

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**Meeting Minutes for Monday, October 3, 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		
Rodriguez, Ruben	Here		
Kellogg, Matt	Present		
Koukol, Dan		4:04 pm	

**Others Present** – Dan Polvere, Tina Dado

**Approval of Agenda** - Member Rodriguez 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 August 1, 2022 Meeting Minutes** – Member Kellogg made a motion to approve the August 1, 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. Update regarding hiring process for new Assistant Director of Facilities Management/Project Manager*** – Director Polvere updated the committee on the number of applicants received. Polvere believes the Bachelor’s degree and 5 years of experience has hindered the process. Polvere and Ms. Dado believes if they can repost the position with 8 years of experience in the field in lieu of a Bachelor’s degree would increase the amount applicants received. Member Kellogg requested the benefits be added to the listing description. Chair DeBolt requested the ad also be placed in the local newspaper, along with the county website and electronic hiring platforms.

***B. Update regarding Cordogan Clark Master Agreement/Next Steps:*** Director Polvere stated the master agreement with Cordogan Clark is currently in legal review. Once complete the contract will be brought before the next county board meeting for approval. In the meantime, survey and boring companies are being contacted to start once the contract is approved.

***C. 2022 Remaining Capital Projects Update:***

- Boardroom dais microphone replacement - complete
- Courthouse partial roof replacement – scheduled to begin October 17, 2022
- Pavement repairs/sealcoating/stripping – completed the repairs and sealcoating. Striping coordination needs to be completed.
- Approval of revised agreement with McCann Window and Door – Motion to approve the revised lower price by \$3,700.00 for the replacement of three lower level windows and installation with McCann Window and Door and forward to the county board for approval by Member Kellogg. Second by Member Koukol. **All members present voting aye, Motion Approved.**
- Jail door locks and chuck holes – Director Polvere explained the jail needs to upgrade to an automatic motorized lock system. This process will need two companies involved, once to install and the other to program the locks. This year eleven will be completed and next year it is budgeted to have ninety completed. At this time no start date is available. The chuck hole installation began during COVID and is set to be completed next year.

- D. Update regarding Constellation Natural Gas Agreements* – Director Polvere informed the committee the State’s Attorney Office finished the review of the contracts and have been forwarded back to Constellation as of September 13<sup>th</sup>.

**Chair Report** – Chair DeBolt stated everything is running smooth and Director Polvere is doing a good job and keeping up with everything that is being asked of him.

**New Business/Projects**

- A. Operation Green Light* – At the September 6<sup>th</sup> county board meeting the resolution “Operation Green Light” approved. The week of November 7 – 11, 2022 county buildings exterior lights will be green in support.
- B. Mutual Ground One Year Lease Extension* – Motion to approve the 2<sup>nd</sup> one-year lease extension with Mutual Ground by Member Kellogg. Second by Member Koukol. **All members present voting aye, Motion Approved.**
- C. Public Safety Center Security Bollards* – Director Polvere met with the sheriff’s department to go through all the capital repair projects left for this year. This is in the discussion stages.

**Staffing/Training/Safety Updates** – Director Polvere informed the committee he has begun the review process as stated in the employee handbook. Director Polvere also stated he will be attending the active shooter training at the Health and Human Service building on October 20<sup>th</sup>.

**Items for the October 4, 2022 County Board Meeting** - Approval of revised agreement with McCann Window and Door

**Items for the October 13, 2022 Committee of the Whole Meeting** - None

**Public Comment** – None

**Executive Session** – None

**Other Business** – None

**Adjournment** – Member Rodriguez made a motion to adjourn the Facilities Committee meeting, Member Gilmour seconded the motion. **With five members present voting aye, the meeting was adjourned at 4:42 p.m. by a vote of 5-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk