



**COUNTY OF KENDALL, ILLINOIS**  
**SPECIAL COMMITTEE OF THE WHOLE**  
**Thursday, September 26, 2024, at 4:00 PM**  
**Meeting Minutes**

**Call to Order and Pledge of Allegiance** - The Committee of the Whole meeting was called to order at 4:05 p.m. by County Board Chairman Matt Kellogg who led the Committee in the Pledge of Allegiance to the American Flag.

**Roll Call**

<b>Board Member</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Matt Kellogg	Here		
Scott Gengler	Here		
Zach Bachmann	Here		
Brian DeBolt	Here		
Elizabeth Flowers		4:35 p.m.	
Dan Koukol	Here		
Jason Peterson	Here		
Ruben Rodriguez	Here		
Brooke Shanley	Absent		
Seth Wormley		4:17 p.m.	

**With seven (7) members present a quorum was established.**

**Staff Present:** Christina Burns, Latreese Caldwell, Jennifer Breault, Leslie Johnson, Chris Mehochko, Luke Prisco, Dan Polvere, Jacqui Purcell

**Others Present:** Rick Krischel, Brian Kronewitter

**Approval of Agenda** – Member Koukol made a motion to approve the agenda. Second by Member Bachmann. **With Seven (7) members present voting aye, the motion was carried by a vote of 7- 0.**

**Approval of Claims** – Motion made by Member DeBolt, second by Member Peterson to forward claims to the next County Board meeting. **With Seven (7) members present voting aye, the motion was carried by a vote of 7- 0.**

**Committee Reports and Updates-** None

## **New Committee Business**

### **A. Presentation by Progressive Business Solutions on 2025 Budget, Solar Performance, Market Impacts, and Mitigation Strategies**

Representatives from Progressive Business Solutions provided a presentation to the committee regarding the fiscal year 2025 budget projections for electric and gas, the performance of solar fields, market impacts, and proposed mitigation strategies. PowerPoint presentation included in packet.

### **B. Discussion of Courthouse Office Renovations**

The Kendall County Courthouse office renovations were released for bid on August 26, 2024. Over 20 contractors were notified and received invitations; of those contacted, 9 contractors responded and attended our mandatory pre-bid walkthrough on August 30, 2024. Ultimately, on the bid opening date of September 11, we received 7 bids.

The total square footage of the improvements at the courthouse will encompass approximately 12,521 square feet. The overall cost of the improvements is estimated at about \$105 per square foot for the construction costs, including contingency.

The lowest responsive and responsible bidder was Lite Construction Inc., with a bid of \$971,700.00. There were three alternates that were bid, which are recommended for inclusion in the project:

Alternates:

- Alternate #1 – Addition of a ballistic barrier wall at the secure lobby to protect the adjacent offices and corridor spaces. This will add \$103,213.00 to the base bid.
- Alternate #2 – Addition of a gate and modification of the queuing railing in the secure lobby as required. This will add \$3,270.00 to the base bid.
- Alternate #3 – Addition of three CASA offices in the second-floor build-out area. This will add \$29,113.00 to the base bid.

The final bid amount from Lite Construction Inc. totals \$1,107,296.00.

The project will also include a contingency of 7%, amounting to \$77,511.00, to address any potential unforeseen work, which Cordogan Clark will monitor and utilize as necessary for items that may arise during the project. The total project value, including contingency, construction management bidding and fees, architectural and engineering fees, and other estimated reimbursables, is \$1,456,683, as detailed in the attached Bid Analysis sheet. An additional \$43,317 will be budgeted for scope outside the agreement with Cordogan & Clark to cover costs associated with fiber runs, surveillance cameras, access control, IT equipment, moving expenses, and other miscellaneous items, bringing the total project budget to \$1,500,000.

Member DeBolt made a motion to forward to the next County Board, Seconded by Member Peterson. **With eight (8) members present voting aye, the motion was carried by a vote of 8- 0.**

**C. Approval of Contingency Reduction #10 total of \$55,484 with revised contract amount as follows: Lite Construction: \$2,187,094 (\$5,301 increase), Plainfield Grading: \$633,904 (\$ 1,889 increase), Abbey Paving: \$369,906 (\$14,311 increase), Jimmy Z's Masonry \$584,947 (\$11,947 increase), TSI Commercial Flooring \$294,810 (\$ 5,141 increase), Twin Oaks Landscaping: \$101,534 (\$10,975 increase), Otis Elevator: \$97,193 (\$ 2,500 increase), O'Malley Welding: \$24,700 (\$3,420 increase) and Contingency Reduction #10B**

Member Flowers made a motion to forward to the next County Board, Seconded by Member Rodriguez. **With eight (8) members present voting aye, the motion was carried by a vote of 8- 0.**

Contingency Reduction #10 includes the following:

1. Extension of temporary heat timeframe for completion of interior finishes.
2. Material & labor for pipe bollard covers to eliminate future maintenance.
3. Soil undercuts required at planter bases due to improper soil bearing.
4. excavation & concrete work at fire station/back lot and ramp for certificate of occupancy, winter concrete costs.
5. window protection: sequencing to close-up building prior to masonry completion to avoid winter mason costs.
6. building scaffold around pre-installed equipment.
7. add tile to wet walls next to sinks in bathrooms.
8. service proposal for landscaping fall maintenance, watering, mowing.
9. additional sod around east side of the COB and premium time to complete landscaping.
10. reinspection fee for elevator due to fire service connection delay.
11. gate for ramps on the north end of building.

The total request for Contingency Reduction #10 is \$55,484 with revised contract amounts as follows:

- Lite Construction: \$2,187,094 (\$ 5,301 increase)
- Plainfield Grading: \$ 633,904 (\$ 1,889 increase)
- Abbey Paving: \$ 369,906 (\$14,311 increase)
- Jimmy Z's Masonry \$ 584,947 (\$11,947 increase)
- TSI Commercial Flooring \$ 294,810 (\$ 5,141 increase)
- Twin Oaks Landscaping: \$ 101,534 (\$10,975 increase)
- Otis Elevator: \$ 97,193 (\$ 2,500 increase)
- O'Malley Welding: \$ 24,700 (\$ 3,420 increase)

Contingency Reduction #10B includes:

1. Installation of overhead door on the north side of the firehouse (including brick & glass block demo along with lintel, insulated door, and door-opener installation).
2. Removal of antenna and concrete slabs on the north side of firehouse.
3. Installation of gate at the top of ADA ramp adjacent to firehouse.
4. Grading & new asphalt at loading dock area behind County Office Building #2.
5. 8' high black vinyl-coated chain link security fence with slats around loading dock area (with rolling gate at Route 47 and man-gate at firehouse).

The total request for Contingency Reduction #10B is \$ 98,710 with revised contract amounts as follows:

- Lite Construction: \$2,240,249 (\$ 53,155 increase: \$14,000 overhead door, \$5,000 antenna & slabs demo, \$34,155 fence & gate installation)
- O'Malley Welding \$ 28,200 (\$ 3,500 increase)
- Abbey Paving: \$ 411,961 (\$ 42,055 increase)

Following approval of contingency reduction #10B, \$ 20,202 will remain in Phase I contingency.

#### **D. Approval of an Ordinance Establishing Budget Process Guidelines for Budgeted Positions**

Member Gengler made a motion to forward to the next County Board, Seconded by Member Peterson. **With eight (8) members present voting aye, the motion was carried by a vote of 8-0.**

The ordinance establishes the budget process for the approval of all budgeted positions within County departments and elected offices, in accordance with the County Board's appropriations. The language of the Memorandum of Understanding (MOU) aligns with that of the ordinance. The purpose of these documents is to enhance tracking of staffing levels, compensation, and other related personnel costs across all departments. The ordinance replaces the previous Personnel Action Notices with a more comprehensive document that compiles additional information necessary for payroll processing. Adjustments in staffing levels and compensation will be managed differently depending on the timing of these changes, with a preference for all modifications to occur during the annual budget approval process. Mid-year staffing and compensation adjustments will be processed after confirming that such changes are fully accounted for within the department's appropriate funds. The ordinance was revised based on feedback from Finance Committee discussions and subsequent consultations with departments and elected officials. The MOU was developed to mirror the ordinance as it was determined to be the preferred approach for establishing agreement with elected officials in this context.

#### **E. Discussion of a Memorandum of Understanding Regarding Budget Process Guidelines for Budgeted Positions with Kendall County Elected Offices**

**Old Committee Business- None**

**Department Head and Elected Officials Reports – None**

**Public Comment – None**

**Questions from the Media – None**

**Chairman’s Report** – Thank you to everyone who attended the State of the County event, as well as to the staff who supported Christina Burns.

**Action Items for County Board**

- Claims
- Approval of Courthouse Renovations for Temporary Office Space
- Approval of Contingency Reduction #10 total of \$55,484 with revised contract amount as follows: Lite Construction: \$2,187,094 (\$5,301 increase), Plainfield Grading: \$633,904 (\$ 1,889 increase), Abbey Paving: \$369,906 (\$14,311 increase), Jimmy Z’s Masonry \$584,947 (\$11,947 increase), TSI Commercial Flooring \$294,810 (\$ 5,141 increase), Twin Oaks Landscaping: \$101,534 (\$10,975 increase), Otis Elevator: \$97,193 (\$ 2,500 increase), O’Malley Welding: \$24,700 (\$3,420 increase)
- Approval of Contingency Reduction #10B Total of \$98,710 with revised contract amount as follows Lite Construction: \$2,240,249 (\$53,155 increase:\$14,000 overhead door \$5,000 antenna & slabs demo, \$34,155 fence & gate installation), O’Malley Welding: \$28,200 (\$3,500 increase), Abbey Paving: \$411,961 (\$42,055 increase)

**Executive Session – None**

**Adjournment** – Member Flowers made a motion to adjourn the meeting, second by Member Peterson. **With eight (8) members present voting aye, the meeting adjourned at 5:20 p.m.**

Respectfully Submitted,  
Nancy Villa  
Executive Administrative Assistant