



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 COMPLIED STATUTES 50 ILCS 20/1 et seq.

SPECIAL MEETING OF TUESDAY, AUGUST 1, 2023

A special meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, August 1, 2023, at 8:30 a.m. in the Legislative Center's Gathertorium in Sycamore, Illinois pursuant to written notice to each Commissioner as required by the By-Laws.

ROLL CALL

Vice Chair Shepard called the meeting to order at 8:30 a.m. and requested the Secretary to call the roll. Those Commissioners present were Mr. Ellingsworth Webb, Vice Chair Mr. Chuck Shepard and Chairman Matt Swanson. Mr. Kevin Bunge and Ms. Cheryl Nicholson were absent. A quorum was established with three Commissioners present, and two absent.

Others that were present included: County Administrator Brian Gregory, County Facilities Management Director Jim Scheffers, County Executive Assistant Lisa Reser and Commission Secretary Liam Sullivan.

APPROVAL OF AGENDA

It was moved by Mr. Webb seconded by Mr. Shepard, and approved unanimously by voice vote to approve the agenda as presented.

APPROVAL OF MINUTES

Mr. Shepard moved to approve the minutes for the Tuesday, May 9, 2023 meeting as presented. Mr. Webb seconded the motion, and it was carried unanimously by voice vote.

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF CLAIMS

It was moved by Mr. Shepard, seconded by Mr. Webb, and approved unanimously to approve and authorize payment of claims for the Period of April 19, 2023 through July 31, 2023 in the Amount of \$33,714.15.

CONSIDERATIONS

Accept and Place on file the FY2022 Annual Comprehensive Financial Report for the Public Building Commission.

Mr. Gregory explained that the County has instituted an Audit Rotation Policy, which lead to the County to selecting Baker Tilly to provide financial auditing services for the County. The proposal that was submitted by Baker Tilly included providing financial auditing services for the Public Building Commission as well. Mr Gregory summarized some of the highlights of the report, including that the Auditors were pleased to see that the Public Building Commission is now in complying with State Law by approving monthly claims.

It was moved by Mr. Webb seconded by Mr. Shepard, and approved unanimously by voice vote to Accept and Place on file the FY2022 Annual Comprehensive Financial Report for the Public Building Commission.

Approval of the Tentative Meeting Schedule for the Remainder of 2023

It was moved by Mr. Webb seconded by Mr. Shepard, and approved unanimously by voice vote to Approve the Tentative Meeting Schedule for the Remainder of 2023.

OLD BUSINESS

Jail Recirculating Pump Project

Mr. Scheffers provided an update on the Jail Recirculating Pump Project. Mr. Scheffers explained that the installation of check valves in the facility seems to be holding the water temperatures at the required level throughout the areas where they have been installed. He went on to say the contractor, Joe Bero Plumbing, has found that additional check valves may be required for the utility sinks that are in the facility. It was found that temperatures plummet significantly when the sinks are in use. Mr. Scheffers recommended that additional check valves be installed and explained that the additional check valves will be covered under the budget for the project that was approved by the Commission previously. After brief discussion, the members of the Commission concurred with Mr. Scheffers' recommendation.

Administration Building Updates

Mr. Gregory explained that additional flooring will be installed in the Administration Building in the coming month, with Tile being installed in the front entry way and new carpeting being installed in the Elections Office. Mr. Gregory explained that the flooring in the Elections Office has been scheduled to be replaced for a number of years but it has not been done due to potential disruptions of election preparation during election years. With the current down time between Elections, this is an opportune time for the flooring to be replaced.

Mr. Gregory went on to explain that architectural drawings are being created to renovate the bathrooms in the Administration Building prior to going out to bid for the project. He explained that the bathrooms may need to be expanded into the old break room in order to make the bathrooms compliant with the Americans with Disabilities Act.

NEW BUSINESS

There was no new business.

NEXT MEETING DATE – SEPTEMBER 5, 2023

ADJOURNMENT

A motion to adjourn was made by Mr. Webb, seconded by Mr. Shepard, and was approved unanimously.

Respectfully submitted by Liam Sullivan