



**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
Monday, August 1, 2022 @ 4:00p.m.**

**County Office Building; 111 W. Fox Street  
2<sup>nd</sup> Floor Board Room; Yorkville IL**

**MEETING AGENDA**

**1. ROLL CALL AND DETERMINATION OF A QUORUM**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF PREVIOUS MONTH'S MINUTES**

**4. PUBLIC COMMENT**

**5. OLD BUSINESS/PROJECT UPDATES**

*A. Discuss changes to the job descriptions for the Facilities Maintenance Director & Asst. Dir.*

*B. 2022 Remaining Capital Projects Update*

- *MZU-5 final balancing*
- *Probation department build-out at the Courthouse*
- *Replacement of a roof portion on the old side of the Courthouse*
- *Pavement repairs/sealcoating in the rear of the Courthouse*

*C. Update re: Installation of new County logo signs on the County Office Building*

- *Option to refurbish existing letters on south side of building*

*D. Update re: Boardroom circuits added to the County Office Building UPS*

*E. Vending Machines Update*

**6. CHAIR REPORT**

- *Follow-up meeting with Cordogan Clark is set for August 17<sup>th</sup>.*

**7. NEW BUSINESS/PROJECTS**

*A. Progressive Business Solutions Presentation: Energy forecast & Solar generation results.*

*B. 2023 Departmental Capital Requests to Date*

*If special accommodations 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*

- *Probation: Build-out*
- *Judicial: Office Furniture*
- *Circuit Clerk: Office Furniture & Law Office Build-out (for Access to Justice)*
- *Fiber Runs from Public Safety Center to Health & Human Services and Courthouse (meeting with potential vendor on Wednesday, August 3<sup>rd</sup>)*
- *Meeting with Treasurer on Tuesday, August 2<sup>nd</sup>*

*C. 2023 Facilities Management Capital Requests*

- *Work Order System (researching for a system both IT and FM can use)*
- *Courthouse Roof Phase III*
- *Pavement Repairs/Sealcoating*
- *Floor Mats/Runners at COB, PSC, FM/Coroner*
- *Historic Courthouse*
  1. *Replace HVAC located in the Historic Courthouse attic*
  2. *Replace roof membrane on (2) lower flat roofs*
  3. *Move HVAC to lower flat roofs*
  4. *Replace Shingled Roofs*
  5. *Repair: prep/paint all white fascia/gutters/downspouts & cupola*
  6. *Replace all (20) basic residential windows*
  7. *Repair: prep/patch/paint ceiling and walls of Courtroom*
  8. *Repair water damage on north side windows at ROE.*
  9. *Prep/patch/paint interior of new “historic” windows.*
  10. *Renovate meeting rooms: new carpet/paint/ceiling tiles & furniture*

**8. STAFFING/TRAINING/SAFETY UPDATES**

**9. EXECUTIVE SESSION**

**10. OTHER BUSINESS**

**11. PUBLIC COMMENT**

**12. QUESTIONS FROM THE MEDIA**

**13. ADJOURNMENT**

# Kendall County Job Description

**TITLE:** Assistant Director of Facilities Management/Project Manager  
**DEPARTMENT:** Facilities Management  
**SUPERVISED BY:** Facilities Management Director  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** County Board Approved November 17, 2020

## Position Summary

The Assistant Director of Facilities Management/Project Manager (“Project Manager”) reports to the Facilities Management Director and serves in place of the Facilities Management Director in the Facilities Management Director’s absence. The Project Manager is responsible for assisting the Facilities Management Director with organizing, developing, administering and coordinating Kendall County’s facilities and information technology capital projects and planning through the request for qualifications (RFQ) and invitation to bid (ITB) processes from the initiation initial stage through planning, design, construction/installation. The Project Manager shall serve as the direct supervisor for Maintenance I and Maintenance II Technicians working in Kendall County’s Facilities Management Department. The Project Manager shall also be responsible for managing the delivery of services to operate and maintain Kendall County’s property, financial management, facility maintenance, procurement, and supplier management. In this position, the Project Manager shall be responsible for developing and maintaining professional relationships with Kendall County department heads, elected officials, and other key Kendall County representatives to support Kendall County’s capital planning goals and objectives.

## Essential Duties and Responsibilities

### Preventative Maintenance & Quality Control

- 1) Monitor and schedule the performance of preventive maintenance duties in accordance with Kendall County standards, building protocol, manufacturer recommendations and industry best practices including, but not limited to:
  - a) Oversee changing filters, cleaning coils, flushing condensers, punching tubes, greasing fan, pump and motor bearings as required, inspecting and adjusting belts, replacing motor bearings, aligning pulleys and shafts, monitor condenser, chilled, heating and secondary water chemical treatment and its associated feed equipment other routine preventative maintenance and repairs.
  - b) Oversee cleanliness and maintenance of other miscellaneous HVAC equipment, and perform annual inspections and other scheduled routines as directed (directed).
  - c) Inspect mechanical, IT and electrical rooms, fans, UPS equipment, all motors, pumps, back-up generators, fire pump(s), sump pump(s), and ejector pumps. Monitor the replacement of lamps, light fixtures, reinstalled or replaced signage, verify rooms are clean and clear of obstructions and debris.

- d) Assist the Facilities Management Director with budgeting for 3<sup>rd</sup> party vendor service agreements.
- e) Manage 3<sup>rd</sup> party vendor agreements and day-to-day activities of onsite vendor staff providing annual contracted services; including, but not limited to: Fire Alarms/Sprinklers/Extinguishers, Janitorial, Landscaping, Snow/Ice Removal, Pest Control and Elevator Inspection/Repairs.
- a)f) Oversee, schedule, coordinate access for and accompany (when necessary) 3<sup>rd</sup> party vendors providing inspection, preventative maintenance, scheduled and contracted services; including, but not limited to: Fire Alarms/Sprinkler/Extinguishers, Janitorial, Landscaping, Snow/Ice Removal, Pest Control, Elevator Inspection/Repairs and Roofing Inspection/Repairs. Accompany all vendors when necessary.
- g) Coordinate security clearance access for vendors working in secure Kendall County buildings.

1. Customarily and regularly supervises and directs the work of at least two or more full-time employees in the Kendall County Facilities Management Department.
2. Customarily and regularly performs management duties including, but not limited to, the following:
  - 1) Serves as the direct supervisor for all Maintenance I and Maintenance II Technicians and performs supervisory responsibilities including, but not limited to the following:
    - i. Conducts interviews for Maintenance I and Maintenance II Technician positions.
    - ii. Makes recommendations to the Facilities Maintenance Director with regard to discipline, hiring and firing for all Maintenance I and Maintenance II Technicians, which recommendations are given particular weight by the Facilities Maintenance Director.
    - iii. Oversees training of all Maintenance I and Maintenance II Technicians.
    - iv. Assists the Facilities Management Director with conducting regular performance evaluations for Maintenance I and Maintenance II Technicians.
    - v. Plans, assigns, and directs work of Maintenance I and Maintenance II Technicians.
    - vi. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
    - vii. Ensures that Kendall County Facilities Management Department staff adhere to and follow all applicable policies, procedures and union contract requirements.
  - 2) 2) Makes recommendations to the Facilities Maintenance Director with regard to policies and procedures applicable to the Facilities Maintenance Department, which recommendations are given particular weight by the Facilities Maintenance Director.
  - 3) 3) Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, polities and procedures in the absence of the Facilities Director.

## Project Management

3. 1) Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:

- a. Develops conceptual plans and budgets for facilities and other capital projects to support fiscal decision-making. Coordinates with Department Heads and Committees to facilitate rational planning, budgeting, and scheduling. Develops planning documents for initiation of projects to gain approval of the County Board.
- b. Manages and coordinates the activities of a designated project with a specific timeframe and funding amount to ensure that goals or objectives of the project are accomplished within specified timeframe and funding parameters.
- c. Prepares, post and solicits Invitation to Bid (ITB) and Request for Qualifications (RFQ) documents. Conducts all necessary meetings and answers questions, reviews bids and recommends award of contract to facilitate the successful completion of the ITB and RFQ processes.
- d. Ensures that Kendall County's Facilities Management Department adheres to Kendall County's procurement-related procedures and ordinances.
- e. Works with all applicable Kendall County departments, elected offices, and Kendall County Board committees to create, review and execute facilities-related contracts and other legal documents necessary for projects.
- f. Prepares and/or participates in the preparation of abstracts, research reports, funding proposals, operations and procedure manuals and other written material and documentation as required.
- g. Performs research, data and financial analysis during the ITB or RFQ process and provides reports and recommendation to specific Kendall County Board committees and Kendall County department heads and elected officials.
- h. Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
- i. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance for specific functions.
- j. Develops and maintains each project's budgets.
- k. Prepares, reviews and processes any change orders for Kendall County Board committee and Kendall County Board approval.
- l. Prepares project reports and controls expenditures in accordance with budget allocations.

- m. Receives and reviews pay requests from professional consultants and contractors and processes payments approved in the project budget.
- n. Monitors and facilitates resolution of construction contract disputes and claims.
- o. Coordinates with facility occupants, communicating any construction or repair schedule and organizing contractors and vendor access.
- p. Minimizes the County's liability regarding by ensuring compliance with local, state, and federal regulations by enforcing policies, laws, and regulations governing environmental protection, hazardous waste disposal, and the use of chemical substances and materials.
- q. Develops, maintains and enforces safety plans for all Kendall County buildings and property.
- r. Ensures effective, timely written and oral communication with consultants and internal customers during all phases of design and construction.
- s. Implements and maintains new and existing standards of practice for Kendall County project management.
- t. As directed by the Facilities Management Director, serves as Kendall County's point of contact for capital improvement projects.
- u. Attends workshops, seminars and training on Project Management and other related topics on Capital Improvement Planning and Budgeting.
- v. Establishes current and long range goals, plans, and policies and procedures within the scope of Capital Project Management.

4. 2) Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the Facilities Management Director.

5.4. 3) Complies with all applicable federal, state and local laws, regulations and ordinances regarding or relating to assigned job duties.

6.5. 4) Maintains regular attendance and punctuality.

7.6. 5) Travels to and from meetings, training, conferences, and other County office locations to perform assigned job duties.

8.7. 6) Serves as the acting Facilities Management Director during the Facilities Management Director's short-term absences and/or as otherwise directed by the Kendall County Facilities Management Director and/or Kendall County Administrator.

9.8. 7) Performs other duties, as required or assigned.

## Qualifications

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

1. Language Skills:
  - a. Ability to research, read, and interpret documents and simple instructions.
  - b. Ability to prepare documents, reports, plans, minutes, agendas, and correspondence.
  - c. Ability to listen, understand information and ideas, and speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
  - d. Requires proficiency in the English language, spelling, and grammar.
  - e. Ability to express oneself clearly and concisely both orally and in writing.
  - f. Strong oral and written presentation skills.
  
2. Mathematical Skills:
  - a. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
  - b. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
  - c. Knowledge of basic accounting principles and practices and office management procedures.
  - d. Ability to prepare, revise and interest financial and budgeting spreadsheets and documents.
  
3. Reasoning Ability:
  - a. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
  - b. Ability to deal with problems involving several concrete variables in standardized situations.
  - c. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
  - d. Ability to quickly evaluate situations and draw reasonable conclusions.
  - e. Ability to read and interpret construction-related plans and specifications.
  
4. Other Skills, Knowledge and Abilities:
  - a. Strong organization skills and attention to detail.
  - b. Excellent prioritization skills and the ability to meet deadlines.
  - c. Ability to display a positive, cooperative, professional, and team oriented attitude.
  - d. Ability to follow guidance and work independently until project completion.
  - e. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
  - f. Ability to maintain flexible work hours, including, but not limited to evenings and weekends, as needed.
  - g. Ability to prepare, revise, work with, and maintain confidential information and trade secrets.
  - h. Proficient knowledge of all of the following:

- i. Facilities planning and construction management processes, procedures, laws, regulations and ordinances;
  - ii. Applicable zoning, building and life safety codes and regulations;
  - iii. Building systems including, but not limited to HVAC, mechanical and electrical systems;
  - iv. Current costs of new construction, escalation factors, and market trends;
  - v. Operating a personal computer, telephone, facsimile machine, and copiers; and
  - vi. Using the Internet and specialized department software to extract and record data; and
  - vii. MS Word, Excel, Outlook, PowerPoint, Visio & Project and other Project management and accounting software.
5. Education and Experience:
- a. A minimum of a Bachelor's Degree from an accredited college or university is required, with major course work in Technical or Project Management desired.
  - b. A minimum of five years' prior professional experience in HVAC Preventative Maintenance & Repairs, Construction Management, Project Management, Facilities Management or Procurement is required.
6. Certificates, Licenses, and Registrations:
- a. Valid and current Illinois Driver's License;
  - b. Ability to pass State of Illinois background screen including fingerprint analysis as this position requires access to secured facilities such as the Kendall County Corrections Center for which such criminal background screening is required.

## Physical Demands

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk, in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 50 pounds and frequently lift and/or move up to 10 pounds.
3. Stand and walk on uneven ground and at development sites;
4. Use hands to finger, handle, type, write and/or feel;
5. Reach, push and pull with one and/or both hands and arms;
6. Bend over at the waist and reach with one and/or both hands and arms;
7. Climb and balance at various sites;
8. Stoop, kneel, crouch, and/or crawl;
9. Talk and hear in person and via use of telephone;
10. Operate County vehicles and safety equipment;
11. Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens; and
12. Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.



## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Both inside and outside environmental conditions, which includes during extreme weather.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.<sup>[TD1]</sup>
6. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

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Employee Receipt Acknowledgement & Signature

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Date

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Signature of Supervisor

---

Date

cc: personnel file, employee

## Kendall County Job Description

**TITLE:** Facilities Director  
**DEPARTMENT:** Facilities Management  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:** May 3, 2022

### I. Position Summary:

The Facilities Director reports to the County Administrator and Deputy County Administrator. The Facilities Director's primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board. The Facilities Director ensures efficient, safe and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment. The Facilities Director supervises employees in the Facilities Management Department and is responsible for achievement of work goals, employee performance, and safety standards as well as providing excellent customer service in compliance with County policies, procedures, and all applicable ordinances, laws and regulations. The Facilities Director serves as the County's ADA Coordinator to ensure ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.

### II. Essential Duties and Responsibilities:

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

- A. Primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board.

Customarily and regularly supervises and directs the work of at least two or more full-time employees in the Facilities Management Department including, but not limited to the Assistant Director and Office Assistant.

- B. Serves as the direct supervisor for all Maintenance I and Maintenance II Technicians and performs supervisory responsibilities including, but not limited to the following:

- i. Conducts interviews for Maintenance I and Maintenance II Technician positions.
- ii. Oversees training of all Maintenance I and Maintenance II Technicians.
- iii. Conducts regular performance evaluations for Maintenance I and Maintenance II Technicians.
- iv. Plans, assigns, and directs work of Maintenance I and Maintenance II Technicians.
- v. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
- vi. Ensures that Kendall County Facilities Management Department staff adhere to and follow all applicable policies, procedures and union contract requirements.

B.

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- C. Customarily and regularly performs management duties in the Kendall County Facilities Management Department including, but not limited to, the following:
1. Serves as the direct supervisor for the Assistant Director and Office Assistant and plans, assigns and directs their work.
  2. Interviews and selects employees in the Facilities Management Department with input from the Assistant Director.
  3. Sets and adjusts employees' rates of pay (within pre-approved budget parameters and applicable union contract requirements) with input from the Assistant Director.
  4. Makes all final decisions regarding the hiring, firing, discipline, advancement, and any other changes of status for all employees in the Facilities Management Department with input from Assistant Director.
  5. Appraises employees' productivity and efficiency with input from the Assistant Director.
  6. Handles both internal and external complaints and grievances related to the Facilities Management Department.
  7. Conducts regular performance evaluations for all Facilities Management employees with input from Assistant Director.
  8. Prepares, updates, and revises job descriptions for all employees in the Facilities Management Department, which recommendations are given particular weight by the Kendall County Board for final approval.
  9. Serves as a member of management's negotiating team in labor negotiations and, in this role, assists the County Administrator and Kendall County Board with the development and implementation of management's proposals and short-term and long-term labor relations strategy for the Facilities Management Department.
  10. Ensures all Facilities Management Department employees comply with all applicable ordinances, laws, regulations, policies, procedures, and union contract requirements.
  11. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies, procedures, and union contract requirements.
- D. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:
1. Prepares and submits the annual budget for the Facilities Management Department to the County Board for approval.
  2. Prepares, reviews, and adjusts Kendall County's annual operating budget and capital improvement budget within pre-approved budget parameters.
  3. Monitors and authorizes expenditures for the Facilities Management Department within pre-approved budget parameters and retains records regarding the same.
  4. Serves as the County's ADA Coordinator and oversees ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.
  5. Oversees the management of the County's telephone and voicemail system networks and makes recommendations for systems updates

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- including software, hardware and replacement systems, which recommendations are given particular weight by the final decision-makers (i.e., the Kendall County Board).
6. Oversees the energy and other utility management needs for all County-owned buildings and associated facilities by performing duties including, but not limited to the following:
    - i. Coordinates and works with the County's vendors to determine where or what energy-related equipment and services need to be upgraded or replaced and provides recommendations regarding the same to the County Administrator and the Kendall County Board.
    - ii. Manages and maintains the County's centralized computerized energy management systems to determine appropriate settings are to make adjustments, as needed.
    - iii. Analyzes the County's utility consumption and implements measures to control and curtail utility expenses and consumption.
    - iv. Adjusts the County's energy and utility equipment and systems, as needed.
    - v. Negotiates deregulated contracts.
    - vi. Researches and recommends new technologies and/or equipment that is more efficient.
  7. Develops and updates safety programs for County-owned buildings and associated facilities by performing duties including, but not limited to the following:
    - i. Prepares and updates written safety plans.
    - ii. Develops and updates exit route diagrams for all County-owned buildings and associated facilities.
    - iii. Ensures that all safety equipment in County-owned buildings and facilities is current and in good working order.
    - iv. Develops and communicates safety programs/plans to Kendall County employees, County Administrator, elected officials, and Kendall County Board members.
    - v. Oversees and promotes a safe work environment by training staff.
    - vi. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials.
    - vii. Inspects, documents, and reports all unsafe conditions to the County Administrator.
    - viii. Develops and provides recommendations for correction of safety concerns/unsafe conditions in County-owned buildings, associated facilities, systems, and equipment.
    - ix. Assists the County with implementation of approved corrective measures.
    - x. Enforces all applicable safety-related laws, regulations and procedures in the Facilities Management Department.
  8. Provides technical expertise and project management in the planning, design and construction of new County facilities, renovation projects, and necessary maintenance by performing duties including, but not limited to the following:

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- i. Ensures efficient, safe, and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment.
  - ii. Manages and maintains drawing inventory, blueprints site plans, and creates new drawings and designs as requested by elected officials, department heads or as needed for projects.
  - iii. Oversees the competitive bidding process for facilities-related vendor services and capital projects.
  - iv. Coordinates legal review of facilities-related documents between the Facilities Management Department, the Kendall State's Attorney's Office, elected and appointed officials, the Kendall County Board, and the County's vendors.
  - v. Acts as the primary representative for the County on daily activities of major construction projects; coordinates meetings; and provides updates to the County Administrator, elected officials, and the Kendall County Board, as needed.
9. Coordinates County-owned buildings and associated facilities related agreements for easements and other utilities with entities such as Nicor, ComEd, Comcast, AT&T and the City of Yorkville.
  10. Coordinates County facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
  11. Responds to and resolves any facilities-related emergencies with County-owned buildings, associated facilities, systems, and equipment.
  12. Performs, as needed, the duties of the Assistant Director position.
  13. Manages camera and card access systems for County-owned buildings and associated facilities, which includes adding, changing and deleting authorized access from databases.
- E. Preserves the confidentiality and security of confidential information and information relating to all functions of the Facilities Management Department.
  - F. Communicates effectively with all levels of the County's organization in both written and verbal correspondences, memoranda, letters, reports, and verbal conversations.
  - G. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
  - H. Complies with all applicable ordinances, laws, regulations, policies and procedures regarding or relating to assigned job duties.
  - I. Attends applicable County Board and committee meetings, as needed, to perform assigned job duties.
  - J. Maintains availability outside work hours to respond to emergencies.
  - K. Maintains regular attendance and punctuality.
  - L. Travels to various locations both inside and outside Kendall County to perform assigned job duties.
  - M. Performs other duties, as required or assigned.

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### III. Qualifications:

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

#### A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.

#### B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

#### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to quickly evaluate situations and draw reasonable conclusions
- Ability to read and interpret construction-related plans and specifications.

#### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- Ability to display a positive, cooperative, professional and team orientated attitude.
- Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
- Ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- Knowledge of principles and practices of local government structure and services.
- Skill in operating a personal computer, facsimile machine, and copiers.

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- Ability to comply with all County policies and procedures and to adhere to set standards.

### **E. EDUCATION AND EXPERIENCE:**

- A Associate's Degree from an accredited college or university in applied sciences or completion of an accredited apprenticeship program is required.
- A Bachelor's Degree from an accredited college or university in applied sciences, or equivalent work experience is preferred.
- A minimum of seven years of field experience in commercial, office, or building facility maintenance and repair is required.
- A minimum of four years in a management position is preferred.

### **F. CERTIFICATES, LICENSES, REGISTRATIONS:**

- A current and valid driver's license is required.
- Any and all other certificates and registrations as required for the specific duties performed.

## **IV. Physical Demands:**

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk and/or in meetings;
2. Occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and/or feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Bend over at the waist and reach with one and/or both hands and arms;
6. Climb and balance at various sites;
7. Stoop, kneel, crouch, and/or crawl;
8. Talk and hear in person and via use of telephone;
9. Operate County vehicles and safety equipment;
10. Vision abilities include close and distance vision, and ability to view computer monitors and screens; and
11. Travel independently to other County office buildings and other locations, to perform job duties.

## **V. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. May be exposed to extreme temperatures.
5. May have to walk on rugged terrain while supervising work sites.

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6. The noise level in the work environment is usually quiet to moderately quiet.
7. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
8. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**



**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**Meeting Minutes for Monday, June 6, 2022**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
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**

<b>Attendee</b>	<b>Status</b>
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

# Kendall County

## Facilities Management Presentation

August 1, 2022



# KCFM Variance Actual + Projected vs. 2022 Budget



Utility	Year to Date	Actual (Projected)	Budget	Differential	Variance
Nicor (Santanna)	\$37,686 (through 6/30/2021)	\$47,669	\$37,558	\$10,111	27%
Centerpoint	\$65,376 (through 6/30/2021)	\$100,149	\$105,997	(\$5,848)	(-0.55%)
Electric	\$207,929 (through 6/30/2021)	\$328,919	\$422,708	(\$93,789)	(-22.18%)
	Totals	\$476,737	\$565,633	(\$88,896)	(-15.71%)

Based on the actual billed invoices and the remaining budgeted months, we are projecting that Kendall County Facilities will be lower by \$87,995. This decrease is largely due to the Carbon-Free Adjustment that ComEd is reimbursing per the Climate Equitable Jobs Act (CEJA) and reductions to Capacity + Transmission costs from the Onsite Solar Generation (Courthouse, PSC, and Health Services).

# 2022 vs. 2023 Budget Summary



Utility	2022 Gas and Electric Budget	2023 Gas and Electric Budget	Budget Differential
Natural Gas	\$143,555	\$173,507	\$29,952
Electric	\$422,078	\$300,596	(-\$121,482)
Total	\$565,633	\$474,103	(-\$91,530)

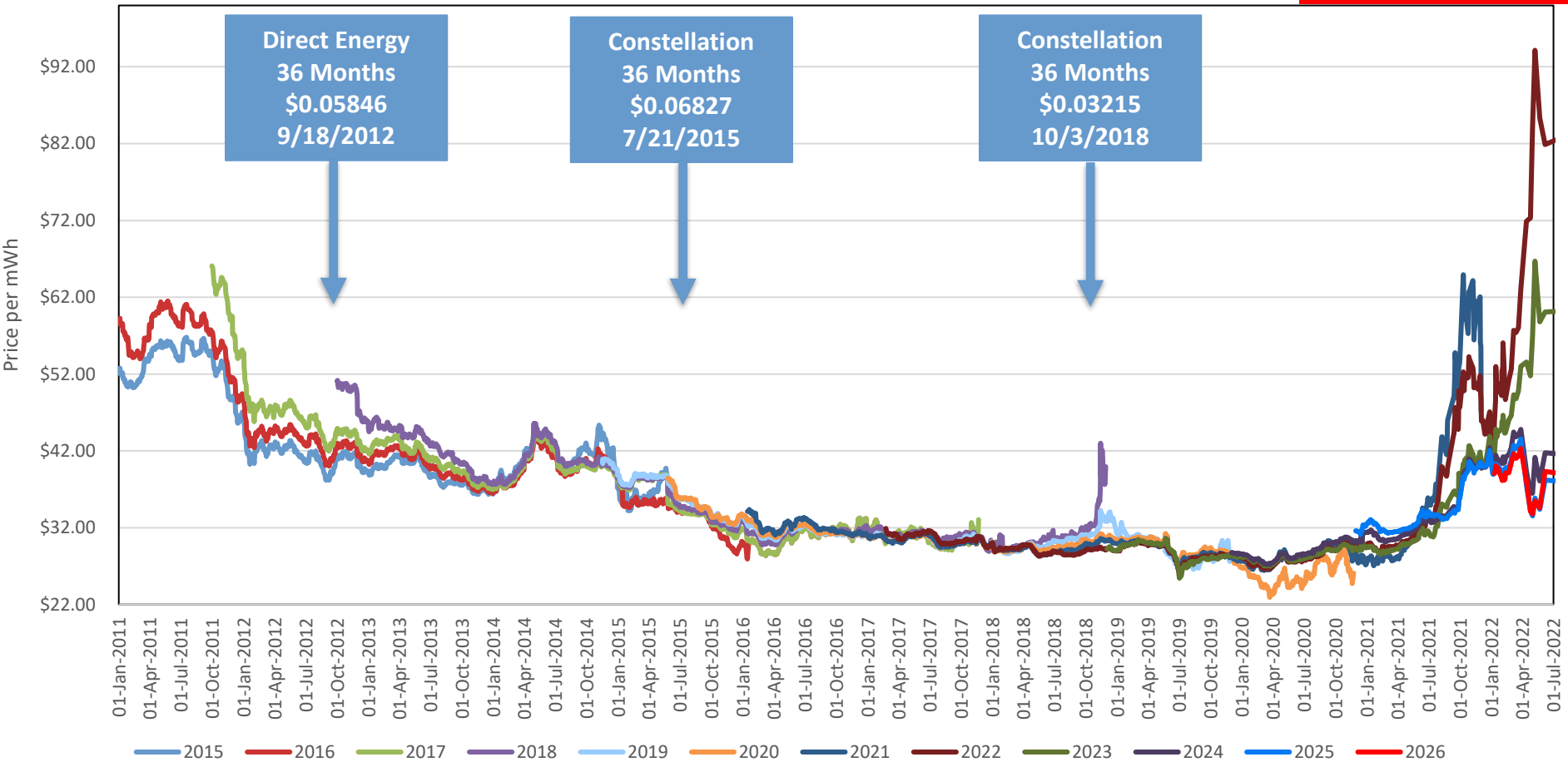
# Solar Generation Results

<b>Production Dates + Billing Periods</b>	<b>Savings with Solar</b>
Mar. 31, 2021, to Dec. 30, 2021	\$50,782
GRNE Reimbursement (Lost Production)	\$33,330
Dec. 31, 2021, to Jun. 29, 2022	\$80,531
Jun. 29, 2022, to Jun. 30, 2023	\$189,420
<b>Total Savings with Solar vs. Not Having Solar:</b>	<b>\$354,063</b>

# Historical Power Pricing

**2022/2023 ComEd  
Rate \$0.1133**

Midwest Wholesale Rates since Jan. 2011





# Bid Results for Electric (Supply)

## June 2023 start



### Direct Energy

	12 Month	24 Month	36 Month	48 Month	60 Month
Weighted Avg. Energy Charge	\$0.06802	\$0.06438	\$0.06270	\$0.06179	-
Ancillary	Pass Through				
Line Loss	Pass Through				
Capacity	Pass Through				
Transmission	Pass Through				

### Dynegy Energy

	12 Month	24 Month	36 Month	48 Month	60 Month
Weighted Avg. Energy Charge	\$0.07145	\$0.06723	\$0.06550	-	-
Ancillary	Pass Through				
Line Loss	Pass Through				
Capacity	Pass Through				
Transmission	Pass Through				

### Constellation Energy

	12 Month	24 Month	36 Month	48 Month	60 Month	72 Month
Weighted Avg. Energy Charge	\$0.06032	\$0.05719	\$0.05596	\$0.05540	\$0.05503	\$0.05500
Ancillary	Pass Through					
Line Loss	Pass Through					
Capacity	Pass Through					
Transmission	Pass Through					

Credit Approval: Pending  
 Billing Options: Single with Master Summary  
 Contract Bandwidth: 25%  
 Net Metering: Yes, through ComEd  
 Net Metering Credit: Not Full Contracted Rate

Credit Approval: Approved  
 Billing Options: Dual Billing  
 Contract Bandwidth: 100% no restrictions  
 Net Metering: Yes, through ComEd  
 Net Metering Credit: Not Full Contracted Rate

Credit Approval: Approved  
 Billing Options: Single with Master Summary  
 Contract Bandwidth: 100% no restrictions  
 Net Metering: Yes  
 Net Metering Credit: Full kWh credit

### MidAmerican Energy

	12 Month	24 Month	36 Month	48 Month	60 Month
Weighted Avg. Energy Charge	\$0.07040	\$0.06611	\$0.06431	\$0.06411	\$0.06421
Ancillary	Pass Through				
Line Loss	Pass Through				
Capacity	Pass Through				
Transmission	Pass Through				

### AEP Energy

	12 Month	24 Month	36 Month	48 Month	60 Month
Weighted Avg. Energy Charge	\$0.06949	\$0.06655	\$0.06562	\$0.06569	\$0.06626
Ancillary	Pass Through				
Line Loss	Pass Through				
Capacity	Pass Through				
Transmission	Pass Through				

### Shell Energy

	12 Month	24 Month	36 Month	48 Month	60 Month	72 Month
Weighted Avg. Energy Charge	\$0.07455	\$0.07356	\$0.07288	\$0.07271	\$0.07262	\$0.07270
Ancillary	Pass Through					
Line Loss	Pass Through					
Capacity	Pass Through					
Transmission	Pass Through					

Credit Approval: Approved  
 Billing Options: Utility Consolidated Billing  
 Contract Bandwidth: 100%  
 Net Metering: Yes  
 Net Metering Credit: Full kWh credit with contract material language

Credit Approval: Approved  
 Billing Options: Single Bill  
 Contract Bandwidth: 100% no restrictions  
 Net Metering: Yes  
 Net Metering Credit: Full kWh credit

Credit Approval: Approved  
 Billing Options: Single with Master Summary  
 Contract Bandwidth: 100% no restrictions  
 Net Metering: Yes  
 Net Metering Credit: Full kWh credit

**2022/2023 ComEd Rate  
\$0.1113 Per kWh**

**"ALL PRICING IS INDICATIVE AND SUBJECT TO A REFRESH"**

Pricing above only fixes Energy, Line Loss, and Ancillary Charges  
 Capacity and Transmission Costs will be passed through at the set tariff rates

# Bid Results for Fixed Price Gas (Supply) August 2023 Start Date



## IGS Energy

12 months	24 months	36 months	48 months	60 months
\$0.64100	\$0.63600	\$0.62800	\$0.62600	-

<b>Projected Annual Spend:</b>	\$135,764	\$134,705	\$133,010	\$132,587	-
<b>Savings vs. Current Rate:</b>	\$ 64,811	\$ 63,752	\$ 62,057	\$ 61,634	-
<b>% lower than current rate:</b>	91.34%	89.85%	87.46%	86.87%	-
<b>Monthly Billing Option:</b>	Dual Billing				
<b>Credit Approval</b>	Need invoices				

## Constellation Energy

12 months	24 months	36 months	48 months	60 months
\$0.63150	\$0.62300	\$0.61500	\$0.61100	\$0.60000

<b>Projected Annual Spend:</b>	\$133,752	\$131,951	\$130,257	\$129,410	\$127,080
<b>Savings vs. Current Rate:</b>	\$ 62,799	\$ 60,998	\$ 59,304	\$ 58,457	\$ 56,127
<b>% lower than current rate:</b>	88.51%	85.97%	83.58%	82.39%	79.10%
<b>Monthly Billing Option:</b>	Single Billing				
<b>Credit Approval</b>	Approved				

## Symmetry Energy

12 months	24 months	36 months	48 months	60 months
\$0.63450	\$0.62900	\$0.61900	-	-

<b>Projected Annual Spend:</b>	\$134,387	\$133,222	\$131,104	-	-
<b>Savings vs. Current Rate:</b>	\$ 63,434	\$ 62,269	\$ 60,151	-	-
<b>% lower than current rate:</b>	89.40%	87.76%	84.78%	-	-
<b>Monthly Billing Option:</b>	Dual Billing				
<b>Credit Approval</b>	Need invoices				

## Mansfield Energy

12 months	24 months	36 months	48 months	60 months
\$0.63970	\$0.62700	\$0.62010	-	-

<b>Projected Annual Spend:</b>	\$135,488	\$132,799	\$131,337	-	-
<b>Savings vs. Current Rate:</b>	\$ 64,535	\$ 61,846	\$ 60,384	-	-
<b>% lower than current rate:</b>	90.96%	87.16%	85.10%	-	-
<b>Monthly Billing Option:</b>	Single Billing				
<b>Credit Approval</b>	Approved				

## Santanna Energy

12 months	24 months	36 months	48 months	60 months
No Bid				

<b>Projected Annual Spend:</b>	-	-	-	-	-
<b>Savings vs. Current Rate:</b>	-	-	-	-	-
<b>% lower than current rate:</b>	-	-	-	-	-
<b>Monthly Billing Option:</b>	Dual Billing				
<b>Credit Approval</b>	-				

## Direct Energy

12 months	24 months	36 months	48 months	60 months
\$0.64171	\$0.64200	\$0.64130	\$0.63090	-

<b>Projected Annual Spend:</b>	\$135,914	\$135,976	\$135,827	\$133,625	-
<b>Savings vs. Current Rate:</b>	\$ 64,961	\$ 65,023	\$ 64,874	\$ 62,672	-
<b>% lower than current rate:</b>	91.56%	91.64%	91.43%	88.33%	-
<b>Monthly Billing Option:</b>	Dual Billing				
<b>Credit Approval</b>	Dual Billing				

Annual Therm Volume: 211,800  
Symmetry Energy Fixed Rate: \$0.33500

**Current Nicor Gas Rate  
\$1.24 per Therm**

**\*\*All Pricing Is Indicative for 100% Fixed Pricing\*\***  
Pricing is for the 3 large Kendall County facilities

**Large Natural Gas  
Accounts Pricing Results**

# Bid Results for Fixed Price Gas (Supply Only) September 2022



## IGS Energy

12 months	24 months	36 months	48 months	60 months
\$0.85000	\$0.74000	\$0.69500	\$0.67000	\$0.65000

<b>Projected Annual Spend:</b>	\$47,018	\$40,933	\$38,444	\$37,061	\$35,955
<b>Savings vs. Current Rate:</b>	\$ (6,195)	\$ (12,280)	\$ (14,769)	\$ (16,152)	\$ (17,258)
<b>% lower than current rate:</b>	-11.64%	-23.08%	-27.75%	-30.35%	-32.43%
<b>Monthly Billing Option:</b>	Single Billing				
<b>Credit Approval:</b>	Need invoices				

## Constellation Energy

12 months	24 months	36 months	48 months	60 months
\$0.88210	\$0.76060	\$0.70750	\$0.68790	\$0.65000

\$48,793	\$42,073	\$39,135	\$38,051	\$35,955
\$ (4,420)	\$ (11,140)	\$ (14,078)	\$ (15,162)	\$ (17,258)
-8.31%	-20.94%	-26.46%	-28.49%	-32.43%
Single Billing				
Approved				

## Symmetry Energy

12 months	24 months	36 months	48 months	60 months
Quoting				

<b>Projected Annual Spend:</b>					
<b>Savings vs. Current Rate:</b>					
<b>% lower than current rate:</b>					
<b>Monthly Billing Option:</b>	Single Billing				
<b>Credit Approval:</b>	Need invoices				

## Mansfield Energy

12 months	24 months	36 months	48 months	60 months
\$0.86240	\$0.74870	\$0.69850	-	-

\$47,704	\$41,414	\$38,638	-	-
\$ (5,509)	\$ (11,799)	\$ (14,576)	-	-
-10.35%	-22.17%	-27.39%	-	-
Single Billing				
Approved				

## Santanna Energy

12 months	24 months	36 months	48 months	60 months
\$0.86540	\$0.75440	\$0.73660	-	-

<b>Projected Annual Spend:</b>	\$47,870	\$41,730	\$40,745	-	-
<b>Savings vs. Current Rate:</b>	\$ (5,343)	\$ (11,483)	\$ (12,468)	-	-
<b>% lower than current rate:</b>	-10.04%	-27.52%	-30.60%	-	-
<b>Monthly Billing Option:</b>	Single Billing				
<b>Credit Approval:</b>	Need invoices				

**Current Nicor Gas Rate  
\$1.24/therm**

**Small Natural Gas  
Accounts Pricing Results**

**Annual Therm Volume: 55,315**  
**Rate to Compare: \$0.96200**  
**Current Natural Gas Supply Cost: \$53,213**

**\*\*All Pricing Is Indicative for 100% Fixed Pricing\*\***

Pricing is for the smaller Kendall County accounts

# Next Steps

- 1. Send recommended supplier contracts to legal for review**
- 2. Send to County Board for approval of supplier contract recommendations**
- 3. Sign electric contract extension with Constellation Energy for a 72-month term at \$0.05500/kWh beginning in June 2023**
- 4. Sign natural gas agreement with Constellation Energy, for the smaller accounts, with a 100% fixed rate of \$0.6500/therm beginning in September 2022**
- 5. Sign natural gas agreement with Constellation Energy, for the larger account, with a 100% fixed rate of \$0.6000/therm beginning August 1, 2023**