



**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE**

Monday, October 3, 2022 @ 4:00p.m.

**County Office Building; 111 W. Fox Street
2nd 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. Update regarding hiring process for new Assistant Director of Facilities Management/Project Manager*
 - B. Update regarding Cordogan Clark Master Agreement/Next Steps*
 - C. 2022 Remaining Capital Projects Update*
 - *Boardroom dais microphone replacement*
 - *Courthouse partial roof replacement*
 - *Pavement repairs/sealcoating/striping*
 - *Approval of revised agreement with McCann Window and Door*
 - *Jail door locks and chuck holes*
 - D. Update regarding Constellation Natural Gas Agreements*
- 6. CHAIR REPORT**
- 7. NEW BUSINESS/PROJECTS**
 - A. Operation Green Light*
 - B. Mutual Ground One Year Lease Extension*
 - C. Public Safety Center Security Bollards*
- 8. STAFFING/TRAINING/SAFETY UPDATES**
- 9. EXECUTIVE SESSION**
- 10. OTHER BUSINESS**
- 11. PUBLIC COMMENT**
- 12. QUESTIONS FROM THE MEDIA**
- 13. ADJOURNMENT**

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

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, August 1, 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		
Rodriguez, Ruben	Here		
Kellogg, Matt	Present		
Koukol, Dan	Here		

Others Present – Scott Koeppel, Dan Polvere

Approval of Agenda - Member Koukol made a motion to approve the agenda, second by Member Kellogg. **With five members present voting aye, the motion carried by a vote of 5-0.**

Approval of June 6, 2022 Meeting Minutes – Member Kellogg made a motion to approve the May 2, 2022 meeting minutes, second by Member Gilmour. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment - None

Old Business/Project Updates

- A. Discuss changes to the job descriptions for the Facilities Maintenance Director and Asst. Director** – Director Polvere detailed to the committee changes in the job descriptions of the Facilities and Assistant Facilities Director. Motion to forward Assistant Facilities Director’s job description to the State’s Attorney’s Office for review and submit to the county board for approval by Member Gilmour. Second by Member Rodriguez. **All members present voting aye. Motion Approved.**
- B. 2022 Remaining Capital Projects Update:**
- The MZU-5 final balancing – the system is running and will be balanced late August/early September.
 - Probation Department build-out at the courthouse – still waiting for doors and hardware.
 - Replacement of a roof portion on the old side of the Courthouse – project is looking to begin later this month. The replacement will take a week to complete.
 - Pavement repairs/sealcoating in the rear of the Courthouse – Project to begin in the fall.
- C. Update re: Installation of new County logo signs on the County Office Building** – Mr. Polvere informed the committee the signs have been installed on the building façade. Polvere in contact with the landscaper to have the trees trimmed off the building to help with the visibility of the sign. Polvere is waiting for a proposal to have the lettering removed, cleaned and reinstalled.
- D. Update re: Boardroom circuits added to the County Office Building UPS** – Director Polvere informed the committee the circuits have been moved to the UPS system as of last Friday.
- E. Vending Machines Update** – Mr. Polvere stated the courthouse vending machines have been installed. The ones for HHS will be installed mid to late August and then all buildings have updated vending machines.

Chair Report

Chair DeBolt informed the committee the status of the study with Cordigan Clark. A follow-up meeting is scheduled; once all the information is received it will then be brought before the County Board.

New Business/Projects

- A. ***Progressive Business Solutions Presentation*** – Arnie Schramel, Managing Partner of Progressive Energy Group presented to the committee the current budgetary gas/electric costs. Mr. Schramel detailed how the solar field is saving the county money on the electric costs. Mr. Schramel explained the upcoming contract renewal costs and benefits to sign and lock in now. Progressive Energy next step recommendations to have legal review done with the supplier contracts and then forward to the County Board for approval. Mr. Koeppel, County Administrator stated the electrical contract was recently through legal review and if the contract is the exact same it can go right to the county board. Motion to forward progressive “next step” recommendation 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 by Member Kellogg. Second by Member Rodriguez. **All members present voting ave. Motion Approved.**
- B. ***2023 Departmental Capital Requests to Date*** – Director Polvere updated the committee on the departments that have contacted facilities for possible 2023 projects.
- C. ***2023 Facilities Management Capital Requests*** – Director Polvere update the committee on the capital projects possible for facilities 2023.

Staffing/Training/Safety Updates

Items for the August 16, 2022 County Board Meeting - Sign electric contract extension with Constellation Energy for a 72-month term at \$0.05500/kWh beginning in June 2023.

Items for the August 11, 2022 Committee of the Whole Meeting - None

Public Comment – None

Executive Session – None

Other Business – Mr. Koeppel received a call of someone who wants to sell sweet corn on the corner of Rt. 47 and Galena. Mr. Koeppel informed the resident he would asked the committee if they would like to make policy about making this corner a “marketplace”. The committee declined.

Adjournment – Member Koukol made a motion to adjourn the Facilities Committee meeting, Member Rodriguez seconded the motion. **With five members present voting ave, the meeting was adjourned at 5:10 p.m. by a vote of 5-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk



Kendall County Government
Administration Department
111 W. Fox Street
Yorkville, IL 60560
P (630) 553-4171
F (630) 553-4214

MEMORANDUM

TO: Facilities Management Committee

FROM: Tina Dado (HR Specialist)

RE: Discussion regarding Assistant Director of Facilities Management/Project Manager Job Description

Success will depend largely on our ability to recruit and retain a dedicated and high –performing workforce.

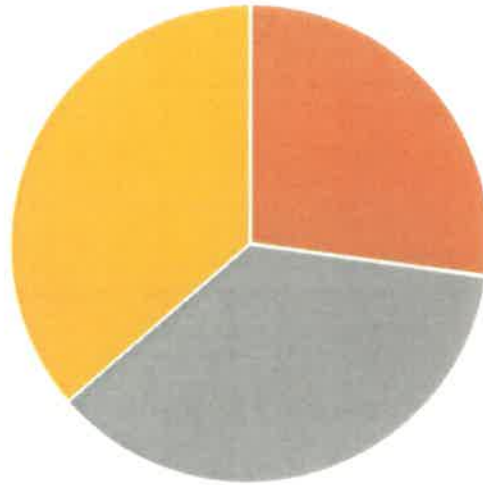
The job posting for the Assistant Director of Facilities Management/Project Manager was posted to the Kendall County website, and Indeed.com on September 12, 2022. The posting expired on September 26, 2022 (see attached).

The minimal requirements for this position are:

1. Bachelor’s Degree from an accredited college or university.
2. Minimum of 5 years’ professional experience in HVAC preventative Maintenance and repairs, Construction Management, Project Management, Facilities Management or Procurement.

HR received a total of 11 applications/resumes –

Recruitment Metrics



■ Minimally qualified/Bachelor's Degree ■ Associates Degree ■ HighSchool/GED

There are several reasons for a small applicant pool.

1. Job description – amount of experience/educational requirements
2. Intensiveness of the application process
3. Compensation

Dan Polvere and I have discussed the possible reasons and solutions for the decreased number of applicants. We respectfully ask the Facilities Committee to review and discuss the following:

1. Removal of minimum requirement of Bachelor's Degree from an accredited college or university from the job description.

Recommendation – A minimum of a High School Diploma/GED and

A minimum of eight (8) years' professional experience in HVAC preventative Maintenance and repairs, Construction Management, Project Management, Facilities Management or Procurement is required.

2. Change salary of \$65,000.00 to salary range \$65,000- \$70, 000 depending on qualifications on the job description.

Respectfully,

Tina Dado
Human Resources Specialist
Kendall County Administration



418 Oak Avenue
Aurora, Illinois 60506
Phone: 630-897-0084.
Fax: 630-897-3536

September 30, 2022

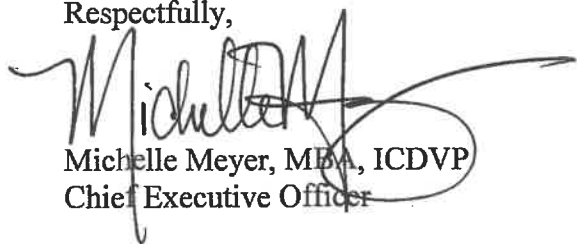
Jim Smiley, Director
Kendall County Facilities Management
804 John Street, Suite B
Yorkville, IL 60560

Director Smiley,

I am writing to formally request the second extension option in our lease for the use of the office space in the Kendall County Courthouse. This will allow Mutual Ground Legal Advocates to assist victims of domestic violence with civil orders of protection on a daily basis. Last year, we were able to assist 171 individuals with orders of protection and get many linked up to other important resources and counseling.

Use of office also allows us to better assist victims of domestic violence in Kendall County through our partnership in the Kendall County Domestic Violence Response Team (DVRT) program. We respectfully ask to continue to be of service to victims of domestic violence in Kendall County by continuing our collaborative effort. Feel free to contact me with any questions or concerns at 630-897-0084 ext. 150 or at mmeyer@mutualground.org. Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Michelle Meyer", with a long, sweeping flourish extending to the right.

Michelle Meyer, MBA, ICDVP
Chief Executive Officer

