

**KENDALL COUNTY BOARD AGENDA  
ADJOURNED JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560  
Tuesday, August 3, 2021 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Consent Agenda
  - A. Standing Committee Minutes Approval
  - B. Approval of Claims in an amount not to exceed \$1,170,228.81
  - C. Discussion and Approval of the Amendment to the 2022 Holiday Schedule
  - D. Approval of the Release of Administration HR Executive Session minutes from August 28, 2018, April 17, 2019 and July 21, 2021
  - E. Approval of the Release of Finance Committee Executive Session minutes from October 24, 2019 and July 15, 2021
  - F. Approval of the Release of Law Justice Legislation Committee Executive Session minutes from October 22, 2019 and July 26, 2021
8. Old Business
9. New Business
10. Elected Official Reports & Other Department Reports
11. Standing Committee Reports
  - A. Admin HR
    1. Approval of the Intern Position for GIS
    2. Approval of Network Security Specialist Job Description
    3. Approval of Network Administrator Job Description
  - B. Finance
    1. Approval of an Extension of the Auditing Contract Between Mack & Associates, P.C. and Kendall County
    2. Approval of a New Assistant Public Defender Position to be Paid from the American Rescue Plan Act Fund
    3. Approval of New Assistant State's Attorney Position to be Paid from the American Rescue Plan Act Fund
    4. Approval of a Paralegal Position in the States Attorney's Office to be Paid from the American Rescue Plan Act Fund
    5. Approval of a Network Security Specialist Position to be Paid from the American Rescue Plan Act Lost Revenue Fund
  - C. Law Justice and Legislation
    1. Approval of the Kendall County Emergency Management Agency Volunteer Waiver and Release of Liability Agreement
12. Special Committee Reports
13. Other Business
14. Chairman's Report

**Appointments**

Scott Cherry – Zoning Board of Appeals (Na-Au-Say) – 5 year term – Expires July 2026  
Audra Hendrix – Ethics Commission – 2 year term – Expires August 2023  
Russ Corneils – Ethics Commission – 2 year term – Expires August 2023  
Crystal Steinbach – Ethics Commission – 2 year term – expires August 2023  
Marty Shanahan – Historic Preservation Commission – 5 year term – Expires August 2026  
Elizabeth Flowers – Kendall Housing Authority – 5 year term – Expires August 2026  
Shawn Flaherty – Sheriff's Merit Commission – 3 year term – Expires August 2024

15. Public Comment
16. Questions from the Press

17. Executive Session

18. Adjournment

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum 24-hours prior to the meeting time.

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINUTES**  
**Wednesday, July 21, 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 | Present       |                |                     |
| Scott Gengler     | Here          |                |                     |
| Judy Gilmour      | ABSENT        |                |                     |
| Dan Koukol        | Here          |                |                     |
| Robyn Vickers     | Here          |                |                     |

**Employees in Attendance:** Scott Koeppel, Meagan Briganti

**Guests in attendance:**

**APPROVAL OF AGENDA** – Member Gengler made a motion to amend the agenda by the changing the date of the minutes to be approved to June 16, 2021, second by Member Koukol. **With four members present voting aye, the motion to amend the agenda was approved.**

Member Vickers made a motion to approve the amended agenda, second by Member Gengler. **With four members voting aye, the motion passed by a 4-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gengler to approve the minutes from June 16, 2021, second by Member Flowers. **With four members present voting aye, the motion passed by 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

**GIS** – Meagan Briganti briefed the committee on several department projects including Near Map, a new aerial service they are utilizing, and Next Gen 911, which was delayed by Covid-19, and has a new deadline of August 1, 2021.

Ms. Briganti reported that they have posted the Intern Position at several local educational institutes including Joliet Junior College, College of DuPage and Northern Illinois University. She will continue to update the committee on the search for an appropriate candidate.

**Administration** – Mr. Koeppel provided a hiring update to the committee. Mr. Koeppel reported that an offer will be extended to a candidate for the Budget & Finance Analyst position on Thursday, July 22, 2021.

Interviews for the HR Specialist position will take place on Tuesday, July 27 and Wednesday, July 28, and Animal Control Director interviews will begin in mid-August.

## PUBLIC COMMENT – None

## COMMITTEE BUSINES

- *Discussion of GIS In Person Staffing* – County Administrator Koeppel stated that the County Clerk still needs a space for the upcoming election vote by mail options for citizens. Mr. Koeppel provided two options for the GIS Staff as follows:

1. Move the GIS department into the third floor conference room of the Historic Courthouse. Mr. Koeppel said this would involve office configuration, and installation of computers and other office equipment. Mr. Koeppel said this would need to be scheduled with Technology and Facilities Management personnel.
2. Mr. Koeppel said the second option would be for GIS staff to continue working from home indefinitely.

Discussion about the workflow, needs of the community being met with GIS staff working from home, complaints about disruption of service, or GIS staff inability to comply with any community or County needs or requests.

**There was consensus by the Committee to allow the GIS staff to continue working from home indefinitely.**

- *Discussion and Approval of the Amendment to the 2022 Holiday Schedule* – Mr. Koeppel reviewed the Amendment to the 2022 Holiday Schedule memorandum from Judge Robert Pilmer. Judge Pilmer recommended the observance of Juneteenth on June 20, 2022. Judge Pilmer did not recommend observing Election Day as a County holiday because the County Clerk’s Office, Judicial Office, State’s Attorney’s Office, and Technology Department, as well as other employees are essential to the Election process and on-sight voting throughout the County.

Member Vickers made a motion to approve the Amendment to the County 2022 Holiday Schedule with the addition of Juneteenth on June 20, 2022, and forward the item to the County Board for approval, second by Member Koukol. **With four members present voting aye the motion carried by a 4-0 vote.**

- *Discussion and Approval of Rural Broadband Study Invitation to Bid Results* – Mr. Koeppel briefed the committee on the bids that were received for conducting a Rural Broadband Study. Discussion on the varied bids, the top two bids, funding resources for the study to be conducted, and the companies that submitted bids.

Member Vickers made a motion to forward the Approval of a Rural Broadband Study Invitation to LIT Communities at an amount not to exceed \$126,023.00 to the July 29, 2021 Special COW/Finance Committee meeting for further discussion, and

then on to the August 3, 2021 County Board meeting for approval, second by Member Koukol.

**With Members Koukol, Flowers and Vickers voting aye, and Member Gengler voting nay, the motion carried by a vote of 3-1.**

**EXECUTIVE SESSION** – Member Gengler made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Koukol.

**Roll Call**

| <b>Attendee</b>   | <b>Status</b> |
|-------------------|---------------|
| Elizabeth Flowers | Aye           |
| Scott Gengler     | Aye           |
| Dan Koukol        | Yes           |
| Robyn Vickers     | Yes           |

**With four members present voting aye, the committee entered into Executive Session at 6:21p.m.**

**With four members in agreement, the committee reconvened in Open Session at 6:26p.m.**

**ITEMS FOR COMMITTEE OF THE WHOLE** – None

**ACTION ITEMS FOR THE AUGUST 3, 2021 COUNTY BOARD MEETING**

*Approval of the Amendment to the 2022 Holiday Schedule*

*Approval of Rural Broadband Study Invitation to Bid Results*

**ADJOURNMENT** – Member Vickers made a motion to adjourn the meeting, second by Member Gengler. **With four members present voting aye the meeting adjourned at 6:29p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes for Thursday, July 15, 2021**

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**Call to Order** – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:00p.m.

**Roll Call**

| <b>Attendee</b> | <b>Status</b> | <b>Arrived</b> | <b>Left Meeting</b> |
|-----------------|---------------|----------------|---------------------|
| Amy Cesich      | ABSENT        |                |                     |
| Brian DeBolt    | Present       |                |                     |
| Scott Gengler   | Here          |                |                     |
| Scott Gryder    | ABSENT        |                |                     |
| Matt Kellogg    | Yes           |                |                     |

**Others Present** – Latreese Caldwell, Vicki Chuffo, Scott Koeppel, Judge Robert Pilmer, Eric Weis

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

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

**Items of Business**

- ***Discussion of Public Defender’s Office Staffing*** – Public Defender Vicki Chuffo briefed the committee on the current staff in her office, and announced that one Assistant Public Defender, and the First Assistant Public Defender have both resigned due to the excessive workload, creating an even greater staffing need.

Ms. Chuffo reviewed the number of cases that each of her staff are required to process, and offered comparisons with surrounding Counties of similar size and office structure, citing that Kane County Assistant Public Defenders carry a markedly smaller number of cases when compared to Kendall County.

Ms. Chuffo stated that her staff of five attorneys has remained the same since 2014, and yet the number of cases continues to grow substantially each year, causing extreme stress and the potential for burn-out among her staff. Ms. Chuffo said that she is requesting approval to hire two additional attorneys to assist with juvenile court cases specifically, and in other areas as available/needed.

- ***Discussion of State's Attorney's Office Staffing*** – Mr. Eric stressed that his office continued working throughout the pandemic by splitting staff into two areas of his office space to allow for social distancing and to avoid the potential for his complete staff to suffer from Covid-19 at the same time.

During the pandemic, the court had to postpone and/or limit the number of cases heard each day, and the number of jury trials held each month. Mr. Weis stated that when fully staffed, his office is involved in at least three jury trials per month, but during the quarantine, they had one jury trial per month, creating a backlog of jury trials.

Weis briefed the committee on the increase of legal review in the Civil Division, only staffed by three attorneys, and stated that pursuant to the County Board's recent request, the Civil Division will be assisting the County with different legal tasks associated with the American Rescue Plan funds for the next 3-5 years. Mr. Weis said that there has already been more than a 500% increase in the amount of mental health related calls and requests for involuntary admissions in the past 3 years. Weis assigned one Criminal Division ASA to assist in the new Kendall County Mental Health Court in addition to performing their other Criminal Division duties. In addition to the Mental Health Court, one ASA is assigned to Specialty Courts including Drug Court, and Veterans Court.

Their Juvenile Abuse and Neglect cases have more than doubled from pre-pandemic numbers due in part to increased referrals from DCFS. And the Juvenile Division continues to receive an increase number of requests for assistance from these agencies, as they address their backlog of cases following the pandemic.

The number of Domestic Violence related cases have substantially increased in the Criminal Division. Weis recently assigned one Criminal Division ASA to the new Domestic Violence Response (DVR) Team, who meets with the DVR Team on a daily bases in addition to their other Criminal Division responsibilities. Weis said that due to the DVR Team, lives are being changed in a positive direction due in part to the Team's efforts.

Mr. Weis stated that the pandemic created a substantial backlog of cases for his office, and that he is asking for approval to immediately hire one new full-time Assistant State's Attorney, and one full time Paralegal to assist with the backlog. The ASA will be assigned to assist with the Juvenile Division, the Traffic/Misdemeanor Division, the Specialty Courts, the Domestic Violence Response (DVR) Team, and the Civil Division. The paralegal will be assigned to assist with the American Rescue Plan tasks, Labor matters, the Civil Division and the Juvenile Division.

Discussion on the proposed salaries, and the capital requests associated with new offices to accommodate the new staff.

- ***Discussion and Approval of County Credit Card for EMA Director Bonuchi*** – Mr. Koeppel stated that the previous EMA Director worked full-time with the Sheriff's

Office and was able to purchase equipment and supplies through that office. Mr. Koepfel is requesting the Board's approval of a credit card for the current EMA Director Roger Bonuchi with a \$5000 credit limit.

Member DeBolt made a motion to forward the request for approval of the credit card to the County Board, second by Member Gengler. **With three members present voting yes, the motion carried by a vote of 3-0.**

- ***Discussion and Approval of an update to the Kendall County Procurement Ordinance*** – Mr. Koepfel reviewed the update with the committee. Member Gengler made a motion to forward the request for approval of the update to the County Board, second by Member DeBolt. **With three members present voting aye, the motion carried by a 3-0 vote.**
- ***Discussion of a Cost Shared Appraisal by Taxing Districts in Minooka*** – Mr. Koepfel reported of recent meetings with the Gas Plant, Schools and other taxing bodies in Minooka concerning a cost shared appraisal. **Mr. Koepfel was pleased with the meeting, and said he will continue to update the committee on any progress or action.**
- ***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 said that the ARP application portal should be ready for review by the committee at the July 29<sup>th</sup> Finance meeting.

**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 July 20, 2021 County Board Meeting**

*Approval of Claims*

*Approval of County Credit Card for EMA Director Bonuchi with a credit limit of \$5000*

*Approval of an update to the Kendall County Procurement Ordinance*

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



**Executive Session** – Member DeBolt made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Gengler.

**Roll Call**

| <b>Attendee</b> | <b>Status</b> |
|-----------------|---------------|
| Amy Cesich      | ABSENT        |
| Brian DeBolt    | Yes           |
| Scott Gengler   | Yes           |
| Scott Gryder    | ABSENT        |
| Matt Kellogg    | Yes           |

**With three members present voting aye, the committee entered into Executive Session at 6:30p.m.**

Others Present: None

| <b>Date of Executive Session</b>       | <b>Retained</b> | <b>Released</b> |
|----------------------------------------|-----------------|-----------------|
| <b>March 29, 2012</b>                  | <b>X</b>        |                 |
| <b>October 25, 2012</b>                | <b>X</b>        |                 |
| <b>October 24, 2019 Minutes Review</b> |                 | <b>X</b>        |

**With three members in agreement, the committee reconvened in Open Session at 6:35p.m.**

**Adjournment** – Member DeBolt made a motion to adjourn the Budget and Finance Committee meeting, Member Gengler seconded the motion. **With three members present voting aye, the meeting was adjourned at 6:36p.m. by a vote of 3-0.**

Respectfully submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary



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TAWNYA R. MACK, CPA  
LAURI POPE, CPA

CATE MOULTON, CPA  
CHRIS CHRISTENSEN

CERTIFIED PUBLIC ACCOUNTANTS

### Contractual Agreement

Between

**Mack & Associates, P.C.**

And

**Kendall County, Illinois**

Mack and Associates P.C. and Kendall County hereby enter into an agreement for auditing services for the following fees:

|                       | FY 21            | FY 22         |
|-----------------------|------------------|---------------|
| Kendall County        | \$ 48,400        | 49,800        |
| Forest Preserve       | 8,240            | 8,485         |
| Circuit Clerk         | 4,525            | 4,650         |
| Kendall Area Transit  | 3,040            | 3,130         |
| Kendall County Budget | 2,000            | 2,000         |
| <b>Total Fees</b>     | <b>\$ 66,205</b> | <b>68,065</b> |

In the event of any additional audit or accounting work that may need to be completed beyond the scope of engagement is billed at a rate of \$150/hour and would be discussed prior to completion. Fees will be billed upon completion of report.

Tawnya R. Mack      5/26/2021      \_\_\_\_\_  
Tawnya R. Mack, CPA      Date      Kendall County, Illinois      Date  
Mack & Associates, P.C.

## Kendall County Emergency Management Agency Volunteer Waiver and Release of Liability Agreement

I, the undersigned, agree to volunteer for the Kendall County Emergency Management Agency (“EMA”) during the year \_\_\_\_\_. By signing below, I hereby acknowledge that my volunteer services may be terminated at any time for any or no reason. Also, I acknowledge that my execution of this Agreement in no way creates a contract of employment with the EMA.

### AFFIRMATIONS

I am providing my volunteer services for civic, charitable, or humanitarian reasons without promise, expectation or receipt of any compensation or benefits. I offer my volunteer services freely and without coercion, direct or implied, from the EMA. By signing below, I affirm that I am not otherwise employed by the EMA to perform the same services as those for which I will volunteer. As a volunteer, I understand that I control the dates and times when I perform volunteer work and that the EMA is not responsible for scheduling my volunteer work.

### ACKNOWLEDGEMENT AND ASSUMPTION RISK

I understand and recognize that there is an inherent risk of injury when choosing to volunteer for any EMA activity/program. I understand, 1) not all hazards and dangers can be foreseen, 2) depending upon the activity, certain risks, dangers and injuries exist, and 3) it is impossible for Kendall County Emergency Management to guarantee absolute safety. Further, I understand I am responsible for determining if I am physically fit and/or properly skilled for any volunteer activity and it is advisable, especially if I am pregnant, disabled, or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity. I understand I am required to follow all safety rules in order to protect my safety and the safety of others. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and I agree to accept and assume any and all risks of injury, damage or loss.

### WAIVER AND RELEASE OF ALL CLAIMS

As consideration for volunteering for the EMA, I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue the EMA, Kendall County, Illinois or their respective past, present and future elected officials, board members, employees, insurers, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts or omissions, however caused, by any of their respective elected officials, board members, employees, insurers, agents, contractors, or any other third party as a result of my volunteering for the EMA. I HEREBY RELEASE AND DISCHARGE THE EMA, KENDALL COUNTY, ILLINOIS AND THEIR RESPECTIVE PAST, PRESENT AND

FUTURE ELECTED OFFICIALS, BOARD MEMBERS, EMPLOYEES, INSURERS, AGENTS, AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGES RESULTING FROM MY PARTICIPATION IN THE VOLUNTEER WORK. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF THE VOLUNTEER WORK, I AM NOT COVERED BY KENDALL COUNTY'S WORKERS COMPENSATION OR LIABILITY INSURANCE.

#### AUTHORIZATION TO SEEK EMERGENCY MEDICAL TREATMENT

I authorize the EMA to seek emergency medical treatment on my behalf in case of injury, accident or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for all medical costs and any other expenses incurred by such accident, illness or injury, and, as such, it is strongly recommended that I review my own health insurance policy for coverage.

#### PHOTOGRAPH, FILM AND VOCAL RECORDING RELEASE

I understand photographs and videos are taken by EMA staff to use for promotional purposes. I grant EMA permission to use my image for promotional purposes, in various mediums, including, but not limited to social media, newspapers, flyers or websites. I agree that my legal name may be used, and I release the EMA and Kendall County from any expectation of confidentiality. Since my participation is voluntary, I acknowledge that I will not receive any financial compensation for this use.

#### CONFIDENTIALITY

As a volunteer for EMA, I may be exposed to mature subject matter. If I am uncomfortable reviewing any specific mature subject matter, I shall immediately inform the Kendall County EMA Director or their designee. When I volunteer, I will also be exposed to confidential information. "Confidential Information" includes, but is not limited to: information regarding and/or relating to the internal and external operations of the EMA; citizens, victim and witness information; attorney-client privileged communications; attorney work product; information regarding and/or relating to law enforcement investigations, procedures, techniques, and personnel; and case files, recordings, memoranda, correspondence, e-mails, and any other documents referring and/or relating to the work performed by the EMA. By signing below, I agree that I shall not, at any time during and after my volunteer services, disclose any confidential information except as required to perform my assigned duties for the EMA. I understand that even unintentional disclosures or disclosures of minor facts may prove harmful to the person(s) involved. I agree that only general information about the operations within the agency, such as a general description of the type of work performed by me, may be disclosed. Names, addresses, or any other information relating to any person shall not be disclosed by me. Upon the conclusion of my volunteer services, I understand that I shall return all confidential information and any other property in my possession that I obtained when I volunteered for the EMA. I understand and agree that any breach of confidentiality will be grounds for immediate termination of my volunteer services.

**I certify that I am over the age of 18 and I have carefully read and fully understand the above agreement.** If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Volunteer's Name (please print) \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_ Town/Zip \_\_\_\_\_

Volunteer's Signature

\_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Cell/Other: \_\_\_\_\_

**PARTICIPATION WILL BE DENIED** if the signature of the volunteer and date are not on this form.