



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, AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

MEETING OF TUESDAY, DECEMBER 2, 2008

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, December 2, 2008 at 8:30 A.M. in Conference Room East of the DeKalb County Government 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, Commissioners Mr. Matt Swanson and Mr. George Daugherty. Dr. Richard Baker and Mr. Beryl Smith were absent. Also present were Mr. Gary Hanson, Mr. Jim Scheffers, Mr. Roger Schroepfer from Wold Architects & Engineers, Mr. Brian Kerner from Burnidge Cassell Associates, Sheriff Roger Scott and Secretary Mary Simons.

APPROVAL OF MINUTES

A motion was made by Mr. Daugherty to approve the minutes of the meeting held on Thursday, November 6, 2008 as presented. Mr. Swanson requested the word "agenda" be substituted for the word "minutes" to correct a typographical error in the section regarding the approval of the Agenda. Mr. Swanson seconded the motion as amended. Chairman Hutcheson called for a vote to approve the minutes as amended. Motion carried.

APPROVAL OF AGENDA

A motion to approve the agenda as presented was made by Mr. Swanson and seconded by Mr. Daugherty. The motion carried unanimously by a voice vote.

COMMUNITY OUTREACH BUILDING

COB PROJECT STATUS

Mr. Schroepfer reported that the finish work on the project is currently being completed. He added that last week he, Matt Bickel, Gary Hanson, and Karen Grush did a "walk through" to determine the status of the "punch list items" and decide whether the building is ready enough to receive furniture. He stated that there are a couple of areas of concern regarding the carpet installation which will be corrected. Mr. Schroepfer added that the electricians are on site and are also completing some finishing work. He added that preliminary cleanup work has begun but that several areas were not addressed such as the mechanical rooms. Mr. Hanson stated that there are areas of the carpet that are not satisfactory and need to be addressed in several rooms prior to the furniture installation. Mr. Schroepfer stated that Wold will meet with the general contractor and the carpet installer to address those issues. Mr. Hanson added that the IMO staff and the Pro Com staff are both ready to do some work in the server room which had not yet been cleaned and recommended that a service be hired to do a through cleaning prior to the installation of sensitive electronic equipment.

COB CHANGE ORDERS (ATTACHED AS EXHIBIT "A")

Mr. Schroepfer distributed Change Orders Eighteen and Nineteen. (Attached as Exhibit "A") He described Change Order #18 which is for the cost associated with providing and installing additional emergency lighting fixtures required by the City of DeKalb Building Inspector which is for the amount of \$2,761.00. He added that Change Order #19 is for the cost associated with revising the height of a countertop and the mail slots in the Home Care area at a cost of \$1,809.50 for a total of changes amounting to \$4,570.50. Mr. Daugherty made a motion to approve the change orders as presented. Mr. Swanson seconded the motion. The motion carried unanimously by a voice vote. Mr. Swanson asked if the emergency lighting should have been anticipated and included on the original drawings. Mr. Schroepfer responded that they were on the drawings and were located where required by the City Code, however, after further review by the City, their inspector required additional lighting be added because of visibility. Mr. Schroepfer stated that Change Order #19.1 was requested by Karen Grush and the Home Care Staff. Mr. Daugherty made a motion to approve the change orders. The motion was seconded by Mr. Swanson and passed unanimously by a voice vote.

COB CHANGE ORDER ANALYSIS REPORT (ATTACHED AS EXHIBIT "B" PAGES 2, 3, 4, 5 & 6)

Mr. Schroepfer stated that this report is a comparison for all change order requests, both accepted and rejected, including the two change orders presented today. He explained that the vast majority are "added scope" items of which 71% were not part of the original scope of this project but were for the benefit of Windsong Acres. He added that this was a method for getting the work done. This portion is 5.6% of the total percentage. Mr. Schroepfer explained that the items under "Coordination/Field Items" for the PBC is 0.6% and is the one item that Wold has the control over and amounts to a little over one half percent of the total construction costs. He stated that when looking at the overall picture these figures are within the existing contingency fund which was established for the project. Mr. Swanson asked if the items shown under "Coordination/Field Items" and "Code/Permit Items" are items that were not necessarily omitted from the original drawings. Mr. Schroepfer responded that they were items that were not on the drawings and therefore were not bid. He added that some would call that "added value" However, it is work that needed to be corrected. Mr. Schropfer explained that the industry standard can be as high as 3% for change orders. Chairman Hutcheson explained that the change orders requested by the County for the benefit of Windsong Acres would have cost a lot more if they had been individually bid out but it was more cost effective to be rolled into this construction project.

COB PAY REQUESTS (Attached as Exhibit "B", Page 7)

Mr. Schroepfer reported that only two pay requests have been received for Payout #12. The first one is from Rockford Structures in the amount of \$72,513.00 and from Mascall Electric for the amount of \$43,630.00 for a total of \$116,143.00. Mr. Schroepfer stated that we still have 10% retainage on the contracts. Mr. Swanson made a motion to approve the pay requests. Mr. Daugherty seconded the motion. The motion passed unanimously by a voice vote.

STATUS OF 2008 PBC PROJECTS (Attached as Exhibit "B", Page 8)

Mr. Brian Kerner of Burnidge Cassell reported that there are a few small items to be completed on the boiler system(re: item #1) which will only take a day or so to finish. He added that most of the actual work has been completed. Mr. Kerner stated that KJWW will turn over the manuals and the FMO staff will begin the training. He reported that he is holding \$7,600.00 which he will retain until all the small items have been completed.

Mr. Scheffers reported that the air conditioner for the 911 project (item #10) has been delivered and is waiting in the garage. He added that the installation is scheduled to be done next week but the exact timing needs to be coordinated to work with the needs of the 911 Emergency staff.

Mr. Hanson reported that the Circuit Clerk project (item #4) is actually further along than we knew about. He added that we have just received a drawing of the furniture layout. He explained that the new counter has been constructed, the flooring has been installed and the furniture has been ordered. Mr. Hanson added that the actual work has not been completed but everything is in place for it to be done. The Commissioners present reviewed the layout provided by the Circuit Clerk. (Layout attached as page 11 of Exhibit "B")

BY-LAWS CHANGE

Mr. Hanson explained that the section of the PBC By-Laws currently being used for bidding purposes is in different from the dollar amount contained in the Illinois Compiled Statutes. Mr. Hanson recommended that the section of the by-laws which is different be amended to comply with state law. Mr. Swanson made a motion to amend the by-laws to bring them into conformance with state law. Mr. Daugherty seconded the motion. Chairman Hutcheson called for a roll call vote. Chairman Hutcheson, Commissioner Swanson and Commissioner Daugherty all voted "Aye". The motion carried.

ADOPT 2009 BUDGET (ATTACHED AS EXHIBIT "C")

Mr. Hanson explained that the PBC has several funds, the General Fund which contains our general operating budget and the Capital Improvement Reserve. The Capital Improvement Reserve is a holding account with a reserve fund of 1.5 million dollars which was set aside when we had the bond issue for the Courthouse, the Public Safety Building and the Administration Building. This reserve was required to protect the bond buyers. Mr. Hanson added that when that project ended the money was held in reserve and we use the interest on the reserve to refurbish those buildings. Mr. Hanson added that we hope to keep this as a permanent reserve to keep our buildings updated. He explained that these funds go to the Sycamore Campus, the Health Department (Non Nursing Home) and the Public Safety Building. Mr. Hanson described the Sinking Fund as the debt on the Health Facility and the Nursing Home and those bonds were the 1997 bond issue (re-funded in 2005) which will retire in 2016. Mr. Hanson explained that 75% of this debt comes from the Nursing Home operating revenues and only 25% is paid off by property taxes. A motion to adopt the 2009 budget was made by Mr. Daugherty and seconded by Mr. Swanson. The motion carried unanimously by a voice vote.

FY 2009 CAPITAL PROJECTS (Attached as Exhibit “B”, Page 9)

Mr. Hanson explained that these are the projects proposed for the coming year. However, there is one project that we would like to get moving on right away. This project is shown as item #9 on the 2008 project list, was approved in 2008 and is indicated to be 25% complete. However, because of the length of time involved to complete this project we carried it over to the 2009 project list where it is shown as item #1 (attached as page 9, of Exhibit “B”). He explained that this is for the continuation of a two phase project that saw phase one being completed in 2008. He added that because this is a continuation, it is recommended that the same vendor be used. Mr. Hanson made this recommendation based on the savings to be realized by purchasing the replacement software and processors from the original vendor to avoid the possibility of incompatible software from a new vendor. He added that changing the vendor at this point likely would necessitate a change in the software which could cost close to \$150,000. Mr. Hanson explained that in retrospect we should have bid the project as a total package, but the funding was not available at the time. A lengthy discussion took place. Sheriff Scott was present to answer the many questions posed by the Commissioners. After much discussion by the Commissioners, Mr. Swanson reluctantly moved to adopt the motion (as attached on page #10 of Exhibit “B”) Mr. Daugherty seconded the motion. Chairman Hutcheson and Mr. Daugherty voted Aye. Mr. Swanson voted Nay. The motion passed.

Mr. Daugherty asked for an explanation regarding item M-8 (elevator upgrades) on the 2009 project list. Mr. Scheffers responded that this funding is for mandated State of Illinois requirements and include such items as upgrades in lighting, life safety issues and telephone systems. He added that they are all part of an inspection process required by the state.

NEW BUSINESS/OLD BUSINESS

The next meeting is scheduled for Tuesday, January 6, 2009 in Conference Room East at 8:30 A.M.

ADJOURNMENT

A motion to adjourn was made by Mr. Daugherty and seconded by Mr. Swanson. Motion carried unanimously by a voice vote. Meeting adjourned at 9:42 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. Matt Swanson	September 30, 2012	Vice Chairman	September 19, 2007
Mr. Beryl Smith	December 01, 2010		September 30, 2000
Dr. Richard Baker	September 30, 2011		November 16, 2005
Mr. George Daugherty	September 30, 2013		September 30, 2008

Non-Commissioner:

Ms. Mary G. Simons	September 30, 2009	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2009	Treasurer	February 18, 1984