

COMMITTEE REPORT

COMMITTEE: **Ad-Hoc Jo Daviess County
Courthouse Committee**

CHAIRPERSON: **LaDon Trost**

DATE/TIME: **February 15th, 2023 at 6:00 p.m.**

PRESENT:

☒ LaDon Trost - Chair
☒ Melisa Hammer
☒ Scott Toot

☒ Don Zillig
☒ John Lang
☒ John Schultz

☒ Kathy Phillips
☒ Kevin Turner
☒ Angie Kaiser

Others: John Reese, Tina Brandel, Steve McIntyre, Bill Groh and Mike Lewis (Shive-Hattery)

1. **Call to Order** – The meeting was called to order at 6:00 p.m.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes** – Minutes of the January 23, 2023 Ad-Hoc Jo Daviess County Courthouse Committee meeting – **Melisa Hammer made a motion to approve the minutes of the January 23, 2023 Ad-Hoc Jo Daviess County Courthouse Committee meeting. Seconded by John Schultz and motion carried following a voice vote resulting in all ayes.**
4. **Citizens Comments** – None.
5. **Unfinished Business**- None.
6. **New Business** –
 - a. Committee breakdown and procedures of process moving forward with renovations – Mike Lewis of Shive-Hattery discussed working out the timeline. The Committee also discussed the bonding process and what they need to do to move forward. Financing was brought up and if the Committee should look for RFP's (Request for Proposals). Melisa Hammer suggested looking at additional agents. Baird was and the bonding process was discussed. **Scott Toot made a motion to use Baird as the bonding agent for the Courthouse renovation. Seconded by John Lang and motion carried following a roll call vote. Ayes – 6: LaDon Trost, Scott Toot, Don Zillig, John Lang, John Schultz and Angie Kaiser. Nays – 3: Melisa Hammer, Kathy Phillips and Kevin Turner.**
 - b. Overview and discussion of entire building plan – Mike Lewis went over ideas. He's estimating quarter 3 of 2025 is when everything is looking to be completed. He requested that there be a day to come over and meet with people to see their vision. Bill Groh of Shive-Hattery spoke about the plan. He asked if they'd like to do a General Contractor or a Construction Manager. He said a Construction Manager is valuable with watching the costs up front and keeping an eye on those things. They'd also do the scheduling, the bidding, etc. He explained the pros and cons of bidding the job out to a General Contractor, and hiring a Construction

Manager. Groh mentioned that the first thing to help move this along would be to do the expansion so it gives the building more square footage right away. Lewis suggested they all get together as soon as possible to have a work session and go over the questions that are coming up now, narrow things down and get started in the long process. Hammer brought up that with the ARPA funding, materials have to be American-made. Groh asked whether that meant made *by* Americans, or by America. She is going to look into that, but is pretty certain that it has to be American-made. That information will be obtained within the next week. Groh went on to ask how we want to carry this project forward logistically. He suggested the Ad Hoc Courthouse Committee be a type of Steering Committee or point of contact for everything moving forward. Trost replied that is the purpose. Groh said we need a main point of contact. Lang stated it would more than likely be Trost and Toot. The moisture issue in the basement was discussed briefly.

- c. Timetable of letting of bids – The preliminary schedule was looked at and they’re hoping to have the project ready to bid by this summer.
- d. Possible Phase 1 incorporation into Phase 2 – Trost suggested both phases be incorporated together and that one Contractor do the entire job. Groh noted that any change orders will be overviewed by both a Construction Manager and Shive-Hattery. Some of the jobs in Phase 1 will also be done in Phase 2. The Construction Manager will be very busy doing change orders and securing bids for different jobs. The Construction Manager will also drive the project schedule. Steve McIntyre stated that he’s still concerned about the workplace disruption in the Courthouse. Kathy Phillips responded that she knows the Courts will be disrupted, but they are able to work with one courtroom for some time and make some temporary changes throughout the process. McIntyre responded that there were trucks for Highway that have a 6-12 month lead time, sometimes even 2 years. He is worried that there could be construction materials with an even longer lead time. Groh explained that would not be the case, and that a Construction Manager or a General Contractor would have that be one of their first tasks to get everything right on schedule. Much was discussed.
- e. Financing procedure moving forward – The Committee made a motion earlier in the meeting to use Baird as a bonding agent, and Hammer mentioned there will be more to come on the financial side of things in the near future.

7. **Citizens Comments** - None.

8. **Committee Concerns** – Schultz said there will be a lot of inconvenience and pain, but when this is completed, things are going to be beautiful. Toot agreed and said that the employee morale will change tremendously once the building is finished. Trost asked about permits that need to be acquired and approvals from the City of Galena. Groh informed him that they will take care of the majority of those things, and when it comes to permits, that will be the responsibility of the Construction Manager or General Contractor. Hammer stated that she has concerns because people are wanting answers for everything this moment. We cannot answer everything right now, because we also have many questions, but have to work through things before we can give all the answers. She’s asking everyone to please be patient. Lang suggested that we give updates to the County Board as we have them, and to put those updates on the County Board Agenda. Hammer agreed. Monthly updates will be beneficial to the entire project. Groh said that there will ultimately be regular meetings about

the renovation and they'll go through how they need to be structured and which meetings need to be held for everyone's comfort and ease of mind. Michael Holt asked the Committee to bear with the new Board Members who are still getting up to speed on the project. There was more discussion on when to hold the next meeting. Kaiser reminded the Committee of the idea of having a point person to navigate everyone through this. **Melisa Hammer made a motion for LaDon Trost, County Board Chairperson, and Scott Toot, County Administrator, to be the representatives for the Ad-Hoc Courthouse Committee. Seconded by John Lang and motion carried following a voice vote resulting in all ayes.** Sheriff Turner asked Groh if Shive-Hattery can go out and research grants for this project, as it has been something done in the past. Groh responded they could look into that. Hammer said our Grants Administrator, Tammy Cahill, has been looking into that recently and working on finding some.

9. **Next regular meeting** – TBD

10. **Adjourn** – Don Zillig made a motion to adjourn. Seconded by John Lang. Motion carried with a voice vote resulting in all ayes. Meeting adjourned at 7:40 p.m.