COUNTY OF KENDALL, ILLINOIS



COMMITTEE OF THE WHOLE

COUNTY OFFICE BUILDING County Board Rooms 209-210

Thursday, April 14, 2016 at 4:00 PM

AGENDA

- 1. Call to Order and Pledge of Allegiance
- 2. Roll Call: Dan Koukol, Matthew Prochaska, John Purcell, Jeff Wehrli, John Shaw (Board Chair), Scott Gryder (Board Vice Chair), Lynn Cullick, Bob Davidson, Elizabeth Flowers, Judy Gilmour
- 3. Items of Business
 - Proclamation for Building Safety Month in May
 - Energy Efficiency & County Facilities Presentation Leopardo, Inc.
 - Discussion on Office Trailer for Animal Control
 - ❖ PSC/Courthouse Update
 - Set hearing date for May 3, 2016 for Public Transportation Capital Assistance grant application for two ADA accessible mini-vans through Illinois DOT Fiscal 2016 Consolidated Vehicle Procurement Program
 - Approval of Resolution Authorizing Public Transportation Capital Assistance grant application for two ADA accessible mini-vans through Illinois DOT Fiscal 2016 Consolidated Vehicle Procurement Program
- 4. Public Comment
- 5. Questions from the Media
- 6. Chairman's Report
- 7. Review Board Action Items
- 8. Executive Session
- 9. Adjournment

COUNTY OF KENDALL, ILLINOIS COMMITTEE OF THE WHOLE

Meeting Minutes
Thursday, March 10, 2016

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Chair John Shaw at 4:14p.m. who led the committee in the Pledge of Allegiance.

ROLL CALL

Scott Gryder – here, Jeff Wehrli - here, John A. Shaw - here, Bob Davidson - yes, Judy Gilmour – here, John Purcell – here, Dan Koukol – present, Lynn Cullick - here

Board Members Absent: Elizabeth Flowers, Matthew Prochaska

Staff present: Latreese Caldwell, Scott Koeppel, Leslie Johnson, Jim Smiley, Dr. Amaal Tokars, Jeff Wilkins

ITEMS OF BUSINESS

***** From the Finance Committee:

Acceptance of Fiscal Year 2014-2015 Audited Financial Statements – Matthew Schueler from Wipfli provided a brief summary of the audit report, the independent auditors report, highlighting specific areas of impact to the County, the business advice letter and overall audit findings.

♦ From the Admin HR Committee:

Proposed Organization Chart Changes regarding County Administrator – Admin HR Chair Lynn Cullick explained recent discussions regarding the organization chart, and the five department heads that would report to the County Administrator for day-to-day operations. The County Administrator reports directly to the County Board, and the department heads would report directly to the County Administrator. Discussion on exempt and non-exempt status, the proposed Administrative Services organization chart, department heads reporting to County committee's and the County administrator, the employee handbook verbiage matching organization charts and job descriptions, and department heads serving at the pleasure of the board.

Assistant State's Attorney Leslie Johnson reminded the Board of the importance of clarifying who has the authority to hire and fire employees, administer annual performance evaluations, daily operations, and decision-making.

Further discussion on whom each employee reports to as their immediate supervisor, the level of interaction of the County Board and the County committees with department heads, and the purpose of organizational charts.

- Approval of Contract for Spring 2016 GIS Aerial Mission with Ayres Associates in an amount not to exceed \$31,560 Scott Koeppel, Technology Services Director, stated that the aerial photography contract had been reviewed by the State's Attorney's office, and the Admin HR Committee.
 - Member Koukol expressed his concerns about the financial cost and the need for the aerials to take place this year, based on only 1500 new buildings in the County. Members Purcell and Gryder also said they wanted to review the issue before the final approval at the County Board meeting on Wednesday, March 16, 2016.
- Resolution Approving Policy for Managing Email Archive Member Cullick reported that item was not ready for discussion at this meeting, and would be discussed further at the Admin HR meeting on April 7, 2016.

Member Flowers arrived at 5:20p.m.

PUBLIC COMMENT – Todd Milliron, Yorkville Bob Lunn, Yorkville

EXECUTIVE SESSION – Member Cullick made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5ILCS 120-2c/1), second by Member Davidson.

Roll Call: Member Davidson - yes, Member Gilmour - yes, Member Koukol - yes, Member Purcell - yes, Member Gryder - yes, Member Cullick - yes, Member Wehrli - yes, Member Shaw - yes

With all members in agreement, the committee entered into Executive Session at 5:26p.m.

Member Purcell left the meeting at 5:39p.m.

Member Gryder made a motion to reconvene into Open Session at 5:54p.m., second by Member Cullick. With all in agreement, the committee returned to Open Session.

- **❖** From the Facilities Management Committee:
 - Extend Temporary Facilities Management Maintenance 1 position to June 15, 2016
 Member Davidson explained why this item was on the agenda, and Jim Smiley provided background information on the need to have someone in that position to complete daily operations and assist with special projects throughout the County. There was discussion on the length of the extension. Member Davidson made a request that the item be included on the March 16, 2016 County Board agenda for approval, with the change that the Temporary position would not extend further than 178 days.

CHAIRMAN'S REPORT - None

REVIEW BOARD ACTION ITEMS – Chair Shaw asked the committee to review the March 16, 2016 Board agenda for any necessary changes or additions. There were no changes or additions.

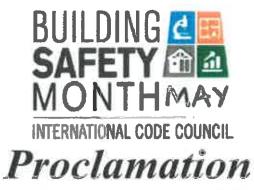
ACTION ITEMS FOR COUNTY BOARD

- > Acceptance of Fiscal Year 2014-2015 Audited Financial Statements
- > Approval of Proposed Organization Chart Changes regarding County Administrator
- > Approval of Contract for Spring 2016 GIS Aerial Mission with Ayres Associates in an amount not to exceed \$31,560
- > Approval of Extension of Temporary Facilities Management Maintenance 1 position to a maximum of 178 days

ADJOURNMENT – Member Davidson moved to adjourn the meeting at 6:01p.m., Member Flowers seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain Administrative Assistant/Recording Secretary



Building Safety Month-May, 2016

Whereas, Kendall County's continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern

building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wild fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety-our local code officials-who assure us of safe, efficient and livable buildings, and;

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

Now, Therefore Be It Proclaimed, by the Kendall County Board, the month of May 2016 as Building Safety Month.

Adopted by Kendall County Board this 19th day of April, 2016

	Attest:	
John A. Shaw	Debbie Gillette	
Chairman	County Clerk	



PROJECT MEETING MINUTES

Dewberry Architects Inc. 401 SW Water Street, Suite 701 Peorla, IL 61602-1530 309-282-8000 3039.282.8001 fax www.dewberry.com

Date: March 21, 2016

Project: Kendall County Security Upgrades

Project No. 50076906

Re: 60% Design Review

In Attendance:

Kendall County IT - Scott Koeppel
Kendall County IT - Darryl Kollins
Kendall County Sheriff's Office - Rob Leinen
Kendall County Facilities Management - Jim Smiley
Kendall County Board - Matthew Prochaska
Kendall County Administration - Jeff Wilkins
Kendall County Sheriff's Office- Scott Koster
Kendall County Sheriff's Office- Joseph Gillespie
Kendall County Sheriff- Dwight Baird
Kendall County Sheriff's Office- Harold Martin
Dewberry - Mike Morland

New Business

Public Safety Building

Dewberry - Craig Clary

01 A. Summary.

- a. The Sheriff's Office is waiting for a proposal from Securus for them to provide the head end electronics and field devices to support the Video Visitation, Video Bond Call and Law Library functions. At this time Dewberry is providing the raceway and cabling to support the 3rd party vendor.
- b. New Boiler Room was discussed as possible location for Contractor staging area.
- c. Reviewed drawings and created mark-ups from the review. Dewberry will incorporate changes prior to next meeting.
- d. Review utilizing multi-imager camera technology at all entry points and potentially some other interior/exterior locations including dayrooms.
- e. Add new equipment rack in old KENCOM equipment room to route new access control and CCTV cabling.
- f. Add a handset in entry vestibule for after hour's communications.
- g. Dewberry will research the potential of utilizing 180° and 360° cameras to reduce the total # of cameras where this technology makes sense for the project.

02 Courthouse

- a. Reviewed drawings and created mark-ups from the review. Dewberry will incorporate changes prior to next meeting.
- b. County staff expressed concern over the existing duress alarm system.

- c. Review utilizing multi-imager camera technology at all entry points and potentially some other interior/exterior locations.
- d. Remove call light button and call light for Jury deliberation and Judge's chambers from the scope of the project.
- e. Add to scope replacement of existing door locks in the 1996 portion of the courthouse.
- f. Dewberry will research the potential of utilizing 180° and 360° cameras to reduce the total # of cameras where this technology makes sense for the project.
- g. Court security stated that there are blind spots with the current camera coverage in the courtrooms.
- h. Court security stated that when the generator is tested the CCTV system has to be rebooted. Dewberry recommended to verify that all systems are being powered via the UPS and there is possibly an issue with the existing UPS power.
- i. Court security stated that camera call ups take them away from critical situations that are taking place at those times.
- j. Court security stated that cameras, doors and other devices have a logical naming convention. Dewberry suggested that the county staff provide input on the new naming convention.
- k. Courthouse security stated they would like to have a high resolution monitor at the courthouse entry.
- County stated that sight lines for exterior cameras are extremely important.
 Consideration for future tree growth must be taken into account, the county will be responsible for maintaining sight lines with tree growth after project completion.

03 General Comments applicable to both facilities

- a. Reviewed front end specifications and received comments from the county. Comments will be incorporated into upcoming submission.
- b. Dewberry will forward electronic files of the AIA contract documents for the County to review.
- c. Specifications will be modified so that the contractor will obtain the documents for bidding through a local print house and be required to return the documents after the bid date. This is a security measure to prevent the drawings from being made public.
- d. A mandatory pre-bid walk through will be added to the specifications.
- e. Address for owner in the specifications will be revised to 111 W. Fox St.
- f. Owners representatives in the front end specifications will be as follows: Scott Koeppel

 Kendall County IT, Jim Smiley Kendall County Facilities Management, Joe Gillespie

 Kendall County Sheriff's Office
- g. Contractor access to the buildings will be discussed and reviewed throughout the construction process.
- h. Specifications will be revised to indicate the county will handle background screening of contractors.
- i. During construction a Master log of contractor personnel will need to be given to master control in each building on a daily basis.



- j. Specifications will be revised to require the Contractor to provide hard copy, pdf, and dwg files of as-built drawings.
- k. Specifications will be revised to indicate that the County has the first right of refusal to retain any existing equipment, cabling, etc.
- 1. Specifications will be revised to add Administrative level training to Kendall County staff on all systems, software, and devices such as PLC controllers.
- m. Discussion took place on whether or not a permit will be required for the project. County will research.
- n. Discussed that the 60% estimate will be updated sent back to Jim Smiley and Joe G.
- o. Dewberry along with everyone involved will need to put together a phasing plan to give a guide map to the contractor for construction purposes.
- p. Dewberry discussed with those present that construction time frame for the project will probably be 12-18 months from the Notice to Proceed.
- q. Dewberry stated that the specifications call for a Phase 1 meeting will take place on site to discuss screen layouts and system functionality prior to implementation. A Phase 2 meeting will take place at the successful integrator's facility that will demonstrate the systems are complete and functional and give the county an opportunity to "test drive" the systems prior to implementation.
- r. Kendall County will have dark fiber between the courthouse and PSC tested to verify that it is operational.
- s. Kendall County Technology Services requested that Dewberry research a duress button that utilizes twisted pair (Cat 6) cabling and provide a cut sheet of the product.
- t. Kendall County stated that they believe the Public Building Commission (PBC) will be phased out by the start of construction and asked that the PBC not be referenced or a signatory on contracts.
- u. Dewberry stated that the new intercom/paging system has the capability to page on overhead speakers and intercoms stations. Dewberry will review requirements for paging zones with the county at the next on site meeting.
- v. Dewberry will send the project cost estimate to a 3rd party estimator for review prior to the 90% submission.
- w. Dewberry projects at this time the project will go out to bid May 15th.
- x. The specifications indicate that all logic written in the WonderWare software will be required to be sent to the manufacturer to verify that no proprietary logic has been utilized within the software.
- y. The 90% review meeting will take place sometime in late April.
- z. Dewberry took Director Smiley and Deputy Commander Gillespie's marked up specification manual for review and incorporation into the specifications.

04 Cost Estimate

a. 30% Construction Estimate

Original R&N Cost Estimate including Overhead & Profit and A/E Fees - \$3,531,000.00 Dewberry 30% Construction Cost Estimate Including O&P and A/E fees - \$3,135,367.79



Estimate to Budget Projection -

\$395,632.21 under original estimate

b. 60% Construction Estimate

Dewberry 60% Construction Cost Estimate Including O&P and A/E fees - \$3,186,354.07

Estimate to Budget Projection = \$344,645.93 under original estimate

Alternate Bid Items

Replace locks in the original section of the courthouse - \$42,256.00

Install 4" conduit for east fiber optic connectivity between CH & PSC - \$22,484.00

The above summation is our interpretation of the items discussed and decisions reached at the above referenced meeting. Any persons desiring to add to or revise the notes are requested to put their comments in writing to the Architect within ten days; otherwise, the above will stand as written.

Respectfully submitted,

Dewberry Architects Inc.

Mike Morland Group Leader Technology

MM

Enclosures

pc Attendees File

O:\Dewberry Architects Standard Forms\Dewberry Architects Inc\Project Meeting Minutes.doc



Project Cost Project Name: Project Phase:

Kendall County Courthouse and Public Safety Center Security Upgrades 60% Cost Estimate Revised 2016-03-24

		Direct	ECC Cost
Security General Work		\$115,000	
Security Grounding and Surge Protection		\$49.095	
Security Racks and Cabinets		\$26.476	
Graphical User Interface System		\$324.579	
Voice Intercommunications System		\$112.854	
Video Surveillance Surveillance System		\$997 708	
Access Control System		\$264 908	
Intrusion Detection System		\$15.936	
Video Visitation System		\$140.000	
Video Bond Call System		\$125,000	
Miscellaneous Systems		\$54.895	
Conduit and Wire		\$139,533	
Direct Cost Summary		\$2,365,483	
Design Contingency	%0		
Subtotal			\$0.00
Overhead and Profit	15%		
Subtotal			\$354 R22 49
Bond/Insurance	%0	Included in General Work	
Subtotal			\$0.00
Escarator non estimate date mid-form	%0		
Construction Contingency	10%		90.04
Subtotal			£236 548 32
A/E Fees			
Subtotal			\$217,000.00
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KENDALL COUNTY ECONOMIC DEVELOPMENT

Memorandum

To: Jeff Wilkins, County Administrator

From: Andrez Beltran, Economic Development and Special Projects Coordinator

Subject: Consolidated Vehicle Procurement Application 2016

Date: 4/14/16

Summary

State of Illinois' Consolidated Vehicle Procurement (CVP) Program grant provides paratransit vehicles for the Kendall Area Transit (KAT) program for use by its operator, the Voluntary Action Center (VAC). Over the last six years the service has grown significantly. In 2016, (KAT) is seeking a grant for two (2) ADA accessible mini-vans through. The capital value of this grant request is \$82,000; no local match is needed for the grant. The purpose of requesting two ADA-accessible mini-vans is to support growing demand for medical service to the Naperville and Joliet areas.

Background

Through the Consolidated Vehicle Procurement Program (CVP), the Illinois Department of Transportation - Division of Public & Intermodal Transportation (IDOT-DPIT) makes grants to municipalities, mass transit districts, counties, and private non-profit organizations for ramp and lift equipped paratransit vehicles. Funding for these grants comes from varied sources, including the Federal Transit Administrations (FTA) as well as state resources. Previously, agencies eligible for different grants were required to submit numerous applications. The CVP application was developed to make it easier for agencies to apply for funds and for the IDOT-DPIT to review project applications.

Vehicles Applied

KAT is seeking a grant for two (2) ADA accessible mini-vans. The capital value of this grant request is \$82,000. The purpose of requesting two ADA-accessible mini-vans is to support growing demand for medical service to the Naperville and Joliet areas.

Currently, KAT has one vehicle tasked to these assignments. This one vehicle limits the ability to handle medical trip requests for those passenger requests that do fall in our typical demand-response area. Adding additional rolling stock to the fleet will help to support that need.

Additionally, the typical lead time for CVP grant requests is two years. The current fleet mini-van will have upward of 150,000 miles by the time any granted vehicles are awarded. The addition of two new vehicles will allow not only expand service, but slow down the usage of the current mini-van by putting it into operational reserve.

A current vehicle inventory is attached.

Conclusion

As always, Kendall County is still dedicated to providing the best possible service for its constituents. To that end, we will continue to work with our operator VAC to ensure a high quality product.

COMBINED SECTION 6311 / DOWNSTATE DOAP	VEHICLE INVENTORY SUMMARY

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COUNTY OF KENDALL

Resolution 16-

Resolution authorizing application for a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, the provision and improvement of public transportation facilities is essential to the development of a safe, efficient, functional public transportation system; and

WHEREAS, the Illinois Department of Transportation has the authority to make such Grants and makes funds available to offset certain capital costs of a private non-profit, general public transportation system or an IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, Grants for said funds will impose certain obligations upon the recipient.

WHEREAS, a public hearing was held on May 3, 2016 to obtain public comment regarding application to the Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Kendall County, with State and Federal Funds.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

- Section 1. That an application be made to the Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of offsetting certain public transportation capital costs of KENDALL COUNTY for acquisition of two (2) 6-passenger minimals for Kendall Area Transit (KAT), estimated cost and full grand funding of the requested vehicles is \$82,000.00.
- Section 2. That the County Administrator of KENDALL COUNTY is hereby authorized and directed to execute and file on behalf of KENDALL COUNTY such application.
- Section 3. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation in connection with the aforesaid application for said Grant.

PRESENT and ADOPTED by the County Board, this 3rd day of May, 2016.

APPROVED:		
	John A. Shaw, County Board Chairman	
ATTEST:		
	Debbie Gillette, County Clerk	