

# Design Development Presentation Meeting Minutes

Meeting Date: December 8, 2010  
Time: 3:00 pm – 5:00 pm  
**Project Name:** DeKalb County Courthouse Expansion  
Job Number: 50038973  
Attendance: Ad Hoc Oversight Committee (AHOC):  
Ruth Ann Tobias                      Larry Anderson                      Kenneth Andersen  
Julia Fauci                              John Hulseberg                      Judge Kurt Klein  
Maureen Josh  
DeKalb County Staff:  
Ray Bockman                      Gary Hanson                      James Scheffers  
PSAD|BCA:  
Matthew Meives  
Gilbane Building Company:  
Tom Leonard

## Items Discussed:

---

1. A PowerPoint slide presentation was made by PSAD | BCA. Copies of the material were distributed to all attendees at the meeting.
2. **Total Project Budget** – There was no change to the project budget from Gilbane's previous estimate from October 6, 2010.
3. **Project Update** – PSA presented current plans and gave an update to the status of the project as outlined in the material presented in the slide presentation.
4. **Security** – The project team has coordinated with the sheriff's office where the prisoner transport and employee entrance will be located during construction.
5. **Project Construction Schedule** – Preliminary construction milestone dates were established by Gilbane and presented to the committee.
6. **Steel Package** – The steel drawings were issued on December 7, 2010 for bidding.
7. **Site Plan** – Minor changes to the site plan include the relocation of the trash enclosure from the east side of the driveway to the west.
8. **Public Defender** – The public defender space was reworked to align with the expanded courtroom on the second floor.
9. **Atrium Wall** – A possible design for the graphic art element planned for the north atrium wall was presented. Final images shown will be coordinated with the county.

These meeting minutes constitute my understanding of the items discussed. Please indicate in writing any additions or revisions to my attention.

Sincerely,  
PSA Dewberry | BCA



Matthew Meives, AIA, Project Manager

Copy: AHOC/Attendees/Project Team/File