



# Public Building Commission

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November 7, 2023  
8:30AM

Legislative Center's Gathertorium  
200 N. Main Street  
Sycamore, Illinois 60178

**1. Roll Call**

**2. Approval of Agenda**

**3. Approval of Minutes**

- a. Minutes from September 5, 2023

**4. Public Comments**

Any member of the public may address the Commission for up to 3 minutes on any topic of their choosing. There will be no yielding of time to other members of the public and agenda time for public comments is limited to 30 minutes in total.

**5. Action Items**

- a. Approval of Architectural Drawings for the Administration Building Bathroom Project
- b. Approval of Payment of Claims for the Period of September 1, 2023 through October 31, 2023 in the Amount of \$39,007.00.

**6. Considerations**

- a. Jail Recirculating Pump Project
- b. Jail Motor Replacements

**7. Old Business**

**8. New Business**

**9. Next Meeting Date – December 5, 2023**

**10. Adjournment**



## **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.

### **SPECIAL MEETING OF TUESDAY, September 5, 2023**

A special meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Tuesday, September 5, 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. Webb moved to approve the minutes for the Tuesday, August 1, 2023 meeting as presented. Mr. Shepard seconded the motion, and it was carried unanimously by voice vote.**

#### **PUBLIC COMMENTS**

There were no comments from the public.

#### **AWARDING OF ARCHITECTURAL SERVICES FOR THE ADMINISTRATION BUILDING BATHROOM PROJECT**

Mr. Gregory explained that Staff sought out proposals for Architectural Services the updating of the public bathrooms in order to make them handicap accessible are bring them up to the standards of the Americans with Disabilities Act. In order to make the bathrooms handicap accessible, it is necessary to expand the existing bathrooms into the room adjacent to them, which was previously used as the building's break room but has since become additional storage. Two proposals were received. The first was from R.A. VanDerHayden. This proposal is strictly for design work and not to exceed \$4,200. The second proposal was from Sharp Architects, inc., which includes both design and construction management services with a proposed cost of \$15,500. Mr. Gregory elaborated by saying that these two proposals have different scopes and if the Commission were to go with R.A. VanDerHayden, the construction management and permitting could be handled in house.

**Mr. Shepard moved to Award the Architectural Services Contract to R.A. VanDerHayden, Mr. Webb Seconded the Motion, and it carried unanimously by voice vote.**

**PLACING THE FY2024 PBC BUDGET ON FILE FOR PUBLIC INSPECTION**

Mr. Gregory provided an overview of the budget recommendation for the PBC funds for FY2024.

**Mr. Webb moved to Place the FY2024 PBC Budget on File for Public Inspection, Mr. Shepard Seconded the Motion, and it carried unanimously by voice vote.**

**APPROVAL OF CLAIMS**

**It was moved by Mr. Webb, seconded by Mr. Shepard, and approved unanimously to approve and authorize payment of claims for the Period of August 1, 2023 through August 31, 2023 in the Amount of \$968.85.**

**CONSIDERATIONS**

None.

**OLD BUSINESS**

**Jail Recirculating Pump Project**

Mr. Scheffers provided an update on the Jail Recirculating Pump Project. Mr. Scheffers explained that Joe Bero Plumbing has begun the installation of check valves on the slop sinks and has seen higher readings in the water temperature after the water was shut off to the sinks. He explained that it has been difficult to find a way to retrofit the sinks with check valves and the contractor is currently trying to work through alternatives.

**NEXT MEETING DATE – Wednesday, October 4, 2023**

The Commission made the decision to postpone the scheduled October 3<sup>rd</sup> PBC Meeting the October 4<sup>th</sup> because of conflicts that would not allow staff to attend the meeting.

**ADJOURNMENT**

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

Respectfully submitted by Liam Sullivan

# Claims by Account

Fiscal Year: 23  
09/01/23 - 10/31/23

VENDOR	VENDOR #	DATE PAID	INVOICE #	DEPT #	AMOUNT	MEMO TO ME
<b>ADMIN BLDG RECONFIGURATIN</b>		-	<b>7837</b>			
R.A. VAN DER HEYDEN, ARCHITE	13428	9/22/2023		7410	200.00	ADMIN BUILDING
				<b>Vendor Total</b>	\$200.00	
				<b>Account Total</b>	\$200.00	
<b>HVAC UPGRADES</b>		-	<b>7858</b>			
PREMISTAR-NORTH	13253	10/18/2023	SI2216807	7410	16,363.00	DEKALB COUNTY.
PREMISTAR-NORTH		10/18/2023	SI2217109	7410	17,916.00	DEKALB COUNTY.
				<b>Vendor Total</b>	\$34,279.00	
				<b>Account Total</b>	\$34,279.00	
<b>CAPITAL CONTINGENCY</b>		-	<b>7990</b>			
SWEDBERG ELECTRIC INC	1634	9/20/2023	13900	7450	4,528.00	13900
				<b>Vendor Total</b>	\$4,528.00	
				<b>Account Total</b>	\$4,528.00	
				<b>Grand Total:</b>	<b>\$39,007.00</b>	