



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE  
KC Office Building, 111 W. Fox Street  
County Board Rm 210; Yorkville  
Wednesday, December 15, 2021 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes – November 17, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion and Approval of Senior Planner/Zoning Administrator job description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINUTES**  
**Wednesday, November 17, 2021**

**CALL TO ORDER** – Chair 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	Here		
Dan Koukol	Excused		
Robyn Vickers	Here		

**Employees in Attendance:** Scott Koeppel, Tina Dado, Meagan Briganti, Matthew Kinsey, Tracy Page

**Others in Attendance:** Mike Neuenkirchen, Voluntary Action Center (VAC) V.P., Operations

**APPROVAL OF AGENDA** – Motion made by Member Gilmour, second by Member Gengler to approve the agenda. **With four members voting aye the motion passed by a 4-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gengler, second by Member Vickers to approve the November 1, 2021 minutes. **With four members present voting aye the motion passed 4-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Mr. Koeppel stated that all items are on the agenda.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion and Approval of Technology Services/GIS name and restructure to Information and Communication Technology Services* – Technology Director Matthew Kinsey briefed the committee regarding the restructure and consolidation of the Information and Communication Technology Department under one umbrella. Mr. Kinsey stated the work flow will change to provide better functionality and cross training for employees. Meagan Briganti will continue to oversee GIS. Gina Hauge will assume the new position Helpdesk Manager to provide a better support structure. Technology will eliminate the Network Administrator position. Ryan Shain has been promoted to Network Security Support Specialist. Mr. Kinsey provided a document containing the projected salary and adjusted salary for fiscal year 2022. The ICT Director’s salary is split between the general fund and the GIS fund.

- Mr. Kinsey briefed the committee on the five-year plan for the Technology Department. The plan is to sell out shared services to bring additional revenue to Kendall County.

Member Vickers made a motion to forward Approval of Technology Services/GIS name and restructure to Information and Communication Technology Services to the County Board for approval, second by Member Gilmour. **With four members present voting aye, the motion carried by a vote of 4-0.**

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Aye		
Scott Gengler	Yes		
Judy Gilmour	Yes		
Dan Koukol	Excused		
Robyn Vickers	Yes		

- *Discussion and Approval of System Administrators Job Description* – Mr. Kinsey briefed the committee regarding the redistribution of duties from the (eliminated) Network Administrator position. Mr. Kinsey stated the main change to the System Administrators Job Description is item G & H on the revised job description. This position will act as backup to the Network Security Specialist position.
- *Discussion and Approval of the Network Security Systems Job Description* - Mr. Kinsey briefed the committee as to the changes regarding the Network Security Systems Job Description. The position will remain an exempt status. Mr. Kinsey stated the position will have 2 or more direct reports.
- *Discussion and Approval of the Helpdesk Manager Job Description* – Mr. Kinsey discussed the newly created Helpdesk Manager job description. Mr. Kinsey stated that the Helpdesk Manager Job Description will need to be reviewed by the State’s Attorney’s Office. The role will oversee the entire Help Desk staff and ensure end users are receiving the appropriate assistance. The position will maintain the official Kendall County website and several core applications.

Member Gilmour made a motion to forward Approval of System Administrator and the Network Security System Job Descriptions to County Board for approval, second by Member Gengler. **With four members present voting aye, the motion carried by a vote of 4-0.**

Gilmour made a motion to forward the Helpdesk Manager Job Description to the State’s Attorney for review, second by Member Vickers. **With four members present voting aye, the motion carried by a vote of 4-0.**

- *Discussion and Approval of Rebound/TAHPI* – Mr. Koeppel briefed the committee regarding the Rebound program. A memo was created by Human Resources, and is located on pages 15-16 of the Admin/HR packet. Rebound Navigators assess the patient’s injury/illness and connect them with the best doctor in their vicinity within 24 to 72 hours. IPMG will no longer provide this service for no extra cost to the county. Rebound is a subscription based program and the fee is based on the number of sworn officers. The total cost to continue this service is \$15,323.00, which includes the thirty percent discount from IPMG. Tracy Page spoke briefly regarding the TAHPI/Rebound program. Ms. Page stated that workman’s comp cases have significantly decreased at the Sheriff’s Office. Ms. Page stated that the company provided good customer service and updated her regarding the status of the injured officer. Ms. Page indicated that most of the facilities were located a distance from the injured officer’s residence. Kendall County Sherriff’s Office has approximately 110 sworn officers. In fiscal year 2020 a total of 7 individuals utilized the service and in fiscal year 2021 the current total is 2 Individuals. The Sherriff’s Office stated they cannot justify the cost of continuing the Rebound program. With clear direction, the Rebound program will not be renewed in fiscal year 2022.
- *Approval of Kendall County Title VI Statement of Policy and Program*- Mr. Neuenkirchen briefed the committee with regards to the Title VI program. Mr. Neuenkirchen stated because the KAT program receives federal funding the Non – Discriminatory Policy, Title VI must be updated every three (3) years. Mr. Neuenkirchen stated an additional element was added this year for compliance. The Spanish version meets the Safe Harbor threshold. Mr. Neuenkirchen stated that Kendall County Area Transit has not received any discrimination complaints.

Member Gilmour made a motion to forward consent to County Board, second by Member Gengler. **With four members present voting aye, the motion carried by a vote of 4-0.**

- *Approval of Kendall Area Transit Rebuild Illinois Grant Application*- Mike Neuenkirchen briefed the committee about the “Rebuild Illinois” Grant Application. The County of Kendall is requesting \$12 Million in funding for future construction of a transit facility. This request is one hundred percent state funded. The KAT program operates out of the Historic Courthouse. Its 17 vehicles are located on three different County properties to avoid congestion at any one location. Mr. Neuenkirchen stated the request for \$12 million will offer the KAT program options for planning and construction of a much needed transit facility. The facility will include room for staff, dispatch, garages for mechanics and vehicle storage. Mr. Neuenkirchen specified that part of the grant application process, IDOT is requiring Kendall County to hold a public hearing and pass a resolution related to the project. The public hearing is scheduled on Tuesday, December 7, 2021 at 6:00pm.

Member Gengler made a motion to Approve Kendall Area Transit Rebuild Illinois Grant Application, second by Member Vickers. **With four members present voting aye, the motion carried by a vote of 4-0.**

**EXECUTIVE SESSION** – None

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of System Administrators Job Description*
- *Approval of Network Security Systems Job Description*
- *Approval of Helpdesk Manager Job Description/pending States Attorney Approval*
- *Approval of the updated Administrative Services Department Organizational Chart*

**ADJOURNMENT** – Member Gilmour made a motion to adjourn the meeting, second by Member Vickers. **With four members present voting yes the meeting adjourned at 6:23 p.m.**

Respectfully Submitted,

Tina Dado  
Human Resource Specialist and Recording Secretary

## Kendall County Job Description

**TITLE:** Senior Planner/Zoning Administrator  
**DEPARTMENT:** Planning Building and Zoning  
**SUPERVISED BY:** County Administrator  
**FLSA STATUS:** Exempt  
**APPROVED:** 4/17/2018

### I. Position Summary:

Under general direction of the County Administrator, performs work of considerable difficulty related to the management and general operations of the Kendall County Planning, Building and Zoning Department; and develops, administers and coordinates processes related to land use development and planning to ensure orderly development, redevelopment and growth in the unincorporated areas of Kendall County.

### II. Essential Duties and Responsibilities:

- A. The primary duty is the performance of office or non-manual work directly related to the management or general operations of the Kendall County Planning, Building and Zoning Department, which includes the exercise of discretion and independent judgment with respect to matters of significance.
  
- B. Serves as project manager for all petitions for variances, rezoning, special uses, subdivision plat approval, and Planned Unit Developments in the unincorporated areas of Kendall County by performing various duties including, but not limited to:
  - 1. In-depth application and plan review to confirm that all petitions, plans drawings and supporting documents are complete and compliant with all applicable codes, statutes and ordinances;
  - 2. Coordinates with applicants to obtain additional information and project changes;
  - 3. Schedules and conducts pre-application meetings for zoning, subdivision and development applications;
  - 4. Prepare legal notices and post the same on relevant property sites;
  - 5. Conduct all necessary background research;
  - 6. Prepare staff reports;
  - 7. Prepares correspondence and coordinates review of site development permits and engineering plans and petitions with other staff and outside review agencies;
  - 8. Prepares reports and recommendations to various boards and committees involved in the development review process and oversees preparation of informational handouts and packets for distribution to the various boards and committees;
  - 9. Provides recommendations to the applicable committees, commissions and County Board related to the applications and plans;
  - 10. Manages and schedules petitions for required hearings and review by the various committees, commissions and boards involved in the review process; and
  - 11. Prepares draft ordinances and resolutions for review by the applicable committees, commissions and boards.
  
- C. Serves as Kendall County's liaison and works with outside agencies and consultants in the development of long range plans and development reviews, updating and administering codes related to land regulation and development, and the County's Land Resource Management and Transportation Plans.
  
- D. Assists Kendall County's consultants in the preparation of specialized planning studies and reports.

## Kendall County Job Description

- E. Provides staff support to a variety of committees, commissions and Boards; attends and makes presentations to various commissions and boards such as the Kendall County ZPAC, Plan Commission, and Zoning Board of Appeals.
- F. Serves as Kendall County Zoning Administrator (responsibilities outlined in Kendall County Zoning Ordinance).
- G. Serves as the Plat Officer for Kendall County (responsibilities outlined in the Kendall County Subdivision Control Ordinance).
- H. Supervise part-time Planning, Building, and Zoning staff.
  - 1. Conducts regular performance evaluations for part-time positions.
  - 2. Conducts interviews for part-time Planning, Building, and Zoning Department positions.
  - 3. Approve time off requests and time sheets.
  - 4. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for all part-time employees assigned to the Planning, Building, and Zoning Department, which recommendations are given particular weight by the County Administrator.
- I. Interprets and applies Federal and State statutes, regulations and rules to ensure that the public and private projects are in compliance with the same.
- J. Interprets, applies, and enforces provisions of applicable Kendall County ordinances related to development, zoning, subdivision, soil erosion, storm water management, floodplain and nuisance.
- K. Interacts and communicates with a variety of individuals and groups who contact the Kendall County Planning, Building and Zoning Department for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- L. Oversees the maintenance of petition records, allocation registration reviews, and data base development etc.
- M. Performs zoning compliance review of building permits as requested by Planning, Building and Zoning Department staff and provides recommendations regarding the same.
- N. Operates Kendall County vehicle and safety equipment.
- O. Makes recommendations for improving processes and procedures of the department.
- P. Assist staff, consultants and others with Kendall County ordinance enforcement and compliance by performing duties including, but not limited to, investigating alleged ordinance violations and complaints received by the Kendall County Planning, Building and Zoning Department; determining whether ordinance violations exist; and providing testimony and administrative support necessary for the prosecution of ordinance violations.
- Q. Authorize reduction and release of bonds, letters of credit and other security for public improvements and land cash contributions.
- R. Calculates school and park/forest preserve land cash contributions, and recommends fee adjustments.
- S. Maintains escrow accounts for site development permits.
- T. **Serve as alternate Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program.**
- U. As needed, assist Kendall County Liquor Control Commissioner with processing and maintaining new liquor licenses for unincorporated portions of the County as well as renewal license applications.
- V. Adheres to all work and safety policies and procedures.
- W. Attends conferences, seminars, training and various Kendall County meetings.
- X. Maintains regular attendance and punctuality.

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## Kendall County Job Description

Y. Other duties as assigned.

### III. Qualifications:

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

#### A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents, plans, statutes, regulations and ordinances.
- Ability to prepare documents, presentations, reports and correspondence.
- Ability to communicate effectively both orally and in writing with the public, employees, consultants, developers, attorneys, and elected officials.
- Requires good knowledge of the English language, spelling and grammar.

#### B. MATHEMATICAL SKILLS:

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

#### C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret Blueprints, plats of survey, and similar documents and drawings.

#### D. CERTIFICATES, LICENSES, REGISTRATIONS:

- A current and valid driver's license.
- AICP designation preferred.
- Any and all certificates and registrations as required for the specific duties performed.

#### E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organizational skills.
- Computer knowledge of MS Word, Excel, Outlook, Access, Power Point.
- Basic knowledge of engineering and construction practices and GIS systems.
- Ability to multi-task and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Ability to listen, understand information and ideas and work effectively with County personnel, local elected officials, and local economic development officials.
- Understanding of all applicable statutes, regulations and ordinances as well as zoning and subdivision administration.

#### F. EDUCATION AND EXPERIENCE:

- Bachelor's Degree required with preference for degree from an accredited college or university in Land Use Planning, Urban Planning, Landscape Architecture or Public Policy. AICP designation may substitute for Bachelor's Degree requirement.
- Master's Degree in planning, public policy or public administration preferred.



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- Minimum of three years experience in Planning and Zoning field.

### IV. Physical Demands:

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

- Frequently sit for hours in meetings or office;
- Occasionally lift and/or move up to 50 pounds;
- Stand and walk on uneven ground at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb and balance at development sites;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception and distance vision; and
- Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

### V. Work Environment:

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

- Inside and outside environmental conditions.
- Will be exposed to occasional driving and onsite construction conditions.
- The noise level in the work environment varies from quiet to noisy outside.
- The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

\_\_\_\_\_  
Employee Receipt Acknowledgement & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

cc: personnel file, employee