



**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, OCTOBER 7, 2008**

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, October 7, 2008, at 8:30 A.M. in Conference Room East of the DeKalb County Administration Building, 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, Mr. Beryl Smith, Dr. Richard Baker, Mr. Matt Swanson and our newly appointed commissioner Mr. George Daugherty was introduced. 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. Swanson requested that the wording contained in the minutes be corrected to read as follows "Mr. Swanson asked if the reappointments of the Treasurer and the Secretary for the PBC should be on the agenda". Mr. Smith made a motion to approve the agenda with the correction as stated. Mr. Swanson seconded the motion. The motion carried unanimously by a voice vote.

**APPROVAL OF AGENDA**

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

**STATE'S ATTORNEY'S REVIEW**

Mr. Hanson distributed copies of an email he received from Assistant State's Attorney John Farrell. (Attached as Exhibit "A") Mr. Hanson indicated that Mr. Farrell concluded that the Commission has been operating consistent with the provisions of the Illinois Compiled Statutes as described in the attachment.

**ELECTION OF OFFICERS**

The Chairman called for nominations for the PBC Chairman. Mr. Swanson nominated Robert Hutcheson for Chairman. All the Commissioners seconded the nomination. Chairman Hutcheson was elected by acclamation.

The Chairman called for nominations for Vice Chairman. Dr. Baker nominated Matt Swanson. Mr. Hutcheson nominated Beryl Smith. Mr. Daugherty seconded both nominations. Dr. Baker, Mr. Daugherty and Mr. Swanson voted for Matt Swanson. Mr. Smith abstained. Mr. Swanson was elected Vice Chairman.

The Chairman called for nominations for Secretary. Mr. Smith nominated Mary Simons. Mr. Swanson seconded the nomination. There were no other nominations. Ms. Simons was elected by acclamation.

The Chairman called for nominations for Treasurer. Mr. Daugherty nominated Gary Hanson. Mr. Smith seconded the nomination. There were no other nominations. Mr. Hanson was elected by acclamation.

**COMMUNITY OUTREACH BUILDING-Project Status**

Mr. Burandt stated that progress has been significant over the last two months. For the last month the majority of the work has been on the interior. The painting is well underway and all the doors have been hung and stained. He added that all the store fronts and the ceiling grids are in and the lighting is to follow. The metal panels on the exterior are about to be completed. At this time the estimated punch list commencement date is October 17. Mr. Smith asked if the November 2<sup>nd</sup> date as shown on the schedule is still realistic. Mr. Burandt responded the reason it was listed that far out was because of the

uncertainty of the delivery of the transfer switch. He added that it was not as significant an issue as it was thought to be and the date appears to be earlier than shown on the schedule. Dr. Baker asked when the offices will be ready for move in. Mr. Hanson responded that we anticipate a move sometime in December. He added that the furniture will be ordered this week and the emergency generator is scheduled for late November. Chairman Hutcheson asked about the start-up procedure for the pumps. He asked if the process is to have one or two a day started. Mr. Bickell said that MG Mechanical came back and said that full startup for all 60 would take off simultaneously and would be fully operational within two days. Dr. Baker asked if all the pumps had been individually tested on site and if there is some way to make sure they are working properly. Mr. Bickell responded that the pumps themselves have been tested and the lines washed and inspected. He added that the pump system that actually pulls the ground source water through the loop has also been tested and inspected.

#### **CHANGE ORDERS**

Mr. Bickell stated that there is a lapse in the numbering of the Change Orders because Change Order #10 has been temporarily set aside. He described Change Order #11 (Exhibit "B") as follows: Item 11.1 Storage Room floor seal coating in the amount of \$2,059.20, item 11.2 Break Room floor finish \$2,073.50, item 11.3 Conference room carpet revision \$3,981.52 and item 11.4 install carpet, paint the walls and ceiling of Future Office \$10,011.10. A lengthy discussion took place regarding items 11.3 and 11.4 and the benefits that will occur from completing the Future Office area. The total of Change Order #11 is \$18,125.32. Mr. Bickel then described Change Order #12, item #12.1 security system wiring \$15,104.00, item #12.2 Power for Server Room cooling unit, item #12.3 relocation of siamese connection for fire alarm \$305.00, item #12.4 relocate three TV's in corridor \$296.00, item #12.5 revise garage door circuit \$291.00. The total for Change Order #12 is \$17,063.00. A lengthy discussion took place regarding the omission of the wiring for security system units from the original plans and the misunderstanding with A-1 Security Systems regarding this issue. Mr. Bickel described Change Order #13, item #13.1 the addition of a smoke damper to the return air duct between the Storage Room and the Mechanical room. \$743.00, item #13.2 addition of condensate piping and pumps to the heat pumps in both entry vestibules at \$1,709.00. The total for Change Order #13 is \$2,452.00. After considerable discussion regarding the changes, Mr. Smith made a motion to approve the change orders as presented. The motion was seconded by Dr. Baker. The motion was approved unanimously by a voice vote. (Copies of the Change Orders are attached as Exhibit "B")

#### **PAY REQUESTS**

Mr. Hanson distributed Pay Request #10 (attached as Exhibit "C") Mr. Bickel stated that pay request number 10 is as follows: Rockford Structures for \$343,111.37, Mascal Electric for \$437,800.00, Automatic Fire Systems for \$26,024.30, MG Mechanical for \$42,465.00, G's R Plumbing for \$27,139.00 and ProCom submitted their Request #1, (which is not printed on the request form distributed) in the amount of \$8,033.00. The total amount of the pay request then would be \$484,830.00. Questions regarding the final dollar amounts due to the change orders and the amount of retainage to be shown on the revised contracts were discussed. A motion was made by Mr. Smith to approve the pay requests and the motion was seconded by Mr. Swanson. The motion was approved unanimously by a voice vote.

#### **UPDATE OF 2008 PROJECTS**

Mr. Hanson distributed the project report (Exhibit "D"). Regarding item #1, Mr. Brian Kerner of Burnidge Cadssell Associates stated that the boilers and flue's were switched over about two weeks ago and the boilers and water heaters are set and the piping completed. Mr. Kerner added that basically we are about 90% complete. Mr. Hanson mentioned that there is a question mark next to item #4 for the Circuit Clerk furniture indicating the project had started. Dr. Baker asked to what extent the project was started. Mr. Hanson said they did not know. Ms. Simons reported that construction of a new counter is underway and that the Circuit Clerk is working directly with the contractor. Dr. Baker asked about the separate request made by the Treasurer. Mr. Hanson responded that some funds are in the budget this year and, depending on the budget, some money may be added for next year's budget. He added that would give the project \$55,000 spread over two years with the work being done over the coming winter months. Dr. Baker asked about item #8 the shower valve replacement. Mr. Scheffers responded that the item should not be known as "shower valve replacement" but rather a "sink valve replacement". The current system is being replaced by a pneumatic system which is more effective and tamper-proof. Mr. Scheffers said there are 51 devices being replaced and he ordered 2 backups. He stated that the \$69,000 will cover the devices and the installation which is being done by G's R Plumbing and Mr. Scheffers is doing the ordering of the product. Mr. Scheffers added that the cost is higher also because they are installing a method to shut the water off in one cell block at a time. He explained that with the old system the water lines were constructed so that the water had to be shut off for all cell blocks at the same time even if there was a problem in only one cell block. This new system is correcting that problem. Mr. Scheffers said that he anticipates the project will be completed by next week.

#### **2009 BUDGET**

Mr. Hanson distributed copies of the 2009 proposed budget and asked the Commissioners to review them and come back to the next meeting with their comments and questions.

## DISCUSSION: DUTIES OF THE TREASURER AND SECRETARY

Chairman Hutcheson explained that the description for the job duties and responsibilities of the Secretary had been mailed in the packet sent to the Commissioners. A copy of the job duties for the Treasurer were distributed. (Both sets of descriptions are attached as Exhibits "E" and "F") In addition to the written procedure for the Secretary, Ms. Simons indicated that she had provided several binders containing information, procedures and photos regarding the Storage units she maintains. She also described one of her special projects which was to write procedures and provide, with the help of IMO, visual guidelines for setting up meeting rooms for all the buildings on the Sycamore campus. She added that this project took a few months to complete and was then turned over to the FMO staff for implementation. Dr. Baker expressed concern that the descriptions set forth in the PBC By-Laws are not descriptive enough of the actual duties performed by the Secretary and the Treasurer. He added that the duties described in the document provided are quite beyond the description contained in the By-Laws. Dr. Baker requested that the Secretary go through the By-Laws and recommend modifications of the responsibilities and duties of the Treasurer and the Secretary. Mr. Hanson suggested that, from an organizational standpoint, perhaps the duties should not be a part of the By-Laws. Mr. Smith stated that it would be better for the duties to be designated as part of a job description and not as part of the By-Laws. Mr. Hanson suggested the duties should be a part of an operating procedure rather than be restrained by the legal structure of the By-Laws. Dr. Baker stated that he would prefer changes to the By-Laws, because they are not accurate, but if these (By-Laws) are to be used for salary evaluations or whatever, was fine. Dr. Baker requested that the Secretary and the Treasurer analyze the By-Laws as they exist and make recommendations as to how their positions now reflect their responsibilities and make suggestions for changes in the By-Laws. The Secretary and Treasurer agreed to provide the requested information. Mr. Swanson made a motion to table the matter until all members have a copy of the existing By-Laws and the recommendations from the Secretary and Treasurer. Mr. Daugherty seconded the motion. The motion carried unanimously by a voice vote.

## 2009 MEETING SCHEDULE

The Secretary presented the proposed schedule for the PBC meetings to be held in 2009. Mr. Smith made a motion to accept the meeting schedule as presented. Mr. Swanson seconded the motion. The motion carried unanimously by a voice vote. (Attached as Exhibit "G")

## NOVEMBER MEETING

The scheduled November meeting falls on Election Day and the consensus was to reschedule the meeting. After a brief discussion a motion was made by Mr. Swanson to change the November meeting to Thursday, November 6, 2008 at 8:30 A.M. and to hold the meeting at the Health Facility Multi-Purpose Room after which a tour of the new Community Outreach Building will be taken by the Commissioners. Mr. Smith seconded the motion. The motion carried unanimously by a voice vote.

## ADJOURNMENT

A motion was made by Mr. Swanson to adjourn the meeting. The motion was seconded by Mr. Smith. The motion carried unanimously by a voice vote. Meeting adjourned at 10:12 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

### Non-Commissioner:

Ms. Mary G. Simons	September 30, 2008	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2008	Treasurer	February 18, 1984