



**COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Monday, June 7, 2021 at 5:30p.m.**

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 3, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval of the 2022 Holiday Schedule*
 - *Approval of the Annual Employee Service Awards Spirit Store*
 - *Discussion and Approval of the HR Specialist Job Description*
 - *Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. 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

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, April 21, 2021

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel, Tracy Page, Matthew Kinsey

APPROVAL OF AGENDA – Motion made by Member Koukal, second by Member Gengler to approve the agenda.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members voting aye, the motion passed by a 5-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Gengler to approve the April 5, 2021 minutes.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion passed by 5-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - Matthew Kinsey reported the current annual budget for copiers is around \$120K. Because the leases on all of the copier devices are ready for renewal, ten competitive bids were requested from different vendors. Mr. Kinsey recommends moving forward with the lowest bidder from the vendor, Marco, who is offering about 35 Sharp copiers for a five-year lease contract. The annual estimated cost is around \$51-55K including the lease, 24-hour on-call maintenance, and number of estimated copies. The total cost for the five-year term will be around \$155,521.20. The monthly cost will be \$3842.02 per month. It will save the County and the taxpayers a lot of money.

There was a consensus by the Committee to include the bid approval on the May 4th County Board agenda.

Scott Koepfel presented his memo addressed to the Animal Control staff which outlines the additional duties which Kelly Prestegaard, Kennel Officer, will take on in the absence of a Director. Although Mr. Koepfel is the Animal Control Department Head in the absence of a Director, there will need to be another person delegating and performing day to day activities. Ms. Prestegaard will create the work schedule, assign part time staff to assist her while on call, approve time off, make smaller purchases, and hire part-time kennel staff if necessary. All employees will read and sign. Mr. Koepfel also requested a temporary \$2/hour increase for Ms. Prestegaard to compensate her for the additional duties.

There was a consensus by the Committee to allow the temporary and discretionary pay increase.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Discussion and Approval of Animal Control Director Job Description* – Mr. Koepfel presented the revised Animal Control Director Job Description. The job is currently posted on different forums with only the position summary until the job description can officially be approved. Salary for this position will be determined based on the qualifications of the applicants due to the wide range of qualifications that may be presented. There was a discussion about the job title of Director versus Warden. The position used to be called the Animal Control Warden. Enforcing the duties of Animal Control Warden in the Animal Control Act is one of the current duties of the Director, however the Animal Control Director has many more responsibilities than a Warden including the management of staff and facilities.

There was a motion to send the job description to the County Board after the States Attorney review by Member Gengler, second by Member Gilmour.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

- *Discussion and Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act.* – Michael Neuenkirchen from Kendall Area Transit presented the grant application to the RTA. The RTA may award supplemental funding to Kendall Area Transit for up to 350K dollars over a two-year period intended for covering expenses, transporting adults with disabilities, and for transporting seniors. This money is a part of KAT’s funding mix. The board must approve a resolution by agreeing to apply. Motion to approve the resolution by Member Gilmour, second by member Gengler. Mr. Gengler inquired how much money has been received in the past. Mr. Neuenkirchen reported in 2010, KAT received capital which includes half of the 7 vehicle fleet. In the years following, they have received around \$200K with a total of around \$800K to \$1mil for operating funds. The approval will be presented at the May 4th County Board meeting

➤ **ROLL CALL VOTE**

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

EXECUTIVE SESSION – Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD –

- *Approval of the Bid for the Marco Sharp Copier lease agreement*
- *Approval of the Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act*

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With five members present voting aye the meeting adjourned at 6:06p.m.

Respectfully Submitted,

Suzanne Gonzalez
HR Specialist

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

GENERAL ORDER 21 - 05

*In the Matter of the Adoption of
the Court Calendar for the Year
2022*

FILED

MAY 28 2021

MATTHEW G. PROCHASKA
CIRCUIT CLERK KENDALL CO.

WHEREAS, the Supreme Court of the State of Illinois has issued its Order dated May 27, 2021 setting forth the dates for the observance of certain holidays in the 2022 calendar year; and

WHEREAS, pursuant to the authority granted in said Order, Illinois Supreme Court Rule 21(b) and the inherent authority of the Court;

IT IS ORDERED that the Circuit Court for the Twenty-Third Judicial Circuit of the State of Illinois shall adjourn, and the Offices of the Circuit Clerk of DeKalb and Kendall Counties shall be closed on the following legal holidays for the year 2022:

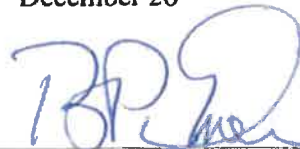
HOLIDAY

OBSERVED

New Year's Day (Observed)
Martin Luther King, Jr. Day
Lincoln's Birthday (Observed)
Washington's Birthday (Observed)
Memorial Day
Independence Day
Labor Day
Columbus Day (Observed)
Veterans' Day
Thanksgiving Day
Day Following Thanksgiving Day
Christmas Day (Observed)

December 31, 2021
January 17
February 11
February 21
May 30
July 4
September 5
October 10
November 11
November 24
November 25
December 26

Enter: May 28, 2021.



Hon. Robert P. Pilmer
CHIEF JUDGE

Kendall County Job Description

TITLE: Human Resources Specialist
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: November 30, 2020

I. **Position Summary:**

Provide Human Resources support to departments that report to Administrative Services. Responsible for the coordination of Kendall County's ("County") Risk Management programs including but not limited to workers' compensation, property insurance, liability insurance, and FMLA. Additionally, provide administrative support to Administrative Services by maintaining compliance with laws and completing special projects as assigned.

II. **Essential Duties and Responsibilities:**

Human Resources

- A. Coordinate County Human Resources & Administration Committee meetings by performing tasks, including, but not limited to providing monthly reports, identifying legislation regulations related to risk management, posting agendas, recording meetings, and drafting meeting minutes.
- B. Coordinate personnel hiring for departments reporting to the County Administrator, including employment postings for vacant positions, collection, and organization of employment applications, communication with applicants and communication of applicant responses.
- C. Track and report relevant legislation at the state level that will have an impact on County related functions.
- D. Create, update, and maintain job descriptions for all departments reporting to the County Administrator.
- E. Coordinate training for all departments reporting to the County Administrator.
- F. Assist County department heads with FMLA tracking and compliance.
- G. Coordinate employee handbook updates with Administration & Human Resources Committee.

Risk Management

- A. Oversee and administer the County's risk management functions by performing duties including, but not limited to the following:
 1. Perform risk management planning, policy development and administration.
 2. Monitor insurance coverage for all County property and functions and make insurance coverage change recommendations to County Board.
- B. Administer the County's Workers Compensation and Liability Insurance Programs by performing duties including, but not limited to the following:
 1. Process and track all claims.
 2. Respond to questions and complaints about workers' compensation benefits and liability claims.
 3. Resolve billing issues.
 4. Obtain and maintain up-to-date records of workers' compensation benefit claims and benefit information.
 5. Maintain up-to-date records of the County's liability claims and payments.
 6. Act as the County's liaison and direct contact with the County's workers' compensation and liability insurance plan providers and legal counsel.
 7. Prepare communications regarding or relating to the County's workers' compensation

Kendall County Job Description

and liability insurance programs.

8. Communicate and work with County departments and elected offices regarding workers' compensation and liability insurance claims, issues and concerns.

Administrative and Other Duties

- A. Attend County Board and County Board Committee Meetings, as assigned, both during and after regular business hours as requested.
- B. Complete State-mandated training and serve as an Open Meetings Act Officer
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services and other departments as assigned by the County Administrator.
- D. Handle confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- E. Comply with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- F. Create and distribute news releases on the Kendall County website, to local stakeholders, and local media organizations.
- G. Comply with all applicable policies and procedures regarding or relating to assigned job duties.
- H. Draft resolutions and ordinances for the County Board and County Board Committee Meetings, as assigned.
- I. Maintains and updates County Board and Administrative Services social media.
- J. Compose and edit correspondence.
- K. In the absence of the Administrative Assistant, post agendas, record meetings and draft meeting minutes as directed.
- L. In the absence of the Administrative Assistant, answer incoming phone calls, greet guests, and expedite County mail.
- M. Maintain regular attendance and punctuality.
- N. Perform other duties as assigned.

III. **Supervisory Responsibilities.**

This job has no supervisory responsibilities.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. Reasoning Ability:

Kendall County Job Description

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. A minimum of a Bachelor's Degree from an accredited college or university or four years of experience is required; preferred areas of study/experience are public administration and human resources.
2. 2 years of experience in risk management preferred.
3. SHRM or other risk management/human resources certifications preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle or feel.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.

Kendall County Job Description

- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

June 1, 2021

Mr. Scott Koeppel
Kendall County Administrator
County of Kendall, Illinois
111 West Fox Street
Yorkville, IL 60506

Re: Kendall Area Transit study
Kluber, Inc. Proposal No. 210601.01

Dear Mr. Koeppel:

Thank you for the opportunity to present this Proposal for Professional Services for the above referenced Project. It is our understanding that the County of Kendall would like to conduct a Kendall Area Transit study in conjunction with the City of Yorkville Public Works and Parks Maintenance Facility Analysis project that Kluber has been contracted for. The goal is to determine if a "joint use" site and building project for both parties would be feasible to construct, determine the development cost and development timeline suitable to the parties. The information from the study will be used to assist Kendall County & the United City of Yorkville in future facility planning.

OVERVIEW OF PROJECT SCOPE

The Project consists of the development of a building space needs program to determine how much space will be needed to accommodate the long range needs of the Kendall Area Transit (KAT) system on a site located in Yorkville, Illinois that could be jointly used with the City of Yorkville for a Public Works facility.

KAT's goal is to house approximately 20-25 bus and service related vehicles under one roof with secured vehicular areas. The buses range in length from 22 to 30 feet. Miscellaneous storage space within the garage area is also contemplated.

The study shall include identification of "shared" spaces that both parties may be able to utilize to reduce the overall cost of construction and to avoid duplication. These spaces may include: Office space, washrooms/locker rooms, break/lunchrooms, a wash bay, training/meeting room and one medium duty vehicle lift for service.

INITIAL INFORMATION

- The program for the Project is to be determined as part of this analysis project.
- The Owner's budget for the work shall be determined as part of this analysis project.
- The anticipated Project schedule is to be determined as mutually agreed. We anticipate this step of the project will take approximately 9 weeks depending on Owner meeting availability.
- The Owner's representative for the Project will be Mr. Scott Koeppel & Mr. James Smiley.
- Kluber, Inc.'s representative for the Project will be Mr. Chris Hansen.

The foregoing is based on our teleconference call conducted on Friday, May 28, 2021 with representatives of the United City of Yorkville (Mr. Bart Olson), Kendall County (Mr. Scott Koeppel) and the Kendall Area Transit team members (Mr. Brendon O'Higgins & Mr. Michael Neuenkirchen).

BASIC SERVICES

Kluber, Inc. proposes to provide usual and customary architectural and engineering Basic Services for the Project as set forth in the standardized *AIA B105 - 2007 Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project*, and in accordance with the general understandings applicable to our relationship with you, with limitations as follows:

Site Evaluation & Document Review Phase:

- Conduct on-site property walk-throughs for the following (KAT/VAC) location:
 - Current Voluntary Action Center: 1606 Britany Road, Sycamore, IL 60178.
 - (Note: This site will be reviewed for the purposes of determining the space needs for a new facility located in the City of Yorkville only).
- Evaluate the following City of Yorkville Properties to determine if a joint use facility is feasible:
 - Current Public Works facility: 610 Tower Lane & 609 N. Bridge Street
 - Current Parks facility: 185 Wolf Street
 - City owned vacant land: North of Blackberry Shore Lane & Cannonball Trail intersection.
- Identify Owner areas of concern limiting operational efficiency (if any).
- Review site circulation and flow concerns (if any).
- Review site utility concerns (if any).
- Identify site constraints that limit development or alteration (if any).
- Obtain & review Owner's vehicle and equipment asset list for KAT prepared by Owner. Owner shall include vehicle & equipment sizes and projected replacement dates plus anticipated vehicle and apparatus purchases. The list shall also identify if the vehicle or equipment shall be located indoors or outdoors.
- Obtain and review Owner's current staffing lists for each department relating to this analysis.

Kluber Deliverables:

- None.

Space Needs Analysis & Development Option Phase: (Note: Meetings during this phase shall be conducted jointly with the team from the United City of Yorkville).

- Identify and document the goals and objectives for the project.
- Conduct joint interviews with KAT, end users, departmental staff, City Administration and City Council (where applicable) to confirm the current and future space needs for each department.
- Prepare a tabular spreadsheet that identifies the current, 10 and 20 year space needs for the project.
- Prepare a site concept plan that includes: structure placement, facility development diagrams, development phasing (where applicable), access and circulation of vehicles and pedestrians, parking facilities and utility systems to service the site.
- Review site property and topographic surveys for the subject property as provided by Owner (where available) to determine utility connection locations and stormwater management options or limitations.
- Conduct one Owner meeting to present findings.

Kluber Deliverables:

- Space needs spreadsheet.
- Site development plan/s.

Cost and Schedule Phase:

- Prepare construction cost estimates for each development option identified in the Space Needs Analysis & Development Option Phase on a cost per square foot basis.
- Prepare a development schedule for the proposed improvements. Proposed development schedule shall consider a phased development approach (where applicable).
- Conduct one Owner meeting to confirm capital development funding options and implementation schedule.



Kluber Deliverables:

- Construction cost estimates.
- Development schedule
- Final presentation of findings.

ADDITIONAL SERVICES

Additional Services are not included in the Basic Services described above but may be required for the Project or specifically requested by the County of Kendall. Additional services when authorized by Owner shall be invoiced as mutually agreed or on an hourly rate basis as noted below.

COMPENSATION

Kluber, Inc. proposes to provide the Basic Services described above for a lump sum fee of \$16,450.00 which includes a simultaneous work fee credit in the amount of \$3,500.00 to conduct this portion of the work at the same time the work is being performed for the City of Yorkville, Public Works facility study.

Kluber, Inc. proposes to provide the Additional Services described above for the fees scheduled below

Compensation for Basic and Additional Services does not include the services of other independent professionals, associates, or other consultants. If they are required, our fee will be increased by the direct costs of those services multiplied by a factor of 1.15 for overhead, coordination and management of the delivery of those services.

Our billing for Services will be based on progress of the work performed and is outlined as follows:

Basic Services:

Site Evaluation & Document Review Phase.....	\$3,050.00
Space Needs Analysis & Development Option Phase	\$11,500.00
Cost & Schedule Phase	<u>\$5,400.00</u>
Total Basic Services Fee:	
	\$19,950.00
Simultaneous Work Fee Credit:	
	(\$3,500.00)
Total Basic Services Fee Including Fee Credit:	
	\$16,450.00

Additional Services:

As requested	At Hourly Rates listed below
Additional Service	Fee Basis or Amount

Reimbursable Expenses incurred in connection with our services will be charged on the basis of cost, without additional markup. Anticipated reimbursable expenses for this project include, printing and plotting, document reproduction, premiums for professional liability insurance in excess of usual and customary coverage and models, renderings or professional photography, and are anticipated not to exceed \$500.00.

Changes in services, when authorized, will be charged on an hourly rate as scheduled hereafter and amended annually in accordance with our hourly rate schedule (2021):

Kluber Architects + Engineers Staff	Hourly Rate
Principal	\$225.00
Project Manager.....	\$175.00
Project Mechanical Engineer III.....	\$165.00
Project Mechanical Engineer II.....	\$140.00
Project Mechanical Engineer I.....	\$115.00
Project Electrical Engineer III	\$165.00



Project Electrical Engineer II	\$140.00
Project Electrical Engineer I	\$115.00
Project Structural Engineer III	\$165.00
Project Structural Engineer II	\$140.00
Project Structural Engineer I	\$115.00
Project Technologist.....	\$165.00
Project Architect III	\$135.00
Project Architect II	\$115.00
Project Architect I	\$95.00
Interior Designer III.....	\$115.00
Interior Designer II.....	\$95.00
Interior Designer I.....	\$75.00
Construction Observer	\$95.00
Senior Project Coordinator.....	\$75.00
Project Coordinator	\$55.00

Limitation of Liability: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of Kluber, Inc.'s officers, directors, partners, employees, agents, and Kluber's Consultants, and any of them to Owner/Client and anyone claiming by, through, or under Owner/Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the Project or the Subagreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of Kluber's officers, directors, partners, employees, agents, or Kluber's Consultants, or any of them shall not exceed the total amount of two times fee, excluding reimbursable expenses. The services provided herein are governed solely with regards to permanent building codes only, compliance with OSHA regulations is specifically excluded.

TIMING

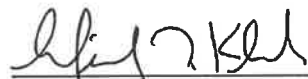
All services contemplated within this proposal shall be completed within 6 months after the acceptance date. Services performed after closure of that window will be billed hourly in accordance with the rates set forth above. This proposal is valid for a period of up to 45 days from the date noted on this proposal.

FINAL NOTE

If this proposal satisfactorily sets forth your understanding of our agreement, we would appreciate your authorization to proceed with this Work. We are available to discuss any aspect of this proposal with you at your convenience.

Kluber, Inc. appreciates the interest expressed in our firm and we look forward to serving your needs in the future.

Sincerely,



 Michael T. Kluber, P.E.
 President
 Kluber, Inc.

Accepted (Signature) _____ Date

By (printed name and title) _____

Confidentiality Notice: The contents of this proposal are confidential and may not be distributed to persons other than the County of Kendall.

