeting. The motion was seconded by Mr. Swanson. The motion carried unanimously by a voice vote. Meeting adjourned at 9:11 a.m.

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Robert Hutcheson, Chairman

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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, 2007	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2007	Treasurer	February 18, 1984