

**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**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
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