

**COUNTY OF KENDALL, ILLINOIS  
 FACILITIES MANAGEMENT COMMITTEE  
 Meeting Minutes for Monday, December 1, 2025**

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**Call to Order** – Committee Chair Brian DeBolt called the Facilities Management Committee to order at 4:13 p.m.

**Roll Call**

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

**Others Present** – County Administrator Christina Burns, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, Director and Chief Information Officer Matt Kinsey

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

**Approval of October 6, 2025, Meeting Minutes** – Member Kellogg made a motion to approve the agenda, seconded by Member Shanley. **With three members present voting aye, the motion was carried by a vote of 3-0.**

**Public Comment** - None

**Old Business/Project Updates**

- A. **HVAC Replacement Project Update** – Assistant Facilities Director Luke Prisco updated the committee the public safety center water cooler and freeze is completed ahead of schedule. Prisco stated more lighting is needed inside the cooler. No contingency money has been used. Prisco informed the committee 9 vav boxes and 1 air conditioner unit still needs to be installed.
- B. **UPS Replacement Project Update** – Assistant Facilities Director Luke Prisco stated the ups equipment has been delivered and the first building set for installation is the clerk’s building. Coordination with technology department has installation beginning on December 3<sup>rd</sup> tentative completion date of December 13<sup>th</sup>.
- C. **Animal Control Building Temporary Office/Storage Update** – Assistant Facilities Director Luke Prisco informed the committee trailer installation is complete and the staff is now operating out of the trailer. Prisco stated there are still a few more things that need to be moved out of the building, once complete contractors can enter the building.
- D. **Main Street Campus Improvements Project Update** – Facilities Director Polvere publicly thanked Rick Krischel and Ken Gleason for getting the project as far as they did, with it being the end of November. The balance of work to be completed is a small amount of landscaping, light pole installation, brick veneer around the trash enclosure, and the guardrail, which has been coned off temporarily. Contingency is still available on this project.
- E. **Phase II County Office Building Renovations Update** – Rick Krischel of Cordigan Clark updated the committee of the progress of the renovations. Mr. Krischel stated Christmas was the target date to be completed and will meet the date. Second and third floors have minor work to be finished, the first floor will be the challenge, but Mr. Krischel is confident the three-week deadline will be met. The elevator will be complete and ready for inspection next week. Moving over the February holidays. Ribbon Cutting on February 10, 2026.

**New Business/Projects**

- A. **Review and Approve Motion to Forward to County Board:** Motion by Member Shanley to forward to the full County Board Phase II Contingency Reduction #6: Total of \$90,595 with revised contract amounts as follows: Lite

Construction \$2,718,411 (\$24,495 increase), Guardian Steel \$407,661 (\$1,145 increase), Abbey Paving \$260,890 (\$3,370 increase), Nelson Fire Protection \$166,718 (\$1,439 increase), Omega Plumbing \$320,997 (\$1,041 increase), Artlip & Sons \$878,190 (\$1,320 increase), Aurora Wiring & Fixture \$1,133,032 (\$1,346 increase), ASE Illini-Scapes \$47,675 (\$6,175 increase) and Otto Baum Company \$37,115 (\$7,715 increase). Second by Member Kellogg. **All members present voting ave. Motion Carried.** Roll call: Member Shanley: Yes, Member Kellogg: Yep, Brian DeBolt: Yes.

- B. Review and Approve Motion to Forward to County Board:** Motion by Member Kellogg to forward to the full County Board Approval for the purchase of County Office Building Boardroom A/V System Re-installation, Executive Conference Room Upgrades and Conference Rooms/GIS Office A/V System Installations from CTI Conference Technologies, Inc. via the TIPS purchasing cooperative contract #200904 for \$142,155.41. Second by Member Shanley. **All members present voting ave. Motion Carried.** Roll call: Member Shanley: Yes, Member Kellogg: Yep, Brian DeBolt: Yes.
- C. Review and Approve Motion to Forward to County Board:** Motion by Member Shanley to forward to the full County Board Approval for the purchase of County Office Building and Clerk’s Building Lobby/Entrance Digital Signage from AdGators for \$22,437. Second by Member Kellogg. **All members present voted ave. Motion Carried.** Roll call: Member Shanley: Yes, Member Kellogg: Yep, Brian DeBolt: Yes.
- D. Review and Approve Motion to Forward to County Board:** Motion by Member Kellogg to forward to the full County Board Approval for the Courthouse Sump Pump Replacement contract with Cannonball Mechanical for a not-to-exceed cost of \$170,500. Second by Member Shanley. **All members present voting ave. Motion Carried.** Roll call: Member Shanley: Yes, Member Kellogg: Yes, Brian DeBolt: Yes.
- E. Review and Approve Motion to Forward to County Board:** Motion by Member Kellogg to forward to the full County Board Approval of a five-year contract extension with Marco for copier and printer services for \$119,784 annually. Second by Member Shanley. **All members present voting ave. Motion Carried.** Roll call: Member Shanley: Yes, Member Kellogg: Yes, Brian DeBolt: Yes.
- F. Review and Approve Motion to Forward to County Board:** Motion by Member Shanley to forward to the full County Board Temporary access agreement for Grace Holistic for the purpose of a community garden on County property located on the southwest corner of Main Street & Madison Street in Yorkville. Second by Member Kellogg. **All members present voting ave. Motion Carried.**
- G. For Discussion Only:** Veterans Assistance Commission Office Space. County Administrator Christina Burns informed the committee an intergovernmental agreement between the county and VAC states any space changes needs to be a mutual agreement between VAC and the county board, however the size of the space is not defined. CASA is moving to the courthouse VAC would like to obtain the CASA space at HHS which would add an additional office. Ms. Burns is looking for concurrence from the committee, on which she will work with the sates attorney’s office to determine what documentation is needed. Member Kellogg and Chair DeBolt have no issues, Member Shanley does not agree.

**Chair Report** – Chair DeBolt stated based on his walk through on the building next door stated it is looking very nice.

**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 Shanley seconded the motion. **With three members present voting ave, the meeting was adjourned at 4:50 p.m. by a vote of 3-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk