

**KENDALL COUNTY BOARD AGENDA
ADJOURNED JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, July 20, 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 a Proclamation Designating July as Parks and Recreation Month
 - B. Approval of Pretrial, Probation, and Parole Supervision Week
 - C. Approval of a Proclamation Honoring Kendall County Purple Heart Recipients and Declaring August 7, 2021 as National Purple Heart Day
 - D. Approval of a Resolution Recognizing Kendall County COVID-19 Volunteers
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from June 1, 2021 and June 15, 2021
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,185,353.90 and \$1,182,999.50
 - D. Approval of a County Credit Card for EMA Director Roger Bonuchi with a Limit of \$5,000
 - E. Approval of an Update to the Kendall County Procurement Ordinance
8. Old Business
9. New Business
 - A. Approval of a Request from DOT GOV Domain Registration for the Domain Name kendallcountyil.gov
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. 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
 - B. Planning, Building & Zoning
 1. Approval of Petition 21-19 Request from Wanda and Thomas Hogan for a Special Use Permit on A-1 Zoned Property for a Market (Sale of Agricultural Products, Pottery, Art and Home Décor Not Produced on Premises) at 14975 Brisbin Road (PIN: 08-13-400-013) in Lisbon Township
 - C. Animal Control
 1. Approval of Proposed Changes to Section II STAFF of the Animal Control Standard Operating Procedures
 - D. Law Justice Legislation
 1. Approval of Setting the Salary for the Kendall County Public Defender in the Amount of \$165,090.76 Effective July 1, 2021
 - E. Highway
 1. Approve Resolution for Improvement Under the Illinois Highway Code appropriating \$2,738,443.44 of ReBuild Illinois Bond Funds for Eldamain Road construction
 2. Accept the low bid of Denler, Inc. in the amount of \$94,500 for crack filling approximately 19 miles of Kendall County Highways
 3. Approve Preliminary Engineering Services Agreement between Kendall County and WBK Engineering, LLC for design of drainage improvements at the intersection of Newark Road and Lisbon Road in an amount not to exceed \$53,821
 4. Approve Award \$76,000 to Kendall County Forest Preserve District from the KC-TAP Fund for local share of costs of a multi-use path along Route 71 between Route 126 and Orchard Road
12. Special Committee Reports

13. Other Business
14. Chairman's Report

Appointments

Dan Koukol – Upper Illinois River Valley Development Authority – 2 year term – Expires June 2023
Elizabeth Flowers – Historic Preservation Commission – 5 year term – Expires July 2026
Dan Koukol – Workforce Development – 2 year term – Expires July 2023

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
DESIGNATION OF JULY AS PARKS AND RECREATION MONTH
PROCLAMATION 21- _____

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including the parks and recreation programs, facilities, and amenities maintained by the Plainfield Park District in Kendall County, Illinois; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Village of Plainfield, recognizes the benefits derived from parks and recreation resources; and

NOW THEREFORE, BE IT RESOLVED BY the Kendall County Board that July is recognized as Park and Recreation Month in the County of Kendall, Illinois.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS
Pretrial, Probation, and Parole Supervision Week

PROCLAMATION 21- _____

Today in America, there are over 5 million adults and juvenile offenders on some form of community supervision. Pretrial, Probation and Parole Officers monitor these individuals and utilize their specialized training and talents to guide them toward behavioral change in an effort to make our communities a safer place to live.

WHEREAS, community corrections is an essential part of the justice system; and

WHEREAS, community corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

WHEREAS, community corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

WHEREAS, community corrections professionals are trained professionals who provide services and referrals for offenders; and

WHEREAS, community corrections professionals work in partnership with community agencies and groups; and

WHEREAS, community corrections professionals promote prevention, intervention and advocacy; and

WHEREAS, community corrections professionals provide services, support, and protection for victims; and

WHEREAS, community corrections professionals advocate community and restorative justice; and

WHEREAS, community corrections professionals are a true Force for Positive Change in their communities, and;

Now, Therefore, Be it Resolved by the Kendall County Board, that July 18-24, 2021 is hereby proclaimed as Pretrial, Probation, and Parole Supervision Week, and encourages all citizens to honor these community corrections professionals and to recognize their achievements.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

A PROCLAMATION HONORING KENDALL COUNTY PURPLE HEART RECIPIENTS AND DECLARING AUGUST 7, 2021 AS NATIONAL PURPLE HEART DAY

PROCLAMATION 21 - _____

WHEREAS, The Purple Heart is the oldest U.S. military decoration still in present use, and was initially created by General George Washington in 1782, as the “Badge of Military Merit”; and,

WHEREAS, The Purple Heart was the first American Service Award made available to the common soldier, and is awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and,

WHEREAS, The mission of The Military Order of the Purple Heart, chartered by an act of Congress, was to foster an environment of goodwill among the combat-wounded veteran members and their families; to promote patriotism; to support related legislative initiatives; and, most importantly, to make sure we never forget the sacrifices made by those so decorated; and,

WHEREAS, Kendall County wishes to pledge its gratitude for the many residents who made the ultimate sacrifice in giving their lives in the cause of freedom, and continued support for the numerous combat-wounded veterans who currently reside within the County, and the many Purple Heart awardees, who contribute to their communities in countless ways; and,

WHEREAS, Kendall County wishes that honor and gratitude be bestowed upon all Purple Heart Recipients within Kendall County, and encourages the residents of the County to show their appreciation and respect for the sacrifices they have made in defending our freedoms, and to thank military families that also sacrificed in duty, to acknowledge their courage, and to show them the honor and support they have earned; and,

NOW, THEREFORE BE IT PROCLAIMED by the County of Kendall, Illinois that PURPLE HEART DAY will be observed on Saturday, August 7, 2021, and August 7th every year thereafter.

Approved and adopted this 20th day of July, 2021

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk & Recorder



**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
June 1, 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, June 1, 2021 at 6:15 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Judy Gilmour, Dan Koukol, Ruben Rodriguez and Robyn Vickers. Member(s) absent: Matt Kellogg.

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

THE AGENDA

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

SPECIAL RECOGNITION

Howard Manthei

The family of Howard Manthei with a Historic Preservation Commission Award.

CONSENT AGENDA

Member Cesich moved to approve the consent agenda of **A)** county board minutes from May 4, 2021; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$780,393.27. Member Flowers seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$350.49; ANML CNTRL WRDN \$504.76; ASSMNTS \$22.59; BEHAV HLTH \$741.61; CIR CT CLK \$1,110.31; CIR CRT JDG \$2,183.96; COMB CRT SVS \$4,955.36; COMM ACTN SVS \$122,561.42; COMM HLTH SVS \$4,110.61; CORR \$7,838.59; CNTY BRD \$145,773.85; CNTY CLK \$6,500.00; HIGHWAY \$296,662.28; ELCTN \$5,122.06; EMA DIR \$1,000.00; EMA \$191.79; EMPLY BNFT \$91.00; ENVIRO HLTH \$913.52; FCLT MGMT \$8,587.81; GIS \$27,392.36; JURY \$810.74; MERIT \$885.41; PBZ \$6,617.98; PRSD JDGE \$1,656.95; PROB SVS \$6,463.01, PRGM SUPP \$2,736.35; ROE\$792.89; SHRF \$35,223.92; ST ATTY \$3,374.57; TECH \$10,064.20; UTIL \$10,144.36; VET \$1,625.28; FP \$23,637.58; SHF \$25,521.53; SHF \$14,224.13; CIVIL \$197,103.92

ELECTED OFFICIAL REPORTS & OTHER DEPARTMENT REPORTS

EMA

EMA Director Roger Bonuchi stated that the Emergency Management Agency is now a part of the Homeland Security Radio Network. They are working on a teen certification for EMA.

STANDING COMMITTEE REPORTS

Finance

American Rescue Plan Act Funds

County Administrator Scott Koeppel stated that the County has received the guidance and FAQs from the US Treasury. The County has applied for and received \$12.5 million. They will be looking at lost revenue. The timeline goes through the end of 2026. Projects can include water and broadband.

Survey Monkey

Member Gengler moved to approve a 3 year contract with Survey Monkey for Apply Pro Site for American Rescue Plan Grant Applications. Member DeBolt seconded the motion.

County Administrator Scott Koeppel explained that this will come in at \$8,000 per year and be fully covered by the American Rescue Plan Act Grant.

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

Finance & Budget Analyst Job Description

Member Cesich moved to approve the Finance & Budget Analyst Job Description. Member Rodriguez seconded the motion.

County Administrator Scott Koeppel explained that this funded through the American Rescue Plan Act Grant.

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

Administrative Services Organizational Chart

Member Cesich moved to approve the updated Kendall County Administrative Services Department Organizational Chart. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Highway

Eminent Domain

Member Cesich moved to approve the final just compensation in the amount of \$28,000 for land acquisition by eminent domain in the County of Kendall v. Dixit Patel, et al, Kendall County Circuit Court Case No. 20 ED 1. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Animal Control

Animal Control Fee Ordinance

Member Cesich moved to approve the Animal Control Fees Ordinance. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the amended motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinance 21-14 is available in the Office of the County Clerk.

SPECIAL COMMITTEE REPORTS

UCCI

Member Cesich spoke about the upcoming events.

Juvenile Justice Council

Member Gilmour informed the board that the Council has approved 2 scholarships and will award them at the next meeting.

Members stated their experiences on visiting the Veteran moving wall when it was in Oswego.

Chairman's Report

Member Koukol moved to approve the appointments. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye except Vickers. **Motion carried 8-1.**

Appointments

James Lee – Morgan Creek Drainage District – 3 year term – Expires April 2024
Rodney Schobert – Morgan Creek Drainage District – 3 year term – Expires April 2024
Robert Stewart – Morgan Creek Drainage District – 3 year term – Expires April 2024
Don Brummel – Rob Roy Drainage District – 3 year term – Expires April 2024
Ted Schneller – Tax Board of Review (Alternate) - 2 year term – Expires June 2023
David Zielke – Tax Board of Review – 2 year term – Expires June 2023
Kurt Muth – Yorkville-Bristol Sanitary District – 3 year term – Expires May 2024

County Administrator Scott Koeppel shared updates from the General Assembly regarding district maps and moving the Primary Election in 2022.

QUESTIONS FROM THE PRESS

Jim Wyman from WSPY asked the following questions – What is the status of the search for the Animal Control Director? What is the role of the Federal Government regarding broad band? How secure is Survey Monkey? What is the status of the search for the Finance & Budget Analyst?

Lucas Robinson from the Kendall County Record asked about the grant criteria.

EXECUTIVE SESSION

Member Cesich 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 session and (21)discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the Co Board 6/1/2021

minutes or semi-annual review of the minutes as mandated by Section 2.06. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

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

Approved and submitted this 4th day of June, 2021.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**KENDALL COUNTY BOARD
REGULAR JUNE MEETING
June 15, 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, June 15, 2021 at 9:00 a.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Judy Gilmour, Dan Koukol, Ruben Rodriguez and Robyn Vickers. Members absent: Matt Kellogg.

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

THE AGENDA

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

SPECIAL RECOGNITION

Ginger Gates

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

A complete copy of Resolution 21-26 is available in the Office of the County Clerk.

Korean War Veterans Armistice Day

Member Gilmour moved to approve a Proclamation in recognition of July 27, 2021 as Korean War Veterans Armistice Day. Member Rodriguez seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 21-14 is available in the Office of the County Clerk.

CONSENT AGENDA

Member DeBolt moved to approve the consent agenda of **A)** county board minutes from May 18, 2021; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$1,270,502.37; **D)** release of County Board 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. Member Gengler seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

- C) COMBINED CLAIMS:** ADMIN \$722.31; ANML CNTRL WRDN \$1,789.01; BEHAV HLTH \$4,325.92; CIR CLK \$472.56; CIR CRT JDG \$9,559.33; COMB CRT SVS \$536.97; COMM ACTN SVS \$15,388.37; COMM HLTH \$7,565.15; CORONER \$38.53; CORR \$40,007.81; CNTY BRD \$201,713.81; CNTY CLK \$6,743.22; HIGHWAY \$19,459.04; ELECTN \$5,973.31; EMA \$180.64; ENVIRO HLTH; \$606.07; FCLT MGMT \$33,741.95; FARMLND \$117.18; GIS \$1,160.52; JURY COMM \$386.29; MERIT \$493.00; PBZ SNR \$481.81; PBZ \$3,799.89; PRSDG JDGE \$15,159.40; PROB SVS \$6,438.18; PRGM SUPP \$2,295.95; PUB DEF \$4,168.53; ROE \$6,513.76; SHF \$37,753.94; STATES ATTY \$7,266.75; TECH \$1,105.37; UTIL \$14,499.43; VET \$2,622.25; FP \$631,720.22; SHF \$27,857.34; SHF \$47,402.68; CIVL \$110,435.88
- E)** A complete copy of Resolution 21-27 is available in the Office of the County Clerk.
- F)** A complete copy of IGAM 21-15 is available in the Office of the County Clerk.

NEW BUSINESS

Sentinel Technologies

Member Koukol moved to approve an agreement with Sentinel Technologies for Professional Services and Microsoft Azure Active Directory P1 & P2 Licensing in an amount of \$41,621.94. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Tax Fraud

Member Cesich moved to approve the Kendall County Tax Fraud Resolution. Member Gengler seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 21-28 is available in the Office of the County Clerk.

ELECTED OFFICIALS REPORT AND OTHER DEPARTMENT REPORTS

Sheriff

Sheriff Baird stated that the Sheriff app helped to recover the missing girls.

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
RECFEE	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

County Clerk Debbie Gillette stated that they are waiting for the new Election laws and boundary lines for reapportionment so they can begin working on implementing the changes.

Clerk of the Court

Chief Deputy Circuit Clerk Lynn Cullick reviewed the report that is in the packet and they are implementing changes for the manual record keeping to be fully implemented by January 2022.

Coroner

Monthly and Annual Reports are included in the packet.

STANDING COMMITTEE REPORTS

Facilities

Member DeBolt informed the board that the property at 107 W Madison St property will be taken down.

Finance

Criminal Justice Grant

Member Cesich moved to approve of an Intergovernmental Grant Agreement between the State of Illinois Criminal Justice Information Authority and Kendall County. Member Flowers seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Admin

Kendall Area Transit Bus Depot

Member DeBolt moved to postpone the discussion and approval of an Agreement with Kluber Architects and Engineers to study the space needs for a Kendall Area Transit Bus Depot. Member Flowers seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL COMMITTEE REPORTS

Juvenile Justice Council

Member Gilmour stated that the SKY run will be on September 25, 2021.

Chairman's Report

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

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

County Administrator Scott Koepfel spoke about the recognition of Enoch Skull by the Governor and the Ambassador of Luxemburg. They will celebrate Enoch Skull Jr Day on 6/11/2021.

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 Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

RECONVENE

ADJOURNMENT

Member Cesich moved to adjourn the County Board Meeting until the next scheduled meeting. Member Flowers 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 22nd day of June, 2021.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

Co Board 6/15/2021

- 3 -

HIGHWAY COMMITTEE MINUTES

DATE: July 13, 2021
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Matt Kellogg, Scott Gengler, & Brian DeBolt
STAFF PRESENT: Michele Riley and Francis Klaas
ALSO PRESENT: Ryan Sikes and Kelly Farley

The committee meeting convened at 3:30 P.M. with roll call of committee members. Gryder and Cesich absent. Quorum established.

Motion DeBolt; second Gengler, to approve the agenda as presented. Motion approved unanimously.

Motion Gengler; second DeBolt, to approve the Highway Committee meeting minutes from April 13, 2021. Motion approved unanimously.

Motion DeBolt; second Gengler to recommend approval of a Resolution for Improvement Under the Illinois Highway Code appropriating \$2,738,443.44 of ReBuild Illinois Bond Funds for Eldamain Road construction. Klaas informed the committee that Kendall County will receive approximately \$4.1 million of new monies in the MFT Fund over a period of 3 years. These monies must be spent on bondable projects. Kendall has chosen to earmark the entire amount to the Eldamain Road project; however, only monies received to date can be obligated; hence the resolution in the amount of \$2,738,443.44. Kellogg discussed how these funds potentially count against the County in COVID lost revenue calculations. A question has been asked of the US Treasury Department to clarify how these funds should be counted. He indicated that this was just an interesting side note that the County is trying to understand. Gengler asked if these funds were targeted for any specific part of the project. Klaas indicated that the funds apply to the entire project, and will be used to simply meet the local cost share of the overall project. In reply to a status question by DeBolt, Klaas also informed the committee that construction is nearly 25% complete, even though only about 10% of the working days have been used so far. Motion approved unanimously

Motion DeBolt; second Gengler to accept the low bid of Denler, Inc. in the amount of \$94,500 for crack filling approximately 19 miles of Kendall County Highways. Second low bidder was SKC Construction at \$96,800, and the engineer's estimate was \$100,000. Klaas indicated that this appeared to be a good, competitive bid. DeBolt asked if this was within budget, and Klaas replied that it was. Motion approved unanimously.

Motion Gengler; second DeBolt to approve a preliminary engineering services agreement between Kendall County and WBK Engineering, LLC for design of drainage improvements at the intersection of Newark Road and Lisbon Road in an amount not to exceed \$53,821. Klaas described this problem area that occasionally overtops with excess storm water in heavy rain events. It has been the cause of at least 1 car crash in recent years. There is not adequate storm drains or ditch capacity to transfer storm water away from the intersection. This engineering agreement would provide solutions to this problem. Construction costs are not expected to be very high, and it is targeted for 2023 letting. Committee discussed the possibility of more traffic

on Lisbon Road when the new Eldamain Road Bridge is completed. Klaas didn't believe that the new Eldamain Road would contribute significantly to traffic on Lisbon Road in the near term. Motion approved unanimously.

Motion Gengler; second DeBolt to recommend award of \$76,000 to Kendall County Forest Preserve District from the KC-TAP Fund for local share of costs of a multi-use path along Route 71 between Route 126 and Orchard Road. This is a IDOT project that will spend millions of dollars for a road improvement; and it includes a multi-use path along the entire route. Guidelines for TAP funds would normally limit the applying agency to 50% of the cost of the project and a maximum award of \$50,000. Kellogg pointed out that there had been no other applications for 2021 for the \$50,000 that Highway Department puts into this fund. He also indicated that this is not the first time that the County has considered granting more than \$50,000 for an important project. Klaas pointed out that there are not currently enough unobligated funds in KC-TAP to cover the \$76,000 request; so funds would have to come from both 2021 and 2022. Kellogg stated that construction is not anticipated until 2023, so funds would not be required for a few years anyway. Consensus of the committee was to allot the full amount of \$76,000 to the Forest Preserve. Motion approved unanimously.

Kellogg asked about the lack of crosswalks at Eldamain Road and U.S. Route 34. Klaas indicated that they were supposed to be installed as part of the County's and the State's road improvement projects; but due to staging conflicts, the lines were never installed. IDOT had indicated they would put the markings in, but haven't yet. In the meantime, Klaas had received a very high quote from a contractor to place the markings. It is now the current plan to have Kendall County crews install the markings as soon as possible.

DeBolt discussed parking on Ben Street within the corporate limits of Plano, and people who don't stop at the stop signs at the School Street intersection. Klaas indicated that the Highway Department office has been fielding way more complaints of speeding and general disregard for traffic laws around the County.

Motion Gengler; second DeBolt, to forward Highway Department bills for the month of July in the amount of \$329,520.58 to the Finance Committee for approval. By roll call vote, motion approved unanimously.

Motion Gengler; second Kellogg, to adjourn the meeting at 3:58 P.M. Motion carried unanimously.

Respectfully submitted,



Francis C. Klaas, P.E.
Kendall County Engineer

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY, JUNE 10, 2021**

Committee Chair DeBolt called the meeting to order at 3:04 p.m.

Roll Call: Members Present: Brian DeBolt, Judy Gilmour, Matt Kellogg, Dan Koukol.
Members Absent: Scott Gryder

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

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

Approve the May 3, 2021 Facilities Committee Meeting Minutes – There were no changes to the May 3, 2021 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Kellogg made a motion to approve the agenda. Member Gilmour second the motion. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *County Board Room Remodeling Project* – Assistant Director Polvere informed the Committee training has been set up for Friday, June 11th for the card access system. Mr. Polvere also stated the trim pieces for the boardroom still need to be completed.
2. *COVID 19 Projects:*
 - a. *Public Safety Center Door pass through slots* – Assistant Director Polvere stated the welder took two days to complete their portion of the project. The doors will still need to be primed and painted by KCFM staff. County Administrator Koepfel stated the project will be paid with the American Rescue Plan Act money.
3. *Courthouse Chiller replacement* –
 - a. *Pump Setup Change Order Discussion* – Assistant Director Polvere informed the Committee the existing pumps are stacked on top of each other. It is ideal to unstack these pumps for efficiency of service and function. Chair DeBolt stated Director Smiley is working with the contractor on the cost of the change order and to proceed forward.
 - b. *Valve Installation Change order Discussion* – Assistant Director Polvere informed the Committee the shut off valves needed to be installed on the system the entire system would not need to be shut down in case it would need to be drained. Mr. Polvere stated this installation has been completed. **Project Complete.**
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Assistant Director Polvere stated the pumps have arrived and awaiting fabrication pending the change order approval.

5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Assistant Director Polvere stated this has been completed. **Project Complete.**
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Assistant Director Polvere stated this has been completed. **Project Complete.**
7. *Metronet HPBX Desk Set Phone Installations* – Assistant Director Polvere informed the Committee Director Smiley is currently working on the port for the Public Safety Center, which is why Director Smiley was unable to attend the meeting. Mr. Polvere stated the only buildings left to port is HHS and the Courthouse.
8. *Historic Courthouse Window Project* – Assistant Director Polvere stated the tentative installation date is September 7, 2021.

New Business/Projects

1. Chair's Report

- a. *107 W. Madison St.* – Chair DeBolt explained the current conditions of the building location at 107 W. Madison. Chair DeBolt is a proponent of saving buildings if possible, however the deterioration of this building renders it impossible to save and recommends it be demolished. Assistant Director Polvere stated three (3) bids were received. The lowest bid to demolish was received from Lite Construction in the amount of \$20,750.00. Mr. Polvere also stated the cost to fill the site is \$2,800.00. Asbestos Project Management quoted \$6,900.00 to remove the Asbestos from the property. Chair DeBolt received a request from the owners of the property next door of 107 W Madison for the old light pole currently located on the property be moved to their property. The Committee decided to keep the light pole and move it over to the Historic Courthouse property. Chair DeBolt stated certified letters need to be sent to the surrounding neighbors informing them of the demolition. Motion to approve demolition of 107 W. Madison by Member Kellogg, Second by Member Koukol. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
 - b. *Approval to maintain 105 W. Fox St & Remodel for other use* – Chair DeBolt informed the Committee this building is a solid building, however it does need a roof. Motion to obtain bids for the roof replacement at 105 W. Fox Street by Member Koukol, Second by Member Gilmour. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
 - c. *K.A.T. Study Discussion* – County Administrator Koeppel informed the Committee of a proposal with the City of Yorkville whom has hired Kluber, Inc. to access the needs for a Public Works building and possibly share the space with KAT. Mr. Koppel stated the similarities in needs of the public works and bus depot space needs. If the report comes back that sharing is not beneficial the study could be used to develop a KAT depot in the future with possible state funding. This is on the agenda for Tuesday's County Board meeting.
2. *Extra Cleaning related to COVID 19* – Assistant Director Polvere requested direction on the continuation of the extra COVID cleaning that has only been budgeted for six (6) months of this budget year. County Administrator Koeppel stated the cleaning at the county office building and historic courthouse can be discontinued due to entering phase 5. The Committee directed Mr. Smiley to speak with the Sheriff, Presiding Judge and Health Department Executive Director about discontinuing their extra cleanings.

3. *Programmable Sloan Valve Trial* – Assistant Director Polvere informed the Committee a programmable Sloan valve is being installed in the jail as a test. The valve was provided to Kendall County free of charge for the trial. This valve will control the water flow to help prevent flooding of cells by inmates.
4. *T-Mobile Cell Phone Trial* – Assistant Director Polvere stated to the Committee Director Smiley has been given a cell phone by T-Mobile to try for a few weeks to compare their service against the existing AT & T plan. If facilities were to switch to T-Mobile the department would be upgraded with new phones for free but new otter box cases would need to be purchased for \$50.00 each.
5. *2020 Winter Storm Damage Repairs* – Assistant Director Polvere stated the landscaper and snow plow vendors are working to repair approximately 20 curbs and lawn damage. The landscaper will be fixing the grass damage and the snow plow vendor will be fixing the curb damage.
6. *Fire Systems Annual Testing* – Assistant Director Polvere informed the Committee the fire systems are currently going through the yearly testing process this week. Mr. Polvere stated next week the extinguishers and suppression system will be tested.
7. *Courthouse Roof Scan for 2021 Roof Replacement Capital Project* – Assistant Director Polvere informed the Committee a company came to assess the roof with an infrared scanner. The results of the scan indicate the insulation is dry. Garland is currently working on the documents for the bidding process. Mr. Polvere hopes to have the pre-bid meeting by the end of June with bid results for the July meeting to present to the Committee.
8. *Public Safety Center Records Project* – Assistant Director Polvere stated cubicles were moved, shelves were installed and additional lighting was also installed. **Project Complete.**
9. *Health & Human Services Fire Panel Replacement* - Assistant Director Polvere informed the Committee a fire panel at the Health and Human Service building had a trouble alarm. Upon further inspection the panel will need to be replaced. Director Smiley is waiting on the quote for the replacement.

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 Koukol made a motion to adjourn the meeting. Second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 3:52 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
ADMIN HR MEETING MINUTES
Wednesday, June 16, 2021

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

ROLL CALL

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

Employees in Attendance: Scott Koeppel

Guests in attendance:

APPROVAL OF AGENDA – Member Vickers made a motion to approve the agenda, second by Member Gengler. **With five members voting aye, the motion passed by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Vickers to approve the June 7, 2021 minutes. **With five members present voting aye, the motion passed by 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration - Mr. Koeppel reported that the Sheriff’s Office and Treasurer’s Office both have new ID printers purchased with Covid funds. The Sheriff’s Office provided a template for the committee to review and approve. Discussion on the ID stickers for the badges, and the need for employee identification in each County building as identified in our security audit. **There was consensus by the committee to move forward with the ID template and begin the process of all employee ID photos/badges.**

Mr. Koeppel also reported that the HR Specialist and Finance and Budget Analyst job ads been posted on Indeed, ICLMA websites have been posted. Administration staff hopes to begin interviews in mid-July.

Mr. Koeppel and Matt Kinsey met with the Survey Monkey reps last week and hope to have the portal completed and ready for use in September, and will begin with non-profit organization applications. Demos to be presented to the County Board for final approval. Mr. Koeppel will meet with State’s Attorney Eric Weis and ASA Leslie Johnson on June 28, 2021 regarding the legal aspects of the grant application process.

PUBLIC COMMENT – None

COMMITTEE BUSINES

- *Discussion and Approval of the Job Description for Intern Position for GIS Department* – Mr. Kinsey said he and Ms. Briganti agreed that there continues to be a need for an intern in the GIS department, budgeted last year for 600 hours at \$15 per hour since there is a surplus due to Covid-19. Mr. Kinsey said the main project will be digitalizing the historic records in the Recorder’s Office not in LRS, and importing them into the ESRY parcel system, which will allow for better planning and historic instances. Mr. Koeppl stated that having this data online will allow easier public access. Mr. Kinsey stated they hoped to have someone in place in July or August.

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

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 THE JULY 20, 2021 COUNTY BOARD MEETING

- *Approval of the Job Description for Intern Position for GIS Department*

ADJOURNMENT – Member Koukol made a motion to adjourn the meeting, second by Member Vickers. **With five members present voting aye the meeting adjourned at 6:12p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
MEETING MINUTES**

Wednesday, June 23, 2021

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

Roll Call

Committee Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		8:34a.m.	
Scott Gengler	Here		
Brian DeBolt	Yes		
Ruben Rodriguez	Here		

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

Others present: Scott Koeppel, Kelly Prestegaard

Approval of Agenda – Motion made by Member DeBolt, second by Member Gengler to approve the agenda. **With five members voting aye, the motion carried by a vote of 5-0.**

Approval of Minutes – Motion made by Member Gengler to approve the minutes from April 14, 2021 second by Member Rodriguez. **With five committee members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Assistant Warden Kelly Prestegaard reviewed the Census Report with the committee, and reported there are three adoptable dogs, and 1 adult cat, and 3 kittens that are unavailable. **Written Report provided.**
- **Bite Report** – Assistant Warden Prestegaard reviewed the bite report for the committee, stating there were a total of eleven bites in the month of May. **Written Report provided.**
- **Operations Report** – Assistant Warden Kelly Prestegaard stated that many new volunteers have come forward or come back to volunteer at the facility this past month. Mr. Koeppel reported that the Director position ad has been posted on Indeed, ILCMA and the County website. The application deadline is July 26, 2021. **Written Report provided.**
- **Accounting Report** – Mr. Koeppel reviewed the department financials, the revenue predictions and actuals for current FY21. Mr. Koeppel also made comment about the budget lines that were above last year’s predictions and the possible reasoning for those increases. Fines and Fees is at seventy percent, and Sold Rabies Tags is at fifty-five percent to-date.

Discussion on the need to replace the boiler, the \$10,000 budget for the replacement, and the estimated time for installation. **Written Report provided.**

Old Business – None

New Business

- *Discussion of the Animal Control Standard Operating Procedures* – Mr. Koeppel briefed the committee on the reasoning behind the proposed changes to the Standard Operating Procedures (SOP), and reviewed the legal opinion from the State’s Attorney’s Office, and the proposed change. Mr. Koeppel asked that the language be changed permanently to reflect this new verbiage.

Member Flowers made a motion to make the proposed change to the SOP permanent, second by Member Rodriguez.

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

Executive Session – Not needed

Action Items for the July 20, 2021 County Board Meeting – *Approval of Change to the Animal Control Standard Operating Procedures*

Action Items for the July 15, 2021 Committee of the Whole Meeting - None

Questions from the Media – None

Public Comment – None

Adjournment – Member DeBolt made a motion to adjourn the meeting, second by Member Flowers.

With five members present in agreement, the meeting was adjourned at 9:03a.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk

**COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, June 10, 2021**

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:02p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Present		
Scott Gengler		5:05p.m.	
Scott Gryder	ABSENT		
Matt Kellogg	Yes		

Others Present – Latreese Caldwell, Matt Kinsey, Scott Koepfel

Approval of Agenda - Member DeBolt made a motion to approve the agenda, second by Member Cesich. **With three members present voting aye, the motion carried.**

Approval of Claims – Member Cesich made a motion to forward the claims to the County Board for approval, second by Member DeBolt. **With four members present voting aye, the motion carried.**

Items of Business

- ***Approval of an Intergovernmental Agreement between the State of Illinois Criminal Justice Information Authority and the County of Kendall, Illinois*** – Mr. Koepfel stated that this was an annual agreement for the Court Services Office, and that Director Alice Elliott reported that nothing had changed from last year’s agreement as far as funding.

Member Cesich made a motion to forward the item to the County Board for approval, second by Member Gengler. **With four members present voting aye, the motion passed by a vote of 4-0.**

- ***Discussion of the American Rescue Plan Act of 2021*** – Mr. Kellogg said that the guidelines are coming on a daily basis from the Treasury and that Administration staff continues to review to get a comprehensive understanding of them.

Mr. Koepfel reviewed the Restaurant Revitalization funding application questions with the committee as a starting point for the development of an American Rescue Plan Act funding application.

Discussion focused on the ARP application portal, the timeframe for the portal development, which group to focus on first in the application process, follow up by the applicant, eligibility criteria, how the complete process will be for applicants from

beginning to end, the number of weeks the application process should be extended to each eligible group, grant agreements being reviewed by the State's Attorney's Office, including a disclaimer regarding FOIA on the application and portal instructions, marketing and publicizing to potential applicants, and specific qualification questions. The committee also discussed how to track available, requested and granted funds.

Member Cesich made a motion, second by Member DeBolt, to authorize Mr. Koepfel to collaborate with the State's Attorney's Office on the Grant Agreements.

With four members present in agreement, the motion passed by a vote of 4-0.

Department Head and Elected Official Reports – None

Items from Other Committees – None

Public Comment – None

Questions from the Media – Jim Wyman, WSPY News asked about the timeframe for implementation of the ARP application fund portal.

Items for the June 15, 2021 County Board Meeting

Approval of Claims

Approval of an Intergovernmental Agreement between the State of Illinois Criminal Justice Information Authority and the County of Kendall, Illinois

Items for the July 15, 2021 Committee of the Whole Meeting - None

Executive Session – Not needed

Adjournment – Member Cesich made a motion to adjourn the Budget and Finance Committee meeting, Member DeBolt seconded the motion.

With four members present voting aye, the meeting was adjourned at 6:10p.m. by a of 4-0.

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Health & Environment Committee
Monday, July 12, 2021
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Robyn Vickers at 8:30a.m.

ROLL CALL

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

With three members present, a quorum was determined for the conducting of committee business.

OTHERS PRESENT: Diane Alford, Health Department, Ariel Beauchamp, KC Soil & Water District, Melissa Creamer, Health Department, Steve Curatti, Health Department, Alyse Olson, KC Soil & Water District, RaeAnn Van Gundy, Health Department

APPROVAL OF AGENDA – Member Rodriguez made a motion to approve the agenda, second by Member Gilmour. **With three members present in agreement by roll call vote, the motion carried 3-0.**

STATUS REPORTS

- **Board of Health** – Rae Ann VanGundy reported the Board will meet on July 20, 2021 at 6:00p.m.

Director VanGundy reported the demand for COVID-19 vaccinations slowing down has allowed the vaccination clinics to be held in the Health Department by appointment on Thursdays from 3-6p.m. and Fridays from 9-11a.m. VanGundy stated that they have approximately 200 participants as young as 12 years old. Participants are allowed to choose from the Johnson & Johnson, Pfizer or Moderna vaccines when they come for their appointments.

- **Health Department** – Diane Alford, Director of Community Action introduced Assistant Director Melissa Creamer, who provided a details of the resources being provided by Health Department Community Action personnel beginning with the start of Covid19. Ms. Creamer stated that the Health Department received disaster funds through their Community

Service Block grant, which was originally earmarked for assisting residents of Hide-A-Way Lakes campground in Yorkville to find permanent housing. Unfortunately, those funds had to be used to assist homeless individuals who would normally utilize the services of the PADS program that was shut-down due to the Covid Quarantine lockdown. The Health Department was able to place 16 individuals in a local hotel, and provided gift cards for their basic needs of food, face masks, and personal hygiene items. Thirteen individuals were able to find permanent housing by the end of the lockdown, and a mother and daughter just receiving a housing voucher and are currently searching for a one-bedroom apartment in the County.

Ms. Creamer reported that although the Health Department received additional CSBG funds totally \$64,000 in early April of 2020, those funds were exhausted by March 2021.

Ms. Creamer reported that the Health Department was notified in December 2019 on the status of Hide-A-Way Lakes residents, and a new owner with plans to transform the property into a short-term RV and trailer campground with the new name of Fox River Bluffs.

The new owner was quick to inform residents that they needed to move off site, and the Health Department began receiving calls from residents living on-site and in need of assistance in finding temporary and permanent housing arrangements. Through an Emergency Shelter Grant, the Health Department was able to assist 33 households from the campground: 16 individuals were placed in a local hotel; 6 residents have now moved into permanent housing; 5 campground residents were asked to leave the local hotel for various reasons; 5 residents are currently in the local hotel, awaiting housing vouchers from the Kendall Housing Authority.

The Health Department assisted 9 campground residents with a move into permanent housing, and some residents received volunteer assistance in packing and moving from Cross Lutheran Church and the Knights of Columbus organization.

There are six remaining residents still at the Hide-A-Way Lakes campground that have been evicted, but have not reached out to Health Department personnel for resources or assistance in vacating the campground.

Creamer reported that in addition to Hide-A-Way Lakes residents, Community Action personnel assisted one family of 5 and two individuals from the PADS program. Two individual shave found permanent housing, but he family of five, and two additional individuals remain in the local hotel awaiting a housing voucher.

Creamer said that since the beginning of the Covid-19 pandemic, Community Action has assisted 85 households with Covid care and supplies, homeless prevention and/or emergency shelter funding. Creamer reported there is a shortage of one-bedroom apartments in Kendall County for those with housing vouchers, but Housing Authority personnel are collaborating with Community Action personnel in assisting those who qualify to find housing in Kendall County or a surrounding county if possible.

- **Kendall County Soil and Water District** – Alyse Olson reported the week-long Farm Camp at the Dickson-Murst Farm in Montgomery for third through sixth graders from June 21st through June 25 was very well attended. The camp introduced students to the historic and modern methods of farming and farm family life. Activities included crafts, demonstrations, hands-on learning and ways to get dirt on their boots.

The Kendall County Farm and Safety Camp for ages 8-12 years was postponed to Tuesday, August 10, 2021. Topics will include farm machinery and safety, livestock and safety, fire safety/first aid, insect/nature safety, a hay rack ride, as well as great food, fun and Ag Olympics. Contact Ariel Beauchamp at kendallaitc@gmail.com with questions or to register.

- **Water Related Groups** – No report.
- **708 Mental Health Board** – No report

OLD BUSINESS – None

NEW BUSINESS - None

CHAIRMAN’S REPORT – None

PUBLIC COMMENT – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

COUNTY BOARD ACTION ITEMS – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Gilmour made a motion to adjourn the meeting, second by Member Rodriguez. **With three members present in agreement, the motion carried 3-0, and the meeting ended at 8:50a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

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 July 12, 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: Scott Gengler (Chairman), Judy Gilmour (Vice-Chairwoman), and Dan Koukol

Committee Members Absent: Elizabeth Flowers and Robyn Vickers

Also Present: Matt Asselmeier (Senior Planner), Wanda Hogan, and Michael Mattingly

APPROVAL OF AGENDA

Member Gilmour made a motion, seconded by Member Koukol, to approve the agenda as presented. With a voice vote of three (3) ayes, the motion carried.

APPROVAL OF MINUTES

Member Gilmour made a motion, seconded by Member Koukol, to approve the minutes of the June 7, 2021, meeting. With a voice vote of three (3) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the expenditure report from June 2021. Member Gilmour made a motion, seconded by Member Koukol, to forward the bills to the County Board. With a voice vote of three (3) ayes, the motion carried.

PETITIONS

Petition 21-19 Wanda and Thomas Hogan

Mr. Asselmeier summarized the request.

In March 2021, the Petitioners submitted an application for a market at the subject property. At the Kendall County Regional Planning Commission meeting, Kendall County Zoning Board of Appeals hearing, and Kendall County Planning, Building and Zoning Committee meeting, concerns were raised about the intensity of the use, the compatibility of the use in relation to adjacent agricultural uses, the impact of the proposed use on property values, safety at the property and along Brisbin Road, and the appearance of the property. After receiving negative recommendations at the above meetings and hearing, the Petitioners withdrew the original Petition.

On May 13, 2021, the Petitioners submitted a revised Petition. According to the information provided to the County, the Petitioners would like to offer an outdoor, twenty (20) stall market on the subject property with food. The market would feature vendors, including the Petitioners,

their family members, and other vendors, that would sell goods not produced on the premises. The Petitioners have removed some items from the property and have agreed to install a four foot (4') snow fence around the ponds when the market is occurring.

The application materials, plat of survey, site plan, aerial of the property were provided and updated site plan were provided.

The property is located at 14975 Brisbin Road.

The property is approximately three point eight (3.8) acres.

The current land use is Agricultural. The future land use is Rural Estate Residential.

Brisbin Road is a township maintained Major Collector.

There are no trails planned along Brisbin Road.

There are no floodplains or wetlands on the property.

The adjacent land uses are Agricultural.

The adjacent zoning districts are A-1.

The Future Land Use Map calls for the area to be Agricultural and Rural Estate Residential. The Village of Plattville's Future Land Use Map calls for the property to be Low Density Residential. The subject property is greater than one point five (1.5) miles from the Village of Lisbon. However, the Village of Lisbon's Future Land Use Map calls for this property to be Mixed Use Business and Agricultural.

The A-1 special use to the west is for an indoor storage facility of boats, trailers, recreational vehicles and classic cars.

EcoCat submitted on February 2, 2021, and consultation was terminated.

NRI application submitted on January 28, 2021 as part of the original application. A revised application was submitted on May 13, 2021. The LESA Scores from both the original and revised applications was 190 indicating a low level of protection. The revised NRI Report was provided.

Lisbon Township was emailed information on May 18, 2021. To date, no comments were received.

The property is in Lisbon Township, but Seward Township maintains Brisbin Road in this area. Seward Township was emailed information on May 18, 2021. Seward Township Highway Commissioner Scott Cryder sent a letter stating that he was withdrawing the objection of the previous Township Highway Commissioner and recommending approval of the requested special use permit. This letter was provided.

The Village of Plattville was emailed information on May 18, 2021. To date, no comments were received.

Lisbon-Seward Fire Protection District was emailed information on May 18, 2021. The Fire Protection District requested two (2) fire extinguishers and two (2) basic first aid kits, one (1) at

the entrance and one (1) in the middle of the market. The Fire Protection District's email was provided.

ZPAC reviewed this proposal at their meeting on June 1, 2021. The Petitioner stated the food vendor would be similar to a food truck. The Petitioner agreed to install hand washing stations near the restrooms. Given the number of events, the use would not meet the requirements for testing under the State's non-community well program. The Petitioner reiterated that no parking would occur along Brisbin Road. The Petitioner's Attorney invited everyone onto the site and asked if something needed to be removed or relocated, to let the Petitioner know. ZPAC voted to recommend approval of the proposal by a vote of six (6) in favor and zero (0) in opposition; four (4) members were absent. The minutes of the meeting were provided.

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on June 23, 2021. The Petitioners clarified that the individual vendor stalls would be approximately fifteen feet by twenty feet (15'X20'). The Petitioners agreed that the request by the Lisbon-Seward Fire Protection District be added as a condition of the special use permit. Discussion occurred regarding overflow parking and the Petitioners agreed to amend the site plan showing additional parking to the west of the market area. Commissioners wanted to see no parking/tow zone signs installed by the Township in front of the subject property, if the Township could lawfully install such signs. Tom Anzelc felt the proposal was not the right fit for Lisbon Township. Cathleen Anzelc expressed concerns about precedent, noted that another market was in the area, felt that property values would be negatively impacted, asked who would monitor the property for setup and teardown, and was concerned that the use will be incompatible with agricultural uses. Letters of support from neighbors Don and Jacque Schuck, Brenda and Dustin Walzer, and Carla and Sherman Tweet, Jr. were read. The Kendall County Regional Planning Commission voted to recommend approval of the proposal with the conditions proposed by Staff and that the Petitioners developed additional parking west of the site plan for overflow or vendor parking within one (1) year of the approval of the special use permit. The Commission also recommended that the applicable Township examine establishing a no parking or tow-away zone along Brisbin Road at the subject property. The vote was eight (8) in favor and two (2) in opposition. Chairman Ashton voted no because he was unsure if the Petitioners would install the extra parking. Member Stewart voted no because he did not believe the site had been satisfactorily cleaned up. The minutes of the meeting were provided.

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on June 28, 2021. Discussion occurred regarding the procedures for new special use permits, major amendments to special use permits and minor amendments to special use permits. The revised site plan was presented and discussed. It was noted that parking spaces 14-47 would be installed by April 2022. Chairman Mohr noted that the property did not stand out on Brisbin Road; someone had to look to find the property. Discussion occurred regarding having the fire extinguishers examined by the Lisbon-Seward Fire Protection District. A letter of support from neighbor Jose Oliveres Guzman was read into the record. No one from the public spoke in opposition to the request. The Kendall County Zoning Board of Appeals recommended approval with the conditions proposed by Staff and timetable for installing parking spaces 14-47 by vote of six (6) in favor and zero (0) in opposition. Member Whitfield was absent. The minutes of the hearing were provided.

According to the plat of survey, the original site plan, and the revised site plan, the site will consist of twenty (20) outdoor vendor stations plus one (1) additional food vendor located along

the western and southwestern portion of the property near the existing approximately forty foot by eighty foot (40'X80') steel barn. A food area will be located north of the barn. An existing red storage trailer is located north of the existing gravel drive.

No new buildings are planned for the site. No existing structures are planned for demolition.

One (1) four foot (4') temporary snow fence will be installed around the ponds when the market is occurring.

Section 7:01.D.48 places several conditions and restrictions on special use permits regarding the sale of pottery, art, and home décor. These include:

1. A sit-down food area is allowed if incidental to the primary operation of retail sales.
2. The subject parcel must not be less than three (3) acres in size.
3. Must be along a hard surfaced road classified as an arterial or major collector in the Land Resource Management Plan.
4. Is located in an area not designated as Agricultural on the Land Resource Management Plan.
5. Must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
6. Must serve as a transitional use between agricultural areas and advancing suburban development.
7. Must serve to prevent spot zoning.
8. Retail and wholesale must occur in an existing building, unless otherwise approved by the County Board.
9. Any new structures must reflect the current architecture of the existing structures.
10. No outside display of goods.
11. Cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
12. Limited demolition of farmhouse and outbuildings is allowed.
13. Site plan is required.
14. Signage must follow the requirements in the Zoning Ordinance.
15. Off-street parking must follow the requirements in the Zoning Ordinance.

Assuming the County Board approves sales outside existing buildings, all of the above requirements of the Zoning Ordinance are addressed.

If approved, this would be the tenth (10th) special use permit for the sale of products not grown on the premises in the unincorporated area.

According to the business plan provided, the Petitioner would like to operate the market a maximum two (2) weekends per month between April and October. The market would be open from 8:00 a.m. until 5:00 p.m. with vendors given additional time to set-up their spaces. A weekend is considered Saturday and Sunday.

Other than the Petitioners and their family, the business will not have any employees.

All vendors will have necessary insurance.

No new structures are planned for the property.

A barrier will be installed by the propane tank.

According to the site plan and revised site plan, two (2) porta-johns are planned south of the existing red storage trailer.

A potable water source is available in the existing steel barn.

The Petitioners would make accommodations for vendors that want electricity. Solar panels are onsite.

A refuse area is planned east of the porta-johns.

The property drains to the east.

The Petitioners secured stormwater permits in 2000 for the construction of the two (2) ponds on the premises.

Based on the information provided, no stormwater permits are required.

The property fronts Brisbin Road. Patrons would drive west on the existing gravel driveway and parking in one (1) of the designated areas. Patrons would leave the property on the same gravel driveway.

Following the Regional Planning Commission meeting, the Petitioners updated the parking layout on the site plan. The site plan showed two (2) parking areas. The parking area by the existing steel barn consists of eight (8) parking spaces including three (3) handicapped accessible parking spaces. The eight (8) parking stalls would be eight feet by fifteen feet (8'X15'). The three (3) handicapped parking spaces would be ten feet by fifteen feet (10'X15') with a five foot (5') landing area. An additional forty-seven (47) parking spaces were planned along the north and west sides of the site. Originally, the Petitioners planned to install thirteen (13) parking spaces along the north property line, but the Regional Planning Commission was concerned about overflow parking for patrons and vendor parking. The number of available parking spaces could be reduced if vendors with larger vehicles and trailers occupy the parking spaces along the western end of the site. The parking spaces would be gravel, hay, or grass with the exception of the three (3) handicapped accessible spaces which would be hard surfaced.

Vendors would park at their vending station.

The Petitioners plan to use cones with chains to keep vehicles away from pedestrians.

No additional lighting was planned as part of this project. If additional lighting were added, a photometric plan would be required because the number of parking spaces exceeds thirty (30).

The Petitioner plans to have a sign at Brisbin Road when the market is open. A picture of the sign was provided. The sign is approximately four feet by six feet (4'X6') in size. While the sign can be illuminated, the Petitioner will not light the sign.

No additional landscaping is planned.

No information regarding noise control was provided.

The Findings of Fact were as follows:

That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. True. The Petitioner has submitted a site plan indicating that measures will be taken to ensure that the use will not have a negative impact on public health, safety, morals, comfort, or general welfare. Conditions may be placed in the special use permit to address hours of operation and signage. The Petitioner agreed to follow all applicable public health and public safety related laws.

That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The Zoning classification of property within the general area of the property in question shall be considered in determining consistency with this standard. The proposed use shall make adequate provisions for appropriate buffers, landscaping, fencing, lighting, building materials, open space and other improvements necessary to insure that the proposed use does not adversely impact adjacent uses and is compatible with the surrounding area and/or the County as a whole. True. Conditions are proposed that will regulate hours of operation and site layout. No new buildings or other significant alterations away from the appearance of the property as an agricultural related property are planned.

That adequate utilities, access roads and points of ingress and egress, drainage, and/or other necessary facilities have been or are being provided. Utilities are already available at the property. The site plan includes a parking plan. The property previously secured a stormwater management permit.

That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the County Board pursuant to the recommendation of the Zoning Board of Appeals. This is true. No variances have been requested.

That the special use is consistent with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. True, the proposed use is consistent with an objective found on Page 3-5 of the Kendall County Land Resource Management Plan which calls for "a strong base of agricultural, commercial and industrial uses that provide a broad range of job opportunities, a healthy tax base, and improved quality of services to County residents."

Staff recommended approval of the requested special use permit subject to the following conditions and restrictions:

1. The site shall be developed substantially in accordance with the site plan. Any new structures related to the uses allowed by this special use permit shall require a major amendment to the special use permit and any new structures must reflect the current architecture of the existing structures. Limited demolition of farmhouse and outbuildings is allowed. The parking spaces identified as spaces 14-47 on the site plan shall be installed by April 2022. **(Clarified at the Zoning Board of Appeals)**
2. The owner(s) or operator(s) of the business allowed by this special use permit must ensure the four foot (4') fence is erected around the ponds as shown on the site plan prior to the opening of the business allowed by this special use permit when the business is open to the public.
3. The subject parcel must remain at least (3) acres in size.
4. The uses allowed by this special use permit must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
5. Retail and wholesale sales may occur outside existing buildings.
6. The uses allowed by this special use permit cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
7. A maximum twenty (20) vendors and one (1) additional food vendor may be on the subject property.
8. The uses allowed by this special use permit may operate a maximum of two (2) weekends per month. For the purposes of this ordinance, a weekend shall be considered Saturdays and Sundays. The uses may be open for sale between the hours of 8:00 a.m. and 5:00 p.m. The property owner may reduce these hours of operation. Vendors may setup no earlier than two (2) hours prior to opening and must be offsite within two (2) hours of closing. The uses allowed by this special use permit may be operational between the months of April and October.
9. Only the owners of the property and their family members shall be employees of the business allowed by this special use permit.
10. The owners of the business allowed by this special use permit may install one (1) sign along Brisbin Road. The sign shall be a maximum of four feet by six feet (4'X6') in size. The sign shall not be illuminated. The sign may be placed along Brisbin Road on days when the uses allowed by the special use permit are open. The sign may be placed along Brisbin Road the day before the business allowed by this special use permit is open.
11. All trash and garbage generated by uses allowed by this special use permit shall be stored in the garbage areas designated on the site plan. The owner(s) or operator(s) of the business allowed by this special use permit shall ensure that garbage and trash shall be removed from the property at least one (1) time per week or as necessary to maintain the property clear of garbage and trash.
12. No music shall be generated by the uses allowed this special use permit.

13. The owner(s) or operator(s) of the uses allowed by this special use permit shall live at the subject property as their primary place of residence.
14. The operator(s) of the uses allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
15. The operator(s) of the uses allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of use.
16. On the days when the uses allowed by this special use permit are open to the public, two (2) fully functioning fire extinguishers and two (2) basic first aid kits shall be available, one (1) set of these items shall be located at the entrance to the market and the other set shall be located in the middle of the market. **(Added at Regional Planning Commission)**
17. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
18. This special use permit and the ordinance granting this special use permit shall be considered revoked on the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or when Thomas or Wanda Hogan no longer own the subject property, whichever occurs first. If Thomas or Wanda Hogan wish to continue the use allowed by this special use permit after the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or if a subsequent owner of the subject property wishes to operate the use allowed by this special use permit, a new special use permit shall be required. This condition shall not be eligible for a minor amendment.
19. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.

The draft ordinance was provided.

Member Koukol asked about the location and use of the propane tank. Ms. Hogan said the propane tank was for the whole property.

Member Koukol asked which committees changed their minds and the reasons for the change in minds. Mr. Asselmeier responded that the Regional Planning Commission originally opposed the proposal unanimously. The second time through the process, the Regional Planning Commission voted eight (8) in favor and two (2) in opposition. Mr. Asselmeier noted that the new Seward Township Highway Commissioner did not oppose the project, the Petitioners did cleanup the property, the Petitioners added the snow fence, the Petitioners increased the number of parking spaces, and the Petitioners also agreed to a sunset provision.

Member Koukol noted the property had been cleaned up.

Member Koukol asked if the semi would be parked in the open during the market. Ms. Hogan responded the semi would be parked inside the building and would not be accessible to the public.

Member Gilmour asked about insurance. Ms. Hogan said the vendors will carry insurance in the amount customarily required for this type of function. Ms. Hogan also stated that the they (the Hogans) will also carry insurance.

Chairman Gengler asked about lighting plans, particularly in October. Ms. Hogan did not plan to have permanent lighting other than the existing solar powered lights.

Member Gilmour made a motion, seconded by Member Koukol, to forward the proposal to the County Board. With a voice vote of three (3) ayes, the motion carried.

The proposal goes to the County Board on July 20, 2021, on the regular agenda.

Member Koukol asked if the Hogans would be operational this year. Ms. Hogan said that she was doubtful they would be operational until October 2021.

NEW BUSINESS

Approval of a Request from Vivint Solar, Inc. for a Refund in the Amount of \$200.00 for an Unused Solar Permit at 22 Gastville Street (PIN: 03-12-204-004) in Oswego Township

Mr. Asselmeier summarized the request.

Member Koukol asked if the ownership of the property had changed. Mr. Asselmeier stated that he was unaware if the property ownership had changed.

Member Koukol made a motion, seconded by Member Gilmour, to approve the refund as requested. With a voice vote of three (3) ayes, the motion carried.

Discussion of Scheduling a Special Planning, Building and Zoning Committee Meeting in Boulder Hill; Committee Could Select a Date, Time, Location, and Agenda Items for the Special Meeting

Mr. Asselmeier presented a draft agenda for the meeting.

The intent of the meeting was to inform people in Boulder Hill of the various ordinances, introduce staff, and explain applicable enforcement procedures.

Member Gilmour asked how the meeting would be advertised. Mr. Asselmeier said a notice would be run in the newspaper and the notice would be posted on the Boulder Hill Facebook page. Also, depending on timing, the notice might run in the Oswego Township newsletter.

The consensus of the Committee was to use the Oswego Township building or another building, provided a fee was not charged. Mr. Asselmeier will check with Oswego Township Joe West to see if the building was available and if a fee would be charged. September or October at 6:30 p.m. would be the target month and time.

The Committee will discuss this further at the August meeting.

OLD BUSINESS

Discussion of Placing Zoning Related Signs at Various Entrances to Kendall County; Committee Could Approve Placing Signs at a Cost of \$100.00 Per Sign

Mr. Asselmeier read an email from Fran Klaas on the subject.

Chairman Gengler favored other avenues, like posting on social media pages, that the County has zoning compared to installing signs. He also favored targeting certain townships where the issues were prevalent.

Member Koukol noted there were several properties advertised online as having business potential.

The consensus of the Committee was to layover this matter.

REVIEW VIOLATION REPORT

The Committee reviewed the violation report.

REVIEW NON-VIOLATION REPORT

The Committee reviewed the non-violation report.

UPDATE FOR HISTORIC PRESERVATION COMMISSION

Mr. Asselmeier reported that the Commission met with a consultant to explore doing surveys of historic structures. The Commission needs to determine which township to survey. The Commission would apply for a Certified Local Government grant to cover the cost of most of the project.

REVIEW PERMIT REPORT

The Committee reviewed the report.

REVIEW REVENUE REPORT

The Committee reviewed the report.

CORRESPONDENCE

None

COMMENTS FROM THE PRESS

None

Member Gilmour requested an update on Hide-A-Way Lakes. Mr. Asselmeier said that Mr. Holdiman conducted an inspection at the property and the property has been cleaned up under the new ownership. The Department has not verified that people were still living at the property. The new owner has not submitted any requests to amend the special use permit at the property. Member Gilmour noted that the Health and Environment Committee received information that people were still living at the property. She also noted that the Health Department has assisted several people in finding housing that previously lived at the camp.

EXECUTIVE SESSION

None

ADJOURNMENT

Member Koukol made a motion, seconded by Member Gilmour, to adjourn. With a voice vote of three (3) ayes, the motion carried.

Chairman Gengler adjourned the meeting at 7:16 p.m.

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

Enc.

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, June 24, 2021 at 5:00PM
SPECIAL Meeting Minutes**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 5:03p.m. by County Board Chair Scott R. Gryder, who led the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	Here		
Dan Koukol	ABSENT		
Matt Kellogg	Yes		
Robyn Vickers	Here		
Amy Cesich	Present		
Elizabeth Flowers	ABSENT		
Brian DeBolt	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Ruben Rodriguez	Here		

Others Present: Latreese Caldwell, Deputy County Administrator; Jill Ferko, County Treasurer/Collector; Matt Kinsey, Technology Director; Anne Knight, Assistant State’s Attorney; and Scott Koeppel, County Administrator

APPROVAL OF AGENDA – Member Cesich made a motion to approve the agenda, second by Member Rodriguez.

With eight members present voting aye, the motion carried by a vote of 8-0.

APPROVAL OF CLAIMS – Member DeBolt made a motion to forward claims to the County Board for final approval, second by Member Cesich.

With eight members present voting aye, the motion carried by a vote of 8-0.

DEPARTMENT HEADS AND ELECTED OFFICIAL REPORTS - None

ITEMS OF BUSINESS

- *Fiscal Year 2019-20 Audited Financial Statements Presentation* – Lauri Polk from Mack & Associates reviewed the audit findings with the committee.

- *Discuss and Recommend Acceptance of Fiscal Year 2019-20 Audited Financial Statements* – Member Kellogg made a motion to forward to the County Board for approval, second by Member DeBolt.

With eight members present voting aye, the motion was approved by an 8-0 vote.

- *Discussion of FY2022 Capital Requests* – Member Kellogg reviewed the process and timeline for submission of Capital requests. Kellogg stated that Administration staff will send out the instructions, process and timeline to all County departments/offices. All FY2022 new and/or revised internal and external capital request projects requiring Facilities Management or Technology Services department assistance are then due to Latrese Caldwell and the Finance Committee by August 30, 2021, and should include all proposed funding sources, and project management plans.
- *Discussion of Grant Process Workflow Development for Non-Profit Organizations* – Member Kellogg stated that the plan is to have the County’s goals outlined by September/October. Kellogg stated that phase 1 of the application process will begin with non-profit organizations.

Discussion on non-profit organizations, the need for legal review of completed applications, whether applications should be reviewed by the Finance Committee or the full Board, eligibility criteria for non-profit organizations, draft “pre” questions for the applications, as well as any specific grant dollar award limits.

Mr. Koepfel provided an overview of the survey monkey process and potential questions for interested applicants, and the targeted timeframe for implementation of the application portal.

Mr. Koepfel will update the committee with survey monkey and portal amendments and progress.

- *Discussion of the American Rescue Plan Act Funds* – Member Kellogg briefed the committee on some of the Treasury guidelines regarding ARPA funds. Discussion on the timeframe for fund awards, various phases for different organization applicants, and overall plans for implementation of fund disbursement to those most in need in the County.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

REVIEW BOARD ACTION ITEMS – Chairman Gryder asked the committee to review the draft Board agenda for Tuesday, June 15, 2021.

CHAIRMAN’S REPORT – Chairman Gryder informed the Committee of the recent passing of former Kendall County Board member and Oswegoland Park Commissioner Roy R. White. Chairman Gryder stated that Mr. White played a key part in the mentoring of many Oswego High

School students through his involvement in the park district sporting teams. Chairman Gryder also said that Roy and Linda White were married for 42 years, and had two children Michele Stradel, and Phil White (deceased 2003). After the death of the White's son Phil and another Oswego High student Matt Jardine, the White's continued their support of the High School and the students by participating in village events and sporting team's activities.

ITEMS FOR THE JULY 20, 2021 COUNTY BOARD AGENDA

Approval of Claims
Approval of Fiscal Year 2019-20 Audited Financial Statements

EXECUTIVE SESSION – Not needed

ADJOURNMENT – Member Cesich made a motion to adjourn the meeting, second by Member DeBolt.

With eight members present voting aye, the meeting adjourned at 6:48p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

KENDALL COUNTY PROCUREMENT ORDINANCE

ARTICLE I - GENERAL PROVISIONS

PART A - PURPOSE AND APPLICATION

1. PURPOSE

- a. The underlying purpose and policies of this ordinance are to:
 1. manage the procurement process in accordance with the law;
 2. spend taxpayer's money wisely and fairly;
 3. make the most efficient use of taxpayer dollars;
 4. provide public confidence in the County's procurement process;
 5. obtain the greatest value in making purchases;
 6. protect against fraud and favoritism;
 7. allow for competitive pricing in the procurement of materials, supplies, equipment, services, construction and construction related services;
 8. encourage competitive selection and allow for all responsible bidders to receive proper consideration;
 9. maintain an atmosphere that encourages openness and transparency in purchasing, and;
 10. ensure that all purchases are done in accordance with applicable ethics laws and ordinances.
- b. To the extent permitted by law, Kendall County will promote economic development within the County by encouraging the participation of Kendall County businesses, by providing equal opportunity for minority and women-owned businesses, and for veterans, and by applying environmentally sound practices in the procurement process.
- c. This ordinance shall be constituted and applied to promote its underlying purpose and policies as articulated herein.

2. APPLICATION

- a. The Kendall County Purchasing Ordinance applies to contracts for procurement of Materials, Services, Supplies, Equipment, Construction, Construction related Services and Professional Services, which are entered into by Kendall County and its departments after the effective date of this Ordinance.
- b. The Ordinance shall apply to every expenditure of public funds by any and all Kendall County departments for public purchasing irrespective of its source, except as may otherwise be provided for by Federal or State law, Federal or State regulation, County of Kendall Ordinance or administrative policy.

- c. The following elected officials, pursuant to statute, shall control the internal operations of their office and procure equipment, materials and services necessary to perform the duties of their office, and are not subject to this purchasing Ordinance:
 - 1. The County Clerk (See 55 ILCS 5/3-2003.2)
 - 2. The State's Attorney (See 55 ILCS 5/3-9006)
 - 3. The County Treasurer (See 55 ILCS 5/3-10005.1)
 - 4. The County Recorder (See 55 ILCS 5/3-5005.2)
- d. When procurement involves the expenditure of State or Federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory State and/or Federal laws.
- e. Nothing in this Ordinance shall prevent any County agency from complying with the terms and conditions of any grant, gift, bequest or cooperative purchasing agreement that is otherwise consistent with law.
- f. Nothing in this Ordinance shall be construed as to restrict purchasing by the Emergency Management Agency of Kendall County or other Kendall County departments during response to emergencies or disasters as outlined and authorized pursuant to Kendall County Ordinance 05-40 and the Illinois Emergency Management Agency Act (20 ILCS 3305/1 *et seq.*).
- g. The County may adopt administrative procedures to ensure compliance with all bidding requirements including procedures that may be more restrictive than required by State statute.
- h. This Ordinance does not apply to the procurement of legal services, with the exception of Article II (a) (7) below.

3. REQUIREMENT OF GOOD FAITH

This Ordinance requires all parties involved in the procurement, negotiation, performance or administration of Kendall County contracts to act in good faith.

4. SEVERABILITY

If any provisions of this Ordinance or application thereof to any person or circumstances are held invalid by a Court, such invalidity shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

5. SINGULAR – PLURAL AND GENDER RULES

Words in the singular number include the plural, and those in the plural include the singular. Words of a particular gender include any gender and the neuter, and when the senses indicate, words of the neuter gender may refer to any gender.

6. PROPERTY RIGHTS

Receipt of a Solicitation or other Procurement document, or submission of any response thereto, or other offer, confers no right to receive an award or Contract, nor does it obligate Kendall County in any manner.

PART B – DEFINITIONS

1. **Construction:** The process of building, altering, repairing, improving, or demolishing any structure or building or other improvements of any kind to any real property.
2. **Contract:** Any and all types of County agreements regardless of what they may be called, which entail the procurement of materials, supplies, equipment, services, construction and construction related services. Such contracts include, but are not limited to, payment vouchers, purchase orders, task orders, maintenance contracts, service contracts, systems contracts, oral agreements, etc.
3. **Contractor:** Any person or entity who is a party to or beneficiary of a contract with the County or through a using agency thereof.
4. **Cooperative Purchasing:** Cooperative purchasing may include, but is not limited to, joint or multi-party contracts between government procurement units and open-ended state/national government procurement unit contracts, which are made available to other government procurement units after having been bid by another government procurement unit(s) where required. Where a bid by one using department has established a purchase price, other departments may enter into a contract based on that bid, but only to the extent that the combined purchases are within the limits of the original bid amount or the estimate provided in the original bid.
5. **County Contracting Authority:** The person authorized, pursuant to this Ordinance or designation by vote of the Kendall County Board, to enter into a contract or agreement, which shall bind the County to the purchase of any materials, services, supplies, equipment, construction, construction related services and professional services.
6. **County Department:** A County officer, employee, department, office, or agency whose purchasing authority is subject to the Kendall County Board.
7. **Department Head: The supervisor of a County Department, not including Elected Officials.**
8. **Elected Official:** For purposes of this ordinance, Elected Official may include: Clerk of the Circuit Court, County Board Members, County Clerk, County Coroner, County Treasurer, County Recorder, County Sheriff, and State's Attorney.

9. **Employee:** Individuals, including elected and appointed officials, providing services for the County and drawing a salary from the County.
10. **Equipment:** Goods that are purchased or used by a County department that are not materials or supplies that are not expendable except through depreciation or wear and tear, and do not lose their identity or become integral parts of other items or installations.
11. **Invitation For Bid:** The process by which the County requests information from bidders, including all documents, whether attached or incorporated by reference, used for soliciting bids.
12. **Multi-Year Contracts:** Procurement contracts extending more than one year.
13. **Parent committee:** The Committee established by the Kendall County Board and which is charged with the oversight of the requesting County Department.
14. **Person:** Any individual or group of individuals, business, union, firm, corporation, trustee, partnership association, joint venture, committee, or other entity.
15. **Procurement:** The purchasing, renting, leasing or otherwise acquiring of materials, supplies, equipment, services, construction and construction related services. This includes all functions that pertain to obtaining any material, equipment, supplies, services, construction or construction related services, including description of requirements, selection and solicitation of sources, preparation and award of Contract, and all phases of contract administration. Procurement shall include without limitation the entering into of all contracts or agreements, whether the same are oral or written.
16. **Professional Services.** Those Services requiring special knowledge, education or skill whereby the qualifications of Persons rendering the Services are of primary importance.
17. **Public Works:** All fixed works constructed or demolished by any public body, or paid for wholly or in part out of public funds as defined in the Illinois Prevailing Wage Act. (*820 ILCS 130/1 et seq.*).
18. **Public Works Contract:** A contract for public works as defined in the Illinois Prevailing Wage Act. (*820 ILCS 130/1 et seq.*).
19. **Purchase Order:** A contract for the purchase of materials, supplies, equipment, services, construction and construction related services.
20. **Request for Proposals or "RFP":** All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

- 21. **Responsible Bidder or Offeror:** A person (firm) who has the capability in all respects to perform fully the contract requirements, and the experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance and credit which will assure good faith performance.
- 22. **Services:** The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.
- 23. **Shall:** Denotes the imperative. For purposes of this Ordinance it directs mandatory action.
- 24. **Specifications:** Any description of the physical or functional characteristics or of the nature of a good, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing goods, services or construction projects.
- 25. **String Purchasing:** For purposes of this ordinance, splitting or stringing purchases is the practice of issuing multiple purchase orders or requests for purchasing like items or services, with the willful intent to circumvent the procurement ordinance's rules and/or bidding requirements.
- 26. **Used Equipment:** Equipment that: a) Has been in service for at least one-half its commercially reasonable life, or if life is less than 24 months, is at least one year old; or b) Is a floor or demonstration model that is offered at a price at least 25% below current market price; or c) Is otherwise determined by the appropriate County department head on a case by case basis to be a bona fide used item.

PART C – BIDDING PROCESS

1. COMMUNICATION WITH BIDDER/OFFERORS

County Officers and employees shall take care to limit communication with bidders/offerors during the solicitation process so that the integrity of the competitive solicitation process is maintained. All representatives of the County shall avoid any activity that would constitute interference with contract submission and award under the Criminal Code, 720 ILCS 5/33E-6. If it is determined that a bidder/offeror received an unfair advantage from information obtained through prohibited sources or under prohibited circumstances, the solicitation may be canceled, or the bidder/offeror disqualified from participation in that solicitation request.

2. INVITATION FOR BID AND/OR REQUEST FOR PROPOSAL DOCUMENT ADDENDA AND QUESTIONS

Once the invitation for bid/request for proposal has been issued, all questions regarding that document shall be submitted in writing to the Department Head who is responsible for seeking the services/materials. Any and all addenda shall be issued by the Department Head pursuant to any alterations required in the bid document and shall be

sent to all bidders. If it is determined that a bidder/offeror received an unfair advantage from information obtained through other departments or agencies, the invitation for bid or request for proposal may be canceled.

3. BID SECURITY/BONDING REQUIREMENTS

Bid security and bonding shall conform to State law at all times and the following shall be applied unless state law dictates further/alternate bonding requirements:

- a. Requirement for Bid Security: Bid security may be required for contracts when provided by statute or when the appropriate County Contracting Authority determines it is in the County's best interests. Bid security shall be a bond provided by a surety company authorized to do business in the State of Illinois, or a certified bank instrument, or otherwise supplied in a form satisfactory to the County. A letter of credit, as defined by state statute, may also be accepted.
- b. Amount of Bid Security: Bid security shall be in an amount not to exceed ten percent (10%) of the amount of the bid. Terms of forfeiture shall be expressed in the bid document.
- c. Contract Performance and Payment Bonds: When a contract is awarded, the required bonds or security in the amount stated in the bid document shall be delivered to the County and shall become binding on the parties upon the execution of the contract.
- d. Any Bid or RFP that requires a bid bond shall include a request for a bid bond in the ITB or RFP.

4. INSURANCE REQUIREMENTS

For all contracts, the contractor and all sub-contractors shall be required to maintain adequate insurance coverage for the duration of the contract. The Department Head who is charged with oversight of the purchasing or bidding shall determine, in consultation with the States Attorney's Office & Administrative Services, the types and amounts of coverage that shall be required. The contractor, and all subcontractors, shall have Kendall County named as an additional insured and furnish the County with satisfactory evidence of said insurance. Further, each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice, given by the insurance carrier to Kendall County and Kendall County shall be designated as the certificate holder.

5. INDEMNIFICATION REQUIREMENTS

For all contracts, the contractor, and all sub-contractors, shall be required to indemnify, hold harmless and defend with counsel of Kendall County's own choosing, Kendall County, its past, present and future elected officials, department heads, employees, insurers, and agents from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as

well as for any breach of any covenant in the contract or ancillary documents and any breach by the contractor or sub-contractor of any representations or warranties made within the contract documents (collectively, the "Claims"), to the extent such Claims result from any act or omission, neglect, willful acts, errors, or misconduct of the contractor or subcontractor in its performance under the contract.

For all contracts, the contractor and all sub-contractors shall agree that Kendall County shall not offer indemnification to private corporations, as a unit of local government cannot legally indemnify private third parties.

6. CONTRACTOR RECORD RETENTION

For all contracts, the contractor and all sub-contractors shall be required to maintain records for a minimum of three (3) years from final payment, unless otherwise specified in the solicitation, and to make such records available for inspection by the County upon reasonable terms consistent with state law. For all contracts subject to the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), the contractor and all sub-contractors shall prepare certified payroll affidavits, retain records and make them available as dictated by the Act itself.

7. CONFIDENTIAL INFORMATION

Kendall County does not represent, warrant or guarantee that any information designated by a Person as trade secrets or proprietary property will in fact be so deemed by any Court, and all bidders assume the risk that any and all information contained in a bid or proposal may be subject to disclosure under the Illinois Freedom of Information Act. Kendall County expressly disclaims all liability for such disclosure, regardless of whether such disclosure is required by the Illinois Freedom of Information Act.

PART D – PARENT COMMITTEE & COUNTY BOARD AGENDAS

The department head seeking that a purchase be made under this ordinance shall be responsible for ensuring that the details of the purchase are properly disclosed pursuant to the Open Meetings Act (5 ILCS 120/1 *et seq.*) for inclusion in the appropriate agenda prior to seeking approval by the respective Parent Committee and/or the County Board. Failure to properly post sufficient information to reasonably advise the public of what the public body will be voting upon (including the contracting parties, dollar amounts, time duration and products/services contracted for) in an agenda shall be grounds for denial of the purchase request until such a time as the Open Meetings Act is properly complied with.

PART E – PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be public records subject to the exceptions to disclosure as provided for in the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*). Such records shall be available to the public as provided for by Kendall County policies implementing said Act.

PART F – UNAUTHORIZED PURCHASES

An unauthorized purchase occurs when materials, supplies, equipment, services, construction and construction related services or any other expense is charged to Kendall

County by a person who has not been given such authority or under circumstances when this ordinance is applicable and not adhered to. Unauthorized purchases are void, and the County shall not be obligated to pay for unauthorized purchases. The individual making an unauthorized purchase may incur a personal obligation to the vendor or to the County for the expense incurred even though the materials or services are used for County business. In addition, the employee/person(s) responsible may be subject to disciplinary actions or civil/criminal penalties as dictated by law.

ARTICLE II --SOURCE SELECTION AND CONTRACT EXECUTION

PART A – METHODS OF SOURCE SELECTION & PROCUREMENT PROCESS

1. DEPARTMENT LEVEL SMALL PROCUREMENTS (PURCHASES AT OR BELOW \$10,000.00)

- a. A Department Level Procurement involves the purchase of materials, supplies, equipment, services, construction and construction related services in amount at or below \$10,000.00.
- b. Condition of Use: These purchases are limited in frequency related to individual commodities and services. Contract requirements shall not be artificially divided or done in a string purchasing manner so as to constitute a small procurement or evade the competitive procurement requirements for amounts in excess of \$10,000.00.
- c. Authority: The appropriate Department Head, the Coroner, or the Sheriff is authorized to purchase, when the Department Head, the Coroner, or the Sheriff determines it is in the best interest of the County, materials, supplies, equipment, services, construction and construction related services in amount at or below \$10,000.00.
- d. The appropriate Department Head, the Coroner, or the Sheriff is authorized to sign any contract or agreement regarding purchases at this procurement level after receipt of all the contractually required documentation.

2. COUNTY ADMINISTRATOR & ENGINEER APPROVED PROCUREMENTS (PURCHASES BETWEEN \$10,001.00 AND \$29,999.99)

- a. A County Administrator & Engineer Approved Procurement involves the purchase of materials, supplies, equipment, services, construction and construction related services in amount greater than \$10,000.00 but below \$30,000.00. Prior to submission to the County Administrator or Engineer, all such purchasing requests shall be in writing and signed by the appropriate department head or authorized signatory.
- b. Condition of Use: Any County Administrator & Engineer Approved procurement shall be made in accordance with the procedures authorized herein. String Purchasing is forbidden and purchases shall not be artificially

divided for purposes of evading the competitive sealed bidding requirement or avoiding the necessity to procure through a County Board Level procurement process.

- c. **Minimum Quotation Requirements:** The requesting Department shall work with the County Administrator or Engineer to validate/create the specifications for quotations and the method appropriate for quote solicitation. The Department Head shall obtain quotations/proposals from at least three (3) vendors. If it is not feasible to obtain 3 quotes, or a sole source procurement is necessitated, a memorandum must be drafted by the requesting department's head explaining the reasoning and then submitted to the County Administrator or Engineer for review.
- d. **Evaluation Factors:** Evaluation factors which may justify an award to a vendor who has not provided the lowest quotation include, but are not limited to delivery, quantity, and quality requirements and past vendor performance.
- e. **Award:** Except as otherwise provided herein, the County Administrator and Engineer are both authorized to award a contract to the vendor offering the quotation/proposal that meets the specifications and that the County Administrator/Engineer determines is in the best interest of the County. Whenever it is determined that it is in the County's best interest to award a purchase contract to a vendor who did not submit the lowest responsible quotation/proposal, the reason for the determination shall be indicated in a memorandum and retained with the contract. The memorandum must document the appropriateness of the requested procurement process and approval given. Adequate records to document the competition solicited and the award determination made shall be retained with every contract awarded.
- f. The County Administrator or Engineer is authorized to sign any contract or agreement at this procurement level, after receipt of all the contractually required documentation.
- g. Department Heads shall submit a monthly report to their Parent Committee that includes all procurements between \$10,000 and \$30,000.
- h. The Sheriff and the Coroner may approve procurements in amounts greater than \$10,000 but below \$30,000 for their own offices without the prior approval of the County Administrator or Engineer and are authorized to sign any contract or agreement at this procurement level, after receipt of all the contractually required documentation.

3. COUNTY BOARD LEVEL PROCUREMENTS - COMPETITIVE SEALED BIDDING (PURCHASES \$30,000.00 AND ABOVE)

- a. A County Board Level Procurement involves the purchase of any materials, supplies, equipment, services, construction and construction related services in an amount at or in excess of \$30,000.00. All such procurements shall be submitted to the appropriate Parent Committee for review prior to approval by the Committee and it shall then be presented for any other approvals as defined in the County Board Rules. Thereafter, it shall be submitted to the County Board Chair to seek County Board approval. Prior to submission to the County Board, all purchasing requests shall be signed by the appropriate department head or authorized signatory. Appropriate bidding or memorandum procedures must also be followed.
- b. Conditions of Use: Any County Board level procurements (except where otherwise allowed by statute) shall be awarded by competitive sealed bidding except as otherwise provided in Section II(A)(4) through II(A)(10) below, or as provided by State law. String Purchasing is forbidden and purchases shall not be artificially divided for purposes of evading the competitive sealed bidding requirement.
- c. Invitation for Bids: An Invitation for Bids shall be issued and include bid instructions, specifications or general descriptions, required contractual terms, and conditions applicable to the procurement.
- d. Public Notice: Adequate public notice of the Invitation for Bids shall be given, by the appropriate department head or Administrative Services, within a reasonable time, no less than fourteen (14) calendar days prior to the date set forth therein for the submittal and opening of bids. For bids with a mandatory pre-bid meeting, the public notice must be published at least seven (7) calendar days prior to the meeting date. Such public notice shall be given via the County website and by advertising for bids in a newspaper published within the county or, if no newspaper is published within the county, then a newspaper having general circulation within the county, or as otherwise statutorily required.

The public notice shall state the project, submittal date, time and location of the bid opening and any other statutory requirements.

- e. Bid Opening: Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, and such other relevant information as the solicitor of the bid deems appropriate, together with the name of each bidder shall be recorded.
- f. Bid Acceptance and Bid Evaluation: Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Ordinance. The

department head, County Engineer, or County Administrator shall evaluate bids for responsiveness based on the requirements set forth in the Invitation for Bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bid shall set forth the evaluation criteria to be used. No evaluation criteria, other than those necessary to determine a Responsible Bidder, may be used unless set forth in the Invitation for Bid. Alternative bids may be considered and accepted only if they are specifically provided for in the Invitation for Bids and meet the evaluation criteria set forth.

- g. Correction or Withdrawal of Bids:
 - 1. Bids Withdrawn Prior to Opening: Bids may be withdrawn prior to the bid opening upon written request of the bidder and in accordance with the terms and conditions contained in the Invitation for Bid.
 - 2. Correcting/Modifying Bid prior to opening: A bidder may modify its bid at any time before the bid opening, if the sealed modification is received in writing before the due date.
 - 3. Clarifications: The Parent Committee Chair or appropriate department head may obtain clarification and request additional information from any bidder, after opening, if deemed necessary to fully evaluate the bid.
 - 4. Bid Withdrawal after Bid Opening: No bid may be withdrawn or modified after opening.
- h. Tie Bids: Should tie bids between equally responsible bidders be received, the award will be made by a coin toss by the appropriate department head, County Administrator, County Engineer or the County Board Chair. The subject tie bidders shall be given the opportunity to witness the coin toss.
- i. Right of Rejection: Kendall County reserves the right to accept or reject any or all bids/proposals and to waive any technicalities in the document.
- j. Award: The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. After the bid is awarded, the requesting County Administrator or Department Head shall issue all notices of awards and notices to proceed. All contractually necessary documentation will be required prior to any notice to proceed.
- k. Contract execution: All purchases made at this procurement level must be approved in accordance with the Kendall County Board procedures and such contracts must be signed by the Kendall County Board Chair.

4. BOARD LEVEL PROCUREMENTS - REQUEST FOR PROPOSAL

- a. Condition for Use: In cases where the County seeks to contract for a project or service whose goals, tasks or results are known, but for which the procedure or method of accomplishing same either may not be specified or are otherwise undetermined, a contract may be entered into by use of the Request for Proposal procedure. Reasons for using the Request for Proposal procedure shall be approved by the Parent Committee prior to the commencement of the procedure.
- b. Origination of Request for Proposal: Proposals shall be solicited through the appropriate Parent Committee with the assistance of the requesting Department and shall include specifications or general descriptions of goals, tasks or results, and any material non-negotiable contractual terms and conditions applicable to the procurement.
- c. Public Notice: Adequate public notice of the request for proposal shall be given in the same manner as Public Notice for Invitation for Bids.
- d. Evaluation Criteria: Criteria, including the weight to be given to each factor, must be developed for evaluation of the proposal prior to notice and included in the Request for Proposal.
- e. Receipt of Proposals: Names of offerors will be acknowledged in the presence of one or more witnesses at the time and place designated in the public notice. Contents of the proposals shall not be disclosed to any of the competition or offerors during the selection or negotiation process. A register of the proposals shall be prepared containing the name of each offeror, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after the contract is awarded subject to exemptions from disclosure under the Freedom of Information Act.
- f. Discussions with Responsible Vendor/Offeror and Revisions to Proposals: As provided in the Request for Proposals, discussions may be conducted with the responsible vendors/offerors who submitted proposals determined to be reasonably susceptible of being selected for award, for the purpose of clarification to ensure there is full understanding and responsiveness to the solicitation requirements. Venders/Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revision may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- g. Award: The County Board shall make the award to the responsible vendor/offeror whose proposal conforms to the solicitation and is

determined, in writing, to be the most advantageous to the County taking into consideration price and the evaluation factors set forth in the Request for Proposal. The contract file shall contain the basis on which the award is made.

- h. Contract execution: All purchases made at this procurement level must be made in accordance with the Kendall County Board procedures and such contracts must be signed by the Kendall County Board Chair.

5. SOLE SOURCE PROCUREMENT

Notwithstanding the above, a contract that would otherwise be subject to County Administrator and Engineer Approved Procurements as set forth in Article II 2 above or to County Board Level Procurements as set forth in Article II 3 above may be awarded where the County considers only one supplier because that supplier is a sole source. A sole source may exist in situations when materials, supplies, equipment, or services are available from only a single supplier/contractor or when only one supplier/contractor is deemed economically feasible.

If it is determined that sole source procurement must be utilized for a purchase greater than \$10,000.00 but no more than \$30,000.00, the Department Head shall prepare supporting documentation for review by the County Administrator or Engineer for approval. Whenever the County Administrator or Engineer determines that a purchase must be made through sole source procurement, the basis for this determination shall be detailed in writing and retained with the contract.

If it is determined that sole source procurement must be utilized for a purchase greater than \$30,000.00, the Department Head shall prepare supporting documentation for review by the Parent Committee, who shall upon committee approval present the documentation to the County Board for approval. Whenever the County Board determines that a purchase must be made through sole source procurement, the basis for this determination shall be detailed in writing and retained with the contract.

When sole source procurement has been determined to be appropriate, the requesting Department Head shall be tasked with the negotiation of price, delivery and other terms as is appropriate. The contract shall be approved by the County Administrator or Engineer, for purchases greater than \$10,000.00 but no more than \$30,000.00, or by the County Board, for purchases greater than \$30,000.00.

Each Department Head shall maintain a list of all contracts approved by it and then later awarded based upon a sole source determination. Such list shall be submitted to the County Board annually for review.

6. PROCUREMENTS NOT SUITABLE FOR BID

The following types of procurements are not suitable for competitive bidding as defined in *55 ILCS 5/5-1022(c)*: purchases of used equipment; purchases at auction; purchases

from the Federal Government; and purchases of regulated utility services or other services for which a tariff or set rates are published.

Any contracts awarded under this section shall be awarded by the County Board exclusively and shall have no more than a one-year term, without an automatic renewal clause, but must be reviewed annually by the Parent Committee for permissive renewal which may then be approved by the County Board.

7. CONTRACTS FOR LEGAL SERVICES

The Kendall County State's Attorney is statutorily empowered to provide legal services on behalf of the County pursuant to 55 ILCS 5/3-9005. No contract for legal services shall be made without the approval of the Kendall County State's Attorney.

8. CONTRACTS FOR CERTAIN DATA/TELECOMMUNICATION EQUIPMENT

Pursuant to 55 ILCS 5/5-1022(d), the County may let without advertising for bids in the case of purchases and contracts, when individual orders do not exceed \$35,000, for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services. Department level and County Administrator and Engineer level purchases of such equipment and services shall be processed as set forth in Article 2 Section 2, but the upper limit for County Administrator and Engineer Level Procurement shall be \$35,000.00. County Board level purchases of such equipment and services shall be processed as set forth in Article 2 Section 3, but the lower threshold for County Board level procurement shall be \$35,000.00.

9. EMERGENCY PROCUREMENTS

An emergency, allowing for an emergency procurement, shall be defined as an imminent disruption of essential operations or conditions adversely affecting the safety, health or security of persons or property, where it is impractical to remedy such disruption or conditions through the use of normal competitive bidding procedures.

As has been authorized by 55 ILCS 5/5-1022, in emergency situations, the County Board Chair shall have the authority to waive the bidding and advertising requirements/procedures otherwise set forth in this Ordinance and to effect procurements in excess of the amount otherwise provided in this section and state statutes, pursuant to the following procedures:

- a. For purchasing emergencies in excess of \$10,000.00, the Department Head requiring such purchase shall submit a written and signed request to the County Board Chair and County Administrator in a timely manner, and detail the basis to declare that an emergency purchase is necessary.
- b. Emergency purchases shall be limited to those materials, supplies, equipment, services, construction and construction related services necessary to satisfy the emergency.

- c. The County Board Chair's determination of an emergency existing and the basis relied upon shall be memorialized in writing.
- d. In such emergency situations, the County Board Chair shall be empowered to negotiate and execute contracts without prior approval of the County Board.
- e. Following the negotiating and entry of a contract or other means of emergency purchase, the County Board Chair shall submit the documentation to the Finance Committee and then to the County Board for ratification.
- f. Should the County Board Chair not be available at the time of the emergency, then the County Board Vice Chair shall be authorized to perform the above described functions in his/her place.

10. COOPERATIVE JOINT PURCHASING AUTHORIZED

Subject to applicable state statutes, such as the Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*), Kendall County may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of goods, services, or construction with one or more governmental procurement units in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between such government units and open-ended state procurement contracts, which are made available to other government procurement units after having been bid by another government procurement unit where required.

When Joint Purchasing is being utilized, Article II (A)(1)-(4) requirements of this Ordinance shall not be applicable. Instead, the requesting department shall follow the statutory requirements of 30 ILCS 525/1 *et seq.*, as well as any other applicable statutes. Such purchases must be approved by the County Board.

11. PROFESSIONAL SERVICES SELECTION PROCESS

There will be circumstances where it will be necessary or advisable for Kendall County to engage the services of independent professionals because of the County's need for such services as determined on a project-specific basis. In such cases, it shall be the goal of the County to negotiate the lowest reasonable fees consistent with obtaining the highest possible quality of service and expertise from the professional service providers. To effect this, the following shall apply:

- a. Types of professional services to be covered include: Engineering, Architects and Land Surveyors. These services require mandatory or essential technical skills provided by accredited professionals or quasi-professionals in connection with a defined assignment, which result in the preparation of a report, specifications or recommendation of a particular

course of action, and may include supervision of an activity (such as construction).

- b. Whenever a project requiring architectural, engineering or land surveying services is proposed for the County, it shall proceed to obtain such services in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*), unless it already has an existing satisfactory relationship for such services with one or more firms. The selection of these services is excluded from the standard competitive bidding selection process and shall instead comply with 50 ILCS 510/1 *et seq.*
- c. Providers of these services shall be selected in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 *et seq.*) as it may be amended from time to time. As such, professional service providers shall be selected on the basis of their demonstrated competence and expertise relative to the services to be rendered, their qualifications, their willingness to meet time requirements, their firm's workload, their demonstrated or perceived ability to work with County staff and elected officials and/or the reasonableness of the cost of their services.
- d. The engagement of an independent professional service shall be based on a determination by the requesting department head that it is necessary for at least one of the following reasons:
 - 1. The project requires an independent professional as a condition of Federal, State or local law or regulation, or as a condition of a Federal, State or other grant or intergovernmental agreement;
 - 2. The project requires specialized expertise or multiple areas of expertise not available from existing staff;
 - 3. County staff is not available for the project due to present or anticipated workload or other time constraints;
 - 4. The project requires a limited engagement where it is not cost-effective to hire new full-time staff to provide the necessary services or expertise;
 - 5. An actual emergency exists where existing staff cannot effectively be deployed or mobilized due to the nature of the occurrence or time constraints.

Such determination by the appropriate department head shall be in writing and kept with the subsequent contracting documents.

- e. Professional Services agreements not expected to exceed \$9,999.99 may be entered into by the requesting Department Head. Professional Services agreements at or above \$10,000.00 and not expected to exceed \$30,000.00 may be entered into by the County Administrator and Engineer. All professional services agreements for amounts over \$30,000.00 shall only be entered into by the Kendall County Board.
- f. The Kendall County Board may enter into Master Agreements for professional services with those firms with which it has a satisfactory relationship. Following the creation and approval of such Master Agreements, any Task Orders to be issued for services covered by the agreement may be entered into as directed by Article II(A)(11)(e) above.
- g. Performance Criteria: Upon completion of each contract over \$25,000, the department involved shall prepare a written evaluation of the consultant's performance. The details of the evaluation shall be consistent with the cost and complexity of such assignments. Administrative Services will maintain a record of such evaluations for the use of all departments when selecting future professional service/consultants. No consultant shall be awarded subsequent contracts unless the using department has submitted a satisfactory evaluation to Administrative Services.

12. COST PLUS PERCENTAGE CONTRACTS

Cost plus percentage of cost (CPPC) contracting shall not be used.

PART B – RESPONSIBILITY OF BIDDERS AND OFFERORS

1. CONSIDERATIONS IN DETERMINING RESPONSIBLE BIDDER/OFFEROR

In determining responsibility of any bidder/offeror, the County may take into account:

- bidder/offeror's financial responsibility;
- experience of the bidder/offeror;
- adequacy of equipment and ability to complete performance within a specific time;
- whether the bidder/offeror is legally qualified to do business with the County;
- the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the county;
- the availability of support services;
- the uniqueness of the service, materials, equipment, or supplies as it applies to networked, integrated computer systems;
- compatibility to existing equipment; and
- the delivery terms.

2. DECISION TO DECLARE NON RESPONSIBLE

If the County determines a bid is non-responsible, the basis for that determination shall be made in writing and be made part of the contract file.

PART C - CONTRACT ADMINISTRATION

1. CONTRACT ADMINISTRATION

A contract administration system is designed to insure that the contractor is performing in accordance with the terms and conditions of the contract. Contract administration results may be utilized by the Parent Committee Chair(s), Administrative Services and County Board for vendor evaluation. To that end:

- a. It is the using department's responsibility to match contract terms and prices with invoices, and to otherwise monitor compliance with the contract terms. The using department is also responsible to determine the imminent need for, and to begin processing, a change order where appropriate.
- b. Payment must be identified to an existing contract, task order or purchase order.

2. COUNTY PROCUREMENT RECORDS

All determinations and other written records, notes of telephone conversations and notes of other oral conversations pertaining to the solicitation, award and performance of a contract shall be maintained for the County in the procurement records of the respective Department for which the procurement is made.

PART D – AUTHORIZATION, REVIEW AND APPROVAL PROCESS

1. AUTHORIZATION TO INITIATE BIDS OR OTHER SOLICITATIONS

Each Department Head, the Sheriff, the Coroner, and a Parent Committee may initiate bids or other solicitations for any materials, supplies, equipment, services, construction and construction related services for which they deem are necessary.

2. FISCAL RESPONSIBILITY

Prior to the issuance of any purchase order, contract, task order, change order or contract modification, the Department Head shall certify that sufficient budgeted funds are available.

3. LEGAL REVIEW OF CONTRACTS

Prior to award, the Department Head, County Administrator, County Engineer, or County Board Chair may request the State's Attorney's Office to review a contract. This review shall not be required when the form and content of the contract documents have previously been approved by the State's Attorney's Office.

4. MULTI-YEAR CONTRACTS

The County's policy on multi-year contracts includes the following:

- a. All multi-year contracts presented for approval shall contain the total value of the award for the multi-year period in order to determine whether the contract is subject to competitive bidding requirements.
- b. Only the current fiscal year portion shall be encumbered.
- c. All multi-year contracts that exceed a total term of two (2) years must be presented to and approved by the County Board.

5. CONTRACT RENEWALS

Contract Renewal may occur to effectuate a continuation for an additional period under the original terms and conditions of a contract, where the renewal clause is included in the solicitation and the original contract. If the original contract does not include the terms and conditions of a renewal, any continuation of the contract is considered a new contract, which must be re-bid or otherwise newly approved pursuant to the conditions of this ordinance.

The following rules, as well as those that may arise by statute, govern contract renewals:

- a. All contracts that contain an optional renewal clause shall be presented to the appropriate purchasing authority, based on the total dollar value for the initial period of award, as outlined above for approval.
- b. All subsequent requests for contract renewals shall originate from the using department in the form of a written request indicating the desire for the renewal, the subsequent renewal term, and the total dollar value for the renewal period.
- c. The request shall be submitted to the appropriate purchasing authority at least sixty (60) days prior to the expiration date of the current period or sooner if an earlier renewal notice is required by the contract.
- d. The appropriate purchasing authority will submit the necessary correspondence to the contractor in order to execute the renewal.
- e. All renewals shall be for the time period specified in the original contract document or shorter.
- f. All contracts containing renewal clauses that exceed a total term of two (2) years must be presented to and approved by the County Board.

6. CHANGE ORDERS AND CONTRACT MODIFICATIONS

- a. All change orders and contract modifications will be presented in advance to the appropriate County Contracting Authority who authorized the initial contract.
- b. For a contract originally approved through the Department Level Procurement process, if the total purchase amount, including any proposed changes, does not exceed \$10,000.00, the appropriate Department head is authorized to approve the change order/modification. If the total purchase amount, including any proposed changes, will exceed \$10,000.00, the County Administrator or Engineer must approve the change order/modification.
- c. For contract originally approved through the County Administrator or Engineer Level Procurement process, if the total purchase amount, including any proposed changes, does not exceed \$30,000.00, the County Administrator or Engineer is authorized to approve the change order/modification.

- d. For a contract originally approved by the County Board, all change orders/modification shall be approved by the County Board unless the County Board approved a specific process for change orders at the time it approved the original contract.
- e. For any contract originally approved through the Department Level Procurement process or through the County Administrator or Engineer Level Procurement Process, no change order/modification is permitted if the total purchase amount, including any proposed changes, will exceed \$30,000.00.
- f. In accordance with Public Works Contract Change Order Act (50 ILCS 525/5), in the case of Public Works contracts, no change order, including a field condition change order can be made where the total contract value (or subcontract value) is increased to 50% or more of the initial contract price. In such case, the portion contract covered by the change order shall be rebid in the same manner as original contract.
- g. Approval by the County Board is required where County Administrator/Engineer approval was required for the initial contract and the change order materially alters the scope of work to be performed.
- h. In accordance with 720 ILCS 5/33E-9, should a change order, or a series of change orders to any public contract, result in an increase or decrease in contract cost by a total of more than \$10,000.00 or increase or decrease the time of completion by a total of thirty (30) days or more, then prior to the authorization of such change order(s), the appropriate Department Head or Committee Chair must provide a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the County and authorized by law. Such written determination and the resulting change order(s) shall then be kept in the contract's file.

ARTICLE III – SPECIFICATIONS

PART A – RESPONSIBILITY FOR SPECIFICATIONS

The Department Head or designee (in general the head of the department utilizing such goods or services) shall prepare, revise, maintain, and monitor specifications for materials, supplies, equipment, services and construction required by the County except that specifications for any public work involving professional engineering shall be prepared by a professional engineer. The Highway Department may prepare specifications for construction and maintenance of highways, bridges, and culverts in accordance with IDOT standards.

Specifications for grant-funded contracts shall include all terms and conditions required by the grant, and it shall be the responsibility of the using department to furnish such terms and conditions to the purchasing authority (whether it be Department Head/Parent Committee/County Board).

PART B - MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. The policy applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers and draftsmen.

To that end, when specifications refer to one or more brand name products followed by the words "or equal", submissions will be accepted that contain products with minor differences in design, construction or features, which do not affect the suitability of the product for its intended use.

ARTICLE IV – ETHICS, PROHIBITED INTERESTS, REQUIRED DISCLOSURES & VIOLATIONS

PART A – ETHICS

Any or all actions related to this Purchasing Ordinance shall comply with the Kendall County Ethics Ordinance (Kendall County Ordinance No. 12-18, including any future amendments).

PART B – REQUIRED DISCLOSURES OF CONTRACTORS AND VENDORS

In furtherance of this procurement ordinance's purpose to protect against fraud and favoritism, the following disclosures must be made:

1. Prior to award, every person that is seeking a contractor two (2) or more individual contracts with the county resulting in an aggregate amount at, or in excess of, the amount required for a board level procurement, shall provide to the Finance Committee a written disclosure of all political campaign contributions made by such Person within the current and previous calendar year to any incumbent County Board member or countywide elected official whose office the contract to be awarded will benefit or to any political action committee supporting said Board member or countywide elected official. The Person shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the County Board.
2. All Persons who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents, representatives, and all other individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

3. Any Person that knowingly violates the disclosure requirements set forth in this Section is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

PART C - PROHIBITED INTEREST IN CONTRACTS Amended 7-20-2021

~~Prior to award, every contractor, union, or vendor that is seeking a contract with the County shall affirm that n~~No Kendall County officer or elected official shall have ~~has~~ a direct or indirect pecuniary interest in any contractor ~~the subject company~~ or the subject contract, or, if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in the contractor ~~company~~ or the contract, that interest, and the procedure followed to effectuate the contract has and will comply with 50 ILCS 105/3.

PART D - VIOLATIONS

Non-conformance with this Ordinance may violate County rules and State of Illinois civil and criminal laws and may result in appropriate legal action, contract cancellation, discipline and/or sanctions.

ADOPTED and APPROVED this 202thnd day of February-July 2021.

Approved:

Attest:

Scott R. Gryder
Kendall County Board Chairman

Debbie Gillette
Kendall County Clerk



Adopted: February 2, 2021

Amended: July 20, 2021



Kendall County Board
111 Fox Street
Yorkville, Illinois 60560

6/21/2021

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As [authorizing authority](#) for Kendall County, I request that responsibility for the domain name kendallcountyil.gov be delegated to my County.

The purpose of changing to kendallcountyil.gov will be to provide a clear and trustworthy site for the citizens of Kendall County.

In order to obtain and maintain kendallcountyil.gov Kendall County will meet the general and specific requirements for federal agencies, found at <https://home.dotgov.gov/registration/requirements>.

The following will be listed as contacts for kendallcountyil.gov, which Kendall County will keep up to date in the .gov registrar.

Administrative contact

Matthew Kinsey
Technology Director
811 W. John Street Yorkville, IL 60560
630-553-8881
mkinsey@co.kendall.il.us

Billing contact

Gina Hauge
System Analyst
811 W. John Street Yorkville, IL 60560
630-553-8885
ghauge@co.kendall.il.us

Technical contact

Darryl Kollins
Network Administrator
811 W. John Street Yorkville, IL 60560
630-553-8888
dkollins@co.kendall.il.us

Security contact [\[recommended\]](#)

security@co.kendall.il.us

I understand that if I wish to retire kendallcountyil.gov, I must submit a written request to registrar@dotgov.gov.

Sincerely,

Scott Gryder

Chairman Kendall County Board



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



6- Month Report

December 01, 2020 - May 31, 2021

STATE OF ILLINOIS
COUNTY OF KENDALL
- FILED -

JUN 21 2021

Debra Helitzer

COUNTY CLERK
KENDALL COUNTY

<u>OPERATIONS DIVISION</u>	Total	Average
Calls for Service	4,195	699
Police Reports	1,810	302
Total Arrests	256	43
Traffic Contacts	1,291	215
Traffic Citations Issued	519	87
DUI Arrests	26	4
Total Crash Investigations	327	55
Total Miles Driven by Sheriff's Office	285,453	47,576

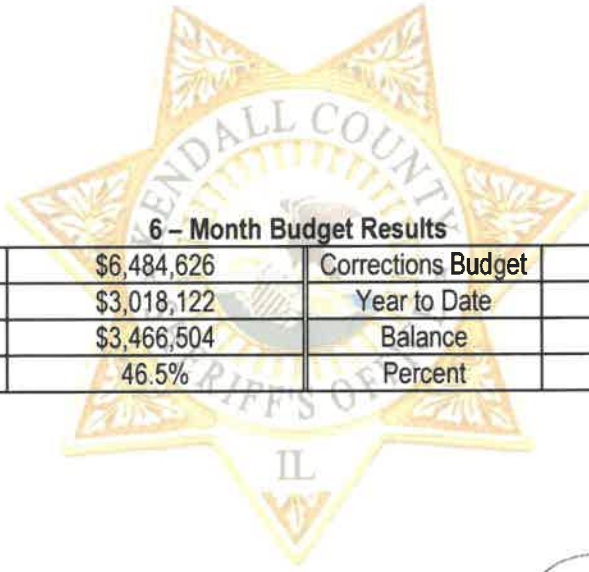
<u>RECORDS DIVISION</u>	Total	Average
Sales Conducted	9	2
Papers Served/Executed	823	137
SA, Subpoena & FOIA Requests	977	163
Total Warrants Served	504	84
Evictions Conducted	2	0
Civil Process Fees	\$31,822	\$5,304
Sheriff Sales Fees	\$8,100	\$1,350
Records Fees/Fingerprinting	\$1,548	\$258
Bond Processing Fees	\$9,449	\$1,575

<u>CORRECTIONS DIVISION</u>	Total	Average
New Intake Bookings	922	154
Federal Inmate ADP		64
Kendall County Inmate ADP		60
Other Jurisdictions Inmate ADP		22
Average Daily Population		145
Amount Invoiced for Inmates Housed for Other Juris.	\$292,660	\$48,777
Amount Invoiced for Federal Housing	\$926,480	\$154,413
Amount Invoiced for Federal Court Transport	\$5,046	\$841
Amount Invoiced for Federal Medical Transport	\$41,590	\$6,932

Ready to Protect, Proud to Serve

<u>COURT SECURITY</u>	Total	Average
Entries	47,748	7,958
Items X-rayed	14,988	2,498
Kendall Prisoners	372	62
Other Prisoners	21	4
Arrests made at Courthouse	98	16
Contraband Refused	386	64

<u>KCSO TRAINING</u>	Total	Average
Corrections Division	1,772	295
Operations Division	3,031	505
Court Security	98	16
Records Division	37	6



6 – Month Budget Results

Sheriff's Budget	\$6,484,626	Corrections Budget	\$4,989,839
Year to Date	\$3,018,122	Year to Date	\$2,453,139
Balance	\$3,466,504	Balance	\$2,536,700
Percent	46.5%	Percent	49.2%

Submitted by _____

Sheriff Dwight A. Baird

Kendall County Clerk				
Revenue Report		6/1/21-6/30/21	6/1/20-6/30/20	6/1/19-6/30/19
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$1,389.50	\$1,251.00	\$ 835.50
MARFEE	County Clerk Fees - Marriage License	\$2,100.00	\$2,220.00	\$ 1,890.00
CIVFEE	County Clerk Fees - Civil Union	\$30.00	\$0.00	\$ -
ASSUME	County Clerk Fees - Assumed Name	\$80.00	\$50.00	
CRTCOP	County Clerk Fees - Certified Copy	\$1,820.00	\$1,776.00	
NOTARY	County Clerk Fees - Notary	\$270.00	\$345.00	
MISINC	County Clerk Fees - Misc	\$63.00	\$65.00	\$ 2,337.50
	County Clerk Fees - Misc Total	\$5,752.50	\$5,707.00	\$5,063.00
RECREE	County Clerk Fees - Recording	\$47,813.00	\$41,902.00	\$ 28,726.00
	Total County Clerk Fees	\$53,565.50	\$47,609.00	\$33,789.00
CTYREV	County Revenue	\$67,905.50	\$41,736.75	\$ 44,260.00
DCSTOR	Doc Storage	\$27,903.50	\$24,660.00	\$ 16,633.50
GISMAP	GIS Mapping	\$88,380.00	\$78,030.00	\$ 28,084.00
GISRCD	GIS Recording	\$5,892.00	\$5,202.00	\$ 3,512.00
INTRST	Interest	\$34.13	\$24.24	\$ 15.03
RECMIS	Recorder's Misc	\$5,927.25	\$1,041.00	\$ 4,167.00
RHSP	RHSP/Housing Surcharge	\$25,011.00	\$22,518.00	\$ 15,039.00
TAXCRT	Tax Certificate Fee	\$1,640.00	\$1,040.00	\$ 1,640.00
TAXFEE	Tax Sale Fees	\$55.00	\$601.00	\$ -
PSTFEE	Postage Fees			\$ -
CK # 19256	To KC Treasurer	\$276,313.88	\$222,461.99	\$147,139.53
Death Certificate Surcharge sent from Clerk's office \$1076.00 ck # 19254				
Dom Viol Fund sent from Clerk's office \$355.00 ck 19255				

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 SEVEN MONTHS ENDED 06/30/2021.

<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	\$348,643	89.40%	\$236,005	60.51%
State Income Tax	\$2,300,000	\$1,841,846	80.08%	\$1,473,583	64.07%
Local Use Tax	\$900,000	\$476,635	52.96%	\$546,432	78.06%
State Sales Tax	\$530,000	\$238,636	45.03%	\$334,002	60.73%
County Clerk Fees	\$325,000	\$301,367	92.73%	\$231,228	71.15%
Circuit Clerk Fees	\$1,220,000	\$687,770	56.37%	\$609,581	45.15%
Fines & Foreits/St Atty.	\$275,000	\$148,119	53.86%	\$160,372	53.46%
Building and Zoning	\$68,000	\$92,003	135.30%	\$66,500	97.79%
Interest Income	\$100,000	\$12,513	12.51%	\$125,655	62.83%
Health Insurance - Empl. Ded.	\$1,467,439	\$188,029	12.81%	\$714,054	56.37%
1/4 Cent Sales Tax	\$3,075,000	\$1,495,527	48.64%	\$1,777,219	57.24%
County Real Estate Transf Tax	\$450,000	\$318,220	70.72%	\$288,621	67.91%
Federal Inmate Revenue	\$2,044,000	\$926,400	45.32%	\$1,328,880	65.01%
Sheriff Fees	\$140,000	\$49,881	35.63%	\$59,884	35.23%
TOTALS	\$13,284,439	\$7,125,590	53.64%	\$7,952,015	60.27%
Public Safety Sales Tax	\$5,250,000	\$2,593,760	49.40%	\$3,068,322	57.63%
Transportation Sales Tax	\$5,250,000	\$2,593,760	49.40%	\$3,068,322	51.14%

*Includes major revenue line items excluding real estate taxes which are

to be collected later. To be on Budget after 7 months the revenue and expense should at 58.33%

****PLEASE NOTE, THE AMOUNTS BEING REPORTED NOW REFLECT ALL ACCRUALS NOTED IN THE AUDIT.**

THEREFORE COMPARING PRIOR YEAR REVENUES TO LAST YEAR REVENUES IS NOT A GOOD COMPARISON.

EXPENDITURES

All General Fund Offices/Categories

\$31,020,242	\$15,676,929	50.54%	\$15,584,279	52.72%
---------------------	---------------------	---------------	---------------------	---------------



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: July 12, 2021

Amount: N/A

Budget: N/A

Issue: Petition 21-19 Request from Wanda and Thomas Hogan for a Special Use Permit on A-1 Zoned Property for a Market (Sale of Agricultural Products, Pottery, Art and Home Décor Not Produced on the Premises) at 14975 Brisbin Road (PIN: 08-13-400-013) in Lisbon Township

Background and Discussion:

The Petitioners would like to offer an outdoor, twenty (20) stall market on the subject property with one (1) additional stall for a food truck. The market would feature vendors, including the Petitioners, their family members, and other vendors, that would sell goods not produced on the premises.

The record for the Petition can be found here,
<https://www.co.kendall.il.us/home/showpublisheddocument/20395/637605715224030000>

The staff report and draft ordinance are attached.

Committee Action:

ZPAC-Approval (6-0-4), RPC-Approval with Conditions (8-2), ZBA-Approval with Conditions (6-0-1), Lisbon Township-No Comments, Seward Township-Highway Commissioner Approval, Village of Plattville-No Comments, Lisbon-Seward Fire Protection Dist-Conditional Approval, PBZ Committee-Forward (3-0-2)

Staff Recommendation:

Approval with Conditions

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: July 13, 2021



DEPARTMENT OF PLANNING, BUILDING & ZONING

111 West Fox Street • Room 203

Yorkville, IL • 60560

(630) 553-4141

Fax (630) 553-4179

Petition 21-19

Wanda and Thomas Hogan

**A-1 Special Use Permit for the Sale of Agricultural Products
and Pottery, Art and Home Decor Not Produced on the
Premises**

INTRODUCTION

In March 2021, the Petitioners submitted an application for a market at the subject property. At the Kendall County Regional Planning Commission meeting, Kendall County Zoning Board of Appeals hearing, and Kendall County Planning, Building and Zoning Committee meeting, concerns were raised about the intensity of the use, the compatibility of the use in relation to adjacent agricultural uses, the impact of the proposed use on property values, safety at the property and along Brisbin Road, and the appearance of the property. After receiving negative recommendations at the above meetings and hearing, the Petitioners withdrew the original Petition.

On May 13, 2021, the Petitioners submitted a revised Petition. According to the information provided to the County, the Petitioners would like to offer an outdoor, twenty (20) stall market on the subject property with food. The market would feature vendors, including the Petitioners, their family members, and other vendors, that would sell goods not produced on the premises. The Petitioners have removed some items from the property and have agreed to install a four foot (4') snow fence around the ponds when the market is occurring.

RECOMMENDATION

Staff recommended approval of the requested special use permit subject to the following conditions and restrictions:

1. The site shall be developed substantially in accordance with the site plan. Any new structures related to the uses allowed by this special use permit shall require a major amendment to the special use permit and any new structures must reflect the current architecture of the existing structures. Limited demolition of farmhouse and outbuildings is allowed. The parking spaces identified as spaces 14-47 on the site plan shall be installed by April 2022. **(Clarified at the Zoning Board of Appeals)**
2. The owner(s) or operator(s) of the business allowed by this special use permit must ensure the four foot (4') fence is erected around the ponds as shown on the site plan prior to the opening of the business allowed by this special use permit when the business is open to the public.
3. The subject parcel must remain at least (3) acres in size.
4. The uses allowed by this special use permit must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
5. Retail and wholesale sales may occur outside existing buildings.
6. The uses allowed by this special use permit cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
7. A maximum twenty (20) vendors and one (1) additional food vendor may be on the subject property.
8. The uses allowed by this special use permit may operate a maximum of two (2) weekends per month. For the purposes of this ordinance, a weekend shall be considered Saturdays and Sundays. The uses may be open for sale between the hours of 8:00 a.m. and 5:00 p.m. The property owner may reduce these hours of operation. Vendors may setup no earlier than two (2) hours prior to opening and must

be offsite within two (2) hours of closing. The uses allowed by this special use permit may be operational between the months of April and October.

9. Only the owners of the property and their family members shall be employees of the business allowed by this special use permit.
10. The owners of the business allowed by this special use permit may install one (1) sign along Brisbin Road. The sign shall be a maximum of four feet by six feet (4'X6') in size. The sign shall not be illuminated. The sign may be placed along Brisbin Road on days when the uses allowed by the special use permit are open. The sign may be placed along Brisbin Road the day before the business allowed by this special use permit is open.
11. All trash and garbage generated by uses allowed by this special use permit shall be stored in the garbage areas designated on the site plan. The owner(s) or operator(s) of the business allowed by this special use permit shall ensure that garbage and trash shall be removed from the property at least one (1) time per week or as necessary to maintain the property clear of garbage and trash.
12. No music shall be generated by the uses allowed this special use permit.
13. The owner(s) or operator(s) of the uses allowed by this special use permit shall live at the subject property as their primary place of residence.
14. The operator(s) of the uses allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
15. The operator(s) of the uses allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of use.
16. On the days when the uses allowed by this special use permit are open to the public, two (2) fully functioning fire extinguishers and two (2) basic first aid kits shall be available, one (1) set of these items shall be located at the entrance to the market and the other set shall be located in the middle of the market. **(Added at Regional Planning Commission)**
17. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
18. This special use permit and the ordinance granting this special use permit shall be considered revoked on the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or when Thomas or Wanda Hogan no longer own the subject property, whichever occurs first. If Thomas or Wanda Hogan wish to continue the use allowed by this special use permit after the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or if a subsequent owner of the subject property wishes to operate the use allowed by this special use permit, a new special use permit shall be required. This condition shall not be eligible for a minor amendment.
19. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.

ACTION SUMMARY

LISBON TOWNSHIP

Lisbon Township was emailed information on May 18, 2021.

SEWARD TOWNSHIP

The property is in Lisbon Township, but Seward Township maintains Brisbin Road in this area. Seward Township was emailed information on May 18, 2021. Seward Township Highway Commissioner Scott Cryder sent a letter stating that he was withdrawing the objection of the previous Township Highway Commissioner and recommending approval of the requested special use permit.

VILLAGE OF PLATTVILLE

The Village of Plattville was emailed information on May 18, 2021.

LISBON-SEWARD FIRE PROTECTION DISTRICT

Lisbon-Seward Fire Protection District was emailed information on May 18, 2021. The Fire Protection District requested two (2) fire extinguishers and two (2) basic first aid kits, one (1) at the entrance and one (1) in the middle of the market.

ZPAC

ZPAC reviewed this proposal at their meeting on June 1, 2021. The Petitioner stated the food vendor would be similar to a food truck. The Petitioners agreed to install hand washing stations near the restrooms. Given the number of events, the use would not meet the requirements for testing under the State's non-community well program. The Petitioners reiterated that no parking would occur along Brisbin Road. The Petitioners' Attorney invited everyone onto the site and asked if something needed to be removed or relocated, to let the Petitioners know. ZPAC voted to recommend approval of the proposal by a vote of six (6) in favor and zero (0) in opposition; four (4) members were absent.

RPC

The Kendall County Regional Planning Commission reviewed this proposal at their meeting on June 23, 2021. The Petitioners clarified that the individual vendor stalls would be approximately fifteen feet by twenty feet (15'X20'). The Petitioners agreed that the request by the Lisbon-Seward Fire Protection District be added as a condition of the special use permit. Discussion occurred regarding overflow parking and the Petitioners agreed to amend the site plan showing additional parking to the west of the market area. Commissioners wanted to see no parking/tow zone signs installed by the Township in front of the subject property, if the Township could lawfully install such signs. Tom Anzelc felt the proposal was not the right fit for Lisbon Township. Cathleen Anzelc expressed concerns about precedent, noted that another market was in the area, felt that property values would be negatively impacted, asked who would monitor the property for setup and teardown, and was concerned that the use will be incompatible with agricultural uses. Letters of support from neighbors Don and Jacque Schuck, Brenda and Dustin Walzer, and Carla and Sherman Tweet, Jr. were read. The Kendall County Regional Planning Commission voted to recommend approval of the proposal with the conditions proposed by Staff and that the Petitioners developed additional parking west of the site plan for overflow or vendor parking within one (1) year of the approval of the special use permit. The Commission also recommended that the applicable Township examine establishing a no parking or tow-away zone along Brisbin Road at the subject property. The vote was eight (8) in favor and two (2) in opposition. Chairman Ashton voted no because he was unsure if the Petitioners would install the extra parking. Member Stewart voted no because he did not believe the site had been satisfactorily cleaned up.

ZBA

The Kendall County Zoning Board of Appeals held a public hearing on this proposal on June 28, 2021. Discussion occurred regarding the procedures for new special use permits, major amendments to special use permits and minor amendments to special use permits. The revised site plan was presented and discussed. It was noted that parking spaces 14-47 would be installed by April 2022. Chairman Mohr noted that the property did not stand out on Brisbin Road; someone had to look to find the property. Discussion occurred regarding having the fire extinguishers examined by the Lisbon-Seward Fire Protection District. A letter of support from neighbor Jose Oliveres Guzman was read into the record. No one from the public spoke in opposition to the request. The Kendall County Zoning Board of Appeals recommended approval with the conditions proposed by Staff and timetable for installing parking spaces 14-47 by vote of six (6) in favor and zero (0) in opposition. Member Whitfield was absent.

FINDINGS OF FACT

The Findings of Fact were as follows:

That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. True. The Petitioner has submitted a site plan indicating that measures will be taken to ensure that the use will not have a negative impact on public health, safety, morals, comfort, or general welfare. Conditions may be placed in the special use permit to address hours of operation and signage. The Petitioner agreed to follow all applicable public health and public safety related laws.

*That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The Zoning classification of property within the general area of the property in question shall be considered in determining consistency with this standard. The proposed use shall make adequate provisions for appropriate buffers, landscaping, fencing, lighting, building materials, open space and other improvements necessary to insure that the proposed use does not adversely impact adjacent uses and is compatible with the surrounding area and/or the County as a whole. **True. Conditions are proposed that will regulate hours of operation and site layout. No new buildings or other significant alterations away from the appearance of the property as an agricultural related property are planned.***

*That adequate utilities, access roads and points of ingress and egress, drainage, and/or other necessary facilities have been or are being provided. **Utilities are already available at the property. The site plan includes a parking plan. The property previously secured a stormwater management permit.***

*That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the County Board pursuant to the recommendation of the Zoning Board of Appeals. **This is true. No variances have been requested.***

*That the special use is consistent with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. **True, the proposed use is consistent with an objective found on Page 3-5 of the Kendall County Land Resource Management Plan which calls for “a strong base of agricultural, commercial and industrial uses that provide a broad range of job opportunities, a healthy tax base, and improved quality of services to County residents.”***

SITE INFORMATION

PETITIONER Wanda and Thomas Hogan

ADDRESS 14975 Brisbin Road

LOCATION East Side of Brisbin Road Approximately 0.5 Miles South of Route 52



TOWNSHIP Lisbon

PARCEL # 08-13-400-013

LOT SIZE 3.86 Acres

EXISTING LAND USE Agricultural and Farmstead

ZONING A-1 Agricultural District

LRMP	Current Land Use	Agricultural
	Future Land Use	Rural Estate Residential (Max 0.45 Du/Acre)
	Roads	Brisbin Road is a Township Maintained Major Collector.
	Trails	None
	Floodplain/Wetlands	None

REQUESTED ACTION A-1 Special Use Permit for the Sale of Agricultural Products and Pottery, Art, and Home Décor Not Produced on the Premises

APPLICABLE REGULATIONS Section 7:01.D.47 – A-1 Special Uses – Permits Sales of Agricultural Products Not Grown on the Premises

Section 7:01.D.48 – A-1 Special Uses – Permits Sales of Pottery, Art, Home Décor Not Produced on the Premises with Restrictions

Section 13:08 – Special Use Procedures

SURROUNDING LAND USE

Location	Adjacent Land Use	Adjacent Zoning	Land Resource Management Plan	Zoning within ½ Mile
North	Agricultural	A-1	Rural Estate Residential (Max 0.45 DU/Acre) (County) Low Density Residential (Plattville)	A-1
South	Agricultural	A-1	Agricultural	A-1
East	Agricultural	A-1	Rural Estate Residential	A-1
West	Agricultural	A-1	Rural Estate Residential	A-1 and A-1 SU

The subject property is greater than one point five (1.5) miles from the Village of Lisbon. However, the Village of Lisbon’s Future Land Use Map calls for this property to be Mixed Use Business and Agricultural.

The A-1 special use to the west is for an indoor storage facility of boats, trailers, recreational vehicles and classic cars.

PHYSICAL DATA

ENDANGERED SPECIES REPORT

EcoCat submitted on February 2, 2021, as part of the original application and consultation was terminated.

NATURAL RESOURCES INVENTORY

NRI application submitted on January 28, 2021 as part of the original application. A revised application was submitted on May 13, 2021. The LESA Scores from both the original and revised applications was 190 indicating a low level of protection.

GENERAL

According to the plat of survey, the original site plan, and the revised site plan, the site will consist of twenty (20) outdoor vendor stations plus one (1) additional food vendor located along the western and southwestern portion of the property near the existing approximately forty foot by eighty foot (40'X80') steel barn. A food area will be located north of the barn. An existing red storage trailer is located north of the existing gravel drive.

No new buildings are planned for the site. No existing structures are planned for demolition.

One (1) four foot (4') temporary snow fence will be installed around the ponds when the market is occurring.

Section 7:01.D.48 places several conditions and restrictions on special use permits regarding the sale of pottery, art, and home décor. These include:

1. A sit-down food area is allowed if incidental to the primary operation of retail sales.
2. The subject parcel must not be less than three (3) acres in size.
3. Must be along a hard surfaced road classified as an arterial or major collector in the Land Resource Management Plan.
4. Is located in an area not designated as Agricultural on the Land Resource Management Plan.
5. Must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
6. Must serve as a transitional use between agricultural areas and advancing suburban development.
7. Must serve to prevent spot zoning.
8. Retail and wholesale must occur in an existing building, unless otherwise approved by the County Board.
9. Any new structures must reflect the current architecture of the existing structures.
10. No outside display of goods.
11. Cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
12. Limited demolition of farmhouse and outbuildings is allowed.
13. Site plan is required.
14. Signage must follow the requirements in the Zoning Ordinance.
15. Off-street parking must follow the requirements in the Zoning Ordinance.

Assuming the County Board approves sales outside existing buildings, all of the above requirements of the Zoning Ordinance are addressed.

If approved, this would be the tenth (10th) special use permit for the sale of products not grown on the premises in the unincorporated area.

BUSINESS OPERATION

According to the business plan provided, the Petitioners would like to operate the market a maximum two (2) weekends per month between April and October. The market would be open from 8:00 a.m. until 5:00 p.m.

with vendors given additional time to set-up their spaces. A weekend is considered Saturday and Sunday.

Other than the Petitioners and their family, the business will not have any employees.

All vendors will have necessary insurance.

BUILDING CODES

No new structures are planned for the property.

A barrier will be installed by the propane tank.

ENVIRONMENTAL HEALTH

According to the revised site plan, two (2) porta-johns are planned south of the existing red storage trailer.

A potable water source is available in the existing steel barn.

The Petitioners would make accommodations for vendors that want electricity. Solar panels are onsite.

A refuse area is planned east of the porta-johns.

STORMWATER AND DRAINAGE

The property drains to the east.

The Petitioners secured stormwater permits in 2000 for the construction of the two (2) ponds on the premises.

Based on the information provided, no stormwater permits are required.

ROAD ACCESS

The property fronts Brisbin Road. Patrons would drive west on the existing gravel driveway and parking in one (1) of the designated areas. Patrons would leave the property on the same gravel driveway.

PARKING

Following the Regional Planning Commission meeting, the Petitioners updated the parking layout on the site plan. The site plan showed two (2) parking areas. The parking area by the existing steel barn consists of eight (8) parking spaces including three (3) handicapped accessible parking spaces. The eight (8) parking stalls would be eight feet by fifteen feet (8'X15'). The three (3) handicapped parking spaces would be ten feet by fifteen feet (10'X15') with a five foot (5') landing area. An additional forty-seven (47) parking spaces were planned along the north and west sides of the site. Originally, the Petitioners planned to install thirteen (13) parking spaces along the north property line, but the Regional Planning Commission was concerned about overflow parking for patrons and vendor parking. The number of available parking spaces could be reduced if vendors with larger vehicles and trailers occupy the parking spaces along the western end of the site. The parking spaces would be gravel, hay, or grass with the exception of the three (3) handicapped accessible spaces which would be hard surfaced.

Vendors would park at their vending station.

The Petitioners plan to use cones with chains to keep vehicles away from pedestrians.

LIGHTING

No additional lighting was planned as part of this project. If additional lighting were added, a photometric plan would be required because the number of parking spaces exceeds thirty (30).

SIGNAGE

The Petitioner plans to have a sign at Brisbin Road when the market is open. A picture of the sign is included in the record. The sign is approximately four feet by six feet (4'X6') in size. While the sign can be illuminated, the Petitioner will not light the sign.

LANDSCAPING

No additional landscaping is planned.

NOISE CONTROL

No information regarding noise control was provided.

The draft ordinance is included as Attachment 1.

ATTACHMENTS

1. Draft Ordinance

ORDINANCE NUMBER 2021-_____

**GRANTING SPECIAL USE PERMITS FOR THE SALE OF AGRICULTURAL PRODUCTS,
POTTERY, ART, AND HOME DÉCOR NOT PRODUCED ON THE PREMISES AT 14975
BRISBIN ROAD AND IDENTIFIED BY PARCEL IDENTIFICATION NUMBER 08-13-400-013
IN LISBON TOWNSHIP**

WHEREAS, Section 13:08 of the Kendall County Zoning Ordinance permits the Kendall County Board to issue special use permits and place conditions on special use permits and provides the procedure through which special use permits are granted; and

WHEREAS, Section 7:01.D.47 of the Kendall County Zoning Ordinance permits the sale of agricultural products not grown on the premises as a special use in the A-1 Agricultural Zoning District; and

WHEREAS, Section 7:01.D.48 of the Kendall County Zoning Ordinance permits the sale of pottery, art, and home décor as a special use with certain conditions in the A-1 Agricultural Zoning District; and

WHEREAS, the property which is the subject of this Ordinance has been, at all relevant times, and remains currently located within the A-1 Agricultural Zoning District and consists of approximately 3.86 +/- acres located at 14975 Brisbin Road (PIN: 08-13-400-013), in Lisbon Township. The legal description for the subject property is set forth in Exhibit A attached hereto and incorporated by reference, and this property shall hereinafter be referred to as “the subject property”; and

WHEREAS, the subject property is owned by Wanda and Thomas Hogan and shall hereinafter be referred to as “Petitioner”; and

WHEREAS, on or about May 13, 2021, Petitioner filed a petition for special use permits for the sale of agricultural products, pottery, art, and home décor not produced at the subject property in order to operate a market; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on May 27, 2021, the Kendall County Zoning Board of Appeals held a public hearing on June 28, 2021, at 7:00 p.m., in the County Board Room of the Kendall County Office Building at 111 W. Fox Street in Yorkville at which the Petitioner’s representative presented evidence, testimony, and exhibits in support of the requested special use permits and zero members of the public asked questions or testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Zoning Board of Appeals has made their findings of fact and recommended approval of the special use permits as set forth in the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, dated June 28, 2021, a true and correct copy of which is attached hereto as Exhibit B; and

WHEREAS, the Kendall County Planning, Building and Zoning Committee of the Kendall County Board has reviewed the testimony presented at the aforementioned public hearing and has considered the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, and has forwarded to the Kendall County Board a neutral recommendation of the requested special use permits; and

WHEREAS, the Kendall County Board has considered the recommendation of the Planning, Building and Zoning Committee and the Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals, and has determined that said petition is in conformance with the provisions and intent of the Kendall

WHEREAS, these special use permits shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns as to the same special use conducted on the property; and

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

1. The Findings of Fact and Recommendation of the Kendall County Zoning Board of Appeals attached hereto as Exhibit B is hereby accepted and the Findings of Fact set forth therein are hereby adopted as the Findings of Fact and Conclusions of this Kendall County Board.
2. The Kendall County Board hereby grants approval of Petitioner's petition for special use permits for the sale of agricultural products, pottery, art, and home décor not produced on the premises subject to the following conditions:
 - A. The site shall be developed substantially in accordance with the site plan attached hereto as Exhibit C. Any new structures related to the uses allowed by this special use permit shall require a major amendment to the special use permit and any new structures must reflect the current architecture of the existing structures. Limited demolition of farmhouse and outbuildings is allowed. The parking spaces identified as spaces 14-47 on the site plan attached hereto as Exhibit C shall be installed by April 2022.
 - B. The owner(s) or operator(s) of the business allowed by this special use permit must ensure the four foot (4') fence is erected around the ponds as shown on the site plan attached hereto as Exhibit C prior to the opening of the business allowed by this special use permit when the business is open to the public.
 - C. The subject parcel must remain at least (3) acres in size.
 - D. The uses allowed by this special use permit must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
 - E. Retail and wholesale sales may occur outside existing buildings.
 - F. The uses allowed by this special use permit cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
 - G. A maximum twenty (20) vendors and one (1) additional food vendor may be on the subject property.
 - H. The uses allowed by this special use permit may operate a maximum of two (2) weekends per month. For the purposes of this ordinance, a weekend shall be considered Saturdays and Sundays. The uses may be open for sale between the hours of 8:00 a.m. and 5:00 p.m. The property owner may reduce these hours of operation. Vendors may setup no earlier than two (2) hours prior to opening and must be offsite within two (2) hours of closing. The uses allowed by this special use permit may be operational between the months of April and October.
 - I. Only the owners of the property and their family members shall be employees of the business allowed by this special use permit.
 - J. The owners of the business allowed by this special use permit may install one (1) sign along Brisbin Road. The sign shall be a maximum of four feet by six feet (4'X6') in size. The sign

shall not be illuminated. The sign may be placed along Brisbin Road on days when the uses allowed by the special use permit are open. The sign may be placed along Brisbin Road the day before the business allowed by this special use permit is open.

- K. All trash and garbage generated by uses allowed by this special use permit shall be stored in the garbage areas designated on the site plan attached hereto as Exhibit C. The owner(s) or operator(s) of the business allowed by this special use permit shall ensure that garbage and trash shall be removed from the property at least one (1) time per week or as necessary to maintain the property clear of garbage and trash.
 - L. No music shall be generated by the uses allowed this special use permit.
 - M. The owner(s) or operator(s) of the uses allowed by this special use permit shall live at the subject property as their primary place of residence.
 - N. The operator(s) of the uses allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
 - O. The operator(s) of the uses allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of use.
 - P. On the days when the uses allowed by this special use permit are open to the public, two (2) fully functioning fire extinguishers and two (2) basic first aid kits shall be available, one (1) set of these items shall be located at the entrance to the market and the other set shall be located in the middle of the market.
 - Q. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
 - R. This special use permit and the ordinance granting this special use permit shall be considered revoked on the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or when Thomas or Wanda Hogan no longer own the subject property, whichever occurs first. If Thomas or Wanda Hogan wish to continue the use allowed by this special use permit after the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or if a subsequent owner of the subject property wishes to operate the use allowed by this special use permit, a new special use permit shall be required. This condition shall not be eligible for a minor amendment.
 - S. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.
3. These special use permits shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns as to the same special use conducted on the property.
 4. The Zoning Administrator and other appropriate County Officials are hereby authorized and directed to amend the Official Zoning Map of Kendall County to reflect these special use permits.

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 20th day of July, 2021.

State of Illinois
County of Kendall

Zoning Petition
#21-19

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder

Exhibit A

Legal Description

The South 250 feet, measured at right angles, to the South line of the Southeast $\frac{1}{4}$ of Section 13, Township 35 North, Range 7 East of the Third Principal Meridian, except the West 250 feet thereof, in the Township of Lisbon, Kendall County, Illinois

Exhibit B

The Kendall County Zoning Board of Appeals approved the following Findings of Fact and Recommendation at their meeting on June 28, 2021, by a vote of six (6) in favor and zero (0) in opposition. Member Whitfield was absent.

FINDINGS OF FACT

§ 13:08.J of the Zoning Ordinance outlines findings that the Zoning Board of Appeals must make in order to recommend in favor of the applicant on special use permit applications. They are listed below in *italics*. Staff has provided findings in **bold** below based on the recommendation:

That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare. **True. The Petitioner has submitted a site plan indicating that measures will be taken to ensure that the use will not have a negative impact on public health, safety, morals, comfort, or general welfare. Conditions may be placed in the special use permit to address hours of operation and signage. The Petitioner agreed to follow all applicable public health and public safety related laws.**

That the special use will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The Zoning classification of property within the general area of the property in question shall be considered in determining consistency with this standard. The proposed use shall make adequate provisions for appropriate buffers, landscaping, fencing, lighting, building materials, open space and other improvements necessary to insure that the proposed use does not adversely impact adjacent uses and is compatible with the surrounding area and/or the County as a whole. **True. Conditions are proposed that will regulate hours of operation and site layout. No new buildings or other significant alterations away from the appearance of the property as an agricultural related property are planned.**

That adequate utilities, access roads and points of ingress and egress, drainage, and/or other necessary facilities have been or are being provided. **Utilities are already available at the property. The site plan includes a parking plan. The property previously secured a stormwater management permit.**

That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the County Board pursuant to the recommendation of the Zoning Board of Appeals. **This is true. No variances have been requested.**

That the special use is consistent with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. **True, the proposed use is consistent with an objective found on Page 3-5 of the Kendall County Land Resource Management Plan which calls for “a strong base of agricultural, commercial and industrial uses that provide a broad range of job opportunities, a healthy tax base, and improved quality of services to County residents.”**

RECOMMENDATION

Approval subject to the following conditions:

1. The site shall be developed substantially in accordance with the submitted site plan. Any new structures related to the uses allowed by this special use permit shall require a major amendment to the special use permit and any new structures must reflect the current architecture of the existing structures. Limited demolition of farmhouse and outbuildings is allowed. The parking spaces identified as spaces 14-47 on the submitted site plan shall be installed by April 2022.
2. The owner(s) or operator(s) of the business allowed by this special use permit must ensure the four foot (4') fence is erected around the ponds as shown on the submitted site plan prior to the opening of the business allowed by this special use permit when the business is open to the public.

3. The subject parcel must remain at least (3) acres in size.
4. The uses allowed by this special use permit must occur in a manner that will preserve the existing farmhouse, barns, related structures, and the pastoral setting.
5. Retail and wholesale sales may occur outside existing buildings.
6. The uses allowed by this special use permit cannot generate noise, vibrations, glare, fumes, odors, or electrical interference beyond which normally occurs on A-1 zoned property.
7. A maximum twenty (20) vendors and one (1) additional food vendor may be on the subject property.
8. The uses allowed by this special use permit may operate a maximum of two (2) weekends per month. For the purposes of this ordinance, a weekend shall be considered Saturdays and Sundays. The uses may be open for sale between the hours of 8:00 a.m. and 5:00 p.m. The property owner may reduce these hours of operation. Vendors may setup no earlier than two (2) hours prior to opening and must be offsite within two (2) hours of closing. The uses allowed by this special use permit may be operational between the months of April and October.
9. Only the owners of the property and their family members shall be employees of the business allowed by this special use permit.
10. The owners of the business allowed by this special use permit may install one (1) sign along Brisbin Road. The sign shall be a maximum of four feet by six feet (4'X6') in size. The sign shall not be illuminated. The sign may be placed along Brisbin Road on days when the uses allowed by the special use permit are open. The sign may be placed along Brisbin Road the day before the business allowed by this special use permit is open.
11. All trash and garbage generated by uses allowed by this special use permit shall be stored in the garbage areas designated on the site plan. The owner(s) or operator(s) of the business allowed by this special use permit shall ensure that garbage and trash shall be removed from the property at least one (1) time per week or as necessary to maintain the property clear of garbage and trash.
12. No music shall be generated by the uses allowed this special use permit.
13. The owner(s) or operator(s) of the uses allowed by this special use permit shall live at the subject property as their primary place of residence.
14. The operator(s) of the uses allowed by this special use permit acknowledge and agree to follow Kendall County's Right to Farm Clause.
15. The operator(s) of the uses allowed by this special use permit shall follow all applicable Federal, State, and Local laws related to the operation of this type of use.
16. On the days when the uses allowed by this special use permit are open to the public, two (2) fully functioning fire extinguishers and two (2) basic first aid kits shall be available, one (1) set of these items shall be located at the entrance to the market and the other set shall be located in the middle of the market.
17. Failure to comply with one or more of the above conditions or restrictions could result in the amendment or revocation of the special use permit.
18. This special use permit and the ordinance granting this special use permit shall be considered revoked on the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or when Thomas or Wanda Hogan no longer own the subject property, whichever occurs first. If Thomas or Wanda Hogan wish to continue the use allowed by this special use permit after the tenth (10th) anniversary of the Kendall County Board's approval of this special use permit ordinance or if a subsequent owner of the subject property wishes to operate the use allowed by this special use permit, a new special use permit shall be required. This condition shall not be

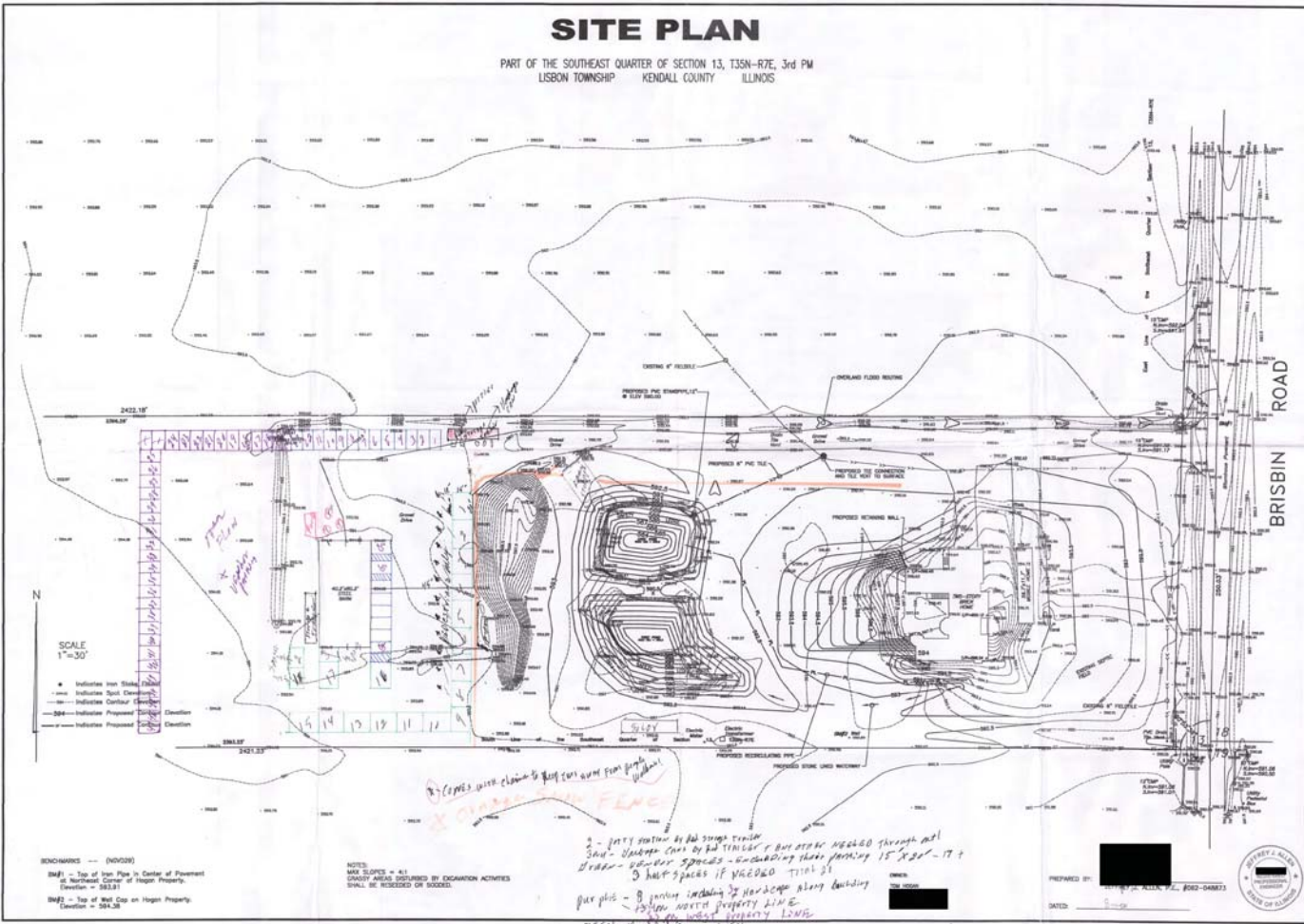
eligible for a minor amendment.

19. If one or more of the above conditions is declared invalid by a court of competent jurisdiction, the remaining conditions shall remain valid.

DWG C

SITE PLAN

PART OF THE SOUTHEAST QUARTER OF SECTION 13, T35N-R7E, 3rd PM
LEBON TOWNSHIP KENDALL COUNTY ILLINOIS



SCALE
1"=30'

- Indicates Iron Stake
- Indicates Spot Elevation
- Indicates Contour Elevation
- Indicates Proposed Elevation

BENCHMARKS --- (NOV03)

BM1 - Top of Iron Pipe in Center of Pilement
at Northwest Corner of Hogan Property
Elevation = 583.81

BM2 - Top of Well Cap on Hogan Property
Elevation = 584.28

NOTES:
MAX SLOPE = 4%
DRAFT AREAS INCURRED BY EDUCATION ACTIVITIES
SHALL BE RESIGNED OR SIGNED.

Handwritten notes:

2 - Int'l station to be same as 1
3rd - Station set by 4d timber & 10' steel needed through net
4th - 4' x 4' spaces - including those parking 15' x 30' - 17' +
5' x 10' spaces if needed. TYPED 21

Per plot - 8 parking including 2 handicap along building
15' from north property line
15' from west property line
Metal should be by proposed gate

DATE BY REVISION

SITE PLAN
DRAWN BY: J.A. GAVET
CHECKED BY: J.A. GAVET

TOM HOGAN

GEOTECH INC.
CONSULTING ENGINEERS - LAND SURVEYORS
1827 EDWARDS DRIVE
JOLIET, ILLINOIS 60438
815/732-1810



PREPARED BY: J.A. GAVET, P.E., 6082-048873
DATED: 11/20/03

II. STAFF

Policy

Kendall County Animal Control will provide onsite, hands-on training to its employees and volunteers. Staff and volunteers will not be allowed to complete a task without previously receiving the appropriate training.

Kendall County Animal Control staff will annually attend classes, seminars, and conferences that are related to their duties. Staff will also attend any training required by the State of Illinois or Kendall County.

Procedure

Staff will receive training appropriate to their assigned duties from the Director and from others as assigned by the Director. Training includes but is not limited to safe animal handling, animal behavior, temperament testing, vaccinating and microchipping animals, data entry, and customer service. Staff will be supervised until they have been proven to be able to perform the task properly.

Volunteers must go through an orientation class and receive a shelter tour and onsite training prior to them volunteering. *See* Section XIV Volunteer Program.

~~Animal Control will maintain at least one Animal Control Officer approved by the County, on staff at all times. The Officer will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.~~

Animal Control will maintain at least one full-time Animal Control Officer approved by the County at all times. When the department is at full staff, at least one full-time Animal Control Officer should be scheduled to be in the office during regular business hours. If the department is not at full staff due to a full-time Animal Control Officer being on leave or a full-time position is vacant, the County Administrator may temporarily waive this scheduling requirement until the department returns to full staff. The Animal Control Officers will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.

Record Maintenance

All records produced, received, or maintained by Animal Control will be preserved and maintained in accordance with the Illinois Local Records Act. 50 ILCS 205/1 *et seq.* (West 2014). Pursuant to the Illinois Local Records Act, no public records may be destroyed without the prior approval of the Local Records Commission.



Salary Reimbursement

KENDALL COUNTY
111 W FOX STREET
YORKVILLE, IL 605601675

Letter Date: 6/30/2021
Fiscal Year: 2022
Effective as of: 7/1/2021

The state's attorney and assistant state's attorney salary reimbursement amounts will be:

Base Salary	2.50 % COLA	Salary
\$178,960.18	\$4,474.00	\$183,434.18

Reimbursement breakdown

	Total Reimbursement	Monthly Reimbursement
1 State's Attorney Salary	\$161,603.18	\$13,466.93
less 1988 deduction \$21,831	\$0.00	\$0.00
2 Assistant State's Attorney		
Mental Health Institution:		
3 Assistant State's Attorney	\$0.00	\$0.00
Higher Education Facility:		
Total	\$161,603.18	\$13,466.93

Our records indicate that you have a Full-time Public Defender, per Illinois Statute 55 ILCS 5/3-4007, the Public Defender's salary must be at least 90% of the State's Attorney's salary. Effective 7/1/2021 the new salary for your Public Defender should be \$165,090.76. We will need the attached PTAX-451, as well as County Board action authorizing the new salary (minutes/resolution).

If you have any questions, please contact our Springfield office weekdays between 8:30 a.m. and 4:30 p.m.

PROPERTY TAX DIVISION 3-450
ASSESSMENT EDUCATION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19033
SPRINGFIELD IL 62794-9033

217 785-1356
217 782-9932 fax
rev.propertytaxed@illinois.gov