

**KENDALL COUNTY BOARD AGENDA
ADJOURNED JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, September 3, 2019 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from August 6, 2019
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$ 853,191.65 and Petit Jurors August 2019 Claims in an amount not to exceed \$587.04
 - D. Approval of Petition 19-29-Request from Richard Wagner on Behalf of State Bank of Illinois to Revoke a Special Use Permit Granted by Ordinance 1996-13 Allowing a Bed and Breakfast at 15426 A Millhurst Road (PIN: 04-04-400-001) in Fox Township
8. Old Business
9. New Business
 - A. Approval of a Resolution Supporting the USDA Farm Service Agency in Yorkville
 - B. Approval of a Proclamation Establishing Constitution Week
 - C. Approval of a Proclamation Establishing 2019 National Assisted Living Week "A Spark of Creativity"
10. Executive Session
11. Standing Committee Reports
 - A. Planning, Building & Zoning
 1. Approval of an Intergovernmental Agreement between the Village of Millbrook and the County of Kendall to Administer the County's Ordinances for Zoning, Building Code, Subdivision Control, Comprehensive Plan and Stormwater Management within the Jurisdiction of the Village of Millbrook for a Term of One (1) Year in the Amount of \$1.00 Plus Associated Costs Paid by the Village Millbrook to the County of Kendall
12. Special Committee Reports
13. Other Business
14. Chairman's Report

Appointment(s)

Nanci Reiland – Board of Health – 3 year term – Expires September 2022

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

**KENDALL COUNTY BOARD
ADJOURNED JUNE MEETING
August 6, 2019**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, August 6, 2019 at 6:00 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Elizabeth Flowers, Scott Gengler, Tony Giles, Judy Gilmour, Audra Hendrix, Matt Prochaska, and Robyn Vickers. Members absent: Matt Kellogg.

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

THE AGENDA

Member Prochaska moved to approve the agenda with the following amendments – Postpone to the next county board meeting items 11 B 2 and 11 C 1; item 14 term for Bill Ashton from 5 year to 3 year; and Ed Budd should be Ed Bugg. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

PUBLIC COMMENT

Jim Williams spoke about all of the building and zoning violations in Boulder Hill, he has been coming to the board meetings for 4 years. Mr. Williams stated that rules and regulations are needed.

CONSENT AGENDA

Member Hendrix moved to approve the consent agenda of A) County Board minutes from July 2, 2019; B) standing committee minutes; C) claims in an amount not to exceed \$971,692.29 and Grand Juror July 2019 claims in an amount not to exceed \$1,491.96; D) Chicago HIDTA Investigative Support Center Co-Manager's Service contract with Kendall County as the Fiduciary Agent effective August 21, 2019 through August 20, 2021, in the amount of \$117,838.00; and E) Chicago HIDTA Security Officer & Facility Manager Service contract with Kendall County as the Fiduciary Agent effective August 6, 2019 through August 5, 2020, at \$30.00 per hour and will not exceed \$61,800.00 annually. Member Cesich seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

COMBINED CLAIMS: FCLT MGMT \$27,155.85, B&Z \$863.38, CO CLK & RCDR \$2,480.34, ELECTION \$837.17, ED SRV REG \$376.33, SHRFF \$1,577.92, CRRCTNS \$2,153.71, MERIT \$228.00, EMA \$770.79, CRCT CT CLK \$52.91, JURY COMM \$1,491.96, CRCT CT JDG \$3,772.47, CRNR \$1,097.25, CMB CRT SRV \$24,070.33, PUB DFNDR \$936.51, ST ATTY \$2,200.05, SPRV OF ASSMNT \$12.69, EMPLY HLTH INS \$395,672.22, PPPOST \$295.00, OFF OF ADM SRV \$243.41, INS & BNDG \$54.00, CO BRD \$201.71, TECH SRV \$2,951.84, FAC MGT UTLTS \$71,142.18, CAP EXPEND \$23,365.00, ECON DEV \$61.30, CAP IMPRV \$11,464.94, LIABIL INS \$12,250.00, CO HWY \$110,661.53, CO BRDG \$13,727.75, TRANSPRT SALES TX \$39,341.25, HLTH & HMN SRV \$37,864.20, FRST PRSRV \$790.51, ELLIS HS \$548.30, ELLIS BRN \$609.77, ELLIS GRNDS \$318.94, RDNG LSSNS \$24.99, ELLIS BDAY PARTIES \$92.13, HOOVER \$3,484.65, ENV ED CMPS \$69.72, GRNDS & NTRL RSCS \$982.06, ANML MED CR FND \$777.32, ANML CNTRL EXPS \$2,800.30, DRG ABS EXP \$10,000.00, HIDTA \$45,211.02, SHRFF RNG FND \$125.00, CMSRY FND \$748.11, COOK CO REIMB FND \$733.40, NCLR GRNT FND \$379.99, SCAAP GRNT FND \$179.55, JVNL JSTC GRNT FND \$430.00, CRT SEC FND \$67.68, LAW LBRY \$4,859.08, CRNR \$528.00, CRNR \$44.65, PRBTN SRV \$8,954.49, KC DRG CRT FND \$4,283.73, GIS \$5,555.00, ENG/CNSLTG ESCRW \$4,228.00, EMPLY BNFT PRGM \$2,181.25, PUB SFTY \$51,916.22, CRTHS RNVTNS \$100.00, CO ANML POP CNTRL \$490.00, VAC \$1,510.75, FP BND PRCD \$30,785.65

NEW BUSINESS

Public Defender Salary

Member Cesich made a motion to set the salary for the Kendall County Public Defender in the amount of \$156,370.29 effective July 1, 2019. Member Flowers seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

STANDING COMMITTEE REPORTS

Administration – Human Resources & Revenue/GIS

Technology Services 5 year Plan

Member Flowers moved to approve the updated Technology Services 5 year Plan. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

GIS Support Block

Member Flowers moved to approve a GIS Department purchase of a 95 hour support block from GIS Inc. in an amount not to exceed \$15,000. Member Hendrix seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Amazon Web Services

Member Flowers moved to approve a contract with Amazon Web Services. Member Hendrix seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Finance

Refunding Bonds

Member Prochaska moved to approve an ordinance authorizing the issuance of General Obligation Refunding Bonds (Alternate Revenue Source), Series 2019A and Series 2019B, for the purpose of refunding the outstanding General Obligation Bonds (Alternate Revenue Source), Series 2010 and Series 2011. Member Cesich seconded the motion.

Anthony Miceli from Speer Financial informed the board that the 2019A is the refunding of the 2010 bonds savings of \$140,000 and the 2019B is the refunding of the 2011 bonds savings of \$333,000. The County has an AA Bond Rating.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye except Gengler who voted present. **Motion carried.**

A complete copy of Ordinance 19-20 is available in the Office of the County Clerk.

Budget Revisions

Postponed to the next County Board meeting.

Facilities

Courthouse Roof

Postponed to the next County Board meeting.

SPECIAL COMMITTEE REPORTS

Juvenile Justice Council

No report.

UCCI, Other State Associations and Organizations

Member Prochaska stated that UCCI had its July conference and will meet again in September.

Board of Health

No report.

KenCom

No report.

OTHER BUSINESS

Member Cesich informed the board that she and Member Hendrix attended the IACBM seminar on Cannabis. They received information on regulation and policing and the option to opt out. Trailer bills are expected to be coming.

The August 20th county board meeting has been rescheduled for August 27th.

Chairman's Report

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

Appointments

Richard Thompson – Zoning Board of Appeals – 5 year term – Expires August 2024
Nels Moe – Big Slough Drainage District – 5 year term – Expires July 2024
Bill Ashton – Regional Plan Commission – 3 year term – Expires July 2022
Frank Carreno, III – Public Aid Appeals Commission – 3 year term – Expires September 2022
Heather Hadrys – Workforce Development Board – 2 year term – Expires September 2021
Rich Healy – Workforce Development Board – 2 year term – Expires September 2021
Robyn Vickers – 2020 Census Complete Count Commission – Expires September 2020
Ed Bugg – 2020 Census Complete Count Commission – Expires September 2020
Christina Burns – 2020 Census Complete Count Commission – Expires September 2020
Scott Gengler – 2020 Census Complete Count Commission – Expires September 2020
Scott Gryder – 2020 Census Complete Count Commission – Expires September 2020
Dave Hamman – Regional Plan Commission (Big Grove Township) – 3 year term – Expires August 2022

ADJOURNMENT

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

Approved and submitted this 7th day of August, 2019.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday, August 21, 2019

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:31p.m.

ROLL CALL

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

Others in Attendance: Meagan Briganti, Bob Jones, Matt Kinsey, Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Prochaska to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Prochaska to approve the August 5, 2019 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer – Bob Jones referenced his health insurance reports. At our current enrollment and usage numbers we are looking to be about \$250,000 under budget. Mr. Jones also had a question about part time employees and their qualification for insurance particularly dental and vision benefits. There was consensus by the committee to offer fringe benefits if the part time employee met the hours required every 6 months. Also, Mr. Jones asked that a representative from All State attend a meeting to discuss offering Disability Insurance options at employees cost. Committee agreed to have the representative attend.

Administration Department – Mr. Koepfel reported that staff met with Alliant our Liability and Worker’s Comp Insurance Broker and insurance renewal numbers will be available by early November. Mr. Koepfel also distributed the proposed Holiday schedule for next year which is from the Circuit Court of the 23rd Judicial Circuit and what the County has historically followed. The consensus of the Committee was to forward the 2020 Holiday Schedule to the Board for approval under consent Agenda. Finally, Mr. Koepfel reviewed a memo about questions asked at the last Admin HR Meeting regarding Federal Grants and implications with the new cannabis law.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Presentation Health Insurance Mid-Year Review the Horton Group* – Mike Wojcik and Beth Ishmael from the Horton Group, the County’s Health Insurance Broker reviewed current aggregate health insurance enrollment data and presented options for potential savings for next calendar year, including pharmacy policy changes, a four tier category system, the County currently has two categories and different contribution modeling. They will return in October with renewal information.
- *Discussion of County Expense Reimbursement Policy* – In January 2019 a new law requiring Illinois employers to reimburse employees for work related expenses went into effect. Many employers including Kendall County already reimburses employees. A draft Expense Reimbursement Policy from the State’s Attorney Office is in the packet and will be part of the Employee Handbook.
- *Discussion of Mack & Associates, P.C. Performing a GIS Mapping Fee Cost Study not to Exceed \$5,000* – Ms. Briganti noted that as a follow up to last month’s discussion about the GIS fees they reviewed the statute and it states an acceptable study needs to be done. Mr. Koepfel also indicated he would work with Clerk Gillette to determine if her part of the GIS fees need to be evaluated as well. Member Flowers asked if the internal study and survey done by Ms. Briganti was sufficient or if that was considered a conflict? **There was consensus to get the State’s Attorney Office opinion on if the internal study is sufficient or if an external study needs to be done. If the internal study is sufficient an ordinance will be brought to the Committee. If an external study is needed staff will forward the item to County Board for approval. A roll call vote was done Ms. Flowers voted Aye, Mr. Prochaska voted Aye, Ms. Vickers voted Aye.**
- *Discussion of Second Internet Connection* – Mr. Kinsey reported that the, State’s Attorney Office reviewed the Second Internet Contract and has changes to the terms and conditions. The contractor will not make changes to their industry standard contract. Member Prochaska indicated that he was okay with moving forward as many large companies do not make changes. Mr. Kinsey noted that the proposed changes were as follows: Metro Net asks that the County pay penalties if the contract is broken early. Also access to the premises clause was an issue with the SAO. Member Vickers stated the County does not have much bargaining power. **Member Vickers made a motion, second by Member Prochaska to forward to the Board. All Members present voted Aye. The motion carried.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – A Special Meeting needs to be had to do a review for the County Administrator a tentative date of September 11th, was proposed. Mr. Koeppl suggested the Chairman bring it up at the Board Meeting when the entire Board is present and more consensus on a date can be had.

ACTION ITEMS FOR COUNTY BOARD

- *Approval of 2020 Holiday Schedule – Consent Agenda August 27th Board Meeting*
- *Approval of Second Internet Connection with Metro Net – Board Meeting*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With three members voting aye, the meeting adjourned at 6:50 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator



KENDALL COUNTY
ANIMAL CONTROL

MEETING MINUTES FOR WEDNESDAY, AUGUST 28, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:30a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Matthew Prochaska		8:32a.m.	
Robyn Vickers	Present		

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

Others present: Scott Koeppel, Laura Pawson, Jim Smiley

Approval of Agenda – Motion made by Member Vickers second by Member Flowers to approve the agenda. **With four members in agreement, the motion carried by a vote of 4-0.**

Approval of Minutes – Motion made by Member Vickers to approve the minutes from July 24, 2019, second by Member Gengler. **With five 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.

Dogs Available for Adoption: 4
Cats Available for Adoption: 4

- **Bite Report** – Laura Pawson reviewed the Bite Report with the committee, stating there were 25 (22 dog bites, and 3 cat bites) for the month of July. Written report provided.
- **Operations Report** – Laura Pawson stated they are now fully staffed. Jim Smiley updated the committee on updates for the facility improvements and bid.
- **Accounting Report** – Written report provided. Ms. Pawson reported that donations had increased for this year, and that there had been repairs on the smaller van recently, which increased that line item.

Old Business - None

New Business

- *Discussion of Public Act 101-0210 and Kendall County Animal Control* – Mr. Koepfel reported that per the State’s Attorney’s Office, the KC Animal Control facility was exempt from this Act, but could install a full sprinkler system, or opt for smoke/heat detectors. The committee agreed that heat/smoke detectors should be added to the specs for the facility improvements, and that Jim Smiley should research the cost and report at the September meeting.
- *Discussion of FY20 Budget* – Mr. Koepfel reported that he reviewed the Animal Control budget with Ms. Pawson last week. Discussion on the current hourly salary for newly hired Kennel Technicians, the increase in pay after six-months in the position, and the proposed five percent increase on January 1, 2020, as well as the increases necessary over the next few years to be in compliance with the required minimum wage of \$15 per hour by the year 2025. Mr. Koepfel said the two full-time employees would receive the Finance Committee’s suggested two percent salary increase. Discussion on increasing the PT Office Assistant’s hours to 22 per week by scheduling four hours of work every other Saturday to aid in office coverage and in increased staff presence.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Flowers made a motion to adjourn the meeting, second by Member Vickers. **With five members present in agreement, the meeting was adjourned at 9:19a.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
8:00 a.m.

Meeting Minutes of August 26, 2019 – Unofficial until approved

CALL TO ORDER

The meeting was called to order by Chairman Prochaska at 8:02 a.m. Chairman Prochaska led the attendees in the Pledge of Allegiance.

ROLL CALL

Committee Members Present: Elizabeth Flowers, Scott Gengler, Judy Gilmour, Matt Kellogg (arrived at 8:04 a.m.) (Vice-Chairman), and Matthew Prochaska (Chairman)

Committee Members Absent: None

Also Present: Matt Asselmeier (Senior Planner), Scott Koeppel (County Administrator), Brian Holdiman (Code Compliance Officer), Beth Whitley, Tom Tanner, Greg Stromberg, and Katie Finlon

APPROVAL OF AGENDA

Member Flowers made a motion, seconded by Member Gengler, to approve the agenda as presented. With a voice vote of four (4) ayes, the motion carried unanimously.

APPROVAL OF MINUTES

Member Gilmour made a motion, seconded by Member Flowers, to approve the minutes of the August 12, 2019, meeting. With a voice vote of four (4) ayes, the motion carried unanimously.

EXPENDITURE REPORT

Review of Expenditures from the Prior Month

The Committee reviewed the Expenditure Report.

Member Kellogg arrived at this time (8:04 a.m.).

Member Gilmour asked about the Schlapp Road banquet center. Mr. Asselmeier reported that this expenditure relates to WBK's review of the stormwater management permit application.

Member Flowers asked about the refund. Mr. Asselmeier responded that the refund was for an unused building permit.

Member Flowers made a motion, seconded by Member Gengler, to forward the bill to the Finance Committee. With a voice vote of five (5) ayes, the motion carried unanimously.

PUBLIC COMMENT

None

PETITIONS

19 – 29 – Richard Wagner on Behalf of State Bank of Illinois

Mr. Asselmeier summarized the request.

On August 20, 1996, the Kendall County Board granted a special use permit for a bed and breakfast at 15426 A Millhurst Road, Plano. Ordinance 1996-13, which granted the special use permit, was provided.

The current property owner, State Bank of Illinois, acquired the property in 2013. Richard Wagner is the sole beneficiary and is authorized to speak for State Bank of Illinois.

On August 8, 2019, Mr. Wagner submitted a request for the revocation of the special use permit for a bed and breakfast at this location. A copy of the revocation ordinance was provided.

The subject property is zoned A-1. If the special use permit is revoked, the property will retain its A-1 zoning classification.

Staff recommends approval of the proposed special use permit revocation.

Member Gengler made a motion, seconded by Member Flowers, to recommend approval of the requested special use permit revocation. With a voice vote of five (5) ayes, the motion carried unanimously. This matter will go to the County Board on September 3rd.

NEW BUSINESS

None

OLD BUSINESS

Discussion of Hide-A-Way Lakes

Tom Tanner provided a history of the zoning on the Hide-A-Way Lakes property. He argued that the recent death and train wreck were not his fault. He stated that the campground is the prettiest in the State. He offered to show the campground to Committee members.

Chairman Prochaska asked about people staying longer than four (4) months. Mr. Tanner responded that people sign an agreement stating that they will not stay continuously for more than four (4) months and they will not make the campground their permanent place of abode.

Chairman Prochaska asked if the log tracks how many days a person stays on the property. Mr. Tanner said that he asks the visitor if he does not know. Member Kellogg asked if the information required in the log is gathered. Mr. Tanner said that he gathers the required information. Mr. Tanner said the amount of time he keeps the log was several months.

Member Kellogg asked about adequate screening. Mr. Tanner said that trees were planted previously.

Chairman Prochaska asked if the manager was living on the property. Mr. Tanner responded that nobody is currently living in the house.

Member Flowers asked if a check-out log existed. Mr. Tanner did not have a specific check-out log.

Mr. Tanner was aware of the 1981 ordinance.

Discussion occurred Yogi Bear Campground's ordinance.

Member Kellogg asked about wheels on recreational vehicles. Mr. Tanner was not aware of any issues.

Member Gilmour asked about whether or not campers are permanent. Mr. Tanner responded that some recreational vehicles stay year-round.

Discussion occurred regarding whether or not the 1983 ordinance applied to Hide-A-Way Lakes. Mr. Asselmeier said the 1983 ordinance was adopted after the Hide-A-Way Lakes special use permit was approved.

Chairman Prochaska asked about the Juniper tree specified in the 1984 special use permit ordinance. Mr. Tanner was not sure if the trees were still alive.

Member Gengler asked who was responsible for maintenance of lots. Mr. Tanner responded campers are responsible for maintenance of their lot.

Mr. Tanner said people are charged if they leave a trailer on the property.

Discussion occurred regarding calls of service to the property. Mr. Tanner stated that the property is zoned for a large number of people; the Hide-A-Way Lakes address has many people in one (1) address.

Mr. Tanner said that he did not have a sign saying not to call emergency services.

Chairman Prochaska asked if any events are open to the public. Mr. Tanner responded that the public can picnic on the property.

Member Gengler asked about the gate and having a pass. Mr. Tanner said they check people when they enter the property and passes are given out at the gate.

Chairman Prochaska asked who was designated as manager. Mr. Tanner said that he was serving as manager. No one presently has permission to live year-round at the property.

Member Flowers asked about number of employees. Mr. Tanner responded that he has between five (5) and six (6) employees.

Member Kellogg suggested that Mr. Tanner clarify on his website that people cannot stay on the property continuously more than four (4) months.

Member Kellogg asked if Mr. Tanner could produce a log book showing who was on the property. Mr. Tanner said that he needed to update the log book to show people that have left the property recently. Mr. Tanner said he could get the log book updated in a few hours.

Update on 45 Cheyenne Court

Mr. Asselmeier provided an updated picture of the property taken August 22, 2019.

The Committee requested an explanation regarding lack of progress. Mr. Stromberg explained that the humidity has prevented him from completing the staining of the second coat. The remodeling started ten (10) years ago.

The consensus of the Committee was to place an item on the September agenda referring the matter to the State's Attorney's Office, if the project is not completed.

Discussion of Planning, Building and Zoning Department Staff-Committee Could Approve Part-Time Inspector Job Description

Mr. Koepfel distributed the job description and explained the funding for the position. The position would average ten (10) hours per week with more working in the summer and less work in the winter.

Member Flowers made a motion, seconded by Member Gilmour, to forward the job description to the State's Attorney's Office prior to referring the job description to the County Board. With a voice vote of four (4) ayes and one (1) nay, the motion passed. Member Kellogg dissented.

Zoning Ordinance Project Update

Mr. Asselmeier provided an update.

The Comprehensive Land Plan and Ordinance Committee has reviewed Sections 1 and 2. They would like to combine the definitions found in Section 3 with the signage related definitions found in Section 12.

Mr. Asselmeier has reviewed Sections 4, 5, 6, 7, 8, and part of Section 12.

Discussion of Recreational and Medicinal Marijuana Zoning Regulations-Committee Could Initiate a Text Amendment to the Kendall County Zoning Ordinance on This Matter

Beth Whitley, Outreach Coordinator for 3C Compassionate Care Center, discussed cannabis related regulations. She discussed the medical cannabis patient program and the opioid alternative patient program. The medical cannabis patient program allows access to cannabis for three (3) years with doctor's approval. The opioid program only allows access to cannabis for ninety (90) days with physician's approval. There are fifty-five (55) dispensaries in Illinois that have a medical license. All of them can acquire a recreational license. A medical patient is allowed two point five (2.5) ounces of cannabis every fourteen (14) days. Edibles are maxed at one (1) gram.

The sunset provisions have been removed from the medical regulations.

The City of Naperville restricts this type of use to industrial parks for medicinal cannabis uses. No calls for service have occurred at their property. No consumption is allowed on their property.

Mr. Koepfel stated that the two (2) big zoning decisions that need to be made are which zoning districts should these uses be allowed and distances from certain uses.

Chairman Prochaska asked how the zoning in Naperville has impacted their business. Ms. Whitley responded that things have worked out well. People did not know that the business existed originally.

Committee members reviewed maps where cannabis related business could locate.

Craft growers, dispensing organizations, and infuser organizations may co-locate with like business.

The set back from residentially used property for gun ranges was one thousand feet (1,000').

Discussion occurred regarding which townships could review the text amendment. Any township with a planning commission could file a formal objection to a proposed text amendment. Discussion occurred regarding obtaining township input. The Committee will have a special meeting tentatively set for September 11th at 6:30 p.m.; townships, the Sheriff Office, Health Department, Regional Planning Commission, and the Zoning Board of Appeals will be invited to the meeting.

The opt-out discussion will occur at the Committee of the Whole in September.

The consensus of the Committee was to use the Illinois Municipal League's proposal as a starting point.

The consensus of the Committee was that craft growers be a special use in A-1, M-1, and M-2. The distance from schools and houses was set at one thousand feet (1,000'). Member Gilmour favored a one thousand five hundred foot (1,500') distance.

The consensus of the Committee was that forest preserves, public parks, and places of worship should have the same distances as schools for all cannabis related uses.

The consensus of the Committee was to address medical cannabis related uses in the proposal as well.

Member Kellogg did not favor the barbed wire requirement.

Member Flowers left at this time (9:40 a.m.).

The consensus of the Committee was that recreational and medicinal cultivation facilities be in the M-1 and M-2 and set a distance at two thousand five hundred feet (2,500) per State law.

The consensus of the Committee was that dispensing organizations, both recreational and medicinal be one thousand feet (1,000') and they be in the B-3, M-1, and M-2. Onsite consumption would not be allowed. Hours of operation would remain the same as current medical dispensing organizations.

The consensus of the Committee was that infusers be in the B-3, M-1, and M-2. Distances would be one thousand five hundred feet (1,500') from schools, parks, and churches and two hundred fifty feet (250') from residential uses.

The consensus of the Committee was that processing organizations be in the same districts and same distances as infusers.

The consensus of the Committee was that transporting organizations be in the M-1 and M-2 and have the same distances as infusers and processing organizations.

Member Kellogg made a motion, seconded by Member Gengler, to initiate the text amendment on recreational and medical cannabis zoning regulations. With a voice vote of four (4) ayes, the motion carried without dissent. The proposal will go to ZPAC on September 3rd.

REVIEW VIOLATION REPORT

The Committee reviewed the Violation Report.

Approval to Forward to the Kendall County State's Attorney's Office a Violation of Section 7.01 (Operating an Asphalt Business on A-1 Zoned Property) and Section 12.06.A.3 (Illegal Sign in the Right-of-Way) of the Kendall County Zoning Ordinance at 5408 Route 71

Member Kellogg made a motion, seconded by Member Gengler, to forward the complaint to the State's Attorney's Office. With a voice vote of four (4) ayes, the motion carried without dissent.

Approval to Forward to the Kendall County State's Attorney's Office a Violation of Section 11.05.A.1.b.ii of the Kendall County Zoning Ordinance (Prohibited Parking of a Trailer in the Front Yard Setback) at 18 Ridgely Road

Member Kellogg made a motion, seconded by Member Gengler, to forward the complaint to the State's Attorney's Office. With a voice vote of four (4) ayes, the motion carried without dissent.

REVIEW NON-VIOLATION COMPLAINT REPORT

The Committee reviewed the report.

UPDATE FROM HISTORIC PRESERVATION COMMISSION

Mr. Asselmeier reported that the Commission elected Jeff Wehrli as Chairman, Melissa Maye as Vice-Chairman, and Elizabeth Flowers as Secretary. The Illinois Historic Preservation Agency will be filing the position for reviewing Certified Local Government status. The Commission was waiting on comments from the State before forwarding the proposed changes to the Historic Preservation Ordinance to the County Board.

REVIEW PERMIT REPORT

The Committee reviewed the report.

REVIEW REVENUE REPORT

The Committee reviewed the report.

CORRESPONDENCE

None

COMMENTS FROM THE PRESS

None

EXECUTIVE SESSION

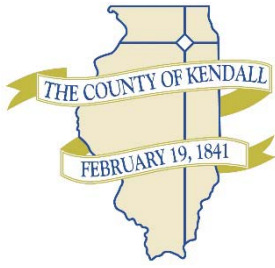
None

ADJOURNMENT

Member Gilmour made a motion, seconded by Member Gengler, to adjourn. With a voice vote of four (4) ayes, the motion carried without dissent. Chairman Prochaska adjourned the meeting at 10:00 a.m.

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

Enc.



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: August 26, 2019

Amount: N/A

Budget: N/A

Issue: Petition 19-29-Request from Richard Wagner on Behalf of State Bank of Illinois to Revoke a Special Use Permit Granted by Ordinance 1996-13 Allowing a Bed and Breakfast at 15426 A Millhurst Road (PIN: 04-04-400-001) in Fox Township

Background and Discussion:

On August 20, 1996, the Kendall County Board granted a special use permit for a bed and breakfast at 15426 A Millhurst Road, Plano.

The current property owner, State Bank of Illinois, acquired the property in 2013. Richard Wagner is the sole beneficiary and is authorized to speak for State Bank of Illinois.

On August 8, 2019, Mr. Wagner submitted a request for the revocation of the special use permit for a bed and breakfast at this location.

The subject property is zoned A-1. If the special use permit is revoked, the property will retain its A-1 zoning classification.

Committee Action:

PBZ Committee-Approval (5-0)

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP

Department: Planning, Building and Zoning Department

Date: August 26, 2019

ORDINANCE NUMBER 2019-_____

**REVOKING A SPECIAL USE PERMIT FOR A BED AND BREAKFAST GRANTED BY
ORDINANCE 1996-13 AT 15426 A MILLHURST ROAD (PIN: 04-04-400-001)
IN FOX TOWNSHIP**

WHEREAS, Section 13.08 of the Kendall County Zoning Ordinance permits the Kendall County Board to issue special use permits and place conditions on special use permits and provides the procedure through which special use permits are granted; and

WHEREAS, Section 13.08.F of the Kendall County Zoning Ordinance allows a special use permit holder to request revocation of said special use by written request to the County Board; and

WHEREAS, pursuant to Section 13.08.F of the Kendall County Zoning Ordinance, no public hearing is required for an owner-initiated revocation; and

WHEREAS, the property which is the subject of this Ordinance has been, at all relevant times, and remains currently located within the A-1 Agricultural Zoning District and consists of approximately 15.5 acres more or less and is identified by Parcel Identification Number 04-04-400-001 in Fox Township. The legal description for the subject property is set forth in Exhibit A attached hereto and incorporated by reference, and this property shall hereinafter be referred to as “the subject property”; and

WHEREAS, Kenneth and Arlene Koehler petitioned Kendall County in the manner required by law and the ordinance of Kendall County, Illinois for obtaining a special use permit for the operation of a bed and breakfast on the subject property in 1996; and

WHEREAS, the Kendall County Board granted a special use permit through Ordinance 1996-13 at the subject property on August 20, 1996 for the operation of a commercial or private dog kennel; and

WHEREAS, Old Second National Bank acquired the subject property from Kenneth and Arlene Koehler on or about May 1, 2003; and

WHEREAS, State Bank of Illinois acquired the subject property from Old Second National Bank on or about June 1, 2013; and

WHEREAS, Richard Wagner is authorized to represent State Bank of Illinois and shall hereinafter be referred to as “The Petitioner”; and

WHEREAS, The Petitioner, no longer desire the special use permit and has stated in a letter as provided in Exhibit B attached hereto that they voluntarily request that Kendall County revoke the special use permit on the above-referenced property; and

NOW, THEREFORE, BE IT ORDAINED, BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS, as follows:

1. The Kendall County Board hereby revokes the special use permit for a bed and breakfast granted by Ordinance 1996-13.

2. The Zoning Administrator and other appropriate County Officials are hereby authorized and directed to amend the Official Zoning Map of Kendall County to reflect the revocation of the special use permit granted by Ordinance 1996-13.

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 3rd day of September, 2019.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder

LEGAL DESCRIPTION:

The following is the legal description of the entire parcel of real estate of which the Bed and Breakfast facility will constitute approximately two (2) acres, including parking facilities:

That part of the Southeast Quarter of Section 4, Township 36 North, Range 6 East of the Third Principal Meridian described as follows: Beginning at a point on the North line of said Southeast Quarter 363.0 feet Easterly of the Northwest corner of said Southeast Quarter; thence South 88° 56' 13" East along said North line 956.30 feet; thence South 00° 07' 48" West 240.14 feet to a Northeasterly line of a tract depicted in a plat of survey by Charles D. Mitchell, Illinois Registered Land Surveyor No. 1495, dated April 9, 1959; thence North 52° 30' 41" West along said Northeasterly line of said tract 86.54 feet; thence South 29° 46' 19" West along a Northwesterly line of said tract 251.80 feet; thence South 58° 17' 19" West along a Northwesterly line of said tract 76.0 feet; thence South 36° 56' 19" West along a Northwesterly line of said tract 228.40 feet; thence South 01° 44' 19" West along a Westerly line of said tract 55.99 feet to the Northwesterly bank of the Fox River; thence Southwesterly along said Northwesterly bank to a line drawn parallel with the North-South center line of said Section 4 from the point of beginning; thence North 00° 04' 09" East along said parallel line 1225.61 feet to the point of beginning in Fox Township, Kendall County, Illinois.

DWX19:A:\KOEH

KOENLER
BED AND BREAKFAST
SPECIAL USE
EXHIBIT (A)
ORDINANCE 96-
DATE _____
SCM

~~July 10, 2019~~
August 6, 2019

Kendall County
Planning, Building and Zoning
Attn: Matthew H. Asselmeier
111 West Fox Street Room 203
Yorkville, IL 60560-1498
Phone: 630-553-4139 Fax: 630.553.4179

We Richard Wagner am the owner at 15426 Millhurst Road
(First & Last Name) (Address of property)

On August 20, 1996, the property was granted a special use (Ordinance 1996-13). The special use granted in 1996 was granted for the operation of a bed and breakfast.

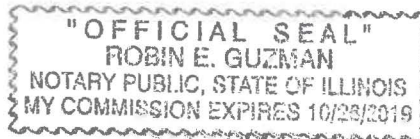
Pursuant to Section 13.08.F of the Kendall County Zoning Ordinance, we hereby voluntarily request that Kendall County revoke my special use on the above-referenced property. By signing below, I acknowledge that no public hearing shall be conducted for revocation of the special use. I understand that the requested revocation shall not become effective unless and until approved by a majority vote of the Kendall County Board. By signing below, I hereby waive my right to a public hearing and formally request the above-referenced special use be removed from my property.

Richard Wagner
(Signature)

August 6, 2019
(Date)

Richard Wagner
(Printed Name)

Attest: Robin E. Guzman
Notary Public



County of Kendall
Resolution 19 – _____

RESOLUTION SUPPORTING THE USDA FARM SERVICE AGENCY IN YORKVILLE

WHEREAS, beginning on October 1st 2019 the Kendall County Farm Service Agency is scheduled to combine with the LaSalle County Farm Service Agency; and

WHEREAS, the Kendall County location will only be open one day a week via appointment only; and

WHEREAS, in Kendall County, 99% of farmers visit the USDA Farm Service Agency Office in person for service; and

WHEREAS, concerns include limited customer service availability for signing up for Farm Bill Programs, certifying farmers planted acres annually and signing up for the upcoming Market Facilitation Program (MFP), and additional travel and inconvenience to conduct routine and confidential business transactions for Kendall County farmers; and

WHEREAS, the USDA recently signed a long-term lease for the Kendall County Office; and

WHEREAS, combining the two counties will make for potentially the largest farm workload of any USDA FSA office in the nation; and

NOW, THEREFORE, BE IT RESOLVED BY THE KENDALL COUNTY BOARD, that the County of Kendall requests the USDA Farm Service Agency office in Yorkville remain open on a fulltime basis; and

BE IT FURTHER RESOLVED; that the County Board directs the County Administrator to transmit suitable copies of this Resolution to the Secretary of Agriculture Sonny Perdue, Farm Service Agency Administrator Richard Fordyce, members of the Illinois Farm Service Agency State Committee, Farm Service Agency Illinois State Executive Director William Graff, members of the Kendall County Farm Service Agency County Committee, Representative Lauren Underwood's Office, Senator Richard Durbin's Office, Senator Tammy Duckworth's Office.

PRESENTED and ADOPTED by the County Board, this third day of September 2019.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

PROCLAMATION 19-_____

A PROCLAMATION ESTABLISHING CONSTITUTION WEEK

Whereas: September 17, 2019 marks the two hundred thirty second anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebration which will commemorate the occasion; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

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 proclaim the week of September 17 through 23 as **CONSTITUTION WEEK**

AND ask our citizens to reaffirm the ideals that the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained, and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the County of Kendall, Illinois to be affixed this 3rd day of September of the year of our Lord two thousand seventeen.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

PROCLAMATION 19-_____

A PROCLAMATION ESTABLISHING 2019 National Assisted Living Week “A Spark of Creativity”

WHEREAS, residents of assisted living communities are active members of the larger community, offering their knowledge, life experiences and involvement; their past contributions continue to be a vital part of Kendall County’s rich history; and their ongoing participation deepens our state’s identity, and;

WHEREAS, assisted living is a critical long term care option for older adults and individuals with disabilities that fosters choice, dignity, and independence; assisted living communities are committed to excellence, innovation and the advancement of person-centered care, and;

WHEREAS, in 1995, the National Center for Assisted Living established National Assisted Living Week® to honor the contributions of assisted living communities in providing long term care to America’s seniors and individuals with disabilities, and;

WHEREAS, this year’s theme of National Assisted Living Week® is “A Spark of Creativity,” which hopes to inspire assisted living residents to explore their creative side whether through the arts or beyond, and;

WHEREAS, according to the American Art Therapy Association, art therapy can offer many benefits to older adults and individuals with disabilities, including improving cognitive and sensory-motor functions, fostering self-esteem and self-awareness, cultivating emotional resilience, enhancing social skills, and reducing and resolving conflicts and distress, and;

WHEREAS, “A Spark of Creativity” is also meant to encourage assisted living staff to think creatively and continue to explore new, innovative ways to deliver high-quality, person-centered care, and;

WHEREAS, during this special week, assisted living communities across the country are encouraged to organize activities and events which celebrate the individuality of residents, the dedication of staff, and the deep connections formed in these settings,

NOW, THEREFORE, I, Scott R. Gryder by virtue vested in me as County Board Chairman of the County of Kendall, Illinois, do hereby proclaim the week of September 8-14, 2019, as Assisted Living Week in the Kendall County. I urge all citizens to volunteer in an assisted living community, to visit friends and loved ones who reside at these communities, and to learn more about how assisted living services benefit Illinois.

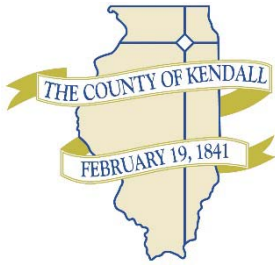
Approved:

Attest:

Scott R. Gryder
County Board Chairman

Debbie Gillette
County Clerk and Recorder





Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: August 12, 2019

Amount: N/A

Budget: N/A

Issue: Approval of an Intergovernmental Agreement between the Village of Millbrook and the County of Kendall to Administer the County's Ordinances for Zoning, Building Code, Subdivision Control, Comprehensive Plan and Stormwater Management within the Jurisdiction of the Village of Millbrook for a Term of One (1) Year in the Amount of \$1.00 Plus Associated Costs Paid by the Village Millbrook to the County of Kendall

Background and Discussion:

The agreement between the Village of Millbrook and Kendall County allowing the County to provide Planning, Building and Zoning Department related services expires in September.

No changes from the previous contract are proposed.

A copy of the proposed Intergovernmental Agreement is attached.

Committee Action:

Approval by a 5-0 vote

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP

Department: Planning, Building and Zoning

Date: August 28, 2019

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF MILLBROOK
AND THE COUNTY OF KENDALL

THIS AGREEMENT, made this ___ day of September, 2019 by and between the VILLAGE OF MILLBROOK, a body corporate and politic, and the COUNTY OF KENDALL, a body corporate and politic, WITNESSETH:

WHEREAS, the Village of Millbrook was incorporated by act of the voters on November 5th, 2002, and

WHEREAS, Article VII, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) permits units of local government to obtain or share services and to jointly contract, combine or transfer any power, privilege, function or authority among themselves, and

WHEREAS, the Local Land Resource Management Planning Act (50 ILCS 805/6) provides that a municipality and a County may enter into intergovernmental agreements for joint or compatible planning, local land resource management administration and zoning ordinance enforcement, and

WHEREAS, the Village of Millbrook adopted a Comprehensive Plan on August 22, 2009, and

WHEREAS, all the property located within the described boundaries of the Village of Millbrook have been heretofore subject to the building and zoning codes of the County of Kendall, and to the County Flood Plain, Soil Erosion and Stormwater Management Ordinances, and

WHEREAS, the parties desire to continue that relationship,

NOW, THEREFORE, it is hereby agreed as follows:

- 1) The above recitals are incorporated by reference as if fully set forth herein.
- 2) That the Village of Millbrook has by ordinance duly adopted the Zoning Ordinance of the County of Kendall, the Building Code of the County of Kendall, the Comprehensive Plan of the County of Kendall, the Subdivision Control Ordinance of the County of Kendall, the Countywide Stormwater Management Ordinances as its own and further agrees that any subsequent text amendments to said ordinances and plans as may be adopted by Kendall County from time to time shall be adopted and incorporated by the Village of Millbrook as its own.

3) That for the consideration of \$1 the receipt and sufficiency of which is hereby acknowledged, the County of Kendall agrees to continue administering the County Ordinances for the Village of Millbrook as described in Paragraph (2) above and in accordance with the procedures attached hereto as Exhibit A and incorporated herein by reference all of which have been duly adopted by the Village of Millbrook, and apply them to all properties located within the municipal boundaries of the Village of Millbrook.

4) In addition to the consideration set forth in Paragraph 3 above, the Village of Millbrook shall be responsible for all costs associated with the enforcement of the Zoning Ordinance of the County of Kendall, the Subdivision Control Ordinance of the County of Kendall, and the Countywide Stormwater Management Ordinance for cases within the boundaries of the Village of Millbrook. At the written request of the Village of Millbrook, Kendall County shall provide an estimated cost for investigating individual alleged violations. Upon approval of the cost estimate by the Village of Millbrook, Kendall County will conduct the necessary investigation and bill the Village of Millbrook accordingly. The Village of Millbrook shall reimburse the County of Kendall for any actual costs incurred acting on behalf of the Village of Millbrook as provided herein.

5) The Village of Millbrook shall defend with counsel of the County's own choosing, indemnify and hold harmless the County of Kendall, its past, present, and future board members, elected officials, insurers, employees and agents from and against any and all claims, liabilities, obligations, losses, penalties, fines, damages, and expenses and costs relating thereto including, but not limited to, attorney's fees and other legal expenses which the County, its board members, elected officials, insurers, employees and/or agents may sustain, incur or be required to pay arising in any manner out of the County's performance or alleged failure to perform its obligations pursuant to the Agreement.

6) That the Village of Millbrook shall secure, pay for and maintain throughout the period during which services are provided under this Agreement, general liability insurance with minimum limits of coverage equal to or greater than those limits maintained by the Village on the date of the execution of this agreement attached hereto as Ex. B and incorporated herein by reference. The Village's general liability coverage shall be primary coverage in circumstances of alleged or proved errors or negligence by the County or the County's employees, arising out of the County's performance or alleged failure to perform its obligations pursuant to this Agreement. The Village's coverage shall name the County of Kendall as an additional insured, with its members, representatives, officers, agents and employees. A certificate of insurance evidencing the required coverage and the appropriate additional insurer's endorsement shall be furnished to the County upon execution of this Agreement. Such insurance shall be modifiable or cancelable only upon written notice by registered mail, mailed to the County at least ninety (90) days in advance of such modification or cancellation. The Village shall furnish a copy of its insurance policies for examination by the County at any time upon demand of the County.

7) Kendall County shall maintain auto liability coverage for all County owned vehicles used by the County to perform its obligations pursuant to this Agreement. However, the Village of

Millbrook shall pay the full cost of the deductible incurred by the County for any auto insurance claims arising out of or related to the County's performance of its obligations pursuant to this Agreement.

8) That this Agreement shall be for a term of one (1) year, commencing on the date of execution hereof, subject to annual renewal by the parties at least 30 days before the anniversary date each year, said renewal to be in writing.

9) This Agreement may be terminated by either party upon 30 days' written notice to the other party.

10) This Agreement represents the entire Agreement between the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

11) This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.

12) The County of Kendall and the Village of Millbrook each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

13) This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision.

14) Any notice from either party to the other party hereto shall be in writing and shall be deemed served if mailed by prepaid certified mail addressed as follows:

Kendall County Administrator
111 West Fox Street
Yorkville, Illinois 60560

Village of Millbrook
PO Box 51
Millbrook, Illinois 60536

VILLAGE OF MILLBROOK

COUNTY OF KENDALL

BY: *Jackie Kowalski*
Village President- Jackie Kowalski

BY: _____
Chairman of Kendall County Board

ATTEST: *Jay Schell*
Village Clerk

ATTEST: _____
Kendall County Clerk

Exhibit A

Procedure for Processing Zoning & Subdivision Cases For The Village Of Millbrook Under County/Municipal Intergovernmental Agreement

Under the terms of the intergovernmental Agreements executed between the Village of Millbrook and Kendall County, the County PBZ staff as well as the Kendall County ZPAC, Concept Review Committee, Regional Planning Commission, and Zoning Board of Appeals, will serve as the municipal staff and the municipal recommending bodies in providing the Village Board with recommendations on applications for zoning map amendments, Special Uses, subdivision plat approvals and zoning variance requests involving properties within the corporate boundaries or proposed for annexation into the corporate boundaries of the municipality. In each instance, the Village Board of the municipality shall be responsible for acting on the recommendations supplied and adopting any related ordinances approving such requests. The following outline shall be followed when filing and processing such applications:

1. Pre-Application Meeting:

Prior to the submission of any applications, the petitioner shall schedule a joint “pre-application” meeting with County staff and representatives of the affected municipality to review the proposed request and provide preliminary feedback as well as guidance regarding the steps involved in the processing of the application.

2. Filing of an Application:

a.) Using the applicable application forms and handouts provided by the County, the petitioner will submit the requisite number of copies of application and supporting documents and plans along with all required fees to the Kendall County Planning Building and Zoning Department (PBZ).

b.) Simultaneous to that filing, the applicant shall forward an original copy of the application forms along with a copy of all related plans and supporting documents to the Village Clerk of the affected municipality for creation of the Village’s Official file on the matter.

3. Review and Processing of Zoning Map Amendments and Special Uses:

a.) Zoning Map Amendments and Special Uses, shall first be forwarded to the Zoning and Platting Advisory Committee (ZPAC) for review and recommendation. In addition to the regular attendees of the County’s ZPAC Committee, representatives from

Exhibit A

the affected municipality will be invited to participate as sitting members of the committee.

- b.) The PBZ staff will prepare a preliminary staff report and schedule the matter for review at the next available ZPAC meeting.
- c.) The County will prepare and post the required agendas and will forward a copy of the agenda and staff report to the affected Village Clerk for filing of the report and posting of the agenda in an approved municipal location.
- d.) After review by ZPAC, their recommendation shall be forwarded to the next available meeting of the Kendall County Regional Plan Commission (KCRPC) for conduct of a public meeting, review and recommendation.
- e.) All notices required per the Kendall County Zoning Ordinance and Plan Commission By-Laws shall be mailed and published prior to the meeting by the petitioner. Copies of the notices shall be supplied by the petitioner to both the county and affected municipality for inclusion in the related case files.
- f.) The County shall forward copies of the agenda, staff report and minutes of the ZPAC meeting to KCRPC as well as the Clerk of the affected municipality along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application for inclusion the Official Village file.
- g.) The County shall post copies of the agenda as required per County policies.
- h.) The Village Clerk shall also be responsible for posting of the agenda in an approved municipal location.
- i.) Following review and recommendation by the Regional Plan Commission, petitions involving a zoning map amendment shall be forwarded to the next available meeting of the Kendall County Zoning Board of Appeals (ZBA) for the conduct of the formal Public Hearing on the zoning matter as well as a review of the findings of fact and development of a recommendation to be submitted to the Village Board for their consideration and action.
- j.) All notices required per State Statute, the County Zoning Ordinance and ZBA By-Laws shall be mailed and published prior

Exhibit A

to the meeting by the petitioner. Copies of the notices shall be supplied by the petitioner to both the county and affected municipality for inclusion in the related case files.

- k.) The County shall be responsible for posting of the hearing sign on the affected property at least 15 days prior to the hearing.
- l.) The County shall forward copies of the agenda, staff report and copy of the minutes of the KCRPC meeting to the ZBA as well as to the Clerk of affected municipality for filing along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application.
- m.) The County shall post copies of the ZBA agenda as required per County policies. The Village clerk shall also be responsible for posting of the agenda in an approved municipal location.
- n.) If the application involves a request for a Special Use, the petition shall be forwarded to the next available meeting of the Kendall County Zoning Board of Appeals (ZBA) for the conduct of the formal Public Hearing on the Special Use as well as a review of the findings of fact and development of a recommendation to be submitted to the Village Board for their consideration and action.
- o.) All required notices required per State Statute and the County Zoning Ordinance shall be mailed and posted prior to the meeting by the petitioner. Copies of the notices shall be supplied by the petitioner to both the county and affected municipality for inclusion in the related case files.
- p.) The County shall be responsible for posting of the hearing sign on the affected property at least 15 days prior to the hearing.
- q.) The County shall forward copies of the agenda, staff report and minutes of the KCRPC meeting to the ZBA as well as the Clerk of affected municipality for filing along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application.
- r.) The County shall post copies of the agenda as required per County policies.
- s.) The Village clerk shall also be responsible for posting of the agenda in an approved municipal location.

Exhibit A

- t.) Following review and recommendation by the ZBA, PBZ staff will forward to the appropriate Village Board a report summarizing all of the recommendations and actions taken by each of the review and recommending bodies along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application.
 - u.) Along with the report, PBZ staff will prepare a draft ordinance approving the requested map amendment or Special Use for action by the Village Board. The summary report and draft ordinance in addition to a copy of the minutes of the ZBA meeting shall be forwarded to the appropriate Village Clerk for filing and scheduling of the matter for action by the Village Board at the next available Board meeting.
 - v.) In the event a related annexation hearing is required, the Clerk shall coordinate with the applicant to insure proper notice has been supplied and shall be responsible for the preparation and posting of Board's Agenda.
 - w.) Following action by the Village Board, the Village Clerk shall submit certified copies of any ordinances adopted by the Board in approving the request, to the County Clerk for recording.
 - x.) The Village Clerk shall also submit a copy of the ordinance(s) to the PBZ office for inclusion in the related case file.
4. Review and Processing of Preliminary and Final Subdivision Plats:
- a.) Preliminary and/or Final Plats, shall first be forwarded to the Zoning and Platting Advisory Committee (ZPAC) for review and recommendation. In addition to the regular attendees of the County's ZPAC Committee, representatives from the affected municipality will be invited to participate as sitting members of the committee.
 - b.) The PBZ staff will prepare a preliminary staff report and schedule the matter for review at the next available ZPAC meeting.
 - c.) The County will prepare and post the required agendas and will forward a copy of the agenda and staff report to the ZPAC members and the affected Village Clerk for filing of the report and posting of the agenda in an approved municipal location.

Exhibit A

- d.) After review by ZPAC, their recommendation shall be forwarded to the next available meeting of the Kendall County Regional Plan Commission (KCRPC) for conduct of a public meeting, review and recommendation.
- e.) All required notices required per the Kendall County Zoning Ordinance and Plan Commission By-Laws shall be mailed and published prior to the meeting by the petitioner.
- f.) The County shall forward copies of the agenda, staff report and a copy of the minutes of the ZPAC meeting to the KCRPC as well as the Clerk of affected municipality along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application for inclusion the Official Village file.
- g.) The County shall post copies of the agenda as required per County policies.
- h.) The Village clerk shall also be responsible for posting of the agenda in an approved municipal location.
- i.) Following review and recommendation by the KCRPC, PBZ staff will prepare a report to the appropriate Village Board summarizing all of the recommendations and actions taken by each of the review and recommending bodies.
- j.) In addition to the summary the report, PBZ staff will prepare a draft ordinance approving the requested Preliminary and/or Final Plat for action by the Village Board. The summary report and draft ordinance shall NOT be forwarded to the appropriate Village Clerk for scheduling of the matter for action by the Village Board until such time as formal approval of the related preliminary and/or final engineering plans and or other supporting documents or agreements has been granted.
- k.) Once these approvals are received, PBZ staff will forward the summary report and draft ordinance in addition to a copy of the minutes of the KCRPC meeting to the appropriate Village Clerk along with copies of any revised plans, documents or supporting information submitted by the petitioner in support of the application.

Exhibit A

- l.) The Village Clerk shall then schedule the matter for action by the Village Board and prepare the related agendas for posting.
- m.) Following action by the Village Board, the Village Clerk shall submit certified copies of any ordinances adopted by the Board in approving the request, to the County Clerk for recording.
- n.) The Village Clerk shall also submit a copy of the ordinance(s) to the PBZ office for inclusion in the related case file.

5. Review and Processing of Zoning Variance:

- a.) Zoning Variances shall be forwarded to the next available meeting of the Kendall County Zoning Board of Appeals (ZBA) for the conduct of the formal Public Hearing on the matter as well as a review of the findings of fact and development of a recommendation to be submitted to the Village Board for their consideration and action.
- b.) All notices required per State Statute, the County Zoning Ordinance and ZBA By-Laws shall be mailed and published prior to the meeting by the petitioner. Copies of the notices shall be supplied by the petitioner to both the county and affected municipality for inclusion in the related case files.
- c.) The County shall be responsible for posting of the hearing sign on the affected property at least 15 days prior to the hearing.
- d.) The County shall prepare and forward copies of the agenda and staff report to the ZBA as well as the Clerk of affected municipality for filing along with copies of any related plans, documents or supporting information submitted to the county by the petitioner in support of the application.
- e.) The County shall post copies of the agenda as required per County policies.
- f.) The Village clerk shall also be responsible for posting of the agenda in an approved municipal location.
- g.) Following review and recommendation by the ZBA, the PBZ staff will forward a report summarizing the findings and recommendations made by ZBA along with copies of any related plans, documents or supporting information submitted to the

Exhibit A

county by the petitioner in support of the application. Along with the report, PBZ staff will prepare a draft ordinance approving the variance for action by the Village Board.

- h.) The summary report, draft ordinance and minutes of the ZBA meeting shall be forwarded to the appropriate Village Clerk for filing and scheduling of the matter for action by the Village Board at the next available Board meeting.
- i.) The Village Clerk shall be responsible for the preparation and posting of Board's Agenda.
- j.) Following action by the Village Board, the Village Clerk shall submit certified copies of any ordinances adopted by the Board in approving the request, to the County Clerk for recording.
- k.) The Village Clerk shall also submit a copy of the ordinance(s) to the PBZ office for inclusion in the related case file.

To: Scott Koeppel, Kendall County
From: Julia Reynolds, IMLRMA Program Coordinator/Underwriter

Re: Intergovernmental Agreement Between the Village of Millbrook and the County of Kendall

The limits of liability currently provided to the Village of Millbrook with respect to General Liability and Public Officials Liability are as follows:

General Liability: \$8 million each occurrence/\$16 million annual aggregate
Public Officials Liability: \$8 million each occurrence/\$16 million annual aggregate

Coverage Limits provided by:

ILLINOIS MUNICIPAL LEAGUE RISK MANAGEMENT ASSOCIATION
500 E CAPITOL AVE - PO BOX 5180 - SPRINGFIELD, ILLINOIS 62705

Member: Village of Millbrook Agreement No: 0803A0188

Coverage Period: from 12:01 a.m. CST on January 1, 2019
to 12:01 a.m. CST on January 1, 2020