

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**Meeting Minutes for Monday, February 6, 2023**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Bachmann, Zach	Here		
DeBolt, Brian	Here		
Kellogg, Matt	Yes		
Peterson, Jason	Here		
Shanley, Brooke			

**Others Present** – County Administrator Scott Koeppel, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, Deputy Director Meagan Briganti

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

**Approval of January 9, 2023 Meeting Minutes** – Member Peterson made a motion to approve the January 9, 2023 meeting minutes, second by Member Kellogg. **With four members present voting aye, the motion carried by a vote of 4-0.**

**Public Comment** - None

**Status Reports**

- ***FY 2023 Capital Project List*** – Dan Polvere, Director of Facilities Management updated the committee the list of capital projects and procurements for the county departments/buildings for the 2023 fiscal year.
- ***Discussion re: Courthouse Roof Replacement Project*** – Facilities Director Polvere presented to the committee the bid results and the benefits of completing the remaining courthouse roof replacement project instead of breaking it into sections over the next few years. To complete the project this year, the issue will need to be forwarded to finance to request an increase on the budget item. Motion to forward the entire roof project and the alternate to finance by Member Bachmann. Second by Member Peterson. **All members present voting aye, Motion Approved.**

**Old Business/Project Updates**

- Update regarding the purchase of 101 W. Fox parcels*** – Facilities Director Polvere informed the committee the one of the parcels closed with no issues on the 1st. The two remaining parcels will be closing on May 1<sup>st</sup>.
- Status of the 107 W. Fox Project*** – Facilities Director Polvere stated 107 W Fox street is the possible new address of the new building on the Fox street campus. Polvere stated the project is moving forward; Meetings with County Clerk Gillette and her staff, architects/engineers, technology and the fire department on floorplans, data jack wiring/placement and sprinkler systems have been completed.
- Cordogan Clark March 7<sup>th</sup> presentation to Board re: 107 W. Fox details*** – Brian Kronewitter from Cordogan Clark updated the committee on the phase 2 progress and rendering designs of the campus, which will be presented to the full county board at the March 7, 2023 meeting.

- D. **Update regarding the Kendall Area Transit (KAT) Project** – Director Polvere informed the committee the information was submitted to the Illinois Department of Transportation to sole source the architect for this project. IDOT requested more information which will be submitted later this week.

**New Business/Projects**

- A. **Discussion regarding Cordogan Clark phase 2 conceptualization & Budget Proposal** – Motion to forward to the full county board Approval of the Cordogan Clark Phase 2 Conceptualization & Budget Proposal not to exceed \$60,000.00 by Member Kellogg. Second by Member Peterson. **All members present voting aye, Motion Approved.**
- B. **Discussion regarding the use of public sector procurement process to source a Back-up Generator for the 107 W. Fox Project** – Brian Kronewitter from Cordogan Clark informed the committee part of the needs for the new building is a generator; which lead times are approximately twelve (12) months out. Mr. Kronewitter believes the generator can be purchased through a co-op program to expedite the process.
- C. **Discussion re: procurement of a new work order system: Limble CMMS (computerized maintenance management system)** – Facilities Director Polvere presented to the committee the need to upgrade the current work order system. Polvere promoted the benefits of the information on the equipment and assets that can be stored within the system such as warranty information, mapping, vender and part’s information, equipment manuals. Polvere stated this will aid to keep the continuity of the department. Polvere continued to explain the benefits and features of the new program. Assistant Director Prisco researched many programs available and concluded this program has all the features needed and will benefit the county the most. Prisco will oversee the implementation of the project.
- D. **Broadband Informational update: Connect Kendall County Commission** – Member Bachmann informed the committee the new Connect Kendall County Commission “CKCC” committee was created to expand broadband to the residents of Kendall County. This committee will have two (2) board members along with a few members from the community who have technology and/or business experience. The most needed area for broadband service is in District 1. Member Bachmann stated interviews for public positions should be complete by March. County Administrator Koeppel explained the process for obtaining the grants and broadband companies and their roles for this process.

**Chair Report** - None

**Executive Session** – Member Peterson 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 Bachmann.

**Roll Call Vote**

<b>Attendee</b>	<b>Status</b>
DeBolt, Brian	Yes
Bachmann, Zach	Yes
Peterson, Jason	Yes
Kellogg, Matt	Yes

**With members DeBolt, Bachmann, Peterson and Kellogg voting aye, the committee entered Executive Session at 4:54 p.m. by a vote of 4-0.**

**With four members in agreement, the committee reconvened in Open Session at 5:03 p.m.**

**Other Business** – None

**Public Comment** – None

**Questions from the Media** – None

**Adjournment** – Member Peterson made a motion to adjourn the Facilities Committee meeting, Member Bachmann seconded the motion. **With four members present voting aye, the meeting was adjourned at 5:04 p.m. by a vote of 4-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk