

**KENDALL COUNTY BOARD AGENDA  
ADJOURNED JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210  
Tuesday, July 7, 2020 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
  - A. Kendall Area Transit 10 year Anniversary Recognition
6. Public Comment
7. Consent Agenda
  - A. Approval of County Board Minutes from June 2, 2020
  - B. Standing Committee Minutes Approval
  - C. Approval of Claims in an amount not to exceed \$ 811,037.42
  - D. Approval of settlement in an amount of \$2,000 for settlement of all claims in Tryzell Batie v. Cantwell, et al., case number 17-CV-3099, pending in the U.S. District Court for the Northern District of Illinois
  - E. Approve a reaccreditation contract with American Correctional Association for \$9,000.00
8. Old Business
9. New Business
  - A. Ratification and Approval of Collective Bargaining Agreement between Kendall County, Illinois, the Kendall County Sheriff and the Illinois Fraternal Order of Police Labor Council (Full-Time Records Clerks Bargaining Unit) effective December 1, 2019 through November 30, 2024
10. Executive Session
11. Elected Official Reports & Other Department Reports
12. Standing Committee Reports
  - A. Finance
    1. Discussion and Approval of a Resolution of the Kendall County Board Abolishing the Board of Directors of the Tuberculosis Care and treatment Fund
  - B. Economic Development
    1. Approval of a 7 Month Contract with Thomas P. Miller and Associates, LLC in the Amount of \$5,000 a Month Expiring January 31, 2021.
13. Special Committee Reports
  - A. ISACo, UCCI, NACO, and other County Organizations
14. Other Business
15. Chairman's Report

**Appointments**

Jeff Wehrli – Ethics Commission Advisor – 2 year term – expires April 2022  
Jim Horton – Lisbon Seward Fire Protection District– 3 year term – expires April 2023  
Brian DeBolt – Little Rock Fox Fire Protection District– 3 year term – expires April 2023  
Clifton Eichelberger – Little Rock Fox Fire Protection District– 3 year term – expires April 2023  
Duayne Christian – Newark Sanitary District– 3 year term – expires July 2023  
Joseph Steffen – Newark Sanitary District– 3 year term – expires July 2023  
David Thompson – Newark Sanitary District– 3 year term – expires July 2023  
Jay DeMarco – Replacing Christina Cooper - Board of Health– 3 year term – expires July 2023  
Carlo Colosimo - Board of Health– 3 year term – expires July 2023  
Karen Kelly - Board of Health– 3 year term – expires July 2023  
Gabriella Shanahan - Board of Health– 3 year term – expires July 2023  
Eric Bernacki – Historic Preservation Commission – 4 year term – expires July 2024  
Kristine Heiman – Historic Preservation Commission – 2 year term – expires July 2022  
Jeff Wehrli - Historic Preservation Commission Chairman – 3 year term – expires July 2023  
Elizabeth Flowers – Historic Preservation Commission – 1 year term – expires July 2021  
Erik Gauss – Kendall Housing Authority – 5 year term – expires July 2025  
Richard “Dick” Whitfield – Zoning Board of Appeals – 5 year term – expires July 2025

16. Public Comment
17. Questions from the Press
18. Executive Session

19. Adjournment

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

**COUNTY OF KENDALL, ILLINOIS  
PROCLAMATION 20 - \_\_\_\_\_**

**PROCLAMATION HONORING  
“KENDALL AREA TRANSIT”**

**WHEREAS**, March 22, 2020 was the 10<sup>th</sup> anniversary of the formation of Kendall Area Transit;  
and

**WHEREAS**, the Kendall County Board, local stakeholders, and the Voluntary Action Center of DeKalb County formed Kendall Area Transit on March 22, 2010; and

**WHEREAS**, Kendall Area Transit provides excellent and reliable general public transportation service for residents of Kendall County to locations throughout Kendall County and to medical and health-based offices outside of Kendall County; and

**WHEREAS**, Kendall Area Transit is able to continue to meet the transit needs of local residents through the combined efforts of Kendall County, City of Joliet, Village of Montgomery, Village of Newark, Village of Oswego, City of Plano, Village of Plainfield, Village of Plattville, City of Sandwich, the United City of Yorkville, and local social service agencies; and

**WHEREAS**, Kendall Area Transit is an integral part of the Kendall County Community, providing service to an ever-growing number of diverse riders, ensuring their access to vital goods and services by offering transit services to medical offices, retail stores, social service agencies, employment locations, educational institutions, public libraries, food pantries and more; and

**WHEREAS**, Kendall Area Transit will continue to serve as a leading transit entity in our community in the years to come;

**NOW, THEREFORE I**, Scott R. Gryder by virtue of the authority vested in me as County Board Chairman of the County of Kendall, Illinois do hereby honor and applaud “Kendall Area Transit.”

PRESENTED and ADOPTED by the County Board, this 7<sup>th</sup> day of July 2020.

Approved:

Attest:

\_\_\_\_\_  
Scott R. Gryder, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



**KENDALL COUNTY BOARD  
ADJOURNED SEPTEMBER MEETING  
June 2, 2020**

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF KENDALL    )

The Kendall County Board Meeting was held remotely at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday June 2, 2020 at 6:40 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Elizabeth Flowers, Scott Gengler, Tony Giles (remote), Judy Gilmour, Audra Hendrix (remote), Matt Kellogg, Matt Prochaska and Robyn Vickers. Members absent: None.

The Clerk reported to the Chairman that a quorum was present to conduct business.

**THE AGENDA**

Member Cesich moved to approve the agenda. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. Motion carried.

**SPECIAL RECOGNITION**

Chairman Gryder recognized Dr. Tokars for the 15 years of service and contributions to Kendall County with the Health Department and as the Director.

Chairman Gryder Mars Wrigley Foundation for their contribution of \$25,000 to the Fox Valley United Way's Corona Relief Fund.

**PUBLIC COMMENT**

Todd Milliron stated that this is not the time to be handing out raises for elected officials. Mr. Milliron reviewed data he collected from other counties with regards to cases handled, total deaths, workload and population.

Steve Youhanie commented on the Coroner's salary pay raise and the comparison to Tazewell County. Mr. Youhanie spoke about the salaries of the Tazewell County Board and the Kendall County Board.

Nancy Martin spoke about finances and the Coroner's position. Ms. Martin stated that the Coroner has done a good job and represents the county well.

Anne Vickery spoke on behalf of the Coroner's raise. Ms. Vickery stated that the county has a professional Coroner and a good pedigree, education and abilities. It is a good thing that the board is making this decision.

**PUBLIC HEARING**

**Downstate Small Business Stabilization**

Chairman Gryder opened the public hearing for proposed Downstate Small Business Stabilization applications funded by Community Development Block Grant (CDBG) funds. Mr. Gryder explained that this is a program from the Illinois Department of Commerce and Economic Opportunity that is providing funds for 60 days of working capital to small businesses. Non-essential for profit private small businesses with 50 or fewer employees are allowed to apply with some exceptions. The application must be through a unit of local government in order to administer the funds. A participation agreement between the County and the businesses is to be put in place to define the partnership. Funds will not need to be repaid as long as the business remain open for at least 60 days or reopen and retained or reemploy current jobs next year. Applications received from Blackberry Golf Inc. No comments from the public, Chairman Gryder closed the public hearing.

**CONSENT AGENDA**

Member Cesich moved to approve the consent agenda of **A)** county board minutes from April 27, 2020 and May 5, 2020; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$835,918.45; **D)** Proclamation to recognize National Nurse Appreciation Month, May 2020; **E)** Proclamation to recognize Law Enforcement Appreciation Week; **F)** Proclamation to recognize National Poppy Day, May 22, 2020. Member Flowers seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. Motion carried.

**C) COMBINED CLAIMS:** ADMIN \$93.16; ANML CNTRL WRDN \$43,224.86; BEHAV HLTH \$2,965.29; CIR CT CLK \$41.22; CIR CRT JDG \$17,398.88; COMB CRT SVS \$595.36; COMM ACTN SVS \$36,084.83; COMM HLTH SVS \$5,023.08; CORR \$8,336.41; CNTY ADMIN \$238.01; CNTY BRD \$67,300.03; CNTY CLK \$7,019.05; HIGHWAY \$73,463.91; TRSR \$8,200.35; ELCTNS \$2,400.00; EMPL BNFTS \$376,133.16; ENVIRO HLTH \$513.32; FCLT MGMT \$13,506.71; PBZ SNR PLNR

\$1,484.26; PBZ \$1,626.42; PRSDG JDGE \$13,804.40; PROB SVS \$1,316.76, PRGM SUPP \$1,386.71; PUB DEF \$4,255.70; SHF \$21,851.25; ST ATTY \$5,237.46; TECH \$18,945.46; TRSR \$152.56; UTIL \$39,928.21; VET \$2,488.00; SHF \$4,873.39; FP \$10,983.15

D) A complete copy of IGAM 20-34 is available in the Office of the County Clerk.

E) A complete copy of IGAM 20-35 is available in the Office of the County Clerk.

F) A complete copy of IGAM 20-36 is available in the Office of the County Clerk.

**ELECTED OFFICIAL REPORTS & OTHER DEPARTMENT REPORTS**

**Sheriff**

Sheriff Baird thanked all the men and women of the Sheriff’s office on how dedicated they are to the citizens of Kendall County and surrounding counties. Board members thanked Sheriff Baird for the communication and his professionalism.

**Emergency Management Agency**

Roger Bonuchi reported on the distribution of PPE. Mr. Bonuchi reported on the search and rescue conducted. Mr. Bonuchi commented on weather situations.

**STANDING COMMITTEE REPORTS**

**Finance**

**Master Power Supply Agreement**

Member Kellogg moved to approve a master power supply agreement between Kendall County and Eligo Energy IL LLC. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 20-37 is available in the Office of the County Clerk.

Member Prochaska has recused himself from items 13A2 and 13A3, under the Rules of Order he shall be deemed as not present.

**Coroner Salary**

Member Kellogg moved to approve the resolution establishing the salary for the Kendall County Coroner. Member Hendrix seconded the motion.

Members discussed how now is not a good time to do this but the County is positioned to do this with a healthy fund balance. The current Coroner does do more things in the office other than death related. Member spoke about the qualifications of the current Coroner and the previous raises received for the Coroner since 2013.

Chairman Gryder asked for a roll call vote on the motion. Members voting aye include Cesich, Flowers, Gengler, Gryder, Hendrix, Kellogg and Vickers. Members voting nay include Giles and Gilmour. **Motion carried 7-2.**

A complete copy of Resolution 20-29 is available in the Office of the County Clerk.

**Circuit Court Clerk Salary**

Member Kellogg moved to approve the resolution establishing the salary for the Kendall County Circuit Court Clerk. Member Cesich seconded the motion.

Members discussed this position being correctly paid due to information collected from other counties.

Chairman Gryder asked for a roll call vote on the motion. Members voting aye include Cesich, Flowers, Gengler, Gilmour, Gryder, Hendrix, Kellogg and Vickers. Members voting nay include Giles. **Motion carried 8-1.**

A complete copy of Resolution 20-30 is available in the Office of the County Clerk.

Member Prochaska is back in the meeting.

**Economic Development**

**Resolution – Blackberry Golf Inc.**

Co Board 6/2/2020

Member Hendrix moved to approve a Resolution of Support for Blackberry Golf Inc. Downstate Small Business Stabilization Program application. Member Prochaska seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-31 is available in the Office of the County Clerk.

**Participation Agreement – Blackberry Golf Inc.**

Member Hendrix moved to approve a Participation Agreement between Kendall County and Blackberry Golf Inc. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 20-38 is available in the Office of the County Clerk.

County Administrator Scott Koeppel stated that they are working with the consultant on the possibility of a Federal Grant.

**SPECIAL COMMITTEE REPORTS**

**ISACo, UCCI, NACO, and other County Organizations**

Member Prochaska thanked these committees for the information they send out and commended them.

Member Hendrix stated that people should visit the Small Business Association’s website for free webinars and educational materials.

Member Prochaska informed the board that the Housing Authority met and reconfirmed their SEMAP score submission.

**OTHER BUSINESS**

Member Cesich stated that Animal Control is looking great and they should be in there soon.

Members thanked County Administration and Facilities for all they do.

**Chairman’s Report**

Member Gilmour moved to approve the appointment. Member Kellogg seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

**Appointment(s)**

- Ken Johnson – reappointment Bristol Kendall Fire District Trustee– expires April 30, 2023
- Marty Schwartz – reappointment Bristol Kendall Fire District Trustee – expires April 30, 2023

Member Cesich thanked Chairman Gryder for his leadership.

**PUBLIC COMMENT**

Todd Milliron talked about his research and got no indication that anyone from Kendall County had contacted any other Coroners for their reports.

**QUESTIONS FROM THE PRESS**

Jim Wyman from WSPY asked why Kendall County in the disaster area designated by the Governor. He asked if the Animal Control trailer was leased or purchased.

**ADJOURNMENT**

Member Flowers moved to adjourn the County Board Meeting until the next scheduled meeting. Member Prochaska seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Approved and submitted this 3rd day of June, 2020.

Respectfully submitted by,  
Debbie Gillette  
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR REMOTE MEETING**

**Wednesday June 17, 2020**

**CALL TO ORDER** – Member Flowers called the meeting to order at 5:30.

**ROLL CALL**

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

**Others in Attendance:** Mera Johnson, Scott Koeppel, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Gilmour second by Member Prochaska to approve the agenda. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gengler, second by Member Vickers to approve the June 1, 2020 minutes. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Administration* – Mr. Koeppel informed the Committee that Bob Jones will be bringing the Dental Rebate to the Committee or to the County Board for approval in July. Mr. Koeppel asked the Committee for direction on some outstanding items that staff was working on before the COVID-19 Pandemic hit. Both items were RFQs. **There was consensus from the Committee indicated that wanted to move forward with the Codification RFQ and rebid the Employee 457 Plan RFQ.**

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion of Kendall County Employee Service Award Recognition Program* – Mr. Koeppel reported that because of some medical leave in the office the employee recognition program has been delayed. It has been delayed even further with the

COVID-19 Pandemic. Staff has been working with a local vendor to create a store so employees have more choice, can customize their gifts and purchase additional options all virtually. Once it is safe to have an in person recognition that will be done as well. Ms. Page indicated that a slide show was also a good way to recognize employees. **There was consensus from the Committee to get employees their Awards with a recognition with slide show for those employees interested once it is physically possible.**

- *Discussion Families First Coronavirus Response Act FFCRA Policy and COVID-19 Leave Request Forms* – Ms. Johnson explained that the Federal Act was put in place effective April 1 as a response to the COVID-19 Pandemic. It gives employees up to 80 hours of additional leave if they have one of 6 requirements. Staff has been reviewing possible cases. To date no employees have used the leave. IPMG the County's Worker's Comp provider has encouraged the County to submit all cases to determine compensability. Ms. Page indicated also that while first responders are different she has dealt with one case, although the employee did not miss significant work time. The attached Policy and Leave Request Packet was created by the State Attorney's Office in case Departments wanted to adopt it. Member Flowers asked if an employee needed a Doctor's not to return to work. Ms. Johnson indicated yes, she also indicated the County has a right to check the employees' temperature and perform other measures to determine if the employee could return to work. Chair Flowers also asked about telework. Mr. Koepfel responded that potentially an employee could be quarantined but not take advantage of the leave as they could telework if they were not experiencing symptoms. Mr. Koepfel asked if the Committee would like to include the Policy in the Handbook. Member Vickers has concerns about that as if the Act was changed the County would have to update the Handbook. Ms. Johnson suggested including the policy in the recently created COVID-19 Guidebook that Director Bonuchi and herself created. **There was consensus from the Committee to include the Policy and Leave Packet created by the State Attorney's Office in the COVID-19 Guidebook.**

**EXECUTIVE SESSION** - None

**ITEMS FOR COMMITTEE OF THE WHOLE** – None.

**ACTION ITEMS FOR COUNTY BOARD** - None

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the meeting adjourned at 6:07 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator



**COUNTY OF KENDALL, ILLINOIS  
BUDGET & FINANCE COMMITTEE  
Meeting Minutes for Thursday, June 11, 2020**

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**Call to Order** - Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:11p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Scott Gryder	Present		
Audra Hendrix	<b>ABSENT</b>		
Matt Kellogg	Present		
Matthew Prochaska	Here		

**Others Present** – Latreese Caldwell, Scott Koepfel, Judge Robert Pilmer

**Approval of Agenda** – Member Prochaska made a motion to approve the agenda with the amendment to remove the “Approval of Forwarding Claims for Final Approval” from the agenda since the item was voted on at the Committee of the Whole meeting earlier in the day, second by Member Gryder. **With four members present voting aye, motion passed by a vote of 4-0.**

**Department Head and Elected Official Reports** – None

**Items from Other Committees** – None

**Items of Business**

- *Revenue and Expense Projections* – Latreese Caldwell provided a quick update, and stating that the Use Tax (catalog sales, internet sales, etc.) is up 14 percent, and the Other Uses Tax including Sales Tax is currently at 50 percent, and Ms. Caldwell predicts we are on target for the budget. Ms. Caldwell reported the Motor Fuel Tax is up by 60 percent.

Ms. Caldwell also reported total reported Covid-19 expenditures as:

County	\$ 80,000.
Health Department	\$ 7,000.
Health Department Salaries	\$114,000

Discussion on whether the Health Department Salaries coded as Covid-19 are overtime costs or salaries dedicated solely to COVID19 work. Ms. Caldwell will contact RaeAnn VanGundy for clarification, and relay to the committee.

Discussion on whether the Sheriff's Office has incurred any additional salary costs related to COVID19 when needing to quarantine inmates. Ms. Caldwell will also contact Sheriff Baird for clarification.

**Public Comment** – None

**Questions from the Media** –

**Items for the June 16, 2020 County Board Meeting** - None

**Executive Session** – Not needed

**Adjournment** – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, Member Gryder seconded the motion. **The meeting was adjourned at 5:35p.m. by a 4-0 vote.**

Respectfully submitted,

Valarie McClain  
Administrative Assistant

**COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE  
REMOTE MEETING MINUTES  
Thursday, June 11, 2020**

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

**ROLL CALL:**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Elizabeth Flowers	<b>ABSENT</b>		
Scott Gengler	Here		
Tony Giles	Here		
Judy Gilmour	Here		
Scott Gryder	Present		
Audra Hendrix	Here		
Matt Kellogg	Present		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**APPROVAL OF AGENDA** – Member Cesich made a motion to approve the agenda, second by Member Giles. **With nine members present voting aye, the motion carried by a vote of 9-0.**

**APPROVAL OF CLAIMS** – Member Hendrix made a motion to approve Claims in an amount not to exceed \$986,966.79, second by Member Giles.

**ROLL CALL VOTE**

<b>Attendee</b>	<b>Status</b>
Amy Cesich	Yes
Elizabeth Flowers	<b>ABSENT</b>
Scott Gengler	Yes
Tony Giles	Yes
Judy Gilmour	Yes
Scott Gryder	Yes
Audra Hendrix	Yes
Matt Kellogg	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

**With nine members present voting aye, the motion carried by a vote of 9-0. Member Flowers was absent.**

**OLD BUSINESS – None**

**NEW BUSINESS**

- *Discussion of Board Room Renovation & Security Upgrades at the County Office Building – Mr. Craig Clary, Dewberry Engineering Consultants Project Manager, reviewed the proposed Board Room renovation plans including an executive conference room, expansion of the existing room into the current mailroom space, moving of the current mailroom, removal of the sound system, signage, desks, storage, sample carpet, material and wall colorings, upgraded technology, upgraded ceiling tiles, lighting, and seating for elected officials, staff, media and citizens. Discussion on a state grant application that will be submitted when we are allowed to apply, funding if there is no grant funding available, funds that were budgeted in FY2019 in the capital fund for this project, and what part of the project Facilities would be able to handle. Jim Smiley stated that Facilities can do some of the demolition, reorganizing new mailroom across the hall, moving of current mailroom, and smaller construction jobs. The committee was asked to submit their color preferences to Jim Smiley as soon as possible, so a final decision can be determined.*
  
- *Discussion of Petition 19-43 Request from the Kendall County Historic Preservation Commission for Amendments to the Kendall County Historic Preservation Ordinance Pertaining to Definitions, Historic Preservation Commission Powers and Authorities, Terms and Appointments of Preservation Commission Members, Nomination Procedures of Landmarks and Historic Districts, Alteration, Construction, Demolition and Maintenance Provisions, Penalties, and Application Fee – Mr. Koeppel stated that this item was before the Committee of the Whole meeting previously, and was sent back to the County with suggestions. Matt Asselmeier, PBZ Manager explained that the HPC has been trying to get Certified Local Government status which allows them to be more active in terms of historic preservation applying for grants, and other historic preservation activities.*

There was concern about the application fee of \$500 when the item was before the County Board in February 2020, which can be waived by the home-owner. The only other state concern was that state law requires that Historic Preservation Committee members be appointed for 5-year terms, and the County Ordinance term reflects 3-year terms, terms are staggered initially, and that the County Board selects the committee chair at the time of appointment. The Petition also clarifies super-majority vote on certain issues for approval, clarifies the terms and the selection of the chairman, and changes the requirement in the current ordinance that the HPC review any application for demolition of any structure older than fifty years, including porches, fences, etc. The Commission would have the authority to administer County-owned property under this new proposal, whereas the current ordinance grants authority to the County Board and the Commission.

Mr. Asselmeier stated the recommendations were reviewed by the Planning, Building & Zoning Committee. Member Prochaska stated that these recommendations actually provide additional protections for home owners, and allows third-party nominations/designations of property without the home-owners consent. Mr. Asselmeier explained the requirements once the Commission receives Certified Local Government status.

Chairman Gryder stated that he appreciates the Commission and the work they do for the County, but noted that the Commission has had quorum issues at times. Mr. Gryder also said the County is always seeking citizens to serve on the Historic Preservation Commission. This item will be on the County Board agenda for June 16, 2020.

**PUBLIC COMMENT** – None

**QUESTIONS FROM THE MEDIA** – Jim Wyman asked what the procedure is for the Historic Preservation Commission to plaque properties. Mr. Wyman also asked about the Old Mill on Millhurst Road.

**CHAIRMAN’S REPORT** – Chairman Gryder recognized the work of Will County Executive Larry Walsh Sr. who passed in the last week, his work with CMAP, UCCI and all that he accomplished in Will County. Mr. Gryder read highlights from his education, personal life, and work with the local government since 2004. He was known for his advocacy for disability issues, senior citizen services, preservation, and agricultural issues in his community.

**REVIEW BOARD ACTION ITEMS** – Chairman Gryder asked the committee to review the draft County Board agenda.

Add Animal Control under Standing Committee Reports

- Animal Control Building Renovation Update

Under Finance

- Approval of Claims

Under PB&Z

- Approval of Petition 19-43 Request from the Kendall County Historic Preservation Commission for Amendments to the Kendall County Historic Preservation Ordinance Pertaining to Definitions, Historic Preservation Commission Powers and Authorities, Terms and Appointments of Preservation Commission Members, Nomination Procedures of Landmarks and Historic Districts, Alteration, Construction, Demolition and Maintenance Provisions, Penalties, and Application Fee

Under Special Committee Reports

- Northwest Water Planning Alliance
- Kendall Housing Authority

**EXECUTIVE SESSION** – Not needed

**ADJOURNMENT** – Member Cesich made a motion to adjourn the meeting, second by Member Gengler. **With nine members voting aye, the meeting was adjourned at 5:08p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE/ANIMAL CONTROL COMMITTEE**

**MEETING MINUTES  
Wednesday, June 24, 2020**

**Call to Order** – The meeting was called to order by Board Chair Scott R. Gryder at 8:34 a.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Present		
Scott Gryder	Here		
Matt Kellogg	EXCUSED		
Judy Gilmour	ABSENT		
Tony Giles	ABSENT		
Audra Hendrix	ABSENT		

**With five members present, a quorum was established to conduct committee business.**

Others present: Latreese Caldwell, Scott R. Gryder, Scott Koeppel, Laura Pawson, Kelly Prestigaard, Dr. Gary Schlapp, Jim Smiley

**Approval of Agenda** – Motion made by Member Prochaska, second by Member Cesich to approve the agenda. **With six County Board members in agreement, the motion carried by a vote of 6-0.**

**Chairman Gryder turned the meeting over to Committee Chair Cesich at 8:39a.m.**

**Approval of Minutes** – Motion made by Member Flowers to approve the minutes from February 24, 2020 second by Member Prochaska. **With five committee members in agreement, the minutes were approved by a 5-0 vote.**

**Monthly Reports**

- **Census Log** – Laura Pawson reviewed the census log with the committee.  
**Shelter Count as of June 22, 2020**  
 Dogs Available for Adoption: 0  
 Unavailable Dogs for Adoption: 6  
 Cats Available for Adoption: 0  
 Unavailable Cats for Adoption: 2

Ms. Pawson reported 1 dog and 2 cats were transferred to Rescue Organizations due to the Covid-19 pandemic.

- **Bite Report** – Ms. Pawson reviewed the Bite Report. The report indicated there were 18 dog bites and 1 cat bite for the month of May. There is one dog on hold for a vicious attack investigation. Written report provided.
- **Operations Report** – Ms. Pawson reported they are fully staffed and working well together. Ms. Presitgaard, Kennel Manager/Animal Control Officer was introduced to the committee.

Ms. Pawson reported that adoptions and owner-surrenders will be by appointment only, and that a one person at a time Volunteer Orientation is planned for July, and all social distancing protocols will be strictly enforced.

**Accounting Report** – Ms. Pawson reported the expenses between 50-60 percent of budget, and revenues at approximately 44 percent. Written report provided.

**Old Business** – None

**Executive Session** – Not needed

**Action Items for the County Board** – None

**Action Items for the Committee of the Whole** – None

**Questions from the Media** – Jim Wyman, WSPY asked about the resumption of the Inmate Work Detail.

Discussion on the temporary suspension of the Inmate Work Detail cleaning on Wednesdays in the facility, and utilizing them again when the County opens in Phase 4. Mr. Koepfel stated that the staff and volunteers will be slowly moving into Phase 4 and once they have established a more normal routine, discussions with the Sheriff's Office about reinstatement of the Inmate Work Detail will occur.

**Public Comment** – None

**New Business**

- *Tour of the newly Renovated Animal Control Facility* – Mr. Koepfel, Ms. Pawson and Ms. Prestigaard led small groups through the facility, explaining the changes, and answering questions.

**Adjournment** – Member Cesich made a motion to adjourn the meeting, second by Member Prochaska. **With four members present in agreement, the meeting was adjourned at 9:56 a.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant & Recording Clerk



**KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE**

*Kendall County Office Building*

*Rooms 209 & 210*

*111 W. Fox Street, Yorkville, Illinois*

**5:00 p.m.**

**Special Meeting Minutes of June 29, 2020 – Unofficial until approved**

**CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 5:00 p.m.

**ROLL CALL**

Committee Members Present: Elizabeth Flowers (attended remotely), Scott Gengler, Judy Gilmour, and Matthew Prochaska (Chairman)

Committee Members Absent: Matt Kellogg (Vice-Chairman)

Also Present: Matt Asselmeier (Senior Planner), Scott Koeppel County Administrator (Attended Remotely), Bill Ashton, Roger Bledsoe, Tom Casey (Attended Remotely), Larry Nelson, Ruben Rodriguez (Arrived at 5:05 p.m.), and Claire Wilson (Attended Remotely Starting at 5:41 p.m.), Aaron Rybski (Attended Remotely), David Guritz, Alyse Olson, Jason Langston, Meagan Briganti, Jeff Wehli, Scott Gryder (Attended Remotely Starting at 5:41 p.m.), Randy Mohr, Karen Clementi (Attended Remotely), Cliff Fox, Tom LeCuyer, Dick Thompson, Dick Whitfield, Mike Hoffman, Megan Andrews, and Audra Hendrix (Attended Remotely)

**APPROVAL OF AGENDA**

Without objection, the agenda was approved as presented.

**PUBLIC COMMENT**

None

**NEW BUSINESS**

Discussion of Amending the Kendall County Zoning Ordinance

Mr. Asselmeier provided a history of the project and summarized the request.

Throughout the document, the following changes were proposed:

1. Section number changed from period separators to colon separators (i.e. Section 1.00 became Section 1:00).
2. General typographical errors were corrected.
3. Uses and definitions were moved to their proper place in alphabetical lists.
4. Words and numbers were added to the text without changing meaning (i.e. if the phrase “fifty feet” appeared in the text, the phrase “50” was added to the text.).
5. Abbreviations for certain terms replaced longer names in the text (i.e. Planning, Building and Zoning became PBZ, Zoning Board of Appeals became ZBA, Land Resource Management Plan became LRMP, etc.).

6. Incorrect citations were corrected and citations in general will be hyperlinked.
7. Sections were re-numbered and re-lettered without changing the meaning of the text.
8. Statements about complying with other sections of the Ordinance or other local, State, or Federal laws were removed because they are redundant (i.e. the statement “Signs must comply with Section 12 of the Ordinance” was used frequently throughout the document. The statement has no extra meaning because signs have to comply with the signage regulations whether or not this statement was included in the Ordinance).
9. If a use had multiple conditions, those conditions were listed in the first zoning district where the use occurred. In subsequent statements about the use, a reference to the original list of conditions and restrictions was added.
10. The phrases “date of adoption” and “date of amendment” were deleted and replaced with the date the section became effective.
11. In various sections, references to accessory uses meeting certain standards was deleted.
12. In various sections, references to home based businesses meeting applicable regulations was deleted.
13. In various sections, reference to small wind energy system standards were deleted.

In the Section 1:00 Title, the following change was proposed:

1. Only changes listed in the Throughout the Document section occurred.

In Section 2:00 Intent and Purpose, the following change was proposed:

1. The wording of the first paragraph regarding serving certain purposes was amended.

In Section 3:00 Rules and Definitions, the following changes were proposed:

1. Section 3:01 was amended by adding “Words and terms not defined shall have the meanings indicated by common dictionary definition.”
2. The definitions of Automobile Service Station, Bus Lot, Garage (Bus), Erect (from the Sign Portion of the Ordinance), Garage (Public), Hotel (Apartment), Junker, Sign Advertising (Billboard), and Tourist Courts, Motor Lodges were deleted because the terms did not appear in the Ordinance or were duplicated, in whole or in part, by other terms.
3. The definitions of Awning Signs, Banner Signs, Changeable Copy Sign, Commercial Message, Construction Sign, Crop Identification Sign, External Illumination, Façade, Free-Standing Signs, Garage/Yard Sale Sign, Ground Sign, Illegal Sign, Illuminated Sign, Inflatable Sign, Instructional Sign, Internal Illumination, Marquee or Canopy, Marquee or Canopy Sign, Memorial or Tablet Sign, Non-Conforming Sign, Off Premise Identification Sign, Outdoor Advertising Structure (Billboard), Pennant, Political Sign,

Portable Signs, Projecting Signs, Real Estate Sign, Roof Sign, Sign, Business, Sign Church Bulletin Board, Sign Contractor, Sign, Flashing, Sign, Gross Area Of, Sign Identification, Sign Structure, Sign Supports, Special Event Signs, Temporary Sign, Wall Sign, Window Area, and Window Sign were moved from the definitions section of the sign portion of the Ordinance (12:03) to this section.

Mr. Wehrli asked about limiting the types of banner signs. The consensus of attendees was to change the language to reference those signs as examples.

4. The definition of Bed and Breakfast was changed to more closely match the definition of bed and breakfast contained in the Illinois Bed and Breakfast Act.
5. The definition of Building, Completely Enclosed was changed regarding the separation from other structures and by removing the phrase other buildings.
6. The definition of Family was amended by deleting the phrase “group of”.
7. The definition of Floor Area For Determining Floor Area Ratio was amended by changing the calculation of floor area ratio for certain structures.
8. The definition of Grade was amended from the sign portion of the Ordinance.
9. The definition of Hotel, Motel, or Inn was amended to address short-term rentals. The consensus of attendees was to clarify that the thirty (30) days be consecutive days.
10. The definition of Kennel was amended to have the definition more closely the match the definition of kennel contained in the Illinois Animal Welfare Act.
11. The definition of Land Resource Management Plan was added to the Ordinance.
12. The definition of Loading and Unloading Space, Off Street was amended by deleting the phrase of land.
13. The definition of Microbrewery was amended by clarifying the Class 1 brewer reference from State law.
14. The definition of Non-Conforming Use was moved to the appropriate place alphabetically.
15. The reference “see Billboard” was added to the definition Outdoor Advertising Structure: Billboard.
16. The reference to eleemosynary institutions was removed from the definition of Philanthropic Institutions.
17. The definition of Railroad Right-of-Way was amended to clarify that the definition only applied to certain uses under regulation by the Interstate Commerce Commission.

18. The definition of Service Station was amended by replacing referencing with public garage with motor vehicle repair facility.

19. The definition of Short-Term Rental was added.

The consensus of attendees was to check with the State's Attorney's Office regarding whether or not the Zoning, Platting and Advisory Committee had to comply with the various regulations applying to public committees.

In Section 4:00 General Provisions, the following changes were proposed:

1. In Section 4:03, the buildings and structures shall conform to regulations, not just building regulations.
2. In Section 4:05.A.3, merchandise storage shall be on the same lot as the business use and not restricted to just retail services.
3. In Section 4:05.A.15, short-term rentals were added as accessory uses provided they are registered.
4. In Section 4:05.B, Permitted Obstructions Table, the reference to attached accessory buildings for eaves and gutters was removed.

Discussion occurred regarding swimming in relation to setbacks from wells and septic systems. The consensus of the attendees was to keep the distinction between the various types of swimming pools.

5. In Sections 4:06.1 and 4:07.1, research and development businesses were exempted from the requirement that they be conducted indoors.
6. In Section 4:06.6 and 4:07.7, noise, vibration, smoke, dust, odors, heat, glare, or electrical disturbances cannot be perceivable at the property line or cross the property line unless otherwise permitted by law.
7. In Section 4:18.L, the fee schedule for solar panels was adjusted to round kW up to the nearest whole number. The consensus of the attendees was to change the language to allow the County Board to set a fee, but the fee should be listed in the Planning, Building and Zoning Department's Fee Schedule Ordinance and not in the Zoning Ordinance.

In Section 5:00 Non-Conforming Buildings and Uses, the following change was proposed:

1. This Section was divided into parts A, B, and C. These partitions have been deleted.

In Section 6:00 Zoning Districts, the following changes were proposed:

1. In Section 6:01, the number of Zoning Districts was corrected from nineteen (19) to twenty (20).
2. In Section 6:01, the locations of certain districts within the Ordinance were reclassified based on the renumbering of certain sections and relocation of certain information.

3. In Section 6:01, the name of the M-3 District was changed to match its name in Section 10 of the Ordinance.
4. In Section 6:02, the location of the Official Zoning Map is more specifically defined and its location clarified.

In Section 7:00 Agricultural District, the following changes were proposed:

1. In Section 7:01.B.4, the Right to Farm Clause was added.
2. In Section 7:01.C.18.f., the procedure for classifying existing approved lots was deleted because the date referenced in the Section has passed.
3. In Section 7:01.D.13, the operational period for Bed and Breakfast Establishments was changed to match State law.
4. In Section 7:01.D.46, Riding Stables were deleted as a special use. Riding Stables were listed as both special and conditional uses. This deletion makes Riding Stables conditional uses in the A-1 District.
5. In Section 7:01.G.2.a and b, the measurement of the setbacks for primary and accessory structures in the A-1 District shall be either one hundred (100) feet from a dedicated road right-of-way or one hundred and fifty (150) feet from the center line of all adjacent roads and not whichever is greater.

In Section 8:00 Residential District, the following changes were proposed:

1. In Section 8:01, the last sentence in second paragraph regarding buffers was deleted and the Right to Farm Clause was added.
2. In Section 8:02.A.11.e, the phrase "or similar" was added to allowable farm animals. Alpacas were also added to the list of animals and the spelling of llamas was corrected.
3. In Section 8:02.B.1.b, remove the \$25 annual renewal and have the fee set by the County Board.
4. In Section 8:02.B.1.l, the administrative fee is removed.

Mr. Wehrli asked about wholesale food operations in residential districts. This use was allowed because of the cupcake law.

5. In Section 8:02.C and other sections where they were listed as special uses, rest homes, nursing homes, and sanitariums will not be for human beings only.
6. In Section 8:03, the phrase "subject to approval of the County Board" was listed as footnote in several locations. This phrase was removed as a footnote and added to the body of the text where the footnote appeared.

7. In Section 8:03, the phrase, “as determined by the County Board or as identified in a local historic preservation plan” was listed as a footnote in several locations. This phrase was removed as a footnote and added to the body of the text where the footnote appeared.
8. In Section 8:03.H, the distinction between golf courses and par 3 golf courses was removed.
9. In Sections 8:04.C and 8.05.C, the phrase “and uses” was added to these sections confirming that uses in the RPD-1 were the same uses in the RPD-2 and RPD-3.
10. Section 8:06 was moved to Section 13 with the other procedures for approving zoning requests.

Discussion occurred about septic fields for certain retail uses in residential zoned areas. The consensus of attendees was not to make changes with regards to this issue.

11. In the R-2 and R-3 District, a title of “NO REZONING” was added to the paragraphs stating these rezoning to these districts cannot occur if the property was over a certain acreage.
12. In several districts, if there was only one conditional use, that use was listed in the introductory paragraph of the conditional use section instead of listing uses.

Discussion occurred regarding input from Homeowners’ Associations. The consensus of attendees was not to include regulations regarding input from Homeowners’ Associations.

In Section 9:00 Business Districts, the following changes were proposed:

1. Throughout this Section, telecommunication stations were included with telecommunication hubs.
2. In several districts, if there was only one conditional use, that use was listed in the introductory paragraph of the conditional use section instead of listing uses.
3. In Section 9:00, the Right to Farm Clause was added.
4. In Section 9:03, the self-storage facilities were removed as a conditional use because they are already special uses in the B-3 District.
5. In Section 9:04.G, the side and rear yard setback requirements were merged into one paragraph.

In Section 10:00 Manufacturing Districts, the following changes were proposed:

1. Throughout the Section, miscellaneous uses were separated and listed alphabetically in the appropriate places.

2. In several districts, if there was only one conditional use, that use was listed in the introductory paragraph of the conditional use section instead of listing uses.
3. In Section 10:01.C.3, the location of adult regulated uses was changed based on area to be zoned, the distance from certain other zoning districts was expanded to 1,000 feet, and the certain other districts were expanded to include A-1 Special Use PUDs, all residential zoning districts, and all business zoning districts.
4. In Section 10:03.1, the Enforcement Officer was changed to Zoning Administrator.
5. In Section 10:03.1, the severability section was deleted because there is a severability section in Section 14 that applies to the entire Zoning Ordinance.

In Section 11:00 Off-Street Parking and Loading, the following changes were proposed:

1. In Section 11:02.C, the reference to the Shared Parking published by the Urban Land Instituted is deleted.
2. In Section 11:02.F.6, the Americans With Disabilities Act parking information is deleted and replaced with a link to the appropriate sections to the Americans With Disabilities Act.
3. In 11:02.F.8, the applicability of the screening requirements was changed from institutional premises to properties zoned business, manufacturing, and agricultural with a special use permit. Screening provisions could be approved as part of a special use permit and could be reduced upon approval by the Regional Planning Commission or upon appeal by the Planning, Building and Zoning Committee.
4. In Section 11:04, the parking calculation for restaurants, furniture and appliance stores, household equipment or furniture repair shops, and health clubs and fitness centers was clarified to be based on the square footage of the entire premises.
5. In Section 11:04, the parking requirement for warehouse and storage was clarified to not be applicable to self-storage facilities.
6. In the final paragraph of Section 11:04, the parking requirements for uses not included in the parking table is proposed to be determined by the special use permit in cases where special use permits are issued.
7. In Section 11:05.A.1.b, the parking requirements for recreational vehicles would be determined by the parking regulations of the zoning district where the property is located.
8. In Section 11:05.A.1.b, the fee for registering a recreational vehicle was deleted because recreational vehicles can no longer be registered.

9. In Section 11:05.D, references to the Planning, Building and Zoning Director were changed to the Zoning Administrator.
10. In Section 11:05.D.5, the phrase unless otherwise allowed by ordinance was added.
11. In Section 11:06.G, the square footage requirement numbers were changed to remove conflicts (i.e. instead of category of 5,000 to 10,000 square feet, 10,000 to 25,000 square feet, etc. the new categories are 5,000 to 10,000 square feet, 10,001 to 25,000 square feet were created).

Discussion occurred regarding parking regulations in relation to outdoor seating. The consensus of attendees was not make any changes to the proposal regarding parking for outdoor seating.

In Section 12:00 Signs, the following changes were proposed:

1. In Section 12:03, definitions were moved to Section 3:02 of the Zoning Ordinance.
2. In Section 12:04.A, signs approved by governmental entities were added as public or quasi-public informational signs.
3. In Section 12:04.J, the conflicting language regarding the removal of certain real estate signs was removed; for rent or for lease signs must be removed within 7 days of closing or lease initiation. Signs for open houses must be removed on the same day as the open house.
4. In Section 12:06.D, regarding replacement bonus for certain signs was deleted.
5. In Section 12:08.A.1.c, the reference to political signs was removed and the provision was made applicable to all temporary signs.
6. In Sections 12:08.A.3, the 60% size of changeable copy signs as a part of the whole sign area was removed; the scrolling period for signs in the A-1 District would be determined by the special use permit; message signs cannot pulsate; message must be visible for 2 seconds instead of 5 minutes to be considered flashing.
7. In Section 12:09.A.3, government use signs cannot be changeable in the Residential Districts and the changes made in Section 12:08.A.3 listed previously would also occur in Residential Districts.
8. In Section 12:10.B, the changes listed in Section 12:08.A.3. would apply to signs in Business and Manufacturing Districts.
9. In Section 12:14.B.4, the regulation regarding temporary event signs will be clarified to "may".



10. In Section 12:17.K, outdoor advertising structures would be governed by their respective special use permits.

11. Section 12:20 would be deleted because the amortization period has ended.

In Section 13 Administration, the following changes were proposed:

1. Throughout the Section, references to zoning maps are changed to the Official Zoning Map.
2. In Section 13:01.B.2, the terms of office for the original members of the Zoning Board of Appeals are deleted.
3. In Section 13:01.B.9, the notice requirement is changed from the newspaper notification between 30 and 15 days to notice by manner defined by applicable law. The members of the Zoning Board of Appeals had no objections to this change.
4. In Section 13:01.C.3, the Zoning Map will not be attached hereto.
5. In Section 13:03, the County issues completion permits in addition to occupancy permits; the section is amended to reflect this fact.
6. In Section 13:04.A.1, the language is clarified that variances can be granted for anything except use.
7. In Section 13:07.B, the Zoning Administrator was added to the list of entities that may initiate amendments.
8. In Section 13:07.D, the ZBA initiation of proceedings was deleted.
9. In Section 13:07.F, the language was clarified to require the Zoning Board of Appeals to issue a recommendation within 30 days after the close of the hearing. The members of the Zoning Board of Appeals had no objections to this change.
10. In Section 13:07.G.2, the language was amended to correspond with State law regarding written protests.
11. Section 8:06, regarding approval of RPDs, was moved to Section 13:09.
12. In Section 13:09.B.2, the language was clarified regarding membership on the Concept Plan Committee to include other affected districts.
13. In Section 13:09.D.3.b, the notification was clarified to the municipality with extra-territorial control.

14. In Section 13:09.D.3.g, the timeline of overview for the PBZ Committee was extend to 60 days to allow appropriate entities time to file legal objections.

15. In Section 13:10.F.1, the application deadline is changed from 7 to 14 days prior to ZPAC.

No changes were proposed in Section 14 Separability.

Discussion occurred about identifying the designee of the Zoning Administrator in the absence of the Zoning Administrator. The suggestion was made to have the Chairman of the Planning, Building and Zoning Committee as the designee.

Mr. Nelson suggested that the meetings of the Regional Planning Commission be called by the Chairman of the Regional Planning Commission.

Discussion occurred regarding the factors for designating open space. Mr. Rybski suggested that soils unsuitable for septic systems be considered for open space. ZPAC will propose language at their meeting on July 7, 2020.

The Kendall County Regional Planning Commission voted to initiate the text amendments. This matter goes to ZPAC on July 7, 2020.

#### **PUBLIC COMMENTS**

None

#### **ADJOURNMENT**

Member Flowers made a motion, seconded by Member Gilmour, to adjourn.

The votes were as follows:

Ayes (4): Flowers, Gengler, Gilmour, and Prochaska

Nays (0): None

Absent (1): Kellogg

The motion carried. Chairman Prochaska adjourned the meeting at 6:56 p.m.

Minutes prepared by Matthew H. Asselmeier, AICP, Senior Planner

**COUNTY OF KENDALL, ILLINOIS**  
**Economic Development Committee**

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**Remote Meeting Minutes**  
**Friday, June 26, 2020**

**Call to Order**

The meeting was called to order by Committee Chair Audra Hendrix at 9:00 a.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Scott Gryder	Here		
Audra Hendrix	Here		
Matthew Prochaska			
Robyn Vickers	Here		

Others Present: Scott Koepfel

**Approval of Agenda** – Member Gryder made a motion to approve the agenda, second by Member Vickers.

**Roll Call:** Member Hendrix – yes, Member Gryder – yes, Member Cesich – yes, Member Vickers – yes. **With four members voting aye, the motion was approved.**

**Approval of April 17, 2020 Meeting Minutes** – Member Gryder made a motion to approve the April 17, 2020 meeting minutes, second by Member Cesich. **With four members voting aye, the motion carried by a vote of 5-0.**

**Roll Call:** Member Gryder – yes, Member Cesich – yes, Member Vickers – yes, Member Hendrix – yes. **With four members voting aye, the motion was approved.**

**Committee Business**

➤ *Grant Updates*

- *Downstate Small Business Stabilization Program* – Mr. Koepfel updated the committee on the progress of applications that the County has submitted to the State. The state has committee \$20 million total, and have only allocated \$1.3 million thus far, so there is hope that the ones submitted by Kendall County will be awarded soon. Mr. Koepfel briefed the committee on the process with municipalities, and reporting grant funding to the County as they are awarded. Mr. Koepfel reminded the committee on marketing and advertising that is being done by the County and the municipalities in strides to reach as many businesses as possible. Mr. Koepfel stated that the following businesses have submitted applications: Top Notch Kennels, Kennedy Pointe Restaurant, Faith In Designs,

# COUNTY OF KENDALL, ILLINOIS

## Economic Development Committee

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Inc., Blackberry Golf, Inc., The Home Shows, Emerson Creek Events. Mr. Koepfel stated that none of these applicants was in the first round of awards from DCEO.

- *Federal Economic Development Planning Grant* – Mr. Koepfel stated that the EDA is accepting grant applications regarding Coronavirus expenditures. This would be a way to assist local businesses with recovery and
  - *Business Interruption Grants (BIG)* – Mr. Koepfel reported this is a new grant program providing \$60 million to businesses experiencing losses of business interruption as a result of COVID-19 related closures. DCEO will begin distribution of funds to qualifying businesses in early July. In the first wave of grants, priority will be given to businesses located in disproportionately impacted areas (DIAs), or low-income areas that have had high rates of COVID-19 cases. Applications will be accepted from June 26 through July 7, 2020. Discussion on the specifics, the online application, and timeline for submission to the state.
  - *Distressed Capital Program* – Mr. Koepfel reported on the Rebuild Illinois for Economic Distressed Areas Program through DCEO for eligible projects in each region. The intent of this program is to support Illinois businesses that have sustained property damage as a result of civil unrest during protests and demonstrations on or after May 25, 2020. Funds will be used to reimburse businesses for significant repairs to property that has already occurred or will fund repairs or new construction performed by qualified vendors in order to help the business and community recover as quickly as possible. There is a two-week window for applying, and grants can range from \$1,000 to \$200,000. Member Hendrix stated that information for this and other grant opportunities is available on the Economic Development webpage.
- *Discussion of TPMA Future and Current Contract* – The original agreement was for three-months which will end shortly. Mr. Koepfel reminded the committee of the work Thomas P. Miller & Associates (TPMA) has assisted local businesses with in applying for the Downstate Small Business Grant Program. Mr. Koepfel stated that TPMA could assist with additional grant programs, and informing the communities with other available grant opportunities and support available to them. Mr. Koepfel asked for the committee’s direction on renewing the agreement with TPMA. **There was consensus by the committee to renew the agreement with TPMA for an additional seven-months – through January 30, 2021.** Mr. Koepfel will bring the new contract to the July 7, 2020 County Board meeting for review and approval.
- *Discussion of the State of Local Businesses and Increased County Communication* – Mr. Koepfel reviewed the ideas and information that TPMA would utilize when reaching out to County municipalities in collaboration with municipalities and Economic Development organizations. Discussion on the County’s enhancement to the municipalities, and our desire to continue to assist and inform the municipalities with grant opportunities, assist with economic growth, getting a pulse on local businesses and their needs, and partner with municipalities in building a stronger more viable Kendall County for the benefit of everyone.

# COUNTY OF KENDALL, ILLINOIS

## Economic Development Committee

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- *Discussion of Extending Revolving Loan Fund Payment Relief* – Discussion on the necessity of extending the Revolving Loan Fund relief, if the participants have asked for the extension, and current restrictions. There was consensus by the committee to extend the relief program for an additional 60-days, and have TPMA contact the loan recipients in August to discuss additional resources with them.

Member Hendrix made a motion to forward the Discussion of Extending the Revolving Loan Fund Payment Relief for an additional 60-days to the County Board, second by Member Vickers.

**Roll Call:** Member Cesich – yes, Member Gryder – yes, Member Hendrix – yes, Member Prochaska – yes, Member Vickers – yes. **With five members present voting aye, the motion carried by a vote of 5-0.**

**Updates and Reports** – Revolving Loan Fund data is listed on the last page of the packet.

**Chairs Report** – No report

**Items for the County Board** - *Discussion and Approval of Extending the Revolving Loan Fund Payment Relief for an additional 6-days*

**Items for the Committee of the Whole Meeting** - None

**Public Comment** – None

**Executive Committee** – Not needed

**Adjournment** - Member Gryder made a motion to adjourn, second by Member Vickers. There being no objection, the Economic Development Committee meeting was adjourned at 9:45a.m.

Respectfully submitted,

Valarie McClain  
Administrative Assistant & Recording Secretary

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
WEDNESDAY, JUNE 10, 2020**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

**Roll Call:** Members Present: Matt Kellogg, Judy Gilmour, Audra Hendrix  
Members Absent: Tony Giles, Amy Cesich

**With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley

**Approve the May 4, 2020 Facilities Committee Meeting Minutes** – There were no changes to the May 4, 2020 minutes; Member Hendrix made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Animal Control Project* – Director Smiley submitted an updated project cost breakdown to the Committee. At the request of Member Cesich, Mr. Smiley obtained a quote of \$5,500.00 for landscaping at the entrance where the current handicap ramp is located, removing North side bushes and replacing bushes with new material and leveling out the outdoor cage area. The consensus of the Committee is to wait on landscape since the project is over budget due to the addition of the fiber optic cable and the ceiling insulation replacement. Chair Kellogg will confirm with Latreese the fund balance for the additional landscape cost. Jim also informed the Committee there are a few items left to finish by KCFM staff and the final inspection by the City of Yorkville for occupancy should be in the next few days.
2. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet replacement has been completed. **Project Complete.**
3. *Courthouse BCU Replacement* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
4. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
5. *A/C Issue at Courthouse MDF room* – Director Smiley reported the new system was installed June 1st and has been operating since June 8<sup>th</sup>. **Project Complete.**
6. *A/C Issue at Public Safety Center Jail AHU#6; South Jail* – Director Smiley informed the Committee repairs were completed. The system has been recharged and is operating properly. **Project Complete.**
7. *COVID 19 Purchases* – Director Smiley updated the Committee on current Facilities COVID-19 expenses and purchases to date totaling \$42,837.21. During this discussion on costs Member Hendrix asked if we had talked with Trane or had looked into other things that might be done concerning cleaner indoor air quality. Audra explained that she had heard California was looking into having 100% outside air brought into facilities and asked if we could do so in our facilities. Ms. Hendrix also asked about looking into UV being induced into the air stream. Director Smiley said that although we could open outside air dampers to 100% it is not practical to do this. Mr. Smiley went on to say that he was not aware of UV being approved as a method to rid the air stream of COVID 19. Jim did say years ago he purchased Ozone generating bulbs for an unknown source of odors at the Historic Courthouse.

Those bulbs eliminated the odors and was rated to be effective against MERSA and other diseases but he was not sure if they were approved for diseases like COVID 19. Additional reasons Mr. Smiley does not recommend going to 100% outside air are as follows:

- Buildings get to be intolerable once the air streams get above 62 degrees in the summer.
- This would cause our A/C systems to run at 100% and lessen the efficiency of the systems.
- Increase wear and tear on the equipment by running full open capacity for longer periods of time.
- Reduced life of equipment due to running constantly at full load.

Director Smiley also said that the systems automatically use outside when air temps are below 58 degrees, the systems are set for a minimum of 15% outside air to meet current recommendations for indoor air quality.

Jim was directed to check with Trane to see if they have recommendations and to report it at the next FM Committee meeting in July.

8. *Historic Courthouse 2020 Window Replacements* – Director Smiley informed the Committee installation projection is currently set for mid-August.
9. *2020 Paving Projects* – The City of Yorkville paved the County Office Building’s West side parking spots. We are waiting for striping and curb stops to be completed. Director Smiley contacted D Construction to get a projected start date for the Health and Human Services (HHS) paving project. Mr. Smiley was informed it would be at least 2 more weeks before starting the project. Jim was also directed to obtain pricing to fix various sidewalks around the campus since the HHS paving project came in \$37,000.00 - \$39,000.00 under budget. Quotes Director Smiley received were \$29,450.00 if we do all the work quoted. Mr. Smiley is in process of obtaining a quote from a second company and requested if the bid doesn’t exceed this current bid to move forward with the project. Consensus of the Committee is to move forward.

## **New Business/Projects**

1. *Chair’s Report*
  - a. *Solar Project Update* – Fencing projected to be completed in the next 2 weeks. Director Smiley stated a transformer changeover at the Courthouse will be needed. The cutover to the new transformer will be scheduled for a Saturday.
  - b. *County Board Room and Security Improvements Meeting* – Chair Kellogg stated the project is set for presentation and discussion at tomorrow’s COW meeting. Chair Kellogg also informed the Committee a grant for the remodel maybe available.
2. *Phone System Replacement* – Director Smiley stated the computer network is finally being updated to support VOIP. Mr. Smiley, Technology Director Kinsey and County Administrator Koepfel have been meeting with companies about the system replacement. Director Smiley stated our analog circuits may not be supported when our contract is up next year is another reason changing systems is a priority. However in meeting with Metronet they have stated they offer analog service as part of their product lines. Director Smiley informed the Committee this would have to go out for public bid and it would be ideal for installation to start around December 1, 2020 to work with the expiration of current analog contracts due in February 2021.
3. *Traffic Court Setup at Yorkville High School* – Judge Pilmer reported to the Committee the traffic court set up at Yorkville High School has been working well. Judge Pilmer thanks all departments involved; the Sheriff’s dept. with security, Facilities for the set-ups, Highway for the signage and GIS for mapping. Director Smiley stated the Facilities Director at Yorkville was very accommodating. Judge Pilmer anticipates traffic court will continue at the high school through July.
4. *Social Distancing measures to Re-Open Facilities* – Director Smiley stated that glass shields were added at the Courthouse, Health and Human Services and the County Office Building. Courtroom seating has been marked off per social distance requirements along with the courtroom benches. Floor signage has been applied and Disinfectant stands have been installed in buildings lobbies.

5. *Comcast Fiber Circuit Install at PSC* – Director Smiley reported the KCFM portion of the install was completed yesterday. **Project Complete.**
6. *2020 Van Purchase Discussion* – Director Smiley informed the Committee this purchase is for a smaller van and to purchase the van through the state purchasing site will be an eight (8) to nine (9) month delivery time. Jim stated a local dealer, Gjovick Ford, will match the state bid price of \$26,795.00 which includes the shelving and racking that is needed for the interior of the van. Consensus of the Committee is to forward to the County Board for approval.

**Staffing/Training/Safety**

- *Reportable Labor Hours* – Reports were included in the packet.

**Other Items of Business**

- *CMMS Charts* – Reports were included in the packet for:
  - Reported versus Completed Work Orders, Reported by Building Current Month
  - Work Orders by Work Type Current month

**Questions from the Media** – None

**Executive Session** – None

**Adjournment** – Chair Kellogg asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:52 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant





Kendall County  
*Office of the Sheriff*

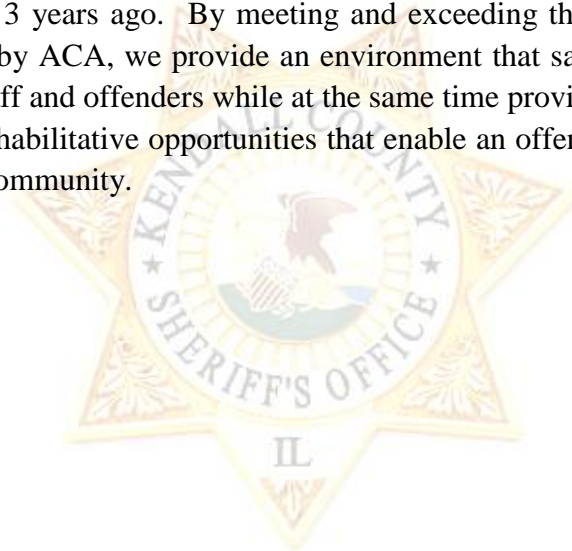


**INTEROFFICE MEMORANDUM**

**TO:** COUNTY BOARD  
**FROM:** DWIGHT BAIRD, SHERIFF  
**SUBJECT:** AMERICAN CORRECTIONAL ASSOCIATION REACCREDITATION CONTRACT  
**DATE:** JUNE 25, 2020  
**CC:**

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Attached is the American Correctional Association reaccreditation contract for the Kendall County Jail. The contract is for \$9,000.00 which will cover the cost of the reaccreditation assessment. This item is budgeted in the FY 20 budget. If you recall the Kendall County Sheriff's Office first achieved accreditation 3 years ago. By meeting and exceeding the performance standards and expected practices set by ACA, we provide an environment that safeguards the life, health, and safety of the public, staff and offenders while at the same time providing the necessary education, work, religious, and rehabilitative opportunities that enable an offender to prepare for successful reintegration into the community.



**A RESOLUTION OF THE KENDALL COUNTY BOARD  
ABOLISHING THE BOARD OF DIRECTORS OF THE  
TUBERCULOSIS CARE AND TREATMENT FUND**

**WHEREAS**, Kendall County approved the levy of an additional annual tax for the Tuberculosis Care and Treatment Fund as authorized by 55 ILCS 5/5-23039; and

**WHEREAS**, the County Board Chairman with approval of the County Board appointed a three member Board of Directors to oversee the expenditures of Tuberculosis Care and Treatment Fund as required by 55 ILCS 5/5-23041; and

**WHEREAS**, the Kendall County Health Department provides administrative support and oversight over the programs and services offered through the Tuberculosis Care and Treatment Fund; and

**WHEREAS**, 55 ILCS 5/5-23002 authorizes the County Board to abolish the Board of Directors for Tuberculosis Care and Treatment Fund by resolution provided such resolution provides that:

1. the membership of the Board of Health be increased to 11 members a majority of which shall be members of the general public; and
2. the employees, records, and assets and liabilities of the Tuberculosis Care and Treatment Board be transferred and assumed by the Board of Health; and
3. an additional tax be imposed by the county board at a rate, which shall not be increased at any time, which is equal to the greater of (A) the average tax rate imposed in the County for Tuberculosis Care and Treatment Fund over the most recent 5 year period, or (B) the rate that would have been necessary to raise the average amount that has been spent annually for the most recent 5 year period regardless of whether a tax was levied for the Tuberculosis Care and Treatment Fund during such 5 years.

**WHEREAS**, pursuant to 55 ILCS 5/5-25013, the Board of Health may initiate and carry out programs and activities of all kinds that may be deemed necessary or desirable in the promotion and protection of health and in the control of disease including tuberculosis; and

**WHEREAS**, the County Board finds that Board of Health can effectively and efficiently operate programs for the care and treatment of persons with tuberculosis and there is no need to have a separate Board of Directors for that purpose and that by abolishing the Board of Directors for Tuberculosis Care and Treatment Fund Kendall County is streamlining government without compromising the level of service that will be provided.

**NOW, THEREFORE, BE IT RESOLVED** by the Kendall County Board as follows:

1. That the Board of Directors for the Tuberculosis Care and Treatment Fund be abolished effective upon adoption of this Resolution; and

2. the membership of the Board of Health be increased to 11 members a majority of which shall be members of the general public; and
3. the employees, records, and assets and liabilities of the Tuberculosis Care and Treatment Board be transferred and assumed by the Board of Health; and
4. an additional tax be imposed by the county board at a rate, which shall not be increased at any time, which is equal to the greater of (A) the average tax rate imposed in the County for Tuberculosis Care and Treatment Fund over the most recent 5 year period, or (B) the rate that would have been necessary to raise the average amount that has been spent annually for the most recent 5 year period regardless of whether a tax was levied for the Tuberculosis Care and Treatment Fund during such 5 years.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
Scott R. Gryder, Chairman

Attest:

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



**Thomas P. Miller & Associates, LLC  
Professional Services Agreement**

This Agreement, entered into by and between Kendall County, Illinois (“Client”) located at 111 West Fox Street, Yorkville, IL 60560, and Thomas P. Miller and Associates, LLC (“Contractor”), located at 1630 North Meridian Street, Suite 430, Indianapolis, Indiana 46202.

WITNESSETH THAT:

WHEREAS, Client has the need and desire to obtain the services of a contractor; and

WHEREAS, Contractor desires to perform said services detailed in the attached ‘Scope of Work’ for Client and is able to do so in a professional manner; and

WHEREAS, Client has selected Contractor to perform these services.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. TERM. The term of this Agreement shall be July 8, 2020 to January 31, 2021.
2. SERVICES TO BE RENDERED: Scope of Work as outlined in Attachment A: General Scope of Services.
3. COMPENSATION. Client shall pay Contractor \$35,000.00 (inclusive of expenses) during the term of this Agreement for the satisfactory completion of the services to be rendered.
4. PAYMENT TERMS. Client will pay invoices within thirty (30) days of receipt. Contractor will submit invoices to Client monthly as follows:

July 31, 2020	\$5,000.00
August 31, 2020	\$5,000.00
September 30, 2020	\$5,000.00
October 31, 2020	\$5,000.00
November 30, 2020	\$5,000.00
December 31, 2020	\$5,000.00
January 31, 2021	\$5,000.00

5. **CLIENT'S OBLIGATIONS.** Client shall provide Contractor, at no charge, all existing information, data, and documents, available and necessary for the carrying out of services under this agreement. Client shall cooperate with Contractor in every way possible in carrying out the scope of this agreement.
6. **TERMINATION.** In the event that the services of Contractor are unsatisfactory or that support rendered by Client is inadequate, either party shall have seven (7) business days after delivery of written notice of such unsatisfactory or inadequate services to rectify or correct the problem. If either party fails to correct the problem, either may terminate this Agreement with 30 days notice in writing, delivered to the business address of the other party. Contractor shall be compensated for services provided to the date such termination becomes effective.
7. **INDEMNIFICATION.** Both parties shall indemnify and hold harmless each other, their respective officers, employees, and agents from any and all loss, liability, claims, judgments, and liens, including costs and expenses, arising out of any negligent act or omission of Client or Contractor or any of their officers, agents, employees, or subcontractors in the performance of this Agreement.
8. **CONFIDENTIALITY.** Both Client and Contractor understand that information provided during the performance of this Agreement is confidential and may not be disclosed to any person not connected with this project without prior approval.
9. **NOTICE.** Any notice, invoice, order or other correspondence required to be sent under this Agreement shall be sent to the addresses outlined in the first paragraph of this Agreement.
10. **APPLICABLE LAWS.** This Agreement shall be governed by the laws of the State of Illinois, as the same shall be in force and effect upon the date this Agreement is executed.
11. **NON-DISCRIMINATION.** Contractor and its subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to firing, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, religion, color, sex, age, handicap, disability, national origin, ancestry, disabled veteran status, or Vietnam-era veteran status. Breach of this section shall constitute a material breach of this Agreement.
12. **NECESSARY DOCUMENTATION.** Contractor certifies that it will furnish Client, if requested, any and all documentation, certification, authorization, license, permit or registration required by the laws or rules and regulations of units of local, state, and federal government. Contractor further certifies that it is now in and will maintain its good standing with governmental agencies and will maintain its license, permit, registration, authorization, or certification in force during the term of this Agreement. Failure of Contractor to comply with this paragraph constitutes a material breach of this Agreement.

13. WAIVER. A contractor’s delay or inaction in pursuing its remedies as set forth in this Agreement, or available by law, shall not operate as a waiver of any of a contractor’s rights or remedies contained herein or available by law.

14. PERSONAL LIABILITY. Nothing in this Agreement shall be construed as creating any personal liability on the part of any officer, director, agency, or employee of Client or any public body, which may be a party to this Agreement.

15. SEVERABILITY. If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the provision shall be stricken, and all other provisions of this Agreement, which can operate independently of such stricken provision, shall continue in full force and effect.

16. CONFLICT OF INTEREST. Contractor certifies and warrants to Client that neither it nor any of its agents, representatives, or employees who will participate in performance of any services required by this Agreement have or will have any conflict of interest, directly or indirectly with Client.

17. AMENDMENTS. This Agreement may be amended, modified, renewed, or supplemented only by a written instrument signed by each of the parties hereto, and any such amendment may pertain to one or more of the provisions of this Agreement without affecting the other provisions of this Agreement. Upon completion of the elements within the original scope of work, this project may include extended work with new negotiated terms.

18. INTEGRATION. This Agreement represents the entire understanding between Client and the Contractor and supersedes all prior negotiations, representations, and/or contracts, either written or oral.

19. TAXES. Contractor agrees that it is an independent contractor as that term is commonly used and is not an employee of Client. As such, the Contractor is solely responsible for all taxes and none shall be withheld from the sums paid to the Contractor. The Contractor acknowledges that it is not insured by Client in any manner for any loss of any kind whatsoever. The Contractor has no authority, express or implied, to bind or obligate Client in any way.

IN WITNESS WHEREOF, Client and Contractor, by their respective officers hereunto duly authorized, have executed this Agreement on the dates shown below.

**Thomas P. Miller & Associates, LLC**

**Kendall County, Illinois**

By: \_\_\_\_\_  
Thomas P. Miller  
President & CEO

By: \_\_\_\_\_  
Scott R. Gryder  
Kendall County Board Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT A GENERAL SCOPE OF SERVICES**

### **Overview**

Thomas P. Miller & Associates, LLC (TPMA) will provide direct economic development services to Kendall County to support efforts to grow, retain, and attract local businesses particularly during the COVID-19 economic crisis. These services will include the following tasks.

### **Local Business Support**

TPMA will coordinate with Kendall County to support local businesses looking to access new federal and state funding resources in response to the COVID-19 economic crisis. This will involve responding to and answering questions from businesses regarding how to access loans and grants from the State of Illinois, the US Small Business Administration, and other funding entities. This will involve understanding and explaining eligibility requirements, identifying local lenders for SBA loans, and other support where needed.

### **Support for Grant Applications**

TPMA will support Kendall County and local businesses in Kendall County in securing access to federal and state resources including the Downstate Small Business Stabilization program and the new Business Interruption Grants. TPMA will become familiar with eligibility and grant application guidelines for this program in order to assist businesses in partnering with Kendall County in completing an application for this program.

### **Program Information Sharing**

TPMA will continue to compile resources for local businesses to be shared on Kendall County's website and via email distribution. This will include information on where to access new and existing grants and loans from the Small Business Administration, grants and loans from the State of Illinois, and other local support programs.

### **Business Risk Assessment**

TPMA will compile a list of businesses in the County in order to identify those that may be at high risk of closure or downsizing due to current economic crisis. This assessment may lead to direct outreach to high risk businesses to connect them to resources and provide technical assistance as may be reasonably provided.

### **Direct Business Survey**

TPMA will conduct a survey of local businesses to identify critical needs and technical assistance and support post-COVID-19. The survey can also collect information on how businesses have adapted their operations during the pandemic, providing useful information for developing additional business support activities in the future.

**Other Support**

Emergency support services will be prioritized as Kendall County, state of Illinois, and the United States governments offer new programs to support small businesses during the COVID-19 crisis. However, as the ongoing situation evolves and other tasks and economic development support may be needed, TPMA may complete other work as the budget allows. Examples may include supporting business attraction activities and evaluating policies for the County's revolving loan fund.