



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 THURSDAY, NOVEMBER 6, 2008

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Thursday, November 6, 2008, at 8:30 A.M. in The Multi-Purpose Room of the DeKalb County Health Department Campus, pursuant to written notice to 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, Dr. Richard Baker, Mr. Matt Swanson, and Mr. George Daugherty. Mr. Beryl Smith arrived at 8:38 A.M. 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

Mr. Daugherty made a motion to approve the minutes of the meeting held on Tuesday, October 7, 2008. The motion was seconded by Mr. Swanson. The motion carried unanimously by a voice vote.

APPROVAL OF AGENDA

Mr. Swanson made a motion to approve the minutes as presented. Mr. Daugherty seconded the motion. The motion carried unanimously by a voice vote.

COMMUNITY OUTREACH BUILDING-Project Status

Mr. Jeff Burandt reported that the Contractor has given him the date of Wednesday, November 13, 2008 for completion. However, that does not include their requirements to touch up the building or to complete all the punch list items that have been identified by Wold and will be started next week. Our goal is to have all the contractors out of the building before the furniture is delivered. Dr. Baker asked what kind of items are on the punch list. Mr. Bickell stated that there are some major items but they are mostly incomplete items such as the carpet. He added that their biggest task will be the final cleaning, however, they have scheduled a full time cleaning crew beginning on Monday, November 10, 2008. Mr. Hanson stated that the tentative move in dates are as follows: December 18, 2008 will be the Information Management Office and Facilities Management. The Veterans on January 6, 2009, The Mental Health Department and the Regional Office of Education on January 7, 2009 and the Home Care Offices on January 13, 2009. Mr. Hanson said that it is anticipated that these are the scheduled dates but they are subject to change due to a possible delay in the delivery of the emergency generator. He added that the emergency generator is scheduled for delivery on approximately December 10th or 12th.

CHANGE ORDERS

Mr. Bickel distributed the change orders (Attached as Exhibit #1) and described them as follows: Change Order #14.1 is for the cost associated with relocating a fire strobe in Conference Room West for a cost of \$260.00. 14.2 is the cost associated with providing duct smoke detectors and wiring them to duct smoke dampers which was not included in the electrical drawings at a cost of \$11,050.00. 14.3 is for the cost associated with relocating the audio/visual system for the Educational Center which is a pending item. Mr. Swanson asked why item 14.2 was omitted from the electrical drawings. Mr. Bickel explained that the Mechanical Contractor failed to cross reference the mechanical drawings where the physical dampers

themselves are part of the mechanical system and the cost of the wiring for them did not show up on the electrical drawings. Dr. Baker asked why they did not show up on the electrical drawings. Mr. Bickel responded that it was an oversight. Mr. Smith expressed his disappointment regarding the number of change orders that were not included on the original drawings or schematics. Mr. Swanson concurred. The consensus of the Commissioners is that some of the cost for this oversight should be borne by the architectural firm. Dr. Baker asked if Wold did the actual electrical drawings for the project. Mr. Bickel responded that the drawings were actually done by Gage Consulting Engineers. Dr. Baker asked if this situation has been brought to the attention of Gage. Mr. Bickel responded affirmatively. Mr. Hanson stated that this item needs to be approved today but perhaps at a later date it could be determined who will be responsible for paying certain portions of this cost. Mr. Bickel stated that the total for Change Order #14 is \$11,310.00 plus item 14.3 which is pending. Mr. Bickel stated that Change Order # 15.1 is for the cost of revising the fire suppression system in the server room in the amount of \$3,363.00. Mr. Bickel stated that Change Order #16.1 is for costs associated with the painting and vinyl flooring at the front reception area of Room B-112 which is the future office space at a cost of \$3,557.40 and item 16.2 which is the cost associated with revising the roofing to accommodate a rerouted vent at a cost of \$236.50 for a total cost for Change Order #16 at \$3,703.90. Mr. Bickel stated that Change Order #17.1 is for providing a sink in the Home Care break room in the amount of \$437.59 and item 17.2 is for providing a refrigerator water line in Break Room #A147 which is a pending cost. The total for Change Order #17 is \$437.59 plus item #17.2. Dr. Baker moved to approve the change orders and Mr. Smith seconded the motion. The motion carried unanimously by a voice vote.

PAY REQUESTS

Mr. Hanson distributed Exhibit #2 containing pages A through E-8. Mr. Bickel presented Pay Request #11 from Rockford Structures in the amount of \$249,002.85, from G'sR Plumbing in the amount of \$26,038.00 and Mascall Electric in the amount of \$55,589.00 for a total of \$330,630. (These requests are shown on Page C of Exhibit #2 attached) Mr. Bickel stated that Automatic Fire Systems and MG Mechanical did not submit pay requests this month. Dr. Baker made a motion to approve the pay requests as presented. Mr. Swanson seconded the motion. The motion carried unanimously by a voice vote.

UPDATE OF 2008 PROJECTS (Attached as Page "D" of Exhibit 1)

Mr. Brian Kerner spoke about the PSB Boiler/Water Heater Replacement Project. Mr. Kerner stated that the gas regulators have been replaced, all the insulation is in except for around the area of the gas regulators and the concrete pads have been installed. Mr. Kerner added that except for some fine tuning, which will be done over the next several days, the project is complete.

Mr. Hanson said the other project to be completed is the Dispatch Room in the Public Safety Building which is item #10 on the project list. Mr. Scheffers stated that we are waiting for the arrival of the air conditioning unit which is taking approximately twelve weeks to complete because it is essentially a custom built unit. Mr. Scheffers added that the unit is scheduled to be shipped on November 25, 2008.

Dr. Baker said he has some questions regarding item #5 for the Treasurer's project. He added that he has spoken with Christine Johnson and she stated this was a two year project. Dr. Baker said he has seen the final plan and had made some suggested changes and asked if anyone had seen the "final, final" plan. Dr. Baker requested that a set of the "final, final" plans be given to the Commissioners for review. Mr. Hanson stated that he does not have a set of the "final, final" plans. Ms. Simons said she does not have a set either but is aware that the Treasurer was working with Swedberg Construction on some slight changes to the plans. Dr. Baker stated that he had a number of comments and suggestions regarding the plan he saw and is interested in what changes of his may have been incorporated into the Treasurer's "final, final" plan. Dr. Baker requested that the Treasurer attend a meeting and present her changes since this is a 2009 project. Mr. Hanson stated that he was hopeful that the furniture reconfiguration portion of the project could be done this year. Dr. Baker stated again that he had a number of concerns regarding her plans and was wondering if she took those and changed anything. Dr. Baker said he felt uncomfortable with her plan in regard to functionality in the area of construction a wall with "teller-like" window openings. Dr. Baker then asked if the \$100,000 shown in the Circuit Clerk's 2nd floor project has been approved. Mr. Hanson responded that it would be included in the budget approval today and the County Board will approve it in two weeks. He added that we are approving the \$100,000 but have no idea when the project will be complete. Ms. Simons responded that the project is underway and construction has begun on the counter and public areas. She added that the tile floor in the public entry area has been installed and the chairs that were ordered for the staff have arrived. Ms. Simons added that the Circuit Clerk has informed us that the project is being done one area at a time and the design for the staff area will be completed shortly at which time the

furniture will be ordered. Ms. Simons explained that the Circuit Clerk felt there were some flaws in the design for the reconfiguration of her first floor office and to avoid those mistakes she prefers to proceed cautiously and complete the reconfiguration of her second floor offices in phases. Dr. Baker said that as he looks at the project report he has no idea where the project is in terms of progress toward completion and yet is into next years budget. Mr. Hanson explained that at this point we don't know what the progress is either. He added that most projects in which the PBC is involved, the people want us to work with them but in this case the Circuit Clerk wants to do this on her own. He added however, it has been established with Maureen that the PBC can only fund up to \$100,000. Dr. Baker asked if this is a lapsing project or do we have to renew it. Mr. Hanson stated that it needs to be re-appropriated. A lengthy discussion took place regarding how much control the PBC has in relation to the statutory authority of the elected officeholders. Mr. Hanson pointed out that our job is to bring the players together and assist them but the PBC's control is the appropriation. He added that the officeholder has the autonomy to operate their office as they see fit. Dr. Baker stated that he would like some communication, which could be in person or in written form, from Maureen and Christine regarding their vision for their projects, where they are and when they expect to complete them. It was established that the County Board approves the projects and the funding for them but the authorization to spend the money will be brought before the Commission. Dr. Baker made a motion requesting information from the Circuit Clerk's office and the Treasurer's office on these two capital projects and the information to include where they are now and what their vision is for their projects. Mr. Swanson seconded the motion. The motion was unanimously approved by a voice vote.

2009 BUDGET (Exhibit #1, Pages "E-1 through E-8)

Mr. Swanson made a motion to table action on the PBC Budget until it is approved by the County Board. Mr. Smith seconded the motion.

A lengthy discussion took place regarding the sequence for the approval of the PBC Budget and the ability for the Commissioners to provide input prior to approval by the County Board. Mr. Hanson pointed out that the Commissioners had that ability to provide input regarding the Capital portion when it was provided to them in September, however, at this point it is too late for input to the County Board. Mr. Hanson explained the projects given to the Commission by the County Board are contained on pages E-4, E-5, and E-6. He added that the Commissioners do approve their own operating budget. The Chairman called for a vote on the motion to table. The motion carried unanimously by a voice vote.

NEW/OLD BUSINESS

Mr. Swanson inquired about the two concrete projects that were being done last week using two different contractors. He explained that one of the projects was done at the Courthouse and the second one at the Legislative Center and asked where the projects came from and were the projects put out for bid. Mr. Scheffers responded that there is a \$10,000 line item in the Facilities budget for replacement of broken sidewalks and concrete repair. Mr. Swanson asked if those two projects should have been the responsibility of the PBC. Mr. Hanson stated that the PBC contracts with the County Facilities Department to do the maintenance projects. Mr. Scheffers stated that the repairs made at the Courthouse were part of his line item. Mr. Hanson explained that the project was at the Administration Building and was paid for by the County from the Tort Fund to reduce the risk of someone being injured from falling on a broken curb and sidewalk. Mr. Hanson added that neither project qualified under the \$20,000 limit for competitive bidding. Mr. Swanson stated that the PBC By-Laws states that any project more than \$2,500. Must be competitively bid. Mr. Hanson explained that state law provides for the amount to be \$20,000. Mr. Swanson stated that Article 7, Section 1 of the PBC By-Laws provides for the amount to be \$2,500. Dr. Baker suggested that perhaps the By-Laws should be revised. Mr. Swanson also stated that it appears the By-Laws, with a catch all phrase, adequately provides for the duties of the Secretary and the Treasurer of the PBC. Dr. Baker stated that the duties of the Secretary have been expanded quite a bit and the By-Laws are very outdated. The Chairman asked if someone should be directed to review them. Mr. Hanson responded that he and Ms. Simons were given that direction at the last meeting but it has not been done yet. Dr. Baker make a motion to amend the By -Laws with regard to project bidding by the next meeting in accordance with the provisions in the State law and the other items needing attention be addressed in the near term. The motion was seconded by Mr. Daugherty. The motion carried unanimously by a voice vote.

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

ADJOURNMENT

A motion was made by Mr. Daugherty to adjourn the meeting. The motion was seconded by Dr. Baker. The motion carried unanimously by a voice vote. Meeting adjourned at 10:20 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. Matt Swanson	September 30, 2012		September 19, 2007
Mr. George Daugherty	September 30, 2013		September 30, 2008
<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