

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, June 6, 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			
Kellogg, Matt	Yes		
Koukol, Dan	Here		

Others Present – Scott Koeppel, Dan Polvere

Approval of Agenda - Member Kellogg 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.**

Approval of May 2, 2022 Meeting Minutes – Member Gilmour made a motion to approve the May 2, 2022 meeting minutes, second by Member Kellogg. **With four members present voting aye, the motion carried by a vote of 4-0.**

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 started on May 4, 2022, with the project substantially completed. Polvere reported the balancers and software are scheduled for completion this week. Mr. Polvere stated Trane will hold training sessions for KCFM staff on the new software.
- B. *2022 Capital Projects Update*** – Mr. Polvere reported on the following projects:
- Historic Courthouse window project - vendor McCann will be switching suppliers for the agreed four (4) window replacement and will in turn save the county \$10,500.00. McCann has also been approved to replace three (3) lower level windows totaling \$6,300.00.
 - Installation of (2) plaques on the County Office Building Facade – permits and final art work have been approved, there is a 40-50 business day production lead time which will estimate installation at the end of July.
 - Courthouse partial roof replacement schedule – material delays have altered the schedule for installation. The new installation timeline is set for mid to late August.
- C. *Discussion re: natural gas Generator at County Office Building*** – Assistant Director Polvere updated the committee with an estimate of the cost and size of a new generator for the County Office Building. No action will be taken until the assessment needs study is submitted.

- D. *Tracing of Circuits at County Office Building UPS*** – Dan Polvere reported to the committee that none of the boardroom equipment or the mail machine are on our current UPS system. Adding the equipment would max out the current UPS system. A new UPS system was quoted at \$15,000.00. Mr. Polvere is waiting on a quote to move the equipment to the existing system.
- E. *Dewberry CAD Files Agreement Discussion*** – Mr. Polvere informed the committee the agreement was approved by the State’s Attorneys’ office and signed by Dewberry. In order for Cordogan Clark to utilize the information they must have an agreement in place with Dewberry.
- F. *AED Installations*** – Mr. Polvere reported the new AED machines have all been installed. Tina Dado, Kendall County’s Human Resource Specialist has posted video instructions and locations of the AED machines for employees. Dan also stated he is working with Levi Gotte, Chief Deputy Coroner, to perform in person training on the machines for the staff.
- G. *RFP for Topographic Survey*** – Assistant Director Polvere informed the committee Cordogan Clark requested bids for Topographic Surveys to be conducted with a large scope of work. These bids were approximately \$31,000.00. Assistant Director worked to narrow down the scope with Cordogan Clark and brought the amount down to approximately \$10,000.00.
- H. *Update on Hiring of New Facilities Director*** – Mr. Koepfel reported the application date has closed. Tina Dado, Kendall County’s Human Resource Specialist, reviewed all the applicants. The list has been narrowed down to the top eight (8) and a few alternates for the first round of interviews. The second round will be narrowed down to the top three (3). Mr. Koepfel stated the process will be completed within a few weeks.

New Business/Projects

- A. *Chair Report*** – No report
- B. *Historic Courthouse Projects: HVAC, Ceiling Repairs and Roof Replacement*** – Mr. Polvere informed the committee of areas that need repair/replacement work at the Historic Courthouse. Assistant Director Polvere stated the roofing and the HVAC system need replacement. The courtroom ceiling will also need to be scraped, patched and repainted. Mr. Polvere will submit a request these items to be addressed under the 2023 budget. Mr. Koepfel stated the Historic Courtroom will need have the “temporary boardroom” - desks and sound system removed from Historic Courtroom. Dan stated KCFM staff will complete the minor ceiling painting in the courtroom. Mr. Polvere also stated RB Crowther has been out to repair 19 pin holes in the roof and the stained ceiling tiles have been replaced.
- C. *Vending machines at Health & Human Service Building, County Office Building and Courthouse*** – Assistant Director Polvere reported the current vending company has a minimum monthly sale requirement in order for the (7) machines to be on the property. Mr. Polvere found another vending company that will provide an “all in one” vending machine that will provide snacks and drinks. These machines will also accept credit/debit cards.
- D. *Facilities Maintenance & Coroner Building HVAC System*** – Mr. Polvere informed the committee the 21-year-old air conditioning unit at the Facilities/Coroners building stopped working. Artlip came out and was able to temporarily repair the unit. The 21-year-old water

heater was also replaced at this facility by KCFM staff. Replacement of this HVAC unit will wait until the needs assessment is received.

Staffing/Training/Safety Updates

- A. **Trane** - Mr. Polvere reported that he and KCFM level 2 technicians will attend training at Trane’s Willowbrook office in the Fall on updated software and equipment systems.
- B. **July’s Meeting** – The Facilities meeting is currently scheduled for July 4, 2022. This meeting will be cancelled. If any action will be needed until the next Facilities meeting in August, items will be brought to the Committee of the Whole

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 – Member Koukol made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Gilmour.

Roll Call Vote

Attendee	Status
DeBolt, Brian	Yes
Gilmour, Judy	Yes
Kellogg, Matt	Yes
Koukol, Dan	Yes

With members DeBolt, Gilmour, Kellogg and Koukol voting aye, the committee entered into Executive Session at 4:42 p.m. by a vote of 4-0.

With four members in agreement, the committee reconvened in Open Session at 4:47p.m.

Adjournment – Member Koukol made a motion to adjourn the Facilities Committee meeting, Member Kellogg seconded the motion. **With four members present voting aye, the meeting was adjourned at 4:49 p.m. by a vote of 4-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk