

**KENDALL COUNTY BOARD AGENDA
REGULAR JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, June 15, 2021 at 9:00 a.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
 - A. Approval of Resolution Honoring Ginger Gates
 - B. Approval of a Proclamation in Recognition of July 27, 2021 as Korean War Veterans Armistice Day
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from May 18, 2021
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,270,502.37
 - D. Approval to release executive session minutes of the County Board from 7/21/15, 10/4/16, 2/21/17, 5/16/17, 6/20/17, 7/5/17, 11/21/17, 2/6/18, 4/17/18, 2/5/19, 8/27/19, 12/17/19, 1/7/20, 1/21/20, 9/15/20, 11/4/20
 - E. Approval of a Request from Jason Shelley on Behalf of Go Pro Ball, LLC and James and Denise Maffeo on Behalf of Four Seasons Storage, LLC for an Extension of the Recording Deadline for the Final Plat of Go Pro Sport Subdivision to July 20, 2021
 - F. Approval of an Intergovernmental Agreement between the Village of Plattville and the County of Kendall to Administer the County's Ordinances for Zoning, Building Code, Subdivision Control, and Stormwater Management within the Jurisdiction of the Village of Plattville for a Term of One (1) Year in the Amount of \$1.00 Plus Associated Costs Paid by the Village Plattville to the County of Kendall
 - G. Approval of the 2022 Holiday Schedule
 - H. Approval of the HR Specialist Job Description
8. Old Business
9. New Business
 - A. Approval of an Agreement with Sentinel Technologies for Professional Services and Microsoft Azure Active Directory P1 & P2 Licensing in an amount of \$41,621.94
 - B. Approval of Kendall County Tax Fraud Resolution
10. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
11. Standing Committee Reports
 - A. Finance
 1. Approval of an Intergovernmental Grant Agreement between the State of Illinois Criminal Justice Information Authority and Kendall County
 - B. Admin
 1. Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot
12. Special Committee Reports
 - A. Juvenile Justice Council
13. Other Business
14. Chairman's Report

Appointments

Scott R Gryder – ISACo Large Caucus Liaison – 2 year term – Expires April 2023

Gary Bennett – Rob Roy Drainage District – 3 year term – Expires June 2024

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.

COUNTY OF KENDALL, ILLINOIS

Resolution Honoring Ginger Gates

Resolution 21- _____

WHEREAS, Ginger Gates has served in Kendall County for the past 48 plus years; and

WHEREAS, Ginger Gates started in the Kendall County Treasurer’s Office in June 1973 under Elaine J. Mitchell, Treasurer and Collector, and transferred to the Highway Department in 1986, first under Joe Gaesser, Superintendent of Highways, and then with Fran Klaas, Highway Engineer, until her retirement; and

WHEREAS, Ginger Gates transitioned the department from manual bookkeeping and data entry to electronic and digital systems for financial accounting, asset management, and record keeping; and

WHEREAS, Ginger Gates was a reliable, dependable, steadfast pillar of strength that kept the Highway Department operating efficiently for 35 years; and

WHEREAS, Ginger Gates is highly respected by the Highway Department Engineer, Highway personnel, Elected Officials, Employees, Township Highway Commissioners and Citizens; and

WHEREAS, Ginger Gates will officially retire from the Kendall County Highway Department on July 23, 2021.

NOW THEREFORE BE IT RESOLVED, the Kendall County Board wishes to extend its appreciation and gratitude to Ginger Gates for her faithful service to the Kendall County Highway Department, the Kendall County Board, and Kendall County citizens.

Presented and Approved on this 15th day of June, 2021

Attest:

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

A Proclamation in Recognition of July 27, 2021 as Korean War Veterans Armistice Day

Proclamation 21 - _____

WHEREAS, seventy-one years ago, guns fell silent along the Demilitarized Zone after more than three intense years of brutal fighting to defeat the expansion of communism on the Korean Peninsula; and

WHEREAS, on National Korean War Veterans Armistice Day, we pause to remember the brave patriots who secured freedom and democracy in the Republic of Korea, and salute the uncommon courage and sacrifice of ordinary Americans who fought to defend freedom and protect the values we hold so dear; and

WHEREAS, this year marks the 71st anniversary of the start of the Korean War, when over five million Americans left their homes to answer their country’s call to duty and country; and

WHEREAS, Kendall County confirms our commitment to the principles of liberty for which our Korean War Veterans so valiantly fought; and

WHEREAS, we are eternally grateful for the families that endured the unimaginable sacrifices and heartache of war, and we are thankful for the men and women who helped to change the fate of our nation; and

WHEREAS, the Kendall County Board calls upon all Americans to observe this day to honor and give thanks to our distinguished Korean War Veterans; now

THEREFORE, BE IT KNOWN, THAT THE COUNTY OF KENDALL, ILLINOIS, DOES HEREBY PROCLAIM TUESDAY, JULY 27, 2021 AS NATIONAL KOREAN WAR VETERANS ARMISTICE DAY!

Presented and Adopted by the County Board, this 15th day of June, 2021.

Approved:

Attest:

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk and Recorder



**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
May 18, 2021**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building 111 W Fox St, in the City of Yorkville on Tuesday, May 18, 2021 at 9:00 a.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich (remote), Brian DeBolt, Elizabeth Flowers (remote), Scott Gengler, Judy Gilmour, Matt Kellogg, Dan Koukol, Ruben Rodriguez and Robyn Vickers. Members absent: None.

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

THE AGENDA

Member Koukol moved to approve the agenda. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL RECOGNITION

Ken Hostert

Member Koukol moved to approve the Proclamation Honoring Ken Hostert. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-12 is available in the Office of the County Clerk.

Older Americans Month

Member Gilmour moved to approve the Proclamation designating May 2021 as Older Americans Month. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-13 is available in the Office of the County Clerk.

PUBLIC HEARING

Petition 21-18 Stormwater Management Ordinance Amendments

Chairman Gryder opened the public hearing on Petition 21-18 the request from the Kendall County Planning, Building and Zoning Committee for amendments to Sections 104, 202.2, 202.6 and 203.3 of the Kendall County Stormwater Management Ordinance by incorporating Bulletin 75 into the Kendall County Stormwater Management Ordinance. Senior Planner Matt Asselmeier explained that the State uses Bulletin 75 to evaluate rainfall frequency and it has been recently updated. No comments or questions from the public. Chairman Gryder closed the hearing.

CONSENT AGENDA

Member Gilmour moved to approve the consent agenda of **A)** county board minutes from April 20, 2021; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$1,841,888.18; **D)** release of the May 10, 2021 Planning, Building and Zoning Committee Executive Session meeting minutes. Member DeBolt seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$11,106.87; ANML CNTRL WRDN \$482.00; ASSMT \$413.19; BEHAV HLTH \$3,374.58; BOR \$23.99; CIR CLK \$25,812.20; CIR CRT JDG \$10,964.09; COMB CRT SVS \$1,695.24; COMM ACTN SVS \$594,237.61; COMM HLTH \$35,341.60; AUDIT \$15,725.53; CORONER \$8,990.51; CORR \$36,303.95; CNTY ADMIN \$250.00; CNTY BRD \$232,181.52; CNTY CLK \$4,271.11; HIGHWY \$123,319.99; TRSR \$472,405.00; ELECTN \$482.80; EMA DIR \$37.80; EMA \$238.59; EMPL BFITS \$3,350.00; ENVIRO HLTH; \$1,601.20; FCLT MGMT \$38,512.76; GIS \$1,194.24; JURY COMM \$2,326.02; MERIT \$750.00; PBZ \$1,794.55; PRSDG JDGE \$4,064.00; PROB SVS \$10,651.34; PRGM SUPP \$420.87; PUB DEF \$447.65; ROE \$6,513.76; SHF \$26,187.35; STATES ATTY \$2,437.16; TECH \$21,546.00; TRSR \$88.28; UTIL \$12,770.73; VET \$1,113.92; FP \$43,463.88; SHF \$39,533.27; SHF \$45,463.03

OLD BUSINESS

Reapportionment and Redistricting

County Administrator Scott Koeppel spoke about the salary of the county board members as set by recent resolution, final approval in June. The resolution for the county board districts would be similar to the resolution passed in 2010 if the board so chooses. Mr. Koeppel showed the board a map of the districts estimating the population.

ELECTED OFFICIALS REPORT AND OTHER DEPARTMENT REPORTS**Emergency Management**

Director Roger Bonuchi stated they are in the process of reaccreditation by the Illinois Emergency Management Agency and are conducting training classes.

Sheriff

Sheriff Baird stated that the Corrections Division has passed the PREA audit. On the web page is the use of force annual analysis.

County Clerk

Revenue Report		4/1/21-4/30/21	4/1/20-4/30/20	4/1/19-4/30/19
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$1,337.00	\$974.00	\$707.00
MARFEE	County Clerk Fees - Marriage License	\$1,560.00	\$420.00	\$1,320.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$50.00	\$15.00	
CRTCOP	County Clerk Fees - Certified Copy	\$1,884.00	\$1,190.00	
NOTARY	County Clerk Fees - Notary	\$380.00	\$35.00	
MISINC	County Clerk Fees - Misc	\$225.58	\$6.00	\$1,803.50
	County Clerk Fees - Misc Total	\$5,436.58	\$2,670.00	\$3,830.50
RECFEE	County Clerk Fees - Recording	\$45,345.00	\$32,752.00	\$24,460.00
	Total County Clerk Fees	\$50,781.58	\$35,422.00	\$28,290.50
CTYREV	County Revenue	\$55,540.00	\$34,037.00	\$42,870.25
DCSTOR	Doc Storage	\$26,708.00	\$19,208.00	\$14,254.00
GISMAP	GIS Mapping	\$84,570.00	\$60,780.00	\$24,074.00
GISRCD	GIS Recording	\$5,638.00	\$4,052.00	\$3,010.00
INTRST	Interest	\$37.17	\$26.53	\$18.24
RECMIS	Recorder's Misc	\$7,314.25	\$3,026.50	\$3,125.25
RHSP	RHSP/Housing Surcharge	\$24,066.00	\$17,532.00	\$12,726.00
TAXCRT	Tax Certificate Fee	\$1,760.00	\$1,040.00	\$1,280.00
TAXFEE	Tax Sale Fees	\$100.00	\$35.00	\$40.00
PSTFEE	Postage Fees	\$70.20	\$20.85	\$0.00
CK #				
19207	To KC Treasurer	\$256,585.20	\$175,179.88	\$129,688.24

Treasurer

Office of Jill Ferko
Kendall County Treasurer & Collector
111 W. Fox Street Yorkville, IL 60560

Kendall County General Fund
QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES
FOR FIVE MONTHS ENDED 04/30/2021.

<u>REVENUES*</u>	Annual <u>Budget</u>	2021 YTD <u>Actual</u>	2021 YTD% <u>%</u>	2020 YTD <u>Actual</u>	2020 YTD <u>%</u>
Personal Property Repl. Tax	\$390,000	\$217,506	55.77%	\$180,366	46.25%
State Income Tax	\$2,300,000	\$1,216,524	52.89%	\$1,064,151	46.27%
Local Use Tax	\$900,000	\$521,930	57.99%	\$404,800	57.83%
State Sales Tax	\$530,000	\$228,649	43.14%	\$274,715	49.95%
County Clerk Fees	\$325,000	\$247,080	76.02%	\$160,090	49.26%
Circuit Clerk Fees	\$1,220,000	\$498,220	40.84%	\$512,997	38.00%
Fines & Foreits/St Atty.	\$275,000	\$107,095	38.94%	\$133,169	44.39%
Building and Zoning	\$68,000	\$51,255	75.38%	\$31,168	45.84%
Interest Income	\$100,000	\$9,133	9.13%	\$104,303	52.15%
Health Insurance - Empl. Ded.	\$1,467,439	\$152,993	10.43%	\$478,741	37.80%
1/4 Cent Sales Tax	\$3,075,000	\$1,417,011	46.08%	\$1,332,288	42.91%
County Real Estate Transf Tax	\$450,000	\$243,017	54.00%	\$227,723	53.58%
Federal Inmate Revenue	\$2,044,000	\$823,520	40.29%	\$955,040	46.72%
Sheriff Fees	\$140,000	\$35,723	25.52%	\$99,488	58.52%
TOTALS	\$13,284,439	\$5,769,656	43.43%	\$5,959,039	45.17%
Public Safety Sales Tax	\$5,250,000	\$2,449,987	46.67%	\$2,312,463	43.43%
Transportation Sales Tax	\$5,250,000	\$2,449,987	46.67%	\$2,312,463	38.54%

*Includes major revenue line items excluding real estate taxes which are to be collected later.

To be on Budget after 5 months the revenue and expense should at 41.65%

**The reported amounts are on a cash basis and not accrual.

EXPENDITURE

S

All General Fund Offices/Categories

\$31,020,242

\$11,260,855

36.30%

\$10,877,507

36.80%

Clerk of the Court

Circuit Clerk Matthew Prochaska reviewed the report that is in the packet.

State's Attorney

State's Attorney Eric Weis stated that the Mental Health Court is up and running.

Coroner

Report is included in the packet.

Health Department

Executive Director RaeAnn VanGundy presented their annual report. 105,000 doses of the vaccine have been administered, about 37%.

Supervisor of Assessments

Supervisor of Assessments Andy Nicoletti stated that the Farmland Review Committee is meeting on May 17, 2021. 2022 acreage values will increase \$38.73 from a 5 year study.

STANDING COMMITTEE REPORTS

Law Justice & Legislation

Law Library Fund Fees and Circuit Clerk Fees

Member Gilmour moved to approve of an ordinance increasing the County Law Library Fund Fees and amending the Circuit Clerk Fees Schedule in accordance therewith. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinance 21-12 is available in the Office of the County Clerk.

Planning Building & Zoning

Petition 21-14

Member Gengler moved to approve Petition 21-14 Request from Laura Denges for a Special Use Permit to Operate a Winery (Production and Sale of Wine Utilizing Crops Not Grown on the Premises or in Combination with Crops Grown on the Premises) at 9396 Plattville Road (PIN: 08-09-200-003) in Lisbon Township. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinance 21-11 is available in the Office of the County Clerk.

Petition 21-18

Member Gengler moved to Approve of Petition 21-18 Request from the Kendall County Planning, Building and Zoning Committee for Amendments to Sections 104, 202.2, 202.6, and 203.3 of the Kendall County Stormwater Management Ordinance by Incorporating Bulletin 75 into the Kendall County Stormwater Management Ordinance. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinance 21-13 is available in the Office of the County Clerk.

NPDES Permit

Co Board 5/18/2021

- 4 -

Member Gengler moved to Approve of Annual Facility Inspection Report for NPDES Permit for Stormwater Discharges from Separate Storm Sewer Systems (MS4): Filing Fee of \$1,000 to be Paid from Planning, Building and Zoning Department's NPDES Permit Fee Line Item (11001902-63670). Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Chairman's Report

Chairman Gryder stated that in light of the CDC and Governor standards masks will be optional at the County Offices and as of June first meetings will be in person.

EXECUTIVE SESSION

Member Vickers made a motion to go into Executive Session for (11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

RECONVENE

Chairman Gryder thanked the Illinois Extension Office for the thank you bags.

Chairman Gryder informed the board of the notice received from the Environmental Protection Agency for the Clean Act permit program at the Grid.

County Administrator Scott Koepfel received a letter that the Village of Montgomery is looking into a TIF District at the former Caterpillar site.

Chairman Gryder reminded everyone about the Oswego Honors Veterans activities beginning on May 21 through May 31.

ADJOURNMENT

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

Approved and submitted this 28th day of May, 2021.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, MAY 3, 2021**

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

Roll Call: Members Present: Brian DeBolt, Judy Gilmour, Matt Kellogg, Dan Koukol.
Scott Gryder arrived at 4:08 pm.

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

Others Present: Facilities Management Director Jim Smiley, Assistant Director/PM Dan Polvere, County Administrator Scott Koepfel.

Approve the April 5, 2021 Facilities Committee Meeting Minutes – There were no changes to the April 5, 2021 minutes; Member Koukol made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.** **Judy Gilmour: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Approval of Agenda – Member Gilmour made a motion to approve the agenda. Member Koukol second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Public Comment – None

Old Business/Projects

1. *County board Room Remodeling Project* – Director Smiley informed the Committee the base detail still needs to be completed. Jim is working with Lite Construction on completion. Mr. Smiley is working with Dewberry to set up the cell phone operation part of the door lock system. Once completed training on the door lock system will be scheduled.
2. *COVID 19 Projects:*
 - a. *Public Safety Center Door pass through slots* – Director Smiley stated to the Committee one door in holding will be done as a trial for the process of cutting the doors pass through slots in place to avoid removing the doors. Mr. Smiley informed the Committee of the process to cut these openings in place. Jim stated 7 doors in total need to be altered.
 - b. *Plexiglas barriers for some Circuit Clerk Cubicles* – Director Smiley informed the Committee the barriers were received and KCFM staff began installation. Jim stated the mounts to hold the barriers in place were not strong enough. Mr. Smiley believes an aluminum channel on the ends of the glass should secure the barriers efficiently.
3. *Courthouse Chiller replacement* – Director Smiley updated the Committee on the status of material delivery delays. Jim is concerned about the rising temperatures and need for air conditioning along with the installation schedule. Mr. Smiley also informed the Committee the costs for a temporary system or the installation can be completed in the fall when the need for air conditioning is minimal. If installation were to happen in the fall, the ComEd grant would not be affected as long as the project is completed by November. Once the delayed material is received the Committee will decide at that time which option to move ahead with.

4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated this equipment is due to arrive at the end of May. Jim stated downtime for installation would be 7 -10 days if the piping can be done in advance. Mr. Smiley will talk with the Sheriff for the best time for installation once he has confirmation the equipment has been received.
5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley stated the wiring was completed a few weeks ago. Jim believes the project will be completed by the end of May.
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley informed the Committee the duct work pieces have been removed and replaced. Jim also stated the project is substantially completed, but a punch list will need to be completed on this project.
7. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the Committee the elevator shaft replacement has been completed the week on April 12, 2021. The inspection passed on April 19, 2021. **Project Complete.**
8. *Metronet HPBX Desk Set Phone Installations* – Director Smiley stated all phones have been placed at all sites. Mr. Smiley informed the Committee they are starting with smaller sites first. Facilities/Coroner, Highway and Animal Control will begin the switch over on May 11th. Jim hopes to be completed by the end of May early June.

New Business/Projects

1. Chair's Report

- a. *2021 County Office Building Capital projects discussion* – Chair DeBolt reminded the Committee approximately \$400,000.00 is left in what was budgeted in the 2021 budget for improvements to the County Office building. Chair DeBolt mention that we have talked for many years about what to do with outlying properties at the Fox street campus. Discussion continued about the possibility of relocating stored records to the Courthouse temporarily or permanently if it is decided to remodel or remove these facilities. Members agreed we should evaluate these buildings, then start discussion with department heads and elected officials at the Fox street campus, as to their offices needs for space and storage. Chair DeBolt stated they will be in discussions with Departments and Director Smiley to determine space needs.
 - b. *Future Capital projects – Facilities & Coroner* – Chair DeBolt stated the Coroner needs their own building and Facilities needs their own building so equipment and vehicles could be centrally located. County Administrator Koepfel suggested either updating the countywide master plan, which was last updated in 2006 or decide if the Facilities Committee and/or County Board to do a yearly building by building or campus by campus review of the facility's needs. Chair DeBolt stated to have the records moved and/or scanned along with obtaining bids to have the outside buildings removed might be a pertinent move for this year to consider.
1. *Courthouse Roof Replacement Using Garland Program* – Assistant Director/PM Dan Polvere informed the Committee the benefit of using Garland for a nuclear scan of our Courthouse roof. Mr. Polvere explained the benefits and savings using this process to avoid costly extras. Chair DeBolt stated his experience using Garland with the Yorkville School District. Garland is part of the Illinois procurement program, which is the same program the county utilizes with the Trane contracts done to date. Director Smiley stated \$85,000.00 has been approved in the 2021 budget for this project. Motion by Member Kellogg to send to a future County Board meeting once the agreement has been completed for approval to use the Garland Company for the Courthouse Roof Replacement. Second by Member Koukol. **All members present voting aye, Motion Carried.** *Roll Call:* **Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**

2. *Historic Courthouse Window Project* – Director Smiley informed the Committee the vendor still needs to submit the required bond for the project. Mr. Smiley stated the vendor did take the initial measurements for the window manufacturer.
3. *Approve Kendall County Housing Authority Lease Extension of 2019 Lease Agreement* – Motion to approve: Member Kellogg, Second by Member Koukol. **All members present voting aye, Motion Carried. Roll Call: Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**
 - a. *Kendall County Housing Authority – Request for Additional Space* – No additional space available at this time.
4. *Courthouse Safety Meeting – Zoom Call* – Director Smiley stated there was discussion on various training exercises that will be upcoming with court security. Mr. Smiley also stated there was low turnout on the call so another meeting will be scheduled. **Project Complete.**
5. *Courthouse Jury Assembly Entrance Project* – Director Smiley informed the Committee of a project Judge Pilmer requested for the entrance of the jury assembly space be re-worked. Mr. Smiley stated KCFM staff completed most of the project, except the carpet repair which was done by a vendor. **Project Complete.**
6. *Public Safety Center Capital Budget Estimate Requests* – Director Smiley received a request to provide some estimates for the Public Safety Center. Mr. Smiley contacted Dewberry, whom is looking at the projects at no cost to provide the budgetary numbers. Director Smiley will forward the information once received.

Staffing/Training/Safety

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

Other Items of Business

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

Executive Session – None

Public Comment – None

Questions from the Media – None

Adjournment – Chair DeBolt asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting. Second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:12 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Monday, June 7, 2021

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

ROLL CALL

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

Employees in Attendance: Scott Koepfel

Guests in attendance: Chris Hansen, Kluber Architects; Mike Neuenkirchen, DVAC/Kendall Area Transit

APPROVAL OF AGENDA – Mr. Koepfel asked that the committee to amend the agenda and move the Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot item to the beginning of new business. Motion made by Member Gilmour, second by Member Gengler to approve the amended agenda.

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 21, 2021 minutes.

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

PUBLIC COMMENT – None

COMMITTEE BUSINES

- *Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot* - Chris Hansen from Kluber Architects provided background information on their agreement with the City of Yorkville and the proposal for Kendall County to conduct a study to determine if a “joint use” site and building project for both parties that would be feasible to construct, determine the development cost, and timeline suitable to both parties. Mr.

Hansen said the information collected from the study would assist Kendall County and the City of Yorkville in future facility planning by determining future planning. Hansen said the study will include identification of “shared” spaces that both parties may be able to utilize to reduce the overall cost of construction and avoid duplication. Shared spaces may include office space, washrooms/locker rooms, break/lunchrooms, a wash bay, training/meeting room, repair/workshop area, and one medium duty vehicle lift for service. This step of the project will take approximately nine weeks.

Mr. Hansen said this data was determined after the initial meeting with Kendall Area Transit, Kendall County and the City of Yorkville personnel.

Discussion on the cost for the study, the potential city-owned property available, the cost savings for both parties, and the benefits of a collaborative project.

Mr. Neuenkirchen reported that KAT has received \$300,000 from Rebuild Illinois state funds, and expects additional funds from Rebuild Illinois later this month.

Motion by Member Koukol, second by Member Vickers to forward to the County Board for further discussion and approval.

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

- *Approval of the 2022 Holiday Schedule* – Mr. Koepfel stated that the 2022 employee Holiday schedule was provided to Judge Pilmer from the Supreme Court.

Member Vickers made a motion to forward the item to the County Board for approval, second by Member Gilmour.

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

- *Approval of the Annual Employee Service Awards Spirit Store* – Staff member McClain provided information on the success of the service awards last year through the Imagination Print & Design spirit store, and said this year would be similar and should run just as smoothly.

There was consensus by the committee to proceed as planned.

- *Discussion and Approval of the HR Specialist Job Description* –Mr. Koepfel informed the committee that the previous HR Specialist resigned from the position after just three months with the County, to take a higher paying and more HR targeted position in the Will County Nursing Home. Mr. Koepfel felt that the person was more interested in specifically dealing with HR, and that it just was not personally a good fit. Mr. Koepfel reviewed the slight changes to the job description, and said he will emphasize the additional responsibilities of Administration Department and Special Project duties in the interviews for a replacement.

Member Vickers made a motion to forward the item to the County Board for approval, second by Member Gengler.

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 –

- *Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot Act*
- *Approval of the 2022 Holiday Schedule*
- *Discussion and Approval of the HR Specialist Job Description*

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

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

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, May 27, 2021**

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:12p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Here		5:27p.m.
Scott Gengler	Here		
Scott Gryder	EXCUSED		
Matt Kellogg	Yes		

Others Present – Latreese Caldwell, Matt Kinsey, Scott Koepfel

Approval of Agenda - Member Gengler made a motion to approve the agenda, second by Member DeBolt.

Roll Call Vote

Amy Cesich	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Matt Kellogg	Yes

With four members present voting aye, the motion carried.

Approval of Claims – Member DeBolt made a motion to forward the claims to the County Board for approval, second by Member Gengler.

Roll Call Vote

Matt Kellogg	Yes
Brian DeBolt	Yes
Amy Cesich	Yes
Scott Gengler	Yes

With four members present voting aye, the motion carried.

Items of Business

- *Discussion and Approval of a 3-Year Contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications* – Motion made by Member DeBolt, second by Member Gengler.

Mr. Koeppel stated that he asked Mr. Kinsey to research portal options for an application online process for collecting information for the ARP grant applications.

Member Kellogg said that this will assist the committee in pinpointing the qualification answers from applicants for grant fund requests.

Mr. Kinsey briefed the committee on the cloud-based company, the application and other possible uses for the application (ex. Collecting Senior Levy Grant Application information).

Discussion on the specifics of the application, eligible applicants, the target group, and the primary areas eligible for grant funding such as Small Business, Lost Revenue, Water Resources, Broadband, and Infrastructure. Next steps for the committee are to determine the break-out areas for the ARP funds, and to designate the amount of funding available for each area.

Member Gengler made a motion to forward the item to the County Board for approval, second by Member Kellogg.

ROLL CALL VOTE

Amy Cesich	Yes
Scott Gengler	Yes
Matt Kellogg	Yes

With three members present voting aye, the motion carried.

- *Discussion and Approval of Finance & Budget Coordinator Job Description* – Mr. Koeppel reported that he had discussed two positions from ARP Grant funds, but that the EDC position has been dropped for now.

Mr. Koeppel explained that the Finance and Budget Coordinator position would serve as a finance and budget analyst, as well as the PCOM for the Kendall Area Transit program. This position will report to the Deputy Administrator and their work will focus on the Kendall Area Transit grants, the Revolving Loan Fund, and the American Rescue Plan Act Grant funds.

The position will be grant funded through 2024 (possibly 2026), and the salary range is \$75,000-\$85,000.

Member Gengler made a motion to forward the item to the County Board for approval, second by Member Kellogg.

Amy Cesich	Yes
Scott Gengler	Yes
Matt Kellogg	Yes

With three members present voting aye, the motion carried.

- ***Discussion of the American Rescue Plan Act of 2021*** – Mr. Kellogg said that the guidelines from the Treasury are coming out in stages, and Administration staff continue to monitor those guidelines.

Eligible expenditure areas and recipients include revenue recovery, individual assistance, business assistance, Economic Development, public facilities and schools, Transportation entities, Infrastructure, Regional collaboration and Not-for Profit assistance.

Mr. Kellogg said that this discussion will continue as the committee receives additional guidelines on how to dispense the funds. The County Treasurer informed Mr. Kellogg that the first installment of over \$12.5 million dollars was received last week, and is being deposited between three County bank accounts. Auditors Mack & Associates will assist the County in compliance of the federal guidelines.

Mr. Koeppel stated that Latreese Caldwell is busy calculating cost revenues, and verifying data with auditors Mack & Associates.

Department Head and Elected Official Reports – None

Items from Other Committees – None

Public Comment – None

Questions from the Media - None

Items for the June 1, 2021 County Board Meeting

- *Approval of Claims*
- *Discussion and Approval of a 3-Year Contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications*
- *Discussion and Approval of Finance & Budget Coordinator Job Description*
- *Discussion of American Rescue Plan Act funds*

Items for the June 10, 2021 Committee of the Whole Meeting - None**Executive Session** – Not needed**Adjournment** – Member Gengler made a motion to adjourn the Budget and Finance Committee meeting, Member Cesich seconded the motion.

Matt Kellogg	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With three members present voting aye, the meeting was adjourned at 5:56p.m. by a roll call vote of 3-0.

Respectfully submitted,

Valarie McClain
 Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Law, Justice and Legislation Committee
Monday, May 17, 2021
Meeting Minutes

Call to Order and Pledge Allegiance – Chair Judy Gilmour called the meeting to order at 3:15p.m. and led the Pledge of Allegiance.

Roll Call:

Committee Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Amy Cesich	ABSENT		
Dan Koukol	Yes		
Ruben Rodriguez		3:19p.m.	
Robyn Vickers	Here		

Others Present: EMA Director Roger Bonuchi, Court Services Director Alice Elliott, Tracy Page, Chief Judge Robert Pilmer, Circuit Clerk Matthew Prochaska, Coroner Jacquie Purcell, Undersheriff Bobby Richardson, Commander Jeanne Russo

Approval of Agenda: Member Koukol made a motion to approve the agenda, second by Member Gilmour.

ROLL CALL VOTE

Committee Member	Vote
Robyn Vickers	Yes
Judy Gilmour	Yes
Dan Koukol	Yes

With three members present voting aye, the agenda was approved.

Approval of Minutes – Member Rodriguez made a motion to approve the April 19, 2021 meeting minutes, second by Member Koukol.

ROLL CALL VOTE

Committee Member	Status
Dan Koukol	Yes
Ruben Rodriguez	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members present voting aye, the motion carried by a 4-0 vote.

Public Comment - None

Status Reports

Coroner – Written report provided. Coroner Purcell reviewed the April 2021 report stating there were 26 total deaths, including 2 deaths by overdose, and 2 deaths by suicide. There were 2 autopsies performed.

EMA – Written report provided. Director Bonuchi reported that EMA has to reapply for accreditation through IEMA every two years, and is in the process of submitting the application now.

Public Defender – Written reports for February, March and April provided.

Circuit Clerk – Written reports provided. Circuit Clerk Matthew Prochaska reported on the updated Manual of Recordkeeping changes that are to be implemented on January 1, 2022. Mr. Prochaska stated that the Illinois State Supreme Court announced changes to the Court Fee Assessment System by which fees, fines and other court costs are paid by litigants in civil and criminal cases. The goal is to address the confusion, inconsistency and financial hardship caused by the previous structure, and to make the justice system more accessible, and to simplify the imposition, collection and distribution of court assessments.

Court Services – Written reports provided. Ms. Elliott reported that Probation Officers and management are entering into negotiations on June 9th, for a new contract to begin on December 1, 2021.

Ms. Elliott stated that House Bill 3653 passed and that many areas of law enforcement and the judicial system will be affected with mandatory changes. One that will specifically affect Probation is the separation of pre-trial from the probation office, and the restructuring of pretrial throughout the state. They are already aware that Probation and Pretrial will not be managed under the same umbrella, but will instead report either directly to the Chief Judge of their Circuit or the Administrative Office of the Illinois Courts. Although it is not anticipated that Kendall and DeKalb County will see the least of amount of disruption, it is likely that there will some dividing of expenses and revenue line items as it pertains to salaries for pretrial next year.

Last year salary reimbursements for probation officers increased significantly to 100 percent reimbursement as outlined in the statutes. Now that the AOIC is funding at 100 percent, there has been a push to refrain from the practice of utilizing probation fees to fund operational expenses. Prior to the next Fiscal Budget Year, Ms. Elliott will review and analyze any operational expenses that could/should be moved.

Chief Judge – Judge Pilmer updated the committee on the Supreme Courts guidelines for the continued requirement of wearing masks in the courthouse through January 2022.

Judge Pilmer also reported that Facilities Management continues work on the Courthouse HVAC system.

Sheriff's Report

- a. Operations Division – Written April report provided.

- b. Corrections Division – Written April report provided. Commander Russo reported on the Electronic Home Monitoring program status, which is now fully functional in the Sheriff’s Office and stated they have 8 juvenile and 51 adult participants in the EHM.
- c. Records Division – Written report provided.

Old Business – None

New Business

- *Approval of a Resolution Calling for the Governor and General Assembly to Protect Local Control of Zoning and Land Use* – Mr. Koeppel reported that Kendall County opposes HB 633 and SB170 that severely restrict counties of control of Wind Energy Farms/Facilities. Discussion of the ramifications of such restriction and actions the County can consider.

Member Koukol made a motion to forward the approval of a Resolution Calling for the Governor and General Assembly to Protect Local Control of Zoning and Land Use to the April 20, 2021 County Board meeting for further discussion and final approval, second by Member Rodriguez.

ROLL CALL VOTE

Committee Member	Vote
Robyn Vickers	Yes
Ruben Rodriguez	Yes
Judy Gilmour	Yes
Dan Koukol	Yes

With four members present voting aye, the motion carried. This item will be sent to the County Board for further discussion, approval and action.

- *Discussion of HB 1727 “The Bad Apples in Law Enforcement” Accountability Act* – Sheriff Dwight Baird began by stating that this bill was introduced to take away the qualified immunity from law enforcement officers that was proposed in HB 3653, it was stricken from that bill and a Task Force to be formed and charged with providing a report to the Governor by May 1, 2021 on qualified immunity. It passed out of committee by 4-2. Sheriff Baird stated that he understood that some of our local representatives would not be supporting HB 1727.

States Attorney Eric Weis said this was taken out because there weren’t enough votes to pass. Mr. Weis stated that Qualified Immunity is not what is generally perceived as “a solve all solution”, but actually means that if a police officer commits a crime that causes them to be prosecuted for willful and wanton action, they are not covered by insurance. Mr. Weis stated that qualified immunity protects local government entities when an officer does something that is not willful and wanton misconduct. Eliminating qualified

immunity will mean that the law officer and the governmental entity can now be sued for the actions that the law enforcement officer was prosecuted for. This will not make police offices more accountable, but it will mean taxpayers will be forced to pay more for additional lawsuits, trials and prosecution.

Discussion on the possibility of raising taxes for nuisance suits to support this type of bill, insurance rate increases for the payment of additional claims for wrongful detention or seizure, and the potential need for self-protection by law enforcement officers.

The County will continue to monitor and discuss this bill as it proceeds through the House.

Chairman's Report/Comments – No report

Items for the April 20, 2021 Kendall County Board Meeting

- *Approval of a Resolution Calling for the Governor and General Assembly to Protect Local Control of Zoning and Land Use*

Items for the May 13, 2021 Committee of the Whole Meeting - None

Public Comment - None

Legislative Update – None

Executive Session – Not needed

Adjournment – Member Koukol made a motion to adjourn the meeting, second by Member Rodriguez.

ROLL CALL VOTE

Committee Member	Vote
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Ruben Rodriguez	Yes

With four members in agreement, the meeting adjourned at 4:03p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE

Kendall County Office Building

Rooms 209 and 210

111 W. Fox Street, Yorkville, Illinois

6:30 p.m.

Meeting Minutes of June 7, 2021 – Unofficial until Approved

CALL TO ORDER

The meeting was called to order by Chairman Gengler at 6:30 p.m.

ROLL CALL

Committee Members Present: Elizabeth Flowers, Scott Gengler (Chairman), Judy Gilmour (Vice-Chairwoman), Dan Koukol, and Robyn Vickers

Committee Members Absent: None

Also Present: Matt Asselmeier (Senior Planner), Dan Kramer, Luke Finrock, and Greg Dady

APPROVAL OF AGENDA

Member Koukol made a motion, seconded by Member Vickers, to approve the agenda as presented. With a voice vote of five (5) ayes, the motion carried.

APPROVAL OF MINUTES

Member Vickers made a motion, seconded by Member Gilmour, to approve the minutes of the May 10, 2021, meeting. With a voice vote of five (5) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the expenditure report from May 2021. Mr. Asselmeier noted three (3) expenditures to Jamal Douglas. These expenditures are his building permit refund that the Committee approved at the April meeting.

The Committee reviewed the six (6) month PBZ financial report.

PETITIONS

None

NEW BUSINESS

Approval of a Request from Jason Shelley on Behalf of Go Pro Ball, LLC and James and Denise Maffeo on Behalf of Four Seasons Storage, LLC for an Extension of the Recording Deadline for the Final Plat of Go Pro Sport Subdivision to July 20, 2021

Mr. Asselmeier summarized the request.

The County previously granted the Petition an extension in February 2021. The Petitioner is still working on gathering the necessary signatures for the Plat.

The draft resolution was provided.

Member Gilmour made a motion, seconded by Member Koukol, to recommend approval of the requested extension. With a voice vote of five (5) ayes, the motion carried.

The proposal goes to the County Board on June 15, 2021, on the consent agenda.

OLD BUSINESS

Follow-Up on Special Use Permit Investigation at the Polish National Alliance Camp at 10701 River Road

Mr. Asselmeier provided an update on the investigation.

Staff met with representatives of the Polish National Alliance (PNA) Camp on May 14, 2021, regarding a for profit business operating at their property at 10701 River Road. The representatives from the PNA Camp indicated that the firearms training course was offered at the property one (1) time. The course instructor made a monetary donation to the PNA Camp. PNA Camp representatives said this course was a one (1) time event and had no plans to offer such courses in the future.

The representatives from the PNA Camp indicated that the discharging of firearms occurred near the chapel located on the property and that the guns were fired facing west. An aerial of the site was provided. The Sheriff's Department indicated that the firearms were probably fired in a more northerly direction. Staff was unable to confirm the specific location(s) on the property where the firearms were discharged or in the direction in which the guns were fired. The chapel is approximately one thousand one hundred feet (1,100') from the residential homes to the north of the PNA Camp's property. Pictures of the area were provided.

With the complainant's permission, Staff provided representatives of the PNA Camp with the complainant's phone number and requested that the PNA Camp discuss the matter with the complainant. It is Staff's understanding that this conversation occurred on May 14, 2021, but the matter was not resolved to the complainant's satisfaction.

To date, Staff has not received any other complaints, including noise complaints, of violations to the special use permit. Staff will continue to monitor the property for potential violations of the special use permit. A copy of the special use permit for the property was provided.

The impacted house does not rear the PNA Camp.

Discussion occurred regarding the type of guns fired and the direction of the shooters.

Member Vickers asked if hunting could occur on the farmland to the north of the PNA. Mr. Asselmeier responded yes, except for State hunting regulations.

Member Flowers asked if this type of situation had occurred at other locations in the County. Mr. Asselmeier responded that the Sheriff's Department would be the lead agency investigating these types of cases. The Law, Justice and Legislation Committee would review the matter.

Discussion occurred about hunting near residential areas.

Luke Finrock stated that the bullet was not recovered and the class was offered as part of the instructor's business. The incident in 2018 involved a hunter. He questioned the good judgement of the PNA Camp. He noted the location of hunting stands.

Mr. Asselmeier explained the primary and secondary uses at the property, the gun range regulations and the PNA Camp's special use permit.

Update on 3485 Route 126

Mr. Asselmeier reported that the deadline for the trucking company to vacate the property was this past weekend and the business has moved. There are a couple vehicles and semis in the back of the property. Those vehicles will be removed. The sign is also still in place.

Follow-Up on Illicit Discharge Investigation at Hide-A-Way Lakes

Mr. Asselmeier provided an email from the Kendall County Health Department saying that the Illinois Department of Public Health's investigation concluded that a discharge of sewage had not occurred and the case was closed.

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

Mr. Asselmeier summarized the proposal.

The intergovernmental agreement between Kendall County and the Village of Plattville expires in July.

In 2020, the County issued three (3) building permits in Plattville. Three (3) investigations were brought to the Village's attention and one (1) of those three (3) resulted in a violation that was remedied before a citation was issued.

The proposed agreement was provided. Other than the dates, no changes to agreement are proposed.

The Village of Plattville reviewed the proposal at their meeting on May 17th and offered no changes.

Member Koukol made a motion, seconded by Member Flowers, to recommend approval of the agreement. With a voice vote of five (5) ayes, the motion carried.

The proposal goes to the County Board on June 15, 2021, on the consent agenda.

Review of Annual NPDES Survey

The Committee reviewed the survey.

Discussion of Placing Zoning Related Signs at Various Entrances to Kendall County

Member Koukol suggested placing signs saying "Kendall County has Zoning" at various locations in the County, including Boulder Hill.

It was noted that other counties have similar signs.

Discussion occurred regarding having a training session with Realtors.

Discussion occurred regarding having a meeting focusing on zoning related matters in Boulder Hill. The consensus of the Committee was to explore having this type of meeting in Boulder Hill in the future.

Discussion occurred regarding have a course for Realtors on zoning in Kendall County and the municipalities in Kendall County.

Discussion also occurred about using Facebook and social media to emphasize that Kendall County has zoning.

The consensus of the Committee was to get a price quote for signs.

REVIEW VIOLATION REPORT

The Committee reviewed the violation report.

Update on 2511 Wildy Road

Mr. Asselmeier provided an updated on the Wildy Road property. The Department continues to work on gathering evidence of violations at the property.

REVIEW NON-VIOLATION REPORT

The Committee reviewed the non-violation report.

UPDATE FOR HISTORIC PRESERVATION COMMISSION

Mr. Asselmeier reported that the Commission will be meeting with a consultant to explore doing surveys of historic structures.

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 Koukol made a motion, seconded by Member Vickers, to adjourn. With a voice vote of five (5) ayes, the motion carried.

Chairman Gengler adjourned the meeting at 7:39 p.m.

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



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: June 7, 2021

Amount: N/A

Budget: N/A

Issue: Approval of a Request from Jason Shelley on Behalf of Go Pro Ball, LLC and James and Denise Maffeo on Behalf of Four Seasons Storage, LLC for an Extension of the Recording Deadline for the Final Plat of Go Pro Sport Subdivision to July 20, 2021

Background and Discussion:

The Planning, Building and Zoning Department received a request from the attorney for the owners of the Go Pro Sports Subdivision requesting an extension of the requirement to record the final plat of the subdivision to July 20, 2021.

The County Board previously granted an extension in February 2021.

According to the Subdivision Control Ordinance, a final plat must be recorded within six (6) months of approval unless granted an extension by the County Board after recommendation by the PBZ Committee. The County Board approved this final plat in September 2020.

Staff has no objections to the requested extension. If the Board wishes to grant the requested extension, a draft resolution is included for your consideration.

Committee Action:

PBZ Committee-Approval (5-0)

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: June 8, 2021

KENDALL COUNTY
Resolution No. _____

*Resolution to Approve an Extension for the Recording of the Final Plat of
Subdivision for Go Pro Sports Subdivision (Petition 20-15) to July 20, 2021*

WHEREAS, the Kendall County Board approved a final plat for the Go Pro Sports Subdivision (Petition 20-15) on September 15, 2020 by Ordinance 2020-15; and

WHEREAS, § 7.04.O of the Kendall County Subdivision Control Ordinance requires that final plats for subdivisions must be recorded with the County Recorder’s Office within six (6) months of approval unless an extension is granted by the County Board; and

WHEREAS, on February 2, 2021, the owner’s attorney submitted a request for a ninety (90) day extension of the recording requirement; and

WHEREAS, on February 16, 2021, the Kendall County Board approved the requested ninety (90) day extension; and

WHEREAS, on June 1, 2021, the owner’s attorney submitted a request to extend the recording deadline to July 20, 2021; and

WHEREAS, all of the requirement of § 7.04.O of the Kendall County Subdivision Control Ordinance for granting an extension have been met; and

THEREFORE, BE IT RESOLVED, that Kendall County Board hereby grants an extension of the recording requirement for the final plat of the Go Pro Sports Subdivision (Petition 20-15) to July 20, 2021.

ADOPTED and APPROVED this 15th Day of June, 2021.

Scott R. Gryder, County Board Chairman

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

I, Debbie Gillette, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a Resolution adopted by the Kendall County Board, at its regularly scheduled meeting in Yorkville, Illinois, on the _____ day of _____, A.D. 2021.

Debbie Gillette, County Clerk and Recorder

(Seal)



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: May 10, 2021 and June 7, 2021

Amount: N/A

Budget: N/A

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

Background and Discussion:

The intergovernmental agreement between Kendall County and the Village of Plattville expires in July.

In 2020, the County issued three (3) building permits in Plattville. Three (3) investigations were brought to the Village's attention and one (1) of those three (3) resulted in a violation that was remedied before a citation was issued.

The Village of Plattville reviewed the proposal at their meeting on May 17th and offered no changes.

Other than the change of dates, the proposal is the same as previous years.

The draft agreement is attached.

Committee Action:

PBZ Committee-Approval (5-0)

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: June 8, 2021

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF
PLATTVILLE AND THE COUNTY OF KENDALL**

THIS AGREEMENT, made this day ____ of July, 2021 by and between the VILLAGE OF PLATTVILLE, a body corporate and politic, and the COUNTY OF KENDALL, a body corporate and politic; WITNESSETH:

WHEREAS, the Village of Plattville was incorporated by act of the voters on March 21st, 2006; 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 Village of Plattville and County of Kendall are units of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970 who are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, 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 Plattville adopted a Comprehensive Plan on July 27, 2009, and

WHEREAS, all the property located within the described boundaries of the Village of Plattville have been heretofore subject to the building and zoning codes of the County of Kendall, and to the Countywide 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 Plattville has by ordinance duly adopted the Zoning Ordinance of the County of Kendall, the Building Code of the County of Kendall, the Subdivision Control Ordinance of the County of Kendall, and 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 Plattville 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 Plattville 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 Plattville, and apply them to all properties located within the municipal boundaries of the Village of Plattville.

4) In addition to the consideration addressed in Paragraph 3 above, the Village of Plattville 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 Ordinance for cases within the boundaries of the Village of Plattville. At the written request of the Village of Plattville, Kendall County shall provide an estimated cost for investigating individual alleged violations. Upon approval of the cost estimate by the Village of Plattville, Kendall County will conduct the necessary investigation and bill the Village of Plattville accordingly. The Village of Plattville shall reimburse the County of Kendall for any actual costs incurred acting on behalf of the Village of Plattville as provided herein.

5) The Village of Plattville 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, 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 Plattville shall secure, pay for, and maintain throughout the period during which services are provided under this Agreement, auto liability and 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 auto liability and general liability coverage shall be primary coverage in circumstances of alleged or proved errors or negligence by the County or the County's employees. 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) 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.

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

9) 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.

10) 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.

11) The County of Kendall and the Village of Plattville 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.

12) 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. Any legal proceeding related to enforcement of this Agreement shall be brought in the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit.

13) This Agreement and the rights of the parties hereunder may not be assigned (except by operation of law), and the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. Nothing in this Agreement, express or implied, is intended to confer upon any party, other than the parties and their respective successors and assigns, any rights, remedies, obligations or liabilities under or by reason of such agreements.

14) Nothing contained in this Agreement, nor any act of Kendall County or the Village pursuant to this Agreement, shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving Kendall County and the Village. Further, nothing in this agreement should be interpreted to give Kendall County or the Village any control over the other's employees or imply a power to direct the employees of the other government body, which neither entity may exercise.

15) 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 Plattville
P.O. Box 1173
Yorkville, Illinois 60560

16) Nothing in this agreement shall be deemed to change or alter the jurisdiction of either the Village or Kendall County in any respect beyond the matters agreed upon in this agreement, including, but not limited to their powers and duties.

VILLAGE OF PLATTVILLE

COUNTY OF KENDALL

BY: _____
Village President

BY: _____
Chairman of Kendall County Board

ATTEST: _____
Village Clerk

ATTEST: _____
Kendall County Clerk

Exhibit A

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

Under the terms of the intergovernmental Agreements executed between the Village of Plattville 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.

Kendall County Job Description

TITLE: Human Resources Specialist
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: June 15, 2021

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

County of Kendall, Illinois Resolution 21 – _____

Kendall County Tax Fraud Resolution

WHEREAS, the County of Kendall, Illinois supports stimulating the local economy through the development of quality-constructed residential and commercial buildings and associated middle-class job creation; and

WHEREAS, the County of Kendall, Illinois supports responsible signatory contractors in the county who abide by federal and state employment and tax laws and withhold and remit the required federal and state taxes and insurances; and

WHEREAS, The County of Kendall, Illinois has been made aware of tax fraud in the construction industry that is perpetrated by unscrupulous businesses who misclassify employees as independent contractors or pay employees in cash-only arrangements for their hours of work;

WHEREAS, one in five construction workers in the State of Illinois are paid illegally by fraudulent means that cheat them out of basic protections such as Workman’s Compensation when injured on the job and Unemployment Compensation when laid off work; and

WHEREAS, tax fraud costs the State of Illinois \$60 million annually in lost state income taxes plus an additional \$126 million in lost unemployment and workman’s compensation contributions; and

WHEREAS, local contractors who commit tax fraud save 30 percent on labor costs, creating an unfair advantage against contractors who play by the rules when competitively bidding on projects; and

WHEREAS, the withholding of required payments by tax fraud violators causes higher rates for Workman’s Compensation and Unemployment Compensation in Illinois;

NOW, THEREFORE, BE IT RESOLVED THAT THE KENDALL COUNTY BOARD appreciates the efforts of the Chicago Regional Council of Carpenters to shed light on tax fraud, and further supports responsible, law-abiding contractors who adhere to employment and tax laws, make payments for all taxes ad insurances, and abide by the rules.

PRESENTED and ADOPTED by the County Board, this 15th day of June 2021.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder



Kendall County Clerk				
Revenue Report		5/1/21-5/31/21	5/1/20-5/31/20	5/1/19-5/31/19
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$1,202.00	\$972.50	\$787.50
MARFEE	County Clerk Fees - Marriage License	\$1,710.00	\$990.00	\$1,950.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$0.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$55.00	\$45.00	
CRTCOP	County Clerk Fees - Certified Copy	\$1,670.00	\$724.00	
NOTARY	County Clerk Fees - Notary	\$365.00	\$315.00	
MISINC	County Clerk Fees - Misc	\$53.00	\$15.00	\$1,663.50
	County Clerk Fees - Misc Total	\$5,055.00	\$3,061.50	\$4,401.00
RECREE	County Clerk Fees - Recording	\$40,923.00	\$32,715.00	\$26,878.00
	Total County Clerk Fees	\$45,978.00	\$35,776.50	\$31,279.00
CTYREV	County Revenue	\$44,625.00	\$26,861.25	\$41,017.00
DCSTOR	Doc Storage	\$23,999.00	\$19,215.50	\$15,676.50
GISMAP	GIS Mapping	\$75,990.00	\$60,810.00	\$26,468.00
GISRCD	GIS Recording	\$5,066.00	\$4,054.00	\$3,310.00
INTRST	Interest	\$39.40	\$26.93	\$16.17
RECMIS	Recorder's Misc	\$5,601.75	\$619.00	\$3,539.00
RHSP	RHSP/Housing Surcharge	\$21,636.00	\$17,505.00	\$14,175.00
TAXCRT	Tax Certificate Fee	\$1,200.00	\$640.00	\$1,040.00
TAXFEE	Tax Sale Fees	\$35.00		\$35.00
PSTFEE	Postage Fees	\$0.00		\$0.00
CK # 19226	To KC Treasurer	\$224,170.15	\$165,508.18	\$136,555.67
Death Certificate Surcharge sent from Clerk's office \$1336.00 ck # 19224				
Dom Viol Fund sent from Clerk's office \$285.00 ck 19225				

Kendall County Circuit Clerk Report

May Update: In the month of May, the Circuit Clerks Office is continuing training for the new Manual of Recordkeeping changes. These changes among other filing changes will need to be implemented by 1/1/2022. In addition, we are currently implementing the new state laws and mandates.

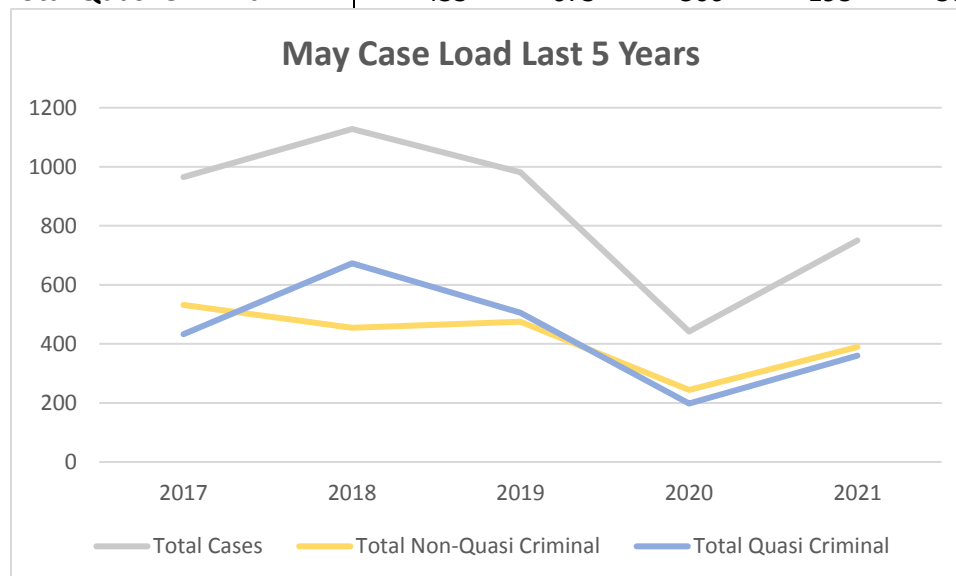
2021 Case Filings YTD

		JAN	FEB	MAR	APR	MAY	
AD	Adoption	2	0	1	2	0	-100%
CC	Contempt of Court	3	4	3	0	5	*
CF	Criminal Felony	16	31	42	27	35	30%
CH	Chancery	3	6	3	3	5	67%
CL	Civil Law Violation	1	0	1	0	3	*
CM	Criminal Misdemeanor	45	33	19	51	38	-25%
CV	Conservation Violation	2	1	0	0	2	*
D	Divorce	41	30	38	35	31	-11%
DT	DUI	15	13	25	19	25	32%
ED	Eminent Domain	0	0	0	0	0	*
F	Family	16	5	13	10	9	-10%
J	Juvenile	0	0	2	0	4	*
JA	Juvenile Abuse/Neglect	2	4	9	16	6	-63%
JD	Juvenile Delinquency	6	4	13	2	6	200%
L	Law	10	11	11	6	9	50%
LM	Law Magistrate	25	57	46	32	28	-13%
MH	Mental Health	0	0	2	3	1	-67%
MR	Misc. Remedy	22	27	30	24	28	17%
OP	Order of Protection	21	22	27	35	37	6%
OV	Ordinance Violation	0	4	4	2	4	100%
P	Probate	15	24	20	14	6	-57%
SC	Small Claims	118	117	140	84	89	6%
TR	Traffic	304	267	465	490	354	-28%
TX	Tax	1	2	0	18	1	-94%
WI	Wills	26	16	15	16	18	13%
XX	Misc	7	1	6	4	6	50%
		701	679	935	893	750	-16%

Note: CH Foreclosures filings are at 2, LM Evictions are 12

CIRCUIT CLERK: 2017-21 MAY CASELOAD NUMBERS

	2017	2018	2019	2020	2021
Adoption	3	0	0	1	0
Contempt of Court	4	0	0	0	5
Criminal Felony	29	41	32	21	35
Chancery	28	27	26	3	5
Civil Law Violation	20	1	12	0	3
Criminal Misdemeanor	58	57	57	42	38
Conservation Violation	4	3	3	0	2
Divorce	37	30	40	27	31
DUI	15	18	18	10	25
Eminent Domain	1	1	0	0	0
Family	7	3	18	1	9
Juvenile	0	2	1	0	4
Juvenile Abuse/Neglect	2	1	6	6	6
Juvenile Delinquency	29	15	23	24	6
Law	9	9	11	5	9
Law Magistrate	70	43	48	12	28
Mental Health	1	0	0	0	1
Misc. Remedy	23	15	16	8	28
Order of Protection	27	29	32	28	37
Ordinance Violation	0	2	3	6	4
Probate	12	18	12	6	6
Small Claims	135	131	103	34	89
Traffic	429	668	500	192	354
Tax	2	0	0	0	1
Wills	20	14	20	16	18
Misc.	0	0	0	0	6
Total Cases	965	1128	981	442	750
Total Non-Quasi Criminal	532	455	475	244	390
Total Quasi Criminal	433	673	506	198	360





KENDALL COUNTY CORONER
 ————— JACQUIE PURCELL —————

May, FY 2021 Monthly Report

Description	**	May 2021	Fiscal Year-to-Date	May 2020
Total Deaths		39	200	39/204
Natural Deaths		37	185	38/193
Accidental Deaths		1	10	1/7
Suicidal Deaths		1	5	0/4
Homicidal Deaths		0	0	0/0
Undetermined Death		0	0	0/0
Pending Death		0	0	0/0
Scenes Responded To		5	32	2
Bodies Transported		3	22	1
Autopsies		0	8	1
External Examinations		4	22	1
Toxicology		1	13	1/14
Cremation Authorizations		20	126	25/126

**

(A):

1. 05/03/2021 – Yorkville – 33yo, Male, Blunt Force Injuries due to Single Motorcycle Mishap

(S):

1. 05/29/2021 – Lisbon – 49yo, Male, Asphyxia due to Hanging

PERSONNEL/OFFICE ACTIVITY:

1. On May 5, Coroner Purcell attended 'Mentor Night' at Yorkville High School. The office was awarded a certificate for participating in the Field Experience Program.
2. On May 19, Chief Deputy Gotte presented to the Kendall County Law Enforcement Explorers on Impaired Driving.
3. There were a total of 20.75 community service hours served at the Kendall County Coroner's Office during the month of May.

————— CARORUM AD CURAM —————



KENDALL COUNTY CORONER
— JACQUIE PURCELL —

Semi-Annual Information

	2005	2010	2015	2020
Total Deaths	121	109	131	204
Autopsy	11	11	11	12
Toxicology	13	12	14	14
Cremation	35	37	77	126

May 2021

Description	**	May 2021	Fiscal Year-to-Date	May 2020
Total Deaths		39	200	39/204
Natural Deaths		37	185	38/193
Accidental Deaths		1	10	1/7
Suicidal Deaths		1	5	0/4
Homicidal Deaths		0	0	0/0
Undetermined Death		0	0	0/0
Pending Death		0	0	0/0
Scenes Responded To		5	32	2
Bodies Transported		3	22	1
Autopsies		0	8	1
External Examinations		4	22	1
Toxicology		1	13	1/14
Cremation Authorizations		20	126	25/126

CARORUM AD CURAM



KENDALL COUNTY CORONER
 ————— JACQUIE PURCELL —————

Org	Object	Description	Budgeted	Used	Available	Percent
11000417	51000	Salaries - Elected	67,974.00	32,418.31	35,555.69	47.69
11000417	51170	Salaries - Deputy Coroner	55,350.00	26,397.74	28,952.26	47.69
11000417	51220	On Call	16,400.00	7,942.75	8,457.25	48.43
11000417	62000	Office Supplies	1,500.00	1,374.33	125.67	91.62
11000417	62010	Postage	200.00	11.80	188.20	5.90
11000417	62030	Dues	1,400.00	1,115.00	285.00	79.64
11000417	62060	Training	3,000.00	911.92	2,088.08	30.40
11000417	62170	Vehicle Maintenance / Repairs	2,500.00	1,670.48	829.52	66.82
11000417	62400	Uniforms / Clothing	750.00	712.69	37.31	95.03
11000417	64900	Autopsies	30,000.00	6,510.00	23,490.00	21.70
11000417	64910	X-Rays	250.00	0.00	250.00	0.00
11000417	64920	Toxicology Testing	7,000.00	2,859.00	4,141.00	40.84
11000417	64940	Morgue Supplies	2,500.00	194.56	2,305.44	7.78
11000417	64950	Bio Hazard Disposal	1,600.00	770.00	830.00	48.13
11000417	64960	Disposition - Indigent Persons	250.00	0.00	250.00	0.00
11000417	64970	Histology	200.00	75.00	125.00	37.50
General Fund TOTALS			190,874.00	82,963.58	107,910.42	56.53%

130804	66500	Special Fees		346.92	16,987.67	
		Deposits Outstanding			1,600.00	
		After Deposits (06/01/21)			18,587.67	
173504	70110	Death Certificate Surcharge		2,765.02	2,284.54	
		Deposits Outstanding			3,922.00	
		After Deposits (06/01/21)			6,206.54	
173604	70110	SUDORS Grant Funds		0.00	8,297.10	
Coroner Fund TOTALS				3,111.94	33,091.31	

————— CARORUM AD CURAM —————

Kendall County Juvenile Justice Council (JJC)

Interagency Assessment Sub-Committee

Kendall County Health Department

May 17, 2021

3:30 p.m.

The head of the JJC has determined remote meeting attendance should still be permitted because in-person meeting attendance of a quorum of the board is not practical or prudent because of the COVID-19 disaster

Meeting Minutes

- I. Call to order- **Michelle Hawley called meeting to order.**
- II. Roll call:
 - **Present in Person:- None**
 - **Present by Zoom: Kelly DeGarmo, Pam Ely, Brenda Karales, Michelle Hawley, Linda Tornero**
 - **Absent: Michael Montgomery, Scott Gryder**
- III. Approval of Agenda- **Motion to approve agenda by Michelle Hawley, seconded by Pam Ely, motion carried.**
- IV. New business
 - a) Vote on secretary of this committee- **Pam Ely was voted as the secretary of the committee.**
 - b) Discussion on a sex trafficking presentation/training and who is the target audience- **parents vs law enforcement vs school personnel. It was decided that school personnel would be the target audience.**
 - c) Discussion of possible professional speaker vs. in house speaker for presentation/training **Pam Ely will look into possible speaker from the Downers Grove group home, Kelly DeGarmo will look into Salvation Army guest speaker, Linda to look into IPCSA speaker, Michelle to look into speaker from NCMEC (Megan Clark).**
 - d) How to have presentation/training: in person, zoom, recorded and people log in- **This where the presentation will be held.**
 - e) Advertisement of the Presentation/training- **Will be held over to next meeting for discussion.**
 - f) Job assignments for presentation/training: **See above.**
 - g) other
- V. Citizens to be heard- **None**

VI. Next Meeting: **June 9, 2021 at 1:15pm**

VII. Adjournment: **Motion to adjourn by Michelle Hawley, seconded by Kelly DeGarmo, motion carried.**