



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, APRIL 5, 2016

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, April 5, 2016 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

Chairman Matt Swanson called the meeting to order at 8:30 A.M. Present were Chairman Swanson and Commissioners Cheryl Nicholson, Chuck Shepard, Mike Larson and Larry Lundgren. Also present were Mr. Gary Hanson, Treasurer, Mr. James Scheffers, Facilities Manager, Chief Joyce Klein, Mr. Ed Harvey, Jail Project Administrator, Mr. Pete Steffen, Finance Director, Mr. Brian Kerner with Dewberry, Mr. Tom Leonard with Gilbane, Mr. Jeremy Roling with Gilbane, Ms. Connie Fierke with Gilbane and Mary G. Simons, Secretary.

APPROVAL OF MINUTES

Chairman Swanson called for a motion to approve the minutes for the meeting held on February 2, 2016. Mr. Shepard moved for approval and Mr. Larson seconded the motion. The motion passed unanimously.

APPROVAL OF AGENDA

The Chairman called for a motion to approve the agenda as presented. Ms. Nicholson made the motion for approval and it was seconded by Mr. Shepard. The motion passed unanimously.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

JAIL EXPANSION PROJECT

A. Status and Schedule: Mr. Kerner reported that the bids for Bid Package #1 were returned on January 13, 2016, were reviewed and favorably accepted by the Commission. Bid package #2 was issued on March 17, 2016 and is currently in the hands of the contractors. The pre-bid meeting held by Gilbane with the contractors took place on March 29, 2016 with approximately 40 contractors attending. Mr. Kerner said that Addendum #1 was issued on March 31, 2016 and it is a revision to the original documents. The addendum provides for corrections, clarifications and updates to the original documents. He added that another addendum will be issued this Thursday (April 7) and if another one should be needed on April 11. He explained that they are reluctant to issue addendums at the last minute because it often dissuades contractors from bidding. He said we are now past the substitution date and bidding questions are being addressed with the bid date set for April 14, 2016. Mr. Kerner then described the approvals and comments that have been received over that last several months including those from the Illinois Department of Corrections and B&F Code Reviewers. He said that within B&F's comments there were some items required before issuing a permit which is an unusual request. However, after talking with people at the City of Sycamore the City has agreed to issue a partial permit deferring those items requested by B&F. He said the partial permit will allow us to proceed, however, we probably will not need the full permit for bid package #2 until fall anyway. He said this will give us time to get everything together for one submittal. Mr. Kerner reported on the timeline for receiving all other approvals and permits. He said the City of Sycamore is working closely with us to keep the permitting process moving along. At this time Mr. Lundgren requested that Mr. Kerner provide paper copies of all PowerPoint presentations he has displayed at previous PBC meetings. Mr. Kerner responded that he will comply with the request. Mr. Kerner said they are continuing to review shop drawings, product data and submittals from the contractors for bid package #1. In addition they are responding to inquiries regarding bid package #2 and addressing the code review comments from B&F. He added that we have proposal requests out and some of those comments are from previous revisions from the City of Sycamore. He said they have given those to Gilbane and they are working on pricing for that. He added that we are also preparing the easements for ComEd.

B. APPROVAL OF CHANGE ORDERS: Mr. Hanson referred to the draft policy for handling unexpected change orders. He explained that change orders can happen in the field and could impact the construction schedule. He suggested that he or the Chairman or both be given approval, under certain guidelines, to sign off on some change orders. Mr. Lundgren expressed concern about change orders because of how they were handled on a previous project and wanted to make sure that did not occur on this project. Mr. Hanson explained that all change orders must be in writing and nothing is to be changed in the field. Mr. Kerner then described in detail the typical change order process used by Dewberry. The Commissioners discussed various options for amending the policy choosing to change the approval wording for items A-2 and B-2 to: "Administrator and PBC Chairman or Vice Chairman" and item C-2 to "Administrator and PBC Chairman or Vice Chairman plus one other Commissioner to obtain approval. Mr. Larson made a motion to approve the policy as amended. Ms. Nicholson seconded the motion. The motion passed unanimously.

C: APPROVAL OF CHANGE ORDER: Mr. Hanson stated that there is currently one change order. Mr. Kerner distributed copies of the change order from Waukegan Steel. Mr. Kerner said there are two elements to this change order. The first is for adding three small beam that were not included on the structural drawings and the second is a request by the pre-cast fabricator on the third floor north elevation which is for a "thicker or stiffer" steel where the pre-cast rests on steel beams. Mr. Kerner said they reviewed their structural drawings and our calculations tell us they are acceptable, however, we feel that if the professionals are asking for the additional steel we should listen to them. He said if approval is given, Mr. Hanson will sign the document, we will forward it to the contractor, the revision will be made and it will then show up on the structural drawings. Mr. Kerner said for future meetings he will bring a list of all the changes which will be a running tract so that we can determine where we are with the overall budget. Mr. Shepard made a motion to approve the change order and Mr. Larson seconded the motion. The motion carried unanimously. Ms. Nicholson asked if the contractor has an allowance in their bid package for this change. Mr. Kerner explained that this would come out of the contingency fund and allowances for each bid package. Mr. Leonard then described how Gilbane uses their allowances and a short discussion followed. Mr. Kerner also mentioned a change order that will be presented at the PBC meeting next month for additional water main and curb work requested by the City of Sycamore for which possible shared costs are still being determined.

D: DATE FOR GROUND BREAKING CEREMONY: Mr. Hanson suggested the second or third week of May and requested availability input from the Commissioners so that we can co-ordinate with County Board members who may wish to participate. A brief discussion was held and the consensus was to hold the ceremony on a week day between 11:00 A.M. and 1:00 P.M. with the final date to be determined. Mr. Hanson said he will send a notification as soon as the date is set.

EARLY CALL OF REMAINING OUTSTANDING BONDS:

Mr. Hanson stated that this is the final year for the bond payment on the Health Facilities and we have the opportunity to call the bonds early. They are due on December 1, 2016 in the amount of \$925,000. He explained that the property tax money to be collected in July would normally pay off the bonds, however, if we pay them off early we can save approximately \$20,000. He said it is a very nice amount to save for very little expense on our side. Mr. Hanson explained there are several documents requiring signatures and we need approval for the Chairman, the Treasurer and the Secretary to sign those documents. Mr. Lundgren made the motion "to approve the early redemption of the outstanding bonds that are maturing on December 1, 2016 in the amount of \$925,000 as allowed for in the 2005 Bond Resolution and to authorize the PBC Chairman, Secretary and Treasurer to execute any and all necessary documents to perfect the redemption. Mr. Larson seconded the motion. The motion passed unanimously.

BUDGET TRANSFERS FOR 2015

Mr. Hanson distributed copies of the budget transfers for 2015 and explained that this is an annual house-keeping item to clean up the books for the auditors. He said these adjustments have occurred mostly because of the timing of the projects. He said they are for some remodeling work done at the Health Department where we changed out a conference room, reconfigured cubicles, and installed carpeting. He explained that this project was planned to be done in phases but we consolidated it. He said the timing did not allow for how we budgeted the money but the funds were there to pay for the projects. Mr. Larson made the motion to approve the budget transfers. The motion was seconded by Ms. Nicholson and passed unanimously.

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

POSTING MINUTES ON WEBSITE

Mr. Hanson said that this is an item that we visited a few years ago and currently the minutes are not posted on the website until they are approved by the Commissioners at a subsequent meeting. He explained that what is done at the County level is that as soon as the minutes are done they are posted on the website with a disclaimer that they are not official until approved at the next meeting. We do that because it is helpful to the public and for staff to access the minutes right away even though they can change. However, most changes are to correct spelling errors. After a short discussion Mr. Lundgren made the motion to approve posting the PBC minutes on the website when they are completed and to include the disclaimer. Mr. Shepard seconded the motion and it passed unanimously.

OLD/NEW BUSINESS

Mr. Shepard expressed that he still has some slight concerns regarding the internal borrowing process for the PBC projects. He asked if there is a possibility that the auditors could produce a report showing how the interest and funds are allocated. Mr. Hanson responded that would not be a problem and will make the arrangements for the auditors to do so. Mr. Larson said such a report could have a positive effect in showing that the funds are being used to reduce costs.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Larson and seconded by Mr. Lundgren. The meeting was adjourned at 9:07 A.M.

Matt Swanson, Chairman

Mary G. Simons, 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, 2018	Commissioner	August 19, 2015
Mr. Charles Shepard	September 30, 2016	Commissioner	October 1, 2011
Mr. Matt Swanson	September 30, 2017	Chairman	September 19, 2007
 <u>Non Voting Officers:</u>			
Ms. Mary G. Simons	September 30, 2016	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2016	Treasurer	February 18, 1984

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