

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, May 2, 2022

Call to Order – Committee Chair Brian DeBolt called the Facilities Management Committee to order at 4:00p.m

Roll Call

Attendee	Status	Arrived	Left Meeting
DeBolt, Brian	Here		
Gilmour, Judy	Here		
Gryder, Scott		4:02p.m.	
Kellogg, Matt	Yes		
Koukol, Dan	Here		

Others Present – Scott Koeppel, Dan Polvere

Approval of Agenda - Member Gilmour made a motion to approve the agenda, second by Member Koukol. **With four members present voting aye, the motion carried by a vote of 4-0.**

Member Gryder entered the meeting at 4:03p.m.

Approval of April 4, 2022 Meeting Minutes – Member Gilmour made a motion to approve the April 4, 2022 meeting minutes, second by Member Kellogg. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment - None

Old Business/Project Updates

A. Public Safety Center MZU-5 VAV Conversion – Dan Polvere updated the committee on the MZU-VAV Conversion, and stated the installation is scheduled to begin May 4, 2022, with an estimated commission date of June 3, 2022. Polvere reported no issues with the Sheriff’s Office regarding the upcoming installation.

B. 2022 Capital Projects Update – Polvere reported that they were able to utilize the Sheriff’s Office drone in obtaining views of the exterior of the Historic Courthouse to provide to the painting contractor.

They will focus on the following capital projects:

- a. Historic Courthouse - Plastering and painting the courtroom ceiling; Painting the stairway; Painting the exterior
- b. Courthouse - roofing project (waiting for quotes)
- c. Courthouse - pavement repairs and sealcoating (waiting on quotes)
- d. Courtrooms 113 & 115 work (available in June & July)

- e. Animal Control - Exterior Kennel fencing and gate repair/replacement
- f. Health and Human Services Building - Repainting of Clinic rooms and hallway

- C. Discussion re: natural gas Generator at County Office Building** – Mr. Polvere said the goal is to get the County Office Building generator switched over to natural gas due to the increased cost of operating a gas generator. **Polvere will continue working on pricing and an agreement with the vendor.**
- D. Tracing of Circuits at County Office Building UPS** – Mr. Koeppel reported that there have been some electrical issues in the County Board room and other offices in the building. Facilities Management is working on a contract with an electrician to come in and trace the UPS lines to see where there might be a cause for the recent electrical issues. **Polvere will update the committee at the next meeting.**
- E. CDC Trailer Set-up going to Wabaunsee's Plano Campus** – Facilities received an email from Mr. Omar Bordatto stating that they are no longer interested in using the Kendall County Courthouse and that the CDC was relocating their Mobile Examination Center (MEC) to the Waubonsee Community College Plano Campus due to the reduction in necessary utility connection costs on campus.
- F. Animal Control Sound Baffles Installed** – Polvere reported that 24 – 4'x 8' acoustic panel sound baffles were installed in the Kennel area and adoption room recently. Polvere stated that the panels have made a noticeable difference already.
- G. Dewberry CAD Files Agreement Discussion** – The State's Attorney's Office has completed review of the agreements, and is awaiting response from Dewberry.
- H. AED Installations** – Mr. Polvere reported that nine new AED machines in clearly marked cases with alarms, will be installed in County Office Buildings this week. Three in the County Office Building (one on each floor), one in Facilities Management Department, one in Animal Control building, and one in the Highway Department. Exact locations and video instructions will be posted for employees on the County's Safety Source web portal.

New Business/Projects

- A. Chair Report** – No report
- B. Phone Help Desk to Information, Communication & Technology Department** – Mr. Polvere reported that the County Phone Help Desk is now being handled by ICT personnel, but Facilities personnel will continue to run cable, punch down circuits, etc.
- C. RFP for TOPO Survey** – Assistant Director Polvere reported that Cordogan, Clark & Associates has issued a Request for Quotes, and the Request for Bids will be released via the County's Procurement Ordinance. Polvere will investigate whether surveys/surveyors from past work can be located, and continue to update the committee.

D. Update on Hiring of New Facilities Director – Mr. Koepfel reported the position has been posted on several job sites, as well as the County webpage. The deadline will continue through May 30, 2022, and the first set of interviews will be conducted by Mr. Koepfel shortly thereafter. Second interviews will be conducted by Mr. Koepfel, Committee Chair DeBolt and Deputy County Administrator Caldwell. The salary range will be \$100,000 to \$115,000 based on experience, knowledge and skill set.

Staffing/Training/Safety Updates

- A. Reinstitute Weekly Staff Meetings** - Mr. Polvere reported that he is reinstating the weekly staff meetings to take place each Tuesday at 8:30a.m. Staff will review the scope of work and schedules for both short and long term projects.
- B. AED/CPR Staff Training** – Mr. Polvere stated that all Facilities Management staff and any other interested employees, will be invited to AED/CPR training sessions taught by Chief Deputy Coroner Levi Gotte in the next few weeks. More information to follow at the next meeting. **The committee asked Mr. Polvere to invite Mr. Gotte to the June meeting to train committee members on the use of the AED.**
- C. Safety Source Video-On-Demand Training Library** – Mr. Polvere reported that numerous video training options including OSHA Compliance, Emergency Preparedness and Personal Protection are available to employees via the Training Library.

Items for the May 3, 2022 County Board Meeting - None

Items for the May 12, 2022 Committee of the Whole Meeting - None

Public Comment – None

Executive Session – Not needed

Adjournment – Member Kellogg made a motion to adjourn the Facilities Committee meeting, Member Gryder seconded the motion. **With five members present voting aye, the meeting was adjourned at 4:37p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk