

**COUNTY OF KENDALL, ILLINOIS**  
**COMMITTEE OF THE WHOLE**  
**COUNTY OFFICE BUILDING**  
**County Board Rooms 209-210**

**Thursday, November 10, 2016 at 4:00 PM**  
**AGENDA**

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call:** Bob Davidson, Elizabeth Flowers, Judy Gilmour, Scott Gryder (Board Vice Chair), Dan Koukol, Matthew Prochaska, John Purcell, John Shaw (Board Chair), Jeff Wehrli, Lynn Cullick
- 3. Old Business**
  - *Energy Efficiency Improvement Presentation by Leopardo Energy*
- 4. New Business**
  - *Approve Memorandum of Understanding between the Kendall County State's Attorney, the Kendall County Sheriff and the County of Kendall Illinois Regarding the Use of a 2005 Red Chevy Silverado 2500, VIN 1GCHK24X5E189853*
  - *Resolution establishing reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois*
  - *Approve expending up to \$25,000.00 to improve security at the Treasurer and County Clerk offices*
  - *Discuss New Board Member Training*
- 5. Public Comment**
- 6. Questions from the Media**
- 7. Chairman's Report**
- 8. Review Board Action Items**
- 9. Executive Session**
- 10. Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**COMMITTEE OF THE WHOLE**  
**Meeting Minutes**  
**Thursday, October 13, 2016**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by County Board Chair John Shaw at 4:01p.m., who led the committee in the Pledge to the American Flag.

**ROLL CALL**

Present: Matthew Prochaska - aye, Scott Gryder – aye, Dan Koukol - aye, Lynn Cullick - here, Jeff Wehrli – aye, Judy Gilmour – here, John Shaw - aye

*Member Purcell entered the meeting at 4:04p.m.*

*Member Davidson entered the meeting at 4:12p.m*

*Member Flowers entered the meeting at 5:23p.m.*

Others present: Jill Ferko, County Treasurer & Collector, Debbie Gillette, County Clerk & Recorder, ASA Leslie Johnson, ASA Anne Knight, Undersheriff Harold Martin, Amaal Tokars, Health Department Executive Director, Eric Weis, State's Attorney, and Jeff Wilkins, County Administrator

**ITEMS OF BUSINESS**

- *Discussion of Resolution Repealing Resolution 2015-31 and Adopting a New Amended Fee Schedule for the Kendall County Circuit Court Clerk - Member Prochaska stated that this resolution would correct the jury fees that we set in accordance with the Illinois Public and 98-1132 which increased the jury fee schedule to \$25 for the first day and \$50 for each additional day of jury duty, which was found unconstitutional by the Illinois Supreme Court, because it also reduced the number of civil jurors from 12 to 6. Mr. Prochaska stated that since there was no severability clause throughout the entirety of the act, this resolution would repeal our previous fee schedule and adopt a new Amended Fee Schedule that complies with current law.*

ASA Johnson stated that this must be done by the County pursuant to the Illinois Supreme Court decision that the law was ruled unconstitutional, so with respect to those fees this resolution has to be amended to reinstate what the fee schedule was prior to the resolution from last year increasing the fees and lowering the number of jurors.

Discussion on the new fee schedule that the Circuit Clerk charges, and what the juror fees will be. State's Attorney Eric Weis said that his office would research the juror fee issue prior to the County board meeting on Tuesday.

**PUBLIC COMMENT** – Jim Friedrich, Kendall County Board of Health

**QUESTIONS FROM THE MEDIA** - None

**CHAIRMAN'S REPORT** – No report

**REVIEW BOARD ACTION ITEMS** – Chairman Shaw asked the committee to review the October 18, 2016 Board agenda for any necessary changes or additions.

**EXECUTIVE SESSION** - Member Koukol made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120/2 (21), and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), and collective negotiating matters between the public body and its employees or their representatives or their representatives, or deliberations concerning salary schedules for one of more classes of employees 5ILCS 120/2 (2), second by Member Wehrli.

**Roll Call:** Member Wehrli – yes, Member Davidson - yes, Member Gilmour - yes, Member Cullick - yes, Member Prochaska - yes, Member Purcell – yes, Member Shaw - aye, Member Koukol - yes, Member Gryder - yes. **With nine members present voting aye, the committee entered into Executive Session at 4:54p.m.**

**Others Present:** Leslie Johnson, Anne Knight, Undersheriff Harold Martin, Eric Weis, Jeff Wilkins

The committee reconvened in Open Session at 5:59p.m.

**ADJOURNMENT** – Member Prochaska moved to adjourn the meeting at 5:59p.m. Member Gryder seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**COMMITTEE OF THE WHOLE/FINANCE COMMITTEE**  
**SPECIAL Meeting Minutes**  
**Tuesday, November 1, 2016**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

County Board Chair John Shaw led the committee in the Pledge to the American Flag. Finance Committee Vice-Chair Bob Davidson opened the meeting 5:04p.m.

**ROLL CALL**

Present: Scott Gryder – present, Matthew Prochaska - here, Jeff Wehrli – aye, John Shaw – here, Bob Davidson - here, Judy Gilmour – here, Dan Koukol - present

*Member Flowers entered the meeting at 5:21p.m.*

*Member Purcell entered the meeting at 5:34 p.m.*

Committee Members Absent: Lynn Cullick

Others present: Sheriff Dwight Baird, Latreese Caldwell, Finance Coordinator, Fran Klaas, County Engineer, Scott Koeppel, Technology Services Director, Jeff Wilkins, County Administrator

**ITEMS OF BUSINESS**

- *FY2017 Budget* – Jeff Wilkins reviewed the FY17 Levy Calculations & Requests, General Fund Revenue Summary, General Fund Expenditure Summary, the Resolution Establishing a General Fund Balance Reserve Policy, and the FY2016 Year End Expense and Projection.

Further discussion on the \$1.6 million levy, dollars from taxes, the \$1 million proposed benefit cost for FY2017, and benefit reimbursement from county entities including the Forest Preserve, KenCom, Animal Control, and GIS, and the need for full and continued benefit reimbursement from the Health Department to ensure reduction of the deficit.

**PUBLIC COMMENT** – None

**QUESTIONS FROM THE MEDIA** - None

**CHAIRMAN’S REPORT** – No report

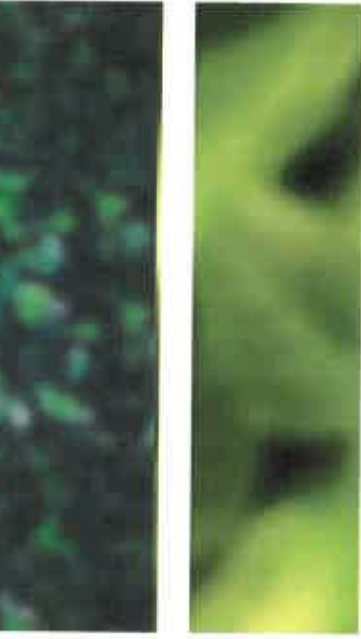
**REVIEW BOARD ACTION ITEMS** – Chairman Shaw asked the committee to review the October 18, 2016 Board agenda for any necessary changes or additions.

**EXECUTIVE SESSION – None needed**

**ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 6:06p.m., second by Member Gryder. The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary



# ENERGY SAVINGS PERFORMANCE CONTRACTING

Prepared for Kendall County



November 10th, 2016

# AGENDA

About Leopardo | By the Numbers

50 ILCS 515/1 Legislation

Executive Summary

Guaranteed Savings Program

Energy Conservation Measures

Environmental Impact

Financial Cash Flow Analysis

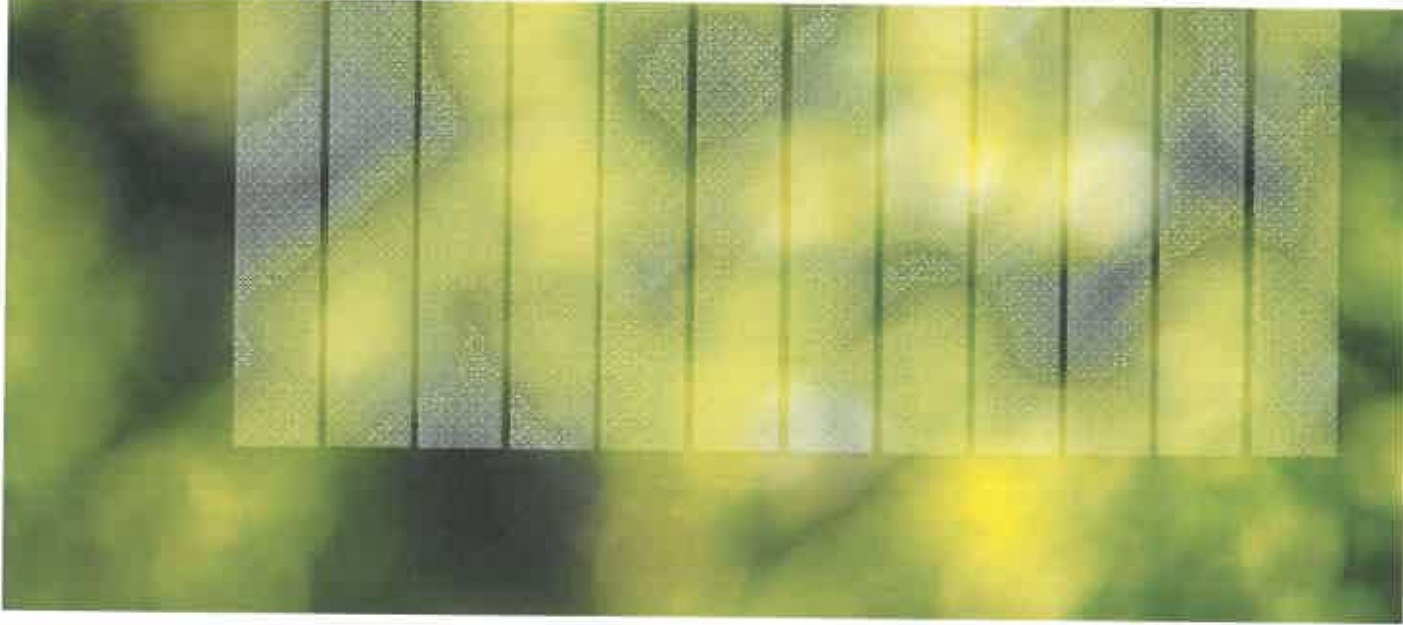
Risk Assessment

RFQ Process

Proposed Timeline

Summary of Benefits

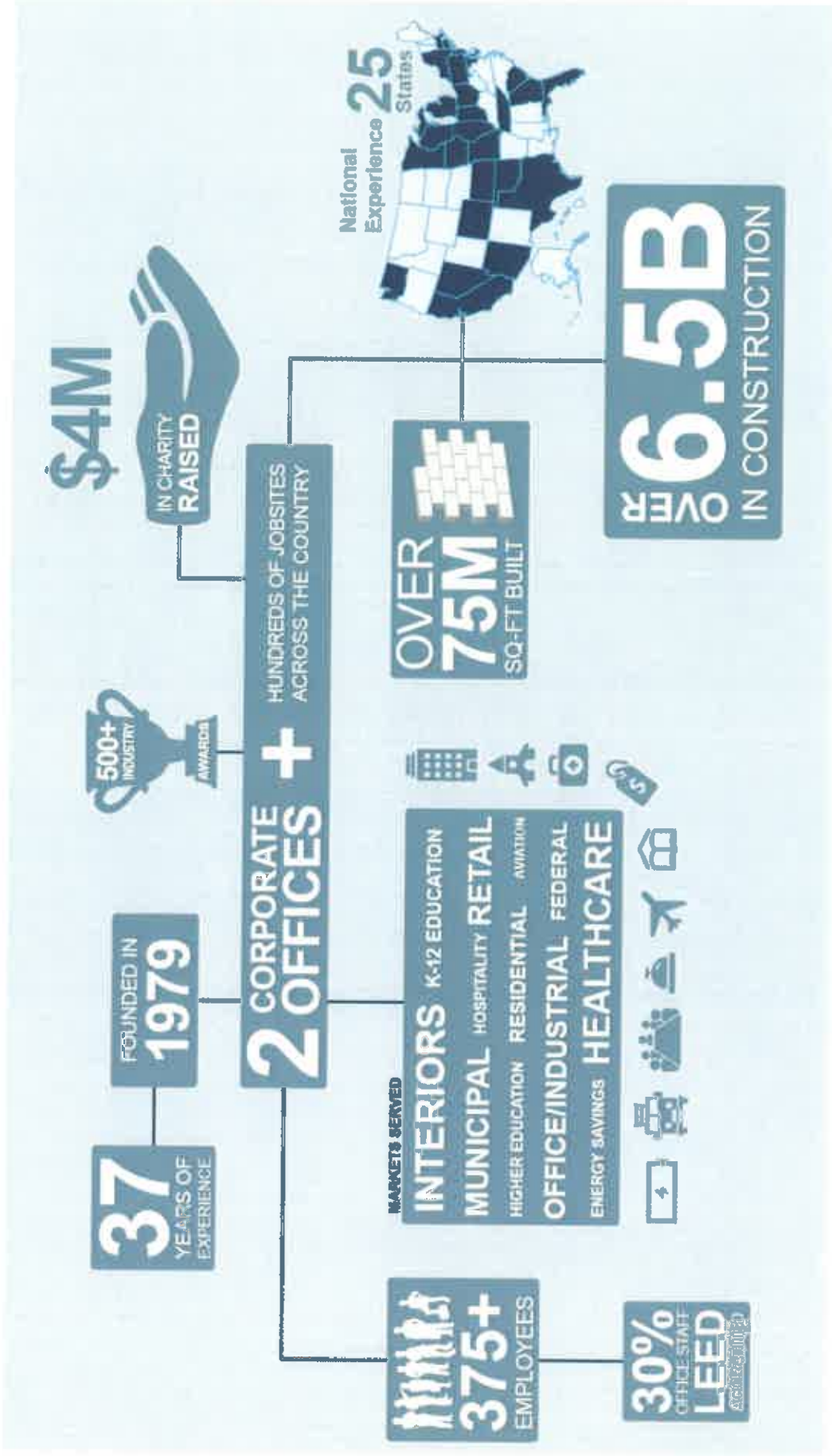
Frequently Asked Questions







# ABOUT LEOPARDO | BY THE NUMBERS







## 50 ILCS 515/1

The Illinois General Assembly enacted 50 ILCS 515/1 which establishes the basis for energy efficiency in state and local government buildings. This bill authorizes **guaranteed** energy savings performance contracting, which can include private sector financing to fund these projects. The purpose of this fact sheet is to communicate key legislative requirements for Energy Savings Performance Contracts (ESPC). This bill authorizes a program for achieving energy, operational and capital cost avoidance savings in state and local government buildings through ESPCs. The 50 ILCS 515/1 Legislation allows institutions to:

- Avoid using money from capital and operating budgets to address building needs
- Make project financing exempt from net allowed indebtedness and avoid future budgeting issues
- Funding flexibility, allowing for installment payments vs. necessity to pay for upgrades out of a single year's budget
- **Guaranteed project cost – NO CHANGE ORDERS**
- **Guaranteed savings**
- **Guaranteed equipment performance**
- Verification of annual savings through a monitoring program
- Make building improvements when capital dollars are not available
- Update aging equipment with newer, more efficient products
- Reduce energy costs without sacrificing service
- Reduce maintenance costs
- Single point of accountability
- Ongoing operational support





## EXECUTIVE SUMMARY



The purpose of this feasibility study is to identify projects that will significantly reduce owning and operating costs for Kendall County. This energy conservation program is the funding vehicle which allows you to use guaranteed savings from the counties maintenance and operations budget (utilities) as capital to fund needed upgrades and modernizations to your infrastructure, and is financed over a specified period of time.



This program is designed to be budget neutral, or better, and create a positive cash flow that improves the financial performance for Kendall County. Leopardo can guarantee that cost avoidance (utility and operations expenses) will meet or exceed annual payments to cover all project costs over an agreed debt service period, or Leopardo pays the difference.



A team of experts from Leopardo worked with county personnel to conduct a utility and/or field audit at the following locations:

<b>Animal Control</b>	<b>County Office Building</b>
<b>Courthouse</b>	<b>Facilities Management &amp; Coroner Building</b>
<b>Health &amp; Human Services</b>	<b>Highway Department</b>
<b>Historic Courthouse</b>	<b>Public Safety Center</b>
<b>County Owned Street Lights</b>	<b>Fleet Services</b>



## GUARANTEED SAVINGS PROGRAM

**ENERGY SAVINGS** – Reduction in utility expenditures (electric, gas and water ) due to any construction, improvement, repair, or betterment of a building that is intended to reduce energy consumption; or any equipment, fixture, or furnishing to be added to or used in a building that will be a cost effective energy related project that is intended to reduce energy consumption.

**OPERATIONAL / MAINTENANCE SAVINGS** – Reduction in expenditures associated with operating and maintaining a building's heat, ventilation, cooling, lighting, plumbing, water heating, electrical, automation controls, and fleet services.

**BILLABLE REVENUE INCREASES** – Installing automated, electronic, or remotely controlled systems or measures that improve accuracy of billable revenue generating systems and reduce direct personnel costs.

**FUEL & POWER IMPROVEMENTS** – Alternative fuels include gaseous fuels such as hydrogen, natural gas, and propane. These fuels may be used in a dedicated system that burns a single fuel, or in a mixed system with other fuels including traditional gasoline or diesel, such as in hybrid electric or flexible fuel vehicles.

**CAPITAL COST AVOIDANCE SAVINGS** – Reduction in expenses related to energy and water consuming equipment. These energy-related cost savings can result from avoided expenditures for operations, maintenance, equipment repair, or equipment replacement due to the ESPC project. This includes capital funds for projects (e.g., equipment replacement) that, because of the ESPC project, will not be necessary. Sources of Capital Cost Avoidance Savings include:

- Avoided renovation, renewal, or repair costs as a result of replacing old and unreliable equipment
- Avoided current or planned capital expense
- Transfer of responsibility for O&M and/or equipment repair and replacement (R&R) to **Leopardo**



## ENERGY CONSERVATION MEASURES



Lighting



HVAC Upgrades



Retro Commissioning



Building Envelope



Building Automation



Renewable Energy



Water Conservation



Fleet Services

## Annual Cost Savings



Building Utilities

**\$69,690**

Fleet

**\$92,532**

General Maintenance

**\$6,621**

**Total**

**\$168,842**



## ENVIRONMENTAL IMPACT



**Tons of CO<sub>2</sub>**  
**513**



**Cars Removed**  
**152**



**Trees Planted**  
**1,127**



# FINANCIAL CASH FLOW ANALYSIS

Total Project Cost: \$1,931,296  
 Amount Financed: \$1,931,296  
 Rate of Financing: 2.5%  
 Term of Financing: 15 Years  
 Program Cash Flow: \$1,046,199

Year	Energy Savings	Maintenance Savings	Fleet Savings	Total Annual Savings	Debt Payment	Cash Flow
0	\$17,422	\$1,635	\$23,133	\$42,211	\$0	\$42,211
1	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
2	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
3	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
4	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
5	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
6	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
7	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
8	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
9	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
10	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
11	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
12	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
13	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
14	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
15	\$69,690	\$6,621	\$92,532	\$168,842	\$155,984	\$12,859
16	\$69,690	\$6,621	\$92,532	\$168,842	\$0	\$162,222
17	\$69,690	\$6,621	\$92,532	\$168,842	\$0	\$162,222
18	\$69,690	\$6,621	\$92,532	\$168,842	\$0	\$162,222
19	\$69,690	\$6,621	\$92,532	\$168,842	\$0	\$162,222
20	\$69,690	\$6,621	\$92,532	\$168,842	\$0	\$162,222
<b>Total</b>	<b>\$1,411,221</b>	<b>\$100,963</b>	<b>\$1,875,773</b>	<b>\$3,385,937</b>	<b>\$2,339,759</b>	<b>\$1,046,199</b>





# RISK ASSESSMENT

## CONTRACT METHODS

### TRADITIONAL CONSTRUCTION

### PERFORMANCE CONTRACTING

RISK ASSESSMENT	TRADITIONAL CONSTRUCTION		PERFORMANCE CONTRACTING	
	Owner	AE/GC	Owner	Leopardo
Schedule Risk	✓			✓
Financing Risk	✓			✓
Design Engineering		✓		✓
Performance Guarantee	✓			✓
Cost Guarantee	✓			✓
Project Management		✓		✓
Results Accountability	✓			✓

RISK

ASSESSMENT



Owner

AE/GC

Owner

Leopardo



# RFQ PROCESS

## KENDALL COUNTY PROPOSED TIMELINE

### TIMELINE

Initial Meetings	03/14/2016, 04/04/2016, 04/14/2016
Feasibility Stage	04/20/2016 – 10/21/2016
Presentation to Internal Team	10/24/2016
State Attorney to review RFQ for ESPC & Engineering Services	10/26/2016 – 11/04/2016
Presentation to C.O.W.	11/10/2016
County Board issues approval for RFQ for ESPC	11/15/2016
County Board issues approval for RFQ for Engineering Services	11/15/2016
Legal Advertisement	week of 11/21/2016
RFQ Preview Meeting	11/29/2016
Submission of Proposals/Qualifications	12/20/2016
Provider Selected	01/20/2016
Scope/Contract Negotiation	01/23/2016 – 02/03/2016
Contract Presented to County Board for Approval	02/21/2016
Final Design, Permits, Equipment Ordering, etc.	(6-8 week turn time)
Project Installation Begins	First Week of April



## SUMMARY OF BENEFITS



**Eliminates need for  
up front capital**



**Fund project  
from savings**



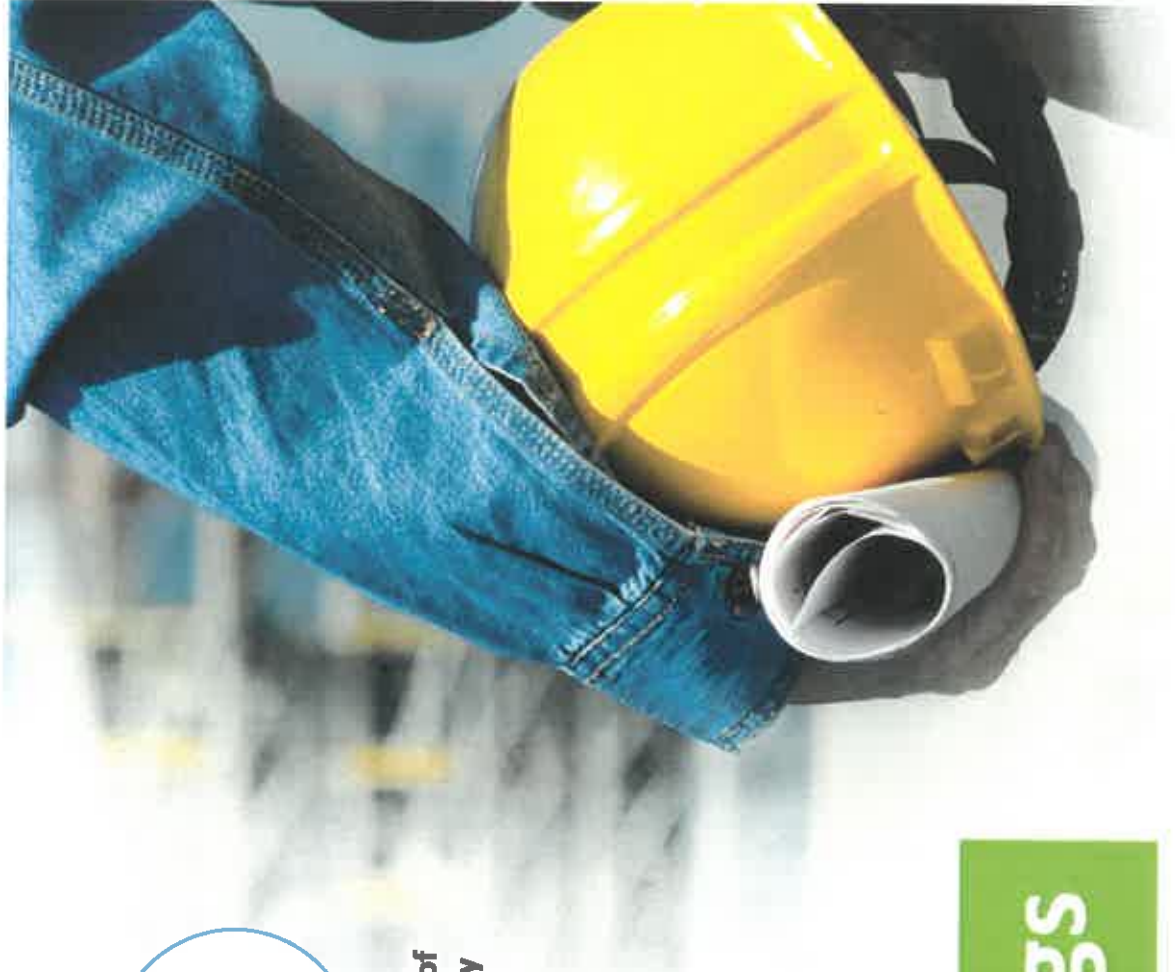
**Single point of  
responsibility**



**Equipment Lease  
Financing vs.  
Traditional  
Financing Methods**



**Fixed Costs – No  
Change Orders**



# Guaranteed Savings



## FREQUENTLY ASKED QUESTIONS

### **Why now?**

*To reduce Kendall County's operating costs and ensure the replacement of the heating and air conditioning system at the Public Safety Center will be completed before summer.*

### **How will the cost of the project be paid for?**

*By lowering the budgeted Natural Gas, Electric and Fleet Fuel cost.*

### **Are the projected savings guaranteed?**

*Yes. The winning bidder must Guarantee the project savings or write a check to Kendall County for the difference. Kendall County also keeps all savings above expectations.*

### **Will the project be competitively bid?**

Yes.

### **Will this raise my taxes?**

No. The cost of the project will be paid for by the "guaranteed savings" created by reducing utility costs, lower fleet fuel costs, and lower maintenance.



## FREQUENTLY ASKED QUESTIONS

**Will this lower the county's operating cost moving forward?**

*Yes. Total guaranteed savings is \$168,842.*

**What are the projected annual savings per year?**

*Building Utilities \$69,690. Fleet Fuel Savings \$92,532. General Maintenance \$6,621.*

**When will the work take place?**

*The beginning of April to ensure completion before summer heat arrives.*

**When will final approval to move forward be given to the board?**

*During the February board meeting.*

**What state law governs "performance contracting?"**

*The Illinois General Assembly enacted 50 ILCS 515/1 which establishes the basis for energy efficiency in state and local government buildings. This bill authorizes guaranteed energy savings performance contracting*

**Will this project lower Kendall County's Carbon Footprint?**

*Yes. It will remove 513 tons of CO2. That's like removing 152 cars or planting 1127 trees.*

**Memorandum of Understanding Between the Kendall County  
State's Attorney, the Kendall County Sheriff and the County of  
Kendall, Illinois, Regarding the Use of a 2005, Red Chevy  
Silverado 2500, VIN: 1GCHK24X5E189853**

This Memorandum of Understanding ("MOU"), entered into by the Kendall County State's Attorney ("State's Attorney"), the Kendall County Sheriff ("Sheriff"), and the County of Kendall, Illinois, a unit of local government, ("Kendall County") hereby memorializes the understanding between the parties regarding the decision of State's Attorney and Sheriff to provide the Facilities Management Department of Kendall County ("Facilities") use of the 2005, Red Chevy Silverado 2500, vin number 1GCHK242X5E189853, ("Vehicle"), for Kendall County purposes, at no cost and at all times until the Sheriff requests return of Vehicle. The parties understand and agree to the following:

1. Vehicle was acquired through an Article 36 forfeiture proceeding. 720 ILCS 5.36-1 et. seq. Upon forfeiture, Vehicle became and will remain the property of Sheriff, until sold at auction. Once Vehicle is sold at auction, State's Attorney and Sheriff are entitled to the proceeds thereof.
2. Understanding the budgetary constraints of the County, and in the interest of intergovernmental cooperation and furthering the efficient and effective performance of Kendall County business, State's Attorney and Sheriff wish to allow Facilities use of Vehicle at no charge and for an indefinite period of time.
3. In return, Facilities only obligations are to provide for maintenance and repair of Vehicle and return Vehicle to the Sheriff in a timely manner when requested to do so.
4. Absent emergency circumstances, the Sheriff agrees to give Facilities 30 days notice prior to seeking return of Vehicle.
5. If Facilities determines it no longer wishes to use and maintain Vehicle, it need only notify the Sheriff of its intent to return the Vehicle, at which time, the Sheriff, or his designee, will take custody of Vehicle.
6. Facilities may take custody of Vehicle promptly upon execution of this MOU.



7. This MOU contains the mutual understandings of the parties until such time as Vehicle is returned by Facilities to Sheriff. This MOU terminates immediately upon such return.

This MOU is effective as of the date it is executed by all parties. Signed and agreed to this \_\_\_\_ Day of \_\_\_\_\_, 2016.

Kendall County State's Attorney

Kendall County Sheriff

\_\_\_\_\_  
Eric Weis

\_\_\_\_\_  
Dwight Baird

County of Kendall, Illinois

\_\_\_\_\_  
John A. Shaw  
County Board Chairman

Attest: \_\_\_\_\_  
Debbie Gillette  
County Clerk & Recorder

# KENDALL COUNTY

Resolution No. \_\_\_\_\_

## **RESOLUTION ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES OF KENDALL COUNTY, ILLINOIS PURSUANT TO PUBLIC ACT 99-0604**

WHEREAS, Kendall County is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the Local Government Travel Expense Control Act, Public Act 99-0604, requires all local public agencies, including counties, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees; and

WHEREAS, Public Act 99-0604 has an effective date of January 1, 2017 and states "On and after 180 days after the effective date of this Act of the 99<sup>th</sup> General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section".

**NOW THEREFORE, BE IT RESOLVED**, by the County Board of Kendall County, that the following regulations for reimbursement of all travel, meal, and lodging expenses of the officers and employees of Kendall County are hereby adopted:

### **SECTION I: Definitions.**

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the County involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

## **SECTION II: Non-Reimbursable Expenses**

No officer or employee of the County shall be reimbursed by the County for any entertainment, alcoholic beverages, parking fines or fines for other traffic violations.

## **SECTION III: Official Business for which Travel Expenses May Be Reimbursed.**

- 1) A County Board member of Kendall County shall be entitled to reimbursement for travel, meals or lodging, related to the official assignments approved by the County Board in accordance with the County Board Rules of Order as amended.
- 2) An officer or employee shall be entitled to reimbursement for travel, including meals or lodging, incurred while conducting official County business or while attending conferences, seminars or training benefiting the officer or employee and their work for the County. Elected Officials and Department Heads are responsible for authorizing travel and verifying that expenses are necessary and reasonable. Additionally, Elected Officials and Department Heads are responsible for confirming that budgetary funding is available to support the expenses and ensuring that their employees have read and are aware of applicable policies.

## **SECTION IV: Maximum Allowable Reimbursement for Travel Expenses**

Unless otherwise excepted herein, the maximum allowable reimbursement for actual travel expenses incurred by an employee or officer of the County shall be as described in this section. Elected Officials and Department Heads have the discretion to approve travel reimbursements less than the maximums stipulated in this section for employees incurring travel expenses.

- 1) Mileage – Internal Revenue Service (IRS) standard mileage rate applicable at the time of the travel.
- 2) Lodging – Not to exceed the actual lodging expense incurred by the employee or officer and must be no greater than either (a) block hotel reservation rate set for conference/seminar or (b) 20% above the hotel rate set by the Government Service

Administration for the Continental United States (GSA-CONUS) for the location and time of travel.

- 3) Meals and incidental expenses – Shall only be reimbursed after travel exceeds 4 hours in any one day. Reimbursement for meal and incidental expenses shall be the actual cost of the meal or incidental up to the GSA-CONUS rate for the location and time of travel.
- 4) All other reimbursement for travel expenses shall not exceed the corresponding GSA-CONUS rate for location and time of travel.
- 5) An employee of the County incurring overnight travel expenses may request an advance for anticipated travel expenses not to exceed the rates set forth above. The employee's Elected Official or Department Head has the discretion to approve an advance not to exceed the rates set forth above.

#### **SECTION V: Approval of Expenses**

The Board must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section IV; or
- (2) Any expense of any member of the County Board.

#### **SECTION VI: Documentation of Expenses**

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section V, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the County Board:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1 *et seq.*

**SECTION VII: Effective Date.**

This Resolution shall be in full force and effect from and after its passage.

**Approved and adopted by the County Board of Kendall County, Illinois on this 15<sup>th</sup> day of November, 2016.**

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John A. Shaw, Chairman  
County Board

Attest:

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Debbie Gillette  
County Clerk

Kendall County  
 Facilities Management  
 COB Security Hardening  
 7-Nov-16



<b>Contractor</b>	<b>Sec. at Each Suite Option B Actual Cost</b>
O'Neill Glass	Counter Glass *\$6,220 per suite \$12,440.00
Axis Design	Countertops *\$5,000 per suite \$10,000.00
Miscellaneous	\$2,560.00
<b>Grand Total</b>	<b>\$25,000.00</b>

\* Per suite. Figuring to start with the Treasurer's & Clerk's offices.  
 Note: Some pricing is a estimate based on past prices.