

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

MINUTES OF TUESDAY, OCTOBER 20, 2009

The meeting was called to order by Committee Chairman Merkel at 9:03 a.m. The following members were present: Pete Merkel, Chairman; Dan Ryan; Jim Heisler; Tina Hill and Barbara Wheeler. Bob Bless and John Hammerand were absent. Also in attendance: Peter Austin, County Administrator; Cindy Kozlowski, Financial Analyst; John Labaj, Deputy County Administrator; Cathy Link, Purchasing; and John Hadley, Building Operations.

Pete Merkel, Chairman	
Bob Bless	John Hammerand
James Heisler	Tina Hill
Dan Ryan	Barbara Wheeler

MINUTES

Committee members reviewed the minutes of September 15, 2009. Mr. Ryan made a motion, seconded by Ms. Wheeler to recommend approval of the minutes of September 15, 2009 as presented. The motion carried with all members present voting aye on a voice vote.

PUBLIC PARTICIPATION: None.

NEW BUSINESS: None

OLD BUSINESS

Update on Treasurer's Office Project: Ms. Link stated that she has been receiving weekly minutes from the construction meetings and asked committee members how they would like to receive copies of these minutes. Chairman Merkel requested that the construction meeting minutes sent to the committee members electronically.

Committee members reviewed the payout schedule for October. \$94,898 was approved for payment.

Change Orders: Committee members discussed the change orders for the project. Five change orders have been approved so far. There is approximately \$2,400 left in the contingency fund after payment of the current change orders. \$2,059 was needed for mold removal found behind some wall paper. One wall had to be removed and new drywall hung as mold was found within the wall. Some additional work needed to be done on the sidewalk resulting in an additional cost. The parking lot should be completed this week. There was a fire permit inspection report cost of \$1,051 and some removal of trees for a cost of \$1,320. So far the project is under budget and on time. The only remaining issue that could result in an additional cost would be with the elevator. Once the inspection has been completed we will know if additional work will be needed on the elevator. The facility is expected to be substantially complete by the end of November with the completion scheduled for mid December. The Treasurer is planning on moving into the new facility sometime in January. The Treasurer is planning to hold a grand opening thereafter and will tout the first Treasurers office to have all LED lights and the new drive through payment center. A sign will be installed in the next couple of weeks announcing the new location of the Treasurer's office.

Committee members questioned if there has been any discussion in regards to what office would be located within the vacated Treasurers office in the Administration Building. Mr. Austin stated there have been some preliminary discussions, but there is no rush to fill the space at this time. There has been some discussion about moving the schools office into a small portion of the office with the remaining space being used for a large conference and training room. This would allow some of the offices on the top floor to expand their office space.

Mr. Hadley reported that the Health Department has received three large trailers for storage and distribution of the H1N1 vaccines. These units have been fenced and are getting set up for use. The first delivery of the vaccine has been received and should be distributed in the near future. The units will remain until April 2010.

EXECUTIVE SESSION: None

ADJOURNMENT

Noting no further business, Ms. Hill made a motion, seconded by Mr. Ryan, to adjourn the meeting at 9:23 a.m. The motion carried with a unanimous voice vote.

:ksf

Approved: 11/17/09