

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
Meeting Minutes for Monday, February 2, 2026**

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**Call to Order** – Committee Chair Brian DeBolt called the Facilities Management Committee to order at 4:02 p.m.

**Roll Call**

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

**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 Peterson 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 December 1, 2025, Meeting Minutes** – Member Peterson 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.**

**Public Comment** - None

**Old Business/Project Updates**

- A. **HVAC Replacement Project Update** – Facilities Assistant Director Luke Prisco updated the committee, stating the last unit at the Health and Human Services Building is now completed. Prisco stated the 9 VAV boxes at the courthouse still need to be completed. This is the last item of the project. Prisco is working with the court administrator to schedule time to replace the vav’s in the courtrooms.
- B. **UPS Replacement Project Update** – Facilities Assistant Director Luke Prisco stated the clerk building installation is completed. The health and human service building units arrived with damage; units were sent back to the manufacturer. Prisco stated with the county office building opening the work was then shifted to this building.
- C. **Main Street Campus Improvements Project Update** – Facilities Director Polvere with Rick Krischel of Cordigan Clark updated the committee the fencing along Route 47 is being installed. Gates and caps on the dumpster enclosure are being installed before Friday. In the spring, the small planter wall will be refaced, Com Ed poles and Telephone poles will be removed as soon as Comcast can remove and bury their wires. Landscaping will be re-evaluated in the spring.
- D. **Phase II County Office Building Renovations Update** – Facilities Director Polvere with Rick Krischel of Cordigan Clark updated the committee the punch list is being worked on and updated. 93% completed with the goal of 100% by Friday. Occupancy has been requested for Wednesday of this week. Card readers are being programmed through Friday, reception window glass were overtorked and developed minor cracks – glass reordered and should be in Friday. Cleaning crew will be brought in for one final clean. Furniture placement continues, working with technology for cables and monitor placements. Roof flashing completed. Ad gator tv systems are being hung and training for staff on how to post by the 10<sup>th</sup>. Moving day will be the 12<sup>th</sup> and Pitney Bowes is coming on the 13<sup>th</sup> to move the mail machine. Facilities staff will be attending training on the systems for the building.

**New Business/Projects**

- A. **Review and Approve Motion to Forward to County Board:** Motion by Member Kellogg to forward to the full County Board Phase II Contingency Reduction #7: Total of \$26,5556 with revised contract amounts as follows: Lite Construction \$2,790,542 (\$12,131 increase), CMM Group \$835,439 (\$7,636 increase), TSI Commercial Flooring

\$609,245 (\$4,939 increase), Artlip & Sons \$880,040 (\$1,850 increase). Second by Member Peterson. **All members present voting aye. Motion Carried.** Roll call: Chair DeBolt: Yes, Member Kellogg: Yes, Member Peterson: Aye.

- B. Review and Approve Motion to Forward to County Board:** Motion by Member Peterson to forward to the full County Board Main Street Campus Project Contingency Reduction #1: Total credit of \$43,833 with revised contract amounts as follows: Lite Construction \$393,587 (\$50,413 credit), Abbey Construction \$364,380 (\$6,580 increase). Second by Member Kellogg. **All members present voting aye. Motion Carried.** Roll call: Chair DeBolt: Yes, Member Kellogg: Yes, Member Peterson: Aye.
- C. Review and Approve Motion to Forward to County Board:** Motion by Member Peterson to forward to the full County Board Approval for the UPS Replacement Project Contingency Reduction #1. Total of \$4,400 with revised contract amounts as follows: Morse Electric, Inc. \$457,475 (\$4,400 increase) Second by Member Kellogg. **All members present voted aye. Motion Carried.** Roll call: Chair DeBolt: Yes, Member Kellogg: Yes, Member Peterson: Aye.
- D. Review and Approve Motion to Forward to County Board:** Motion by Member Peterson to forward to the full County Board Approval for the Agreement for Owner's Advisor with Dean Roberts in an amount not to exceed \$182,550. Second by Member Kellogg. **All members present voting aye. Motion Carried.** Roll call: Chair DeBolt: Yes, Member Kellogg: Yes, Member Peterson: Aye.

**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 three members present voting aye, the meeting was adjourned at 4:33 p.m. by a vote of 3-0.**

Respectfully submitted,

Christina Wald  
Administrative Assistant and Recording Clerk