



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 8, 2008

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, January 8, 2008 at 8:30 A.M. in the Conference Room East of the DeKalb County Administrative 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, Dr. Richard Baker and Mr. Matt Swanson. Also present were Mr. Gary Hanson, Mr. Ken Campbell, Mr. Roger Schroepfer, Mr. Jeff Burandt, and Mr. Matt Verdun of Wold Architects & Engineering, Mr. Brian Kerner, of Burnidge Cassell, and Jeff Oke of KJWW Engineering. Secretary Mary Simons was absent. Cris Woodin served as secretary pro tem.

APPROVAL OF MINUTES

A motion was made by Mr. Morrison and seconded by Mr. Smith to approve the minutes of the Meeting held on Tuesday, December 4, 2007. Dr. Baker had four points in the minutes that he felt needed to be corrected (attached as Exhibit A.) The Commission considered each point individually. The Item A amendment was passed. Item B will remain as originally written. Item C amendment was passed, as was Item D. The minutes were approved as amended on a voice vote with all members voting in favor.

APPROVAL OF AGENDA

There being no additions or amendments, the agenda was accepted without further discussion.

COMMUNITY OUTREACH BUILDING

Mr. Roger Schroepfer handed out a letter (attached as Exhibit B) explaining Rockford Structures' decision to stop work on the Community Outreach Building due to inclement weather. The winter cover, as discussed at the last Commission meeting, was too costly an option to pursue. The delay in construction caused some discussion about a need to move the completion date. Mr. Schroepfer said that he has asked Rockford Structures to provide a revised schedule. At this time Mr. Schroepfer saw no reason to change the Substantial Completion date of August 1, 2008.

There were no change orders to present at this time according to Mr. Schroepfer.

Mr. Gary Hanson handed out a spreadsheet listing the pay requests for this period (attached as Exhibit C). Dr. Baker made a motion to accept the payments presented in the amount of \$112,837 for the general contractor and \$11,520 for the electrical contractor. Mr. Matt Swanson seconded the motion. Mr. Smith questioned the size of the mechanical payments to-date, and it was noted that much of those payments are for the geo-thermal well-sites. The motion was passed.

STATUS REPORT - PERFORMANCE OF ADMINISTRATION BUILDING BOILER

There have been no further problems with the boiler at this time. It is performing as required. Dr. Baker suggested that this agenda item be revisited in the future on an exception basis.

RECORDS STORAGE - LEGAL OPINION

Mr. Hanson presented the letter of opinion from Assistant State's Attorney John Farrell (attached as Exhibit D). Mr. Farrell's opinion, after citing various statutes, is that the Commission is not responsible for the "storage or safeguarding of public records".

ARCHITECT FOR PUBLIC SAFETY BUILDING BOILER PROJECT

Mr. Ken Campbell presented to the Commission Mr. Brian Kerner from Burnidge, Cassell & Associates and Jeff Oke, from KJWW Engineering. Both gentlemen were at the meeting to present their letter of interest in the PSB boiler project. Mr. Kerner has worked with the Commission in his prior position with Wold Architects. KJWW is the engineering firm that Burnidge, Cassell will be using for the project. Both men presented their projects in the local area, the latter being the new Kishwaukee Hospital building. Mr. Oke indicated that his firm has handled many boiler projects over the years and felt that his firm was substantially qualified for this project. Mr. Oke said that his firm would be working closely with both David Thomas Mechanical, Mr. Campbell's preferred provider for HVAC repair, and the Facilities Management staff. Mr. Hanson reminded Mr. Oke that the efficiency of the replacement unit would also be a priority. In listening to the discussion, Dr. Baker suggested that the Commission's goals for the project could be summed up as service, efficiency and reliability. Since Burnidge, Cassell was only asked to present a letter of interest, many of the items that the Commission brought up weren't ready to be addressed. Mr. Kerner did clarify that the Commission would be working with Burnidge, Cassell as the architect and not directly with KJWW. Both Mr. Kerner and Mr. Oke stressed the fact that this would be a challenging project since they would need to maintain heat in the current boiler system while replacing the system, though they both felt that they could be successful in the project.

Mr. Campbell did not present any other vendors for this project. When questioned Mr. Campbell stated that this project is under the dollar threshold so he is not required to send this project out to bid.

Mr. Smith asked Mr. Schroepfer to make suggestions as to how Wold might approach this project. Mr. Schroepfer said that Wold has enjoyed their projects with the County and he felt that they were more than qualified to do the boiler project. But since Mr. Campbell is not pleased with them currently, he understood that the boiler project may be awarded to another firm.

Discussion continued. Dr. Baker made a motion that we ask Burnidge, Cassell to move forward on the PSB boiler project by submitting a proposal for fees and a timetable for the project. The motion was seconded by Beryl Smith. The motion was passed. Mr. Campbell will contact Mr. Kerner and ask that Burnidge, Cassell be ready to address their fees and a timetable for the boiler project at the next PBC meeting.

NEW BUSINESS

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.

NEXT MEETING: TUESDAY, FEBRUARY 5, 2008, 8:30 A.M.

The scheduled meeting date is the Primary Election Day in Illinois. There was some discussion about which date would be a good substitute. It was decided that Tuesday, January 22nd would be the best date.

ADJOURNMENT

Chairman Hutcheson stated that if there is no other business to come before the Commission, he would ask for a motion to adjourn. The motion was made by Mr. Smith and seconded by Mr. Swanson. Motion carried unanimously by a voice vote. Meeting adjourned at 9:50 a.m.

Robert Hutcheson, Chairman

Cris Woodin, Secretary Pro Tem

<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