

*Note: These minutes are not official until approved by the Public Building Commission at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*



## **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, SECTION 1031 THROUGH SECTION 1054 AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

### **MEETING OF TUESDAY, APRIL 9, 2019**

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, April 9, 2019, at 8:30 a.m. in the Administration Building's Conference Room East in Sycamore, Illinois pursuant to written notice to each Commissioner as required by the By-Laws.

#### **ROLL CALL**

Chairman Matt Swanson called the meeting to order at 8:30 a.m. and requested the Secretary to call the roll. Those Commissioners present were Mr. Mike Larson, Vice Chairman Larry Lundgren, Ms. Cheryl Nicholson, Mr. Chuck Shepard, and Chairman Matt Swanson. A quorum was established with all five Commissioners present.

Others that were present included: Commission Treasurer Gary Hanson, County Facilities Management Director Jim Scheffers, Gary Winschel, Mr. John Heimbach with Larson & Darby, Mr. Jeff Blanck with Ringland-Johnson Construction, County Board Member Jeff Whelan, and Commission Secretary Tasha Sims.

#### **APPROVAL OF AGENDA**

**Mr. Larson moved to approve the agenda. Ms. Nicholson seconded the motion and it was approved unanimously by voice vote.**

#### **APPROVAL OF MINUTES**

**Mr. Shepard moved to approve the minutes for the Tuesday, March 5, 2019 meeting with corrections. Ms. Nicholson seconded the motion and it was carried unanimously.**

#### **PUBLIC COMMENTS**

There were no comments from the public.

#### **NURSING HOME EXPANSION PROJECT**

##### **Financial Update**

Mr. Winschel distributed a new layout of the Nursing Home Expansion Budget Expenses paid through March 31, 2019. He reviewed the new layout with the Commissioners. Mr. Winschel noted that the layout was redone in order for the Commissioners to get a better understanding of the expense as well as be able to read the overall spreadsheet easier. Mr. Winschel stated that they are about 14% into the project of the gross dollars.

Mr. Shepard shared that after the previous meeting he went and saw City of DeKalb City Manager Bill Nicklas. In the future, Mr. Nicklas is going to waive the internal review fees for this project. The County will continue to be charged for any hard cost fees that may be associated with outside vendors inspecting the project but the money that the County has already paid to the City for internal reviews will now hopefully be used as a credit. The City wants to be cooperative and work with the County on this project.

### **Project Update**

Mr. Jeff Blanck, Project Manager/Site Superintendent for Ringland-Johnson Construction, joined the Commissioners to provide an update on the Expansion Project. Mr. Blanck shared that the interior work has started before the additions took place due to the zoning permit issues. The interior remodeling has preceded with the Salon, Rehabilitation and Physical Therapy Areas, and the Nurse Station in Building A. Some of the items that were identified in PCO #3 & 4 for casework were approved and Ringland is proceeding forward with the construction of that casework. The Nurse Station walls are framed, drywalled, and taped. Once the finishes are delivered they will be put into place.

It is a little bit of a slow start with the interior remodeling because of the procurement of the materials as well as with the shop drawings with submittals and approvals. None of this is expected to hurt the overall schedule in any way because the remodeling will all get done hopefully before the additions get done. With respect to the additions, the Activity Center, the TCU, and the Boiler Room Addition, the silt fence and the Stormwater Pollution Prevention Plan have been put into place. The beginning of the demolition within the Courtyard has started and the concrete removal is expected to take place later in the day. Immediately following that concrete removal, the storm underground work that happens within the Courtyard will be done followed up with foundation excavation will take place. Mr. Blanck noted that ideally, they would like to break ground before the end of the month.

### **Change Order Request**

Mr. Heimbach reviewed the following Potential Change Order requests with the Commissioners for their approval:

- PCO #3: Beauty Casework Change. As reviewed at the last meeting, as part of the interior work they are currently renovating the Beauty Salon and in doing so it was discovered that cabinets, chairs, casework, mirrors, and blocking were all omitted from the original drawings and consequently not priced. The price with labor for these items totaled \$7,969.63.
- PCO #4: Nurse Station 228 Back Wall. Also as explained last month, this item is a credit (\$862.92) for eliminating a sink and changing the nature of the cabinets behind the Nurse Station as well as relocating some of the switching and alarm panels. The primary reason for the credit is because of not putting adding the additional plumbing for the sink.
- PCO #2: This item has to do with HVAC changes in the Administration Building of the Nursing Home. There is additional ductwork needed to connect the new location for the Beauty Salon to the existing exhaust fan above the original Beauty Salon. There is also some new ductwork that is needed above some rehab offices in order to provide adequate distribution to those rooms. These proposed changes total \$11,216.93.

Mr. Scheffers questioned if the original fan is an adequate motor to exhaust the extended, slightly larger ductwork. Mr. Heimbach answered that yes, there was additional capacity in the existing fan already.

**It was moved by Ms. Nicholson, seconded by Mr. Larson and approved unanimously to approve PCO # 2, PCO #3, and PCO #4 totaling \$18,323.64.**

### **UPCOMING CHANGE ORDERS**

Mr. Heimbach noted that he knows there is going to be some issues coming up as part of the process of going through the zoning approval. There may be some changes when they get into the underground work and some fire protection issues that were found within the walls when the building was originally constructed.

### **HVAC SYSTEMS FOR PUBLIC SAFETY BUILDING**

Mr. Scheffers shared that they are still waiting for warmer weather so they can fill the unit with Freon. Alpha Controls still needs to come out and do some finishing work on the controls once the chiller is filled. So again, they are just waiting on the weather.

### **EXECUTIVE SESSION**

**Mr. Larson made a motion to move into Executive Session at 9:25 a.m. for the purpose of discussing Pending or Probable Litigation per 5 ILCS 120/2(c)(11). Mr. Shepard seconded the motion and it was approved unanimously by a 5-0-0 roll call vote. Those Commissioners voting yea were Mr. Larson, Vice Chairman Lundgren, Ms. Nicholson, Mr. Shepard, and Chairman Swanson. None opposed and no one was absent.**

*The Commissioners returned to the Open Meeting at 9:40 a.m. No action was taken.*

### **ACTION ITEMS FROM EXECUTIVE SESSION**

None.

### **OLD BUSINESS / NEW BUSINESS**

Mr. Hanson shared that the thresholds have been installed in the showers in the Jail Expansion. Also, Gilbane is coming on site next week to do an eleven-month walk-through with Jim Scheffers and Chief Klein before the warranties expire in May.

### **NEXT MEETING DATE**

The next Public Building Commission Meeting was scheduled for Tuesday, May 7<sup>th</sup> out at the Multi-Purpose Room next to the Nursing Home in DeKalb.

### **ADJOURNMENT**

**A motion to adjourn was made by Mr. Larson, seconded by Vice Chair Lundgren and was approved unanimously.** The meeting was adjourned at 9:45 a.m.

---

Matt Swanson, Chairman

---

Tasha Sims, Secretary

<u>Commissioners</u>	<u>Expiration of Term</u>	<u>Office</u>	<u>Original Appointment</u>
Mr. Mike Larson	September 30, 2020	Commissioner	November 17, 2010
Mr. Larry Lundgren	September 30, 2019	Vice Chairman	April 2, 2010
Ms. Cheryl Nicholson	September 30, 2023	Commissioner	August 19, 2015
Mr. Charles Shepard	September 30, 2021	Commissioner	October 1, 2011
Mr. Matt Swanson	September 30, 2022	Chairman	September 19, 2007
<b><u>Non-Voting Officers</u></b>			
Ms. Tasha Sims	September 30, 2019	Secretary	October 4, 2016
Mr. Gary H. Hanson	September 30, 2019	Treasurer	February 18, 1984

*Note: These minutes are not official until approved by the Public Building Commission at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

3/31/2019

**NURSING HOME EXPANSION BUDGET  
EXPENSES PAID THROUGH 03/31/2019**

Line Item	Category	03-31-2019 Budget Amount	03-31-2019 Total Expenses	Paid & Incurred Expenses FY 2019	Actual Expenses FY 2018	Actual Expenses FY 2017	Actual Expenses FY 2016
A-1	Construction Costs	10,601,958	285,162.00	285,162.00	0.00	0.00	0.00
A-2	Contractor's Liability Insurances	89,346	89,346.00	89,346.00	0.00	0.00	0.00
A-3	Payment / Performance Bond	101,258	101,258.00	101,258.00	0.00	0.00	0.00
A-4	Schedule Contingency Allowance	154,324	0.00	0.00	0.00	0.00	0.00
A-5	Construction Contingency Allowance	342,729	0.00	0.00	0.00	0.00	0.00
A-6	Pre-Construction Services	53,500	53,500.49	0.00	35,289.49	18,211.00	0.00
A-7	General Conditions (Staff and Expenses)	760,240	136,624.00	136,624.00	0.00	0.00	0.00
A-8	Total Construction Costs at Start	12,103,355	665,890.49	612,390.00	35,289.49	18,211.00	0.00
A-9	Change Orders	0	0.00	0.00	0.00	0.00	0.00
A-99	Total Construction Costs	12,103,355	665,890.49	612,390.00	35,289.49	18,211.00	0.00
B-1	Construction Manager Fee: 4% of Line A-8	484,134	26,814.00	26,814.00	0.00	0.00	0.00
B-2	Fee from Change Orders: up to 4% of Line A-9	0	0.00	0.00	0.00	0.00	0.00
B-3	Miscellaneous	0	0.00	0.00	0.00	0.00	0.00
B-99	Total Ringland Johnson Fee	484,134	26,814.00	26,814.00	0.00	0.00	0.00
C-1	Architect Base Fee: 8.15% of Lines A-8 & B-1	1,025,880	893,590.61	72,151.50	605,467.95	135,742.16	80,229.00
C-2	Fee from Change Orders: up to 8.15% of Line A-9 & B-2	0	0.00	0.00	0.00	0.00	0.00
C-3	Fee for Furniture, Fixtures & Equipment	20,000	1,172.00	0.00	1,172.00	0.00	0.00
C-4	Miscellaneous - "add" Reimbursibles	18,531	18,531.05	1,450.27	16,635.95	296.01	148.82
C-99	Total Larson & Darby Fee	1,064,411	913,293.66	73,601.77	623,275.90	136,038.17	80,377.82
D-1	Furniture, Fixtures & Equipment	450,000	0.00	0.00	0.00	0.00	0.00
D-2	Civil Engineer & Landscape Allowance	25,600	9,325.00	0.00	9,325.00	0.00	0.00
D-3	Geotechnical Allowance	4,174	4,174.00	0.00	4,174.00	0.00	0.00
D-4	Food Service Consultant Allowance	12,000	0.00	0.00	0.00	0.00	0.00
D-5	Reimbursables (mainly printing)	39,000	1,109.76	0.00	689.76	420.00	0.00
D-6	IL Dept of Public Health Plan Preview Fees	12,100	0.00	0.00	0.00	0.00	0.00
D-7	Hazardous Materials Testing & Abatement	0	0.00	0.00	0.00	0.00	0.00
D-8	Certificate of Need Consultants	57,183	57,182.94	0.00	57,182.94	0.00	0.00

3/31/2019

**NURSING HOME EXPANSION BUDGET  
EXPENSES PAID THROUGH 03/31/2019**

<b>Line Item</b>	<b>Category</b>	<b>03-31-2019 Budget Amount</b>	<b>03-31-2019 Total Expenses</b>	<b>Paid &amp; Incurred Expenses FY 2019</b>	<b>Actual Expenses FY 2018</b>	<b>Actual Expenses FY 2017</b>	<b>Actual Expenses FY 2016</b>
D-9	Certificate of Need Filing Fees - "add" and Review	37,037	37,036.89	0.00	37,036.89	0.00	0.00
D-91	Sub-Total Other Soft Costs	637,094	108,828.59	0.00	108,408.59	420.00	0.00
D-92	Owner's Conting. for Soft Costs: 4% of Lines B-99, C-99, D-91, E-99	48,125	0.00	0.00	0.00	0.00	0.00
D-99	Total Other Soft Costs	685,219	108,828.59	0.00	108,408.59	420.00	0.00
E-1	Project Manager Base Fee: 2.75% of Lines A-1, B-1, C-1, C3, & D99	394,271	311,090.27	29,164.71	116,658.84	128,982.02	36,284.70
E-2	Fee from Change Orders: up to 2.75% of Line A-9 & B-2 & C-2	0	0.00	0.00	0.00	0.00	0.00
E-3	Fee from Bond - Legal and Underwriting Costs: 2.75% of \$292,755	13,000	13,000.00	0.00	13,000.00	0.00	0.00
E-4	Miscellaneous & Rounding	8,275	8,275.00	2,275.00	6,000.00	0.00	0.00
E-99	Total MPA Fee	415,546	332,365.27	31,439.71	135,658.84	128,982.02	36,284.70
F-99	Owner's Remaining Project Contingency	247,335	0.00	0.00	0.00	0.00	0.00
G-1	Grand Total Project Costs (not to exceed \$15M)	15,000,000	2,047,192.01	744,245.48	902,632.82	283,651.19	116,662.52