



## **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 WEDNESDAY, OCTOBER 09, 2013**

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Wednesday, October 09, 2013, at 8:30 A.M. in Conference Room West of the DeKalb County Community Outreach Building pursuant to written notice to each Commissioner as required by the By-Laws.

#### **ROLL CALL**

The meeting was called to order by the Chairman at 8:30 A.M. Commissioners present were Chairman Matt Swanson, Mr. Larry Lundgren, Mr. Mike Larson, and Mr. Chuck Shepard. Mr. George Daugherty was absent. Also present were Mr. Gary Hanson, Treasurer, Mr. Jim Scheffers, Facilities Manager, Mr. Richard Schmack, States Attorney, Ms. Stephanie Klein, Assistant State's Attorney, Mr. Roger Schroeffer of Wold Architects, and Ms. Mary Simons, Secretary.

#### **APPROVAL OF MINUTES**

Chairman Swanson called for a motion to approve the minutes from the last meeting held on Tuesday, June 25, 2013. A motion was made by Mr. Larson to approve the minutes as presented. Mr. Shepard seconded the motion. The motion carried unanimously.

#### **APPROVAL OF AGENDA**

Mr. Lundgren made a motion to approve the agenda as presented. Mr. Larson seconded the motion. The motion was unanimously approved.

#### **BRICK WALL RESTORATION**

Roger Schroeffer stated that the last time we met the one thing that had not be done yet was the removal of the black tar or flexible flashing that was still visable on areas of the brick and block. He said we were unable to remove it over the summer because of the hot weather, however, since cooler weather has arrived it has been taken care of. Mr. Schroeffer said that he walked around the building today and did not notice any other cracks or anything else occurring. Chairman Swanson said he did not have the opportunity to walk around the building and asked Mr. Scheffers if he has observed anything else. Mr. Scheffers said that there were still some cracks near the sidewark that had been marked and had not been taken care of. Mr. Schroeffer responded that they can't physically remove that block without causing more harm than good. He added that he had not checked but has asked them to seal up that joint. Mr. Scheffers stated that he had not rechecked it but that there are two or three of them. Mr. Lundgren asked for further explanation regarding the cracks that Mr. Scheffers is talking about. Mr. Scheffers explained that as Mr. Schroeffer said they are located right where the sidewalk is and the decision to be made is whether to leave them or to seal them as Mr. Schroeffer has recommended. Mr. Scheffers added that no one has ever called him to let him know when they were here working on the cracks. He added that he had asked Mr. Daub to do so several times without success. It was agreed by the Commissioners that it had been made abundantly clear at the last meeting that Mr. Scheffers was to be noticed when the work was being done in order for him to be on site. A lengthy discussion was then held regarding the time frame from the completion of the work and the sign off by the commissioners. Ms. Klein assured the Commissioners the warranty period of 18 months will not commence until such time the Commissioners sign off that the project has been completed to their satisfaction. At this time the Commissioners decided to take a short recess from the meeting to inspect the restoration work that has been done and focus on the areas of concern that Mr. Scheffers has mentioned so that Mr. Schroeffer can communicate our concerns to Mr. Gary Daub at Rockford Structures. Mr. Schroeffer suggested that this way the winter freeze and thaw time can occurr and what ever takes place during that time can then be addressed all at the

same time. The Commissioners agreed that they are unwilling to sign off on the project today and prefer to assess the progress of the work already done and determine if there are new areas of cracking and what will need to be done to address those issues.

After the recess to inspect the exterior of the building where the cracking has occurred, further discussion was held by the Commissioners regarding the additional work that needs to be done and the necessity of notifying Mr. Scheffers in order for him to be on site. Mr. Lundgren made a motion to send a letter to Mr. Gary Daub at Rockford Structures to remind him that Mr. Scheffers must be notified in advance, each time of the date and time the restoration contractor will be performing the clean-up work and when the additional work is to be done as outlined in the communication from Wold Architects and Engineers. Mr. Larson seconded the motion. The motion passed unanimously.

## **BUDGET - 2014**

Mr. Hanson discussed the proposed 2014 PBC budget, copies of which were distributed at the beginning of the meeting. Mr. Hanson said that the 2014 budget is very similar to last years budget which contains some renewal and replacement items. Mr. Hanson explained that Mr. Scheffers reminded him late yesterday that one item was inadvertently omitted from this budget. Mr. Hanson explained that this item happens to be the largest item to fix and is yet another problem with the COB building. Mr. Hanson asked Mr. Scheffers to explain the necessity of this item. Mr. Scheffers said there are two energy recover units on the roof of this building and it has been determined that they are not adequate to take care of the humidity in the building. He said at times the humidity levels in the office suites are so high that it interferes with the operation of printers and copiers. Mr. Scheffers said they have tried several methods to correct this problem but cannot find any other way to adequately remove the humidity. Mr. Scheffers added that we have found that the system here was not engineered really well. He said it causes problems not only in the summer but in the winter as well. The Commissioners asked several questions regarding the differences between the various systems which would resolve the issue. Mr. Scheffers added that he is recommending the purchase of only one roof top energy recovery unit at this time. Chairman Swanson asked for clarification that we are purchasing a new energy recovery unit to replace an existing unit that works on the same principle as the one we have. Mr. Scheffers shared the drawing and specs with the Commissioners explaining that the current unit does not contain several of the features that the proposed unit contains. He said this unit has a larger heating capacity, a brine system to assist with removing humidity from the air, and has additional controls that can be more closely monitored. He added that the cost estimate is a little higher because at this time we are not sure if extra roof work will need to be **done to accommodate the** larger unit. Ms. Simons stated that the file storage area experienced the same humidity issues which presents a very severe problem for maintaining a climate controlled environment for storing the archived county records. A technical discussion by the Commissioners of the merits of the various HVAC systems took place. Chairman Swanson asked if Mr. Scheffers feels confident that the proposed unit is engineered well enough to handle the humidity issues we are experiencing. Mr. Scheffers responded that is why he is proposing only one replacement unit at this time. Mr. Scheffers added that he is not a big fan of energy recovery units, however, in this situation, we need to provide a way to bring in the fresh air and be able to temper the air and get to the heat pumps. He added that the unit to be replaced is located in an area where most of the humidity problems are being experienced. Chairman Swanson asked if this works will you be coming back for approval of the second unit. Mr. Scheffers responded affirmatively. Mr. Larson made a motion to approve the 2014 budget and to include the addition of the replacement energy recovery unit. Mr. Lundgren seconded the motion. Further discussion followed with Mr. Shepard Mr. Larson and Mr. Lundgren asking additional technical questions. The Commissioners were hesitant in approving this large an expenditure to replace inadequate HVAC equipment so soon after the construction of the building. The motion was reluctantly passed unanimously.

## **ELECTION OF OFFICERS**

The Chairman announced that the Election of Officers for the coming year is to annually be held at the October meeting. Mr. Larson made a motion to retain the full slate of officers in the positions they now hold which consist of Chairman Matt Swanson, Vice Chairman Larry Lundgren, Treasurer Gary Hanson, and Secretary Mary Simons. The motion was seconded by Mr. Shepard.

There were no other nominations and the Chairman declared the nominations to be closed and called for a voice vote of the motion made by Mr. Larson and seconded by Mr. Shepard. The motion carried unanimously.

ADJOURNMENT

Mr. Swanson called for a motion to adjourn the meeting, Mr. Shepard made a motion to adjourn the meeting, Mr. Larson seconded the motion. The motion carried unanimously. The meeting adjourned at 8:59 A.M.

  
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Matt Swanson, 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. Matt Swanson	September 30, 2017	Chairman	September 19, 2007
Mr. Larry Lundgren	September 30, 2014	Vice Chairman	April 2, 2010
Mr. George Daugherty	September 30, 2018		September 30, 2008
Mr. Mike Larson	September 30, 2015		November 17, 2010
Mr. Charles Shepard	September 30, 2016		October 1, 2011
<u>Non Voting-Commissioner:</u>			
Ms. Mary G. Simons	September 30, 2014	Secretary	March 7, 2000
Mr. Gary H. Hanson	September 30, 2014	Treasurer	February 18, 1984