

BUILDING PROJECTS COMMITTEE
McHenry County Government Center – Administration Building
667 Ware Road
Woodstock IL

MINUTES OF MONDAY, DECEMBER 17, 2007

The meeting was called to order by Committee Chairman Draffkorn at 8:30 a.m. The following members were present: Sue Draffkorn, Chairman; Marie Chmiel; Marc Munaretto; Nick Provenzano, and Tina Hill. John Hammerand and Dan Ryan were absent. Also in attendance: Peter Austin, County Administrator; John Hadley, Building Operations; Pat McNulty, Health Department; Cathy Link, Purchasing; Ralph Sarbaugh and Cindy Kozlowski, Finance; and press.

Sue Draffkorn, Chairman	
Marie Chmiel	John Hammerand
Tina Hill	Marc Munaretto
Nick Provenzano	Daniel P. Ryan

MINUTES: Ms. Hill made a motion, seconded by Mr. Provenzano, to approve the Building Projects Committee meeting minutes of October 15, 2007. The minutes were approved as submitted with a unanimous voice vote.

PUBLIC PARTICIPATION: None.

NEW BUSINESS: None.

OLD BUSINESS:

Animal Control Facility: Mr. Hadley reported that the project team continues to meet each Wednesday at 9 a.m. to review the project and discuss any issues or concerns. He noted that Committee Chairman Draffkorn attends each meeting and the minutes from these meetings are e-mail to all committee members. Current work involves signage, lock and key installation and FFE purchases. The kennels have been finalized and are due to be delivered on January 22, 2008. The HVAC System consists of seven units which are constructed specifically for this building as opposed to “an off the shelf” design. Deliver date for the HVAC units is January 14, 2008. Commissioning of the building is moving forward and a contract in the amount of \$17,850 with General Energy Corporation has been signed.

Members reviewed the budget for the Animal Control Project and discussed the cost covered by the Health Department in the amount of \$113,928.70 which appears to put the project over the 2 million dollar budget approved for this project. Mr. Provenzano questioned why it is over budget without County Board approval. Mr. McNulty explained that the County Board did approve resolutions to allow for budget line item transfers of grant funds to over the additional purchases amounting to \$113,928.13. It was noted that the items purchased with the Health Department grant funds had originally been presented as supplemental requests which were not approved in the budget process. The \$48,030.70 of furniture items had been purchased by from a grant in 2006 and has been warehoused at Valley-Hi. Mr. Sarbaugh explained that when financing was approved for the project, the funds available from grants was unknown and could not be taken into consideration at that time. Mr. McNulty added that it is difficult to determine what grant funds can be used and what amount would be available until we get closer to the end of the grant budget. Mr. Sarbaugh explained that the items being purchased with grant funds, as another revenue source, were not really part of the project budget and the project budget has stayed in balance.

Ms. Link reported that it has been a challenging task to keep within the budget for the purchase of the Kennels, but Suburban Surgical Co. has been helpful in keeping costs down. She stated that there have been at least a dozen revisions to the kennels to make them exactly as requested by the Health Department. She noted that even with the challenges, the kennels are due to be delivered on time.

Courthouse Update: Mr. Hadley reported that bids are going out for the replacement of carpet on the third floor. The carpet will be replaced with time. The budget for this part of the project is \$110,000. The installment work will be done internally by Facility Management staff. Work is also being done to install an additional holding cell for courtrooms 103/104. Final drawings are due in the next two weeks.

Change Orders: None.

REPORTS: None

EXECUTIVE SESSION: None

Chairman Draffkorn thanked staff for their work in tracking the finances for the various projects and in keeping the Committee updates.

Ms. Chmiel commented that she had difficulty understanding how the Health Department was able to "just find" grant funds and also was amazed to learn that furniture had been warehoused at Valley-Hi.

Mr. Provenzano stated his general impression was that the County Board only wanted to spend a certain amount for the Animal Control Project, which does not mean if additional funding is found you spend it on items that had not been approved for the project budget.

Mr. Austin noted that to his knowledge the County Board never intended not to spend more for this project than what was initially budgeted for and that if additional funds were found they could be expended and should not be a concern.

Ms. Chmiel stated she is concerned adding that the members should have been told up front about the grant funds. Mr. McNulty responded that he has said all through the process that there may be grant funds available. Ms. Chmiel asked if all exam rooms would now be built-out. Mr. McNulty responded "yes."

Ms. Hill suggested keeping a timeline for all additions to the project for future reference when these concerns are raised. This will help members remember.

Ms. Chmiel stated that for future projects all funds available should be known at the start with the source of funds to finance the project costs.

Ms. Draffkorn asked if members would like to meet in January. Members agreed that with the Animal Control Project nearing completion they should meet. After a discussion, a meeting date of Monday, January 28, 2008 at 10 a.m. was scheduled. The Committee will hold the January meeting at the new Animal Control Facility in Crystal Lake.

ADJOURNMENT

Noting no further business, Ms. Hill made a motion, seconded by Mr. Provenzano, to adjourn the meeting at 9:00 a.m. The motion carried with a unanimous voice vote.

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