

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Monday, August 5, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	<b>ABSENT</b>		

**Others in Attendance:** Meagan Briganti, Matt Kinsey, Scott Koeppel

**APPROVAL OF AGENDA** – Motion made by Member Prochaska second by Member Gilmour to approve the agenda. **With four members voting aye, the agenda was approved by a 4-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the July 17, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Administration Department* – Mr. Koeppel asked Chair Flowers about the upcoming September 2<sup>nd</sup>, meeting. The meeting falls on Labor Day. Chair Flowers got consensus from committee members to have a Special Admin HR Meeting on Thursday September 5<sup>th</sup>, at 5:30pm. Mr. Koeppel also reported that staff inquired with our broker Alliant about going out to bid for liability, worker’s compensation and property insurance. Per our broker they do not foresee significant savings if we go out to bid. The consensus was to not go out to bid at this time. Staff and the Board are very happy with the services of ICRMT.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement* – Mr. Koeppel explained that this is the FY2020 grant application through the State for KAT in the amount of \$1.1million.

**Motion made by Member Gilmour, second by Member Prochaska to forward to the County Board under Consent Agenda. With four members voting aye, the Resolution was approved by a 4-0 vote.**

- *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement* – As the previous item this is a grant application for the KAT Program in the amount of \$55,000 and comes before the Committee and Board annually. **Member Prochaska made a motion, second by Member Gilmour to forward to the County Board under Consent Agenda. With four members voting aye, the Resolution was approved by a 4-0 vote.**
- *Approval of Kendall County Title VI Statement of Policy and Program* – Mr. Koeppel explained that the Title VI Statement is part of the Civil Rights Act of 1964 and a requirement of the KAT grant application process. It has to do with discrimination as it relates to transportation services. There is a complaint form and procedures for an investigation. **Member Gilmour made a motion, second by Member Gengler to forward to the County Board under Consent Agenda. With four members voting aye, the Statement was approved by a 4-0 vote.**
- *Request for Bid for Modern Cadastral Model Parcel Fabric* – Ms. Briganti outlined why the GIS Department needed to move toward this newer modern model and requested to go out to bid. She noted that this item is budgeted. **Motion made by Member Gengler, second by Member Gilmour to send to the State Attorney's Office for review then out to bid. With four members voting aye, the Statement was approved by a 4-0 vote.**
- *Discussion of Increasing GIS Fees* – Ms. Briganti reviewed the GIS budget and noted that at the current rate the GIS Department which has always been self-funded on fees will not be able to rely solely on fees and would require some funding from the General Fund. Ms. Briganti reviewed a survey of fees from comparable Counties, all but one had higher fees than Kendall. To staff's knowledge we have never increased the fee. **There was consensus to increase the GIS fees from \$16 to \$30. Staff would work on an Ordinance or Resolution and bring that back to the Committee for review and approval.**
- *Discussion of Bid Results for Second Internet Connection* – Mr. Kinsey reviewed the bid results on page 43 of the packet. There were two companies that submitted proposals. Mr. Kinsey recommended going with Metronet the lowest bidder at 300mb for 48 months. **Motion made by Prochaska second by Member Gilmour to send to State Attorney's Office for review then to the County Board for approval. With four members voting aye, the motion carried.**

**EXECUTIVE SESSION - None**

**ITEMS FOR COMMITTEE OF THE WHOLE - None**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement*
- *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement*
- *Approval of Kendall County Title VI Statement of Policy and Program*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. **With four members voting aye, the meeting adjourned at 6:24 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator