



**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT
AND TECHNOLOGY COMMITTEE
Monday, October 7, 2024 @ 4:00 p.m.**

**County Office Building; 111 W. Fox Street
2nd Floor Board Room; Yorkville IL**

MEETING AGENDA

1. Roll Call and Determination of a Quorum

Brian DeBolt - Chair
Zach Bachmann
Matt Kellogg
Jason Peterson
Brooke Shanley

2. Approval of Agenda

**3. Approval of October 2, 2023, Minutes
Approval of February 5, 2024, Minutes**

4. Public Comment

5. Old Business/Project Updates

- A. Courthouse Office Renovations
- B. Phase II Status
- C. Kendall Area Transit Facility Status
- D. Historic Courthouse Projects and Preparation for Board Meetings
- E. Limble Computerized Maintenance Management System Update
- F. Animal Control & Jail HVAC Projects
- G. Animal Control Fire Panel Installation
- H. Animal Control, Coroner, Facilities Management Access Control Project
- I. Health & Human Services and Animal Control Surveillance Camera Project

6. New Business/Projects

- A. **Discussion:** Courthouse ADA Grant
- B. **Discussion:** HVAC ARPA Projects
- C. **Discussion:** Maintenance I & II Technician Staffing Plan
- D. **Discussion:** FY 2025 Project Planning
 - 1. UPS Replacements
 - 2. Jail Fridge/Freezer Replacement
 - 3. Public Safety Center/Courthouse Video Surveillance and Access Control Equipment and Preventative Maintenance Review.

7. Chair Report

8. Executive Session

9. Other Business

10. Public Comment

11. Questions from the Media

12. Adjournment

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, October 2, 2023**

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	Yes		
Peterson, Jason	Present		
Shanley, Brooke		4:11	

Others Present – Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, Deputy Director Meagan Briganti

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

Approval of June 5, 2023, Meeting Minutes – Member Kellogg made a motion to approve the June 5, 2023, meeting minutes, second by Member Peterson. **With four members present voting aye, the motion carried by a vote of 4-0.**

Public Comment - None

Status Reports

FY 2023 Capital Project & Major Repairs - Report included in the packet.

- ***Historic Courthouse 3rd Floor HVAC & Controls Replacement*** – Director Polvere updated installation progress.
- ***Historic Courthouse 2nd Floor Flat Roof Membrane Replacement*** – Director Polvere reported the project is under design options review.
- ***Courtrooms and Jury Assembly Room Technology Modernization Project*** – Director Polvere reported the project is currently in installation logistics with Thompson Electronics
- ***Probation Build-out of (5) Offices (w/Furniture) and Hand Sink Install at Public Defenders Office*** - Director Polvere reported the project is in the final stages of designing and will begin shortly after approval.

Old Business/Project Updates

- A. ***Phase 1 Update*** – Director Polvere updated the committee on the current build status of the new building. Pictures and the weekly report provided by Cordogan Clark have been included in the packet.
- B. ***Kendall Area Transit Facility Update*** – Director Polvere informed the committee the requests made by IDOT have been submitted.

New Business/Projects

- A. ***Discussion re: Replacement of (2) Hot Water Boilers in Public Safety Center*** – Director Polvere described to the committee the failure of the boiler located at the Public Safety Center detailed the process of replacement.

GIS Department Report

Deputy Director Meagan Briganti provided updates on department activities. Deputy Director Briganti described to the committee how the public is still able to obtain information remotely.

Chair Report

- A. Presentation/Discussion with Progressive Business Solutions on October 12th COW re: Solar Field performance and FY 2024 Gas & Electric Rates/Budget.

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 Kellogg.

Roll Call Vote

Attendee	Status
DeBolt, Brian	Yes
Bachmann, Zach	Yes
Peterson, Jason	Yes
Kellogg, Matt	Yes
Shanely, Brooke	Yes

With members DeBolt, Bachmann, Peterson, Kellogg and Shanely voting aye, the committee entered Executive Session at 4:16 p.m. by a vote of 5-0.

With five members in agreement, the committee reconvened in Open Session at 4:19 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 five members present voting aye, the meeting was adjourned at 4:21 p.m. by a vote of 5-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk

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

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 2nd 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.**

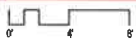
Respectfully submitted,

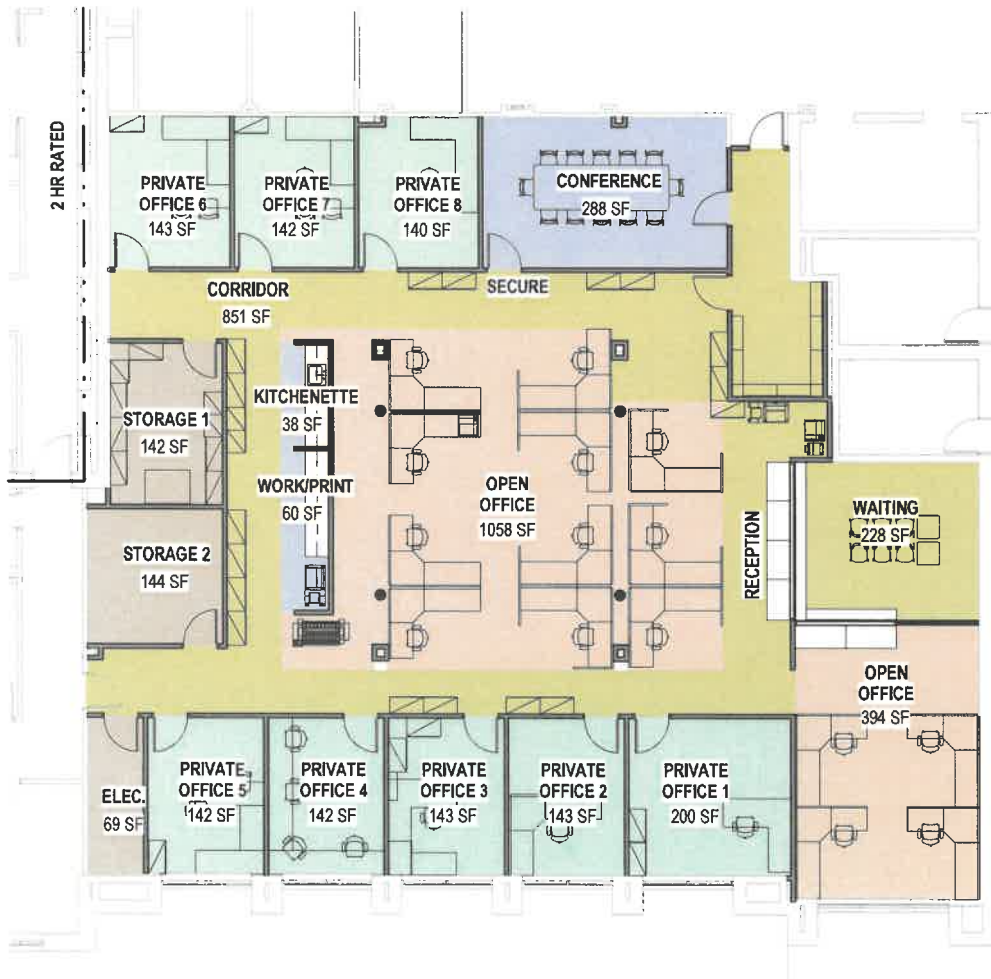
Christina Wald
Administrative Assistant and Recording Clerk



PUBLIC DEFENDER - EXISTING PLAN

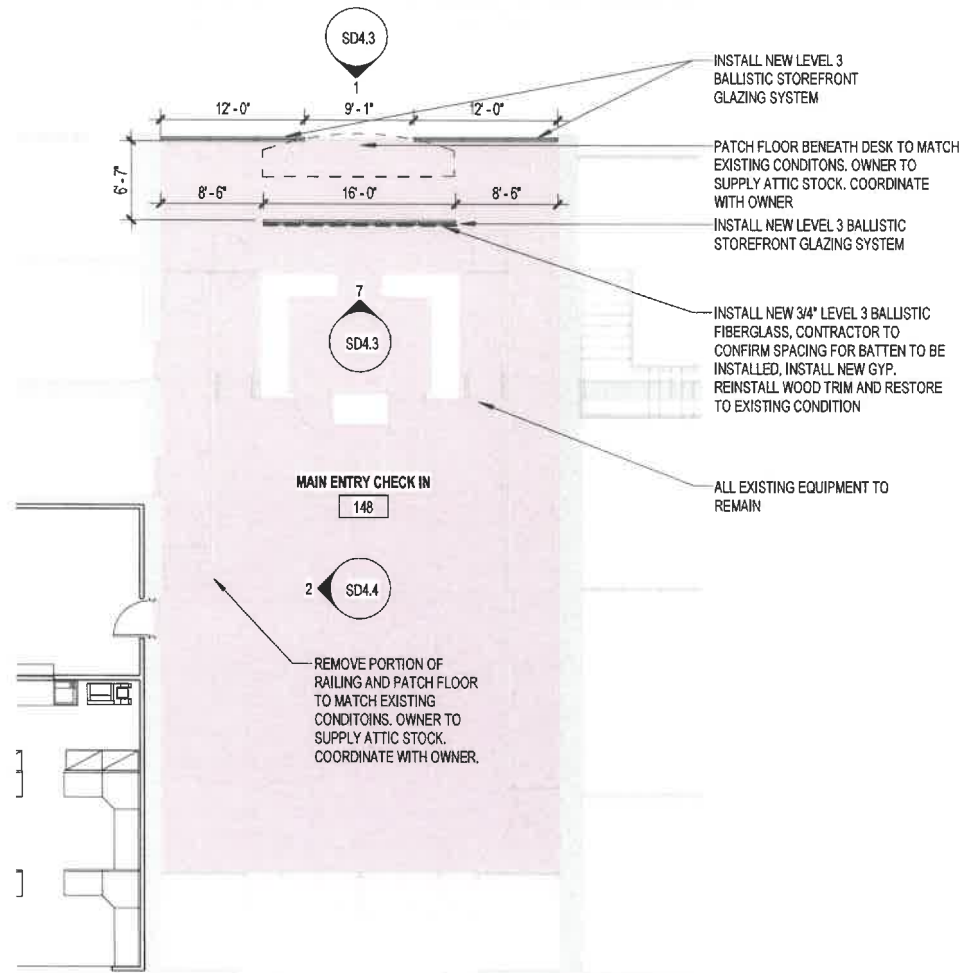
 WAITING	215 SF
 SHARED SPACES OPEN OFFICE CONFERENCE BREAK ROOM WORK ROOM RECEPTION	1,339 SF
 OFFICES PRIVATE OFFICES (7) FUTURE OFFICE (1)	1,066 SF
 STORAGE	93 SF
TOTAL	2,713 SF





TEMPORARY BUILDOUT - PHASE 1

OPEN OFFICES OPEN OFFICE (15 CUBICLES)	1,452 SF
PRIVATE OFFICES OFFICES (8)	1,195 SF
SHARED SPACES CONFERENCE WORK/ PRINT KITCHENETTE	386 SF
SUPPORT SPACES STORAGE (2) ELECTRICAL	355 SF
CIRCULATION WAITING RECEPTION	1,181 SF
TOTAL	4,570 SF



1ST FLOOR - RENOVATION

SHARED SPACES	2,015 SF
ENTRY CHECK IN	
TOTAL	2,015 SF

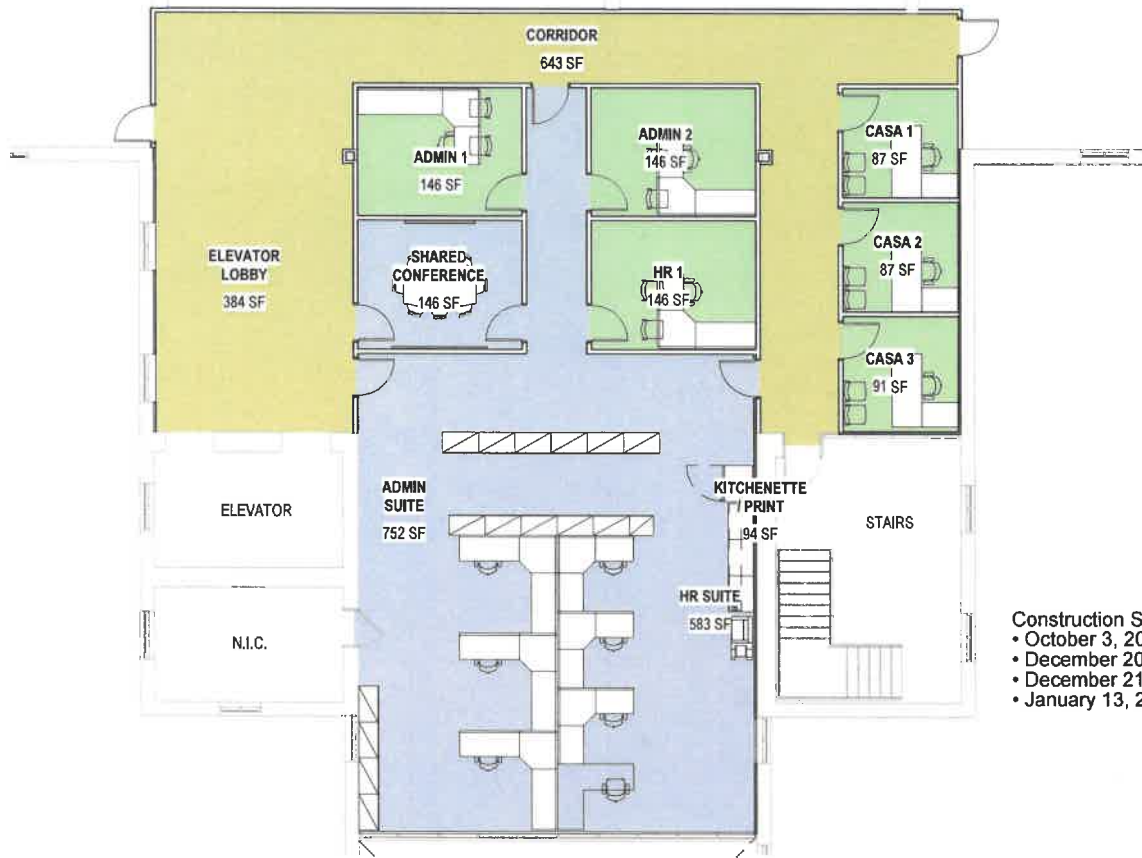


PROPOSED MAIN ENTRANCE PLAN



09/19/2024
SD4.1





2ND FLOOR - RENOVATION

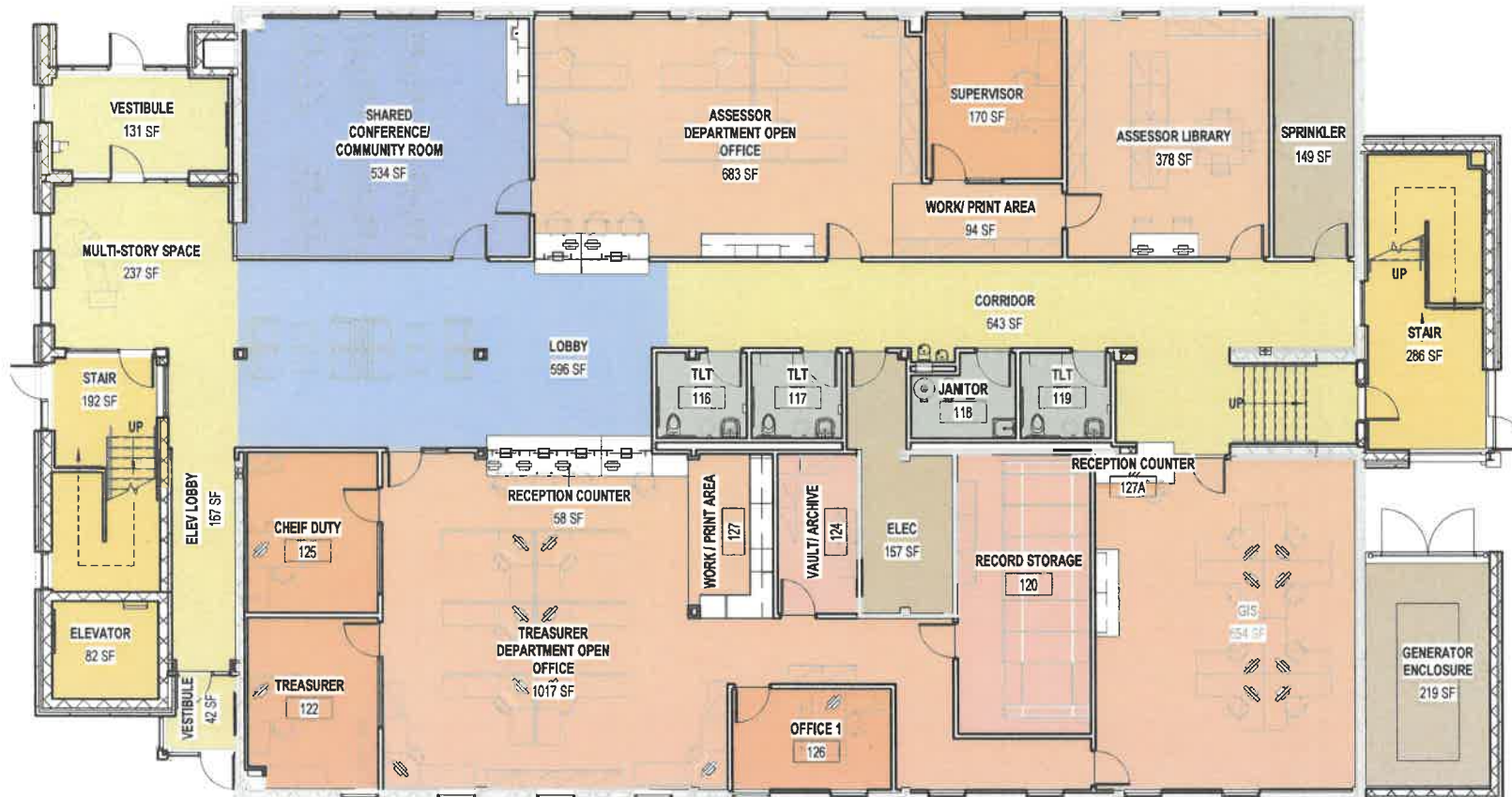
SHARED SPACES	1,646 SF
CONFERENCE ROOM (1)	
OPEN WORK ROOM (1)	
OPEN OFFICE SPACES (2)	
KITCHENETTE /PRINT (1)	
OFFICES	703 SF
PRIVATE OFFICE (6)	
CIRCULATION	282 SF
CORRIDOR (1)	
ELEVATOR LOBBY (1)	
TOTAL	2,587 SF

- Construction Schedule:**
- October 3, 2024:
 - December 20, 2024:
 - December 21 – January 10, 2025:
 - January 13, 2025:

Mobilization
 Construction Substantial Completion
 IT/Data & FFE Install. Move from COB.
 COB staff up and running in Courthouse







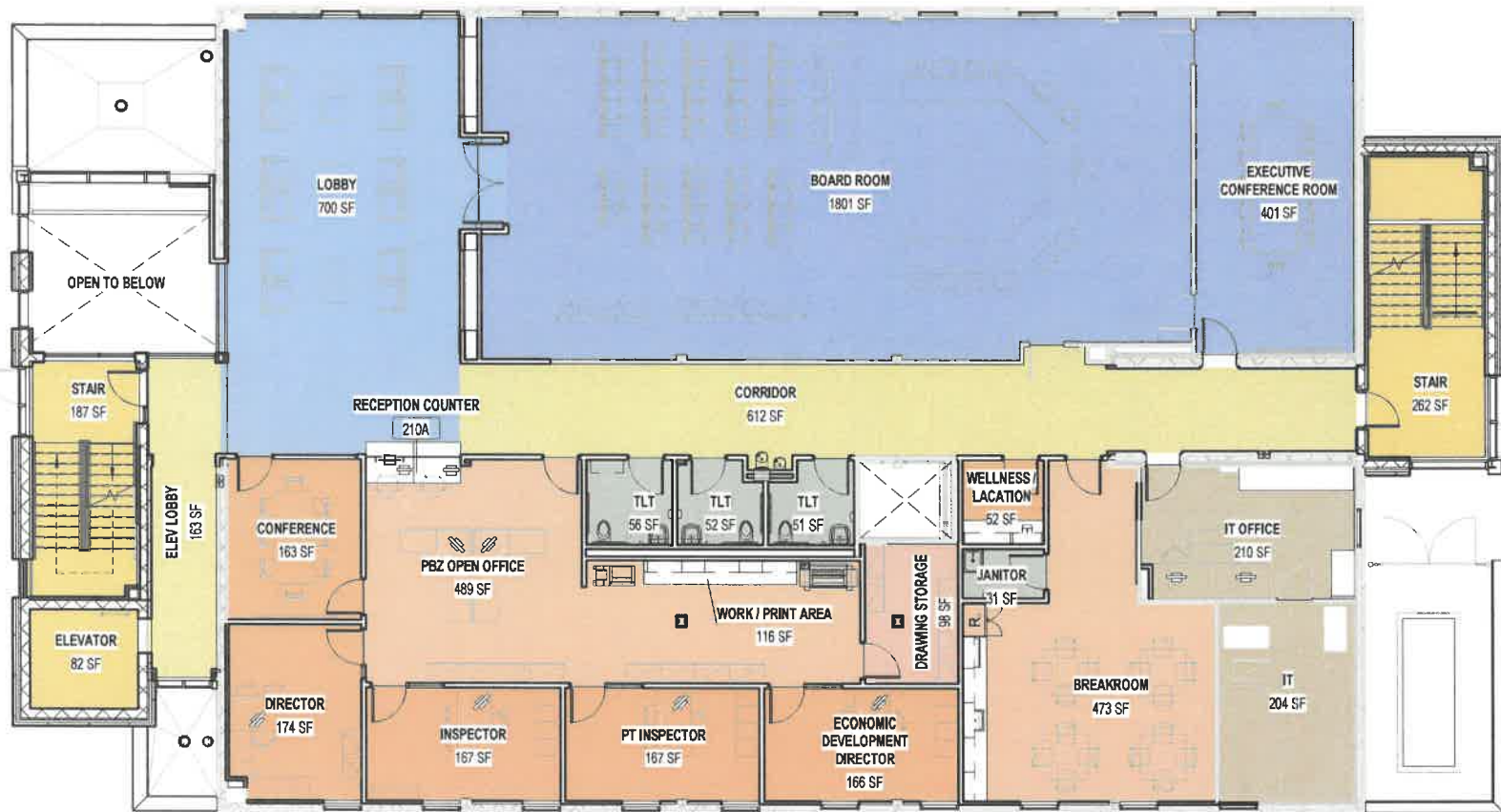
ROOM TYPE LEGEND

- ASSEMBLY SPACES
- EXTERIOR MAINTENANCE
- PRIVATE OFFICE SPACES
- OPEN OFFICE SEMI-PRIVATE SPACES
- STORAGE SPACES
- PUBLIC SPACES
- SERVICE AREAS
- TOILET ROOMS & JANITOR
- VERTICAL CIRCULATION
- HORIZONTAL CIRCULATION

FIRST FLOOR PLAN

10/03/24
SD2.01





ROOM TYPE LEGEND

- ASSEMBLY SPACES
- EXTERIOR MAINTENANCE
- PRIVATE OFFICE SPACES
- OPEN OFFICE
SEMI-PRIVATE SPACES
- STORAGE SPACES
- PUBLIC SPACES
- SERVICE AREAS
- TOILET ROOMS & JANITOR
- VERTICAL CIRCULATION
- HORIZONTAL CIRCULATION

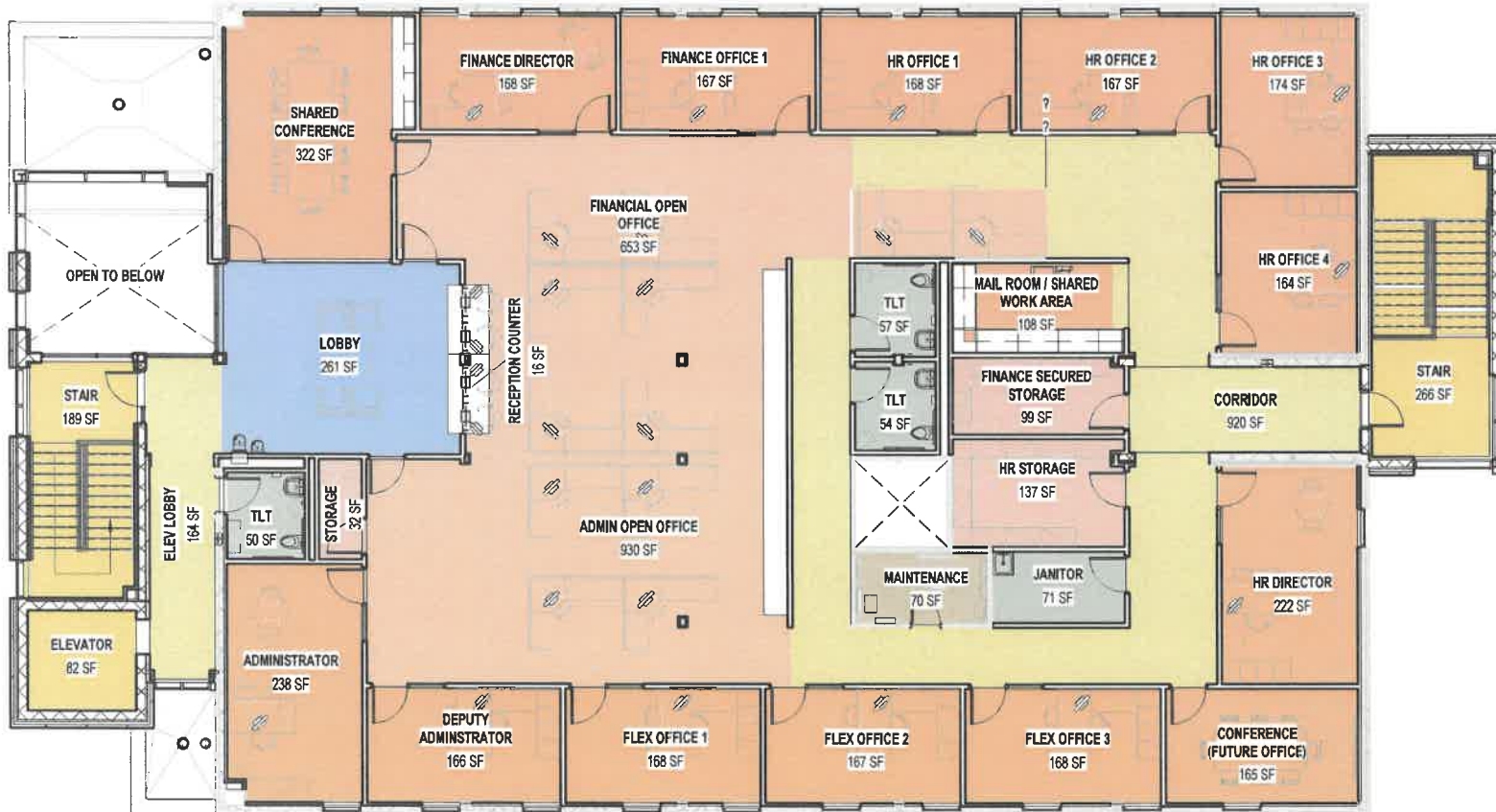


SECOND FLOOR PLAN



06/13/2024
SD2.02





ROOM TYPE LEGEND

- ASSEMBLY SPACES
- EXTERIOR MAINTENANCE
- PRIVATE OFFICE SPACES
- OPEN OFFICE SEMI-PRIVATE SPACES
- STORAGE SPACES
- PUBLIC SPACES
- SERVICE AREAS
- TOILET ROOMS & JANITOR
- VERTICAL CIRCULATION
- HORIZONTAL CIRCULATION

THIRD FLOOR PLAN

06/13/2024
SD2.03





Bid Schedule:

- October 27, 2024: Bidding notice to be published
- October 31, 2024: Bid package released
- November 7, 2024: Pre-bid meeting/walk-through on site at 10:00 a.m.
- November 14, 2024: Bid Opening at 2:00 p.m. in county board room
- December 9, 2024: Letter of Recommendation from Cordogan Clark
- December 12, 2024: COW meeting presentation/review
- December 17, 2024: Board meeting review/approve

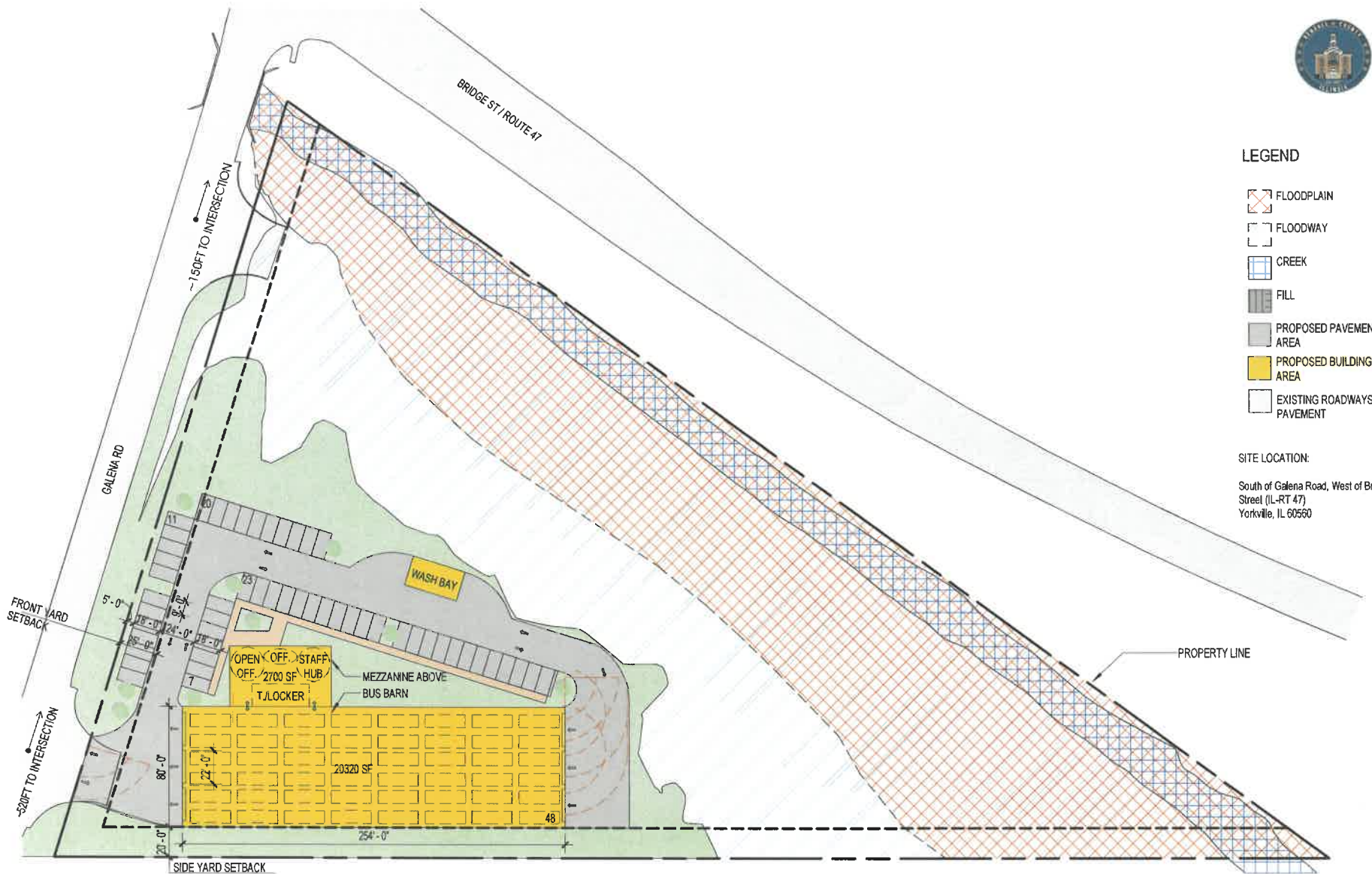


LEGEND

- FLOODPLAIN
- FLOODWAY
- CREEK
- FILL
- PROPOSED PAVEMENT AREA
- PROPOSED BUILDING AREA
- EXISTING ROADWAYS OR PAVEMENT

SITE LOCATION:

South of Galena Road, West of Bridge Street (IL-RT 47)
Yorkville, IL 60560

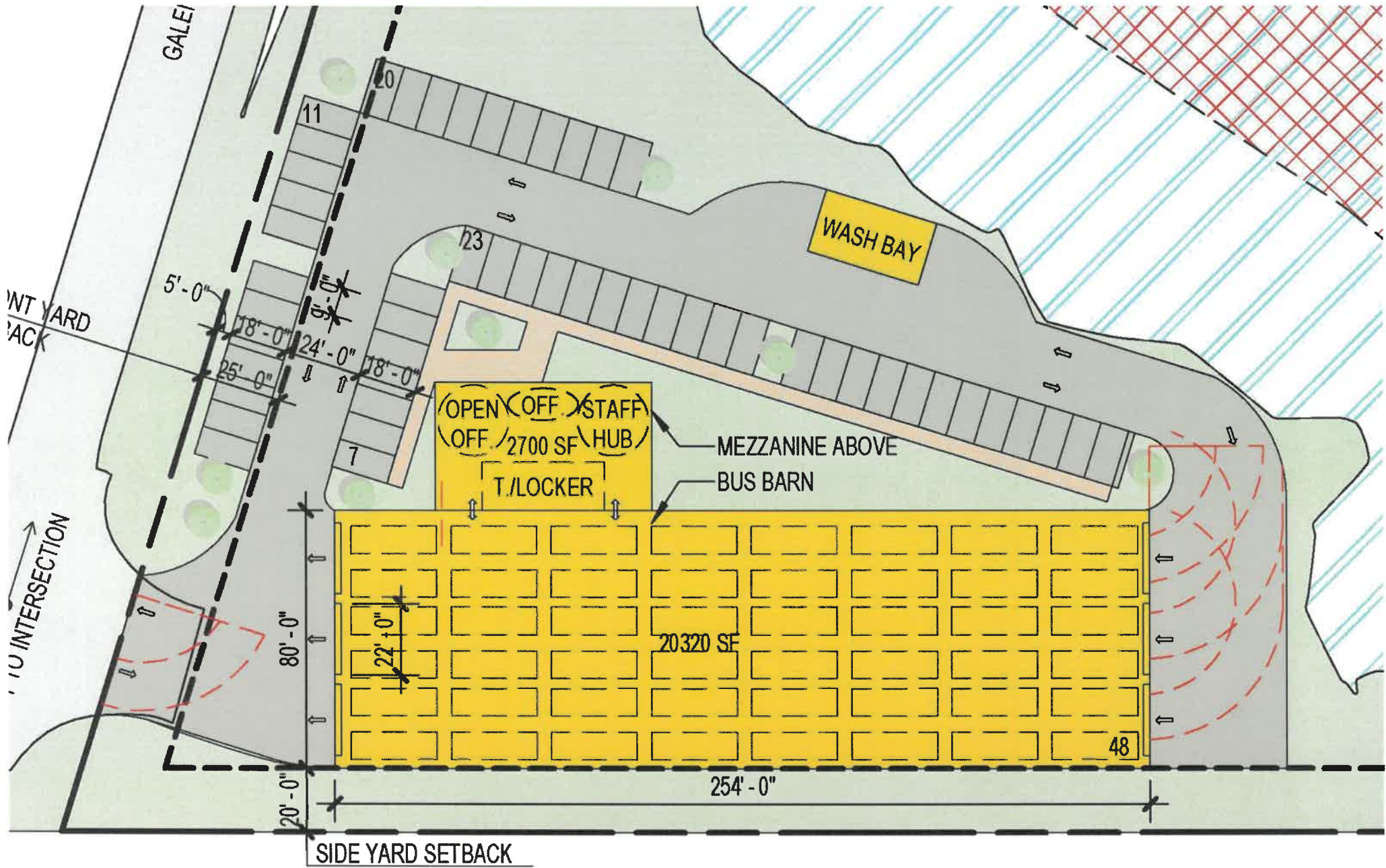


KAT FACILITY SCHEMATIC SITE PLAN



08/19/24





KAT FACILITY SCHEMATIC SITE PLAN



KENDALL COUNTY

KAT Transportation Center

CONCEPTUAL BUDGET (20K Indoor Parking + 2,600 Office & Mezzanine)

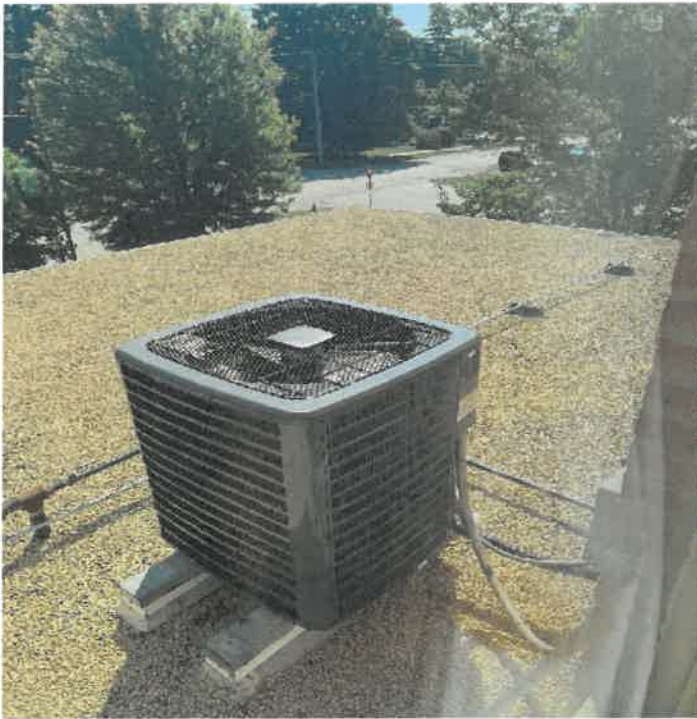
August 19, 2024

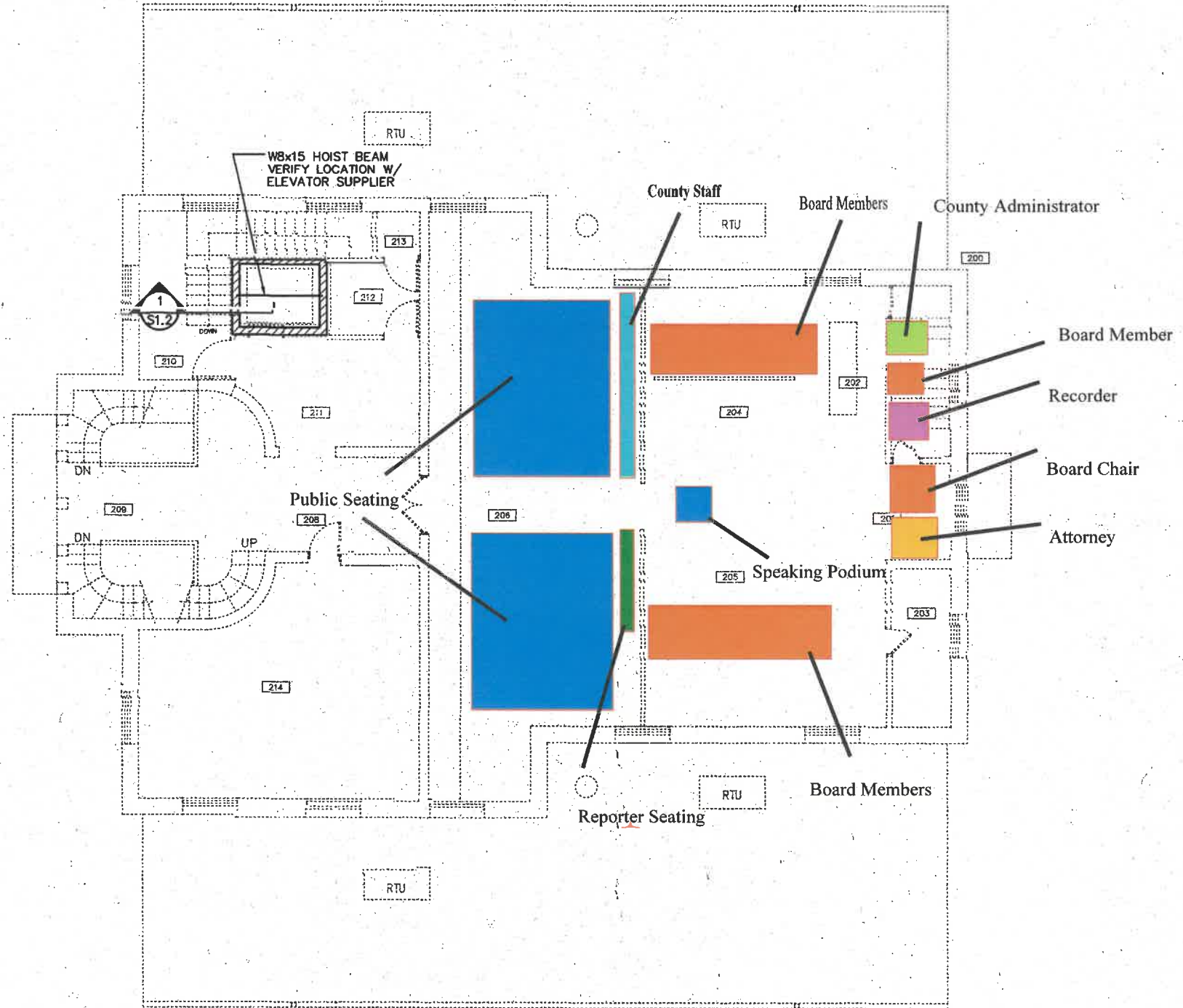
Item	UNIT/SF	\$/SF	Total
I.) CONSTRUCTION COSTS			
Offices	300	\$475.00	\$142,500
Dispatch	350	\$550.00	\$192,500
Conference Rooms	500	\$475.00	\$237,500
Break Room	300	\$475.00	\$142,500
Toilet Rooms	300	\$525.00	\$157,500
Miscellaneous	300	\$425.00	\$127,500
Grossing Factor SF for Office Building Area	1,133	\$365.00	\$413,545
Overhead Doors	6	\$12,000.00	\$72,000
EV Charging Stations	2	\$30,000.00	\$60,000
Indoor Vehicle Storage	20,000	\$315.00	\$6,300,000
Wash Bay	675	\$525.00	\$354,375
Mezzanine Storage	1,000	\$395.00	\$395,000
Site Improvements - Parking Lot/Drive & Sidewalks	30,600	\$22.00	\$673,200
Site Improvements - Storm Water Basin & Site Work	22,500	\$15.00	\$337,500
Site Improvements - Left Turn Lane	1	\$500,000.00	\$500,000
Landscaping	1,000	\$75.00	\$75,000
Site Utilities	1	\$188,000.00	\$188,000
Site & Tree Demolition	ALLOW	\$44,000.00	\$44,000
Construction Costs:	24,866	\$418.75	\$10,412,620
<i>General Conditions:</i>	8%		\$833,010
<i>CM Fees & :</i>	4.75%		\$568,789
<i>Preconstruction Fee:</i>	LS		\$10,000
<i>Insurance and Bonds:</i>	2.0%		\$208,252
<i>Escalation:</i>	5%		\$520,631
<i>Contingencies:</i>	10%		\$1,041,262
Total Construction Costs:		\$546.71	\$13,594,564

Item	UNIT/SF	\$/SF	Total
II.) NON CONSTRUCTION COSTS			
I. Furniture & Equipment	1	ALLOW	\$175,000
II. Low Voltage - Security	1	ALLOW	\$15,000
III. Building Permits	1	ALLOW	\$0
IV. Signage	1	ALLOW	\$7,000
V. Testing & Inspection Services			\$60,800
<i>Survey</i>	\$0.45	\$11,200	
<i>Geotech Report</i>	\$0.40	\$9,900	
<i>Utility Locate</i>	\$0.05	\$1,200	
<i>Material Testing</i>	\$1.55	\$38,500	
VI. Professional Services			\$939,493
<i>Architectural Engineering</i>	8.25%	\$901,993	
<i>Civil Engineering</i>		\$30,000	
<i>Interiors</i>		\$5,000	
<i>Reimbursables</i>		\$2,500	
Non Construction Costs:			\$1,197,293

III.) TOTAL PROJECT BUDGET

\$14,791,858





FACILITIES MANAGEMENT

Performance Measures

Limble CMMS	Last 12 Months	2023	2024
Preventative Maintenance Items	1088	851	785
Work Orders	387	254	279

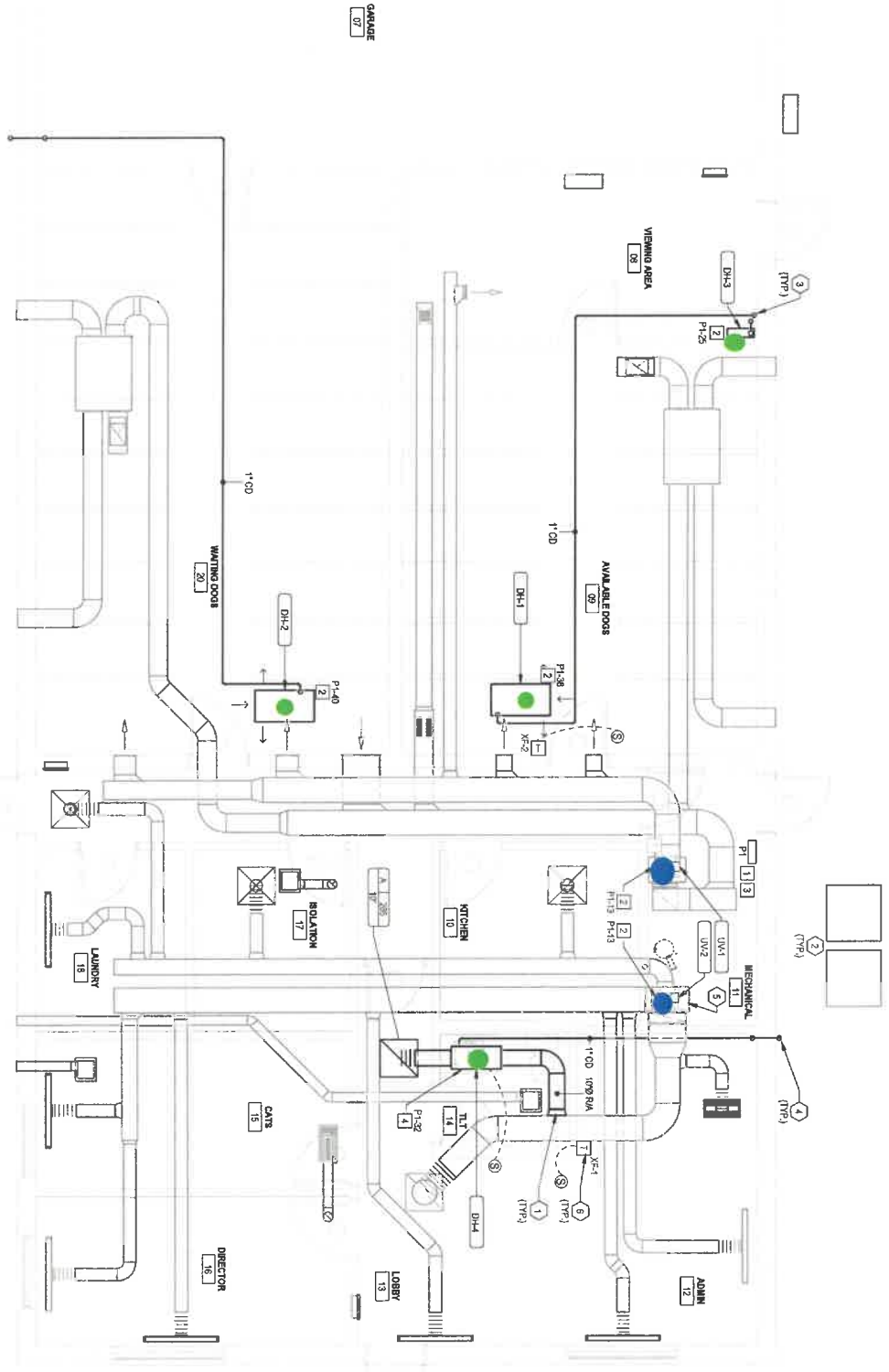
Full-Time Equivalent

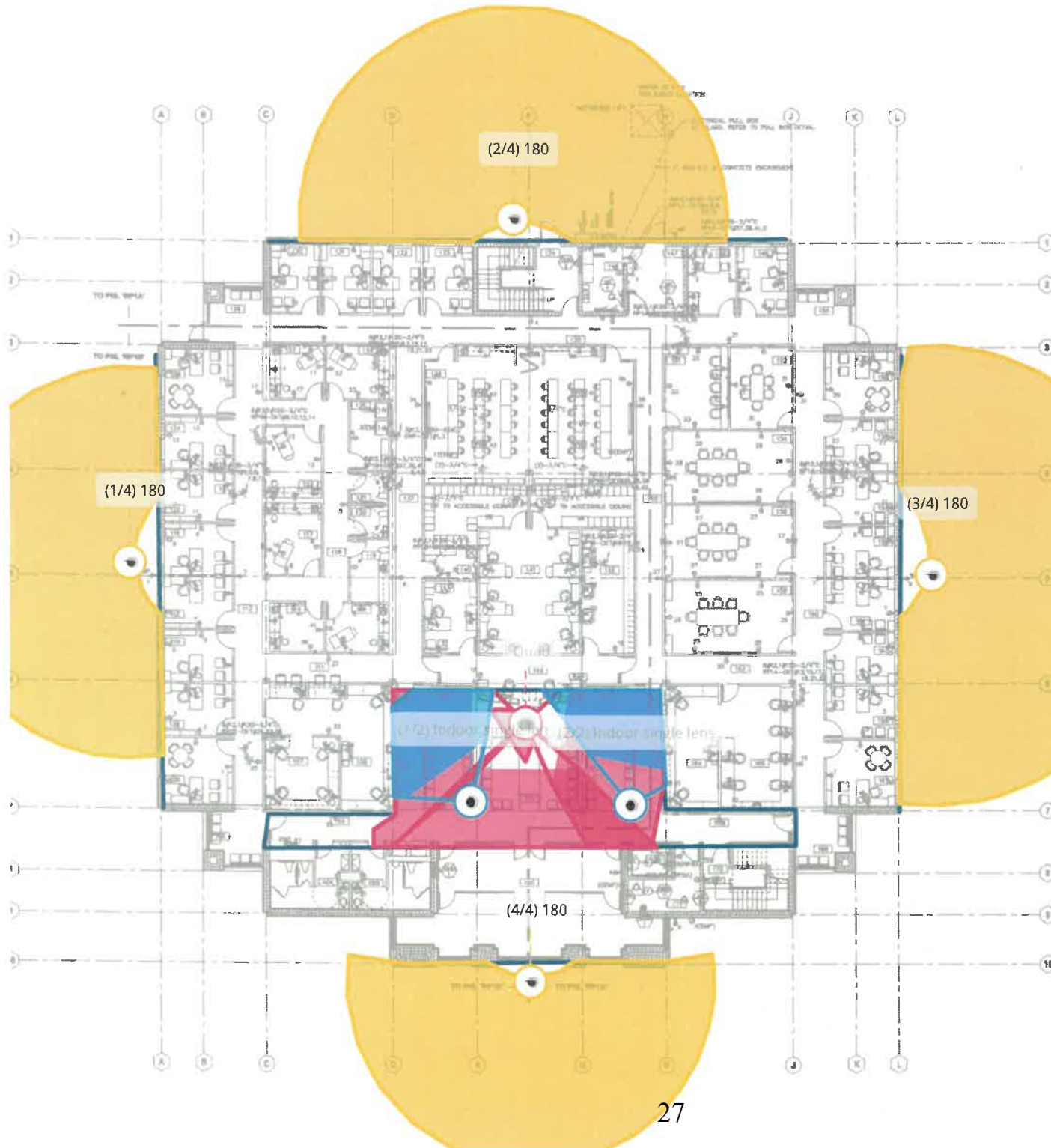
Job Title	2022-23	2023-24	2024-25
1 Director	1	1	1
2 Project Manager	1	1	1
3 Administrative Assistant	1	1	1
4 Maintenance 1	3	3	3
5 Maintenance 2	3	3	3
Total	9	9	9

New Users: Gina with IT, Meagan with GIS, Leslie with HR, Command Staff with PSC

Potential Future Users: Kencom, Kendall County IT, PSC Fleet Tracking







KEYNOTES

GENERAL NOTES

1. REFER TO ARCHITECTURAL, MECHANICAL, & PLUMBING DRAWINGS FOR ALL CASES REGARDING THE LOCATION OF NEW
2. VERIFY ALL PRE-EXISTING CONDITIONS TO THE MAX

ROOM SCHEDULE

NO.	ROOM NAME
100	VESTIBULE
101	WAITING ROOM
102	RECEPTION
103	RECEPTION
104	RECEPTION
105	RECEPTION
106	RECEPTION
107	RECEPTION
108	RECEPTION
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178	RECEPTION
179	RECEPTION
180	RECEPTION

New Business/Projects

A. **Discussion:** Courthouse ADA Grant Opportunity with Circuit Clerk

- Supreme Court of Illinois' Access to Justice Commission: Disability Accessibility Improvement Grant.
- Bridge gaps or jump start new initiatives to improve access to the Illinois court system for people with disabilities.
- Deadline for Applications is October 15, 2024.
- Examples of projects/estimated costs:
 1. Courtroom Doors
 2. Grab Bars for Hallways and Bathrooms
 3. Exterior concrete ADA Bump replacement
 4. Ramp modifications for 111, 112, 113 to replace ADA lifts
 5. Pipe coverings for underside of sinks
 6. Sidewalk from West side emergency exit
 7. Modifications to door frames that are not wide enough
 8. Modifications to Reception Counters to be wheelchair accessible

B. **Discussion:** HVAC ARPA Projects

- Scope:
 1. Health & Human Services – Replacement of (2) roof top units.
 2. Courthouse – VAV box replacement with affected ceilings & lighting replaced.
 3. Courthouse – AC units for two data rooms

- Project Schedule:

➤ October 18, 2024:	Scope of work confirmed and documented
➤ October 27, 2024:	Bidding notice to be published
➤ November 4, 2024:	Bid package released
➤ November 8, 2024:	Pre-bid meeting/walk-through
➤ November 19, 2024:	Bid Opening at 2:00 p.m. in County Board Room
➤ December 9, 2024:	Letter of Recommendation from Cordogan Clark
➤ December 12, 2024:	COW meeting presentation/review
➤ December 17, 2024:	Board meeting review/approve

C. **Discussion:** Maintenance I & II Technician Staffing Plan

- Bruce to retire January 3rd
- Hire Maintenance one for December 1st start date
- Spend first part of 2025 looking for budgeted Maintenance II

D. **Discussion:** FY 2025 Project Planning

- UPS Replacements at Courthouse (2 units), Health & Human Services and County Office Building #2.

Project Schedule:

- December 20, 2024: Scope of work confirmed and documented.
- January 26, 2025: Bidding notice to be published
- January 29, 2025: Bid package released
- February 4, 2025: Pre-bid meeting/walk-through
- February 11, 2025: Bid Opening at 2:00 p.m. in County Board Room
- February 19, 2025: Letter of Recommendation from Cordogan Clark
- TBD: COW meeting presentation/review
- TBD: Board meeting review/approve

- Jail Kitchen Fridge/Freezer Replacement

- Scope of Work to be Bid with HVAC ARPA Projects
- Ful Box and Condenser replacement
- 34 Years old

- Public Safety Center and Courthouse Video Surveillance/Access Control Equipment and Preventative Maintenance Review.

- Lot of equipment going down
- Current vendor, SAS, is slow to respond and 4-hour drive time
- Bring someone in to take a sweep through of the system and to replace the service contract
- NobleTec is coming in to do the cameras for AC and HHS