



COUNTY OF KENDALL, ILLINOIS

Admin HR Committee
County Office Building
County Board Rooms 209-210
Yorkville IL 60560

Tuesday, March 22, 2016 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** John A. Shaw (Vice Chair), Lynn Cullick (Chair), Judy Gilmour, Dan Koukol, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 3, 2016 Meeting**
- 5. Department Heads and Elected Officials**
- 6. New Business**
 - *PSC/Courthouse Update – Joe Gillespie, Scott Koepfel, Jim Smiley*
 - *Approval of Firewall Equipment Purchase*
 - *Approval of Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311) and Downstate Public Transportation Act 30 ILCS 740/2-1 et seq*
 - *Announce Public Hearing at April 5 County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
 - *Employee Handbook*
- 7. Old Business**
 - *Organization Charts Discussion*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Thursday, March 3, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, John Purcell – yes, John A. Shaw – present, Lynn Cullick - here

Committee Members Absent: Dan Koukol

Others present: Glenn Campos, Don Clayton, Leslie Johnson, Scott Koeppel, Andy Nicoletti, Jim Pajauskas, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda, second by Member Shaw. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Purcell made a motion to approve the February 23, 2016 meeting minutes, second by Member Gilmour. **With all in agreement, the motion carried.**

PRESENTATION ON GIS AERIAL PHOTOGRAPHY BIDS – Don Clayton distributed a list of the top three bids for the aerial Flight that is proposed for this year. The lowest bid is with the same company that completed the aerials in 2014, Ayres Associates, from Madison WI. Mr. Clayton stated that he planned to forward the contract that was reviewed by the State’s Attorney’s Office in 2014, and ask Ayres Associates to create a new contract with the same verbiage, and then present the contract to the County Board for approval at the March 16, 2016 meeting.

Motion made by Member Shaw to forward the approval of the GIS Aerial Photography contract, second by Member Purcell. **With four members present voting aye, the motion carried.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel, Technology Services Director reported that they have added the *Most Wanted* icon addition to the Sheriff’s website, and said the Sheriff would like to add a link to the *Find a Sexual Offender* site. There was consensus by the committee to go ahead as requested.

Mr. Koeppel said they continue to work with the County Clerk’s office on the equipment and software for the laptops to be used at the upcoming election.

Mr. Koeppel said Technology is also evaluating new security devices for the network (replacing the firewall). Mr. Koeppel stated that we are at a point where we are not meeting security standards, and he would like to purchase a new device that would reduce the year-to-year costs, and replace two additional devices that are not functioning properly. Mr. Koeppel asked if he could take this item to a future Finance Committee meeting, and either to Committee of the Whole or back to the Admin HR Committee prior to going to the Board for approval.

Mr. Koeppel said he met with Jim Smiley and Joe Gillespie regarding the wiring of the PSC and Courthouse projects, and said they are willing to attend a future meeting. Member Cullick asked that they attend the March 22, 2016 meeting to provide additional information and discussion.

- b. **County Administrator** – Jeff Wilkins briefed the committee on the Mayors Managers meeting held on March 2, 2016. Wilkins explained the Regional Cooperative Growth initiatives presented by Metro Chicago Exports, and Chicago Metro Metals Consortium, as well as a CMAP Next plan workshop led by Kane Kendall Council of Mayors personnel.

Mr. Wilkins also reviewed the monthly Human Resources reports with the committee.

OLD BUSINESS

- *Organization Charts Discussion* – item not discussed at this meeting

NEW BUSINESS

- *Employee Handbook* – item not discussed at this meeting

EXECUTIVE SESSION – Motion made by Member Gilmour to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5ILCS 120-2c/1); and for the purpose of collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (5ILCS 120-2c/2); and Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court of administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting (5ILCS 120-2c/11); second by Member Shaw.

Roll Call: Member Purcell – aye, Member Shaw- yes, Member Gilmour – yes, Member Cullick – yes.
With four members present voting aye, the committee entered into Executive Session at 9:42 a.m.

Committee Members Absent: Dan Koukol

Others Present: Leslie Johnson, Jeff Wilkins, Jim Pajauskas, Glenn Campos

Member Shaw left the meeting at 9:47a.m.

Member Purcell made a motion to reconvene into Open Session, second by Member Gilmour. **With all members present in agreement, the committee entered into Open Session at 11:26a.m.**

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD – *Approval of GIS Aerial Photography Bid from Ayres Associates in the amount of \$31,560*

PUBLIC COMMENT – None

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 11:29a.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

Section 8. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2017.

PRESENTED and ADOPTED by the County Board, this 5th day of April 2016.

Approved:

Attest:

John A. Shaw, County Board Chairman

Debbie Gillette, County Clerk and Recorder

RESOLUTION AUTHORIZING APPLICATION FOR PUBLIC TRANSPORTATION FINANCIAL ASSISTANCE UNDER SECTION 5311 OF THE FEDERAL TRANSIT ACT OF 1991, AS AMENDED (49 U.S.C § 5311) AND DOWNSTATE PUBLIC TRANSPORTATION ACT (30 ILCS 740/2-1 et seq.)

WHEREAS, the provision of public transit service is essential to the people of Illinois; and

WHEREAS, 49 U.S.C. § 5311 (“Section 5311”), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 *et seq.*) (“Act”) authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311 or the Downstate Public Transportation Act ;

WHEREAS, a public hearing was held on April 5, 2016 to obtain public comment on the environmental and economic impacts of the application for public transportation financial assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 and the Downstate Public Transportation Act for fiscal year 2017, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of KENDALL COUNTY.

Section 3. That while participating in said operating assistance program KENDALL COUNTY will provide required local matching funds.

Section 4. That the Kendall County Board Chairman of KENDALL COUNTY is hereby authorized to provide Affirmation of Applicant and the State’s Attorney is authorized to provide Affirmation of the Applicant’s Attorney for Federal Transit Administration Certifications and Assurances.

Section 5. That the Kendall County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. § 5311 funds, that 49 U.S.C. § 5333(b) requires fair and equitable arrangements must be made to protect the interests of employees affected by such assistance.

Section 6. That the County Administrator of KENDALL COUNTY is hereby authorized and directed to execute and file on behalf of KENDALL COUNTY such application.

Section 7. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

**PUBLIC NOTICE
KENDALL COUNTY
KENDALL COUNTY BOARD**

Notice is hereby given that the Kendall County Board will hold a public hearing on Tuesday, April 5, 2016 at 6:00 p.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL. The purpose of this hearing is to obtain public comment and consider the economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311). The purpose of the assistance is to continue to provide demand response transportation services within Kendall County, commonly known as 'Kendall Area Transit'. All interested persons may attend and be heard. Questions can be directed to the Kendall County Office of Administrative Services, Telephone (630) 553-4834. Fax (630) 553-4214. Written comments should be directed to the Kendall County Office of Administrative Services, 111 West Fox Street, Yorkville, IL 60560 but shall only be entered as part of the record at the discretion of the Kendall County Board.

**KENDALL COUNTY
OFFICE OF ADMINISTRATIVE SERVICES**

Kendall County Elected Salaries

Positions Elected 2008

CIR. CLERK	FY09	80,040	4.00%
	FY10	83,245	4.00%
	FY11	85,321	2.49%
	FY12	87,454	2.50%

CORONER	FY09	50,000	22.01%
	FY10	52,000	4.00%
	FY11	54,080	4.00%
	FY12	56,244	4.00%

Positions Elected 2012

CIR. CLERK	FY13	87,454	0.00%
	FY14	87,454	0.00%
	FY15	88,766	1.50%
	FY16	90,097	1.50%

CORONER	FY13	57,088	1.50%
	FY14	57,944	1.50%
	FY15	57,944	0.00%
	FY16	57,944	0.00%

Positions Elected 2010

COUNTY CLERK	FY11	85,321	2.55%
	FY12	87,454	2.50%
	FY13	87,454	0.00%
	FY14	87,454	0.00%

TREASURER	FY11	85,321	2.55%
	FY12	87,454	2.50%
	FY13	87,454	0.00%
	FY14	87,454	0.00%

SHERIFF	FY11	106,600	2.50%
	FY12	109,265	2.50%
	FY13	109,265	0.00%
	FY14	109,265	0.00%

Positions Elected 2014

COUNTY CLERK	FY15	88,766	1.50%
	FY16	90,097	1.50%
	FY17	93,025	3.25%
	FY18	95,584	2.75%

TREASURER	FY15	88,766	1.50%
	FY16	90,097	1.50%
	FY17	93,025	3.25%
	FY18	95,584	2.75%

SHERIFF	FY15	110,904	1.50%
	FY16	112,568	1.50%
	FY17	116,226	3.25%
	FY18	119,422	2.75%

COUNTY OF KENDALL

RESOLUTION 2012-_____

**A RESOLUTION ESTABLISHING THE SALARY FOR
THE KENDALL COUNTY CORONER**

WHEREAS, 50 ILCS 145/2 requires the salary of elected officers for local governments to be established at least 180 days prior to the start of their term; and

WHEREAS, 55 ILCS 5/5-1010 requires the County Board to establish the salary of County officers prior to the election of the officers whose salary is being established; and

NOW, THEREFORE, BE IT RESOLVED that the annual salary for the elected County Coroner shall be as follows:

Effective December 1, 2012	\$57,088	
Effective December 1, 2013	\$57,944	1.5%
Effective December 1, 2014	\$57,944	0
Effective December 1, 2015	\$57,944	0

BE IT FURTHER RESOLVED that the County Clerk be directed to transmit copies of this resolution to the County Board, County Circuit Clerk, County Coroner, and County Administrator.

Approved and adopted by the County Board of Kendall County, Illinois, this _____ day of May, 2012.

John Purcell, Chairman
County Board

Attest:

Debbie Gillette
County Clerk

COUNTY OF KENDALL

RESOLUTION 2012- 20

**A RESOLUTION ESTABLISHING THE SALARY FOR
THE KENDALL COUNTY CIRCUIT CLERK**

WHEREAS, 50 ILCS 145/2 requires the salary of elected officers for local governments to be established at least 180 days prior to the start of their term; and

WHEREAS, 55 ILCS 5/5-1010 requires the County Board to establish the salary of County officers prior to the election of the officers whose salary is being established; and

NOW, THEREFORE, BE IT RESOLVED that the annual salary for the elected County Circuit Clerk shall be as follows:

Effective December 1, 2012	\$ 87,454
Effective December 1, 2013	\$ 87,454
Effective December 1, 2014	\$ 88,766
Effective December 1, 2015	\$ 90,097

BE IT FURTHER RESOLVED that the County Clerk be directed to transmit copies of this resolution to the County Board, County Circuit Clerk, County Coroner, and County Administrator.

Approved and adopted by the County Board of Kendall County, Illinois, this 1st day of May, 2012.



John Purcell, Chairman
County Board

Attest:



Debbie Gillette
County Clerk



KENDALL COUNTY ECONOMIC DEVELOPMENT

Memorandum

To: Jeff Wilkins, County Administrator
From: Andrez Beltran, Economic Development Coordinator
Subject: 5311/Downstate Operating Assistance Program FY2017
Date: 3/22/16

Summary

The Downstate Operating Assistance Program (DOAP) grant provides significant funding for non-urban/rural public transportation. Kendall County uses those funds in cooperation with municipalities to operate the Kendall Area Transit (KAT) program through its operator, the Voluntary Action Center (VAC). Over the last six years the service has grown significantly. In FY2017, Kendall County's maximum appropriation amount available is \$2,090,100; due to local match restrictions, expected receipts are \$819,000. Kendall County's local match will remain \$45,000 as in previous years.

Background

The DOAP grant is funded by the State through the Department of Transportation. This grant is used for operating public transportation in non-urban-rural areas. In Kendall County, this partially funds the operations of the Kendall Area Transit program. Started in 2010, KAT provides rides to registered users who either start or end in a location in Kendall County. This program uses a mix of light passenger vans and medium size buses to users in either a fixed route, or their own path through Dial-A-Ride.

Appropriation

Currently, the state matches sixty-five percent of expenditures with the remaining coming from local match. For KAT, this local match comes not only from the County (which appropriates \$45,000), but also municipalities such as Yorkville and other service contracts in the area, like Open Door Rehabilitation Center of Sandwich. VAC is instrumental in securing these local match contributions.

In FY2016, the eligible amount of appropriation under DOAP was \$1.9 million; actual reimbursement was approximately \$728,000. The requested appropriation for FY2017 will be maximum amount, \$2.09 million, so as to cover unexpected growth. Projected actual appropriation is \$819,000.

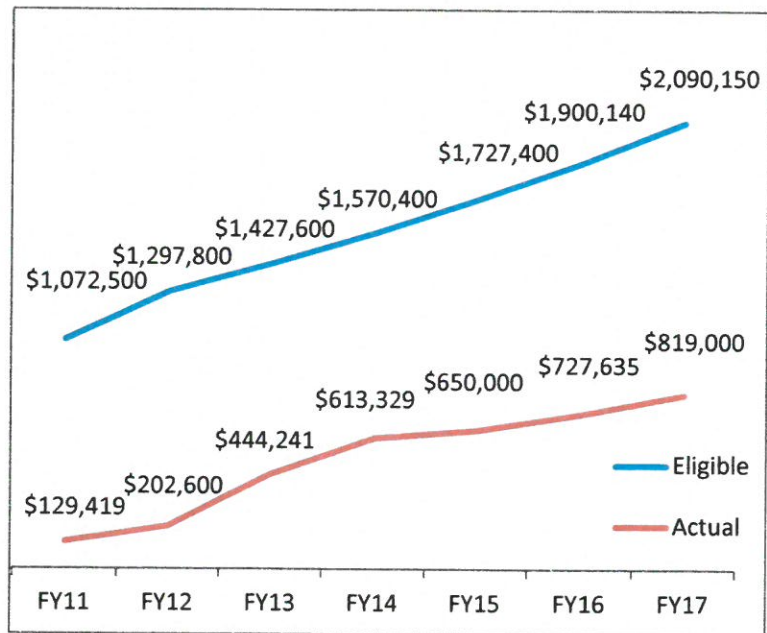


Figure 1: Eligible vs. Actual Appropriation



KENDALL COUNTY ECONOMIC DEVELOPMENT

Service

As can be seen in figure 2, ridership has grown significantly over the last eight years. Of these rides almost eleven thousand were for employment purposes, and nine thousand for medical reasons. Overall, nine thousand seniors were served by KAT in FY2015.

However, due to the State of Illinois budget insecurity, the number of trips in FY15 and FY16 decreased. In FY16, KAT estimates the budget insecurity caused a reduction of 7,000 trips. While the funding for 5311/DOAP is more certain this year, KAT is taking a cautious approach to rebuilding ridership. The graph below highlights those losses. Please note categories are not mutually exclusive

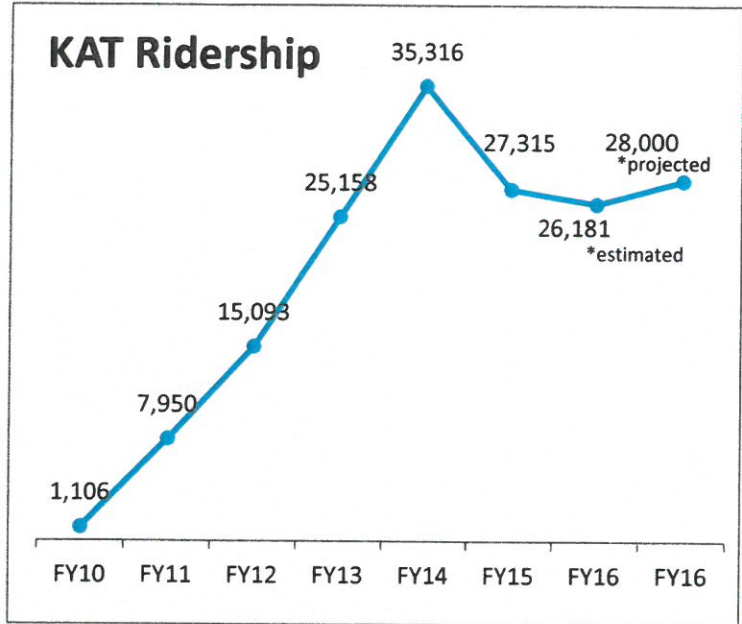


Figure 2: Ridership Numbers by Fiscal Year

FY15 Actual			FY16 Projections			
Category	KAT Trips	%	Category	KAT Trips	%	Losses
Seniors	9,067	33%	Seniors	10,211	39%	2,765
Disabled	11,340	42%	Disabled	10,472	40%	2,836
Employment	10,987	40%	Employment	12,829	49%	3,474
Medical	9,138	33%	Medical	8,378	32%	2,268

Table 1: FY 15 Actual and FY16 Projected Ridership

Conclusion

As always, Kendall County is still dedicated to providing the best possible service for its constituents. To that end, we will continue to work with our operator VAC to ensure a high quality product.