

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
Meeting Minutes for Monday, February 5, 2024**

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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**

Attendee	Status	Arrived	Left Meeting
Bachmann, Zach	Here		
DeBolt, Brian	Here		
Kellogg, Matt			
Peterson, Jason			
Shanley, Brooke	Here		

**Others Present** – County Administrator Christina Burns, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, Technology Director Matt Kinsey

**Approval of Agenda** - Member Bachmann made a motion to approve the agenda, second by Member Shanley. **With three members present voting aye, the motion was carried by a vote of 3-0.**

**Approval of October 2, 2023, Meeting Minutes** –

**Public Comment** - None

**Status Reports**

**FY 2024 Capital Project & Major Repairs** - Report included in the packet.

- **Courtrooms and Jury Assembly Room Technology Modernization Project** – Director Polvere reported each of the seven (7) courtrooms will need one week per courtroom to install the equipment. Polvere stated they are working with judicial on scheduling Grant received on the project \$644,000.00.
- **Probation Build-out of (5) Offices w/Furniture) and Hand Sink install at Public Defender’s Office** – Director Polvere stated five (5) offices were approved to be built. Polvere stated this project will need to go out to bid, the budget amount is approximately \$150,000.00.
- **Historic Courthouse 2<sup>nd</sup> Floor Flat Roof Membrane Replacement** – Director Polvere updated to the committee a meeting with Garland is set up to begin this project. Project budget is estimated at \$125,000.00.
- **ADA Review & Corrections** – Director Polvere stated Assistant Director Prisco has begun this process.

**Old Business/Project Updates**

- A. **Phase 1 Update** – Director Polvere informed the committee at the next COW meeting will be the monthly presentation. Polvere stated the building is weather tight. The ramp is in process of being formed and ready to pour concrete.
- B. **Kendall Area Transit Facility Update** – Director Polvere stated they are still working with IDOT to select the architect. A survey of the property has been conducted. The grant has been approved.

**New Business/Projects**

- A. **Motion to Forward to County Board: Approve Bradford Systems Fixed Shelvin & Mail Sorter Purchases via the Sourcewell Co-Op contract number 121919-KII for \$60,825.00** – Motion to forward to the full county board Approval of the Bradford Systems Fixed Shelvin & Mail Sorter Purchases via the Sourcewell Co-Op contract number 121919-KII for \$60,825.00 by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved. Roll Call Vote: Brian DeBolt – Yes, Zach Bachmann – Yes, Brooke Shanley – yes.**

- B. Discussion:** *Purchase of PrintElect EZ 3000 Carts from Election Fund with furniture reimbursement from Lost revenue Fund* – County Administrator Christina Burns informed the committee Clerk Gillette purchased these carts from her funds. These carts are a higher amount than what was budgeted, which is why Clerk Gillette purchased them. Burns informed the committee there is a budget line for equipment in the new building and anything left over could be reimbursed back to the elected office official election fund.
- C. Discussion:** *Phase I Office & Lobby Furniture via TIPS government Co-op* – Director Polvere informed the committee the TIPS co-op was founded through Cordogan Clark. Pictures/photos of the furniture and the contract will be discussed further at COW, some of the pictures are found on page 23 of the packet.
- D. Motion to Forward to County Board:** *Approval of a Nutanix Node and associated hardware and licenses from Presidio in the amount of \$53,771.15* – Technology Director Matt Kinsey updated the committee on the need and use of this purchase. Motion to forward to the full county board *Approval of a Nutanix Node and associated hardware and licenses from Presidio in the amount of \$53,771.15* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- E. Motion to Forward to County Board:** *Approval of ordinance for a 5-year lease agreement with Mutual Ground* – Motion to forward to the full county board *Approval of ordinance for a 5-year lease agreement with Mutual Ground* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- F. Motion to Forward to County Board:** *Approval of Memorandum of Understanding Between County of Kendall Illinois, and Mutual Ground Regarding Rent Payment and Monthly Donation* – Motion to forward to the full county board *Approval of Memorandum of Understanding Between County of Kendall Illinois, and Mutual Ground Regarding Rent Payment and Monthly Donation* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- G. Motion to Forward to County Board:** *Approval of ordinance for a 5-year lease agreement with the Workforce Development Division* – Motion to forward to the full county *Approval of ordinance for a 5-year lease agreement with the Workforce Development Division* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- H. Motion to Forward to County Board:** *Approval of ordinance for a 5-year lease agreement with Kendall Housing Authority* – Motion to forward to the full county *Approval of ordinance for a 5-year lease agreement with Kendall Housing Authority* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- I. Motion to Forward to County Board:** *Approval of ordinance for a 5-year lease agreement with Court Appointed Special Advocate “CASA”* – Motion to forward to the full county *Approval of ordinance for a 5-year lease agreement with Court Appointed Special Advocate “CASA”* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**
- J. Motion to Forward to County Board:** *Approval of Memorandum of Understanding Between County of Kendall, Illinois and court Appointed Special Advocate “CASA” Regarding Rent Payment and Monthly Donation* – Motion to forward to the full county *Approval of Memorandum of Understanding Between County of Kendall, Illinois and court Appointed Special Advocate “CASA” Regarding Rent Payment and Monthly Donation* by Member Shanley. Second by Member Bachmann. **All members present voting aye, Motion Approved.**

**Chair Report** - None

**Executive Session** – None

**Other Business** – County Administrator stated minutes for the October 2, 2023, meeting were accidentally left out of the packet. The committee will approve both meeting minutes at the next meeting.

**Public Comment** – None

**Questions from the Media** – None

**Adjournment** – Member Bachmann made a motion to adjourn the Facilities Committee meeting, Member Shanley seconded the motion. **With three members present voting aye, the meeting was adjourned at 4:32 p.m. by a vote of 3-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk