



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Kendall County Office Building, 111 W. Fox Street
County Board Room 209, Yorkville, IL 60560
Thursday, June 13, 2024, at 4:00 p.m.
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. Approval of Agenda
4. [Motion \(Forward to County Board\)](#): Approval of Claims
5. Committee Reports and Updates
 - A. COB II Construction Update [\(p.2\)](#)
6. New Committee Business
 - A. [Motion \(Forward to County Board\)](#): Contingency Reduction #9; Total \$32,748; Revised Contract Amounts as follow: Plainfield Grading: \$637,560 (\$11,517 increase) Premium Concrete: \$768,509 (\$844 decrease) Abbey Paving: \$355,595 (\$51,535 decrease) CSN Electrical: \$1,005,433 (\$255 increase) Twin Oaks Landscaping: \$90,559 (\$5,859 increase) Otis Elevator: \$94,693 (\$2,000 increase) [\(p.119\)](#)
 - B. Discussion of Temporary Courthouse Buildout [\(p.122\)](#)
 - C. [Motion \(Forward to County Board\)](#):MOU with Kane County for the Management of EPA Climate Pollution Reduction Grant Award [\(p.137\)](#)
 - D. [Motion \(Forward to County Board\)](#):New Planning, Building & Zoning Department Intern Job Description [\(p. 159\)](#)
 - E. [Motion \(Forward to County Board\)](#):Amendment to Fee Agreement with the Horton Group, Inc. in an amount not to exceed \$3,693 per month [\(p. 163\)](#)
7. Old Committee Business
8. Department Head and Elected Official Reports
9. Public Comment
10. Questions from the Media
11. Chairman's Report

Appointments

Kurt Muth - Yorkville-Bristol Sanitary District - 3-year term - May 2027

Diane Para - Housing Authority- 5-year term - June 2029

Todd Reppy – Lisbon-Seward Fire District – 3-year term - June 2027

Pam Gegenheimer -Tax Board of Review –2-year term - June 2026

12. Action Items for County Board
13. Executive Session
14. Adjournment

If special accommodation 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.

MONTHLY PROGRESS REPORT

KENDALL COUNTY

NEW OFFICE BUILDING

MAY, 2024





May Monthly Report

Construction Management Services

June 2024

Contents

Section 1: Project Update

Section 2: Project Cost Report

Section 3: Schedule

Section 4: Construction Field Reports and Photos

Section 5: Architectural & Engineering Field Reports

SECTION 1



Kendall County

New Office Building

Monthly Project Summary 5/31/24

Work Completed in May 2024

To date we have completed the following activities:

- Flooring – Terrazzo, Vinyl Tile, Carpet
- Painting
- Doors/Finish Carpentry
- Concrete Planters

We are currently progressing on the following activities:

- Elevator Install
- MEP Trim Work
- Roof Overhead Returns/Soffit/Fascia/Gutters
- Flooring – Epoxy
- Casework
- Paint Touch Ups & Final Finishes
- Generator Install & Testing
- FFE Install

The following phases of construction scheduled for the near future:

- Site Excavation
- Concrete – Flatwork/Asphalt Patching
- Landscaping
- Technology Implementation
- Punchlist
- Inspections/Testing/Training

SECTION 2



Kendall County – New Office Building


Cost Report & Contingency Reductions

PCO #	Date Approved By Owner	Contractor	Description	Potential Contingency Reduction Amount	Contingency Reduction Amount Approved	Comments
CONTINGENCY REDUCTIONS APPROVED IN OCTOBER 2023:					\$45,035	
CONTINGENCY REDUCTIONS APPROVED IN NOVEMBER 2023:					\$75,448	
CONTINGENCY REDUCTIONS APPROVED IN DECEMBER 2023:					\$6,580	
CONTINGENCY REDUCTIONS APPROVED IN JANUARY 2024:					\$145,632	
CONTINGENCY REDUCTIONS APPROVED IN FEBRUARY 2024:					\$22,713	
CONTINGENCY REDUCTIONS APPROVED IN MARCH 2024:					\$38,046	
CONTINGENCY REDUCTIONS APPROVED IN APRIL 2024:					\$18,295	
CONTINGENCY REDUCTIONS APPROVED IN MAY 2024:					\$17,348	
		Plainfield Grading	Excavation for dampproofing at old fire station, move roof drains, repair clay storm sewer, dig out wet areas along west side Main St & put in CA6, and add'l excavation & backfill for ramp in lieu of stairs.	\$11,517	\$11,517	This work is approved. Contractor was late in sending in paperwork.
		Otis Elevator	Remobilization due to permanent power not being installed.	\$2,000	\$2,000	
		Abbey Paving	Credit to remove wear course and pavers prep	(\$51,535)	(\$51,535)	
		Twin Oaks Landscaping	PR-19 Add'l landscaping & credit for paver install	\$5,859	\$5,859	\$3,000 was shown on Twin Oaks' pay application for labor to install pavers.
		Premium Concrete	Added framing per PR 021 Planter Revisions & concrete work credit	(\$844)	(\$844)	
CONTINGENCY REDUCTIONS TO BE APPROVED IN JUNE 2024:					(\$33,003)	

SECTION 3



	Project #	221071	Construction Schedule						
	Project Title:	Kendall Co Phase 1 County Building Project	Start Date	Projected Finish	Total Work Days	Work Days Elapsed	Sched % Complete	Baseline Deviation	% Deviation
	Location:	107 W. Fox St. Yorkville, IL.	6/28/2023	5/31/2024	338				

	Upcoming Milestones				Upcoming Long-Lead Time Material					Report #			46
	Ceilings	Paiting Touchups	Flooring	Punchlist	Flagpoles	Spanlite Glass	Mech. Equipment	Inspection Testing	FFE	From:	6/2/2024	to	6/29/2024
	5/10/2024	5/28/2024	5/31/2024	6/3/2024	8/30/2024	6/10/2024	Gen-5/24/24	6/3/2024	5/22/2024	Prepared:	6/5/2024	by	KG

Item	Construction Activity Description	Resp	Arch Owner Action Reqd.	Week				45			Week				46			Week				47			Week				48		
				Week Ending:				06/08			Week Ending:				06/15			Week Ending:				06/22			Week Ending:				06/29		
				Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa
				06/02	06/03	06/04	06/05	06/06	06/07	06/08	06/09	06/10	06/11	06/12	06/13	06/14	06/15	06/16	06/17	06/18	06/19	06/20	06/21	06/22	06/23	06/24	06/25	06/26	06/27	06/28	06/29
1	Soffit & Fascia, Gutter & Downspouts	Filotto Roofing			X	X	X	X	X																						
2	Casework	Lite Construction			X	X	X	X	X																						
3	MEP Trimwork	Jensens/CSN/Omega			X	X	X	X	X																						
4	FF&E Instal	Cordogan Clark			X	X	X	X	X																						
5	Doors/Finish Carpentry	Lite Construction			X	X	X	X	X			X	X																		
6	Paint Touch Ups & Final Finishes	Nedrow Painting						X	X			X	X	X	X	X															
7	Generator Instal & Testing	CSN Electric										X	X	X	X	X															
8	Excavation - Site work & Final Grade	Plainfield Ex								X		X	X	X	X	X															
9	Concrete - Flatwork/Asphalt Patching	Abbey Paving										X	X	X	X	X															
10	Flooring	TSI Flooring										X	X	X	X	X															
11	Technology Implementation	IT										X	X	X	X	X															
12	Landscaping	Twin Oaks										X	X	X	X	X															
13	Punchlist	By Trade										X	X	X	X	X															
14	Insepctions/Testing/Training	By Trade										X	X	X	X	X															
15	Final Clean	Lite Construction													X	X	X														
16	Lobby Glass	CSN Electric										X																			
17	Ribbon Cutting Ceremony																		XX												

SECTION 4



Form detail

#175: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 1, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 2, 2024, 9:18 AM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.08 inches

Apple Weather View Sources

7:00 AM

Mostly Clear

Temperature: 62°F

Wind: → 7mph

Humidity: 85%

12:00 PM

Mostly Clear

Temperature: 71°F

Wind: → 12mph

Humidity: 42%

4:00 PM

Mostly Clear

Temperature: 76°F

Wind: ↘ 8mph

Humidity: 29%

Updated May 2, 2024 at 2:18 PM

Created by Ashley Skelton with Autodesk® Construction Cloud™ on May 2, 2024 at 11:45 AM CDT

11Page 1 of 4

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	3	24	-	crew worked on install of casework at clerk and recorder dept today as well as frieze boards on north side of site
-	BP #3 Exc / Site Util - Plainfield Grading	-	3	24	-	crew worked on site grading at north and south of site as well as excavation for planters at west side.
-	BP #8 Painting - Nedrow Painting	-	1	8	-	worked on painting in basement today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	2	16	-	crew worked on prep work in the lobby area for the terrazzo flooring area today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on trim work at first floor today as well as starting to set the exterior light poles today
Totals:			12	96	0	

References

Photos (7)



IMG_1792

Taken on May 1, 2024, 7:58 AM CDT

Added on May 1, 2024, 1:17 PM CDT

Added by Ken Gleason



IMG_1793

Taken on May 1, 2024, 11:43 AM CDT

Added on May 1, 2024, 1:17 PM CDT

Added by Ken Gleason



IMG_1794

Taken on May 1, 2024, 11:44 AM CDT

Added on May 1, 2024, 1:17 PM CDT

Added by Ken Gleason



IMG_1796

Taken on May 1, 2024, 12:36 PM CDT

Added on May 1, 2024, 1:17 PM CDT

Added by Ken Gleason



IMG_1795

Taken on May 1, 2024, 11:44 AM CDT**Added on** May 1, 2024, 1:17 PM CDT**Added by** Ken Gleason

IMG_1798

Taken on May 1, 2024, 1:01 PM CDT**Added on** May 1, 2024, 1:17 PM CDT**Added by** Ken Gleason

IMG_1797

Taken on May 1, 2024, 1:01 PM CDT**Added on** May 1, 2024, 1:17 PM CDT**Added by** Ken Gleason

Form detail

#176: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 2, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 2, 2024, 3:58 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.43 inches

Apple Weather

[View Sources](#)

7:00 AM

Mostly Cloudy

Temperature: 56°F

Wind: ← 7mph

Humidity: 64%

12:00 PM

Mostly Cloudy

Temperature: 75°F

Wind: ↻ 10mph

Humidity: 55%

4:00 PM

Cloudy

Temperature: 76°F

Wind: ↑ 7mph

Humidity: 66%

Updated May 6, 2024 at 9:50 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 6, 2024 at 4:50 PM CDT

15Page 1 of 6

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	3	24	-	ceiling grid in stairway and IT room worked on today, along with casework ballistic glass for desks at clerks space.
-	BP #3 Exc / Site Util - Plainfield Grading	-	2	16	-	crew worked on grading around site and excavation for planters at west side of site
-	BP #8 Painting - Nedrow Painting	-	3	24	-	crew worked on paint in basement today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on lobby area with primer as well as bathrooms on first floor to prep for tile work
-	BP #13 Electrical - CSN Electric	-	3	30	-	crew worked on exterior lighting as well as trim work on first floor today
Totals:			15	126	0	

References

Photos (15)



IMG_1799

Taken on May 2, 2024, 10:59 AM CDT

Added on May 2, 2024, 3:58 PM CDT

Added by Ken Gleason



IMG_1801

Taken on May 2, 2024, 11:39 AM CDT

Added on May 2, 2024, 3:58 PM CDT

Added by Ken Gleason



IMG_1800

Taken on May 2, 2024, 10:59 AM CDT

Added on May 2, 2024, 3:58 PM CDT

Added by Ken Gleason



IMG_1802

Taken on May 2, 2024, 11:39 AM CDT

Added on May 2, 2024, 3:58 PM CDT

Added by Ken Gleason



IMG_1803

Taken on May 2, 2024, 2:12 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1806

Taken on May 2, 2024, 2:13 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1807

Taken on May 2, 2024, 2:13 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1808

Taken on May 2, 2024, 2:14 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason



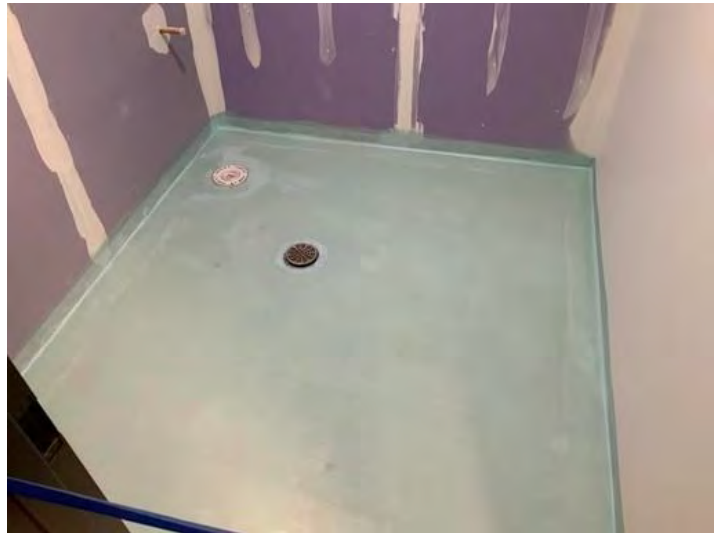
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Taken on May 2, 2024, 2:15 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1809

Taken on May 2, 2024, 2:14 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1804

Taken on May 2, 2024, 2:12 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1811

Taken on May 2, 2024, 2:15 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason



IMG_1805

Taken on May 2, 2024, 2:12 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1812

Taken on May 2, 2024, 2:16 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

IMG_1813

Taken on May 2, 2024, 2:31 PM CDT**Added on** May 2, 2024, 3:58 PM CDT**Added by** Ken Gleason

Form detail

#177: Weekly Report



Forms

Location	Kendall County New Office Building
Form date	May 3, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 3, 2024, 5:00 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	3	24	-	crew worked on casework at clerk and recorder departments, ceiling tile install, solid surface window sill install, door install at basement.
-	BP #8 Painting - Nedrow Painting	-	1	8	-	worked on painting of basement door jambs and doors today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crews worked on lobby area flooring of the terrazzo and the toilets 1 and 2 for tile on the first floor today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on light fixture install and MEP trim work at first floor along with wire mold install in basement.
Totals:			11	88	0	

References

Photos (11)



IMG_1818

Taken on May 3, 2024, 11:45 AM CDT

Added on May 3, 2024, 5:00 PM CDT

Added by Ken Gleason



IMG_1822

Taken on May 3, 2024, 12:07 PM CDT

Added on May 3, 2024, 5:00 PM CDT

Added by Ken Gleason



IMG_1815

Taken on May 3, 2024, 11:14 AM CDT

Added on May 3, 2024, 5:00 PM CDT

Added by Ken Gleason



IMG_1823

Taken on May 3, 2024, 12:07 PM CDT

Added on May 3, 2024, 5:00 PM CDT

Added by Ken Gleason



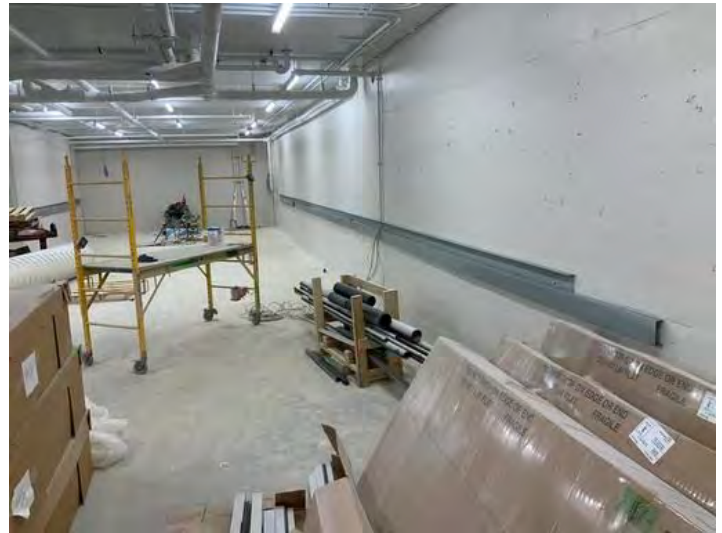
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Taken on May 3, 2024, 11:17 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

IMG_1820

Taken on May 3, 2024, 11:45 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

IMG_1821

Taken on May 3, 2024, 11:46 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

IMG_1824

Taken on May 3, 2024, 12:07 PM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason



IMG_1817

Taken on May 3, 2024, 11:17 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

IMG_1814

Taken on May 3, 2024, 11:14 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

IMG_1819

Taken on May 3, 2024, 11:45 AM CDT**Added on** May 3, 2024, 5:00 PM CDT**Added by** Ken Gleason

Form detail

#178: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 6, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 6, 2024, 2:52 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0 inches

Apple Weather View Sources

7:00 AM

Cloudy

Temperature: 50°F

Wind: ← 3mph

Humidity: 80%

12:00 PM

Mostly Clear

Temperature: 69°F

Wind: ← 6mph

Humidity: 58%

4:00 PM

Mostly Clear

Temperature: 76°F

Wind: ← 9mph

Humidity: 51%

Updated May 6, 2024 at 9:50 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 6, 2024 at 4:51 PM CDT

26Page 1 of 5

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	3	24	-	crew worked on knee walls in voter operation room, exterior Kendall county signage, clerk and recorder sub counters today
-	BP #8 Painting - Nedrow Painting	-	1	8	-	worked on painting handrails in stairway, doors in basement today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring at lobby and tile flooring in bathrooms on first floor today
-	BP #10 Fire Protection - CL Doucette Inc	-	1	8	-	worked on final adjustments and install of sprinkler heads along with line fill today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on generator install today along with wiring in basement for electrical outlets
Totals:			12	96	0	

References

Photos (12)



IMG_1829

Taken on May 6, 2024, 10:08 AM CDT

Added on May 6, 2024, 2:52 PM CDT

Added by Ken Gleason



IMG_1825

Taken on May 6, 2024, 10:05 AM CDT

Added on May 6, 2024, 2:52 PM CDT

Added by Ken Gleason



IMG_1834

Taken on May 6, 2024, 2:41 PM CDT

Added on May 6, 2024, 2:52 PM CDT

Added by Ken Gleason



IMG_1828

Taken on May 6, 2024, 10:07 AM CDT

Added on May 6, 2024, 2:52 PM CDT

Added by Ken Gleason



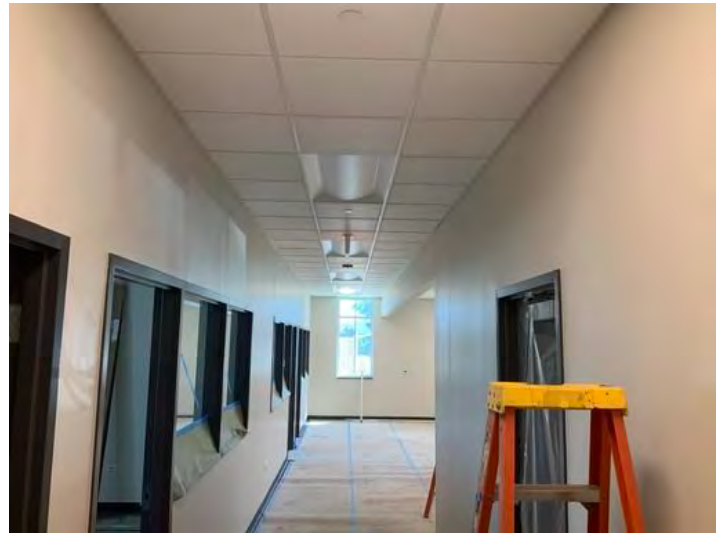
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Taken on May 6, 2024, 2:40 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1827

Taken on May 6, 2024, 10:07 AM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1826

Taken on May 6, 2024, 10:05 AM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1836

Taken on May 6, 2024, 2:42 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason



IMG_1833

Taken on May 6, 2024, 2:40 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1835

Taken on May 6, 2024, 2:42 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1837

Taken on May 6, 2024, 2:42 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

IMG_1838

Taken on May 6, 2024, 2:42 PM CDT**Added on** May 6, 2024, 2:52 PM CDT**Added by** Ken Gleason

#179: Daily Report



Location Kendall County New Office Building

Form date May 7, 2024

Description

Due date

Submitted by Ken Gleason

Status	Closed
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Last update May 7, 2024, 7:27 PM CDT

Last updated by **Ken Gleason**

Included references Assets | Files | Forms | Issues | Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.


Weather

🌧 Rain: 0.51 inches

Apple Weather [View Sources](#)

7:00 AM **Thunderstorms**
Temperature: 60°F
Wind: ↻ 10mph
Humidity: 83%

12:00 PM **Partly Cloudy**

 Temperature: 72°F

Wind: ↑ 9mph

Humidity: 79%

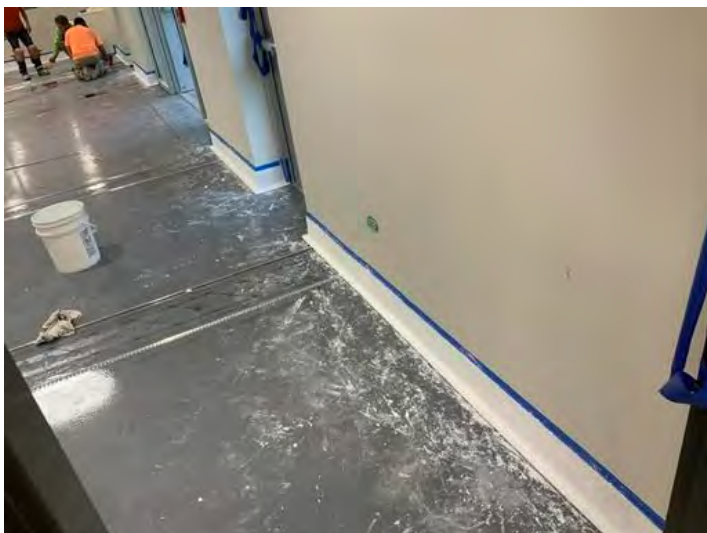
4:00 PM **Mostly Clear**
Temperature: 74°F
Wind: ↗ 12mph
Humidity: 71%

Updated May 8, 2024 at 12:19 AM

1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	2	16	-	crew worked on solid surface tops in office at north interior and finishing solid surface tops throughout. prepping casework in clerk and recorder areas
-	BP #9 Flooring - TSI Commercial Floor Covering	-	8	64	-	crew worked on setting tracks for the terrazzo flooring in the lobby as well as worked on the tile install in the bathrooms on the first floor
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on generator as well as the install of the electrical trimming in the basement today
Totals:			13	104	0	

References

Photos (5)



IMG_1839

Taken on May 7, 2024, 9:01 AM CDT

Added on May 7, 2024, 7:25 PM CDT

Added by Ken Gleason



IMG_1843

Taken on May 7, 2024, 2:08 PM CDT

Added on May 7, 2024, 7:25 PM CDT

Added by Ken Gleason



IMG_1840

Taken on May 7, 2024, 9:03 AM CDT

Added on May 7, 2024, 7:25 PM CDT

Added by Ken Gleason



IMG_1842

Taken on May 7, 2024, 2:08 PM CDT

Added on May 7, 2024, 7:25 PM CDT

Added by Ken Gleason



IMG_1841

Taken on May 7, 2024, 2:08 PM CDT

Added on May 7, 2024, 7:25 PM CDT

Added by Ken Gleason

#180: Daily Report



Location Kendall County New Office Building

Form date May 8, 2024

Description

Due date

Submitted by **Ken Gleason**

Status	Closed
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Last update May 8, 2024, 7:09 PM CDT

Last updated by **Ken Gleason**

Included references Assets | Files | Forms | Issues | Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.


Weather

🌧️ Rain: 0.04 inches

Apple Weather [View Sources](#)

7:00 AM **Mostly Clear**
Temperature: 54°F
Wind: ↖ 2mph
Humidity: 83%

12:00 PM Clear

 Temperature: 76°F

Wind: ↖ 4mph

Humidity: 45%

4:00 PM **Partly Cloudy**
Temperature: 80°F
Wind: ↻ 6mph
Humidity: 37%

Updated May 9, 2024 at 12:05 AM

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	2	16	-	crew worked on hanging trim pieces/tack and white boards along with ceiling tiles today
-	BP #6 Masonry - Jimmy'z Masonry	-	3	24	-	crew worked on filling expansion joints at exterior brick/stone
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on flat roof sections today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on terrazzo flooring at lobby as well as bathroom tile work on first floor today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on electrical power in basement today
Totals:			16	128	0	

References

Photos (5)



IMG_1848

Taken on May 8, 2024, 12:54 PM CDT

Added on May 8, 2024, 7:09 PM CDT

Added by Ken Gleason



IMG_1845

Taken on May 8, 2024, 12:52 PM CDT

Added on May 8, 2024, 7:09 PM CDT

Added by Ken Gleason

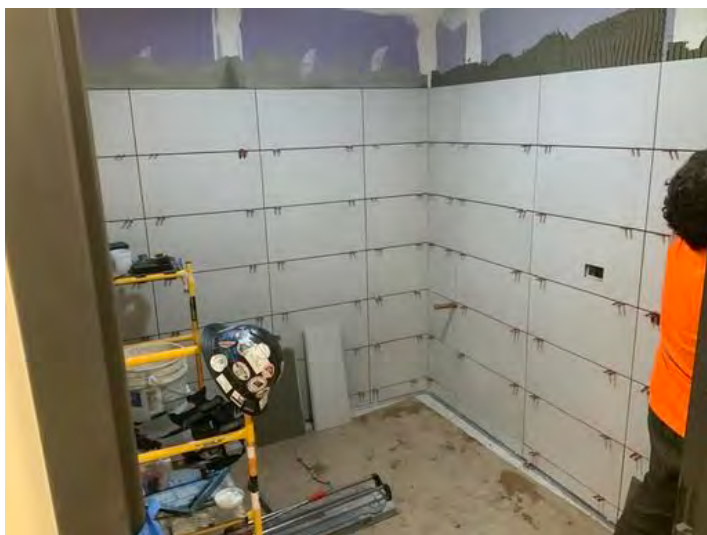


IMG_1844

Taken on May 8, 2024, 12:52 PM CDT

Added on May 8, 2024, 7:09 PM CDT

Added by Ken Gleason



IMG_1846

Taken on May 8, 2024, 12:52 PM CDT

Added on May 8, 2024, 7:09 PM CDT

Added by Ken Gleason



IMG_1847

Taken on May 8, 2024, 12:53 PM CDT

Added on May 8, 2024, 7:09 PM CDT

Added by Ken Gleason

Form detail

#181: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 9, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 9, 2024, 3:11 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.55 inches

Apple Weather

View Sources

7:00 AM

Cloudy

Temperature: 55°F

Wind: ↙ 8mph

Humidity: 90%

12:00 PM

Cloudy

Temperature: 61°F

Wind: ↙ 13mph

Humidity: 76%

4:00 PM

Drizzle

Temperature: 57°F

Wind: ↓ 14mph

Humidity: 79%

Updated May 9, 2024 at 8:01 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 9, 2024 at 3:19 PM CDT

39Page 1 of 6

1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on filling voids in basement between tops of CMU walls and precast flooring today
-	BP #6 Masonry - Jimmy'z Masonry	-	1	8	-	worked on filling joint lines where CMU walls meet concrete foundation in basement today. rained out of exterior stone work today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on terrazzo flooring in lobby area as well as tile work in bathrooms on first floor
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on electrical outlets and switches in basement today
Totals:			10	80	0	

References

Photos (16)



IMG_1856

Taken on May 9, 2024, 2:38 PM CDT

Added on May 9, 2024, 3:10 PM CDT

Added by Ken Gleason



IMG_1854

Taken on May 9, 2024, 2:37 PM CDT

Added on May 9, 2024, 3:10 PM CDT

Added by Ken Gleason



IMG_1857

Taken on May 9, 2024, 2:38 PM CDT

Added on May 9, 2024, 3:10 PM CDT

Added by Ken Gleason



IMG_1859

Taken on May 9, 2024, 2:39 PM CDT

Added on May 9, 2024, 3:10 PM CDT

Added by Ken Gleason



IMG_1855

Taken on May 9, 2024, 2:37 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1858

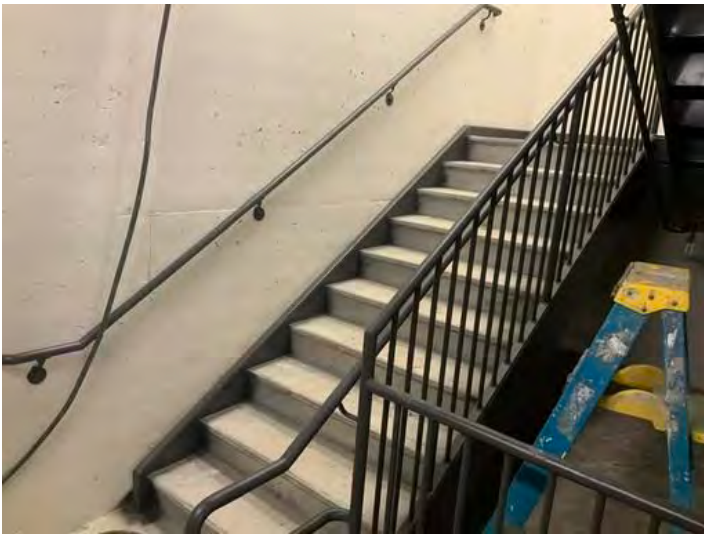
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IMG_1860

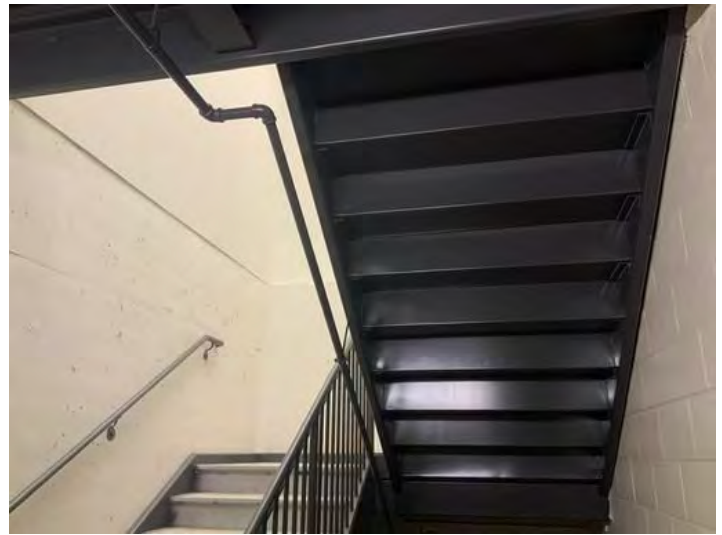
Taken on May 9, 2024, 2:40 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1862

Taken on May 9, 2024, 2:41 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason



IMG_1864

Taken on May 9, 2024, 2:51 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1865

Taken on May 9, 2024, 2:51 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1861

Taken on May 9, 2024, 2:40 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1863

Taken on May 9, 2024, 2:41 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason



IMG_1867

Taken on May 9, 2024, 2:52 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1868

Taken on May 9, 2024, 2:52 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1866

Taken on May 9, 2024, 2:51 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

IMG_1869

Taken on May 9, 2024, 2:53 PM CDT**Added on** May 9, 2024, 3:11 PM CDT**Added by** Ken Gleason

Form detail

#182: Weekly Report



Forms

Location	Kendall County New Office Building
Form date	May 10, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 10, 2024, 1:32 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on trim/crown moldings in vestibule area today
-	BP #6 Masonry - Jimmy'z Masonry	-	3	24	-	crew worked on expansion joint filling today at exterior as well as CMU corner joints at foundation walls.
-	BP #7 Roofing - Filotto Roofing	-	2	4	-	crew worked on flat roof at front entry above vestibule today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on setting tracks for the terrazzo flooring in lobby as well as tile flooring and walls in bathrooms on first floor
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on electrical wiring and trim in basement today
Totals:			14	100	0	

References

Photos (8)



First Floor Bath Wall Tile

Taken on May 10, 2024, 1:04 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason

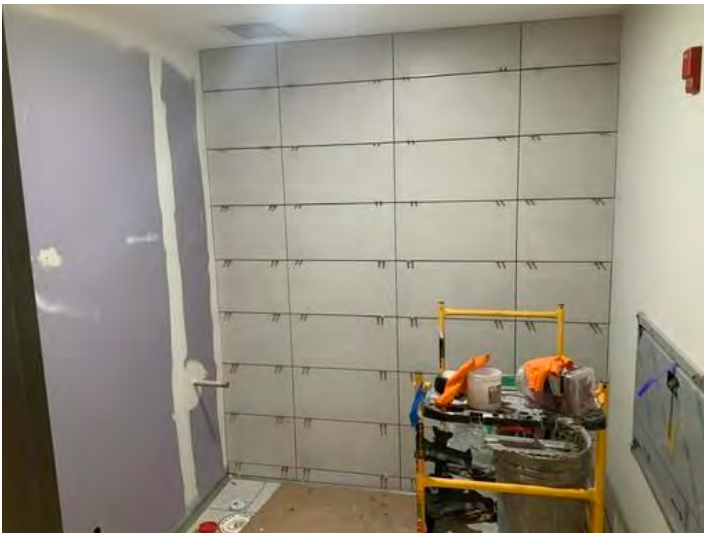


Expansion Joint Filling

Taken on May 10, 2024, 12:58 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason

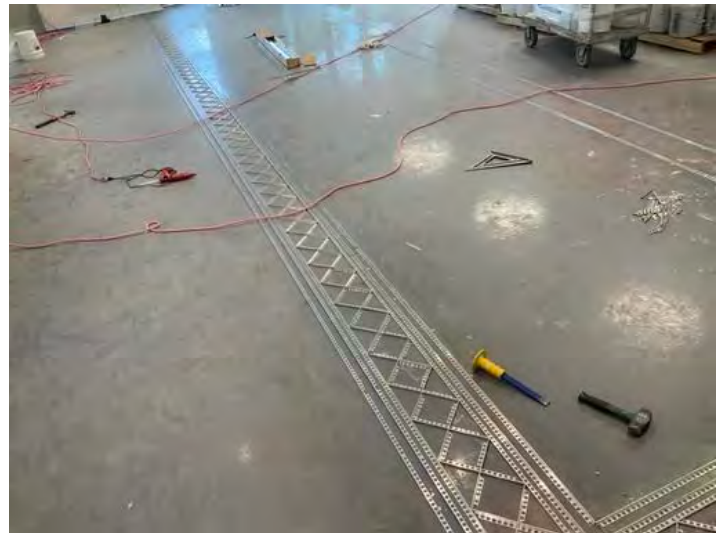


First Floor Bath Wall Tile

Taken on May 10, 2024, 1:05 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason



Lobby Terrazzo Tracks

Taken on May 10, 2024, 1:03 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason



Basement Bathroom Grab Bars

Taken on May 9, 2024, 2:53 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason



Lobby Terrazzo Tracks

Taken on May 10, 2024, 1:03 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason



Front Entry Flat Roof

Taken on May 10, 2024, 12:58 PM CDT

Added on May 10, 2024, 1:17 PM CDT

Added by Ken Gleason



Lobby Terrazzo Tracks

Taken on May 10, 2024, 1:03 PM CDT

Added on May 10, 2024, 1:18 PM CDT

Added by Ken Gleason

Form detail

#183: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 13, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 13, 2024, 3:41 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.


Weather

Rain: 0.35 inches

Apple Weather View Sources

7:00 AM

Partly Cloudy




Temperature: 60°F

Wind: ↗ 3mph

Humidity: 73%

12:00 PM

Mostly Cloudy




Temperature: 79°F

Wind: ↗ 5mph

Humidity: 52%

4:00 PM

Cloudy



Temperature: 73°F

Wind: ↗ 10mph

Humidity: 61%

Updated May 13, 2024 at 9:35 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 13, 2024 at 4:35 PM CDT

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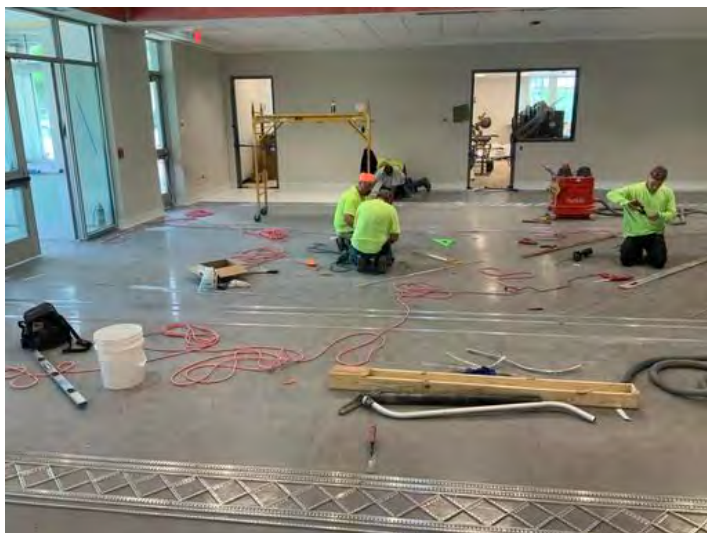
1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on filling gaps in basement with rock wool and site clean up today
-	BP #6 Masonry - Jimmy'z Masonry	-	2	16	-	crew worked on filling the expansion joints around exterior of building today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on flat roof sections with soffit and fascia today.
-	BP #11 Plumbing - Omega Plumbing	-	2	16	-	crew worked on setting toilets in first floor bathrooms that tile has been completed. also worked on slop sink install at janitors closet on first floor
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on electrical trim work on first floor today
Totals:			9	72	0	

References

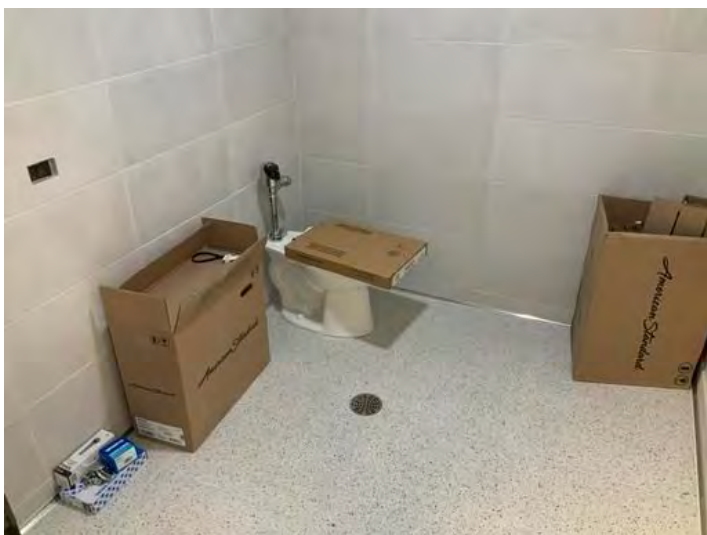
Photos (9)



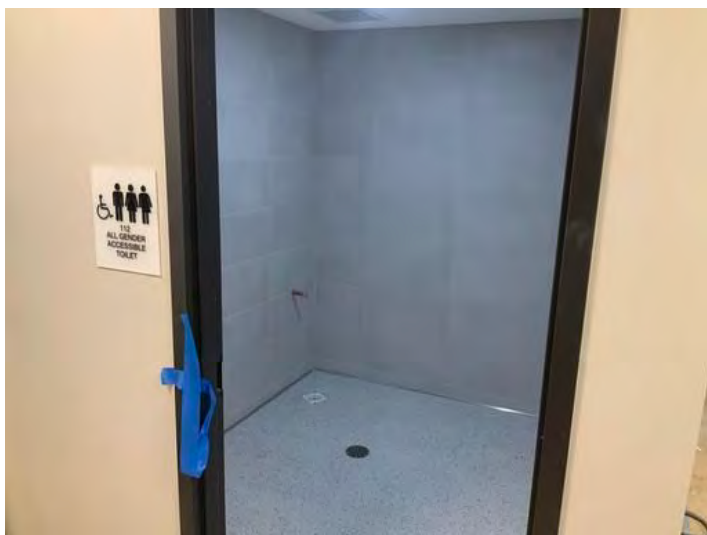
IMG_1882

Taken on May 13, 2024, 10:16 AM CDT**Added on** May 13, 2024, 3:40 PM CDT**Added by** Ken Gleason

IMG_1887

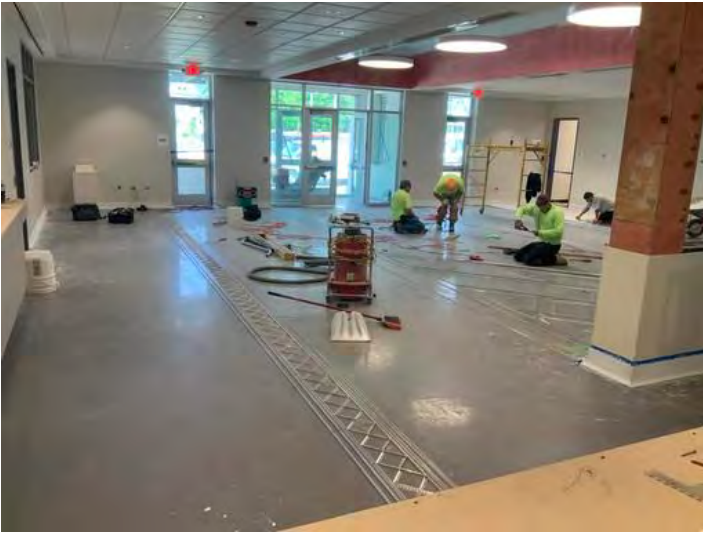
Taken on May 13, 2024, 10:18 AM CDT**Added on** May 13, 2024, 3:40 PM CDT**Added by** Ken Gleason

IMG_1884

Taken on May 13, 2024, 10:17 AM CDT**Added on** May 13, 2024, 3:40 PM CDT**Added by** Ken Gleason

IMG_1879

Taken on May 10, 2024, 1:04 PM CDT**Added on** May 13, 2024, 3:40 PM CDT**Added by** Ken Gleason



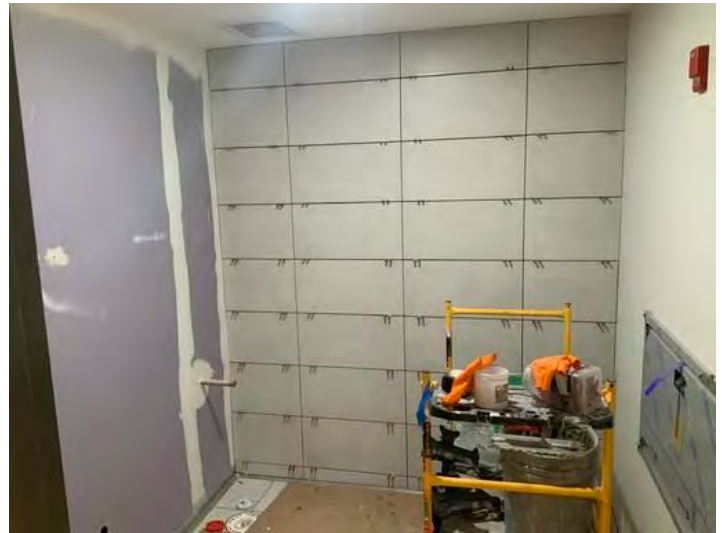
IMG_1886

Taken on May 13, 2024, 10:17 AM CDT**Added on** May 13, 2024, 3:41 PM CDT**Added by** Ken Gleason

IMG_1880

Taken on May 10, 2024, 1:05 PM CDT**Added on** May 13, 2024, 3:41 PM CDT**Added by** Ken Gleason

IMG_1885

Taken on May 13, 2024, 10:17 AM CDT**Added on** May 13, 2024, 3:41 PM CDT**Added by** Ken Gleason

IMG_1881

Taken on May 10, 2024, 1:05 PM CDT**Added on** May 13, 2024, 3:41 PM CDT**Added by** Ken Gleason



IMG_1883

Taken on May 13, 2024, 10:16 AM CDT

Added on May 13, 2024, 3:41 PM CDT

Added by Ken Gleason

Form detail

#184: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 14, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 14, 2024, 5:05 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.12 inches

Weather View Sources

7:00 AM

Thunderstorms

Temperature: 56°F

Wind: ← 6mph

Humidity: 95%

12:00 PM

Cloudy

Temperature: 64°F

Wind: ↙ 8mph

Humidity: 80%

4:00 PM

Mostly Cloudy

Temperature: 67°F

Wind: ↙ 10mph

Humidity: 71%

Updated May 15, 2024 at 1:19 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 15, 2024 at 8:19 AM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on counter in lactation room, started crown molding in vestibule today
-	BP #6 Masonry - Jimmy's Masonry	-	2	16	-	crew worked on filling expansion joints at exterior today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffits at north side of building today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on tile install at bathrooms on first floor today as well as continued with terrazzo flooring install at lobby area
-	BP #11 Plumbing - Omega Plumbing	-	2	16	-	crew worked on install of sinks and toilets in bathrooms on first floor today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on install of electrical trim at first floor knee walls in voter operations today as well as trim in basement.
-	BP #15 Elevator - Otis Elevator Company	-	2	16	-	crew worked on elevator install today.
Totals:			18	144	0	

References

Photos (12)



IMG_1892

Taken on May 14, 2024, 8:06 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1890

Taken on May 14, 2024, 8:06 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1891

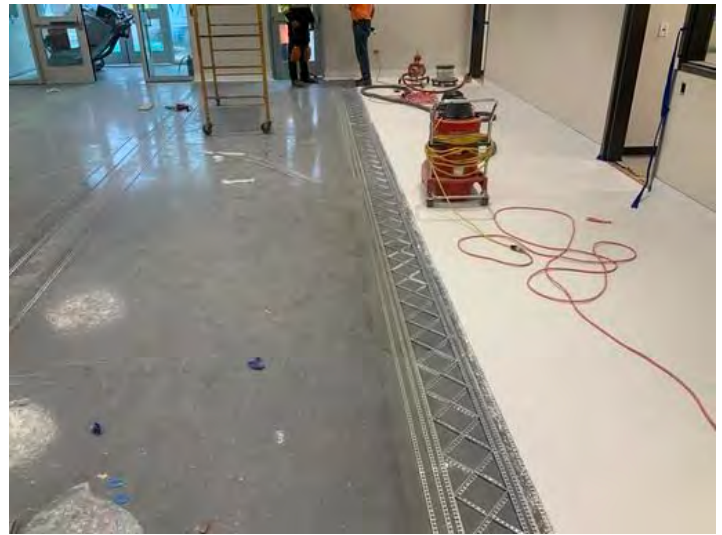
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IMG_1895

Taken on May 14, 2024, 8:09 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason



IMG_1889

Taken on May 14, 2024, 8:06 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1888

Taken on May 14, 2024, 8:06 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1897

Taken on May 14, 2024, 11:58 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1894

Taken on May 14, 2024, 8:07 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason



IMG_1893

Taken on May 14, 2024, 8:06 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1898

Taken on May 14, 2024, 12:33 PM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1896

Taken on May 14, 2024, 8:11 AM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

IMG_1899

Taken on May 14, 2024, 12:33 PM CDT**Added on** May 14, 2024, 5:05 PM CDT**Added by** Ken Gleason

Form detail

#185: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 15, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 15, 2024, 5:21 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0 inches

Apple Weather View Sources

7:00 AM

Mostly Clear

Temperature: 53°F

Wind: ↙ 7mph

Humidity: 79%

12:00 PM

Clear

Temperature: 69°F

Wind: ↙ 8mph

Humidity: 56%

4:00 PM

Mostly Clear

Temperature: 73°F

Wind: ↙ 6mph

Humidity: 43%

Updated May 16, 2024 at 7:39 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 16, 2024 at 2:40 PM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	2	16	-	crew worked on exterior dens glass install at front entry today
-	BP #3 Exc / Site Util - Plainfield Grading	-	2	16	-	crew worked on planters at west side of site as well as excavation and grading the other sides of site to prep for concrete sidewalks and drive pads
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit at north side of site today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	5	40	-	crew worked on terrazzo flooring at lobby area as well as tile in bathrooms on first floor
-	BP #11 Plumbing - Omega Plumbing	-	2	16	-	crew worked on install of trim plumbing at first floor and basement today
-	BP #13 Electrical - CSN Electric	-	1	8	-	crew worked on prep work for electrical light poles at parking lot today
Totals:			14	112	0	

References

Photos (8)



IMG_1905

Taken on May 15, 2024, 1:02 PM CDT

Added on May 15, 2024, 5:20 PM CDT

Added by Ken Gleason



IMG_1901

Taken on May 15, 2024, 12:59 PM CDT

Added on May 15, 2024, 5:20 PM CDT

Added by Ken Gleason



IMG_1903

Taken on May 15, 2024, 1:00 PM CDT

Added on May 15, 2024, 5:20 PM CDT

Added by Ken Gleason



IMG_1900

Taken on May 15, 2024, 12:59 PM CDT

Added on May 15, 2024, 5:20 PM CDT

Added by Ken Gleason



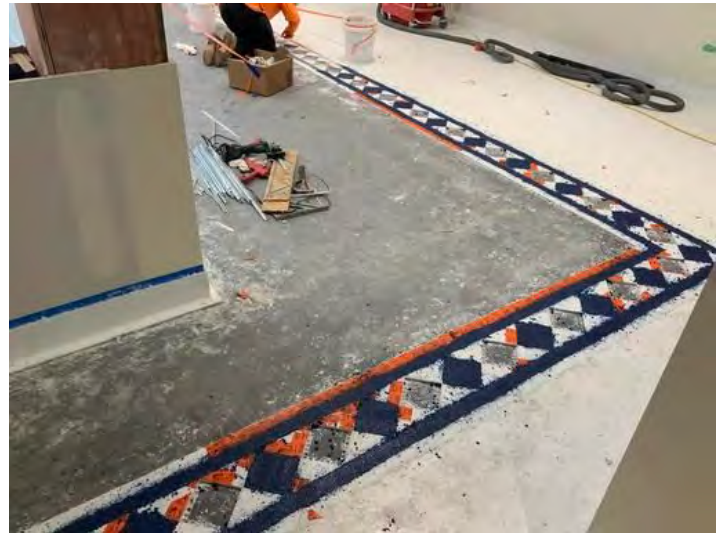
IMG_1902

Taken on May 15, 2024, 12:59 PM CDT**Added on** May 15, 2024, 5:20 PM CDT**Added by** Ken Gleason

IMG_1904

Taken on May 15, 2024, 1:00 PM CDT**Added on** May 15, 2024, 5:20 PM CDT**Added by** Ken Gleason

IMG_1907

Taken on May 15, 2024, 1:03 PM CDT**Added on** May 15, 2024, 5:20 PM CDT**Added by** Ken Gleason

IMG_1906

Taken on May 15, 2024, 1:02 PM CDT**Added on** May 15, 2024, 5:21 PM CDT**Added by** Ken Gleason

Form detail

#186: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 16, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 16, 2024, 3:34 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.20 inches

Weather View Sources

7:00 AM

Partly Cloudy

Temperature: 53°F

Wind: ↻ 2mph

Humidity: 80%

12:00 PM

Cloudy

Temperature: 73°F

Wind: ↑ 9mph

Humidity: 69%

4:00 PM

Cloudy

Temperature: 71°F

Wind: ↗ 12mph

Humidity: 71%

Updated May 16, 2024 at 9:26 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 16, 2024 at 4:26 PM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on grab bars and holders in bathrooms on first floor today
-	BP #3 Exc / Site Util - Plainfield Grading	-	2	16	-	crew worked on final grading throughout site today in preparation for concrete and flat work
-	BP #5 Asphalt, C&Gs, Site Concrete - Abbey Paving	-	6	48	-	crew worked on site prep for concrete flat work to start tomorrow as well as install of bollards around south east corner of building
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia install at southern side of site today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on terrazzo floor install as well as tile work in bathrooms on first floor today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on underground exterior piping for light pole install around site today
Totals:			20	160	0	

References

Photos (11)



IMG_1908

Taken on May 16, 2024, 11:34 AM CDT

Added on May 16, 2024, 3:34 PM CDT

Added by Ken Gleason



IMG_1911

Taken on May 16, 2024, 12:00 PM CDT

Added on May 16, 2024, 3:34 PM CDT

Added by Ken Gleason



IMG_1914

Taken on May 16, 2024, 12:03 PM CDT

Added on May 16, 2024, 3:34 PM CDT

Added by Ken Gleason



IMG_1910

Taken on May 16, 2024, 11:34 AM CDT

Added on May 16, 2024, 3:34 PM CDT

Added by Ken Gleason



IMG_1909

Taken on May 16, 2024, 11:34 AM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

IMG_1912

Taken on May 16, 2024, 12:01 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

IMG_1915

Taken on May 16, 2024, 12:03 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

IMG_1913

Taken on May 16, 2024, 12:02 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason



IMG_1918

Taken on May 16, 2024, 12:51 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

IMG_1917

Taken on May 16, 2024, 12:05 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

IMG_1916

Taken on May 16, 2024, 12:04 PM CDT**Added on** May 16, 2024, 3:34 PM CDT**Added by** Ken Gleason

Form detail

#187: Weekly Report



Forms

Location	Kendall County New Office Building
Form date	May 17, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 17, 2024, 4:18 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on bathroom grab bars and hand rails in first floor bathrooms today
-	BP #3 Excav/Site Util - Plainfield Grading	-	2	16	-	crew worked on final grading of site in preparation of landscapers by adding black dirt in islands in parking lots and for flat work to be started next week.
-	BP #4 Building Concrete - Premium Concrete Inc	-	7	56	-	crew worked on forms and pouring concrete for planters at west side of site today
-	BP #5 Asphalt, C&G's, Site Concrete - Abbey Paving	-	7	56	-	crew worked on flat work sidewalks and drive pad at north, south and east side of site today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia at south side of building today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	6	48	-	crew worked on terrazzo flooring in lobby area as well as tile and grout work in bathrooms on first floor today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on install of exterior parking lot light poles today
Totals:			28	224	0	

References

Photos (13)



IT Room

Taken on May 17, 2024, 3:57 PM CDT

Added on May 17, 2024, 4:08 PM CDT

Added by Ken Gleason



Lobby Terrazzo Flooring

Taken on May 17, 2024, 3:56 PM CDT

Added on May 17, 2024, 4:08 PM CDT

Added by Ken Gleason



Drive Ramp NE Corner

Taken on May 17, 2024, 3:59 PM CDT

Added on May 17, 2024, 4:08 PM CDT

Added by Ken Gleason



Drive Ramp NE Corner

Taken on May 17, 2024, 12:13 PM CDT

Added on May 17, 2024, 4:08 PM CDT

Added by Ken Gleason



Planter Boxes West Side

Taken on May 17, 2024, 12:07 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

Drive Pad East Side

Taken on May 17, 2024, 12:05 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

Drive Pad and Sidewalk Southeast Corner

Taken on May 17, 2024, 9:50 AM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

IT Room

Taken on May 17, 2024, 3:58 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason



First Floor Bathrooms

Taken on May 17, 2024, 12:14 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

Lobby Terrazzo Flooring

Taken on May 17, 2024, 12:15 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

Drive Pad NE Corner

Taken on May 17, 2024, 3:59 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason

Drive Pad and Sidewalk SE Corner

Taken on May 17, 2024, 12:05 PM CDT**Added on** May 17, 2024, 4:08 PM CDT**Added by** Ken Gleason



Lobby Terrazzo Flooring

Taken on May 17, 2024, 12:15 PM CDT

Added on May 17, 2024, 4:09 PM CDT

Added by Ken Gleason

Form detail

#188: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 20, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 20, 2024, 3:27 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.24 inches

Weather View Sources

7:00 AM

Partly Cloudy

Temperature: 65°F

Wind: ↺ 4mph

Humidity: 75%

12:00 PM

Cloudy

Temperature: 82°F

Wind: ↗ 14mph

Humidity: 61%

4:00 PM

Windy

Temperature: 81°F

Wind: ↗ 16mph

Humidity: 59%

Updated May 20, 2024 at 8:25 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 20, 2024 at 3:51 PM CDT

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1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on hanging grab bars and mirrors in bathrooms on first floor today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	5	40	-	crew worked on terrazzo flooring in lobby area today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on installing light poles at exterior parking lot and sidewalk areas today
-	BP #4 Building Concrete - Premium Concrete Inc	-	2	16	-	crew worked on rebar at west side planters today
Totals:			11	88	0	

References

Photos (8)



IMG_1939

Taken on May 20, 2024, 2:49 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1943

Taken on May 20, 2024, 2:54 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1940

Taken on May 20, 2024, 2:49 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1942

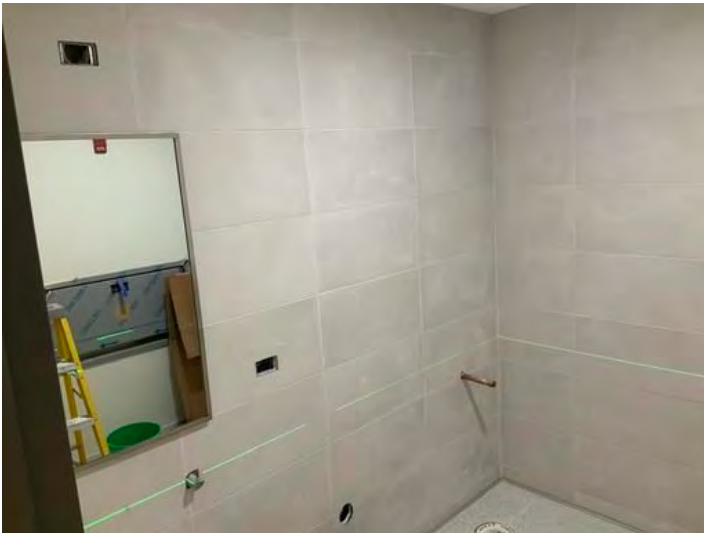
Taken on May 20, 2024, 2:54 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason



IMG_1941

Taken on May 20, 2024, 2:54 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1938

Taken on May 20, 2024, 2:49 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1944

Taken on May 20, 2024, 2:55 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

IMG_1937

Taken on May 20, 2024, 2:48 PM CDT**Added on** May 20, 2024, 3:27 PM CDT**Added by** Ken Gleason

Form detail

#189: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 22, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 22, 2024, 4:00 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.00 inches

Weather View Sources

7:00 AM

Partly Cloudy

Temperature: 60°F

Wind: → 12mph

Humidity: 76%

12:00 PM

Mostly Clear

Temperature: 70°F

Wind: → 13mph

Humidity: 56%

4:00 PM

Windy

Temperature: 75°F

Wind: → 17mph

Humidity: 38%

Updated May 22, 2024 at 8:49 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 22, 2024 at 4:25 PM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	3	24	-	crew worked on install of wall panels at voter operations as well as interior site clean up and prep for furniture today
-	BP #4 Building Concrete - Premium Concrete Inc	-	4	32	-	crew worked on rebar and forms for planters at west side of building today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia at east side of building today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring install at lobby area today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on forms for exterior lighting today
Totals:			16	128	0	

References

Photos (10)



IMG_1945

Taken on May 22, 2024, 3:14 PM CDT

Added on May 22, 2024, 4:00 PM CDT

Added by Ken Gleason



IMG_1947

Taken on May 22, 2024, 3:15 PM CDT

Added on May 22, 2024, 4:00 PM CDT

Added by Ken Gleason



IMG_1949

Taken on May 22, 2024, 3:16 PM CDT

Added on May 22, 2024, 4:00 PM CDT

Added by Ken Gleason



IMG_1946

Taken on May 22, 2024, 3:14 PM CDT

Added on May 22, 2024, 4:00 PM CDT

Added by Ken Gleason



IMG_1952

Taken on May 22, 2024, 3:17 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason

IMG_1951

Taken on May 22, 2024, 3:16 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason

IMG_1954

Taken on May 22, 2024, 3:26 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason

IMG_1948

Taken on May 22, 2024, 3:15 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason



IMG_1953

Taken on May 22, 2024, 3:17 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason

IMG_1950

Taken on May 22, 2024, 3:16 PM CDT**Added on** May 22, 2024, 4:00 PM CDT**Added by** Ken Gleason

Form detail

#190: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 23, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 23, 2024, 3:24 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0 inches

Apple Weather

View Sources

7:00 AM

Clear

Temperature: 57°F

Wind: ↗ 1mph

Humidity: 74%

12:00 PM

Clear

Temperature: 77°F

Wind: ↑ 4mph

Humidity: 38%

4:00 PM

Mostly Clear

Temperature: 82°F

Wind: ↑ 4mph

Humidity: 31%

Updated May 24, 2024 at 4:14 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 24, 2024 at 11:15 AM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on exterior door install at east side of building basement entry
-	BP #4 Building Concrete - Premium Concrete Inc	-	4	32	-	crew worked on rebar and forms for planters at front west side of building today
-	BP #7 Roofing - Filotto Roofing	-	1	8	-	worked on soffit and fascia at south and east side of site today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring at lobby area of first floor today
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on exterior site lighting at planters and repair work for the lift station at east mechanical pad
Totals:			12	96	0	

References

Photos (8)



IMG_1957

Taken on May 23, 2024, 3:01 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1961

Taken on May 23, 2024, 3:07 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1960

Taken on May 23, 2024, 3:05 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1955

Taken on May 23, 2024, 3:01 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason



IMG_1962

Taken on May 23, 2024, 3:07 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1958

Taken on May 23, 2024, 3:04 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1956

Taken on May 23, 2024, 3:01 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

IMG_1959

Taken on May 23, 2024, 3:05 PM CDT**Added on** May 23, 2024, 3:24 PM CDT**Added by** Ken Gleason

Form detail

#191: Weekly Report



Forms

Location	Kendall County New Office Building
Form date	May 24, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 24, 2024, 2:42 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on exterior door install at basement of east side of building today
-	BP #4 Building Concrete - Premium Concrete Inc	-	4	32	-	crew worked on forms for concrete at planters at west side of building today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia at south side of building today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring at lobby area of first floor today
-	BP #12 Mechanical - Jensen's Plumbing & Heating	-	1	8	-	worked on mechanical hookups at mechanical pad exterior at east side of building today
-	BP #13 Electrical - CSN Electric	-	3	24	-	crew worked on forms for concrete bases for exterior site lighting as well as swapping out the generator today at mechanical pad
Totals:			15	120	0	

References

Photos (12)



Exterior NE Corner

Taken on May 24, 2024, 9:26 AM CDT

Added on May 24, 2024, 1:29 PM CDT

Added by Ken Gleason



Clerk Office 3

Taken on May 24, 2024, 9:40 AM CDT

Added on May 24, 2024, 1:29 PM CDT

Added by Ken Gleason



Clerk Office 2

Taken on May 24, 2024, 9:40 AM CDT

Added on May 24, 2024, 1:29 PM CDT

Added by Ken Gleason

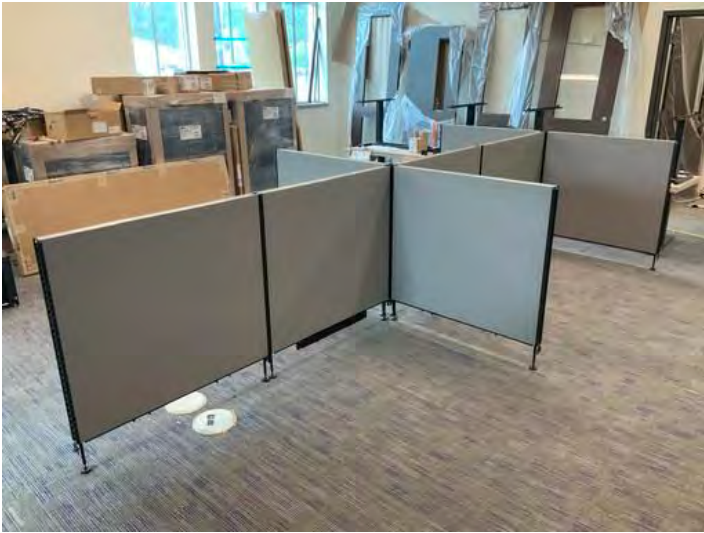


Exterior North

Taken on May 24, 2024, 9:25 AM CDT

Added on May 24, 2024, 1:29 PM CDT

Added by Ken Gleason



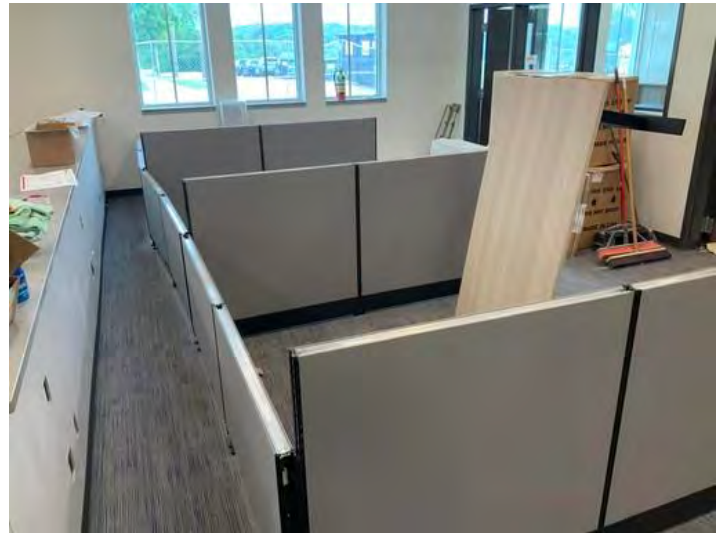
Clerk Dept

Taken on May 24, 2024, 9:40 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Lobby Terrazzo Flooring

Taken on May 24, 2024, 9:41 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Voter Registration/Training

Taken on May 24, 2024, 9:42 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Voter Operations

Taken on May 24, 2024, 9:42 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason



Clerk Office 3

Taken on May 24, 2024, 9:42 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Voter Operations

Taken on May 24, 2024, 9:42 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Lobby Terrazzo Flooring

Taken on May 24, 2024, 9:40 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Exterior Lighting Base

Taken on May 24, 2024, 9:24 AM CDT**Added on** May 24, 2024, 1:29 PM CDT**Added by** Ken Gleason

Form detail

#192: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 28, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 28, 2024, 4:37 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.16 inches

Apple Weather View Sources

7:00 AM

Clear

Temperature: 55°F

Wind: → 4mph

Humidity: 90%

12:00 PM

Partly Cloudy

Temperature: 71°F

Wind: ↘ 8mph

Humidity: 59%

4:00 PM

Thunderstorms

Temperature: 67°F

Wind: ↘ 10mph

Humidity: 66%

Updated May 29, 2024 at 2:43 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 29, 2024 at 9:44 AM CDT

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1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on doors at back entry of east side at basement
-	BP #4 Building Concrete - Premium Concrete Inc	-	4	32	-	crew worked on adjustments to forms per the ASI that was sent out as well as pouring of the concrete for the planters today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia around south side gable roof today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring at lobby area today
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on exterior lighting today at planters and parking lots
Totals:			13	104	0	

References

Photos (8)



IMG_1979

Taken on May 28, 2024, 11:31 AM CDT

Added on May 28, 2024, 4:37 PM CDT

Added by Ken Gleason



IMG_1976

Taken on May 28, 2024, 11:27 AM CDT

Added on May 28, 2024, 4:37 PM CDT

Added by Ken Gleason



IMG_1980

Taken on May 28, 2024, 11:54 AM CDT

Added on May 28, 2024, 4:37 PM CDT

Added by Ken Gleason



IMG_1975

Taken on May 28, 2024, 11:27 AM CDT

Added on May 28, 2024, 4:37 PM CDT

Added by Ken Gleason



IMG_1977

Taken on May 28, 2024, 11:31 AM CDT**Added on** May 28, 2024, 4:37 PM CDT**Added by** Ken Gleason

IMG_1981

Taken on May 28, 2024, 11:54 AM CDT**Added on** May 28, 2024, 4:37 PM CDT**Added by** Ken Gleason

IMG_1978

Taken on May 28, 2024, 11:31 AM CDT**Added on** May 28, 2024, 4:37 PM CDT**Added by** Ken Gleason

IMG_1982

Taken on May 28, 2024, 11:56 AM CDT**Added on** May 28, 2024, 4:37 PM CDT**Added by** Ken Gleason

Form detail

#193: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 29, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 29, 2024, 1:15 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0.00 inches

Weather View Sources

7:00 AM

Mostly Clear

Temperature: 54°F

Wind: ↘ 5mph

Humidity: 92%

12:00 PM

Partly Cloudy

Temperature: 67°F

Wind: ↓ 11mph

Humidity: 56%

4:00 PM

Partly Cloudy

Temperature: 70°F

Wind: ↙ 10mph

Humidity: 49%

Updated May 29, 2024 at 6:11 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 29, 2024 at 1:22 PM CDT

96Page 1 of 3

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	2	16	-	crew worked on prep work for crown molding trim work at lobby today
-	BP #4 Building Concrete - Premium Concrete Inc	-	3	24	-	crew worked on removal of forms where concrete planters were poured yesterday
-	BP #7 Roofing - Filotto Roofing	-	4	32	-	crew worked on soffit and fascia as well as gutters today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on terrazzo flooring at lobby today
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on exterior site lighting today
Totals:			15	120	0	

References

Photos (3)



IMG_1985

Taken on May 29, 2024, 9:12 AM CDT

Added on May 29, 2024, 1:15 PM CDT

Added by Ken Gleason



IMG_1983

Taken on May 29, 2024, 8:58 AM CDT

Added on May 29, 2024, 1:15 PM CDT

Added by Ken Gleason



IMG_1984

Taken on May 29, 2024, 8:58 AM CDT

Added on May 29, 2024, 1:15 PM CDT

Added by Ken Gleason

Form detail

#194: Daily Report



Forms

Location	Kendall County New Office Building
Form date	May 30, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 30, 2024, 4:03 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

Weather

Rain: 0 inches

Weather

View Sources

7:00 AM

Clear

Temperature: 50°F

Wind: ↙ 4mph

Humidity: 71%

12:00 PM

Clear

Temperature: 69°F

Wind: ← 6mph

Humidity: 33%

4:00 PM

Clear

Temperature: 74°F

Wind: ← 6mph

Humidity: 28%

Updated May 30, 2024 at 8:54 PM

Created by Aimee Krebs with Autodesk® Construction Cloud™ on May 30, 2024 at 4:14 PM CDT

99Page 1 of 4

1. Work Log						
Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	1	8	-	worked on exterior Knox box install, interior ceiling panels in IT room, other minor touch ups
-	BP #3 Exc / Site Util - Plainfield Grading	-	2	16	-	crew worked on final site grading today
-	BP #7 Roofing - Filotto Roofing	-	2	16	-	crew worked on soffit and fascia at west side of building today
-	BP #9 Flooring - TSI Commercial Floor Covering	-	4	32	-	crew worked on finishing up with the terrazzo flooring at lobby area today
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on exterior site lighting today
Totals:			11	88	0	

References

Photos (8)



IMG_1991

Taken on May 30, 2024, 2:49 PM CDT**Added on** May 30, 2024, 4:02 PM CDT**Added by** Ken Gleason

IMG_1985

Taken on May 29, 2024, 9:12 AM CDT**Added on** May 30, 2024, 4:02 PM CDT**Added by** Ken Gleason

IMG_1989

Taken on May 30, 2024, 2:48 PM CDT**Added on** May 30, 2024, 4:02 PM CDT**Added by** Ken Gleason

IMG_1990

Taken on May 30, 2024, 2:48 PM CDT**Added on** May 30, 2024, 4:03 PM CDT**Added by** Ken Gleason



IMG_1988

Taken on May 30, 2024, 10:53 AM CDT**Added on** May 30, 2024, 4:03 PM CDT**Added by** Ken Gleason

IMG_1986

Taken on May 30, 2024, 9:33 AM CDT**Added on** May 30, 2024, 4:03 PM CDT**Added by** Ken Gleason

IMG_1992

Taken on May 30, 2024, 2:49 PM CDT**Added on** May 30, 2024, 4:03 PM CDT**Added by** Ken Gleason

IMG_1987

Taken on May 30, 2024, 10:53 AM CDT**Added on** May 30, 2024, 4:03 PM CDT**Added by** Ken Gleason

Form detail

#195: Weekly Report



Forms

Location	Kendall County New Office Building
Form date	May 31, 2024
Description	
Due date	
Submitted by	Ken Gleason
Status	Closed
Last update	May 31, 2024, 3:47 PM CDT
Last updated by	Ken Gleason
Included references	Assets Files Forms Issues Photos

Supporting information

Kendall County New Office Project. CCCS Project Number 221071.

1. Work Log

Company	Discipline	Role	# Workers	# Regular hours	# OT hours	Work performed
-	BP #2 General Trades - Lite Construction	-	2	16	-	crew worked on casework and trim in lobby at first floor today along with install of countertops
-	BP #3 Excav/Site Util - Plainfield Grading	-	2	16	-	crew worked on site grading, install of drain tile at west side of building today, excavation at areas of frost walls at exterior front entry area
-	BP #9 Flooring - TSI Commercial Floor Covering	-	1	8	-	worked on install of tiles in bathrooms on first floor today
-	BP #13 Electrical - CSN Electric	-	2	16	-	crew worked on install of exterior site lighting poles today
-	BP #4 Building Concrete - Premium Concrete Inc	-	2	16	-	crew worked on waterproofing at planter boxes at west side of building today
Totals:			9	72	0	

References

Photos (10)



Countertop install at lobby

Taken on May 31, 2024, 3:17 PM CDT

Added on May 31, 2024, 3:41 PM CDT

Added by Ken Gleason



Counter top install at lobby

Taken on May 31, 2024, 3:17 PM CDT

Added on May 31, 2024, 3:41 PM CDT

Added by Ken Gleason



Exterior site lighting

Taken on May 31, 2024, 8:41 AM CDT

Added on May 31, 2024, 3:41 PM CDT

Added by Ken Gleason



Roof drain tile being installed

Taken on May 31, 2024, 3:13 PM CDT

Added on May 31, 2024, 3:41 PM CDT

Added by Ken Gleason



Countertop install in lobby

Taken on May 31, 2024, 3:17 PM CDT**Added on** May 31, 2024, 3:41 PM CDT**Added by** Ken Gleason

Rubbed finish install at ADA ramp

Taken on May 31, 2024, 3:26 PM CDT**Added on** May 31, 2024, 3:41 PM CDT**Added by** Ken Gleason

Exterior site lighting

Taken on May 31, 2024, 8:42 AM CDT**Added on** May 31, 2024, 3:41 PM CDT**Added by** Ken Gleason

Flatstock trim being installed at lobby

Taken on May 31, 2024, 3:16 PM CDT**Added on** May 31, 2024, 3:41 PM CDT**Added by** Ken Gleason



Planter box with waterproofing work
Taken on May 31, 2024, 8:25 AM CDT
Added on May 31, 2024, 3:41 PM CDT
Added by Ken Gleason



Planter box & excavation
Taken on May 31, 2024, 8:25 AM CDT
Added on May 31, 2024, 3:41 PM CDT
Added by Ken Gleason

SECTION 5



FIELD OBSERVATION CONFIRMATION

Date: 2024-05-07

Observation Time: 3:30 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG

Weather Conditions: 65F

Client: Kendall County

Sunny

Project: 221071

--

Prepared By: Lauren Kiley
Cordogan Clark & Associates

Phone: 630.896.4678

Fax: 630.896.4987

Field Report Number: 240507

Est % Completion: 75%

Conformance With Schedule (+/-): 0 days

Work In Progress: Resinous terrazzo flooring prep, wall tile and floor tile in toilet rooms, casework at reception areas, electrical wire mold and reels in basement, toilet room accessories

Observations:

1. In basement, the electrical cord reels have been installed and wire mold back piece is installed.
2. In Lobby 101, the resinous floor base layer has been poured, cove base has been applied, floor pattern layout is in progress and divider strips are being placed.
3. In Toilet Room 1 & 2, ceramic floor tile has been installed, and ceramic wall tile is in progress.
4. At window sills, solid surface sills have been installed and appear to align with revised detail.
5. Interior room signage is being installed throughout and appears to be 90% complete.
6. In Break Room 108, tack board has exposed fasteners, per A8.4 fasteners to be concealed.
7. At main entry gable, wood trim has been installed and halo lit lettering has been installed.
8. On west, excavation is in progress for planter box foundations.

Items to Verify:

1. In Lobby 101, plastic laminate seams are not flush and clean, align all casework seams flush.
2. In Voter Operations 104, countertop is not aligned, verify this will be aligned.
3. Contractors appear to be using casework for storage, verify casework is protected and not damaged.
4. In Lactation 114, countertop was not cut for sink inlay, verify if this will be field cut.
5. In Clerk 118, verify cover for floor box is aluminum per specification in PR-005.
6. At Recorder and Clerk reception counters, verify power is run to equipment noted on A8.3 and A8.4, power appears to be missing at Recorder printer and computer tower section, 3rd from left.

Information Or Action Required:

1. On the east side, the concrete jambs have been painted, but they do not match the cast stone color. Intent is for color match to cast stone for continuous appearance.
2. At door 104A, the electrical box below window will conflict with wood trim, relocate to align with plan per A8.2 and E1.2.
3. In Lobby 101 ceiling, the ACT perimeter trim was not installed per details on A3.2. Install per details.
4. In Lobby 101, interior corner at Clerk and Recorder casework counters to align per elevation 5/A8.2. There is currently a gap, which is not acceptable.
5. In Lobby 101, cove base installed where the desk is flush with wall, remove portion so desk is flush.
6. On south. light poles are close to overhead lines. adjust pole height to meet ComEd requirements.

Attachments:

Progress Photos

PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-07

Observation Time: 3:30 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

Weather Conditions: 65F
Sunny



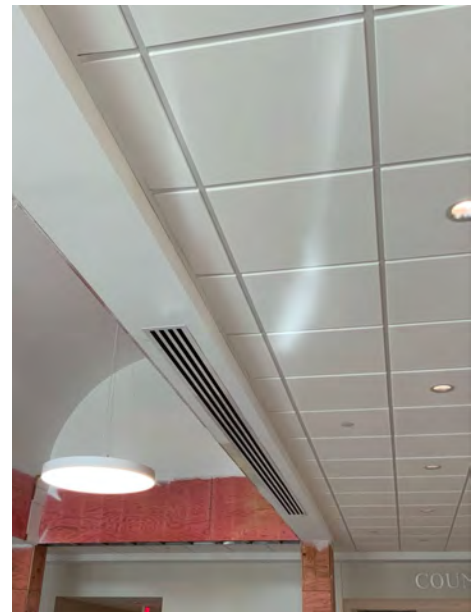
Paint Color at Concrete Jambs



Electrical Box at Door Frame 104A



Resinous Terrazzo Progress in Lobby



Perimeter Trim Piece Missing

PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-07

Observation Time: 3:30 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

Weather Conditions: 65F
Sunny



Interior Corner Gap at Reception



P.Lam Seams at Reception



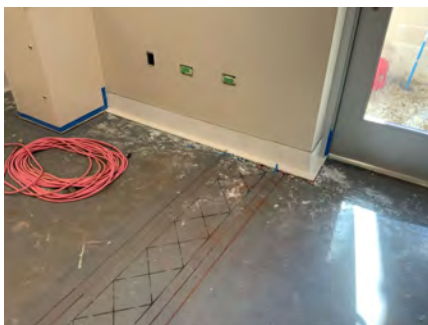
Counter Misaligned in Voter



Light Poles near Overhead Power Lines



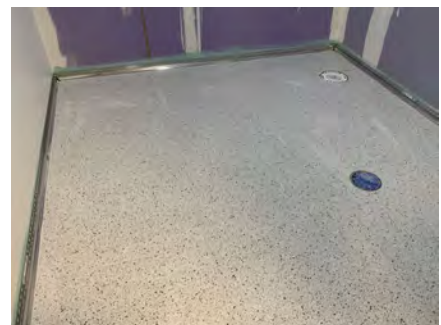
Wood Trim and Kendall County Sign at Gable



Cove Base Conflict with Desk



Ceramic Wall Tile in TLT



Ceramic Floor Tile in TLT

FIELD OBSERVATION CONFIRMATION

Date: 2024-05-14

Observation Time: 3:08 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG

Weather Conditions: 65F

Client: Kendall County

Sunny

Project: 221071

--

Prepared By: Lauren Kiley
Cordogan Clark & Associates

Phone: 630.896.4678

Fax: 630.896.4987

Field Report Number: 240514

Est % Completion: 78%

Conformance With Schedule (+/-): -7 days

Work In Progress: Resinous terrazzo flooring, ceramic wall and floor tiling, casework, acoustical ceiling tile installation, aluminum trim on exterior, light fixture and plumbing trim in tl rooms

Observations:

1. In Lobby 101, the pattern layout and divider strips for the resinous flooring is in progress. The base layer is in progress along the perimeter. Base has not yet been installed at casework base.
2. Reception counter casework installation is still in progress. The gap between appears to be infilled.
3. In toilet rooms, ceramic flooring is being installed on floors and walls. The stainless steel schluter strip appears to be installed at base per details on A8.1.
4. Elevator cab has been installed and appears to be near completion.
5. On exterior, sealant has been applied to the expansion joints, sill joints and base of vertical jamb.
6. On exterior, the aluminum trim is being installed at edge returns on the north side.
7. At the entry, Kendall County Halo Lit sign appears to be installed.

Items to Verify:

1. Verify the exterior perimeter of the storefront windows will be sealed.
2. Verify why sealant was applied to sill joints and jambs in lieu of mortar.
3. Additional framing was installed over gable trim on the north, verify the intent as none is shown in detail 5/A4.2. Is this for soffit attachment?
4. In IT, verify shaft wall construction is continuous up to attic cap for fire rating prior to ACT completion.
5. In JC, verify the routing for the condensate line above ceiling. Currently, the pipe run is incomplete and plans indicate this running to the south, not north.

Information Or Action Required:

1. At the entry, a piece of cast stone behind the lettering appears to be cracked, provide repair.
2. At Clerk 118 reception counter and in Voter 104, the plastic laminate colors do not match, provide replacement.
3. In Stair 1A, provide concrete repair and patching to correct defects and holes in concrete faces per specification section 033000;3.12 concrete surface repairs.
4. In Corridor 107, the main grid down the center appears to be sagging, confirm and adjust ties as required.
5. The vertical cast stone jamb corner that was damaged appears to have been patched, but the patch is not clean and does not match stone.

Attachments:

Progress Photos

PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-14

Observation Time: 3:08 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

Weather Conditions: 65F
Sunny



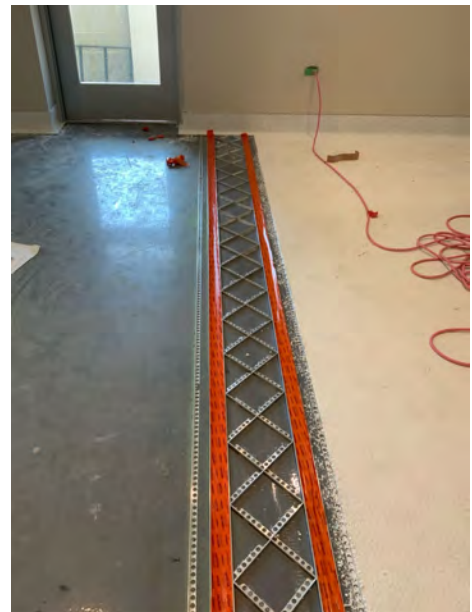
Expansion Joint



Kendall County Halo Lit Sign and Trim Boards



Different Laminate Colors at Reception



Dividers for Resinous Terrazzo

PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-14

Observation Time: 3:08 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

Weather Conditions: 65F
Sunny



Ceramic Tiling in Toilet Rooms



Shaft Wall Construction



Concrete Wall Finish in Stair



Condensate Pipe in JC



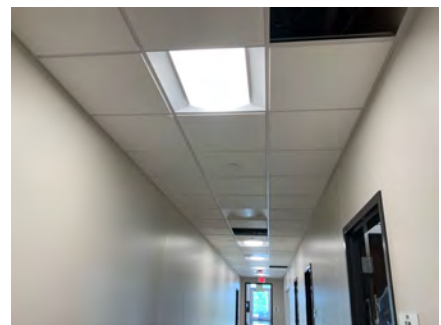
Cast Stone Jamb Repair and Sealant



Edge Return Trim



Additional Framing on North



Corridor 107 Ceiling

FIELD OBSERVATION CONFIRMATION

Date: 2024-05-28

Observation Time: 6:21 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG

Weather Conditions: 72F

Client: Kendall County

Overcast

Project: 221071

--

Prepared By: Lauren Kiley
Cordogan Clark & Associates

Phone: 630.896.4678

Fax: 630.896.4987

Field Report Number: 240528

Est % Completion: 82%

Conformance With Schedule (+/-): -7 days

Work In Progress: Concrete planter box, resinous terrazzo flooring application, furniture installation, generator hookup, concrete sidewalk prep and pouring.

Observations:

1. In Lobby, the resinous floor application is still in progress, base layer primer, colored mortar/grout with granite chip aggregates and cove appears to be poured. Flooring is currently being ground and polished.
2. Furniture installation is in progress in Voter Operations and Clerk Department.
3. In Stair, concrete walls are being patched for holes and prepped for paint.
4. In Break Room, control joint in gypsum board is not flush in corner.
5. In JC, pipe was not installed per M1.2 or shop drawings.
6. Exterior gypsum board ceiling has a gap between top of stone at exit door but not at adjacent window.
7. Planter box foundation walls appear to be framed, and pouring is in progress.
8. The fence along retaining wall appears to be installed, except for section next to the building.

Items to Verify:

1. Verify location to install panic devices at workstation cubicles.
2. Water was discovered on carpeting near door 118C, verify water is completely dried and did not damage gypsum board and verify carpeting is adequately adhered.
3. Verify if resinous terrazzo flooring material is being applied under mailbox.
4. Exterior double door 006A is missing a hinge, verify this will be installed.

Information Or Action Required:

1. In Voter Operations, casework seams are not flush on end and do not align on face. Realign.
2. In EV VBM, window muntin is not fully adhered, re-adhere to be flush.
3. In Toilet 1, 2, 4, 5, and 6 owner requested tile be applied to wall adjacent to sink. Tile to extend full height up to door frame, contractor to provide pricing.
4. On exterior, soffit panels are not aligned, realign to be flush.
5. In Elevator, one of the back panels is dented, replace with new.
6. Bollards in southeast corner were removed from scope in PR-003R2. Bollards appear to conflict with new landscaping, remove without damaging the gas line.

Attachments:

Progress Photos

PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-28

Observation Time: 6:21 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

Weather Conditions: 72F
Overcast



Wall in Toilet Room



Resinous Terrazzo Floor Progress



Terrazzo Application at Mailbox



Muntin in Window

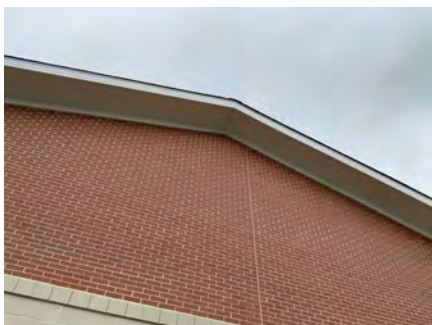
PHOTOGRAPHIC DOCUMENTATION

Date: 2024-05-28

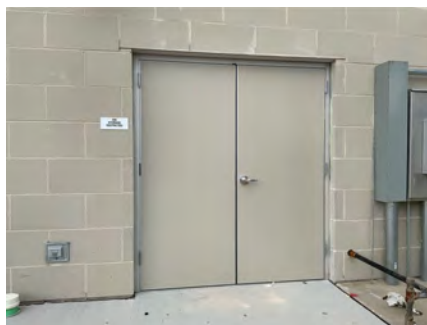
Observation Time: 6:21 PM

Re: KENDALL COUNTY PHASE 1 CLERK BLDG
Project: 221071

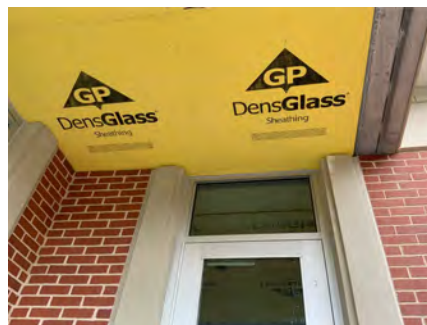
Weather Conditions: 72F
Overcast



Soffit Panels at Gable



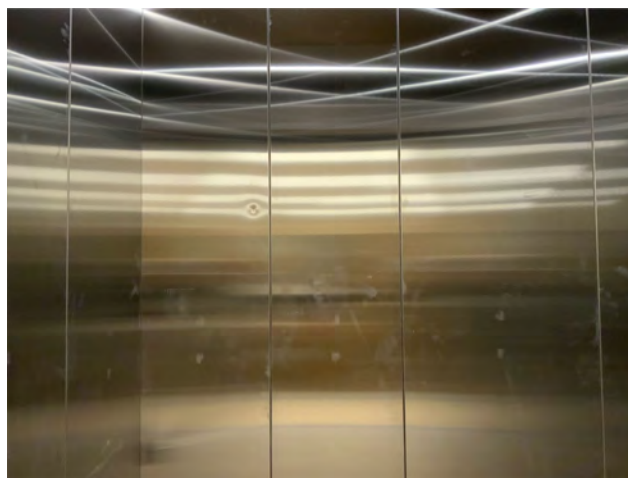
Door 006A



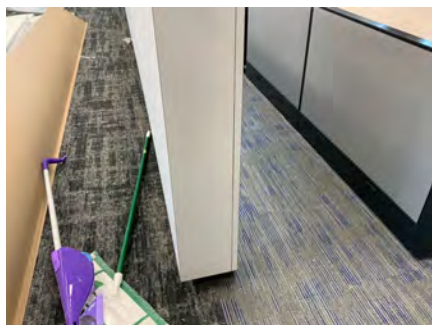
Exterior Gyp. Bd. At Door



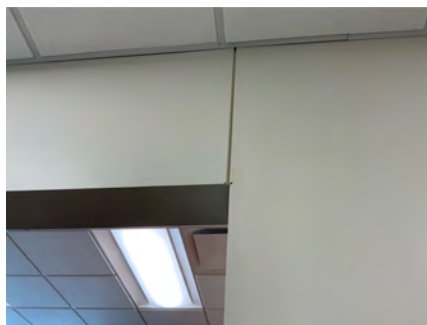
Bollards on Southeast Corner



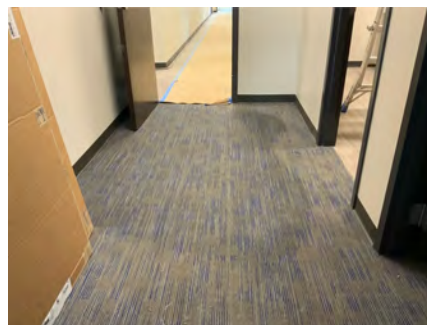
Dented Panel in Elevator



Casework in Voter Operations



Control Joint in Break Room



Wet Carpeting near Door 118C



CORDOGAN CLARK

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Davenport, Iowa
Lafayette, Indiana
St. Louis, Missouri
Sawyer, Michigan
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Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 6/13/2024
Subject: Phase 1 May Monthly Report and Contingency Reduction 9
Prepared by: Dan Polvere, Facilities Director
Department: Facilities

Action Requested: Review & Approve Phase 1 Contingency Reduction 9

Board/Committee Review: N/A

Fiscal impact: \$32,748 Credit to Phase 1 Contingency

Background and Discussion:

Ribbon Cutting for the County Office Building #2 (502 S. Main Street) is scheduled for June 18th. CCA's detailed report of May progress is attached. Contingency Reduction 9 includes:

- 1) costs to excavate, move roof drains, repair storm sewer, excavation of wet areas at Main Street, and additional excavation & backfill for the ramp.
- 2) cost to add framing for planter revisions & concrete work credit
- 3) credit to remove wear course and paver prep work.
- 4) cost for additional landscaping and credit for paver installation.
- 5) cost for remobilization due to permanent power not being installed.
- 6) cost for push-type panic alarm buttons.

The total request for Contingency Reduction 9 is a **credit of \$32,748**, with revised contract amounts as follows:

• Plainfield Grading:	\$ 637,560	(\$11,517 increase)
• Premium Concrete:	\$ 768,509	(\$ 844 decrease)
• Abbey Paving:	\$ 355,595	(\$51,535 decrease)
• CSN Electrical:	\$1,005,433	(\$ 255 increase)
• Twin Oaks Landscaping:	\$ 90,559	(\$ 5,859 increase)
• Otis Elevator:	\$ 94,693	(\$ 2,000 increase)

The current available contingency is \$168,851.

Staff Recommendation: Approve Contingency Reduction 9

Attachments:

- Cordogan Clark May Monthly Report
- Contingency Reduction 9

CONTINGENCY REDUCTION

Owner: ☐
Architect: ☐
Construction Manager: ☐
Contractor: ☐
Field: ☐

PROJECT: Phase One New Office Building

CONTINGENCY REDUCTION #: CR-009

CLIENT: Kendall County
111 W. Fox Street
Yorkville, IL 60560

DATE: 6/6/2024
CONTRACT DATE:
PROJECT #: 221071

CONSTRUCTION

MANAGER: Cordogan Clark Consulting Services
960 Ridgeway Avenue
Aurora, IL 60506

The Contract is changed as follows:

1. Plainfield Grading

Excavation for dampproofing at old fire station, move roof drains, repair clay storm sewer,
dig out wet areas along west side Main St & put in CA6, and add'l excavation & backfill for ramp
in lieu of stairs.

\$11,517.00

New Contract Amount: \$637,560

2. Premium Concrete

Added framing per PR 021 Planter Revisions & concrete work credit.
New Contract Amount: \$768,509

(\$844.00)

3. Abbey Paving

Credit to remove wear course and pavers prep.

New Contract Amount: \$355,595

(\$51,535.00)

4. CSN Electrical

9 pull station type panic buttons with under the desk bush type buttons
New Contract Amount: \$1,005,433

\$255.00

5. Twin Oaks Landscaping

PR-19 Add'l landscaping & credit for paver install

New Contract Amount: \$90,559

\$5,859.00

6. Otis Elevator

Remobilization due to permanent power not being installed.

New Contract Amount: \$94,693

\$2,000.00

SUB-TOTAL FOR CONTINGENCY REDUCTION:

(\$32,748.00)

The Original Contingency was:

\$505,200.00

Net Change by previously authorized Contingency Reductions:

\$369,097.00

The Contingency prior to this reduction was:

\$136,103.00

The Contingency will be decreased by this reduction in the amount of:

(\$32,748.00)

The new Contingency with this reduction will be:

\$168,851.00

The Contract Time will be increased by:

(0) days

The date of Substantial Completion as of the date of this Contingency Reduction, therefore is:

unchanged.

NOTE: This Contingency Reduction does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until cost and time have been agreed by both the Owner, Contractor & Construction Manager, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE CONSTRUCTION MANAGER & OWNER.

CONSTRUCTION MANAGER:

Cordogan Clark Consulting Services, Inc.
960 Ridgeway Avenue
Aurora, IL 60505

By: _____

Date: _____

OWNER:

Kendall County
111 W. Fox Street
Yorkville, IL 60560

By: _____

Date: _____



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole

Meeting Date: 6/13/2024

Subject: Review design development re: Courthouse renovations for use at temporary office space

Prepared by: Dan Polvere, Facilities Director

Department: Facilities

Action Requested: Review Design and Phasing for temporary office space at the Courthouse.

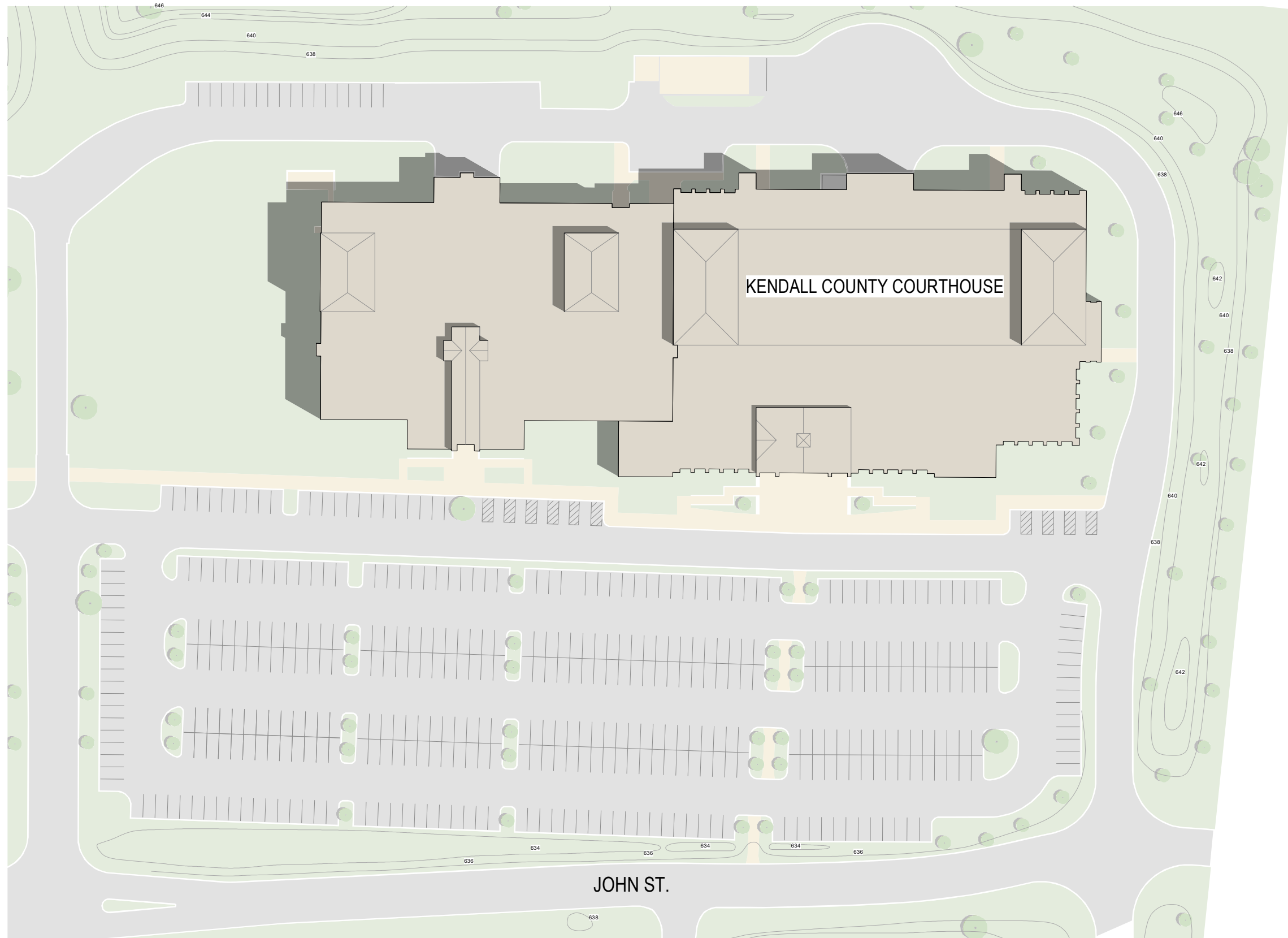
Board/Committee Review: N/A

Fiscal impact: N/A

Background and Discussion: At its May 21, 2024, meeting, the Board approved Cordogan Clark's proposal to provide A/E design to renovate areas within the Courthouse for use as temporary office space.

Staff Recommendation: N/A

Attachments: Conceptual Phasing Plans for Courthouse Renovations



COVER SHEET

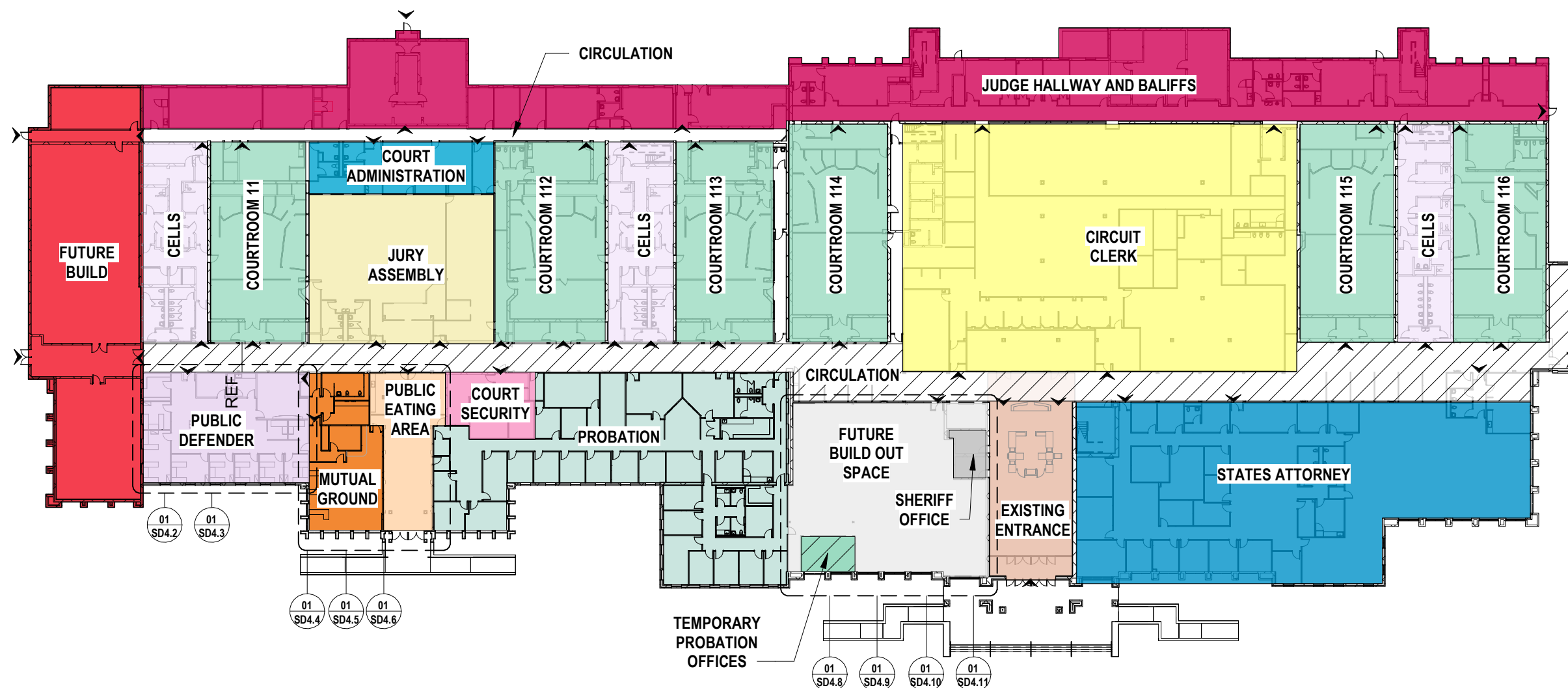
SD0.0

KENDALL COUNTY COURTHOUSE MASTER PLAN

807 W. JOHN STREET
YORKVILLE, IL

06/06/2024

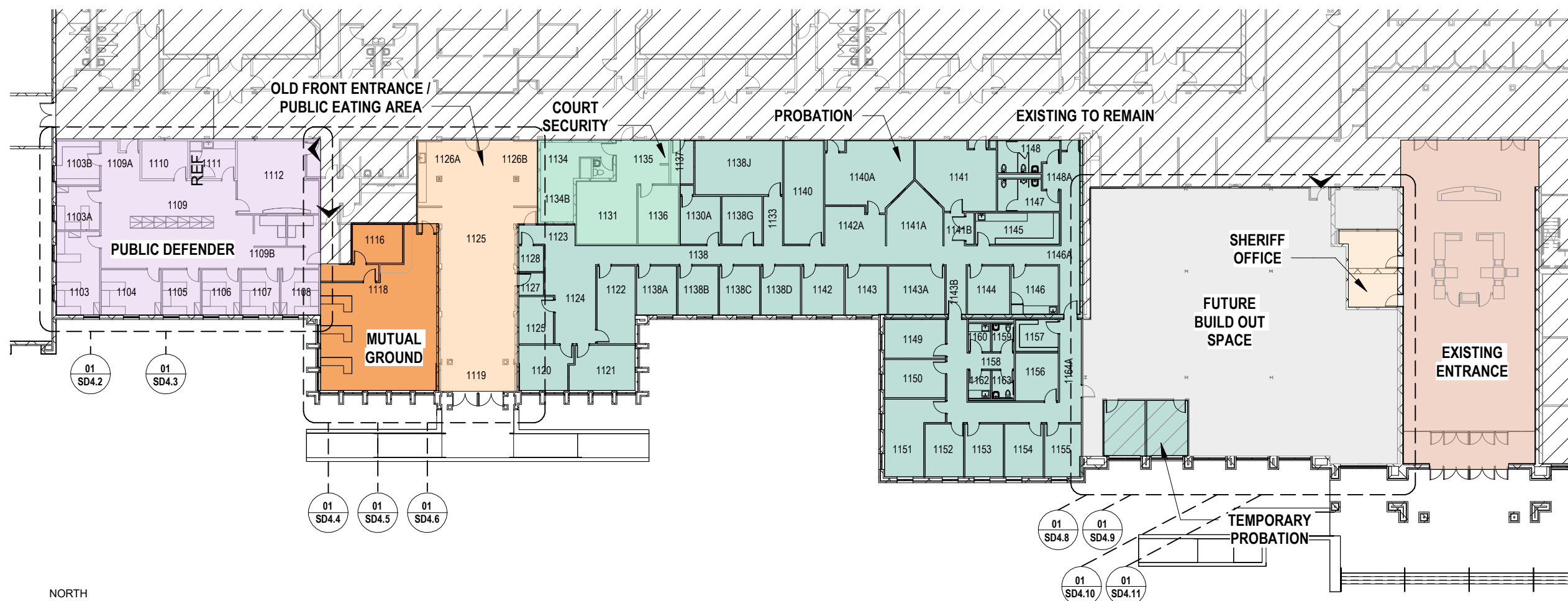




EXISTING PLAN

	PUBLIC DEFENDER	2,931 SF
	MUTUAL GROUND	1,165 SF
	OLD FRONT ENTRANCE/ PUBLIC EATING AREA	1,465 SF
	COURT SECURITY	908 SF
	PROBATION	7,770 SF
	FUTURE BUILD OUT AREA	5,321 SF
	EXISTING ENTRANCE	2,734 SF
	CELLS	6,145 SF
	COURTROOMS	19,582 SF
	COURT ADMINISTRATION	1,532 SF
	JURY ASSEMBLY	4,393 SF
	JUDGE HALLWAY & BALIFFS	16,032 SF
	CIRCUIT CLERK	15,554 SF
	STATES ATTORNEY	11,608 SF
	CIRCULATION	8,411 SF

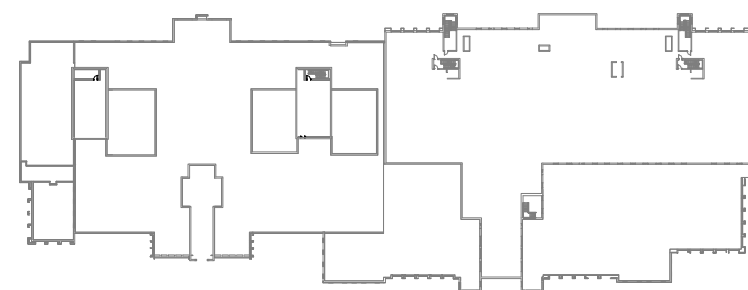
TOTAL 105,551 SF



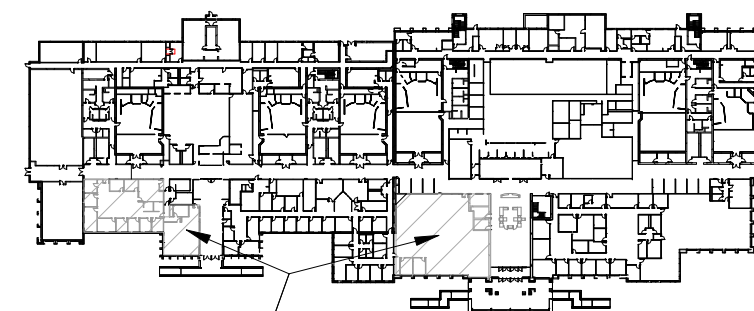
EXISTING PLAN

PUBLIC DEFENDER	2,931 SF
MUTUAL GROUND	1,165 SF
OLD FRONT ENTRANCE / PUBLIC EATING AREA	1,465 SF
COURT SECURITY	908 SF
PROBATION	7,770 SF
FUTUTRE BUILD OUT AREA	5,321 SF
EXISTING ENTRANCE	2,734 SF
TOTAL	21,994 SF

NORTH
1 OGDEN CAMPUS - COURTHOUSE
1" = 30'-0"







NORTH
3 KEY PLAN - SECOND FLOOR
1" = 160'-0"

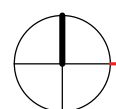


NORTH
2 KEY PLAN - FIRST FLOOR
1" = 160'-0"



PUBLIC DEFENDER - EXISTING PLAN

	WAITING	338 SF
	SHARED SPACES	1,057 SF
	OPEN OFFICE CONFERENCE BREAK ROOM	
	OFFICES	1,199 SF
	PRIVATE OFFICES (7) RECEPTION (2)	
	STORAGE	119 SF
	TOTAL	2,713 SF







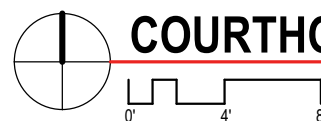
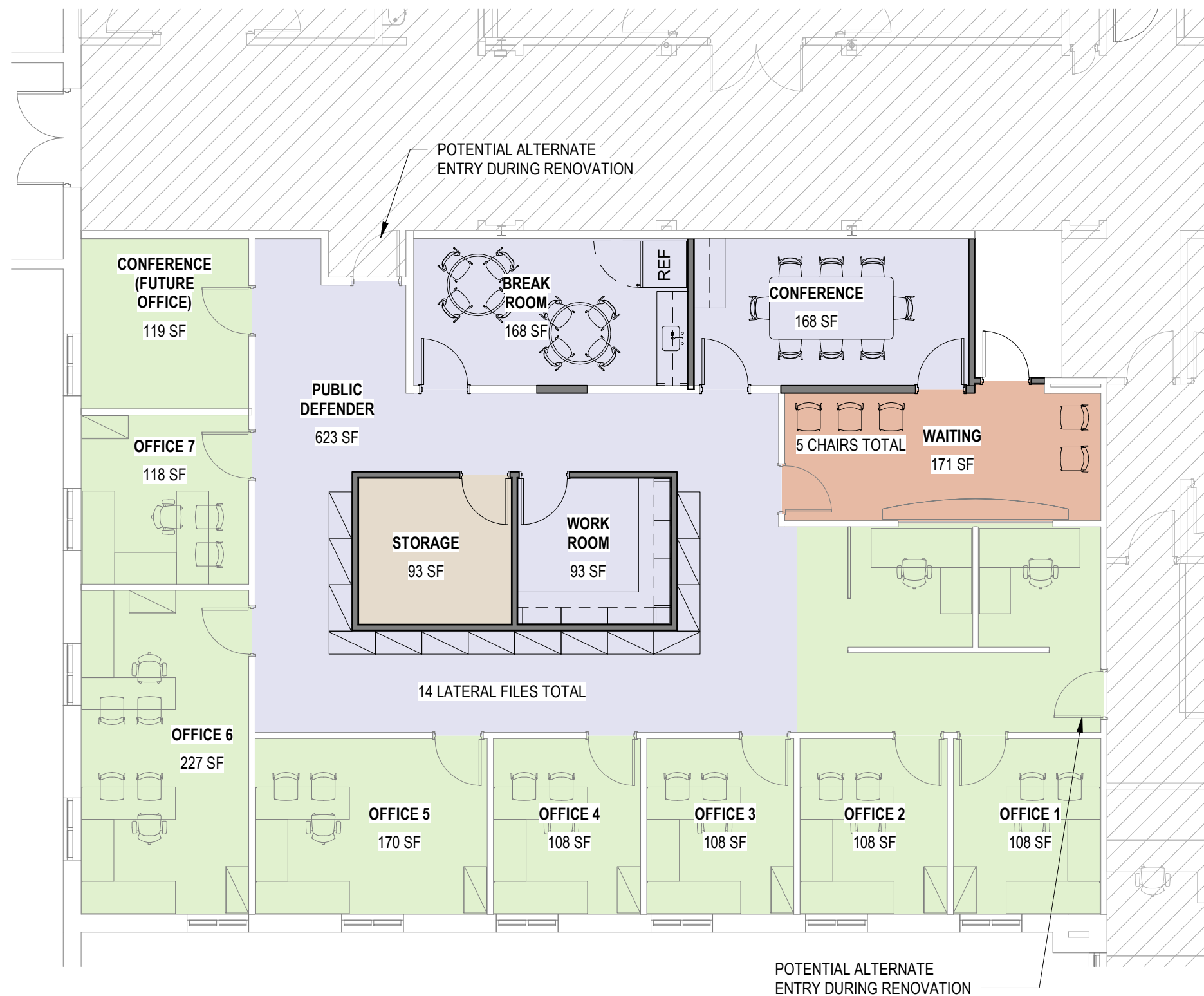
COURTHOUSE - PUBLIC DEFENDER DEPARTMENT

06/06/2024
SD4.2



PUBLIC DEFENDER - RENOVATION

	WAITING	171 SF
	SHARED SPACES	1,052 SF
	OPEN OFFICE BREAK ROOM CONFERENCE ROOM	
	OFFICES	1,318 SF
	RECEPTION (2) PRIVATE OFFICE (7) CONFERENCE (FUTURE OFFICE)	
	STORAGE	93 SF
	TOTAL	2,634 SF



COURTHOUSE - PUBLIC DEFENDER PHASE 1

06/06/2024
SD4.3



MUTUAL GROUND - EXISTING PLAN

<div></div>	MUTUAL GROUND	1,150 SF
	WAITING	
	OPEN OFFICE CUBICLES (3)	
	MEETING AREA	
	KIDS AREA	
	SOFT ROOM	
<div></div>	SHARED SPACES	1,418 SF
	PUBLIC EATING AREA	
<div></div>	SUPPORT SPACES	304 SF
	RESTROOM	
	LACTATION/ WELLNESS	
<div></div>	CIRCULATION	84 SF
	TOTAL	2,956 SF



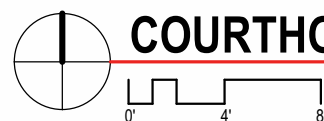
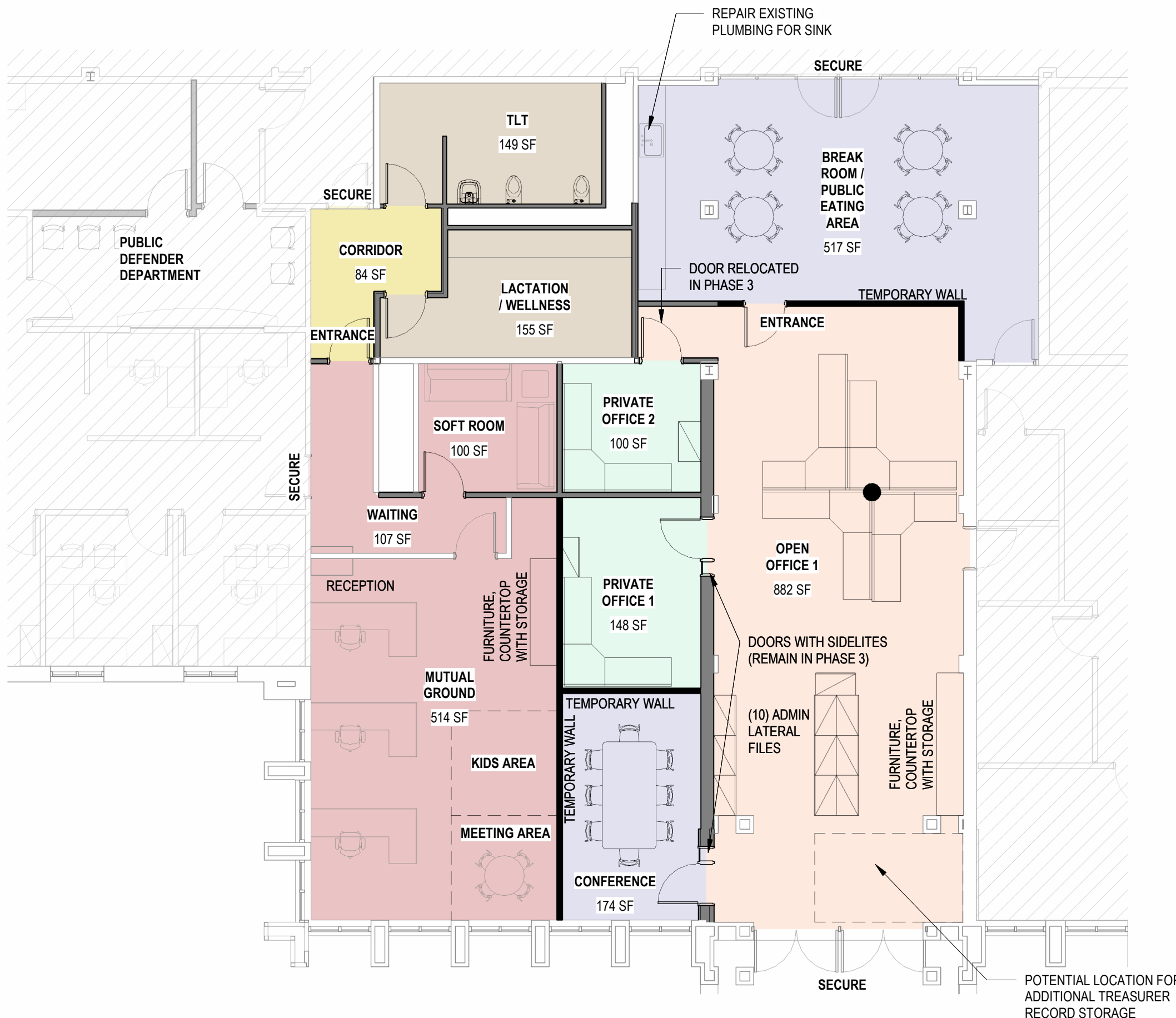


TEMPORARY BUILDOUT - PHASE 1

MUTUAL GROUND	721 SF
WAITING	
OPEN OFFICE CUBICLES (3)	
MEETING AREA	
KIDS AREA	
SOFT ROOM	
OPEN OFFICE	882 SF
OPEN OFFICE (7 CUBICLES)	
PRIVATE OFFICE	248 SF
OFFICES (2)	
SHARED SPACES	691 SF
PUBLIC EATING AREA	
WAITING	
SUPPORT SPACES	304 SF
RESTROOM	
LACTATION/ WELLNESS	
CIRCULATION	84 SF
TOTAL	2,920 SF

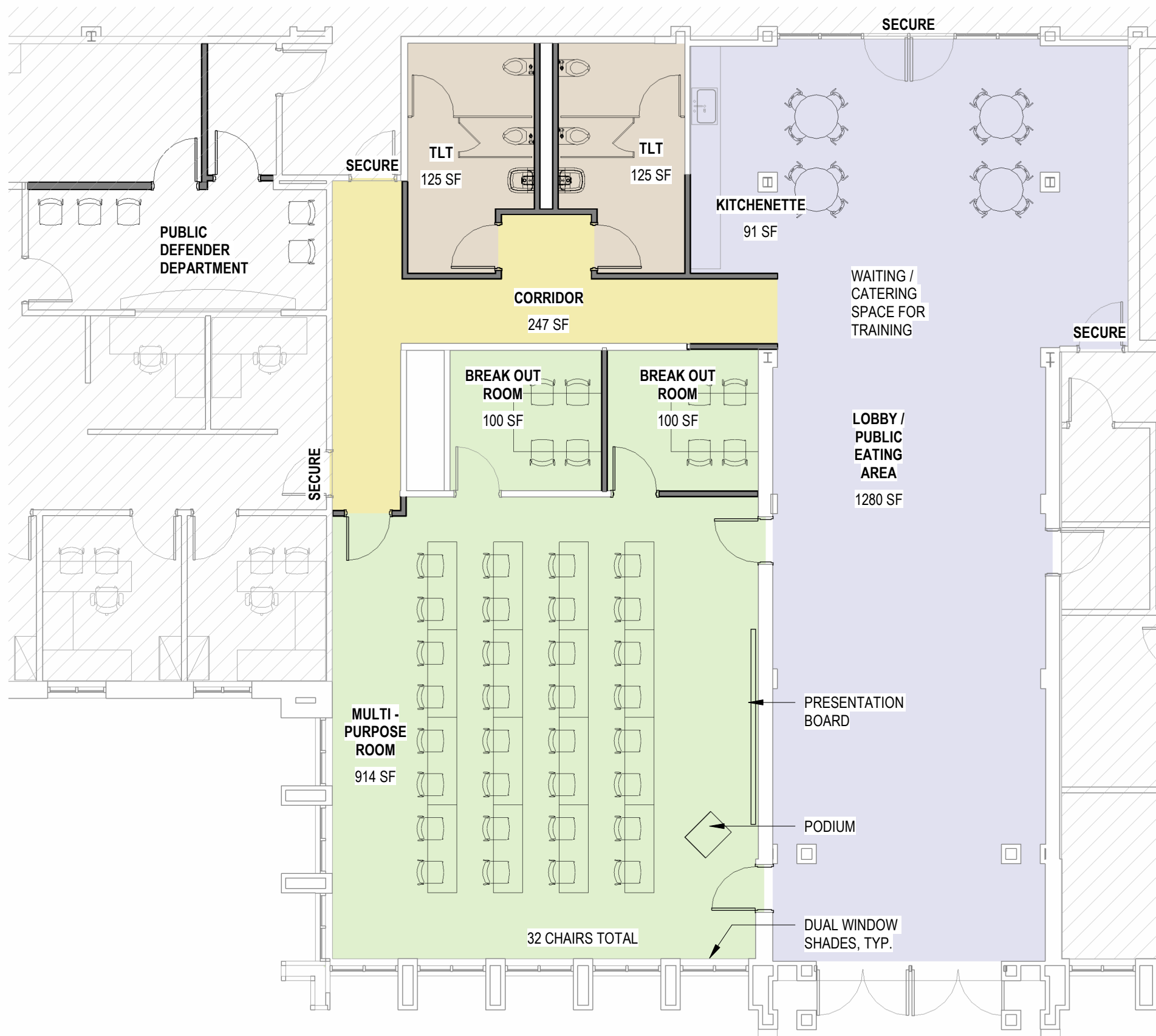
CONSTRUCTION LEGEND

- PERMANENT
WALLS TO REMAIN IN PHASE 3
- TEMPORARY
WALLS TO BE REMOVED IN PHASE 3
- POWER
SINGLE POWER POLE TO WORKSTATIONS



COURTHOUSE - TEMPORARY BUILDOUT PHASE 1

06/06/2024
SD4.5A

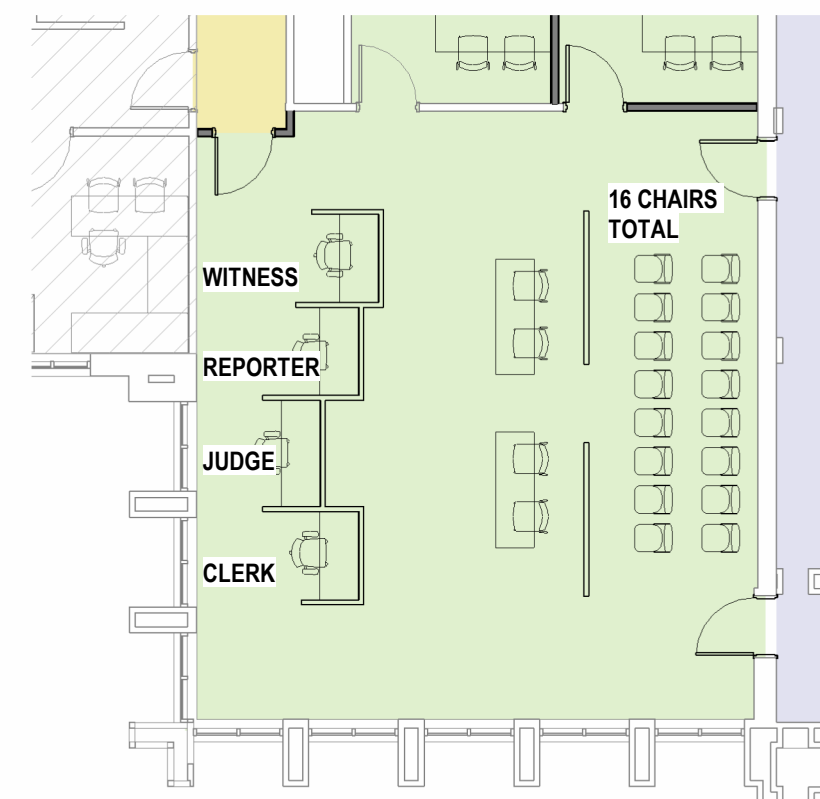


CONSTRUCTION LEGEND

- PERMANENT**
WALLS TO REMAIN IN PHASE 3
- TEMPORARY**
WALLS TO BE REMOVED IN PHASE 3
- POWER**
SINGLE POWER POLE TO WORKSTATIONS

MULTI-PURPOSE - PHASE 3

MULTIPURPOSE ROOM BREAK OUT ROOM (2)	1,106 SF
SHARED SPACES LOBBY / PUBLIC EATING AREA KITCHENETTE	1,369 SF
SUPPORT SPACES MEN'S ROOM WOMEN'S ROOM	246 SF
CIRCULATION	259 SF
TOTAL	2,980 SF



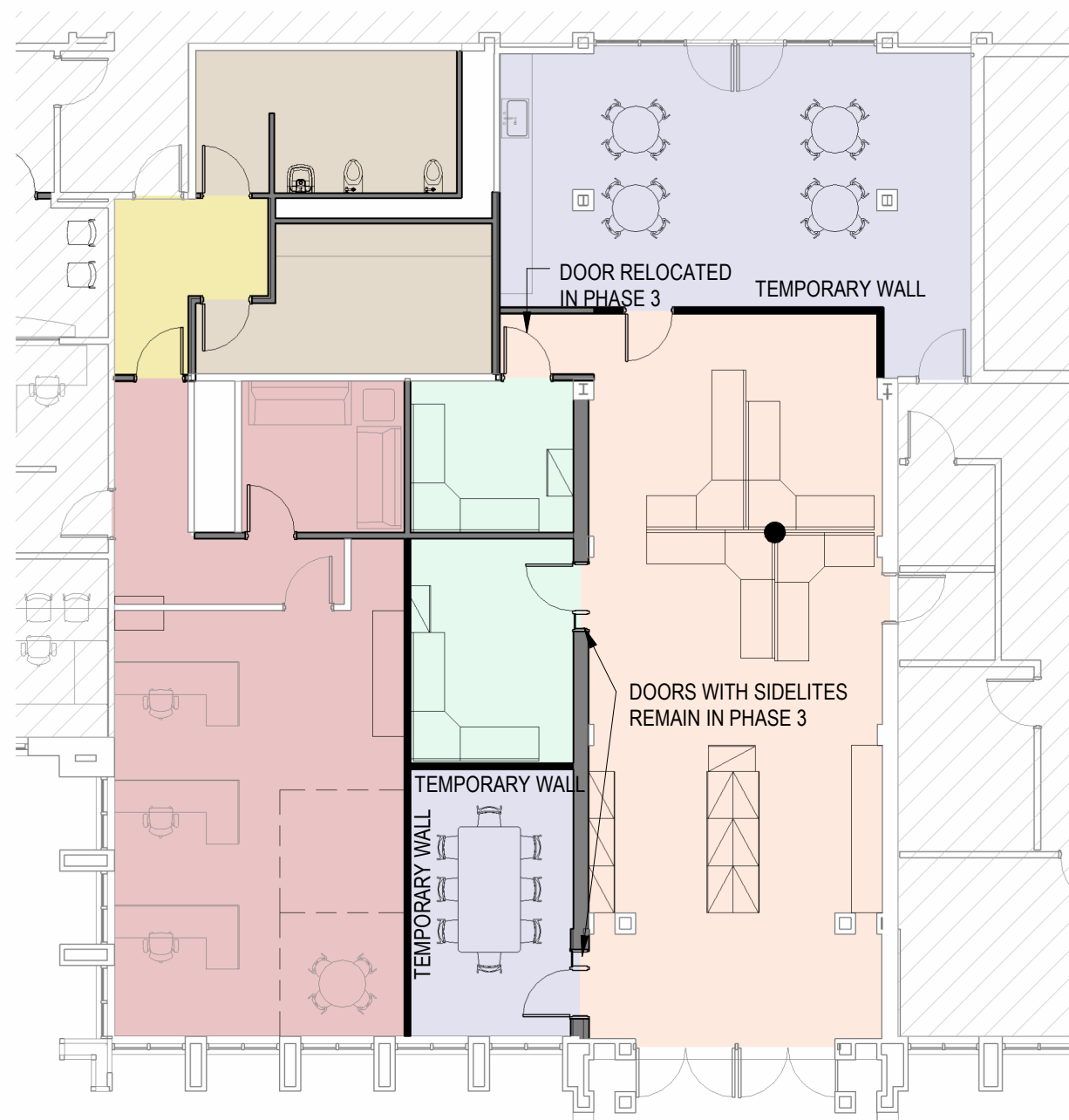


DEPARTMENT LEGEND

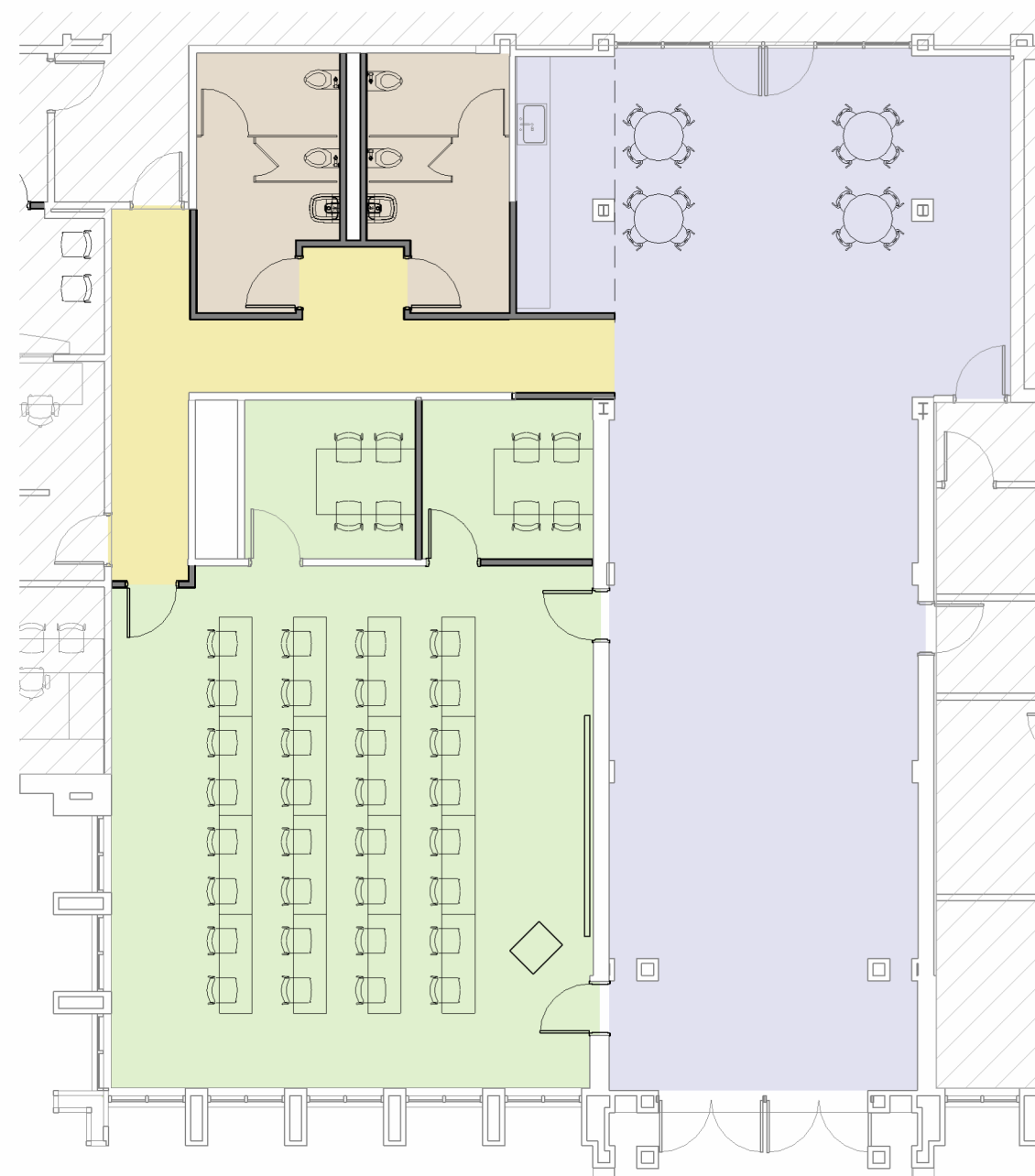
- MUTUAL GROUND
- OPEN OFFICE
- PRIVATE OFFICE
- SHARED SPACES
- MULTIPURPOSE
- SUPPORT SPACES
- CIRCULATION

CONSTRUCTION LEGEND

- PERMANENT WALLS TO REMAIN IN PHASE 3
- TEMPORARY WALLS TO BE REMOVED IN PHASE 3
- POWER SINGLE POWER POLE TO WORKSTATIONS
- DOOR REMOVED OR RELOCATED





PHASE 1 - TEMPORARY BUILDOUT

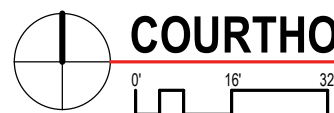
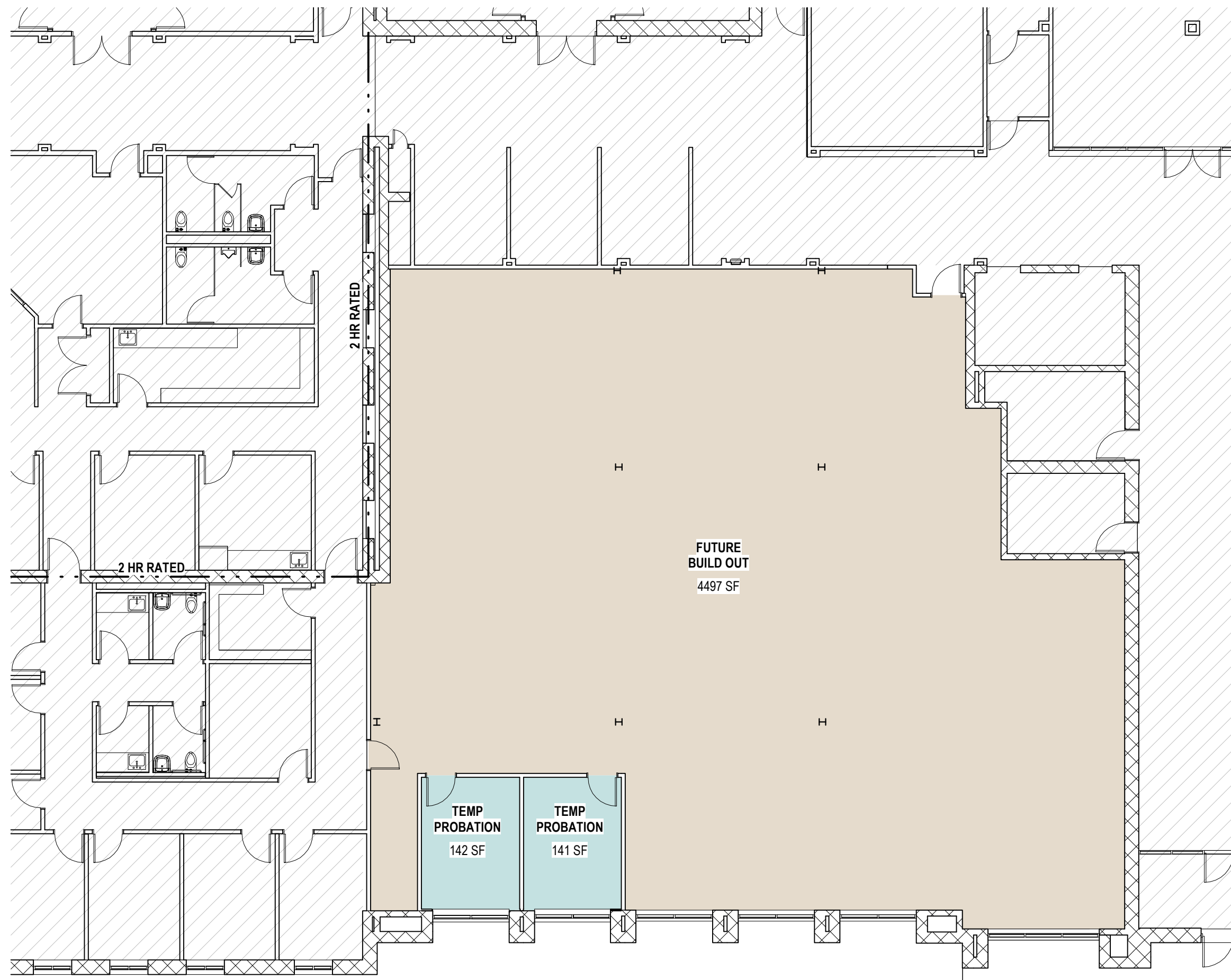


PHASE 3 - MULTIPURPOSE / PUBLIC EATING AREA



EXISTING PLAN

	FUTURE BUILD OUT STORAGE	4,497 SF
	PROBATE DEPARTMENT TEMP PROBATION (2)	283 SF
TOTAL		4,780 SF



COURTHOUSE - FUTURE BUILD OUT AREA

06/06/2024
SD4.8

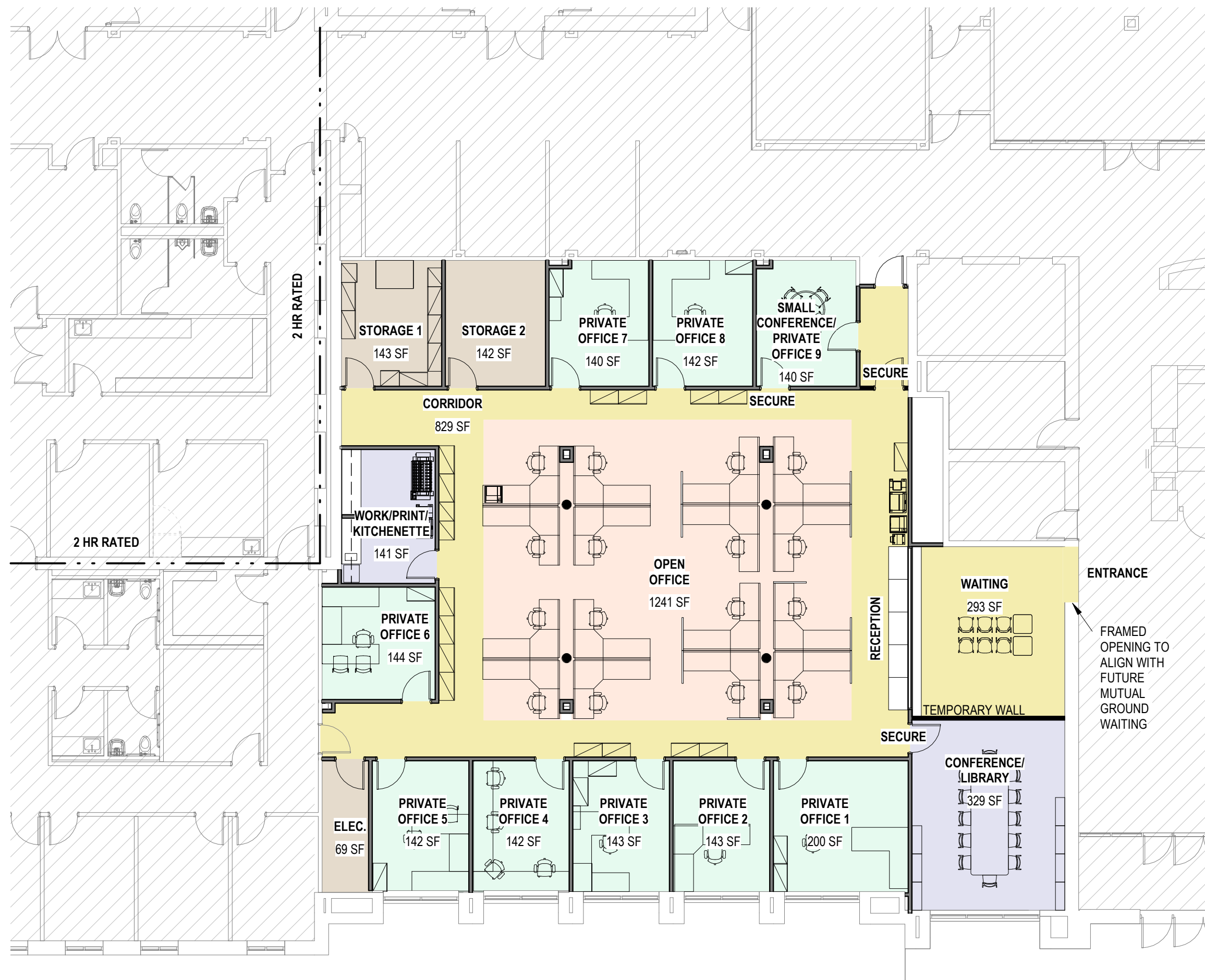


TEMPORARY BUILDOUT - PHASE 1

OPEN OFFICES	1,241 SF
OPEN OFFICE (16 CUBICLES)	
PRIVATE OFFICES	1,336 SF
OFFICES (9)	
SHARED SPACES	470 SF
CONFERENCE/ LIBRARY WORK/ PRINT/ KITCHENETTE	
SUPPORT SPACES	354 SF
STORAGE (2) ELECTRICAL	
CIRCULATION	1,177 SF
WAITING RECEPTION	
TOTAL	4,579 SF

CONSTRUCTION LEGEND

- PERMANENT
WALLS TO REMAIN IN PHASE 3
- TEMPORARY
WALLS TO BE REMOVED IN PHASE 3
- POWER
SINGLE POWER POLE TO WORKSTATIONS



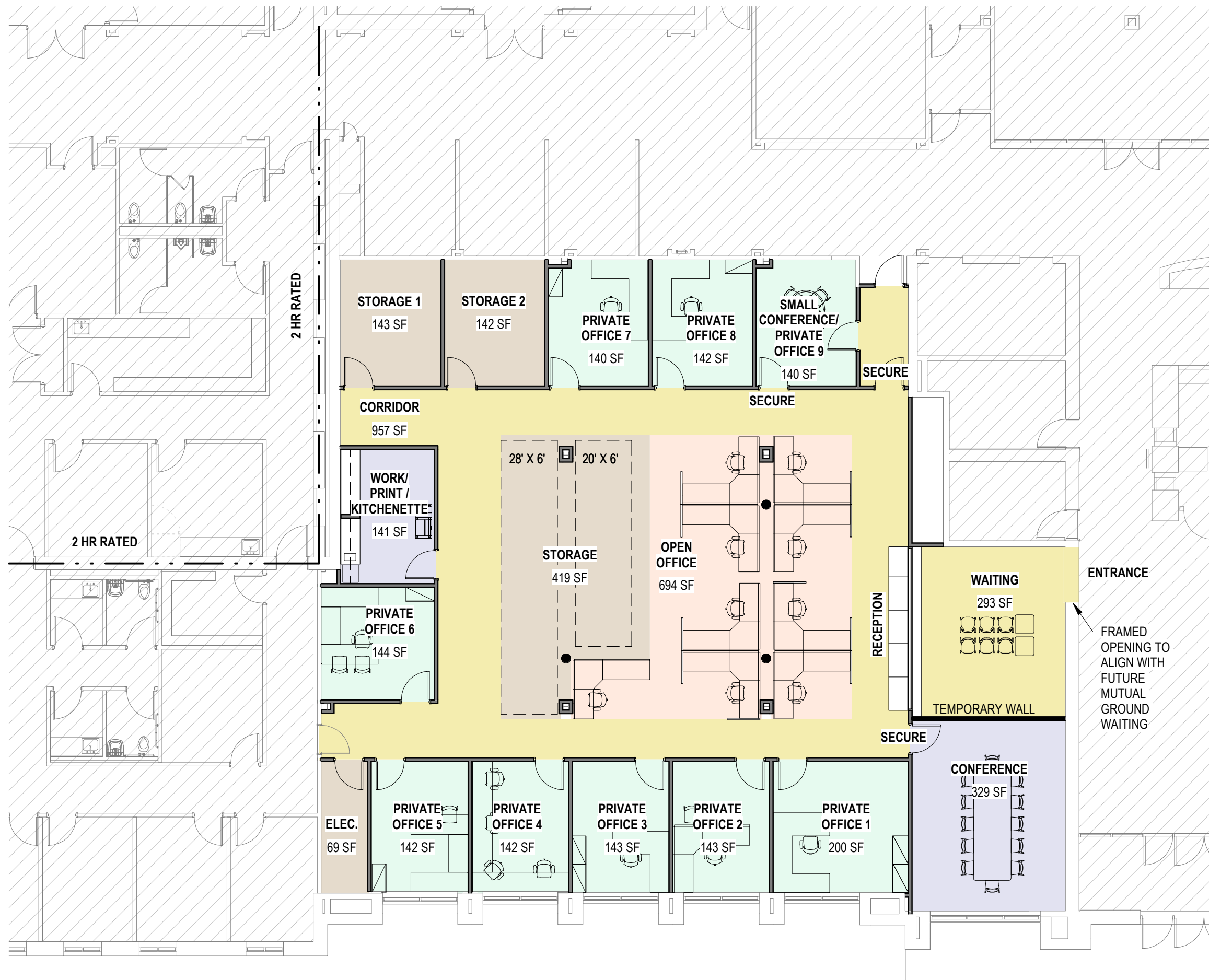


TEMPORARY BUILDOUT - PHASE 2

OPEN OFFICES OFFICES (9 CUBICLES)	694 SF
PRIVATE OFFICES OFFICES (9)	1,336 SF
SHARED SPACES CONFERENCE WORK/ PRINT/ KITCHENETTE	470 SF
SUPPORT SPACES ELECTRICAL STORAGE	773 SF
CIRCULATION CORRIDOR	1,306 SF
TOTAL	4,579 SF

CONSTRUCTION LEGEND

- PERMANENT
WALLS TO REMAIN IN PHASE 3
- TEMPORARY
WALLS TO BE REMOVED IN PHASE 3
- POWER
SINGLE POWER POLE TO WORKSTATIONS



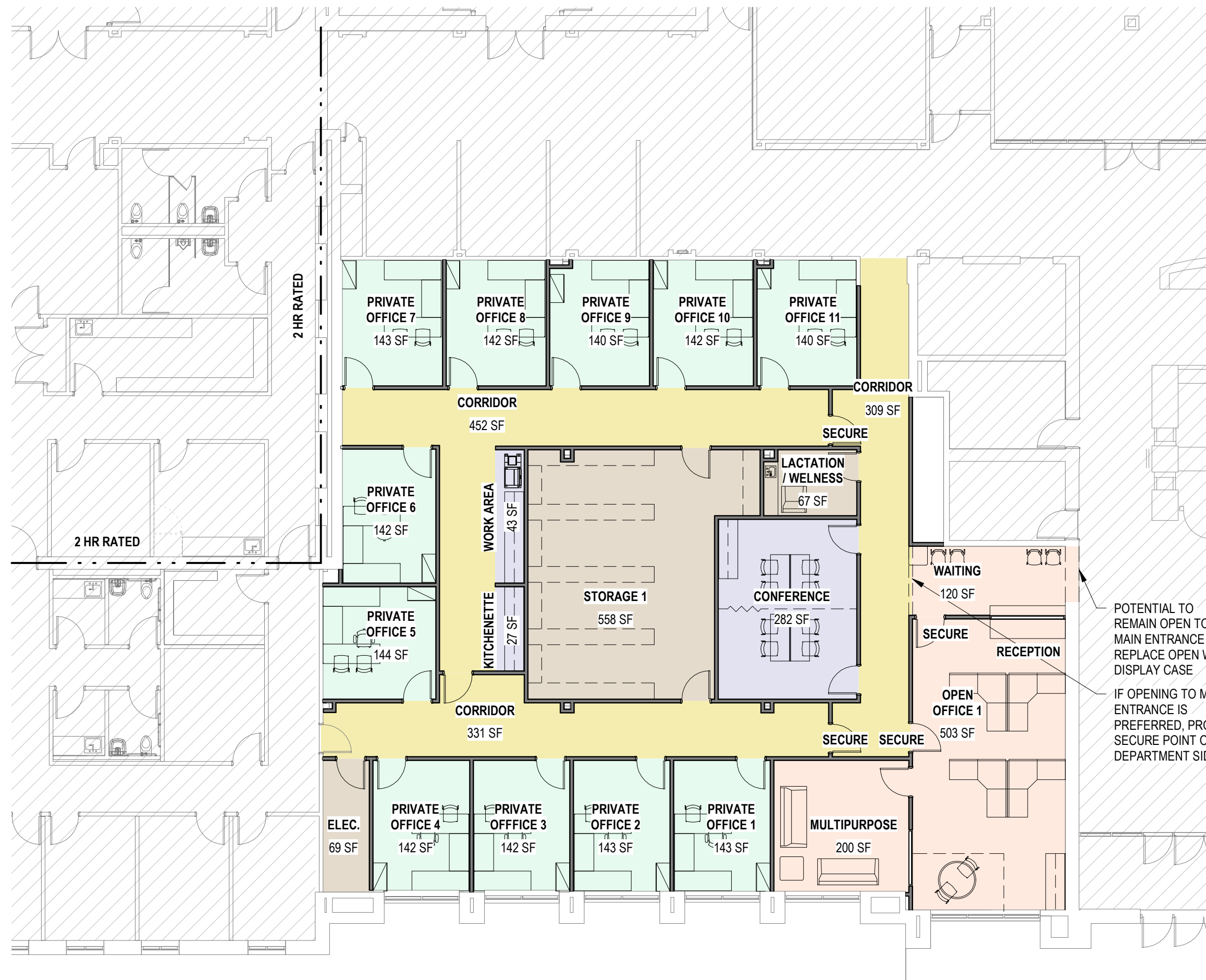


OFFICE BUILDOUT - PHASE 3

OPEN OFFICES	825 SF
WAITING RECEPTION CUBICLES (4) KITCHENETTE	
PRIVATE OFFICES	1,563 SF
OFFICES (11)	
SHARED SPACES	367 SF
SHARED CONFERENCE WORK AREA KITCHENETTE	
SUPPORT SPACES	694 SF
LACTATION / WELLNESS STORAGE ELECTRICAL	
CIRCULATION	1,090 SF
TOTAL	4,539 SF

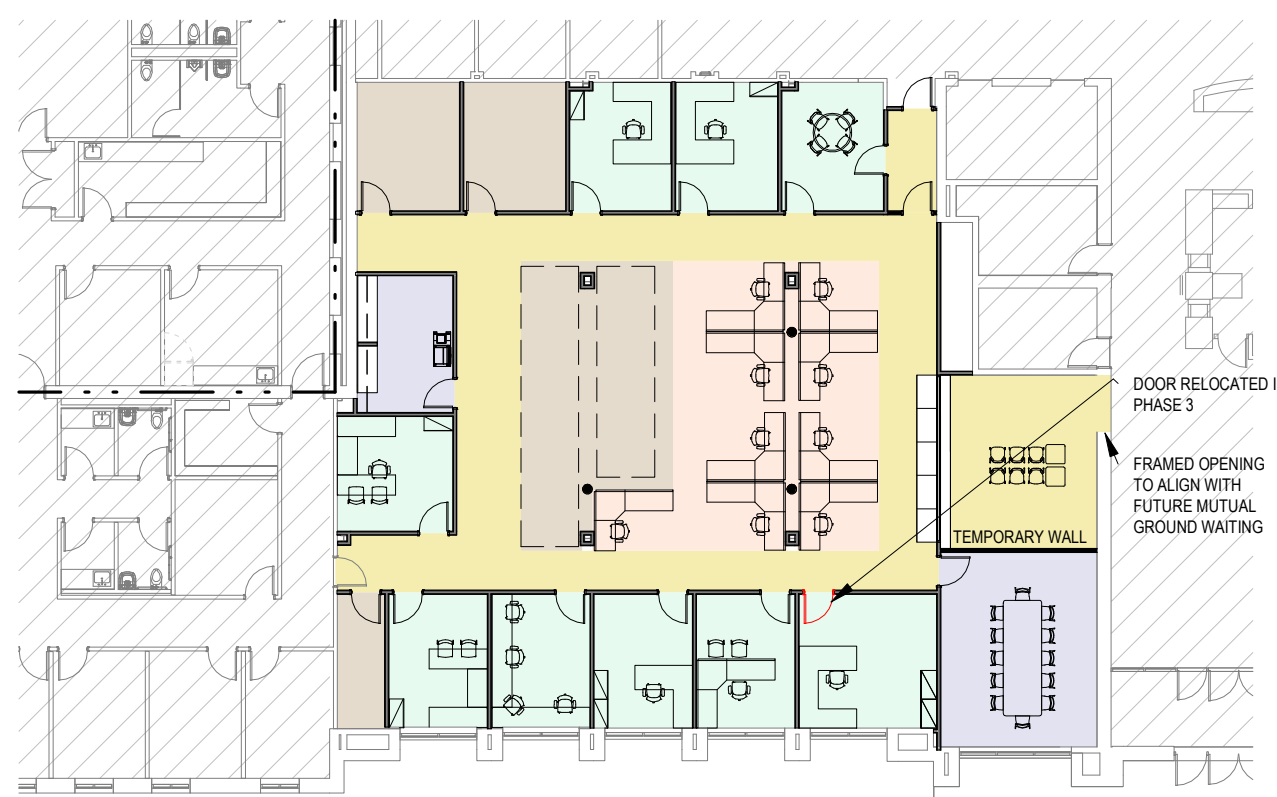
CONSTRUCTION LEGEND

- PERMANENT
WALLS TO REMAIN IN PHASE 3
- TEMPORARY
WALLS TO BE REMOVED IN PHASE 3
- POWER
SINGLE POWER POLE TO WORKSTATIONS





PHASE 1 - TEMPORARY BUILDOUT



PHASE 2 - TEMPORARY BUILDOUT



PHASE 3 - OFFICE BUILDOUT

DEPARTMENT LEGEND

- OPEN OFFICE
- PRIVATE OFFICE
- SHARED SPACES
- SUPPORT SPACES
- CIRCULATION

CONSTRUCTION LEGEND

- PERMANENT WALLS TO REMAIN IN PHASE 3
- TEMPORARY WALLS TO BE REMOVED IN PHASE 3
- POWER SINGLE POWER POLE TO WORKSTATIONS
- DOOR REMOVED OR RELOCATED



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 6/13/2024
Subject: Climate Pollution Reduction Grant MOU
Prepared by: Christina Burns, County Administrator
Department: Administration

Action Requested:

Forward to County Board for approval of an MOU with Kane County for Management of the EPA Climate Pollution Reduction Grant Award

Board/Committee Review:

NA

Fiscal impact:

NA

Background and Discussion:

Kane County is working collaboratively with a number of Chicago-area counties and municipalities to apply for a Climate Pollution Reduction Grant (CPRG) through the U.S. Environmental Protection Agency. In the MOU, Kane County will serve as the lead agency in the grant application process and apply for grant funds for programs designed to reduce emissions on behalf of the sub-recipients, of which Kendall County would be one. Kane intends to request \$150 million to fund projects such as building efficiency improvements, emission reduction residential grant programs and similar projects.

Approval of the MOU allows Kendall County to participate in the grant programs Kane County establishes if it receives CPRG funds but does not require participation or expenditure of funds.

Staff Recommendation:

Approval of an MOU with Kane County for the management of EPA Climate Pollution Reduction Grant Award.

Attachments:

MOU for the Management of the EPA Climate Pollution Reduction Grant Award

**MEMORANDUM OF AGREEMENT FOR THE MANAGEMENT OF THE EPA
CLIMATE POLLUTION REDUCTION GRANT AWARD**

RECITALS

THIS MEMORANDUM OF AGREEMENT, made by and between the **COUNTY OF KANE (COALITION LEAD APPLICANT)**; and the following **SUB-RECIPIENTS: COUNTY OF DUPAGE; KENDALL COUNTY; LAKE COUNTY; COUNTY OF WILL; CITY OF AURORA; CITY OF BATAVIA; CITY OF ELGIN; CITY OF HIGHLAND PARK; CITY OF NAPERVILLE; CITY OF WAUKEGAN; VILLAGE OF DOWNERS GROVE; VILLAGE OF MOKENA; and the VILLAGE OF WHEELING.**

WHEREAS, the Parties are units of local government within the meaning of Section 10 of Article 7 of the Constitution of the State of Illinois; and

WHEREAS, the Parties are also public agencies within the meaning of the Intergovernmental Cooperation Act (5 ILCS 220/1, *et. seq.*); and

WHEREAS, the Parties are authorized to contract among themselves to obtain or share services, or exercise, combine, or transfer any power or function in any manner not prohibited by law (5 ILCS 220/3); and

WHEREAS, the Congress of the United States has enacted the Inflation Reduction Act of 2022 and established the Climate Pollution Reduction Grants (CPRG) program to address greenhouse gas (GHG) pollution contributing to climate change; and

WHEREAS, the CPRG program is designed to incentivize eligible applicants to apply for funding together as a coalition to implement GHG reduction measures across multiple municipalities; and

WHEREAS, more than two (2) million residents covered by the coalition will benefit from the award by reducing GHG emissions, improving air pollution, and accelerating the transition to a green economy; and

WHEREAS, the partner agencies committing to participate in the Coalition are: Kane County, Illinois – Coalition lead applicant; DuPage County, Illinois – subrecipient; Kendall County, Illinois – subrecipient; Lake County, Illinois- subrecipient; Will County, Illinois – subrecipient; City of Aurora, Illinois – subrecipient; City of Batavia, Illinois – subrecipient; City of Elgin, Illinois – subrecipient; City of Highland Park, Illinois- subrecipient; City of Naperville, Illinois – subrecipient; City of Waukegan, Illinois- subrecipient; Village of Downers Grove, Illinois – subrecipient; Village of Mokena, Illinois – subrecipient; and Village of Wheeling, Illinois-subrecipient; and

WHEREAS, Kane County is the lead applicant for the Coalition and the “pass through entity” for purposes of applying for, administering funds, and managing the program associated with the CPRG grant; and

WHEREAS, Kane County accepts full responsibility for the performance of the coalition and is be accountable to U.S. Environmental Protection Agency (EPA) for effectively carrying out the full scope of work and the proper financial management of the grant; and

WHEREAS, the lead applicant for the Coalition is required to submit a Memorandum of Agreement (MOA), which provides documentation that the organizations have consulted with each other and are committed to fulfilling their respective roles and responsibilities to successfully implement the greenhouse gas (GHG) reduction measures described in the application prior to receiving any awarded funds by the EPA; and

WHEREAS, Kane County, as Coalition lead, will provide subawards to subrecipients through forthcoming subaward agreements for projects listed in the application as deemed eligible by the US EPA and the subrecipients will be accountable to the Kane County for proper use of EPA funding, successful project implementation, procurement of equipment and contractors consistent with EPA subaward policy and any other state or federal regulations; and

WHEREAS, Kane County, as coalition lead and pass through entity, will distribute CPRG grant funds to coalition subrecipients on a reimbursement basis for eligible expenses; and

WHEREAS, Kane County and the Coalition Partner Agencies of this Agreement find that is in the best interests of their respective local governments, that this undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this Agreement; and,

WHEREAS, purchasing and accounting methods will be in accordance with the subrecipients' governing jurisdiction's established policies and ordinances that govern the requisition and purchase of equipment and supplies; and

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties do hereby agree and covenant as follows:

1. RECITALS

The recitals set forth above are incorporated in this Agreement by reference and made a part of this Agreement.

For purposes of this Agreement, Kane County shall be referred to as "LEAD" and all subrecipient or partner agencies shall collectively be referred to interchangeably as "SUBRECIPIENTS" or "PARTNER AGENCIES."

2. ELIGIBLE EXPENSES

Subrecipient shall spend funds on allowable costs in compliance with approved awards and any other guidance issued by the Environmental Protection Agency. Subrecipient shall spend funds in accordance with Title 2 C.F.R. 200- Uniform Administrative Requirements, guidance by the Environmental Protection Agency and other applicable state and federal laws. Specific eligible expenses will be determined upon EPA award and included in any subaward agreement.

3. REIMBURSEMENT REQUESTS

Subrecipient agrees to request funds on a reimbursement basis. Detailed instructions on requests for reimbursement will be included in subaward agreement.

4. COMPLIANCE WITH GRANT MONITORING & REPORTING PROVISIONS

The Parties agree that this Agreement requires compliance with the regulations of the State of Illinois and with all applicable state and local orders, laws, regulations and certifications governing any activities undertaken during the performance of the Agreement. This Agreement requires compliance with Title 2 C.F.R. 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and guidance issued by the Environmental Protection Agency and all other applicable federal laws.

Pursuant to 2 C.F.R. § 200.208, LEAD is responsible for ensuring that specific Federal award conditions are consistent with the program design reflected in Section 200.202, including clear performance expectations of recipients as required in Section 200.301.

In furtherance of its responsibilities, LEAD may adjust specific Federal award conditions as needed, in accordance with Section 200.208, based on an analysis of the following factors:

- (1) Based on the criteria set forth in § 200.206;
- (2) The applicant or recipient's history of compliance with the general or specific terms and conditions of a Federal award;
- (3) The applicant or recipient's ability to meet expected performance goals as described in § 200.211; or
- (4) A responsibility determination of an applicant or recipient.

Additional Federal award conditions may include items such as the following:

- (1) Requiring payments as reimbursements rather than advance payments;
- (2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given performance period;
- (3) Requiring additional, more detailed financial reports;
- (4) Requiring additional project monitoring;
- (5) Requiring the non-Federal entity to obtain technical or management assistance;
or
- (6) Establishing additional prior approvals.

If LEAD imposes additional Requirements consistent with Section 200.208, it shall notify the SUBRECIPIENT as to:

- (1) The nature of the additional requirements;
- (2) The reason why the additional requirements are being imposed;
- (3) The nature of the action needed to remove the additional requirement, if applicable;
- (4) The time allowed for completing the actions if applicable; and
- (5) The method for requesting reconsideration of the additional requirements imposed.

Pursuant to Section 200.208, LEAD shall promptly remove any additional Requirements once the conditions that prompted them have been satisfied.

Furthermore, LEAD has the right to conduct monitoring consistent with 2 CFR 200.332. The Parties shall comply with applicable requirements of the Climate Pollution Reduction Grants ("CPRG") program, including, but not limited to the monitoring responsibilities for LEAD and the reporting requirements for SUBRECIPIENTS, as it relates to financial and grant use reporting. The Subrecipient shall participate in lawfully required monitoring activities at the request of LEAD. The LEAD may request reasonable ad-hoc reports and supporting documentation in addition to the reimbursement requests. Failure to submit proper documentation verifying eligible expenses may result in termination of funding and recoupment of awarded funds from the Subrecipient.

Under 2 CFR 200.332(d), LEAD monitoring of the SUBRECIPIENT would include:

- A. Reviewing financial and performance reports required by the pass-through entity.

- B. Following up and ensuring subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from pass through entity.
- C. Issuing management decision for applicable audit findings and resolve audit findings specifically related to subaward.

If a SUBRECIPIENT is noncompliant, LEAD would need to take enforcement action against the non-complying municipality or county. SUBRECIPIENTS understand and agree that LEAD may take one of the following actions, by the authority granted to LEAD under 2 CFR 200.339, if compliance cannot be remedied by imposing additional conditions. Those Actions may include one or more of the following:

1. Temporarily withhold cash payments pending correction.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings- (pass through entities can recommend the Federal government conduct such proceeding).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

5. COMPLIANCE WITH GRANT CERTIFICATIONS

The Parties shall comply with all applicable certifications and assurances required by the CPRG program, which is attached hereto and fully incorporated herein as ATTACHMENT B.

6. LIABILITY

The Parties shall each be individually responsible for their own actions and omissions, and for those of their officers, agents and employees, in the performance of this Agreement. Nothing in this Agreement shall be construed as a waiver of a Party's respective immunities or defenses, whether statutory or common law, by reason of any applicable indemnification and insurance provisions, or as an assumption of any duty for the benefit of any third party.

7. INSURANCE REQUIREMENTS

The Subrecipients will carry sufficient insurance coverage to protect any grant funds provided to the Subrecipients under the forthcoming subaward agreements. The insurance coverage shall also be adequate to satisfy any indemnification provisions set forth in the forthcoming subaward agreements.

8. COUNTERPARTS

This Agreement may be executed in any number of counterparts and by the different parties hereto on separate counterparts, each of which when so executed and delivered to LEAD, shall be an original, but all of which shall together constitute one and the same instrument.

9. TERM & EFFECTIVE DATE

This Agreement shall become effective upon the date of acceptance by *all* of the Parties hereto (hereinafter referred to as the “effective date”). The initial term of this Agreement shall be for a period of three (3) years, commencing upon the Agreement’s effective date.

10. NO THIRD-PARTY BENEFICIARY

The Parties expressly agree that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person on such Agreements, including, but not limited to, subcontractors, subconsultants, and suppliers. The Parties expressly intend that any person other than the Parties who receives services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

11. FINAL AGREEMENT OF PARTIES; INTEGRATION - AMENDMENTS

This writing constitutes the final expression of the Agreement of the Parties. It is intended as a complete and exclusive statement of the terms of this Agreement, and it supersedes all prior and concurrent promises, representations, negotiations, discussions and Agreements that may have been made in connection with the subject matter hereof.

This Agreement may only be amended with the written consent of all Parties hereto, and appropriately executed by all Parties to the Agreement.

12. NOTICES

All notices given or sent hereunder shall be sent by United States Mail, postage prepaid, addressed to respective party at the address set forth on the signature page of this Agreement, or to such other address as the parties may designate in writing from

time to time. A party updating their official notice address shall send said notice to all current and future signatories to this Agreement. Said update is not considered a formal “modification” to the terms of this Agreement.

13. LEGAL AUTHORITY

The Parties represent that all necessary acts have been taken to authorize and approve this agreement in accordance with applicable law, and this Agreement, when executed by the Parties hereto, shall constitute a binding obligation of the Parties, legally and enforceable at law and equity against each.

14. GOVERNING LAW & VENUE

This Agreement shall be interpreted and governed by the laws of the State of Illinois. The parties agree that the exclusive venue for resolving any legal proceedings between them shall be the Sixteenth Judicial Circuit Court of Kane County, State of Illinois, or the United States District Court for the Northern District of Illinois.

15. ASSIGNMENT

This Agreement may not be assigned without the prior written consent of the other Parties, which will not be unreasonably withheld.

16. VALIDITY

If any provisions of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

17. CONFIDENTIALITY

The parties shall maintain the confidentiality of records, data and other information deemed confidential by another party, except as otherwise required by law. Nothing in this paragraph is intended to impair a party’s compliance with a request for information made pursuant to the Illinois Freedom of Information Act (FOIA).

18. SEVERABILITY

If any provision of this Agreement is held to be invalid, that provision shall be stricken from this Agreement, and the remaining provisions shall continue in full force and effect to the fullest extent possible.

IN WITNESS WHEREOF, the undersigned duly authorized officers have subscribed their names on behalf of the Parties.

KANE COUNTY, ILLINOIS

By: _____

Date: _____

Corinne Pierog
Kane County Board Chair
Kane County Government Center
719 Batavia Avenue, Building A
Geneva, Illinois 60134

DUPAGE COUNTY, ILLINOIS

By: _____

Date: _____

KENDALL COUNTY, ILLINOIS

By: _____

Date: _____

LAKE COUNTY, ILLINOIS

By: _____

Date: _____

WILL COUNTY, ILLINOIS

By: _____

Date: _____

CITY OF AURORA, ILLINOIS

By: _____

Date: _____

CITY OF BATAVIA, ILLINOIS

By: _____

Date: _____

CITY OF ELGIN, ILLINOIS

By: _____

Date: _____

CITY OF HIGHLAND PARK, ILLINOIS

By: _____

Date: _____

CITY OF NAPERVILLE, ILLINOIS

By: _____

Date: _____

CITY OF WAUKEGAN, ILLINOIS

By: _____

Date: _____

VILLAGE OF DOWNERS GROVE, ILLINOIS

By: _____

Date: _____

VILLAGE OF MOKENA, ILLINOIS

By: _____

Date: _____

VILLAGE OF WHEELING, ILLINOIS

By: _____

Date: _____

ATTACHMENT A

AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION

Section I. _____

[Title and Description of Subaward including whether the Subaward is for Research and Development]

Section II. Federal Requirements.

A. Federal Award Identification.

1. **Subrecipient:**_____.

2. **Official Contact Information** (Name, Title, Address, Phone, Email): _____

3. **FEIN Number; SAM Registration; Nature of Entity:**

Under penalties of perjury, Subrecipient certifies that _____ is Subrecipient's correct SAM registration number; that _____ is Subrecipient's correct FEIN number; and that Subrecipient is doing business as a Governmental Unit in the State of Illinois.

4. **Amount of Agreement:** The amount of initial CPRG Funds dispensed to the Subrecipient are:_____. Subrecipient agrees to accept LEAD's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

5. **Identification Numbers:** If applicable, the Federal Award Identification Number (FAIN) is: _____, the federal awarding agency is: *United States Environmental Protection Agency*, and the Federal Award date is _____.
Note: The FAIN corresponds with the "Assistance ID No." on the EPA Notice of Award.

6. **Assistance Listing Number and Name for each EPA award used to support**

the subaward: _____.

7. Indirect cost rate for the pass-through entity's Federal award: _____

B. All "flow down" requirements imposed on the subrecipient by the pass-through entity to ensure that the EPA award is used in accordance with Federal statutes, regulations and the terms of the EPA award. The subrecipient is accountable to the pass-through entity for compliance with Federal requirements. In turn, the pass-through entity is responsible to EPA for ensuring that subrecipients comply with Federal requirements.

These requirements include, among others:

1. Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.
2. Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in General Condition of the pass-through entity's agreement with EPA entitled "**Reporting Subawards and Executive Compensation.**"
3. Limitations on individual consultant fees as set forth in General Condition [2 CFR 1500.10](#) and the General Condition of the pass-through entity's agreement with EPA entitled "**Consultant Fee Cap.**"
4. EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled "**Management Fees.**"
5. The Procurement Standards in [2 CFR Part 200](#) including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants) and Domestic preferences for procurements at [2 CFR 200.322](#).
6. For states and other public recipients, a provision ensuring that subawards are not conditioned in a manner that would disadvantage applicants for subawards based on their religious character.

Other statutes, regulations and Executive Orders that may apply to subawards are described at [Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients](#). Many Federal requirements are agreement or program specific and EPA encourages pass-through entities to review the terms of their assistance agreement carefully and consult with their EPA Project Officer for advice, if necessary.

ATTACHMENT B

CERTIFICATIONS AND ACKNOWLEDGEMENTS OF CPRG SUBRECIPIENTS

All of the Certifications and Assurances listed below are Federal requirements that may apply to SUBRECIPIENTS of EPA funded projects per 2 CFR 200.332(a)(2). This form serves as a notification and acknowledgment of these requirements prior to further pursuing this funding option. Please sign the attestation at the end of the following certifications and assurances, certifying acknowledgment of each of the requirements of the grant program. This shall be completed and submitted with grant application submittals.

Name of SUBRECIPIENT: _____

1. Non-Discrimination Laws

Title VI of the Civil Rights Act of 1964; Section 13 of the Federal Water Pollution Control Act Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975 prohibit discrimination in the provision of services or benefits, on the basis of race, color, national origin, sex, disability or age, in programs or activities receiving federal financial assistance.

Pursuant to EPA's regulations on "*Nondiscrimination in Programs receiving Federal Assistance from the Environmental Protection Agency*," in [40 CFR Part 5](#) and [40 CFR Part 7](#), the pass-through entity must agree, and require all subrecipients to agree, not to discriminate on the basis of race, color, national origin, sex, disability or age. The fact that the regulations do not address discrimination on the basis of age *does not* exempt recipients from compliance with the later-enacted Age Discrimination Act.

a. Executive Order 11246

Part III of Executive Order No. 11246 (September 24, 1965) *as amended* prohibits discrimination in Federally assisted construction activities. As provided in section 301 of the Executive Order, Pass-through entities must ensure that subrecipients include the seven clauses specified in section 202 of the Order in all construction contracts. Section 302 defines "Construction contract" as "any contract for the construction, rehabilitation, alteration, conversion, extension, or repair of buildings, highways, or other improvements to real property." Contracts less than \$10,000 are exempt from the requirements of the Order.

b. Executive Order 13798

Executive Order 13798 established a policy of promoting free speech and religious liberty. It reinforces the requirement that religious organizations be allowed to participate in Federal financial assistance programs on an equal footing with other organizations without being required to alter their religious character. States or other public grantees may not condition subawards in a manner that would disadvantage grant applicants based on their religious character.

c. Disadvantaged Business Enterprises

EPA regulations at [40 CFR Part 33, “Participation by Disadvantaged Business Enterprises in U.S. Environmental Protection Agency Programs”](#) set forth requirements for making good faith efforts to ensure that Disadvantaged Business Enterprises, including Minority Business Enterprises and Women’s Business Enterprises receive a fair share of contracts awarded with funds provided by EPA financial assistance agreements. These requirements apply to subrecipients in accordance with [40 CFR 33.102](#) and the definition of “Recipient” in [40 CFR 33.103](#).

d. Consultation with State and Local Officials

The Demonstration Cities and Metropolitan Development Act and the Intergovernmental Cooperation Act instructed federal agencies to consult with local officials to ensure smoother coordination of their assistance programs and to ensure that projects funded under federal programs are consistent with local planning requirements. Similarly, Executive Order 12372 *as amended* (1983) established procedures for intergovernmental review of federal financial assistance projects. EPA has implemented these requirements in [40 CFR Part 29](#).

EPA financial assistance programs subject to intergovernmental review may be found at: <https://www.epa.gov/grants/epa-financial-assistance-programs-subject-executive-order-12372-and-section-204-demonstration>. Executive Order 12372 exempts tribal programs from intergovernmental review.

If intergovernmental review is required, and neither EPA nor the pass-through entity complied with [40 CFR Part 29](#) prior to award because the location of subaward projects had not been determined, the pass-through entity must comply with intergovernmental review requirements after award. Intergovernmental review requirements vary among the states. As provided at [40 CFR 29.9\(d\)](#), if a state does not have a single point of contact for intergovernmental review, the recipient must offer directly affected State, area-wide, regional and local officials an opportunity to comment on the subrecipient’s proposed project.

e. Clean Air Act and Clean Water Act

Section 306 of the Clean Air Act (CAA) and section 508 of the Clean Water Act (CWA), as implemented by Executive Order 11738 (1973), prohibit performance of Federal assistance agreements at facilities disqualified due to certain violations of the CAA or CWA. Disqualified facilities are listed in the [System for Award Management](#). Pass-through entities must ensure that subrecipients are not disqualified and that they are aware of the requirement to check SAM, to determine if facilities that will be used to perform contracts or subawards are listed in SAM.

2. Financial Management Policies

These policies apply to transactions financed by EPA financial assistance funds and apply to both pass-through entities and subrecipients on the basis of either regulatory requirement or the [General Terms and Conditions](#) (T&C) of the pass-through entity’s

agreement with EPA. Pass-through entities should consult with their EPA Project Officer for advice if they have questions regarding how these policies apply to a particular subaward.

a. Federal Funding Accountability and Transparency Act

As set forth in the General Condition of the pass-through entity's agreement with EPA entitled "Reporting Subawards and Executive Compensation" the pass-through entity must ensure that subrecipients comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. Pass-through entities may use the terms of their subaward agreement or other effective means to meet their responsibilities.

b. Suspension and Debarment

The pass-through entities responsibilities are described at [2 CFR Part 180, Subpart C](#) and the "Debarment and Suspension" T&C of the pass-through entity's agreement with EPA. These requirements, which include checking [SAM](#) to ensure that potential contractors, subrecipients and their principals and agents are not suspended, debarred or otherwise ineligible to participate in Federal assistance programs also apply to subrecipients. It is important to note that in addition to being precluded from all first tier contracts and all contracts requiring EPA approval in accordance with [2 CFR 180.220](#), under [2 CFR 1532.220](#), suspended or debarred parties may not receive EPA funded contracts in excess of \$25,000 at any tier. Also, at [2 CFR 1532.995](#) EPA has identified activities that suspended or debarred parties may not perform as a "Principal" in EPA financial assistance agreements and subawards.

c. Limits on Fees Charged by Individual Consultants

EPA's Fiscal Year 2009 Appropriation Act (Pub. L. 111-8) restricts the amount of EPA financial assistance that recipients may use to compensate individual consultants. EPA implements this requirement at [2 CFR 1500.10\(a\)](#) and the "Consultant Cap" T&C. Pass-through entities must ensure that subrecipients comply with the limitation on compensation for individual consultants through the terms of their subaward agreements or another effective means. Additional information regarding when the consultant fee limit applies is available in the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) and the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

d. Management Fees

EPA policy prohibits recipients and subrecipients from charging management fees or making similar arrangements to receive EPA financial assistance in excess of direct or Federally approved indirect cost rates. This prohibition is implemented by the Management Fees T&C. Pass-through entities must ensure that subrecipients comply with this requirement through the terms of their subaward agreements or another effective means.

e. New Restrictions on Lobbying, 40 CFR Part 34

All recipients of EPA funds, including subrecipients, are subject to the requirements in 40 CFR Part 34. For example, pass-through entities must ensure that subawards in excess of \$100,000 require that subrecipients submit certification and disclosure forms required by [40 CFR 34.110](#) and the "Lobbying and Litigation" Terms and Conditions.

f. Uniform Grant Guidance Requirements (UGG)

Subrecipients must comply with [2 CFR Part 200](#) requirements, including but not limited to when they award procurement contracts, make subawards, and incur other costs borne by EPA financial assistance. Pass-through entities must ensure that subrecipients comply with this requirement through the terms of their subaward agreements or another effective means.

g. Build America, Buy America Act

Pass-through entities must ensure subrecipients comply with the Buy America sourcing requirements under the Build America, Buy America (BABA) provisions of the [Infrastructure Investment and Jobs Act](#) (IIJA) (P.L. 117-58, §§70911-70917). The BABA requirements apply to expenditures for projects for which funds have been obligated on or after May 14, 2022 under a Federal financial assistance program for infrastructure, unless the expenditures are subject to an EPA-approved waiver. The BABA provisions require that all of the iron, steel, manufactured products, and construction materials used in these projects be produced in the United States. The BABA sourcing requirements apply to an entire infrastructure project, even if it is funded by both Federal and non-federal funds under one or more awards.

Pass-through entities and subrecipients must implement these requirements in their procurements, and these requirements must be included in the terms of all subawards and contracts at any tier. For descriptions of general applicability waivers, legal definitions and sourcing requirements, pass-through entities and subrecipients must consult EPA's [BABA website](#).

When supported by a rationale provided in Section 70914 of the IIJA, pass-through entities and/or sub-recipients, as appropriate, may submit a project-specific waiver to EPA. Guidance on the submission instructions of an EPA waiver request will be available on the EPA [BABA website](#). A list of approved EPA waivers is available on the EPA [BABA website](#).

3. Environmental Authorities

These requirements typically apply when an EPA funded project involves construction, remediation of contamination in water, soil, or buildings, and similar activities which alter the physical environment. Other environmental laws may apply to a project independent of EPA funding. Financial assistance for research, training, technical assistance and related outreach, environmental education, program operations, or installation of pollution control equipment on vehicles or vessels, are generally not affected by these requirements. Note that this list of environmental authorities is for informational purposes only and is not intended to provide guidance on compliance in the context of a particular EPA assistance agreement. If it appears that one or more of these requirements may apply, pass-through entities should consult with their EPA Project Officer for advice.

a. National Environmental Policy Act

Where applicable, the National Environmental Policy Act (NEPA) requires federal agencies to conduct an environmental review of their proposed actions, with a view toward ensuring informed decision-making and public input. EPA's NEPA regulations are

at [40 CFR Part 6](#), and note that certain EPA actions are exempt from NEPA. Pass-through entities and subrecipients may be required to assist EPA with NEPA compliance, where appropriate.

b. Executive Order No. 12898 (1994)

This Executive Order (E.O.) directs federal agencies to “make achieving environmental justice part of its mission.” Each covered agency is required to identify and address, as appropriate, any “disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” One vehicle for EPA’s efforts to address environmental justice concerns is a NEPA analysis. Considering environmental justice generally involves identifying potential adverse effects on minority populations and low-income populations, as well as encouraging early public participation and the development of alternative or mitigating options as appropriate. The terms and conditions of the EPA award may require pass-through entities and subrecipients to assist EPA in ensuring the requirements of the Executive Order are met.

c. National Historic Preservation Act

Section 106 of the NHPA requires federal agencies to take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings. Under the ACHP’s regulations, consultations generally occur in the first instance with state and/or tribal historic preservation officials, with direct ACHP involvement in certain cases.

EPA funded projects with the potential to affect historic properties – *i.e.*, properties listed in or eligible for listing in the National Register of Historic Places – may implicate this statute. This may include, for instance, EPA-funded projects that involve alteration of structures (e.g., asbestos abatement) that are historic properties or construction/remediation on culturally sensitive lands.

Pass-through entities should work with their Project Officer to ensure that subrecipients are available to work with EPA on any required consultation process with the State or Tribal Historic Preservation Office prior to commencing the project to ensure compliance with section 106 of the NHPA.

d. Archeological and Historic Preservation Act

This law applies if archeologically significant artifacts or similar items are discovered after an EPA funded construction project has begun, and compliance may be coordinated with the NHPA, discussed above. The AHPA requires federal agencies to identify relics, specimens, and other forms of scientific, prehistorical, historical, or archaeological data that may be lost during the construction of federally sponsored projects to ensure that these resources are not inadvertently transferred, sold, demolished or substantially altered, or allowed to deteriorate significantly. Pass-through entities must ensure that subrecipients performing construction projects are aware of this requirement and pass-through entities must notify EPA if the AHPA is triggered.

e. Protection of Wetlands, Executive Order 11990 (1973), *as amended*

EPA funded projects involving new construction in wetlands may implicate this Executive Order. The terms and conditions of the EPA assistance agreement may require pass-through entities to ensure that subrecipients assist EPA in determining whether a proposed project will be located in (or affect) a wetland, and if so, evaluating practicable alternative locations for the project or other mitigation.

f. Flood Plain Management, Executive Order 11988 (1977), as amended, and Executive Order 13690 (2015)

EPA funded projects that are in or will affect a flood plain are covered by these Executive Orders and Water Resources Council guidance. EPA assistance agreement terms and conditions may require pass-through entities to ensure that subrecipients work with EPA to evaluate practicable alternatives or other mitigation to reduce flood risks and protect flood plains.

g. Farmland Protection Policy Act

This statute requires EPA to use criteria developed by the Natural Resources Conservation Service (NRCS) to identify the potential adverse effects of Federal programs on farmland and its conversion to nonagricultural uses, to mitigate these effects, and to ensure that programs are carried out in a manner that is compatible with the farmland preservation policies of state and local governments, and private organizations. Pass-through entities and their subrecipients may need to work with EPA or NRCS, as appropriate, to ensure compliance.

h. Coastal Zone Management Act

This statute requires EPA to ensure that Agency funded activities in coastal areas are consistent with state coastal zone management plans that have been approved by the Department of Commerce. Pass-through entities and subrecipients should consult directly with the state Coastal Zone Management agency during the planning stages to ensure that the EPA funded project will be consistent with the state's coastal zone management plan.

i. Coastal Barriers Resources Act

This statute restricts federal financial assistance that would encourage development in the Coastal Barriers Resources System, a collection of undeveloped and ecologically sensitive barrier formations along the Atlantic and Gulf Coasts of the United States, and the shore areas of the Great Lakes, and adjacent wetlands, marshes, estuaries, inlets, and near-shore waters. During the planning phase of a proposed project located in the Coastal Barriers Resources System, pass-through entities and subrecipients should consult with the state Coastal Zone Management agency to determine whether a proposed project will have an effect on the system, and if so, the alternative sites or mitigating measures that must be incorporated in the project's design.

j. Wild and Scenic Rivers Act

This statute prohibits federal assistance for water resource projects that would have direct and adverse effects on, invade, or unreasonably diminish, the special values of a congressionally designated wild and scenic river. Pass-through entities and subrecipients should consult with appropriate state or federal (National Park Service or Bureau of Land Management) agency to determine whether the project or any alternatives under

consideration may affect a designated river.

k. Endangered Species Act (ESA)

This statute requires Federal agencies to ensure that their activities are not likely to jeopardize endangered species, adversely modify designated critical habitats, or incidentally take (injure or kill) endangered animals without authorization, in consultation with the appropriate federal wildlife agency (the U.S. Fish and Wildlife Service or National Marine Fisheries Service) as described in [50 CFR Part 402](#). The ESA consultation process is triggered when an action “may affect” ESA-protected species or critical habitat.

Pass-through entities and subrecipients should coordinate with EPA to ensure consultation occurs where appropriate.”

l. Magnuson-Stevens Fisheries Conservation and Management Act

Magnuson-Stevens Fisheries Conservation and Management Act *as amended* by The Sustainable Fisheries Act of 1996 is intended to manage and conserve Essential Fish Habitats (EFH). The National Marine Fisheries Service (NMFS) administers the Act. Pass-through entities and subrecipients must coordinate with NMFS to determine whether a proposed project may adversely affect an EFH. If an action may adversely affect an EFH, the subrecipient must complete an EFH consultation with NMFS.

m. Clean Air Conformity Act

This statute prohibits any Federal assistance for an activity within a non-attainment or maintenance area that fails to conform to an applicable State Implementation Plan. Pass-through entities and subrecipients should first consult with their state air program’s website to determine if an EPA funded activity is in a non-attainment or maintenance area. If the EPA funded activity is within a non-attainment or maintenance area the pass-through entity and subrecipient should consult with the state air program to determine conformity. Note that EPA regulations at [40 CFR 93.153\(c\)](#) exempt a number of activities including planning, studies, technical assistance and remediation under the Comprehensive Environmental Response, Liability and Compensation Act (CERCLA).

n. Safe Drinking Water Act

Precludes the use of EPA financial assistance for projects that would contaminate sole source aquifers. Pass-through entities and subrecipients must contact state officials to determine whether a sole source aquifer is in the vicinity of the proposed project. If a sole source aquifer is in the project planning area, then the assistance recipient, in consultation with state ground water officials, must conduct investigations to determine if the aquifer could be contaminated by the project. If the project could potentially affect ground water supplies, the assistance recipient, in consultation with ground water officials, must elect an alternative site or devise adequate mitigating measures.

4. National Defense.

a. Never Contract with the Enemy (P.L. 113-91)

This statute applies only to grants and cooperative agreements that are expected to exceed \$50,000 and that are performed outside the United States, including U.S. territories, and that are in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities. The “Never Contract with the Enemy” restrictions are implemented in 2 CFR Part 180. Recipients must ensure that none of the funds, including supplies and services, received under Federal grants or cooperative agreements are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.

b. Prohibition using Federal funds for certain telecommunications and video surveillance services or equipment (Section 889 of P.L. 115-232).

This statute prohibits using Federal funds to procure equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified as subject to the section 889. These entities are recorded in the [System for Award Management](#) exclusion list. Section 889 is implemented in 2 CFR 200.216 and the general terms and conditions of EPA assistance agreements. EPA recipients, subrecipients, and borrowers under EPA funded revolving loan fund programs are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services produced by entities subject to section 889 as a substantial or essential component of any system, or as critical technology as part of any system.

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SUBGRANTEE’S VERIFICATION BY CERTIFICATION

Under penalties of perjury as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure (735 ILCS 5/1-1109), the undersigned certifies that he or

she is authorized to act on behalf of the subrecipient hereinafter listed and that they have read and understands the Federal requirements that may apply to SUBRECIPIENTS of EPA funded projects, per 2 CFR 200.332(a)(2), which have been listed in the attached document entitled, "ATTACHMENT B: CERTIFICATIONS AND ACKNOWLEDGEMENTS OF CPRG SUBRECIPIENTS."

SUBRECIPIENT MUNICIPALITY

Signature of Authorized Representative

Printed Name

Title

Date



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 6/13/2024
Subject: New Planning, Building, and Zoning Department Intern Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of the Planning, Building, and Zoning Department Intern job description.

Board/Committee Review:

The 6/3/2024 Human Resources & Insurance Committee meeting was cancelled. This item was forwarded to the Committee of the Whole per the request of Committee Chairman Rodriguez.

Fiscal impact:

None – funds already budgeted for PBZ Department intern

Background and Discussion:

The attached is a proposed job description for a Planning, Building, and Zoning Department intern. This temporary intern position will assist the Planning, Building, and Zoning Department with various planning, building, and zoning related services including, but not limited to meeting agenda creation, drafting meeting minutes, building and code enforcement database management, economic development related research, grant reporting, and drafting policy.

Staff Recommendation:

Approval of the Planning, Building, and Zoning Department Intern Job Description

Attachments:

1. Planning, Building, and Zoning Department Intern Job Description

Kendall County Internship Job Description

TITLE: Intern
DEPARTMENT: Planning, Building and Zoning
SUPERVISED BY: Director
FULL TIME/PART TIME: Part Time (Hours vary)
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: TBD

I. Position Summary:

This internship provides support to the Kendall County Planning, Building and Zoning Department. During the internship, the intern will gain hands on experience in a broad range of planning, building, and zoning related services including, but not limited to land use planning, code enforcement, development permitting, historic preservation, economic development, policy, ordinances, resolutions, and grant administration. This internship may be paid or unpaid and eligible for school credit.

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides support to the Kendall County's Planning, Building and Zoning Department and gains hands on experience in a broad range of planning, building, and zoning related services including, but not limited to meeting agenda creation, drafting meeting minutes, building and code enforcement database management, economic development related research, grant reporting, and drafting policy.
- B. Provides support to the Kendall County Planning, Building and Zoning Department with research support for various policy issues.
- C. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- D. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- E. Assists with the preparation and revision of correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned internship responsibilities.
- F. Handles confidential matters daily relating to all functions of the Planning, Building and Zoning Department.
- G. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- H. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.

Kendall County Internship Job Description

- I. Performs other duties as assigned.

III. Qualifications:

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the

Kendall County Internship Job Description

following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screens and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via the use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.
- J. Travel independently to properties within Kendall County that are in development or have developments planned or proposed.

V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours and occasional night or weekend meetings.

By signing my name below, I hereby affirm that I received a copy of this internship job description.

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 6/13/2024
Subject: Amendment to Fee Agreement with Horton Group, Inc. in an amount not to exceed \$3,693 per month
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of the Amendment to Fee Agreement with Horton Group, Inc.

Board/Committee Review:

The 6/3/2024 Human Resources & Insurance Committee meeting was cancelled. This item was forwarded to the Committee of the Whole per the request of Committee Chairman Rodriguez.

Fiscal impact:

\$3,693 per month (no increase in existing brokerage fee rate)

Background and Discussion:

The attached is a proposed amendment to Kendall County's existing Fee Agreement with the Horton Group, Inc. ("Horton"). Horton currently provides brokerage and consulting services for Kendall County's medical, dental, and life insurance benefits. The attached proposed amendment will extend the County's current contract with Horton from July 1, 2024 through December 31, 2024 with no change in the monthly fee.

Staff Recommendation:

Approval of the Amendment to Fee Agreement with Horton Group, Inc. in an amount not to exceed \$3,693 per month from July 1, 2024 through December 31, 2024.

Attachments:

1. Amendment to Fee Agreement with Horton Group, Inc.

Amendment to Fee Agreement

This Amendment to Fee Agreement ("Amendment") is made as of July 1, 2024 by and between **KENDALL COUNTY, ILLINOIS**, a unit of local government with its principal office located at 111 West Fox Street, Yorkville, Illinois, 60560 ("Client") and THE HORTON GROUP, INC. of 10320 Orland Parkway, Orland Park, IL 60467 ("Horton").

WHEREAS, Horton and Client previously entered into a Fee Agreement, dated as of July 1, 2023 (the "Agreement"), which the parties now wish to amend as set forth herein.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Client Service Retainer Agreement will be extended until December 31, 2024.
2. Except as otherwise provided in this Amendment, all other terms of the Agreement shall remain in full force and effect. Upon execution by you, this letter shall constitute a binding amendment to the Agreement.

KENDALL COUNTY

THE HORTON GROUP, INC.

By: _____

By: Kenneth Olson

Name: _____

Name: Kenneth Olson

Its: _____

Its: Division President

Date: _____

Date: 5/23/24

The Horton Group is an Equal Employment Opportunity Employer

Insurance / Risk Advisory / Employee Benefits

HORTON

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Fee- Based Pricing Consulting Services

Strategic Planning and Market Insight	Included
<p>Because of our multifaceted involvement in Health Care, we are proud of the insight we can bring to the Board Room for intermediate and long-term planning in the following areas:</p> <ul style="list-style-type: none"> • Health Care Reform (ACA) Impact Study: Compliance and Tax Impacts • Compliance Assessment / Audit • Affordable Care Act (ACA) “Pay or Play” Options and Strategies • Market Trends and Forecasting • Benefit Philosophy Development • Benefit Design and Cost Sharing Benchmark: Industry and Employer Size • Exploration of 4-tier and Defined Contribution Cost Sharing Models • Eligibility Management Review: Working Spouse Carve-Out / Incentive Provisions • Private Health Insurance Exchange Options- ICHRA, Family Glitch • “Bend The Trend” Best Practices • High Deductible Health Plan Strategies (HSA, HRA, Gap Planning) • Engagement Strategies for Worksite Wellness / Early Detection • Voluntary Worksite Benefit Strategies • Alternate Funding Techniques (Self- Funding, Captives) 	
Financial and Benefit Analytics	Included
<p>After Fourth Quarter - Plan Year End - Site Visit</p> <ul style="list-style-type: none"> • Executive Healthcare Cost Analysis - year-end close out showing plan performance plus: <ul style="list-style-type: none"> • State of the Healthcare Market • Analytics Review: Medical, Rx • Demographic Review • Plan Costs vs. Expected vs. Maximum (per capita) • Industry or carrier benchmarks (where available) • Plan administrative costs (per capita) • High-cost claimants • Utilization by service type (professional, in-patient, out-patient, pharmacy, Rx generic, name brand, specialty pharmacy and J-Code drugs) • Office visits per thousand • Emergency room visits per thousand and cost. • Top Medical diagnostic categories • Top 10 pharmacy charges • Year-end summary of plan and contribution changes • Year-end summary of migration and analysis of cost impact • Utilization Containment Strategies 3–5-year considerations 	

Fee- Based Pricing Consulting Services

<p>After Second Quarter of Plan Year – Pre-Renewal Strategy Meeting – Site Visit</p> <ul style="list-style-type: none">• Key Performance Indicators• Network Utilization and Discounts• High-Cost Claimants• Overall Plan Performance• Report from: Blue Insight, Decision Master Warehouse• Renewal Forecasting and Suggested Plan Alternatives• Plan Design Benchmarking• Retiree Carve Out Analysis• PBM Carve Out Analysis (depending on data availability and group size)• Strategy Recommendations for Renewal<ul style="list-style-type: none">• plan design, employee cost sharing, product, carrier, network, funding techniques, GAP, HRA options.	
<p>Renewal Market Analysis</p> <ul style="list-style-type: none">• Prepare Renewal Specifications – ACA Compliant• Seek Quotes to Analyze and Compare Market• Negotiate Renewal and Market Pricing with Carriers/Vendors• Present Findings to Client	

Fee- Based Pricing Consulting Services

ACA Impact Analysis -- Midterm (TBD) Site Visit <ul style="list-style-type: none"> • Penalty 4980H (a) and (b) Impact • Patient Centered Effectiveness Research Tax (PCORI) • Employee Eligibility Determination • Strategies to Mitigate Rising Cost Wellness Screening Reports <ul style="list-style-type: none"> • Wellness Screening Summary and Forecast • Horton Health Initiatives Integration Report 	
Additional Services – Financial	TBD
Third Party Services	
Compliance Support	Included
Designated Account Executive to assist with Health Care Reform News, Review of Compliance Requirements and Support Questions as requested: <ul style="list-style-type: none"> • COBRA • 5500 • FMLA • HIPAA • HIPAA Privacy • ADA • Section 125 • Medicare Part D • CHIPRA • ACA 	

Fee- Based Pricing Consulting Services

Administrative Services – Compliance	
<ul style="list-style-type: none"> • 5500 Data Collection • 5500 Preparation (Outside Service) • COBRA Administration (Outside Service) • Plan Document and Group Policy/SPD/Certificate Review • Compliance Assessment / Audit • Horton Agency Engagement in Health Care Legislation on State and Federal Level and report findings • Model Notices (including ACA) • FMLA Administration • SPD Wrap Document • FSA Administration 	<p>N/A</p> <p>N/A</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>Included</p> <p>-----</p> <p>Included</p> <p>TBD</p> <p>Included</p> <p>TBD</p>

Fee- Based Pricing Consulting Services

Other Services	Included
<p><u>Eligibility Management Assistance</u></p> <ul style="list-style-type: none"> • Determining Full-Time Status (per ACA) • Vetting of Online Enrollment and Communication Systems • Developing Participation Guidelines: Working Spouse Waiver Rules, Eligibility; Spousal Waiver Incentive • Documentation Requirements • Contribution Strategies <p><u>Employee Communication and Services:</u></p> <p>Open Enrollment Meetings (onsite, virtual, recorded)</p> <ul style="list-style-type: none"> • Custom PowerPoint Presentation • Benefit Summary Guides • Call Center Options - available at additional cost <p>Benefit Technology through Employee Navigator including Online Enrollment and EDI Carrier Feeds</p> <p>Designated Horton Employee Claims Advocate / Product Support Specialist</p> <p><u>Employer Services:</u></p> <p>HR Benefits Portal (Mineral – Think HR)</p> <p>HR-related articles</p> <ul style="list-style-type: none"> • Access to a community of HR Professionals <p>Claims, Billing, Eligibility Assistance, Benefit Administration Assistance</p> <p>Benefit Education and Communication</p> <ul style="list-style-type: none"> • Healthcare Literacy • Benefit Alerts • Compliance – Legislative Alerts • Horton Wellness Newsletter – Portal 	
Horton Wellness Consulting	Included
<p>Initial Workplace Wellness Assessment</p> <p>Implementing the Fundamentals</p> <ul style="list-style-type: none"> • Health Assessment • Wellness Portal • Health Management Education • Develop Incentives and Rewards <p>Define Additional Objectives & By-laws</p> <ul style="list-style-type: none"> • Three Year Plan Timeline • Incentive Contribution Modeling • Organize and Initiate Wellness Committee • Health Improvement Incentive Options 	

Fee- Based Pricing Consulting Services

Additional Wellness Services	TBD
Health and Wellness Related <ul style="list-style-type: none">Wellness Fair CoordinationBiometric ScreeningFlu Shots (these costs vary by participation but in many cases, can be paid by the plan)BMI / Tanita Scale ReadingsStroke ScreeningLearn at Lunch SeminarsHealth CoachingNurse Hot LineDoctor On SiteEAP Services	TBD TBD TBD ----- TBD TBD TBD TBD TBD TBD TBD
Population Health: for self-insured clients we expand our wellness activities to include Population Health, which is a deeper dive into analytics with our Registered Nurses through the use of Springbuk Analytics Platform.	TBD

Fee- Based Pricing Consulting Services

Additional Expertise Available Through Horton

WORKSITE - Voluntary Benefits

The Horton Group helps organizations improve morale and free up staff by offering well-designed, optional products such as individual life, short-term and long-term disability and supplemental vision, dental and high deductible health plan gap plans including critical illness and accident insurance.

Personal Lines

Horton Personal Insurance helps business owners, key executives and employees protect their homes, automobiles, watercraft and more. Services include annual detailed coverage reviews and programs designed for high-net worth individuals

Property & Casualty / Risk Management Services

Horton Risk Management Services provides property, general liability, automobile, excess liability, workers' compensation, employment practices liability, crime, fiduciary liability, professional liability and directors and officers insurance as well as many other products in a variety of industries.

Safety Consulting and Loss Control

From employee orientation and training to jobsite inspections, Horton helps contractors and other commercial clients manage claims, facilitate appropriate return-to-work programs and incorporate safety into every aspect of their business operation

Financial Wellness

By partnering with Cerity Partners, Horton has deepened its resources to include ERISA expertise and can assist organizations with their retirement services to maximize the organizations fiduciary protection, eliminate personal liability and hidden conflicts of interest while making a difference in the financial lives of their employees.

There are three key pillars to our service platform:

- Fiduciary Oversight
- Investment Advisory
- Financial Wellness Coaching & Ongoing Plan Review