

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, October 7, 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	Here		
Peterson, Jason	Here		
Shanley, Brooke			

Others Present – County Administrator Christina Burns, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco

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

Approval of October 2, 2023, Meeting Minutes – Member Kellogg made a motion to approve the agenda, second by Member Bachmann. **With four members present voting aye, the motion was carried by a vote of 4-0.**

Approval of February 5, 2024, Meeting Minutes – Member Kellogg made a motion to approve the agenda, second by Member Bachmann. **With four members present voting aye, the motion was carried by a vote of 4-0.**

Public Comment - None

Old Business/Project Updates

- A. ***Courthouse Office Renovations*** – Director Polvere updated the committee the budget was approved. Polvere explained the floor plans and construction schedule. Polvere noted this will be a 6-week project and the completion target date is December 20th. Polvere set a tentative move in date as the first week in January. Assistant Director Prisco is coordinating with the movers.
- B. ***Phase II Status*** – Director Polvere provided the renderings and floor plans of phase II construction of COB. Polvere stated the bid schedule is in the packet. Polvere stated himself, County Administrator Burns, Assistant Director Prisco are reviewing final detail placements i.e. data outlets, power outlets, finishes, etc. Phase II does not include site work, Polvere states that another packet will come out to include these items; sidewalks, moving of the generator, dumpster location, memorial location, etc.
- C. ***Kendall Area Transit Facility Status*** – Polvere informed the committee IDOT has another round of grant funding in January. Polvere stated they went back to Cordogan Clark to have them max out the building space on the available 7 acres. Renderings included in the packet. Polvere stated all the paperwork IDOT requested has been submitted. Next step is an environmental study and soil borings completed, which will be done when the architect approval is finalized.
- D. ***Historic Courthouse Projects and Preparation for Board Meetings*** – Assistant Director Prisco stated tee roof replacement project is complete. The building has also been power washed. The building's exterior will need to be painted. Assistant Prisco discussed the temporary boardroom layout for meetings while construction of the County Office Building is in progress. January meetings will begin at the Historic Courthouse. Polvere stated the old State's Attorney's office will hold executive sessions. County Administrator Burns informed the committee that the room is not ADA compliant and will have a free stand microphone to accommodate those who wish to speak.
- E. ***Limble Computerized Maintenance Management System Update*** – Assistant Prisco stated Limble has been installed for a year and is working very well. Over 1,000 preventive maintenance items were completed, with about 560 work orders submitted by Kendall County Employees. Prisco stated technology may use the program for their help desk tickets, HR has been using the program to track Certificates of Insurance, Command Staff at the Public Safety Center are using it for tracking contracts. Prisco stated KenCom is showing an interest in how the program will work for them.

- F. *Animal Control & Jail HVAC Projects*** – Assistant Prisco informed the committee four (4) dehumidifiers and two (2) ionization bulbs. Trane still needs to provide controls along with the jail units. Controls are scheduled to ship at the end of October.
- G. *Animal Control Fire Panel Installation*** – Assistant Prisco stated the building does not have fire panel installed and will need one per code. Prisco is getting pricing and will be in the 2025 budget.
- H. *Animal Control, Coroner, Facilities Management Access Control Project*** – Prisco stated a card system has been installed and is working.
- I. *Health & Human Services and Animal control Surveillance camera Project*** – Director Polvere informed the committee 2024 budget has \$ 25,0000.00 in for camera's to be installed, currently HHS has no cameras on the property. Assistant Director Prisco stated they will be adding cameras for animal control. Cameras will be installed this year. Polvere informed the committee there are multiple camera systems throughout the campuses, stated he goal for 2026 is to consolidate them.

New Business/Projects

- A. *Discussion: Courthouse ADA Grant*** – Assistant Director Prisco informed the committee an ADA walkthrough was competed. Prisco stated the results vary to simple changes to major changes such as door replacements. Prisco stated this grant will help pay for these changes. County Clerk Prochaska will apply for the grant for these updated repairs.
- B. *Discussion: HVAC ARPA Projects*** – Assistant Director Prisco informed the committee HHS need rooftop units replaced, and the courthouse has air conditioner units having issues. Replacements for these are covered under the ARPA funds. A signed contract will need to be completed before December 31, 2024.
- C. *Discussion: Maintenance I & II Technician Staffing Plan*** – Assistant Director Prisco stated three (3) of the six (6) facilities management staff are close to retirement. Prisco stated the salaries for new employees are added to the budget for an overlap in training with current staff before retirement.
- D. *Discussion: FY 2025 Project Planning***
 - 1. *UPS Replacements*** – Director Polvere stated these projects are in the 2025 Budget. Assistant Director Prisco stated two (2) in the courthouse, one (1) at HHS and one (1) in the County Office building are over 20 years old and need replacement. Prisco stated they are trying to get a package deal.
 - 2. *Jail Fridge/Freezer Replacement*** – Assistant Director Prisco stated the walk-in cooler/freezer in the jail kitchen has been malfunctioning. Each repair call cost is averaging \$2,000.00/\$3,000.00. The current cooler/freezer is 34 years old. This is a commercial grade system that will cost about \$80,000.00 to replace.
 - 3. *Public Safety Center/Courthouse Video Surveillance and Access Control Equipment and Preventative Maintenance Review*** – This was discussed earlier in the meeting.

Chair Report - None

Executive Session – None

Other Business – None

Public Comment – None

Questions from the Media – None

Adjournment – Member Kellogg 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 4:59 p.m. by a vote of 4-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk