

**COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE  
County Office Building  
County Board Rooms 210  
Wednesday, October 11, 2017 ~ 4:00p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Matt Kellogg, Elizabeth Flowers, Matthew Prochaska, John Purcell, Lynn Cullick, Judy Gilmour, Bob Davidson, Tony Giles, Audra Hendrix, Scott Gryder
- 3. Approval of Agenda**
- 4. Approval of Minutes from September 14, 2017 Meeting**
- 5. CBIZ Update**
- 6. Wine Sergi Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
  - From Facilities Management Committee:**
    - *Presentation of the Facilities Management Committee Approved KCFM Projects Policy Flowcharts*
  - From Admin HR Committee:**
    - *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services*
  - From Finance Committee:**
    - *FY 2018 Budget*
- 9. Executive Session**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS**  
**COMMITTEE OF THE WHOLE**  
**Thursday, September 14, 2017**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE** - The meeting was called to order by County Board Vice Chair Lynn Cullick at 4:00p.m., who led the committee in the Pledge of Allegiance to the American Flag.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Scott Gryder	ABSENT		
Lynn Cullick	Here		
Bob Davidson	Yes		
Elizabeth Flowers	ABSENT		
Tony Giles	ABSENT		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	Yes		
Matthew Prochaska	Here		
John Purcell		4:10p.m.	

Others present: Fran Klaas, ASA Anne Knight, Scott Koeppel, Jim Smiley

**OLD BUSINESS** - None

**NEW BUSINESS**

**From Highway Committee:**

- *Approval of Petition for \$100,000 of joint bridge funds from Little Rock Road District for improvement of Mitchell Road connection* – County Engineer Fran Klaas briefed the committee on the situation, and there was discussion on the history of the Road, the connection, the petitions from the City of Plano, the Fire District and from Little Rock Township, joint bridge funds, the proposed total cost of the connection, and the County’s portion of the project. **There was consensus by the committee to send the item back to the Highway Committee for further discussion.**

**From Facilities Committee:**

- *Approval of the Snow and Ice Removal Contract for one (1) year, with two (2), one (1) year extensions in the amount of \$41,500.00 per season with Winner Excavating, Inc.* – Jim Smiley provided information on the annual snow information for this area, the two options provided by each bidder, seasonal pricing, by push by inch, and the proposed contract with Winner Excavating, Inc.

**From Admin HR Committee:**

- *Discussion on CASA sponsored Food Truck Event on Saturday, October 21, 2017 –* Scott Koeppel updated the committee by saying that CASA is currently getting insurance quotes for the event, and Member Cullick stated that the Admin HR Committee agreed that the County would not take on any additional liability insurance for this event. Member Cullick also stated that the Admin HR Committee also agreed that going forward that anyone that is leasing space from the County that wishes to have a special event will need to go before the Board for approval first, and they will also have to secure their own event insurance prior to any advertising of such event on County property.
  
- *Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services –* Discussion on the timeframe, renewals and on waiting until early in January to proceed. There was consensus by the committee to send the item back to the Admin HR Committee for further discussion at their September 20, 2017 meeting, and then back to the Committee of the Whole meeting on October 12, 2017.

**From Boards & Commissions Review Ad Hoc Committee:**

- *Approval to set two-year terms on KenCom (ETSB) Executive Board members appointed by the County Board Chair, with consent by the County Board, to coincide with the County Board Chair's term – This item was tabled until more information is received from the State's Attorney's Office.*

**PUBLIC COMMENT –** None

**QUESTIONS FROM THE MEDIA –** Jim Wyman, WSPY reported on information they had received information from three FOIA requests they submitted to various state agencies regarding Hideaway Lakes.

**CHAIRMAN'S REPORT –** No report

**REVIEW BOARD ACTION ITEMS –** Vice Chair Cullick asked the committee to review the agenda for any updates or changes.

Action Items for September 19, 2017 County Board Meeting:

- *Discussion on CASA sponsored Food Truck Event on Saturday, October 21, 2017*
  
- *Approval of the Snow and Ice Removal Contract for one (1) year, with two (2), one (1) year extensions in the amount of \$41,500.00 per season with Winner Excavating, Inc.*

**EXECUTIVE SESSION –** Member Hendrix made a motion to enter into Executive Session for the purpose of the purchase or lease of real property for the use of the public body, including meetings

held for the purpose of discussing whether a particular parcel should be acquired 5ILCS 120/2 (5), second by Member Cullick.

**Roll Call:** Member Cullick – yes, Member Davidson – yes, Member Gilmour – yes, Member Hendrix – yes, Member Kellogg – yes, Member Prochaska – yes, Member Purcell – yes. **With seven members present voting aye, the committee entered into Executive Session at 4:55p.m.**

**The committee reconvened in Open Session at 5:13p.m.**

**ADJOURNMENT** – Member Hendrix moved to adjourn the meeting at 5:15p.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a 7-0 voice vote.**

Respectfully Submitted,

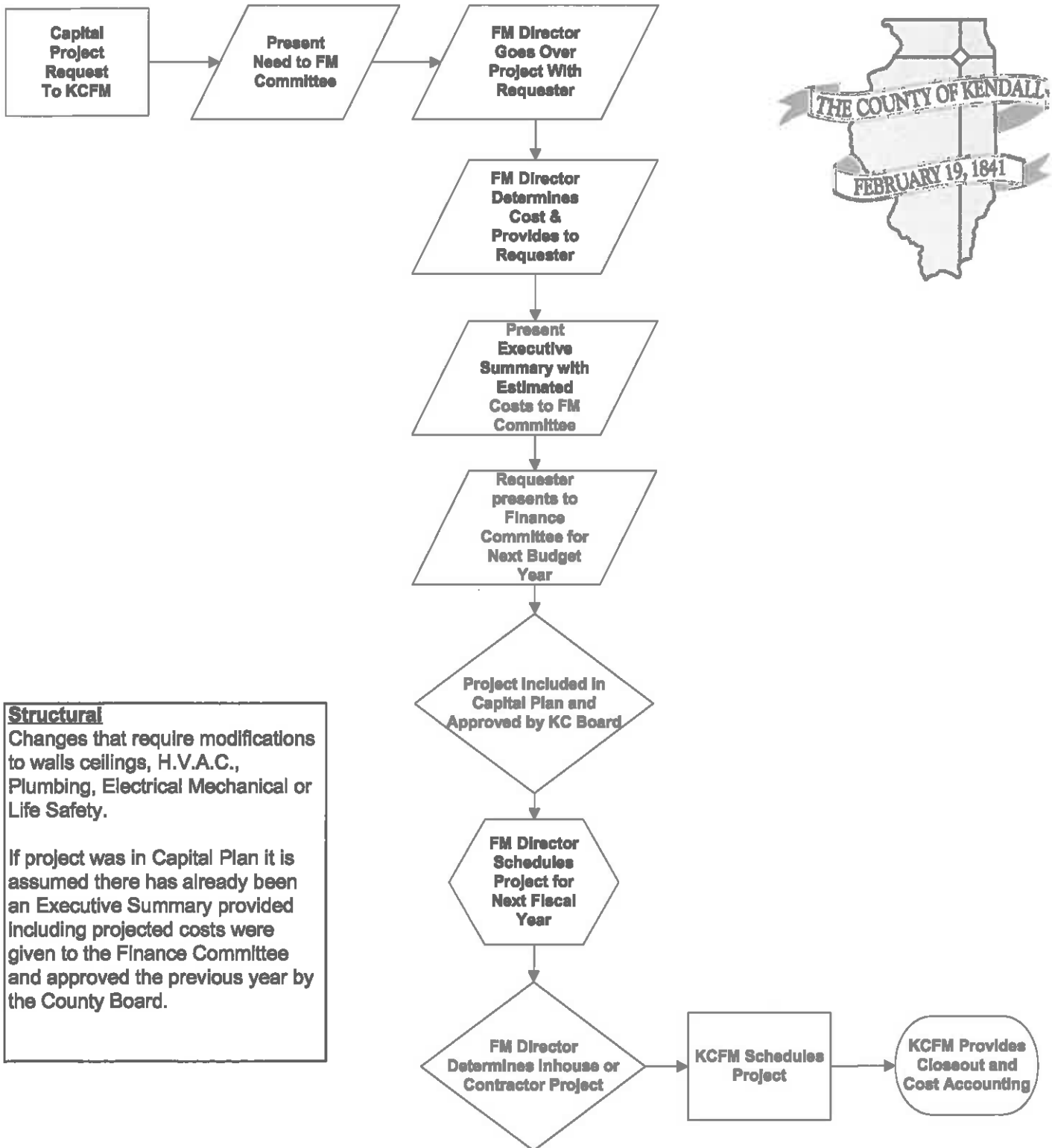
Valarie McClain  
Administrative Assistant and Recording Secretary

# Kendall County Facilities Management

Thursday, October 05, 2017

## Capital Project Plan

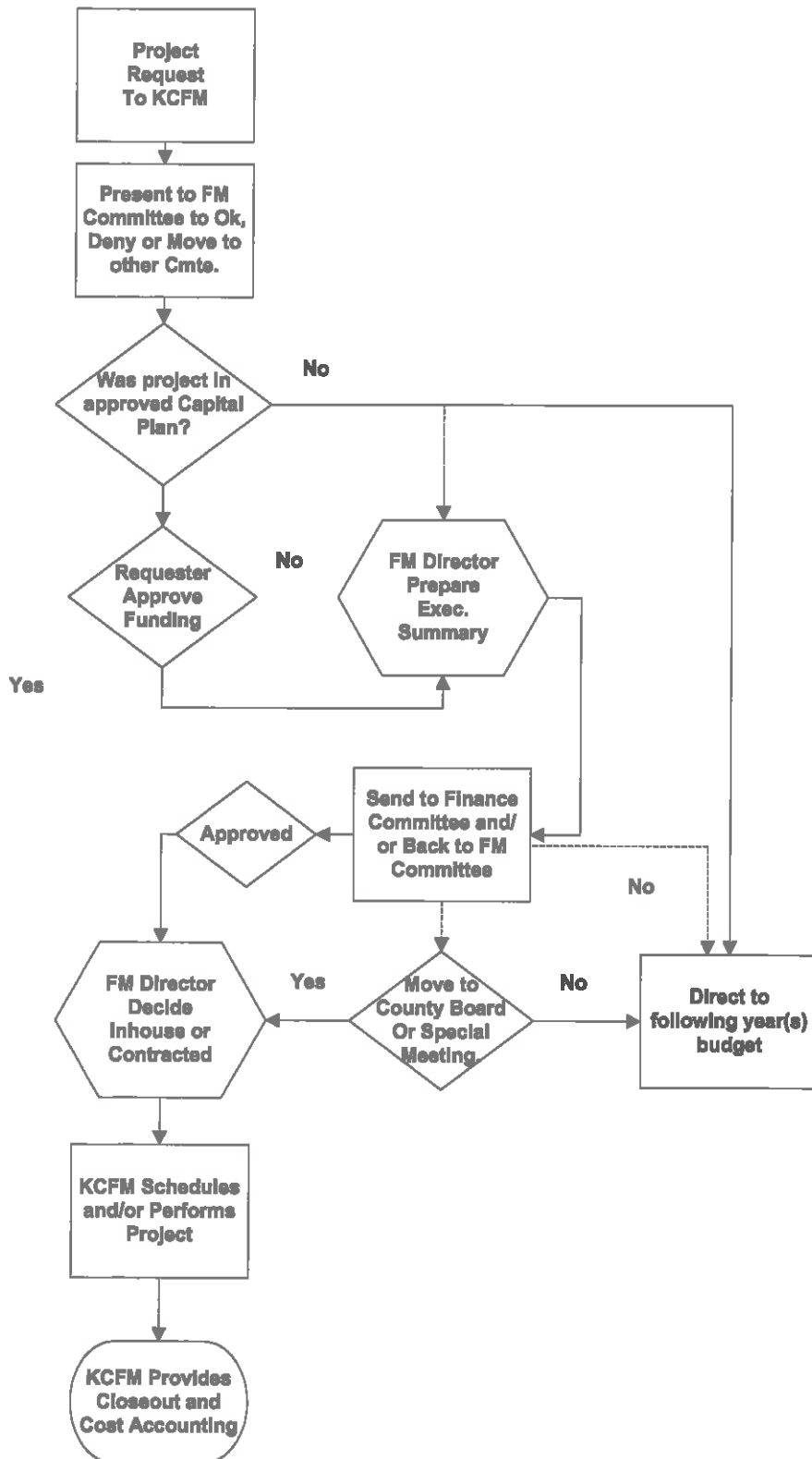
10/5/17



# Kendall County Facilities Management

## Mid-Year Capital Project Request

10/5/17



**Structural** – Changes that require modifications to walls ceilings, H.V.A.C., Plumbing, Electrical Mechanical or Life Safety.

If project was In Capital Plan it is assumed there has already been an Executive Summary provided including projected costs was given to the Finance Committee and approved the previous year by the County Board.

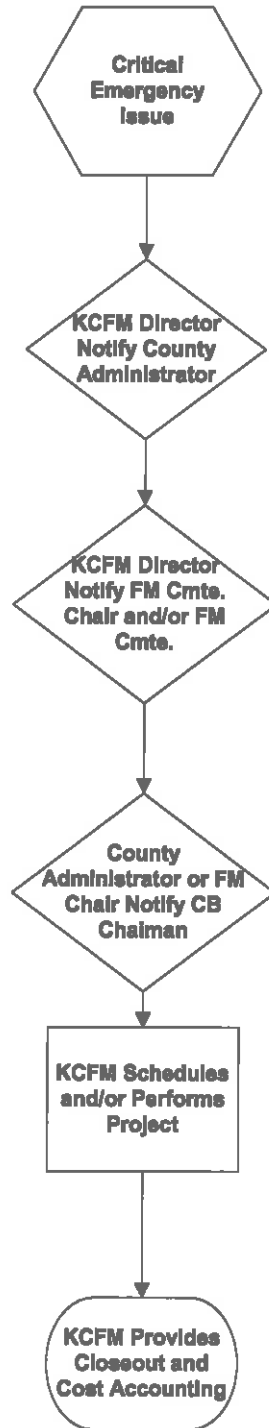
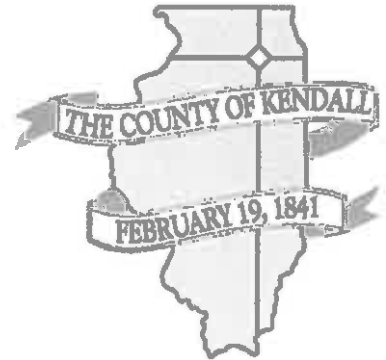
Dashed lines represent optional paths.

# Kendall County Facilities Management

Thursday, October 05, 2017

## Emergency Project Plan

10/5/17



### Emergencies

- 1) Key system down that affects the facility to Operate. H>V.A.C., Electrical, U.P.S.
- 2) "Emergency is an unforeseen combination of circumstances that calls for immediate action without time for full deliberation." *Black's Law Dictionary* 523 (6th ed. 1990)
- 3) First, are the circumstance unforeseen, and second, is immediate action required, such that the delay inherent in the bidding process would likely result in significant harm to the County or the health, safety, and welfare of the citizens of Kendall County.