

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, February 3, 2025

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	Present		
Shanley, Brooke			

Others Present – County Administrator Christina Burns, Deputy County Administrator Latreese Caldwell, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, ICT Director Matthew Kinsey

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

Approval of October 7, 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*** – Facilities Assistant Director Prisco informed the committee renovations are complete, departments have moved. Prisco stated Lite Construction still has some punch list items.
- B. *Phase II County Office Building Renovations Status*** – Rick Krischel with Cordogan Clark updated the committee on the current project status. Mr. Krischel stated current completion date is mid December. Director Polvere stated that gives an opportunity to fix punch list items and set a move date for February 2026 over the holiday weekend.
- C. *Health & Human Services and Animal Control Surveillance camera Project*** – Facilities Assistant Director Prisco stated work began last week. Seven (7) cameras at HHS and three (3) cameras at animal control. All that is left is programming and training on the system.
- D. *Courthouse ADA Grant*** – Facilities Director Dan Polvere informed the committee that he is working with Circuit Clerk Prochaska on utilizing grant funds to assist the courthouse with ADA compliance. Polvere stated the grant funds are available every year.
- E. *Misc HVAC & Jail Fridge/Freezer Projects*** – Facilities Assistant Director Prisco met with the bid winner. Project is set to begin June/July.
- F. *UPS Replacement Project*** – Facilities Assistant Director Prisco stated aging UPS systems in the courthouse are set to be replaced this year
- G. *Expenditure Report*** – County Administrator Christina Burns informed the committee she will keep them informed according to the county code of expenditures between \$10,000.00 and \$30,000.00.

New Business/Projects

- A. **Review and Approve Motion to Forward to County Board:** Contingency Reduction #12 Total of \$1,00 with revised contract amounts as follows: Omega Plumbing \$142,702 (\$1,000 Increase); Jensen's Plumbing \$408,951 (\$700 Increase). – Motion by Member Kellogg to forward to the full County Board Contingency Reduction #12 Total of \$1,00 with revised contract amounts as follows: Omega Plumbing \$142,702 (\$1,000 Increase); Jensen's Plumbing \$408,951 (\$700 Increase). Second by Member Peterson. **All members present voting aye, Motion Carried.**
- B. **Review and Approve Motion to forward to County Board:** Security Automation Systems Agreement re: courthouse Key Card Additions for \$41,420. – Motion by Member Kellogg to forward to the full County Board Security Automation Systems Agreement re: courthouse Key Card Additions for \$41,420. Second by Member Peterson. **All members present voting aye, Motion Carried.**
- C. **Review and Approve Motion to Forward to County Board:** Surplus declaration for County Office Building Generator, Public Safety Center UPS and Facilities Management Van in accordance with Surplus Property/Capital Assets Disposal Policy – Motion by Member Bachmann to forward to the full County Board Surplus declaration for County Office Building Generator, Public Safety Center UPS and Facilities Management Van in accordance with Surplus Property/Capital Assets Disposal Policy. Second by Member Kellogg. **All members present voting aye, Motion Carried.** Deputy County Administrator Caldwell stated funds received from disposals will be deposited back into the original purchase fund.

Chair Report - None

Executive Session – None

Other Business – None

Public Comment – None

Questions from the Media – None

Adjournment – Member Peterson made a motion to adjourn the Facilities Committee meeting, Member Kellogg seconded the motion. **With four members present voting aye, the meeting was adjourned at 4:28 p.m. by a vote of 4-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk