

COMMITTEE REPORT

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

CHAIRPERSON: **LaDon Trost**

DATE/TIME: **October 19, 2023 at 4:30 p.m.**

PRESENT:

☒ LaDon Trost - Chair
☒ Melisa Hammer
☒ Scott Toot

☒ Don Zillig
☒ John Lang Zoom
☒ John Schultz

☒ Kathy Phillips
☐ Kevin Turner
☒ Angie Kaiser

Others: Keefe Gaherty – Conlon Construction, Bill Groh – Shive-Hattery, Joseph Heitkamp, Mike Lewis – Shive-Hattery, John Reese and Rod Schumacher – Conlon Construction

1. **Call to Order** – The meeting was called to order at 4:30 p.m.
2. **Roll Call** – A quorum was established.
3. **Approval of Minutes** – Minutes of the September 21, 2023 Ad-Hoc Jo Daviess County Courthouse Committee meeting – **Angie Kaiser made a motion to approve the minutes of the September 21, 2023 Ad-Hoc Jo Daviess County Courthouse Committee meeting. Seconded by John Lang and motion carried following a voice vote resulting in all ayes.**
4. **Citizens Comments** – None.
5. **Unfinished Business**
 - a. Update on Courthouse Renovation Project Status – Bill Groh gave an update on the Courthouse Renovation. Architecturally we are into the construction documents. The engineering teams are lagging behind slightly which is normal. We are currently working on the base contract and work under contract amendment number 2 which is the renovation of the third floor board room and surrounding areas on the '70 and '96 additions. The only amendment up for discussion tonight is amendment 5. The work associated with 3 and 4 we have not started on yet. We need the contract amendments signed back and we will get those going also. Along with all of that, since we are going to be adding dormers to the building above the '70 and '96 additions, to get some daylight and head height in those spaces, we are going to have to appear before the Historic Preservation Committee once again. That has been scheduled for November 2nd which means we have to get the submittal to them by October 25th. We are working on that. With everything else going we are going to have to slip the schedule very slightly. We will be issuing 50% documents for everybody to review and comment on October 31st. And then December 6th we will be issuing a file quality review package for end review and comments. That will be basically 90% completed documents with the final documents to be issued on December 20th. That does fall in line with Conlon's construction and bidding schedule. Mike Lewis added with the next progress set that they are generating to be completed on October 31st we are going to want to schedule a time to come there and sit

down and review that information. There will be some additional questions that they will have for you off of that set. Keefe Gaherty, Conlon Construction, commented that they will receive those documents on the 31st and prepare an updated budget based on the 50% set and just so that everybody can see where the budget stands at that level. It usually take them about ten days. You should expect to see the new budget around the second week of November. When the December date comes at 90% level they will receive those as well. They will review and start preparing the construction schedule and the division 0 specification based on those 90% docs so that the team has an opportunity to go through those and that will include things like advertisement for bid, and it will include all of the other governmental documents required to be in the front end specifications. We can all have an opportunity to share and make sure we have everything in there that is required so when they finish the document we are ready just to insert what we need to insert for bidding documents and we are ready to go out for pricing. There was discussion on the addition of the dormers. Angie Kaiser commented that she would be interested to know what the cost of adding the dormers are. It's not like we don't have offices in this building right now that don't have windows to the outside. Bill Groh replied that it is not just for day lighting, it is to also give us some extra head room so that the spaces are more usable. Melisa Hammer asked what Amendments 3 and 4 were for. Amendment 3 is the third floor structural repair of the 1900 Courthouse addition and Amendment 4 is the Public Safety Building fascia and soffit repair. Amendment 2 is the renovation of the County Board Room. Bill Groh informed the committee that there is a considerable wasp problem that could cause a safety concern once renovations begin.

- b. Update on relocation process for County offices – Scott Toot informed the committee that we have an alternate location to the storage facility in Hanover. We should be contacted soon by the trustee that controls the trust for the property. That particular building is agreeable to everybody from the courts system. Angie Kaiser reported that we have a signed lease from the Galena School District No. 120. She got some key cards. Kaiser talked to John Reese about some simple maintenance that will need to be done. The main thing is that we get on the same page with the school district with how this building has to be secure for us. The lease will go before the County Board on November 14th. The County Clerk/Recorder and the Assessor offices plan to be at the primary school full time on February 1st. Our lease starts on January 1st so that gives IT a month to get us all wired and ready to go. There was much discussion on the layout and security of the facility. Kaiser expressed the need to start preparing offices and purchasing items such as having doors rekeyed. Nothing was budgeted for FY23 for this. She asked how the committee would want this to be paid. John Schultz responded that there are funds available in Contingency. Kaiser may also have some money left in her budget that she could use. We just need to be consistent on this so that we know what the expenses actually are. There was more discussion on the relocation.

6. New Business

- a. Discussion and possible action on Shive-Hattery Amendment No. 5: Furniture, Furnishings and Equipment Design – Bill Groh of Shive-Hattery, enlightened the

committee on the project thus far and what the Amendment entails. Now is the time to do the furniture planning and placement. It will assist in placing the data and electrical outlet locations correctly. They will survey what the County currently has, and determine what the needs of the County are going to be. There are product lines available for government entities as well. This amendment No. 5 is an additional \$35,500. **Angie Kaiser made a motion to approve the Shive-Hattery Amendment No. 5: Furniture, Furnishings and Equipment Design as presented. Seconded by John Schultz and motion carried following a voice vote resulting in all ayes.**

7. **Citizens Comments** – None.
8. **Committee Concerns** – None.
9. **Next regular meeting** – Thursday, November 16, 2023 at 4:30 p.m.
10. **Adjourn** – John Schultz made a motion to adjourn. Seconded by John Lang. Motion carried with a voice vote resulting in all ayes. Meeting adjourned at 5:46 p.m.