

County Property COMMITTEE MEETING AGENDA

June 23, 2023 9:00 am Rm 250

To View Meeting Live go to:

<https://www.youtube.com/channel/UCjwHFloW13M224SgVU95Ifg>

I. Call Meeting to Order

II. Citizen Comments

III. Approval/Dispense of previous months minutes from the County Property Meetings

IV. Parks – Memorial - Cemetery

1. Budget 2022-2023

a. Review Current Bill Report to Monthly Report b. Approval of Bills

2. Reports / Business

OLD

LC Parks Reservations Policy/Procedure
ORD: Amending Park Rules & Regulations
Equipment
Safety

Donations/Grants
ARP

Catlin Park

Trails
Update on Projects
Mowing
Building Demolition

Shabbona Park

Reservations
Update on Projects

Special/Emergency Project(s)

NEW

- Modular Bathroom Bid

V. Courthouses, Jail, Buildings & Grounds

1. Budget 2022-2023

a. Review Current Bill Report to Monthly Report b. Approval of Bills

2. Reports / Business

3. Capital Asset review/approval

OLD

All Complexes

Cleaning
Ibid
Air quality update
ARP

Criminal Justice-Etna

Jail

Downtown

Generator
Fire Escape

Sheriff / Jail/Dispatch

Minor Repairs

Heat / Pipes various sites

E. Etna Road Gov.

Air Handling Unit
Boilers Phase 2
Window Glazing
Electric

Highway

ADA

Compliance Plan Project

Coroner Office

Update

Detention Home

Maintenance

Nursing Home

Health Department

NEW

Coroner Fire Alarm System
Power source in Rm 250 for Board Members Laptops

VI. Senate & House Bills -

VII. Adjourn

COUNTY PROPERTY

A meeting of the County Property Committee was held June 23, 2023 in room 250 with the following members present:

Per Diem	Mileage	Members Absent:
Dave Torres		Gary Small
LouAnne Carretto		
Joanne McNally	Joanne McNally	
Joseph Savitch		
Doug Trager	WebEx	
Mike Kasap	Mike Kasap	

Non-Members/Visitors Present:

Don Jensen	Chairman	Bob Kaminski	Maintenance
Ken Henze	Parks Director	Kurt Rimmele	BCA
Rich Ploch	Coroner	Greg Vaccaro	Circuit Clerk
John Haag	IT	Karen Miller	Recorder
Tom Walsh	Board Member		

Motion by Mr. Savitch 2nd by Mr. Kasap to dispense June 9th meeting minutes Aye=All Nay=None Motion Carried.

Citizen Comment

PARKS – Memorial - Cemetery

Budget 2022-2023

Review Current Bill Report to Monthly Report

Motion by Mr. Savitch 2nd by Mr. Kasap that the bill in the amount of be allowed:

2023 – 001-036 \$ 2,148.38 (handdrawn) \$ 112.34

be allowed. Aye=All Nay=None Motion Carried

OLD

ARP

NEW

- Park Manager Ken Henze updated the committee on the parks

Modular Bathroom Bid

- Kurt Rimmele is working on the drawing of the building

COURTHOUSE & JAIL, BUILDINGS, GROUNDS

Budget 2022-2023

Review Current Bill Report to Monthly Report

Motion by Mr. Kasap 2nd Ms. McNally that the bill in the amount of be allowed:

2023 - 001-029 \$ 9,072.04 handdrawn \$ 0.00

2023 - 028-000 \$ 29,438.40 handdrawn \$ 0.00

be allowed. Aye=All Nay=None Motion Carried

Transfers

None

OLD

All Complexes

Cleaning

- No discussion

Vending Machines

- No Discussion

IBID

- No discussion

Air Quality

- No discussion

Minor/Repairs

E. Etna Road Gov.

Air Handling Unit – cleaning equipment in basement was moved so tear out can begin

Window Glazing – waiting for glass shipment

Window Glazing Phase II – Ordering the glass

Boiler Replacement Phase II –

Motion by Mr. Kasap 2nd by Ms. Carretto to accept bid and forward to the Full Board Aye=All Nay=None Motion Carried

Electricity – look at discussing this at the end of July

Circuit Clerk - south wall needed repairs [see pics below]

Detention Home

- No discussion

Downtown

- Fire Escape – pre construction meeting happening on 6/9/23
- Sidewalk repairs were made [see pics below]
- The basement was cleaned out of any junk [see pics below]

Generator for Downtown Courthouse – no discussion

Sheriff/Jail/Dispatch

Women's Pod – no discussion

Jail Vent Cleaning – no discussion

Coroner Office

- A few touchups are left to do

Nursing Home

- No discussion

ADA -

NEW

Coroner Fire Alarm System

- First alarm system was inspected at the coroner building and needs to be upgraded
- Coroner Office got a hold of Johnstone for the upgrades
- Discussed with committee who will pay for the upgrades and maintenance of the project

- Coroner will pay for the \$300.00 one-time program fee and maintenance will pay the \$600.00 maintenance and the \$612.00 for the annual inspection
- Motion by Ms. McNally 2nd by Ms. Carretto Coroner will pay for the \$300.00 one-time program fee and maintenance will pay the \$600.00 maintenance and the \$612.00 for the annual inspection Aye=All Nay=None Motion Carried

Power source in Rm 250 for Board Members Laptops

- It was brought up that the new Laptops that the Board members received need a way to be charged at board meetings
- It was suggested by IT Director John Haag that we provide a few power banks so board members could charge their laptops

Non-Agenda Items

Recorder Karen Miller approached the committee about the changes in her office and maintenance will be assisting as well Discussion on Midwest Barge Terminal and a quote given to us on how much it would cost to fix some of the items at the property [see attached]

Motion by Ms. McNally 2nd by Mr. Trager to adjourn meeting Aye=All Nay=None Motion Carried



DTCH Basement



Circuit Clerk Wall



DTCH Sidewalk



TERMS AND CONDITIONS - LASALLE COUNTY

Construction Means and Methods: WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

Construction Observation: When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Project Signs: Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

Electronic Files: The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

Limitation of Liability: In recognition of the relative risks and benefits of the Project to both the Client and WHA, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of WHA and WHA's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of WHA and WHA's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$100,000, or WHA's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Use of Documents: Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.



RANGE OF HOURLY RATES OF FULL TIME STAFF

EXHIBIT B2

EFFECTIVE APRIL 1, 2023

CLASSIFICATION OF EMPLOYEE	RATE RANGE	
	LOW	HIGH
President & General Manager	\$70.00	\$110.00
Principal Engineering Manager	\$50.00	\$90.00
Engineering Manager	\$40.00	\$100.00
Civil Engineer IV	\$40.00	\$70.00
Civil Engineer III	\$30.00	\$60.00
Civil Engineering Intern II	\$30.00	\$60.00
Civil Engineering Intern I	\$20.00	\$50.00
SPP Civil Engineer I, II, III, IV	\$20.00	\$70.00
Engineering Intern	\$20.00	\$40.00
SPP Engineering Intern	\$20.00	\$40.00
Principal Architectural Manager	\$40.00	\$80.00
Architect Manager	\$40.00	\$70.00
Architect IV	\$35.00	\$65.00
Architect III	\$30.00	\$60.00
Architectural Intern II	\$30.00	\$60.00
Architectural Intern I	\$16.00	\$40.00
SPP Architectural Intern I	\$16.00	\$40.00
SPP Professional Architect I, II, III, IV	\$20.00	\$70.00
Principal PLS Manager	\$30.00	\$60.00
PLS Manager	\$30.00	\$60.00
PLS IV	\$30.00	\$50.00
PLS III	\$30.00	\$50.00
PLS (SIT) II	\$20.00	\$50.00
PLS (SIT) I	\$20.00	\$40.00
SPP PLS, I, II, III, IV	\$20.00	\$50.00
Technician IV	\$20.00	\$50.00
Technician III	\$20.00	\$50.00
Technician II	\$20.00	\$40.00
Technician I	\$20.00	\$30.00
SPP Technician I, II, III, IV	\$20.00	\$50.00
Survey Worker Foreman	\$20.00	\$50.00
Survey Worker	\$20.00	\$50.00
Survey Worker Intern	\$16.00	\$30.00
Administrative Assistant	\$16.00	\$30.00
SPP Administrative Assistant	\$16.00	\$30.00
Human Resource Administrator I	\$20.00	\$40.00
Bookkeeper	\$20.00	\$40.00
Bookkeeper/HR Supervisor	\$20.00	\$40.00

- The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.
- Generally, field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period.
- SPP - Special Personnel (SPP) Employees will be billed at the same rate as a I, II, III, or IV in the same classification.



June 7, 2023

Willett, Hofmann & Associates, Inc.
809 E. 2nd Street
Dixon, IL 61021

Attention: Douglas Brunot, P.E., S.E.

Subject: Midwest Barge Terminal Inspection in Ottawa, Illinois

Dear Mr. Brunot,

Collins Engineers, Inc. (Collins) is pleased to submit the following proposal to provide engineering services for the inspection of the Midwest Barge Terminal along the north bank of the Illinois River near 1350 Co Hwy 34 in Ottawa, Illinois.

PROPOSED SERVICES

Based on our understanding of the project, Collins will perform the inspection of an approximately 100-foot-long barge mooring facility (dockwall and deck) located on the north bank of the Illinois River. The proposed scope of work shall include:

- pre-inspection coordination and safety planning;
- a single mobilization to the site with necessary staff (3-person dive team) and equipment (boat, diving equipment, inspection tools, etc);
- recording of water depths (soundings) along the dockwall and parallel to the dockwall at 25-feet away from the dockwall;
- a Level I (visual and tactile) inspection and assessment of the accessible surfaces of the dockwall and deck;
- Level II or Level III inspection techniques, as determined necessary by the project team leader, to determine the extent of deterioration;
- and a presentation of the inspection findings in a letter report.

The letter report will include a description of the existing condition of the elements inspected with a general assessment of present structural integrity and stability; above and below water photographs; and hand-drawings/sketches, as required, to present typical and specific findings.

All members of the inspection team will be equipped and trained, and all diving operations will be conducted in accordance with the Occupational Safety and Health Administration Commercial Diving Operations Standard (29 CFR 1910, Subpart T) and Collins Engineers' Manual of Safe Dive Practices. The inspection will be conducted by a team of technicians and engineer-divers experienced in underwater structural inspections of dockwalls. The team will be led by a licensed Professional Engineer registered in the State of Illinois.

Before the start of the work, Willett, Hofmann & Associates, Inc. will provide Collins with available design or as-built plans for the structure.

ITEMS EXCLUDED FROM PROPOSAL

Please note that the following items are not included with this proposal. If any of the below services are requested, additional fees will apply:

- Repair designs and CADD drawings
- Any necessary Site Training
- Inspection of mechanical or electrical systems
- Destructive or Partially Destructive Testing, including but not limited to soil excavation, material sampling, timber coring
- Surveying
- Coordination with facility barge traffic (vessels docked that would prevent access to wall and result in delays)

FEE

We propose to provide the professional engineering services described above for a **Lump Sum Fee** inclusive of all direct expenses, of **\$11,000**.

The proposed fee was estimated assuming the work is to be completed within Calendar Year 2023, and that Collins will have access to the site from either a marine vessel (river access) or from the deck (topside). To allow for proper notification time of marine traffic authorities, Collins requires a minimum of 5 days between written authorization to proceed and the date of field investigation. Collins will produce its letter report within 15 business days of the conclusion of the field investigation. Invoices will be submitted on a monthly basis and payment is due within 30 calendar days of the invoice date.

Mr. Douglas Brunot

June 7, 2023

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We look forward to supporting Willett, Hofmann & Associates on this project. If you have any questions, you may contact me at 312-236-7893.

Very Truly Yours,

COLLINS ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'B. Dilworth', with a horizontal line extending to the right.

Brian P. Dilworth, PE
Lead Inspection Engineer

Cc: Roderick Breen (Collins)
Enclosures (1): "Exhibit 1 - Project Location"

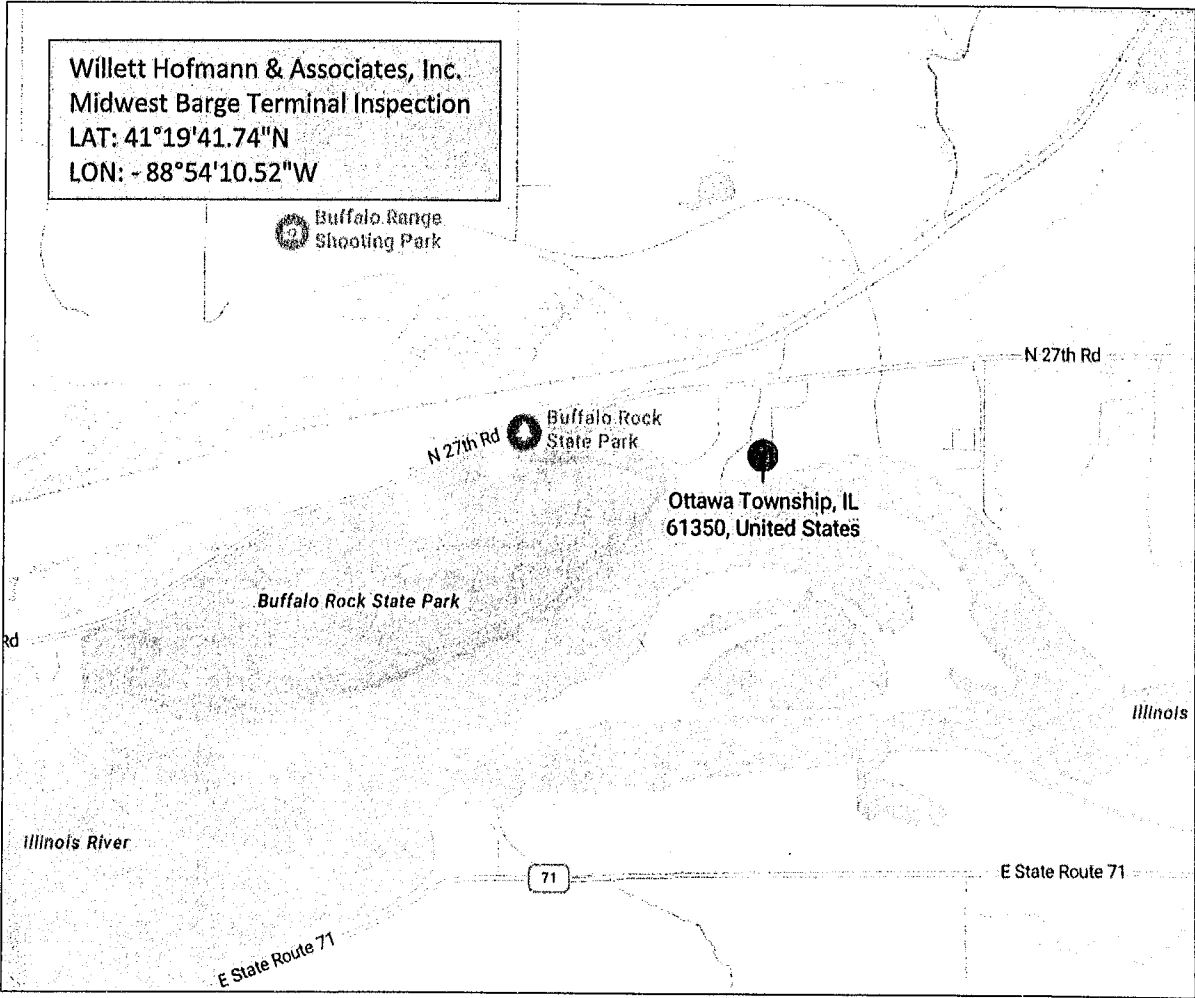


EXHIBIT 1: PROJECT LOCATION