

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**Meeting Minutes for Monday, April 3, 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	Yes		
Shanley, Brooke	Here		

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

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

**Approval of February 6, 2023, Meeting Minutes** – Member Bachmann made a motion to approve the February 6, 2023, meeting minutes, second by Member Kellogg. **With five members present voting aye, the motion carried by a vote of 5-0.**

**Public Comment** - None

**Status Reports**

- ***FY 2023 Capital Project List*** – Dan Polvere, Director of Facilities Management updated the committee on capital projects and procurements for the county departments/buildings for the 2023 fiscal year.
- ***Discussion re: Courthouse Roof Replacement Project*** – Director Polvere reported the materials have been delivered on site and background checks are approved. The project will begin this Thursday.
- ***Historic Courthouse HVAC Replacement Project*** – Director Polvere reported two (2) bids have been received for thus far through the co-op. Once bids are reviewed, results will be presented to the committee.
- ***Court Technology Modernization Program Grant: \$622,434*** – Director Polvere informed the committee the grant was approved for this project along with the capital approved budget amount of \$350,000.00. Polvere reported the scope of the project from the grant will be added to the bid documents.

**Old Business/Project Updates**

- A. ***Phase 1 Update/Bid Approval Plan*** – Director Polvere updated the committee about demo bids that were due Thursday; they have been extended for a week due to lead and asbestos being found in parts of the Annex. Polvere reported approx. 10 bidders have submitted. To keep the project moving forward on the projected timeline and with bid openings and meeting schedules not coinciding, Polvere stated some information will be bought to COW.
- B. ***Phase 2 Update/Firehouse Purchase*** – Director Polvere reported closing on the firehouse is May 1<sup>st</sup>. Moving will begin shortly after.
- C. ***Kendall Area Transit Facility Updates*** – Director Polvere reported the project was approved to sole source the A/E. Cordogan Clark will submit a proposal to the County for approval.
- D. ***Connect Kendall County Commission*** – Member Bachmann updated the committee on the first meeting of the commission. Member Bachmann reported the Request for Proposal is under review of the State’s Attorney’s Office.

Next committee meeting is April 18<sup>th</sup> at 6:00 pm with Lit Communities presenting/informing commission members the study, where the project currently stands, answer any questions and the next steps. There will be another meeting scheduled in May to review the proposals received and rank them and bring the top three (3) to COW for presentations.

### **New Business/Projects**

- A. ***Recommendation to promote Brad Hanna from Maintenance I technician to Maintenance II*** – Motion to forward to the full county board Approval of the promotion of Brad Hanna from Maintenance I technician to Maintenance II by Member Kellogg. Second by Member Peterson. **All members present voting aye, Motion Approved.**
  
- B. ***Discussion & Approval re: a New Process for County Lease Renewals*** – Director Polvere explained to the committee the lease renewal process and schedules. Polvere will update the language on all four (4) leases so dates, terms/renewals are the same. Motion to forward to the full county board Approval of the four (4) leases with updated dates, terms, and renewals by Member Peterson. Second by Member Shanley. **All members present voting aye, Motion Approved.**
  
- C. ***Discussion re: Capital Improvements to County Office Building (111 W. Fox) prior to Phase 2 Remodel*** – County Administrator Koepfel requested clarification on a high dollar work order request received to install a automatic door open closure costing approximately \$5,000.00 per door. Koepfel stated the remodel of 111 will begin once the new building is completed sometime in 2024, and asked to what extent does maintenance staff make modifications to 111 before the remodel. Human Resource Director Leslie Johnson informed the committee of the ADA guideline/requirements. Committee members suggested reduced cost alternative modifications. The committee requested other alternative options be researched and brought back to the committee.
  
- D. ***Discussion re: Boiler Repair/Replacement at the County Office Building*** – Director Polvere informed the committee the boiler at the Fox Street location needs replacement. This boiler is currently not working, and the repair/pm cost will be \$5,000.00 per year every year. Polvere is in contact with Cordogan Clark on specs needed for a new boiler that will be part of the Fox street campus remodel. As soon as all the information is received Polvere will bring it before the committee.
  
- E. ***Discussion & Approval re: Replacement of Air Conditioning Equipment for Server Room in the Health & Human Services Building*** – Director Polvere explained the current system and the failure of this system. Polvere is working with companies/technicians on replacement options and costs. Polvere received a quote from Helm/Equalis, on a co-op bid in the amount of \$41,000.00. Polvere stated with a 10% contingency amount, the final budget request is \$45,100.00. Motion to approve the dollar amount and bring contract to the full county board for Approval by Member Kellogg. Second by Member Peterson. **All members present voting aye, Motion Approved.**

**Chair Report** - None

**Executive Session** – None

**Other Business** – None

**Public Comment** – None

**Questions from the Media** – None

**Adjournment** – Member Shanley made a motion to adjourn the Facilities Committee meeting, Member Peterson seconded the motion. **With four members present voting aye, the meeting was adjourned at 4:53 p.m. by a vote of 5-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk