



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Kendall County Office Building, 111 W. Fox Street
County Board Room 209, Yorkville, IL 60560
Thursday November 16, 2023, at 4:00pm
MEETING AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call:** Matt Kellogg (Chairman), Scott Gengler (Vice-Chair), Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley, Seth Wormley
3. ***MOTION (VV) Approval of Agenda**
4. ***MOTION (RC) Approval of Claims**
5. **New Committee Business**
 - A. **PRESENTATION: Cordogan Clark & Associates re: Phase 1 October Monthly Report, Construction Schedule, and Contingency Report**
 - B. **DISCUSSION: Kendall County Employee of the Year Award Program (New Section to the Kendall County Employee Handbook)**
 - C. **MOTION (FWD to CB): Approval of Kendall County Board 2024 Meeting Calendar**
6. **Old Committee Business**
7. **Department Head and Elected Official Reports**
8. **Public Comment**
9. **Questions from the Media**
10. **Chairman's Report**
11. **Review Board Action Items**
12. **Executive Session**
13. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

Kendall County – New Office Building

Cost Report & Contingency Reductions Through 10/31/23

PCO #	Date Approved By Owner	Contractor	Description	Potential Contingency Reduction Amount	Contingency Reduction Amount Approved	Comments
	11/7/23	Jensen's	Added Mechanical for Elevator Shaft Required by Otis Elevator	\$3,451	\$3,451	Requested by Elevator Company & Yorkville
02 & 08	11/7/23	Plainfield Grading	Water Main Yorkville & EEI Requested changes Round 2	\$27,694	\$27,694	Discussed at October Board Meeting. EEI requested changes and erroneous survey information
	11/7/23	Plainfield Grading	Undercuts in Parking Lot due to bad soils for Footings per Geotech Testing Engineer	\$30,000	\$30,000	Need to issue CO for this
REV	11/7/23	CSN Electric	Install 3 temporary flood lights to Temporarily light the South Lot	\$2,937	\$2,937	Requested by Kendall to light the South Lot prior to permanent power by Comed
CR2 & CR5	11/7/23	Premium Concrete	Insulation at Basement foundation wall ASI006 Eliminate 50 SF MEP pad	\$4,346	\$4,346	Req'd Scope not in a Bid Package
CR6	11/7/23	Premium Concrete	Eliminate precast topping slab (Work Scope Shifted to LCI)	(\$17,028)	(\$17,028)	The scope of work is transferring from Premium Concrete to Lite Construction
	11/7/23	LCI	Precast topping slab added from Concrete Sub (Work Scope Shifted from Premium Concrete)	\$17,028	\$17,028	The scope of work is transferring from Premium Concrete to Lite Construction
	11/7/23	Abbey Paving	Street Patching Due to water main changes required by Yorkville	\$7,020	\$7,020	Water Main adds required by Yorkville required Street cutting & patching
CONTINGENCY REDUCTIONS APPROVED IN NOVEMBER 2023:					\$75,448	

- The Project has required various Contingency Reductions. The Elevator Contractor and City of Yorkville required various mechanical changes for the Elevator shaft.
- As previously noted in the October Report, the City of Yorkville required Water Main changes that were not known at Bidding time. Also, the Owner's Surveyor provided erroneous information on the water main on Fox Street which resulted in the need to bore under the street versus connecting to the water main shown on the survey to be on the North side of Fox Street.

- The County requested that the South Parking lot have interim lighting until the permanent power is installed by ComEd for the new Building which would activate the permanent parking lot light poles.
- The basement foundation wall rigid insulation was NOT initially assigned to any subcontractor in the Bid Scopes by accident. This cost was negotiated to be at a Bid Price unit cost.
- The \$17,028 cost for the Precast Plank concrete topping was simply shifted from the Concrete Contractor (Premium Concrete) to the General Trades Contractor (Lite Construction) this is a NO COST change.
- The final October required change is related to the Water Main change to provide for the street patching that was required by the changes required by the City and the resulting pavement cuts.
- We have encounter additional poor soils in the construction of the South Lot and the Geotechnical Engineer has required undercuts and 3" stone be installed as needed.
- There was recent required changes in the layout of the Voter Area that required new floor boxes and miscellaneous other electrical changes
- The previously discussed change from a stair to the Old Fire Station lot from the parking lot is still under review and additional pricing is being sought.
- There was a potential scope gap regarding the extension of the water main below the slab on grade into the water meter room in the Basement that we are working through.
- See below Contingency reductions listed below. With the approved Reductions to date we have \$384,717 remaining in unused contingency and if ALL Potential Contingency reductions occur, we will have \$250,240 remaining.

SEE THE FOLLOWING POTENTIAL COSTS THAT HAVE BEEN IDENTIFIED:

PR-005	CSN Electric	Added Floor Boxes, additional Data Ports and wiremold for Voter Area for Furniture to be Powered & Clerk Basement Storage	\$9,808	Needs review by A/E/CM
2331	Plainfield Grading	Water main run under slab to sprinkler room	\$11,021	Needs review by A/E/CM
	CSN Electric	Potential Electrical Changes	\$2,510	Needs review by A/E/CM
5	Premium Concrete	New Ramp vs Stair to Old Fire Station Concrete Added Cost	\$43,960	Needs review by A/E/CM
2	LCI	New Ramp vs Stair to Old Fire Station Additional handrail	\$23,672	Needs review by A/E/CM
	Plainfield Grading	Additional Undercuts at South Parking Lot as Req'd by the Geotech Engineer	\$10,000	Estimated cost by CCCS

	Potential	Actual
Original Contingency Allowance:	\$505,200	\$505,200
Contingency Reduction Amount:	\$254,960	\$120,483
Contingency Allowance Balance:	\$250,240	\$384,717

Section 3.9	Employee of the Year Award Program
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 4.12 EMPLOYEE OF THE YEAR AWARD PROGRAM

Overview:

Success cannot be attained without the diligent efforts of the Employer’s team members. The Kendall County Employee of the Year Award Program provides an opportunity to recognize some of the Employer’s most exceptional employees who have consistently exceeded expectations as they work and serve the residents of Kendall County.

Eligibility Requirements:

To be eligible to receive Kendall County’s Employee of the Year Award, an individual:

- Must be an active part-time or full-time employee of the Employer;
- Must have completed at least one (1) year of continuous service with the Employer;
- Must have been nominated by an individual employed by the Employer; and
- Was not previously selected as Employee of the Year within the last five (5) years.

Qualities for the Employee of the Year Award:

When selecting the Employee of the Year, nominees will be evaluated by considering the following qualities:

- ***Collaboration and Teamwork:*** The employee collaborates and work as part of a team with their own department/office, other Kendall County departments/elected offices, and/or other units of local government to accomplish a shared objective.
- ***Innovation:*** The process by which a new idea or invention adds value to the services Kendall County provides to its residents.
- ***Quality of work:*** Work that meets and exceeds Kendall County’s and/or the residents’ expectations. Conducting quality work requires the employee to use their skills to complete duties with the highest standard.
- ***Efficiency in job performance:*** An employee's ability to make the best possible use of their resources to achieve their objectives.
- ***Honesty:*** The quality of being honest or truthful.
- ***Customer Service:*** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

Nominations:

The approved Employee of the Year Nomination Form is attached as **Exhibit 1**. All fields in the nomination form must be accurate and complete. Also, specific example(s) of how the nominee exemplifies the qualities listed above should be included in the completed nomination form.

A. Who Can Submit A Nomination Form?

An eligible employee can be nominated by anyone employed by the Employer.

Nominations will not be considered for Employee of the Year recognition if the nomination is submitted anonymously.

B. When is the Nomination Form Due?

A completed nomination form must be emailed to HRDepartment@kendallcountyil.gov by 4:30 p.m. on October 31st of each calendar year.

Selection Process:

All selection decisions shall be based solely on the information submitted by the nominator(s) in the completed nomination form(s).

All nomination forms received by 4:30 p.m. on October 31st will be provided to the Kendall County Community Outreach Employee Committee for initial review in early November. The Committee's decisions are based solely on the information submitted by the nominator(s). The Kendall County Community Outreach Employee Committee will review all nominations and select by majority vote of those present three (3) finalists for further consideration by the Employee of the Year Selection Committee. If a member of the Kendall County Community Outreach Employee Committee is a nominee, the nominee(s) must recuse themselves from the selection process.

The nomination forms for each of the three (3) finalists in consideration for the Employee of the Year Award will be reviewed by the Employee of the Year Selection Committee. The Employee of the Year Selection Committee includes the following:

- The Chairperson of the Kendall County Board's Human Resources & Insurance Committee or their designee from the Human Resources & Insurance Committee;
- One (1) elected official or department head selected by the Chairperson of the Kendall County Board;
- One non-management level employee selected by the Chairperson of the Kendall County Board, and
- Prior recipients of the Employee of the Year Award.

The Human Resources Director or their designee will serve as the record keeper for the selection process.

The Employee of the Year Award recipient shall be selected by a majority vote of the Employee of the Year Selection Committee members present for said vote. The recipient of the Employee of the Year Award will be announced and receive their award at a Kendall County Board meeting.



**KENDALL COUNTY, ILLINOIS
EMPLOYEE OF THE YEAR NOMINATION FORM**

***The completed Nomination Form and all attachments must be emailed to
HRDepartment@kendallcountyil.gov by 4:30 p.m. on October 31st.***

(PLEASE PRINT CLEARLY OR TYPE)

Today's Date: _____

NOMINATOR'S INFORMATION¹:

Your Name (*the nominator*): _____

Your Email Address: _____ Your Telephone Number: _____

NOMINEE'S INFORMATION:

Name of Person You are Nominating (*Nominee*): _____

Nominee's Job Title: _____ Nominee's Department: _____

Nominee's Supervisor: _____

What qualities has the employee exhibited: please check all that apply

Collaboration ***Teamwork*** ***Innovation*** ***Honesty***

Efficiency in job performance ***Customer Service*** ***Quality of work***

Other: _____

¹ *Nominations will not be considered for Employee of the Year recognition if the nomination is submitted anonymously.*

Please give a description (with specific examples) of why your nominee deserves to be Kendall County's next Employee of the Year. (Please attach additional pages, if necessary.)

----- **For Administrative Use Only** -----

Date Nomination Received: _____

Date Presented to Outreach Committee: _____

Date Presented to Selection Committee: _____

NOTES:

ALL County Board Committee Meetings are held in the County Board Room (2nd floor),
County Office Building, 111 W. Fox Street; Yorkville IL - unless noted otherwise below

MONDAY		
Human Resources & Insurance	1 st Monday of the month	5:30pm
Facilities Management & Technology	1 st Monday of the month	4:00pm
Historic Preservation	3 rd Monday of the month	6:00pm
Planning, Building & Zoning	Monday of the week before 2 nd Board Meeting	6:30pm
Zoning Board of Appeals	1 st Monday following Plan Commission Meeting	7:00pm
TUESDAY		
County Board (1 st Mtg)	1 st Tuesday of the month	6:00pm
County Board (2 nd Mtg)	3 rd Tuesday of the month	9:00am
Highway Department <i>Meets @ HWY Dept, 6780 Route 47</i>	2 nd Tuesday of the month	3:30pm
Tax Board of Review (COB Room 303A)	Scheduled as needed	Varies
Zoning, Plating Advisory (ZPAC)	1 st Tuesday of the month	9:00am
WEDNESDAY		
Economic Development & Admin	3 rd Wednesday of the month	5:30pm
Comprehensive Land Plan & Ordinance	4 th Wednesday of the month	5:00pm
Regional Planning Commission (RPC)	4 th Wednesday of the month	7:00pm
THURSDAY		
Committee of the Whole	Thursday of the week before the 2 nd County Board Mtg	4:00pm
Finance & Budget	Thursday of the week before the 2 nd County Board Mtg	4:00pm

