

## COMMITTEE REPORT

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

**CHAIRPERSON:**   **LaDon Trost**

**DATE/TIME:**      **December 21, 2023 at 4:30 p.m.**

**PRESENT:**

☒ LaDon Trost - Chair  
☒ Melisa Hammer  
☒ Scott Toot

☒ Don Zillig  
☒ John Lang  
☒ John Schultz

☒ Kathy Phillips  
☒ Kevin Turner Zoom  
☒ Angie Kaiser

Others: Bill Groh – Shive-Hattery, Joseph Heitkamp, Michael Holt, Mike Lewis – Shive-Hattery.

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 October 19, 2023 Ad-Hoc Jo Daviess County Courthouse Committee meeting – **Angie Kaiser made a motion to approve the minutes of the October 19, 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. At present we are roughly 75 – 80 percent through construction documents. We are projecting a schedule of issuing documents at the end of January. By mid-January we will run the project through our internal quality review process where it will be checked and reviewed. Then it will be sent to Conlon for their final coordination and review. Once Shive-Hattery gets everything back from Conlon they will wrap up and issue for bid. Scott Toot added that a revised budget from Conlon was included in the informational packet. Groh added that they have reviewed Conlon's last project cost opinion which is what was in the packet. That does not have their review comments. Those have already been transmitted back to Conlon and they are no doubt responding to Shive's comments. Angie Kaiser asked if we have a Plan B if once we do the bid letting we don't have a bid that is affordable for us. Groh does not anticipate that happening. The reason for bringing a construction manager on board early is to help prevent those kinds of things from happening. Mike Lewis added that there is a contingency in Conlon's number for market conditions during bidding. The asbestos survey hasn't happened yet. That should be right after the beginning of the year. We will adjust if we have to at that point. Conlon also carries a design contingency in their estimate for those kinds of things.
  - b. Update on relocation process for County offices – Scott Toot informed the committee that on December 28<sup>th</sup> we have a meeting with the move consultant

and he also submitted the contract for us that has been reviewed by the State's Attorney. Changes have been made as requested by the State's Attorney in the contract and he has signed off on it. That will be on the agenda for the Executive Committee. They will be delivering boxes on that day, too. The purpose of the meeting on the 28<sup>th</sup> is so that it can all be clarified with him and you can tell him what you want moved and boxed up so there is no misunderstandings with them on that. A lot of work has been done at the primary school and plans have been made at both the primary school and the building that the courts are going to go into. Joe Kratcha has made arrangements with Jo-Carroll about the fiber hookup at the primary school and courts building. The cost will not be the full amount that the bid came in at. There will be some changes and they won't be moving Angie's large counter. Trost and Toot had a zoom meeting with the mover last week to try to clarify some of these things and set up the meeting on the 28<sup>th</sup>. The tentative date is the week of January 22<sup>nd</sup> for the move of the first floor. Toot intends to leave the Board Room intact until after the week of the 22<sup>nd</sup> because we have a lot of meetings that week. Angie Kaiser commented that the Primary School is coming along. We have the space secured. The locksmith is coming to rekey the front and back door. And the interior doors tomorrow. We have one exterior door with an out swinging door that needs to be put in before we take up residence to be considered a fire exit. The carpets have been cleaned. We have gone through about ten gallons of paint. Not everything has been painted. Not everything probably will be painted. The carpets getting cleaned made a big difference. They look and smell 100% better. Once it's rekeyed tomorrow anybody that wanted to could feel comfortable in taking items up there. Kaiser has ordered signs from Signcraft. There is a sign that is going to be going up on the building that says Jo Daviess County Administrative Offices. She has hanging signs to mark each office. She also bought four directional signs with arrows that we can put at the corner of 20 and Irvine, Kelly and Ridge, Irvine and Ridge and up at Franklin and Ridge. Hopefully that will help direct people for a couple of months so they know where to go. The sign on the side of the building is 4 foot by 8 foot. Joe Kratcha is taking care of the iFiber. We are on track. Kathy Phillips asked how much money has been spent on this temporary facility. Kaiser shared what she has spent so far. The carpet cleaning was \$2,600. The signage was maybe \$1,000. We don't have the bill for the construction for the walls and materials yet. We got a quote to paint the space that was \$19,000 that Kaiser said no to. Toot added that we have made arrangements for a sign at the Timp building that will read Jo Daviess County Courts and will go over the existing sign on the building. We are going to need to put some carpet in the basement. Everyone in the courts system has a plan now of the building. We are going to discuss with the mover dismantling the small court room because they won't have to use that small courtroom after February 5<sup>th</sup>. That will go there too.

## 6. New Business

- a. Discussion and possible action on establishing meetings dates and start time for the FY2024 Ad-Hoc Courthouse Committee meetings – Melisa Hammer made a motion to approve the meeting dates and start time for the FY2024 Ad-Hoc

**Courthouse Committee meetings as presented. Seconded by John Schultz and motion carried following a voice vote resulting in all Ayes.**

7. **Citizens Comments** – None.
8. **Committee Concerns** – Melisa Hammer commented that she worked with Bill Groh today because there has been some issues with walls that can't be moved or taken out. She doesn't think it is a concern at this point. John Schultz asked if we have a plan to deal with the excess equipment. Scott Toot responded that we have it on the agenda for the Finance Committee to update the disposal policy and amend it to make it more agreeable. The shredders will be here and we have a set date for that. We are also going to get a dumpster to get rid of some odds and ends. We have had a discussion with Angie about some of the historic furniture and we are going to preserve that and store it until we figure out what we are going to do with it because some of it does need some care. The Hanover building has had the ramps put in and the doors put in. It's ready. We have a plan that shows which office has which space for storage. We had keys made, but they don't work. We need to return them and have them remade. John Lang asked if we could give up the Waterworks building early. Our lease runs until April 30, 2025. Everything currently stored there would have to be moved out.
9. **Next regular meeting** – Thursday, January 18, 2024 at 4:30 p.m.
10. **Adjourn** – Melisa Hammer made a motion to adjourn. Seconded by Don Zillig. Motion carried with a voice vote resulting in all ayes. Meeting adjourned at 5:05 p.m.