



COUNTY OF KENDALL, ILLINOIS

COMMITTEE OF THE WHOLE

Thursday, August 13, 2020 at 4:00 PM

AGENDA

Hybrid Meeting

Please See Attached Memo for Remote Attendance Instructions

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call:** Scott Gryder, Amy Cesich, Matt Kellogg, Scott Gengler, Judy Gilmour, Audra Hendrix, Matthew Prochaska, Robyn Vickers, Elizabeth Flowers, Tony Giles
3. **Approval of Agenda**
4. **Department Heads and Elected Official Reports**
5. **Old Business**
6. **New Business**
 - From the Admin-HR Committee:
 - *Discussion and Approval of County Board Rules of Order Update for Remote Meeting Attendance During a Disaster*
 - *Discussion and Approval of Kendall County Codification Vendor Selection*
7. **Public Comment**
8. **Questions from the Media**
9. **Chairman's Report**
10. **Review Board Action Items**
11. **Executive Session**
12. **Adjournment**

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

**Kendall County Board
Committee of the Whole Remote Meeting Attendance
Thursday, August 13, 2020 @ 4:00p.m.**



In accordance with the Governor's Executive Order 2020-07, Kendall County Board Chairman Scott Gryder is encouraging social distancing by allowing remote attendance to the meeting scheduled for 4:00PM on Thursday, August 13, 2020. Instructions for joining the meeting are listed below.

For your safety and others, please attend the meeting by phone or computer. All business that can be postponed until a later date will be postponed.

If anyone from the public would like to make a comment during the meeting there will be an allotted time on the agenda for public comment, and all of the county board rules of order still apply. We will also accept public comment by emailing: kadmin@co.kendall.il.us. Members of the public may contact Kendall County Administration prior to the meeting for assistance in making public comments at 630-553-4171.

[Join Microsoft Teams Meeting](#)

[+1 309-248-0701](tel:+13092480701) United States, Rock Island (Toll)

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Kendall County

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Kendall County Board Committee of the Whole Meeting Information:

<https://www.co.kendall.il.us/transparency/agendas-packets-and-meetings-schedules/committee-of-the-whole>

For information about how to join a Microsoft Teams meeting, please see the following link.

<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9d6a91e3468c9>

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE/FACILITIES MGMT COMMITTEE**

**SPECIAL MEETING MINUTES
Thursday, July 30, 2020**

Call to Order – The meeting was called to order by Board Chair Scott R. Gryder at 4:05p.m. with the reciting of the Pledge of Allegiance to the American Flag.

Roll Call

Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	ABSENT		
Scott Gengler	ABSENT		
Matthew Prochaska	Here		
Robyn Vickers	Here		
Scott Gryder	Here		
Matt Kellogg	Yes		
Judy Gilmour	ABSENT		
Tony Giles	ABSENT		
Audra Hendrix	Here		

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

Others present: Sheriff Dwight Baird, Latreese Caldwell, Scott Koeppel, Commander Jason Langston, Undersheriff Bobby Richardson, Jim Smiley, Katy Williams

Approval of Agenda – Motion made by Member Prochaska, second by Member Kellogg to approve the agenda.

Roll Call Vote

Member	Vote
Amy Cesich	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Scott Gryder	Yes
Matt Kellogg	Yes
Audra Hendrix	Yes

With six County Board members in agreement, the motion carried by a vote of 6-0.

Old Business - None

New Business

- *Discussion of COVID-19 Facilities Projects* – Member Kellogg reported that under the CARES Act discussion has included projects necessitated due to COVID-19, the 1.3 million dollars received, and the deadline of December 2020 completion date.

Member Kellogg reviewed the first project of the renovation of the Multi-Purpose room in the County Jail. Sheriff Baird indicated that the Jail wasn't originally designed for extra space and social distancing in learning areas. Sheriff Baird stated there is one area that was set aside with an e-wall, but one of the issues is distraction, therefore resulting in the need to build the walls higher to accommodate some classes there. Making the Multi-Purpose room more accessible to training they are bringing back to inmates, including religion classes, education and training classes in order to reduce recidivism.

Member Kellogg reviewed the cost estimate provided by Dewberry, a proposal for a design for approval, an accelerated bid process, and official County Board approval to proceed with an accelerated construction timeline. Sheriff Baird stated they are anxious to get this construction completed to be able to bring necessary training and classes to inmates.

Scott Koeppel reported the State of Illinois was provided funds from the Federal Government as part of the Cares Act. Administration is looking for opportunities to utilize the funds that the County received to use for items not budgeted originally and directly related to Covid-19. This Jail project was not in the original budget, and will allow more opportunities for social distancing. Mr. Koeppel reviewed the process, the submission of receipts to a third party company hired by the State of Illinois, they process our receipts, and the County is then reimbursed by the State Comptroller.

Mr. Kellogg updated the committee on additional projects including courtroom changes and preparation for social distancing and safety of operation of multiple jury trials at the same time. Mr. Smiley reported he has been researching options and proposals for the HVAC system in the Courthouse and Health and Human Services Building that is in the 5-year capital plan.

- *Discussion of Board Room Renovation Project Bid Results* – Member Kellogg stated that bids were due on Monday, July 27, 2020, and the bid opening occurred on Tuesday, July 28th. The lowest bid of \$443,267.00 came from Lite Construction (Montgomery, Illinois) was at the bid opening and available to answer any questions to Dewberry and County staff satisfaction. John Campbell, from Lite construction said the work will be performed by all local contractors, and they are ready to begin construction as soon as we are able to turn it over.

Mr. Smiley said there is a slight delay because the sound system to the Historic Courthouse 3rd floor courtroom for County Board meetings to be held there during construction. Mr. Smiley anticipates a six-month completion timeframe. Mr. Smiley reviewed the contingency fee in the budget, the building fund that will be utilized for the project, and the air filter system costs that can be applied toward Covid-19 state reimbursement.

Mr. Kellogg reported this project also includes increased security card access to the main hallways and outside, card access to some of the Historic Courthouse doors, and electronic display signage for the County Office Building and Historic Courthouse. Discussion on the electronic display signage for the outside of the buildings, furnishings for the Board room, and Executive Conference room, and the overall design of the project.

Public Comment - None

Executive Session – Not Needed

Action Items for the County Board

- *Approval of COVID-19 Facilities Projects*
- *Approval of Board Room Renovation Project, Electronic Display Signage, and increased security card access to the main hallways and outside, card access to some of the Historic Courthouse doors*

Action Items for the Committee of the Whole – None

Questions from the Media –

Adjournment – Member Prochaska made a motion to adjourn the meeting, second by Member Cesich.

Roll Call Vote

Member	Vote
Amy Cesich	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Scott Gryder	Yes
Matt Kellogg	Yes
Audra Hendrix	Yes

With six members present in agreement, the meeting was adjourned at 4:36p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk

COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:

1. No County Board member whether elected or appointed, shall:
 1. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
 2. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
 3. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
 4. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)

E. Individual Public Comment shall be limited to five (5) minutes per speaker. The total time for Public Comment at each Regular & Special County Board Meeting shall not exceed one hour per comment period. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to extend either time period. (Amended 4/3/2019)

1. Persons addressing the Board shall not be permitted to make statements or remarks or engage in conduct that actually disturbs or impedes the public meeting. The Chairman may require any person making such prohibited statements or remarks or engaging in such conduct to leave the meeting.

F. **Meetings Held Electronically.** All meetings of the Kendall County Board, including special committees and standing committees, are to be held in-person. The following rules shall remain dormant unless the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area, and the Chairman of the County Board determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster. If these conditions are met then the following rules shall apply for electronic meetings of the County Board, special committees, and standing committees : (Amended 8/18/2020)

1. **Remote Only Meeting.** If the County Office Building is closed to the public all meetings will be remote only.

2. **Hybrid Meeting.** If the County Office Building is open to the public and the Chairman of the Board decides that a complete in-person meeting is not prudent, then all meetings will be hybrid (in-person and remote attendance are both allowed).

3. **Members Required to be on Video.** Members are considered to be present only if they are within view of a camera on the teleconference or physically present at the meeting location.

4. **Executive Session.** The member shall be in a private area away from other individuals before joining an executive session.

5. **Home Location.** Members shall designate a home location.

6. **Location of Members.** Members must be physically inside Kendall County and at their home location while participating in the meeting.

7. **Limitations on Members.** Members are encouraged to be in a quiet room to limit interruption to the meeting.

8. **Login time.** The Secretary of the Board or of the Committee shall schedule Internet meeting

9. **Quorum calls.** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand shall be made following any vote for which the announced totals add to less than a quorum. If in a hybrid meeting the combination of in person attendance and the online list shall determine quorum.

10. **Technical requirements and malfunctions.** Each member is responsible for

his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

11. **Disruption of the Meeting.** The chair may cause or direct the muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes. The chair may cause or direct the disconnection or muting of any non-member participant that is causing a disruption of the meeting.
12. **Assignment of the floor.** To seek recognition by the chair, a member shall utilize the raise hand feature. Upon assigning the floor to a member, the chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who had been seeking recognition may promptly seek recognition again, and the chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition. If a meeting is hybrid then the chair shall recognize the speakers based on those raising their hand in meeting room and the electronic room.
13. **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use raise hand feature for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
14. **Location of presiding officer.** If a hybrid meeting the presiding officer of the meeting must be present in the meeting room.

IV. **AGENDA** (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017, 4/3/2019, 6/18/2019)

A. The order of business coming before the County Board shall substantially be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Correspondence and Communications – County Clerk
6. Special Recognition
7. Public Comment
8. Consent Agenda
 - A. Approval of Previous Month's Minutes
 - B. Standing Committee Minutes Approval
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer

- D. Clerk of the Court
- E. State's Attorney
- F. Coroner
- G. Health Department
- H. Supervisor of Assessments
- I. Board of Review
- 12. Executive Session
- 13. Standing Committee Reports
 - A. Planning, Building and Zoning
 - B. Law, Justice and Legislation
 - C. Administration – Human Resources & Revenue/GIS
 - D. Highway
 - E. Facilities Management
 - F. Economic Development
 - G. Finance
 - H. Animal Control
 - I. Health & Environment
 - J. Labor and Grievance Committee
 - K. Committee-of-the-Whole
 - L.
- 14. Special Committee Reports
 - A. Juvenile Justice Council
 - B. VAC
 - C. Historic Preservation
 - D. UCCI, Other State Associations and Organizations
 - E. Board of Health
 - F. Community 708 Mental Health Board
 - G. KenCom Executive Board
- 15. Other Business
- 16. Chairman's Report

(Note: announcements of appointments typically made at least one meeting prior to appointment)

 - A. Announcements / Appointments
- 17. Public Comment
- 18. Questions from the Press
- 19. Adjournment

- B. All questions relating to the priority of business shall be decided without debate.
- C. All Standing Committees of the County Board may place items on the Agenda by a majority vote of the Standing Committee. All items from Standing Committees will be considered under the Standing Committee Report. (Amended 6/18/2019)
- D. The County Board Chairman, or his or her designee, shall have final approval of the Agenda.(Amended 6/18/2019)
- E. The County Administrator, or his or her designee, shall be responsible for reviewing

the County Board agenda prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The County Board Chairman, County Administrator, or a standing committee of the County Board may place items on the Consent Agenda. The Consent Agenda may include, but is not limited to the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. At the request of any County Board Member an item shall be removed from the Consent Agenda. The request to remove an item does not require a second or a vote of the County Board. Any items removed from the Consent Agenda will be considered as the first item of business for the relevant committee. In the event that a removed item does not have a relevant committee, the removed item will be considered as the first item under New Business. Approval of the Consent Agenda shall be done by a roll call vote the County Board. (Amended 6/18/2019)

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)
- H. The County Board Chair shall appoint, with the advice and consent of the County Board, citizens to serve on all boards, commissions, districts and all other authorities

that are subject to appointment or approval per applicable law, ordinance or intergovernmental agreement including, but not limited to, the Kendall County Board of Review, drainage districts, fire protection districts, Kendall County Housing Authority, the KenCom Executive Board Member at Large, the Kendall County Ethics Commission, and the Kendall County Sheriff's Merit Commission. Unless a specific term for the citizen appointment is provided in the applicable law, ordinance or intergovernmental agreement, the Chairman of the County Board shall make the citizen appointments at the same time the Chairman makes appointments for all Standing Committees of the Kendall County Board. (Amended 10/03/2017)

VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is

required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.
- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006) All Special Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and

maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. LAW, JUSTICE AND LEGISLATION:

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget;

3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 3/7/2017)

4. **ECONOMIC DEVELOPMENT:**

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. **ADMINISTRATION – HUMAN RESOURCES:**

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information

system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections,

projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

9. LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

10. HEALTH & ENVIRONMENT COMMITTEE

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19 /2012, Res. 2012-29__)

11. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and

collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

12. **SPECIAL COMMITTEE ASSIGNMENTS:**

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19_/2012, Res. 2012-29__)

XIII. COMMITTEE VACANCIES

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29__)

XIV. COMMITTEE POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County

officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.

- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)
- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per

diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

XIX. AMENDMENT & EFFECT OF RULES

- A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.
- B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules*

of Order, Revised.

- C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.
- D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

XX. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

Adopted: May 9, 1972

Amended: December 14, 1976
December 12, 1978
March 8, 1983
January 12, 1988
April 9, 1991
November 16, 1999
October 15, 2002
November 7, 2006
May 20, 2008
November 18, 2008
December 15, 2009
June 19, 2012 (Resolution 2012-29)
March 7, 2017
October 3, 2017
April 3, 2019
June 18, 2019
August 18, 2020