

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, April 19, 2022 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 Proclaiming May as Mental Health Awareness Month
6. Public Hearing
 - Public Hearing to obtain public comment and consider the economic, social, and environmental effects of Kendall County request to acquire three ADA Accessible vehicles in the amount of \$225,000
7. Public Comment
8. Consent Agenda
 - A. Approval of County Board Minutes from March 15, 2022
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,544,575.53
 - D. Approval of Senior Planner/Zoning Administrator Job Description
 - E. Approval of Petition 22-08-Request from Jonathan A. Bieritz on Behalf of JB Architecture Group, Inc. and Eric and Lisa Weires (Property Owners) for a Plat of Vacation of the Five Foot Drainage and Utility Easements Located on the East Property Line of Lot 12 and the West Property Line of Lot 13 (7327 and 7301 Fitkins Drive, Oswego, PINs: 06-08-150-001 and 06-08-150-002) in Grove Estates Subdivision in Na-Au-Say Township; Properties are Zoned RPD-2
 - F. Approval to the Release the Executive Session Minutes of the April 11, 2022 Planning, Building and Zoning Committee Meeting
 - G. Approval of Amendment Agreement for Disbursement and Use of Kendall County's American Rescue Plan Act Funds with Chapel on the Green for the amount of \$6,317.00
 - H. Approve Resolution awarding contracts to the low bidders for the following projects:
 - 21-00161-00-WR to Geneva Construction Co. in the amount of \$554,580.00
 - 22-00000-00-GM to Steffens 3D Construction in the amount of \$193,822.84
 - 22-00000-01-GM to Superior Road Striping in the amount of \$231,635.50
 - 22-01000-00-GM to Steffens 3D Construction in the amount of \$125,730.50
 - 22-02000-00-GM to Geneva Construction Co. in the amount of \$322,606.65
 - 22-03000-00-GM to D Construction, Inc. in the amount of \$170,341.25
 - 22-04000-00-GM to D Construction, Inc., in the amount of \$481,441.50
 - 22-05000-00-GM to D Construction, Inc. in the amount of \$195,311.00
 - 22-06000-00-GM to Builders Paving, LLC in the amount of \$223,888.00
 - 22-07000-00-GM to D Construction, Inc. in the amount of \$279,106.95
 - 22-08000-00-GM to D Construction, Inc. in the amount of \$227,346.40
 - 22-09000-00-GM to Steffens 3D Construction in the amount of \$112,983.60
9. Old Business
10. New Business
 - A. Approval of the Annual Probation Plan of the 23rd Judicial Circuit Probation and Court Services Department FY2022
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - a. Kendall County Sheriff's Civilian Commendation Award to Steve Strahm
 - b. Substance Use Disorder Treatment in Jails Video
 - 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
12. Executive Session
13. Standing Committee Reports
 - A. Admin HR
 1. Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (VP) Program
 - B. Finance

1. Approval of a Resolution Establishing Distribution of Grants from the 2021 Payable 2022 Senior Citizen Social Services Levy
2. Approval of Part-time Administrative Assistant Position for the Administration Department
3. Approval of Gravity Software Services – Budget Book
- C. Facilities
 1. Approve contract with Cordogan Clark in the amount of \$88,000.00 for AE Needs Assessment projects at the 111 W Fox St Campus & at the Rt. 34 Government Center Campus
- D. Highway
 1. Approve Resolution for Improvement Under the Illinois Highway Code appropriating \$1,369,221.72 in MFT funds for the construction of the Eldamain Road project
 2. Approve Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes at the intersection of Grove Road and Collins Road in Kendall County, Illinois
 3. Approval of Full-Access to the West Side of Eldamain Road Between U.S. Route 34 and Cummins Street in Plano
- E. Economic Development
 1. Discussion of the Revolving Loan Fund Application for Camp Mutty Paws
14. Special Committee Reports
15. Other Business
16. Chairman's Report

Appointments

Mark Luettich – Yorkville Bristol Sanitary District – 3-year term – Expires April 2025

17. Public Comment
18. Questions from the Press
19. Executive Session
20. 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

PROCLAIMING MAY AS MENTAL HEALTH AWARENESS MONTH

PROCLAMATION 22 - _____

WHEREAS, Mental illness is one of the leading causes of disabilities in the United States, affecting one out of every four families and victimizing both the person with the illness and those persons who care for and love the person afflicted; and

WHEREAS, One in five adults experience mental illness each year, and 1,754,000 adults in Illinois have a mental health condition; and

WHEREAS, in 2021, more than 75 percent of United States veterans and active duty military reported experiencing Post Traumatic Stress Disorder (PTSD) as a result of their service since 9/11; and

WHEREAS, More than half of Americans reported that Covid-19 had a negative impact on their mental health, with 38.5 percent of adults in Illinois reporting increased symptoms of anxiety or depression in 2020 and 2021; and

WHEREAS, Although mental illness impacts all people, many of those in lower income communities receive less care and poorer quality of care, and often lack access to culturally competent care, thereby resulting in mental health disparities; and

WHEREAS, Some see negative perceptions about mental health care as a significant factor contributing to limited or nonexistent access to care, and some common concerns are stigma, culture, masculinity, exposure to violence, and lack of information and awareness, among many others; and

WHEREAS, Being misdiagnosed and given severe mental health diagnoses can be stigmatizing and can affect the person's self-esteem, which, in turn, can discourage the person from seeking help; and

WHEREAS, Nearly two-thirds of all people with a diagnosable mental illness do not receive mental health treatment due to stigma, lack of community-based resources, inadequate diagnosis, or no diagnosis; and 61.8 percent of Illinois youth age 12-17 years who have depression did not receive any care or treatment in the last year; and

WHEREAS, On average, one person in the United States dies by suicide every 11 minutes. Suicide is now the second-leading cause of death for youth and the highest rate of completed suicides are white males over 80 years old; and

WHEREAS, It is more important than ever to build a stronger mental health system that provides the care, support and services needed to help people build better lives. There is a need to improve public awareness of mental illness and to strengthen local and national awareness, so that all those with mental illness may receive adequate and appropriate treatment that will result in their becoming fully functioning members of society; and

NOW THEREFORE BE IT RESOLVED by the County of Kendall, that May is Community Mental Health Month, and encourages all citizens of Kendall County to learn about mental illness, and stop the stigma of mental health illness.

Approved:

Attest:

Scott R. Gryder
County Board Chairman

Debbie Gillette
County Clerk and Recorder



**PUBLIC NOTICE
KENDALL COUNTY
KENDALL COUNTY BOARD**

Notice is hereby given that the Kendall County Board will hold a public hearing on April 19, 2022 at 9:00 AM at the Kendall County Office Building Room 209 & 210 at the 111 West Fox Street, Yorkville, IL. The purpose of this hearing consideration of a project for which financial assistance is being sought from the Illinois Department of Transportation (IDOT), pursuant to IDOT's general authority to make such Grants, and which is generally described as the (IDOT) Consolidated Vehicle Procurement program, Kendall County is requesting acquisition of three (3) ADA accessible medium-duty vehicles for Kendall Area Transit (KAT). Estimated cost of the requested vehicles is \$225,000. This project will be included in a Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Kendall County, with State and Federal Funds. All new equipment in this project will meet ADA accessibility rules for the elderly and persons with disabilities. All interested persons may attend and be heard. Questions can be directed to the Kendall County Office of Administrative Services, Telephone (630) 553-4834. Fax (630) 553-4214. Written comments should be directed to the Kendall County Office of Administrative Services, 111 West Fox Street, Yorkville, IL 60560 but shall only be entered as part of the record at the discretion of the Kendall County Board.

Kendall County Administration Department

03/28/2022

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
March 15, 2022**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Rooms 209 & 210, in the City of Yorkville on Tuesday March 15, 2022 at 9:00 a.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Brian DeBolt, Scott Gengler, Judy Gilmour, Matt Kellogg, Dan Koukol, Ruben Rodriguez and Robyn Vickers. Member(s) absent: Elizabeth Flowers

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

THE AGENDA

Member Gengler moved to approve the agenda with the amendment of moving item 12D to under the consent agenda. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. Members voting aye include Cesich, Gengler and Gilmour. Members voting nay include DeBolt, Gryder, Kellogg, Koukol, Rodriguez and Vickers. **Motion failed 3-6.**

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

SPECIAL RECOGNITION

Vietnam War Veterans Day

Member DeBolt moved to approve the resolution declaring March 29, 2022 as National Vietnam War Veterans Day. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 22-11 is available in the Office of the County Clerk.

Child Abuse Prevention

Member Gilmour moved to approve the proclamation recognizing April as National Child Abuse Prevention Month. Member Kellogg 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 22-08 is available in the Office of the County Clerk.

PUBLIC HEARING

Chairman Gryder opened the Public Hearing to obtain public comment and consider the economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311). There were no public comments. Chairman Gryder closed the Public Hearing.

CONSENT AGENDA

Member Kellogg moved to approve the consent agenda of **A)** county board minutes from February 15, 2022; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$1,681,192.76; **D)** Petition 22-03 Request from Executive Pastor Sean Mabee on Behalf of Grace Bible Church of Shorewood and Chief Andrew Doyle on Behalf of the Troy Fire Protection District for a Special Use Permit for a Governmental Building or Facility (Fire Station) and the Revocation of a Special Use Permit for a Church Granted by Ordinance 2004-24 at 748 Jones Road (PIN: 09-12-300-017) in Seward Township; **E)** Petition 22-04 Request from John and Laura Gay for a Major Amendment to an Existing Special Use Permit for a Kennel Granted by Ordinance 2019-33 by Changing the Site Plan at 3601 Plainfield Road (PIN: 03-28-100-004) in Oswego Township; **F)** Agreement between State of Illinois, Department of Transportation and Kendall County pertaining to the reconstruction of Illinois Route 71 between Ill. Rte. 126 and Orchard Road; **G)** Resolution for the appropriation of funds for replacement of traffic signal and roadway light at Van Emmon Road; in conjunction with the reconstruction of IL Route 71; **H)** Resolution appropriating funds for the payment of the County Engineer's salary; **I)** Resolution Authorizing and Executing REBUILD Capital Grant Agreement; **J)** Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement. **K)** Public Transportation Applicant Ordinance – An Ordinance to Provide Public Transportation; **L)** Ordinance Abating the Taxes levied for the Year 2021 Payable 2022 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source)

Series 2016, 2017, 2019A & 2019B for the County of Kendall, Illinois; M) Resolution Establishing the Salary for the Kendall County Treasurer and Collector; N) Resolution Establishing the Salary for the Kendall County Clerk and Recorder; O) Resolution Establishing the Salary for the Kendall County Sheriff; P) ARPA Claims from October 15, 2021, October 19, 2021, November 10 2021, November 16, 2021, January 31, 2022, February 15, 2022 and February 28, 2022. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye.
Motion carried.

C) COMBINED CLAIMS: ADMIN \$133.13; ANML CNTRL WRDN \$1,869.84; ASSMT \$750.00; CAP EXPEND \$600.00; CIR CT CLK \$860.24; CIR CRT JDG \$12,842.25; CMB CRT SRV \$1,074.14; CORONR \$25.38; CORR \$38,462.58; CNTY ADMN \$1,000.00; CNTY BRD \$76,635.43; CNTY CLK \$7,369.96; HIGHWY \$195,284.45; TREASR \$3,266.26; ELECTION \$2,673.88; EMA DIR \$7,112.70; EMA \$467.87; FCLT MGMT \$42,076.67; GIS CORD \$2,803.19; HLTH & HMN SRV \$145,221.94; JURY \$2,493.43; MERIT \$660.00; PBZ \$2,514.84; POSTAGE \$50,000.00; PRSD JDGE \$5,407.07; PROB \$11,860.04; ROE \$6,608.47; SHRF \$51,548.65; ST ATTY \$1,914.58; TECH DIR \$21,713.36; UTIL \$24,678.63; VET \$2,329.26; FP \$30,901.53; SHF \$41,523.05; SHF \$50,257.94; CIVIL \$265,000.00; ARPA \$571,252.00.

- D) A complete copy of Ordinance 22-08 is available in the Office of the County Clerk.
- E) A complete copy of Ordinance 22-09 is available in the Office of the County Clerk.
- G) A complete copy of Resolution 22-12 is available in the Office of the County Clerk.
- H) A complete copy of Resolution 22-13 is available in the Office of the County Clerk.
- I) A complete copy of Resolution 22-14 is available in the Office of the County Clerk.
- J) A complete copy of Resolution 22-15 is available in the Office of the County Clerk.
- K) A complete copy of Ordinance 22-10 is available in the Office of the County Clerk.
- L) A complete copy of Ordinance 22-11 is available in the Office of the County Clerk.
- M) A complete copy of Resolution 22-16 is available in the Office of the County Clerk.
- N) A complete copy of Resolution 22-17 is available in the Office of the County Clerk.
- O) A complete copy of Resolution 22-18 is available in the Office of the County Clerk.

ELECTED OFFICIALS REPORT AND OTHER DEPARTMENT REPORTS

County Clerk

Revenue Report		2/1/22-2/28/22	2/1/21-2/28/21	2/1/20-2/29/20
Line Item	Fund			
CLKFEE	County Clerk Fees	\$793.00	\$1,202.00	\$704.50
MARFEE	County Clerk Fees - Marriage License	\$1,050.00	\$600.00	\$870.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$0.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$60.00	\$45.00	\$45.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,418.00	\$1,090.00	\$1,817.00
NOTARY	County Clerk Fees - Notary	\$175.00	\$440.00	\$235.00
MISINC	County Clerk Fees - Misc	\$65.00	\$125.00	\$75.00
	County Clerk Fees - Misc Total	\$1,718.00	\$1,700.00	\$2,172.00
RECFEE	County Clerk Fees - Recording	\$28,097.00	\$40,330.00	\$24,920.00
	Total County Clerk Fees	\$31,658.00	\$43,832.00	\$28,666.50
CTYREV	County Revenue	\$39,289.50	\$46,895.50	\$22,806.50
DCSTOR	Doc Storage	\$16,534.00	\$23,792.00	\$14,573.50
GISMAP	GIS Mapping	\$52,470.00	\$75,300.00	\$46,230.00
GISRCD	GIS Recording	\$3,498.00	\$5,020.00	\$3,082.00
INTRST	Interest	\$28.99	\$77.45	\$17.38

RECMIS	Recorder's Misc	\$4,630.75	\$5,735.25	\$3,478.00
RHSP	RHSP/Housing Surcharge	\$14,274.00	\$21,636.00	\$12,681.00
TAXCRT	Tax Certificate Fee	\$1,160.00	\$1,640.00	\$1,160.00
TAXFEE	Tax Sale Fees	\$510.00	\$645.00	\$1,147.30
PSTFEE	Postage Fees	\$373.83	\$400.14	\$795.50
CK #				
19418	To KC Treasurer	\$164,427.07	\$224,973.34	\$134,637.68

County Clerk, Debbie Gillette spoke about Election Judges and training classes. The office will begin to utilize the county's Facebook for upcoming events and notices.

Treasurer

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

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES
 FOR THREE MONTHS ENDED 02/28/2022

<u>REVENUES*</u>	Annual <u>Budget</u>	2022 YTD <u>Actual</u>	2022 YTD% <u>%</u>	2021 YTD <u>Actual</u>	2021 YTD <u>%</u>
Personal Property Repl. Tax	\$465,000	\$268,421	57.72%	\$80,755	20.71%
State Income Tax	\$2,574,336	\$782,632	30.40%	\$713,880	31.04%
Local Use Tax	\$950,000	\$91,734	9.66%	\$299,608	33.29%
State Sales Tax	\$583,000	\$74,533	12.78%	\$133,880	25.26%
County Clerk Fees	\$350,000	\$79,941	22.84%	\$146,455	45.06%
Circuit Clerk Fees	\$1,250,000	\$192,501	15.40%	\$281,258	23.05%
Fines & Foreits/St Atty.	\$275,000	\$39,931	14.52%	\$58,058	21.11%
Building and Zoning	\$75,000	\$22,940	30.59%	\$16,132	23.72%
Interest Income	\$40,000	\$7,141	17.85%	\$5,232	5.23%
Health Insurance - Empl. Ded.	\$1,588,649	\$268,091	16.88%	\$130,528	8.89%
1/4 Cent Sales Tax	\$3,228,750	\$370,665	11.48%	\$821,675	26.72%

County Real Estate Transf Tax	\$450,000	\$119,142	26.48%	\$132,162	29.37%
Federal Inmate Revenue	\$1,898,000	\$334,560	17.63%	\$533,200	26.09%
Sheriff Fees	\$115,000	\$20,559	17.88%	\$25,039	17.88%
TOTALS	\$13,842,735	\$2,672,790	19.31%	\$3,377,860	25.43%
Public Safety Sales Tax	\$5,512,500	\$678,668	12.31%	\$1,416,470	26.98%
Transportation Sales Tax	\$6,000,000	\$678,668	11.31%	\$1,416,470	26.98%

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

To be on Budget after 3 months the revenue and expense should at 25.00%

Clerk of the Court

Kendall County Circuit Clerk Report

January Update: In the month of February, the Circuit Clerks Office is implementing changes to state law, manual of recordkeeping changes, and other changes mandated by the Supreme Court of Illinois. We continue to fill vacancies in the office. With almost 1/2 of the staff being new since 12/1/2020.

		JAN	FEB
AD	Adoption	1	2
CA	Court Administration	1	0
CC	Contempt of Court	2	1
CF	Criminal Felony	54	29
CH	Chancery	1	1
CL	Civil Law Violation	1	0
CM	Criminal Misdemeanor	18	26
CV	Conservation Violation	1	0
DC	Dissolution with Children	22	16
DN	Dissolution without Children	13	6
DT	DUI	24	22
DV	Domestic Violence	18	13
ED	Eminent Domain	0	0
EV	Eviction	24	18
FA	Family	12	24
FC	Foreclosure	12	18
GC	Government Corporation	0	0
GR	Guardianship	9	2
JV	Juvenile	0	0
JA	Juvenile Abuse/Neglect	5	6
JD	Juvenile Delinquency	8	19
LA	Law	6	13
LM	Law Magistrate	24	11
MH	Mental Health	2	1

MR	Misc. Remedy	7	6
MT	Major Traffic	105	104
MX	Misc. Criminal	20	9
OP	Order of Protection	20	33
OV	Ordinance Violation	2	0
PR	Probate	13	6
SC	Small Claims	114	63
TR	Traffic	276	273
TX	Tax	6	6
QC	Quasi-Criminal	0	0
WI	Wills	22	19
XX	Misc	2	1
		845	748
2021 Cases*		683	675

Coroner

Coroner Jacquie Purcell reviewed the report in the packet.

Health Department

Executive Director RaeAnn VanGundy presented the board with the Health Department's annual report.

Supervisor of Assessments

Supervisor of Assessments Andy Nicoletti informed the board that they sent out 6,300 senior exemption renewals. They have a due date of September 1, 2022.

Regional Office of Education

Superintendent Chris Mehochko reported to the board on the testing center, student recognition night, the 211 system, outdoor education center, broadband study, building project and repairs and the May 12, 2022 event for computers and scholarships.

PUBLIC COMMENT

United City of Yorkville Mayor John Purcell spoke about the Route 71 trail between Yorkville and Oswego and the need for a commitment to do the maintenance.

STANDING COMMITTEE REPORTS

Finance

Deputy Coroner Position

Member Kellogg moved to approve a Deputy Coroner position in the Coroner's Office to be paid from the American Rescue Plan Act fund. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

American Rescue Plan Act

Member Kellogg moved to approve the American Rescue Plan Act External Entities Policy and Procedures. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Highway

Intergovernmental Agreement - Fox Road

Member DeBolt moved to approve the Intergovernmental agreement between Kendall County, Illinois, and the City of Yorkville, Illinois, relating to the reconstruction and maintenance of Fox Road from Fox Lawn Subdivision, east to Illinois Rte. 47. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-09 is available in the Office of the County Clerk.

Intergovernmental Agreement – Cannonball Trail

Member Kellogg moved to approve the Intergovernmental agreement between Kendall County, Illinois and the Village of Montgomery, Illinois relating to the construction and maintenance of an extension of Cannonball Trail at its intersection with Galena Road. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-10 is available in the Office of the County Clerk.

Facilities

Cleaner Living Services Inc.

Member Cesich moved to approve a three-year contract with two one year options with Cleaner Living Services, Inc. starting April 1, 2022 in the amount of \$16,100.00 per month. Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-11 is available in the Office of the County Clerk.

Cox Landscaping LLC

Member DeBolt moved to approve a three-year contract with two one year options with Cox Landscaping LLC, Inc. starting April 1, 2022 in the amount of \$5,827.43 per month. Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-12 is available in the Office of the County Clerk.

Courthouse Roof

Member DeBolt moved to approve the Courthouse Roof Replacement with Garland/DBS Inc. Utilizing Omnia Proposal #25-IL220196 in the amount of \$94,521.00. Member Vickers seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Historic Courthouse Window

Member DeBolt moved to approve the Low Bid from Patrick McCann, Inc. for Historic Courthouse Window Replacement Project in the amount of \$126,000. Member Koukol seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-13 is available in the Office of the County Clerk.

Economic Development

Yorkville Body Shop Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Yorkville Body Shop Inc. for the amount of \$25,000. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Burks Bros Drywall Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Burks Bros Drywall Inc. for the amount of \$25,000. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Martha's Travel Corner

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Martha's Travel Corner for the amount of \$23,800. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Advanced Physical Medicine of Yorkville, Ltd.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Advanced Physical Medicine of Yorkville, Ltd. for the amount of \$25,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Apple-A-Day Pediatrics

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Apple-A-Day Pediatrics for the amount of \$25,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Harmony Aesthetics, LLC

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Harmony Aesthetics, LLC for the amount of \$16,324.48. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

In Touch Therapeutic Massage Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with In Touch Therapeutic Massage Inc. for the amount of \$11,141. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

PlatinumCare Cleaning Services

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with PlatinumCare Cleaning Services for the amount of \$25,000. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Hair by Nikki

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Hair by Nikki for the amount of \$6,405. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Jurassic Painting and Decorating LLC

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Jurassic Painting and Decorating LLC for the amount of \$25,000. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Copa, Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Copa, Inc. for the amount of \$25,000. Member Rodriguez seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Exclusive Fades Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Exclusive Fades Inc. for the amount of \$25,000. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Standard Barber Lounge Incorporated

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Standard Barber Lounge Incorporated for the amount of \$23,900. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Andrea's Business Services

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Andrea's Business Service for the amount of \$25,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Locked in Photography

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Locked in Photography for the amount of \$12,800. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Heritage Home Décor & Design

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Heritage Home Décor & Design for the amount of \$25,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Hydranics Driveline Service, Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Hydranics Driveline Service, Inc. for the amount of \$25,000. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

JKS Heating and Cooling

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with JKS Heating and Cooling for the amount of \$25,000. Member DeBolt seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Source 1 Building Maintenance Services Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with Source 1 Building Maintenance Services Inc. for the amount of \$25,000. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

CA Custom Woodworking, Inc.

Member Koukol moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with CA Custom Woodworking, Inc. for the amount of \$8,154. Member Gengler seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Chairman's Report

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

Appointments

Lynn Cullick – Board of Health – 3-year term – Expires April 2025
Dr. Joseph Gruber – Board of Health – 3-year term – Expires 2025
Jeff Wehri – Ethics Commission Advisor – 2-year term – Expires 2024

QUESTIONS FROM THE PRESS

Mark Foster from Shaw Media asked how much money was available for the ARPA small businesses.

ADJOURNMENT

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

Approved and submitted this 17th day of March, 2022.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

HIGHWAY COMMITTEE MINUTES

DATE: April 12, 2022
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Amy Cesich, Matt Kellogg, Brian DeBolt & Scott Gengler
STAFF PRESENT: Michele Riley and Francis Klaas
ALSO PRESENT: PJ Fitzpatrick

The committee meeting convened at 3:34 P.M. with roll call of committee members. Gryder absent. Quorum established.

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

Motion Kellogg; second DeBolt, to approve the Highway Committee meeting minutes from March 8, 2022. Motion approved unanimously.

Motion DeBolt; second Gengler to recommend approval of a resolution awarding contracts to the low bidders for the following projects:

21-00161-00-WR to Geneva Construction Co. in the amount of \$554,580.00
22-00000-00-GM to Steffens 3D Construction in the amount of \$193,822.84
22-00000-01-GM to Superior Road Striping in the amount of \$231,635.50
22-01000-00-GM to Steffens 3D Construction in the amount of \$125,730.50
22-02000-00-GM to Geneva Construction Co. in the amount of \$322,606.65
22-03000-00-GM to D Construction, Inc. in the amount of \$170,341.25
22-04000-00-GM to D Construction, Inc., in the amount of \$481,441.50
22-05000-00-GM to D Construction, Inc. in the amount of \$195,311.00
22-06000-00-GM to Builders Paving, LLC in the amount of \$223,888.00
22-07000-00-GM to D Construction, Inc. in the amount of \$279,106.95
22-08000-00-GM to D Construction, Inc. in the amount of \$227,346.40
22-09000-00-GM to Steffens 3D Construction in the amount of \$112,983.60

Cesich asked if it was typical to have so many of the bids over the estimated cost. Klaas stated that it is unprecedented to have so many; but that these are the times we are living in. Overall, the sum of all the low bids was still under the combined estimates. Gengler asked about the Cannonball Trail curve project. Klaas indicated that the project was meant to address the accident problem at the curve; but the project is not one that the County Board will approve. It is a Bristol Township and City of Yorkville project. The County has just been acting as a liaison. Gengler asked about the timeline for that project. Klaas stated that contractor is ready to go; but utility relocation will likely delay the start of construction. DeBolt asked if the inflated numbers were because of oil. Klaas thought that it was a combination of fuel prices and difficulty in getting materials. He was pleasantly surprised that prices were not even higher than the actual low bids. Kellogg asked about the scarcity of road paint. Klaas provided the Little Rock Road and Galena Road striping project as an example of a project that came in substantially under the estimate; so he thought that that striping materials must now be readily available. DeBolt asked about contingency funds. Klaas stated that there are adequate motor fuel taxes to cover the costs

of all the projects, even with the higher numbers. Gengler asked about the cost split on the O'Brien Road box culvert. Klaas stated that Seward Township had previously petitioned the County for aid in this project, and the County had approved up to \$100,000 of county bridge aid. With the project cost bid at \$239,974.40, the township will have to pay a greater share than the County. Klaas reminded the committee that this particular project is a Seward Township project and will not be awarded by the County. By roll call vote, motion approved unanimously.

Motion Kellogg; second DeBolt to recommend approval of a resolution appropriating \$4 million MFT funds for the Eldamain Road project. Klaas informed the committee that IDOT had recently agreed to amend the original local agency agreement, freeing up an additional \$2 million in the ReBuild Illinois State Grant funds for the project – restoring said funds to the original \$30 million appropriated. The \$4 million resolution could therefore be reduced. He recommended the number be revised to \$1,369,221.72. Motion Kellogg; second DeBolt to amend the original motion to a resolution for improvement under the Illinois Highway Code appropriating \$1,369,221.72 in MFT funds for the construction of the Eldamain Road project. Klaas provided a breakdown of all the different funding elements for the project, and informed the committee that this project will be constructed with almost no local funds. He didn't want to obligate more MFT funds, because it takes the State so long to finalize all the bills, and it would tie up the unnecessary MFT funds for perhaps years, until they would eventually be unobligated. By roll call vote, motion approved unanimously. Klaas made a final point about current bills due on the project. Because the County hasn't received all of the promised funding from various State agencies, the County may have to make some initial payments from the Transportation Sales Tax Funds; and then when the State payments are received, simply reimburse those funds to the appropriate County Fund. This strategy has been approved by IDOT Local Roads Engineer, Steve Chery.

Motion Kellogg; second Gengler to recommend a resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes at the intersection of Grove Road and Collins Road in Kendall County, Illinois. By roll call vote, motion approved unanimously.

In other business, DeBolt asked about whether the access to Eldamain Road south of Route 34 had been resolved. Klaas indicated that this topic is scheduled for review by the Committee of the Whole on Thursday, April 14th.

Motion DeBolt; second Cesich to forward Highway Department bills for the month of April in the amount of \$113,173.53 to the Finance Committee for approval. By roll call vote, motion approved unanimously.

Motion Kellogg; second Gengler, to adjourn the meeting at 3:54 P.M. Motion carried unanimously.

Respectfully submitted,



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

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, April 4, 2022

CALL TO ORDER – Vice Chair Gilmour called the meeting to order at 5:36pm.

ROLL CALL

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

Staff in Attendance: Scott Koeppel

Others in Attendance: Dane Mull, Alliant Mesirow Insurance

APPROVAL OF AGENDA – Motion made by Member Koukol, 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 March 16, 2022 minutes. **With four members present voting aye the motion passed 4-0**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No report

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Property, Liability, and Workers Compensation Presentation - Alliant Insurance Services* – Dane Mull, Alliant Account Executive provided the annual stewardship report to the committee, showcasing the efforts made by the county to manage the risks to the county. Mr. Mull stated that the insurance market are still challenging and difficult for government entities, primarily due to property losses, catastrophes, civil unrest, and the pandemic and societal issues. Mr. Mull reported that ICRMT has helped all of its members to stay a little more insulated with all that is currently going on.

Mr. Mull highlighted some of the achievements and accomplishments for this year including a cost containment programs to help manage workers comp claims and the rebound program for the Sheriff’s Office, Loss Control, and \$6000 in safety grants awarded from ICRMT. Property inspections of the County Office Building and Health and Human Services Building were conducted this past year.

The Claims Activity report indicated that the focus should continue on employee workers comp claims. The County continues to do a great job, and the average year is significantly lower. Centralized risk-management function is a great tool in monitoring, analyzing and controlling claims.

Future Goals:

1. Monitoring cost containment programs for the Sheriff’s Office including wellness and fitness programs once employees are injured
2. Training following transitions for supervisors
3. Cyber-liability options and protection against cyber claims

- *Discussion and Approval to proceed with 2022 Employee Service Awards Store* – Mr. Koepfel provided a brief history of service awards and the change made a few years ago to the “spirit” store model used by school districts. Koepfel stated that employees are pleased with the “spirit” store model now used for Service Awards, and the opportunity to choose their own award.

Member Koukol made a motion to approve the process, second by Member Vickers. **With four members present voting aye, the motion passed by a 4-0 vote.**

- *Discussion and Approval of Facilities Director Job Description* – Mr. Koepfel reviewed the revisions made to the Facilities Director Job Description from 2017 that wasn’t sent forward to the committee for approval. Member Gilmour recommended sending the job description to the States Attorney’s Office for review.

Member Koukol made a motion to approve the revised Facilities Director Job Description and forward to the States Attorney’s Office for legal review, second by Member Gengler. **With four members present voting aye, the motion to forward the job description to the State’s Attorney’s Office for legal review and then on to the County Board for final approval passed by a 4-0 vote.**

- *Discussion and Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (CVP) Program* – Mr. Koepfel stated that this is a resolution authorizing Kendall Area Transit to apply for a capital assistance grant for paratransit vehicles.

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

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

EXECUTIVE SESSION –Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE COUNTY BOARD

Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (CVP) Program

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Vickers. **With four members present voting aye the meeting adjourned at 6:31p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Health & Environment Committee
Monday, April 11, 2022
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	Here		
Ruben Rodriguez	Here		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Absent		

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

STAFF PRESENT: Steve Curatti, Miguel Hernandez, Lisa Holch

GUESTS PRESENT: Alyse Olson, KC Soil & Water Conservation District

APPROVAL OF AGENDA – Member Flowers made a motion to approve the agenda, second by Member Rodriguez. **With four members present in agreement, the motion carried by a vote of 4-0.**

APPROVAL OF PREVIOUS MONTHS MINUTES – Member Flowers made a motion, second by Member Gengler. **With four members present in agreement, the motion carried by a vote of 4-0.**

STATUS REPORTS

- **Board of Health** – Steve Curatti shared that the Health Department submitted the Community Health Improvement Plan (IPlan) to the Illinois Department of Public Health and received a Substantial Compliance on all requirements. Curatti stated that the IPlan was a year-long needs assessment process involving the Community MAP partners and Health Department staff.
- **Health Department** – Steve Curatti introduced Miguel Hernandez, Mental Health Department Care Coordinator, to the committee. Mr. Hernandez briefed the committee on his role in the department, and their focus on Substance Use Prevention

Services (SUPS) to the community, which delivers proactive services designed to reduce individual, family, and environmental risk factors, increase protective factors, and achieve over-all wellness.

Hernandez stated that they are targeting 8th, 10th and 12th grade students in local public and private schools, and currently work with students on the different levels: Individual, Community, School, and Family. Mr. Hernandez helps students to identify internal and external pressures in their lives such as school social media, stress, family crisis and how it affects them overall. Hernandez stated they then help the students to see the importance of being involved in school activities, sports, clubs and groups and being engaged with other youth; and in getting involved with community groups, clubs and faith-based organizations.

Mr. Hernandez explained the Prevention and Diversion Services like Project Alert, a Substance Abuse Education and Prevention services for Kendall County Middle School students; Gen RX, and the Youth Advisory Committee (YAC) where they collaborate together on things they don't like and want to see changed.

- **Kendall County Soil and Water District** – Ms. Olson reported that Ag n the Classroom has resumed physically in a few classrooms and virtually in others. This year's Agriculture topics included local foods, Grains, Fibers and Fabrics, and is finishing up the year on Poultry. Students started the year by growing their own garden salad by planting lettuce and radish seed. Over 600 students enjoyed planting their seeds and writing in their plant journals. In the winter months, over 650 students learned about different types of grains. First and Third grad students visited Severson Farms in Dwight. Fourth graders and older learned how grains are used as a renewable energy source from Renewable Energy Group in Seneca, and the process of how grains become fuel for trucks.

Ms. Olson said that *Farm Camp* for students aged 8-12 years can attend the 5-day camp to learn about farm life on the Dickson-Murst Farmstead in Montgomery. The camp is from June 27th through July 1st. This year kids will learn how weather affects our planet in agriculture applications, get their hands dirty learning about soil, animals, tools, and weather. Registration is on the Conservation Foundation registration page at: <https://tcf.givecloud.co/camp-registration>.

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

OLD BUSINESS – None

NEW BUSINESS

- *Discussion and Approval of a Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day* – Member Vickers briefed the committee on the history of the proposed proclamation and provided Kendall County statistics on gun violence. Discussion on current issues in the community, the connection between mental health and gun violence, and the need for increased awareness of both mental health and gun violence awareness.

Member Flowers made a motion to forward the item to the May 17, 2022 County Board meeting for approval, second by Member Rodriguez. **With four members present voting aye, the motion carried unanimously.**

CHAIRMAN’S REPORT – No report

PUBLIC COMMENT – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

MAY 17, 2022 COUNTY BOARD MEETING ACTION ITEMS

- *Approval of a Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day*

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Flowers made a motion to adjourn the meeting, second by Member Gengler. **With four members present in agreement, the motion carried 4-0, and the meeting ended at 9:15a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

COUNTY OF KENDALL, ILLINOIS
Law, Justice and Legislation Committee

Monday, March 28, 2022
Meeting Minutes

Call to Order and Pledge Allegiance – Chair Judy Gilmour called the meeting to order at 3:00p.m. and led the Pledge of Allegiance.

Roll Call:

Committee Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Amy Cesich	Present		
Dan Koukol	Here		
Ruben Rodriguez	Here		
Robyn Vickers	Here		

Others Present: Sheriff Dwight Baird, Chief Deputy Circuit Clerk Lynn Cullick, EMA Director Roger Bonuchi, Court Services Director Alice Elliott, Commander Jason Langston, Special Courts Coordinator Melissa Moore, Presiding Judge Robert Pilmer, Coroner Jacquie Purcell, Undersheriff Bobby Richardson, Commander Jeanne Russo, State’s Attorney Eric Weis, Assistant Public Defender Chris Wheaton

Approval of Agenda: Member Cesich made a motion to approve the agenda, second by Member Rodriguez. **With five members present voting aye, the agenda was approved.**

Approval of Minutes – Member Koukol made a motion to approve the February 28, 2022 meeting minutes, second by Member Cesich. **With five members present voting aye, the motion carried by a 5-0 vote.**

Public Comment – None

Status Reports

Coroner – Written report provided. Coroner Purcell reported a total of 31 deaths in the month of February, with 2 suicides and 29 natural.

Coroner Purcell stated that the full-time Deputy Coroner position was approved by the Board earlier in the month, and that the deadline for application submission will end soon. They have received approximately 25 applications thus far, and hope to conduct interviews next week. Purcell hopes to have a start date for the new position of May 1, 2022.

Coroner Purcell informed the committee of her office’s participation in the Drug Enforcement Administration (DEA) **Takeback Day** Event on Saturday, April 30th from 10am – 2pm. in front of Coroner’s Office at 804 John Street, Yorkville.

The event is to encourage and educate the public about the importance of disposing of any unwanted, unused or expired prescription medications, needles, etc. in their household. The Coroner's Office partners with local law enforcement agencies in this effort. Drive-thru drop-off is available for citizens as well.

EMA – Written report provided. EMA Director Bonuchi reported that work continues on the Mitigation Plan. The draft agreement has been sent to the State's Attorney's Office for review, and the contractor is currently working on the FEMA GO application.

Bonuchi stated they are currently conducting the Amateur Ham Radio Operator 13-week course, with 6 students participating. Once they are certified, they qualify to become storm spotters.

Bonuchi also reported that he has been working with Facilities Management on renovation of the EMA Command Post, and will keep the committee updated on the progress.

Public Defender –Assistant Public Defender Chris Wheaton introduced himself to the committee, and reported that former Kendall County Assistant Public Defender Jessica Deets has been rehired by the office and will begin in the next few weeks.

Circuit Clerk – Written report provided. Chief Deputy Circuit Clerk Lynn Cullick reported their office is down five employees, including 3 supervisors. Discussion on the ongoing turn-over in the office, mostly due to the amount of work required, and the low pay offered.

Court Services – Written report provided. As part of the Court Services/Probation Department's continued efforts to highlight existing programming, Director Elliott highlighted the Juvenile Delinquency Diversion Program. Elliott stated that the Diversion Specialist Probation Officer position is reimbursed 100 percent by the Administrative Office of Illinois Courts, and the police municipalities funds the benefit portion of that position.

A juvenile diversion is a means by which the office tries to take as many opportunities to divert youth away from the judicial court system. They know that when they hold youth accountable for their behavior without resorting to legal sanctions or court oversight or the threat of confinement that there is a 45 percent of participants are less likely to reoffend once they are in the program. Having a skilled Diversion Specialist to work with them can help to decrease the recidivism by 10 percent more.

The process begins when a police department sends a referral to Court Services when a youth is charged with an alleged offense, Court Services then meets with the State's Attorney's Office to review all of the police reports, determine if it is an offense, the nature of the offense, the age of the youth, and next steps.

If a youth is diverted, assuming that the SAO would prosecute, and the youth is cooperative with the process, the youth and their parent are invited to a preliminary conference where information is gathered, explaining what diversion is, accepting responsibility for the offense, issues and a contract for participation in the program, buy in from the parents, and next steps.

Presiding Judge – Judge Pilmer reported on a collaboration of the Special Courts Coordinator, Court Services Director, the Judicial Office, and local law enforcement agencies, they recently hosted a Symposium to answer questions on Mental Health Issues that were identified by the Supreme Court.

Judge Pilmer reported that the Supreme Court has indicated they want remote proceedings, hybrid and in-person proceedings. This is a benefit to the public attorneys, State’s Attorney’s Office and Public Defenders Office. They might have to invest in updating technology equipment in the future.

Judge Pilmer stated that on Friday, March 25, 2022, the Supreme Court issued an order with time standards for case closure in Illinois Trial Courts, setting guidelines for moving cases to a conclusion for every case category. This will require more reporting by the Circuit Clerk’s Office, but will benefit the Court System. This involves cases filed after January 1, 2022, but will take effect on July 1, 2022.

Lastly, Judge Pilmer informed the committee that his office was awarded a \$237,000 Technology Modernization Grant through the Illinois Courts. This grant will allow the purchase of new hardware, equipment and updates for the Court rooms.

State’s Attorney – No Report

Sheriff’s Report –

- a. Operations Division – Written report provided. Commander Langston reported that all Command Staff are now wearing Body Cameras as mandated.

Langston also informed the committee on updates to the Sheriff’s Office Transparency Dashboard webpage for public use which includes month-end statistics, Heat Maps, Demographics, Incidents, Citations, and Arrests.

Commander Langston reported that they recently hired 5 new deputies, and to assist with replacement of retiring deputies, Sheriff Baird stated that the Merit Commission would have to approve expedited testing to decrease loss of candidates and lateral hires.

- b. Corrections Division – Written report provided. Commander Russo reported an increase in medical appointments and expenses.

Russo announced that a new EHM Clerk has been hired and currently in training with EHM personnel.

Commander Russo also reported that inmate transports have increased with the opening of the courts, medical facilities, and dental facilities.

- c. Records Division – Written report provided.

Old Business – None

New Business

- *Discussion and Approval of Court Services Grant Budget Revision* - Director Elliott reported that the Family Violence Coordinating Council for the 16th and 23rd Circuit is nearing the end of their fiscal year. The Court Services Office has requested a budget thorough the ICJIA. The revision does not change the total budget amount, but simply changes the categories (line item) amounts.

Member Cesich made a motion to approve the request for the grant budget line item revisions, second by Member Koukol. **With five members present voting aye, the motion passed by a 5-0 vote.**

- *Approval for the Sheriff's Office to issue an Invitation to Bid for Jail Food Service* – Undersheriff Richardson stated that the current Food Service vendor has informed the Sheriff's Office that they can continue jail service, but at an increase of 20 percent. Richardson stated that the Sheriff's Office is seeking Committee approval to go out for bid of Jail Food Service. Member Cesich made a motion to approve the request to bid, second by Member Rodriguez. **With five members present voting aye, the motion carried by a vote of 5-0.**

- *Approval of the Gateway Foundation, Inc. and the Kendall County Problem Solving Courts Agreement* – Judge Pilmer said that this is an annual agreement for the Drug and Veterans Courts. Discussion on the use of other insurances, Medicare benefits and Medicaid benefits for those involved in the special courts. Member Cesich made a motion to forward the agreement to the County Baord for approval, second by Member Vickers. **With five members present voting aye, the motion carried by a vote of 5-0.**

Legislative Update – Chair Gilmour updated the committee on HB4169 – to restore the Local Government Restorative Fund (LGRF) which is co-sponsored by Representative Keith Wheeler.

Chairman's Report/Comments – No report.

Items for the April 5, 2022 Kendall County Board Meeting

- *Approval of Court Services Grant Budget Revision*
- *Approval of the Gateway Foundation, Inc. and the Kendall County Problem Solving Courts Agreement*

Items for the April 14, 2022 Committee of the Whole Meeting – None

Public Comment – None

Executive Session – Not needed

Adjournment – Member Cesich made a motion to adjourn the meeting, second by Member Vickers. **With three members in agreement, the meeting adjourned at 4:05p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE

Kendall County Office Building

Rooms 209 and 210

111 W. Fox Street, Yorkville, Illinois

6:30 p.m.

Meeting Minutes of April 11, 2022 – 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), Dan Koukol (Arrived at 6:31 p.m.), and Robyn Vickers

Committee Members Absent: Elizabeth Flowers

Also Present: Matt Asselmeier (Senior Planner), Dan Kramer, Brian Watkins, Judd Lofchie, Miguel Angel Fernandez, and Jose Martinez

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Member Vickers made a motion, seconded by Member Gilmour to approve the minutes of the March 7, 2022, meeting.

Member Koukol arrived at this time (6:31 p.m.).

With a voice vote of four (4) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the expenditure report from March 2022.

PETITIONS

Petition 22-08 Jonathan A. Bieritz on Behalf of JB Architecture Group, Inc. and Eric and Lisa Weires (Property Owners)

Mr. Asselmeier summarized the request.

A five foot (5') public utility and drainage easement exists on the east and west lot lines of Lots 12 and 13 in the Grove Estates Subdivision (7327 and 7301 Fitkins Drive, Oswego) in Na-Au-Say Township.

Eric and Lisa Weires would like to merge the two (2) lots and construct a new house over the easements.

The application materials and the plat of vacation were provided.

The properties were approximately one point five (1.5) acres and the vacation area was approximately five hundredths (0.05) of an acre.

The property was zoned RPD-2 and was wooded.

Fitkins Drive is a local road maintained by Na-Au-Say Township.

There were no trails, floodplains, or wetlands on the property.

The adjacent land uses are wooded lots.

The adjacent properties were zoned RPD-2.

The Future Land Use Map calls for the area to be Rural Residential (max 0.65 du/acre).

The zoning districts within one half (1/2) mile are A-1 and RPD-2.

Na-Au-Say Township was emailed information on March 22, 2022.

The Village of Oswego was emailed information on March 22, 2022.

The Oswego Fire Protection District was emailed information on March 22, 2022. Mr. Asselmeier read an email from the Oswego Fire Protection District expressing no objections to the request.

ZPAC reviewed the proposal at their meeting on April 5, 2022. It was clarified that no existing utilities were located inside the easements. ZPAC recommended approval of the proposal by a vote of six (6) in favor and zero (0) in opposition with four (4) members absent. The minutes of the meeting were provided.

Staff requested that the Petitioners provide information stating that none of the utilities were in opposition to the request. The Petitioners provided emails from Comcast and Comed stating these utilities had no opposition to the requested vacation. These emails were provided.

The homeowners' association submitted an email, which was provided, stating they were not in opposition to this request.

WBK Engineering submitted a letter expressing no objections to the request. This letter was provided.

Staff recommended approval of the requested vacation with the following conditions:

1. Lots 12 and 13 of Grove Estates Subdivision shall not be sold as individual lots upon the successful recording of the plat of vacation. Within ninety (90) days of the effective date of this ordinance, the Petitioners shall submit a parcel consolidation request to Kendall County.
2. This vacation shall become effective upon the successful recording of the plat of vacation in the timeframe outlined in Section 7.06.H of the Kendall County Subdivision Control Ordinance unless an extension is granted by the Kendall County Board.

Member Koukol made motion, seconded by Member Gilmour, to recommend approval of the proposal.

With a voice vote of four (4) ayes, the motion carried.

The proposal goes to the County Board on April 19, 2022, on the consent agenda.

NEW BUSINESS

Request from Lee Legler Construction & Electric, Inc. and Sherry and Sean Smith for a Refund of an Unused Building Permit for a Generator in the Amount of One Hundred Ten Dollars (\$110) at 6217 Legacy Circle, Yorkville (PIN: 05-12-277-007) in Kendall Township

Mr. Asselmeier summarized the request. The property owner did not want to install the generator and the County had not expended any funds on this project.

Member Gilmour made motion, seconded by Member Vickers, to approve the refund.

With a voice vote of four (4) ayes, the motion carried.

Request from Brian Watkins on Behalf of Peaceful Pathways Montessori School for an Extension of the Requirement Contained in Condition 2 of Ordinance 2014-21 for Paving the Gravel Driveway at 8250 Route 71, Yorkville (PIN: 05-03-200-027) in Kendall Township

Mr. Asselmeier provided an email from Attorney Dan Kramer requesting an extension.

Brian Watkins stated that he thought the requirement had not been included in the special use permit. He was agreeable to paving the handicapped parking space during the summer of 2022.

Attorney Dan Kramer discussed the finances of the organization and suggested giving the Petitioner one (1) year to pave the handicapped space and decide whether or not to pursue an amendment to the special use permit.

Member Koukol made motion, seconded by Member Gilmour, to approve granting an extension until April 30, 2023.

With a voice vote of four (4) ayes, the motion carried.

Request for Guidance Regarding Violations to the Building Code (Driveway and Parking Pad Installed Without a Permit), Violation of the Zoning Ordinance (Operating a Landscaping Business on A-1 Zoned Property Without a Special Use Permit), and Violations to the Kendall County Junk and Debris Ordinance at 1038 Harvey Road (PINs 03-12-100-004 and 03-12-100-013) in Oswego Township; Committee Could Direct Staff to Issue New, Additional Citations

Mr. Asselmeier summarized the request.

On January 13, 2020, after a several month long investigation, the Planning, Building and Zoning Committee voted to forward alleged violations of various ordinances that occurred at the subject property to the Kendall County State's Attorney's Office for prosecution. Thirteen (13) months later in February 2021, the court fined the property owners Thirty-Two Thousand Dollars (\$32,000). Since that time, collection of the fines has not occurred because the property owners filed a motion to vacate the fine and the court was conducting a discovery of assets to determine if the property owners had the means to pay the fines.

The County was also hoping that the property owners would submit the necessary applications for a special use permit and variances at the subject property. On December 9, 2021, the

necessary applications were completed and submitted to the County. The application requested a special use permit for a landscaping business, a variance to allow a driveway within five feet (5') of the southern property line, and a variance to allow a landscaping business on a non-State, County, or Collector Road as identified in the Kendall County Land Resource Management Plan.

In January 2022, the Kendall County Regional Planning Commission did not have a quorum at their meeting. In February 2022, the Kendall County Regional Planning Commission requested the property owners submit either approval of the access location of the southern driveway from the Village of Oswego or a plat of survey showing the access point and southern driveway were at least five feet (5') north of the southern property line. The Village of Oswego was the access permitting authority for this portion of Harvey Road. Neither the Petitioners nor their Attorney attended the March Kendall County Regional Planning Commission meeting and the item remained tabled.

On April 1, 2022, the Planning, Building and Zoning Department inspected the subject property; related pictures were provided. The property owners appear to be operating a landscaping business, junk and debris appears visible, and new gravel appears on the driveway. No permit was obtained to install the driveway.

The property owners have applied for and received a permit for the existing deck around their swimming pool and they moved two (2) accessory structures out of the required setback on the northern portion of the property.

Information related to the special use permit and variance applications can be found here, <https://www.co.kendall.il.us/home/showpublisheddocument/22267/637842239153300000>.

In light of the Planning, Building and Zoning Department's Policy for Code Enforcement in Cases Where Applicants Are Pursuing Legislative and Administrative Remedies dated January 25, 2022, the Department requests guidance on how to proceed with this matter. In particular, the Department requests guidance on the following:

1. Should new, additional citations be issued at this property for illegal operation of a landscaping business without a special use permit, illegal placement of a driveway and parking pad without a permit, and junk and debris violations.
2. If the new, additional citations are issued, should the Department give the property owner a thirty (30) day warning notice to remedy the issues.

Attorney Judd Lofchie explained that the property owners originally hired a different attorney. They thought their original attorney was handling the situation. The property owners were attempting to get into compliance by securing the applicable special use permit, variances, permits, and moving structures out of the setback.

Discussion occurred regarding the size of the property.

Discussion occurred regarding the location of the southern driveway in relation to the southern property line.

Discussion occurred regarding the County's special use permit and variance procedures. Assuming no other delays occurred, the proposal would be back at Planning, Building and Zoning Committee on May 9, 2022.

The consensus of the Committee was not to pursue new, additional violations related to the special use permit or driveway at this time.

Chairman Gengler made motion, seconded by Member Gilmour, to require the property owners to cleanup and organize the junk and debris on the property within ten (10) days from April 12, 2022. With a voice vote of four (4) ayes, the motion carried.

OLD BUSINESS

None

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

Recommendation for a Proclamation Declaring May Historic Preservation Month in Kendall County
Mr. Asselmeier provided a proposed proclamation. He noted that the Historic Preservation Commission had not yet reviewed the proclamation.

The proposal goes to the Historic Preservation Commission on April 18, 2022.

REVIEW PERMIT REPORT

The Committee reviewed the report.

REVIEW REVENUE REPORT

The Committee reviewed the report.

CORRESPONDENCE

None

COMMENTS FROM THE PRESS

None

EXECUTIVE SESSION

Member Vickers made a motion, seconded by Member Koukol, to enter into executive session for the purposes of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c)(21)).

The votes were as follows:

Yeas (4): Gengler, Gilmour, Koukol, and Vickers

Nays (0): None

Abstain (0): None

Absent (1): Flowers

The motion carried.

The Committee recessed at 7:51 p.m.

Chairman Gengler called the Committee back to order at 7:53 p.m.

ROLL CALL

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

Committee Members Absent: Elizabeth Flowers

Also Present: Matt Asselmeier (Senior Planner)

NEW BUSINESS

Approval to Release Executive Session Minutes of April 11, 2022

Member Vickers made a motion, seconded by Member Gilmour, to recommend approval of the release of the Executive Session Minutes of April 11, 2022.

With a voice vote of four (4) ayes, the motion carried.

The proposal goes to the County Board on April 19, 2022, on the consent agenda.

ADJOURNMENT

Member Vickers made a motion, seconded by Member Gilmour, to adjourn. With a voice vote of four (4) ayes, the motion carried.

Chairman Gengler adjourned the meeting at 7:54 p.m.

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

Enc.

Kendall County Job Description

TITLE: Senior Planner/Zoning Administrator
DEPARTMENT: Planning Building and Zoning
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: 4/19/2022

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. Adheres to all work and safety policies and procedures.
- U. Attends conferences, seminars, training and various Kendall County meetings.
- V. Maintains regular attendance and punctuality.
- W. Other duties as assigned.

Kendall County Job Description

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

Kendall County Job Description

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

cc: personnel file, employee

Date



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: April 11, 2022

Amount: N/A

Budget: N/A

Issue: Petition 22-08-Request from Jonathan A. Bieritz on Behalf of JB Architecture Group, Inc. and Eric and Lisa Weires (Property Owners) for a Plat of Vacation of the Five Foot Drainage and Utility Easements Located on the East Property Line of Lot 12 and the West Property Line of Lot 13 (7327 and 7301 Fitkins Drive, Oswego, PINs: 06-08-150-001 and 06-08-150-002) in Grove Estates Subdivision in Na-Au-Say Township

Background and Discussion:

Eric and Lisa Weires would like to merge the two (2) lots and construct a new house over the easements.

The draft ordinance is attached.

Committee Action:

ZPAC-Approval (6-0-4); PBZ Committee Approval (4-0-1); No Objections from Utilities, HOA, or Oswego Fire Protection District

Staff Recommendation:

Approval-Subject to Conditions

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: April 12, 2022

ORDINANCE NUMBER 2022-_____

APPROVING A PLAT OF VACATION OF FIVE FOOT PUBLIC UTILITY AND DRAINAGE EASEMENTS ALONG THE EAST PROPERTY LINE OF LOT 12 AND WEST PROPERTY LINE OF LOT 13 IN GROVE ESTATES SUBDIVISION ON PARCELS IDENTIFIED BY PARCEL IDENTIFICATION NUMBERS 06-08-150-001 AND 06-08-150-002 IN NA-AU-SAY TOWNSHIP

WHEREAS, Section 7.06 of the Kendall County Subdivision Control Ordinance permits the Kendall County Board to approve plats of vacation and provides the procedure through which plats of vacation are approved; and

WHEREAS, the two five-foot public utility and drainage easements which are the subject of this Ordinance were established by Ordinance 2006-36 which granted approval of a final plat of Grove Estates Subdivision and was approved by the Kendall County Board on May 16, 2006; and

WHEREAS, the final plat of Grove Estates Subdivision was recorded in the Kendall County Recorder of Deeds Office on October 12, 2006; and

WHEREAS, the two five-foot public utility and drainage easements which are the subject of this Ordinance are located along and parallel to the east property line of Lot 12 and the west property line of Lot 13 in Grove Estates Subdivision. The legal descriptions of the easements are set forth in Exhibit A attached hereto and incorporated by reference; and

WHEREAS, on or about February 12, 2021, Eric and Lisa Weires acquired ownership of Lots 12 and 13 of Grove Estates Subdivision and the property identified by Parcel Identification Numbers 06-08-150-001 and 06-08-150-002; and

WHEREAS, on or about March 18, 2022, Eric and Lisa Weires, working with Jonathan A. Bieritz of JB Architecture Group, Inc, collectively hereinafter referred to as “Petitioners,” filed a petition for approval of a plat of vacation of the five-foot public utility and drainage easements located along the east property line of Lot 12 and the west property line of Lot 13 in Grove Estates Subdivision; and

WHEREAS, on April 5, 2022, the Kendall County Zoning, Platting and Advisory Committee reviewed this petition and has forwarded to the Kendall County Board a recommendation of approval with conditions of the requested plat; and

WHEREAS, on April 11, 2022, the Kendall County Planning, Building and Zoning Committee of the Kendall County Board has reviewed the information presented and recommendation of the Kendall County Zoning, Platting and Advisory Committee, and has forwarded to the Kendall County Board a recommendation of approval of the requested plat of vacation; and

WHEREAS, the Kendall County Board has considered the recommendation of the Planning, Building and Zoning Committee and the recommendation of the Kendall County Zoning, Platting and Advisory Committee, and has determined that said petition is in conformance with the provisions and intent of the Kendall County Zoning Subdivision Control Ordinance and other applicable Ordinances; and

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

1. The Kendall County Board hereby grants approval of Petitioners' petition for plat of vacation of the easements legally described in Exhibit A attached hereto and shown on the plat of vacation attached hereto as Exhibit B.
2. Lots 12 and 13 of Grove Estates Subdivision shall not be sold as individual lots upon the successful recording of the plat of vacation attached hereto as Exhibit B. Within ninety (90) days of the effective date of this ordinance, the Petitioners shall submit a parcel consolidation request to Kendall County.
3. This vacation shall become effective upon the successful recording of Exhibit B in the timeframe outlined in Section 7.06.H of the Kendall County Subdivision Control Ordinance unless an extension is granted by the Kendall County Board.

IN WITNESS OF, this ordinance has been enacted by a majority vote of the Kendall County Board and is effective this 19th day of April, 2022.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder

Exhibit A

LEGAL DESCRIPTION OF PUBLIC UTILITY & DRAINAGE EASEMENT ON LOT 12 IN THE GROVE ESTATES SUBDIVISION IN KENDALL COUNTY TO BE VACATED:

THE EASTERLY 5.00 FEET OF LOT 12 (EXCEPT THE NORTHERLY 5.00 FEET THEREOF AND ALSO EXCEPT THE SOUTHERLY 10.00 FEET THEREOF), IN GROVE ESTATES, BEING A SUBDIVISION IN PART OF THE WEST HALF OF SECTION 8, TOWNSHIP 36 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 2006-32893, IN KENDALL COUNTY, ILLINOIS.

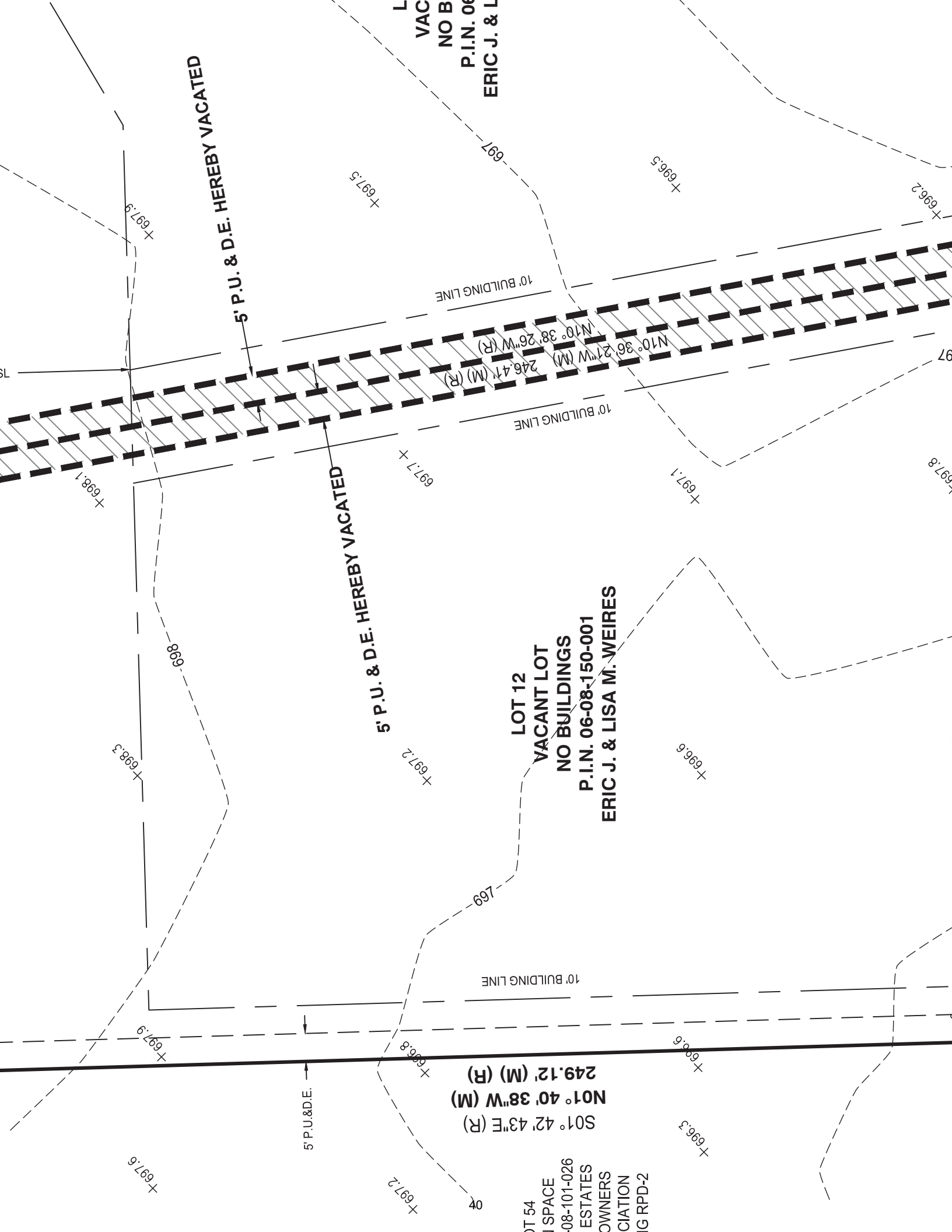
LEGAL DESCRIPTION OF PUBLIC UTILITY & DRAINAGE EASEMENT ON LOT 13 IN THE GROVE ESTATES SUBDIVISION IN KENDALL COUNTY TO BE VACATED:

THE WESTERLY 5.00 FEET OF LOT 13 (EXCEPT THE NORTHERLY 5.00 FEET THEREOF AND ALSO EXCEPT THE SOUTHERLY 10.00 FEET THEREOF), IN GROVE ESTATES, BEING A SUBDIVISION IN PART OF THE WEST HALF OF SECTION 8, TOWNSHIP 36 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT NO. 2006-32893, IN KENDALL COUNTY, ILLINOIS.

AREA TO BE VACATED

PUBLIC UTILITY & DRAINAGE EASEMENT ON LOT 12 = 1158.66 SQ. FT. = 0.02659 ACRES

PUBLIC UTILITY & DRAINAGE EASEMENT ON LOT 13 = 1154.74 SQ. FT. = 0.02649 ACRES



DT 54
 1 SPACE
 08-101-026
 ESTATES
 OWNERS
 ASSOCIATION
 G RPD-2

S01° 42' 43" E (R)
 249.12' (M) (R)
 N01° 40' 38" W (M)

LOT 12
 VACANT LOT
 NO BUILDINGS
 P.I.N. 06-08-150-001
 ERIC J. & LISA M. WEIRES

5' P.U. & D.E. HEREBY VACATED

5' P.U. & D.E. HEREBY VACATED

10' BUILDING LINE

10' BUILDING LINE

10' BUILDING LINE

N10° 36' 21" W (M) 246.47' (M) (R)
 N10° 38' 26" W (R)

5' P.U.&D.E.

697.2
 697.2
 697.2
 697.2

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04

VAC
 NO B
 P.I.N. 06
 ERIC J. & L

Kendall County Highway Department Bid Opening - April 1, 2022

	Section	Project	Funding	Low Bidder	2nd	3rd	4th	5th	
1	21-00161-00-WR	Fox Road Resurfacing Engr. Estimate: \$574,460	County Motor Fuel Tax	Geneva Construction \$554,580.00	Builders Paving, LLC \$565,798.00	D Construction, Inc. \$581,894.15			-3.46%
2	22-00000-00-GM	Townhouse Road Seal Coat Engr. Estimate: \$178,574	County Motor Fuel Tax	Steffens 3D Construction \$193,822.84					+8.54%
3	22-00000-01-GM	LRR-Galena Pavement Marking Engr. Estimate: \$349,840	County Motor Fuel Tax	Superior Road Striping \$231,635.50	Traffic Control Company \$276,599.25	Precision Pvt Marking \$278,284.50			-33.79%
4	22-00000-00-GM	Millington Street Program Engr. Estimate: \$99,350	Municipal Non-MFT	D Construction, Inc. \$95,506.25					-3.87%
5	20-02118-00-SP	Cannonball Trail Curve Engr. Estimate: \$490,344	Township Non-MFT	D Construction, Inc. \$522,041.73	Builders Paving, LLC \$613,808.00	Curran Contracting Co. \$650,237.55	Geneva Construction \$693,889.00		+6.46%
6	21-09124-00-00-DR	O'Brien Road Box Culvert Engr. Estimate: \$212,885	Township Non-MFT	D Construction, Inc. \$239,974.40	Austin Tyler Constr. \$261,261.26	PT Ferro Construction \$278,515.30	Scanlon Excavating \$279,524.50	Stott Contracting, LLC \$301,085.05	+12.72%
7	22-01000-00-GM	Big Grove Twp. Seal Coat Engr. Estimate: \$134,600	Township Motor Fuel Tax	Steffens 3D Construction \$125,730.50					-6.59%
8	22-02000-00-GM	Bristol Twp. Resurfacing-Ashe Engr. Estimate: \$322,340	Township MFT & Other	Geneva Construction \$322,606.65	Builders Paving, LLC \$325,508.00	D Construction, Inc. \$354,628.25	Curran Contracting Co. \$387,159.15		+0.08%
9	22-02000-01-GM	Bristol Twp Resurfacing-Beecher Engr. Estimate: \$304,750	Township Non-MFT	Builders Paving, LLC \$298,388.00	Geneva Construction \$299,997.00	D Construction, Inc. \$312,564.50			-2.09%
10	22-03000-00-GM	Fox Twp. Resurfacing - Budd Engr. Estimate: \$166,505	Township MFT & Other	D Construction, Inc. \$170,341.25	Builders Paving, LLC \$178,200.00	Geneva Construction \$184,984.00			+2.30%
11	22-04000-00-GM	Kendall Twp. Resurfacing Engr. Estimate: \$465,875	Township MFT & Other	D Construction, Inc. \$481,441.50	PT Ferro Construction \$574,309.50				+3.34%
12	22-05000-00-GM	Lisbon Twp. Resurfacing Engr. Estimate: \$186,075	Township MFT & Other	D Construction, Inc. \$195,311.00	PT Ferro Construction \$231,612.00				+4.96%
13	22-06000-00-GM	Little Rock Twp. Resurfacing Engr. Estimate: \$262,912	Township MFT & Other	Builders Paving, LLC \$223,888.00	D Construction, Inc. \$226,448.00	Geneva Construction \$234,219.35	Curran Contracting Co. \$268,832.00		-14.84%
14	22-06000-01-GM	Little Rock Twp. Resurfacing Engr. Estimate: \$67,235	Township Non-MFT	D Construction, Inc. \$74,394.35	Builders Paving, LLC \$85,500.00				+10.65%

Kendall County Highway Department Bid Opening - April 1, 2022

Section	Project	Funding	Low Bidder	2nd	3rd	4th	5th	
15	22-07000-00-GM Na-Au-Say Twp. Resurfacing Engr. Estimate: \$303,305	Township MFT & Other	D Construction, Inc. \$279,106.95	Geneva Construction \$289,924.00	Gallagher Asphalt \$292,924.50	PT Ferro Construction \$306,824.45		-7.98%
16	22-07000-01-GM Na-Au-Say Twp. Seal Coat Engr. Estimate: \$46,375	Township Non-MFT	Steffens 3D Construction \$43,450.00					-6.31%
17	22-08000-00-GM Oswego Twp. Resurfacing Engr. Estimate: \$230,005	Township MFT & Other	D Construction, Inc. \$227,346.40	Geneva Construction \$235,848.00	PT Ferro Construction \$275,239.85			-1.16%
18	22-09000-00-GM Seward Twp. Seal Coat Engr. Estimate: \$120,435	Township MFT & Other	Steffens 3D Construction \$112,983.60					-6.19%
19	22-09000-01-GM Seward Twp. Resurfacing Engr. Estimate: \$122,485	Township Non-MFT	Austin Tyler Construction \$117,659.85	PT Ferro Construction \$124,096.65	D Construction, Inc. \$131,914.85	Gallagher Asphalt \$141,629.50		-3.94%
20	22-09000-02-GM Seward Twp. Seal Coat Engr. Estimate: \$26,125	Township Non-MFT	Steffens 3D Construction \$29,330.00					+12.27%

Projects for which Kendall County Board is Awarding Authority \$3,118,794.19

Sum of all Engr. Estimates:	\$4,664,475	Sum of all Low Bids:	\$4,539,538.77	<i>2.68 % below Engineers Estimates</i>
County Projects Only:	\$1,102,874	Sum of County Low Bids:	\$980,038.34	<i>11.14 % below Engineers Estimates</i>

Kendall County Clerk				
Revenue Report		3/1/22-3/31/22	3/1/21-3/31/21	3/1/20-3/31/20
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$900.00	\$1,542.50	\$882.00
MARFEE	County Clerk Fees - Marriage License	\$1,050.00	\$1,260.00	\$750.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$0.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$75.00	\$100.00	\$55.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,760.00	\$1,886.00	\$1,412.00
NOTARY	County Clerk Fees - Notary	\$360.00	\$290.00	\$295.00
MISINC	County Clerk Fees - Misc	\$110.00	\$92.00	\$72.00
	County Clerk Fees - Misc Total	\$4,255.00	\$5,170.50	\$3,466.00
RECFEE	County Clerk Fees - Recording	\$32,324.00	\$51,622.00	\$30,441.00
	Total County Clerk Fees	\$36,579.00	\$56,792.50	\$33,907.00
CTYREV	County Revenue	\$52,345.00	\$63,959.75	\$71,213.75
DCSTOR	Doc Storage	\$18,910.00	\$30,421.50	\$17,738.00
GISMAP	GIS Mapping	\$60,000.00	\$96,218.00	\$56,164.00
GISRCD	GIS Recording	\$4,000.00	\$6,414.00	\$3,744.00
INTRST	Interest	\$28.95		\$21.88
RECMIS	Recorder's Misc	\$8,096.25	\$5,585.50	\$533.50
RHSP	RHSP/Housing Surcharge	\$16,200.00	\$27,765.00	\$15,876.00
TAXCRT	Tax Certificate Fee	\$1,880.00	\$1,640.00	\$1,440.00
TAXFEE	Tax Sale Fees	\$670.00	\$1,020.00	\$160.00
PSTFEE	Postage Fees	\$491.11	\$575.64	\$111.20
CK # 19440	To KC Treasurer	\$199,200.31	\$290,391.89	\$200,909.33
Death Certificate Surcharge sent from Clerk's office \$1652.00 ck # 19438				
Dom Viol Fund sent from Clerk's office \$175.00 ck #19439				

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 FOUR MONTHS ENDED 03/31/2022

<u>REVENUES*</u>	Annual <u>Budget</u>	2022 YTD <u>Actual</u>	2022 YTD% <u>%</u>	2021 YTD <u>Actual</u>	2021 YTD <u>%</u>
Personal Property Repl. Tax	\$465,000	\$309,978	66.66%	\$104,862	26.89%
State Income Tax	\$2,574,336	\$970,883	37.71%	\$907,615	39.46%
Local Use Tax	\$950,000	\$208,012	21.90%	\$448,789	49.87%
State Sales Tax	\$583,000	\$156,069	26.77%	\$180,448	34.05%
County Clerk Fees	\$350,000	\$111,599	31.89%	\$190,287	58.55%
Circuit Clerk Fees	\$1,250,000	\$278,496	22.28%	\$380,057	31.15%
Fines & Foreits/St Atty.	\$275,000	\$64,844	23.58%	\$72,697	26.44%
Building and Zoning	\$75,000	\$37,509	50.01%	\$30,422	44.74%
Interest Income	\$40,000	\$10,990	27.48%	\$7,223	7.22%
Health Insurance - Empl. Ded.	\$1,588,649	\$408,842	25.74%	\$145,342	9.90%
1/4 Cent Sales Tax	\$3,228,750	\$791,871	24.53%	\$1,140,212	37.08%
County Real Estate Transf Tax	\$450,000	\$158,431	35.21%	\$179,058	39.79%
Federal Inmate Revenue	\$1,898,000	\$477,200	25.14%	\$674,000	32.97%
Sheriff Fees	\$115,000	\$31,887	27.73%	\$30,870	22.05%
TOTALS	\$13,842,735	\$4,016,610	29.02%	\$4,491,882	33.81%
Public Safety Sales Tax	\$5,512,500	\$1,525,328	27.67%	\$1,949,731	37.14%
Transportation Sales Tax	\$6,000,000	\$1,525,328	25.42%	\$1,949,731	37.14%

*Includes major revenue line items excluding real estate taxes which are to be collected later. To be on Budget after 4 months the revenue and expense should at 33.32%

EXPENDITURES

All General Fund Offices/Categories	\$30,023,573	\$6,804,593	22.66%	\$8,508,575	27.43%
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COUNTY OF KENDALL, ILLINOIS

Resolution No. 22 - _____

RESOLUTION AUTHORIZING APPLICATION FOR A CAPITAL ASSISTANCE GRANT FOR PARATRANSIT VEHICLE(S) UNDER THE ILLINOIS DEPARTMENT OF TRANSPORTATIONS GENERAL AUTHORITY TO MAKE SUCH GRANTS

WHEREAS, the provision and improvement of public transportation and specialized transportation for seniors and individuals with disabilities is essential to the development of a safe, efficient, functional transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes paratransit vehicles available to private non-profits, general public transportation systems or IDOT Certified Public Provider transportation systems providing specialized paratransit service; and

WHEREAS, Grants for said assets will impose certain obligations upon the recipient; and

WHEREAS, a public hearing was held on April 19, 2022 to obtain public comment regarding application to the Consolidated Vehicle Procurement Program undertaken by the State of Illinois on behalf of Kendall County, with State and Federal Funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation (OIP), Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain public transportation facility capital costs of Kendall County for three (3) 14-passenger medium duty buses for Kendall Area Transit (KAT), estimated cost and full grant funding of the requested vehicles is \$225,000.

Section 2. That County Administrator of Kendall County is hereby authorized and directed to execute and file on behalf of Kendall County such application.

Section 3. That the County Administrator of Kendall County is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation in connection with the aforesaid application for said Grant.

Section 4. That County Administrator of Kendall County is hereby authorized and directed to execute and file on behalf of Kendall County all required Grant Agreements with the Illinois Department of Transportation.

PRESENTED and ADOPTED the 19TH day of April, 2022.

APPROVED: _____
Scott R. Gryder, County Board Chairman

ATTEST: _____
Debbie Gillette, County Clerk



COUNTY OF KENDALL, ILLINOIS

RESOLUTION 2022-_____

A RESOLUTION ESTABLISHING DISTRIBUTION OF GRANTS FROM THE 2021 PAYABLE 2022 SENIOR CITIZEN SOCIAL SERVICES LEVY

WHEREAS, the Kendall County Board annually extends a property tax levy for Senior Citizen Social Services to enhance the independence of the elderly residents of Kendall County; and

WHEREAS, the Kendall County Board has appropriated \$400,000 for grants to agencies to benefit the senior citizens in Kendall County; and

WHEREAS, the Kendall County Board has determined the allocation of grants to agencies to benefit the senior citizens in Kendall County.

NOW, THEREFORE, BE IT RESOLVED that the Tax Year 2021, Fiscal Year 2022 Senior Citizen Levy is granted to these agencies, providing services to the seniors of Kendall County in these amounts:

Community Nutrition Network	\$ 28,000
Fox Valley Older Adult Services	60,000
Kendall Area Transit	30,000
Kendall County Health Department	57,000
Oswegoland Seniors, Inc.	77,000
Prairie State Legal Services	10,000
Senior Services Associates, Inc.	126,000
VNA Health Care	12,000
Total	<u>\$ 400,000</u>

Approved and adopted by the County Board of Kendall County, Illinois, this 19th day of April 2022.

Attest:

Scott R. Gryder
County Board Chair

Debbie Gillette
County Clerk & Recorder

JAN 19 1999

RESOLUTION

 County Clerk
Kendall County

WHEREAS, the Kendall County Board recognizes that Senior Citizens are a significant segment of the residents of Kendall County; and

WHEREAS, the Kendall County Board acknowledges that senior citizens have unique needs for services, including social services; and,

WHEREAS, Illinois law provides that a tax, not to exceed .025 percent of the equalized or assessed valuation of all of the taxable property located within the county, may be levied within a county to provide for social services for senior citizens, provided that a referendum on the issue is held, and further provided that a majority of those voting on that issue vote in favor of the levy of such tax; and,

WHEREAS, Illinois law provides that such referendum must be preceded by the adoption of a resolution providing for the submission of such question to the voters of the county; and,

WHEREAS, it is the position of the Kendall County Board that the voters of Kendall County should have the opportunity to decide whether the levy of a tax for senior citizen social services is in the best interest of the citizens of Kendall County; and,

WHEREAS, this resolution is proposed for the purpose of submitting the question of the imposition of a tax for the provision of social services for senior citizens, to the voters of Kendall County, at the Consolidated Election to be held in Kendall County on April 13, 1999, pursuant to 55 ILCS 5/5-1034.

NOW, THEREFORE, BE IT RESOLVED that the County Board of Kendall County directs that the question of the imposition of a tax for the provision of social services for senior citizens be submitted to the voters of Kendall County, at the Consolidated Election to be held in Kendall County on April 13, 1999, pursuant to 55 ILCS 5/5-1034.

BE IT FURTHER RESOLVED that the Kendall County Board that the wording for the question to be submitted to the voters shall be as follows:

“Shall Kendall County levy an annual tax of not to exceed .025 percent of the value, as equalized or assessed by the Department of Revenue, of all the taxable property in Kendall County for the purpose of providing social services for senior citizens as provided in Sections 5-1005 and 5-1091 of the Illinois Counties Code?”

Passed and adopted by the County Board of Kendall County, Illinois, this 19th day of January, 1999.

ATTEST:


County Clerk


Chairman

Kendall County Job Description

TITLE: Part-Time Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: TBD

I. Position Summary:

Provides administrative and clerical support to the Administrative Services Department and County Board.

II. Essential Duties and Responsibilities:

- A. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- B. Answer incoming telephone calls/walk ins - provide general information to the public
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board
- D. Type, send and file letters and informational lists for distribution
- E. Update certain County website pages
- F. Distribute mail and run postage machine
- G. Order office supplies and inventory
- H. Assist with processing, tracking and filing accounts payable invoices
- I. Assist with collecting data, developing reports and completing special projects
- J. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- K. Assist with general filing of Administrative Services and County Board documents.
- L. Electronically record and prepare minutes for County Board committee meetings
- M. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- N. Assist in preparation of Excel spreadsheets
- O. Assists with public relations and social media accounts
- P. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties
- Q. Maintains regular attendance
- R. Other duties as assigned

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

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

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.

Kendall County Job Description

- The ability to listen, understand information and ideas and work effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- The ability to independently complete projects and follow guidance.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment
- Computer knowledge of MS Office Suite

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);

VI. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 40 pounds;
- 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 stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

V. VII. 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:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law

Kendall County Job Description

- enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
 - Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

_____	_____
Employee Receipt Acknowledgement & Signature	Date

_____	_____
Signature of Supervisor	Date

cc: personnel file, employee

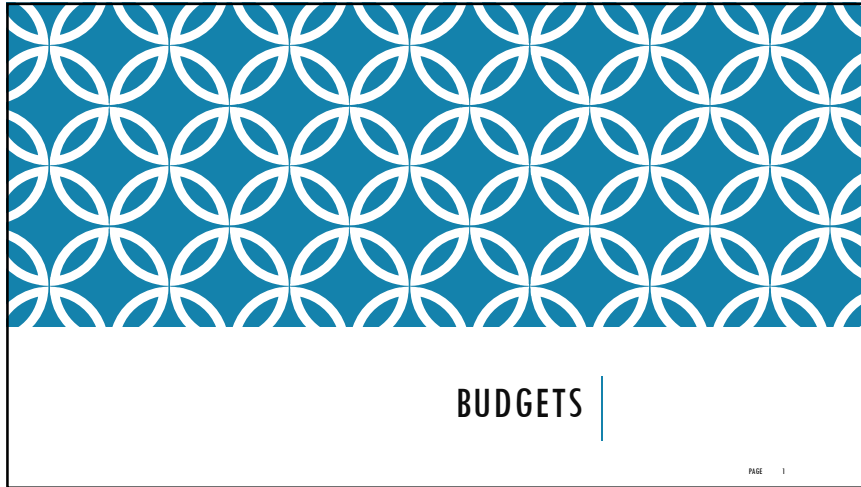
PT Administrative Assistant

Annualized Salary:

\$20 per hour
25 hours/week
52 weeks 1300 hours/year
\$ 26,000 Annual Salary

FY22 Salary :

\$ 17,160 Apr - Nov
0.0697 1,196 IMRF
0.0765 1,313 FICA
\$ 19,669



2018 & 2019 BUDGET (EXCEL)

- Offices/Elected Officials entered in excel
- Administration hand keyed Budget Book
 - 2 months to enter budget
- Salary Spreadsheet on excel

Department (CC) Position Costing Summary

Budget Year: 2019

Department (CC): Supervisor Of Assessments Stage: Budget Entry

Scenario: Main Status: Active

Fund: 010 - General Fund

Managing Department: Supervisor Of Assessments - General Fund 010

Position Category/Position	Employee	Pay Grade	Step	Salary	Modifiers	Premiums	Total	Hours	FTE	Alloc. %
Assessment Local 300										
Clark - Records	Heather Weigand (070136)		Salaries	26,907	0		26,907	1,850	1.00	100.00
Clark - Records	Phyllis Bailey (070135)		Salaries	32,872	0		32,872	1,850	1.00	100.00
Manager - Office	Sherril Reinert (070138)		Salaries	45,004	0		45,004	1,850	1.00	100.00
Secretary - Board of Review	Loraine Stee (070136)		Salaries	41,209	0		41,209	1,850	1.00	100.00
Total: Assessment Local 300				146,992	0	0	146,992	7,400	4.00	
NonUnion General Fund										
Supervisor	Andrew Nicoletti (070134)		Salaries	87,618	0		87,618	1,850	1.00	100.00
Total: NonUnion General Fund				87,618	0	0	87,618	1,850	1.00	
Grand Total				234,610	0	0	234,610	9,250	5.00	

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GENERAL FUND EXPENDITURE SUMMARY

DESCRIPTION	ACTUAL 2016	ACTUAL 2017	BUDGET 2018	YTD 2018	BUDGET 2019	% CHANGE IN BUDGET
PERSONNEL						
010-2014-6000 Circuit Clerk	90,046	93,562	90,097	90,097	90,676	0.6%
010-2014-6102 Deputy Clerk	461,866	472,256	466,618	448,930	423,745	
010-2014-6107 Overtime	1,028	702	2,000	462	1,000	
Total Personnel	552,940	566,520	558,715	539,490	515,421	-7.7%
CONTRACTUAL						
010-2014-6203 Dues/Membership	810	850	1,000	820	1,000	
010-2014-6204 Conference	1,888	3,858	6,000	3,841	5,000	
010-2014-6219 Printing Forms	17,402	17,245	15,000	13,171	13,000	
Total Contractual	20,098	21,103	22,000	17,834	19,000	-13.6%
COMMODITIES						
010-2014-6200 Office Supplies	7,371	6,574	14,000	7,074	10,000	
010-2014-6201 Postage	8,338	7,425	8,000	8,004	8,000	
010-2014-6205 Mileage	1,151	1,098	2,000	894	1,500	
Total Commodities	16,860	15,097	24,000	15,972	19,500	-18.8%
Department Total	589,858	605,720	604,715	568,296	553,921	-8.4%

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2020 BUDGET (QUESTICA)

- Salary Spreadsheet on excel
- Offices/Elected Officials entered in Questica
- Downloaded Questica to create budget book

Department (CC) Position Costing Summary

Budget Year: 2020

Department (CC): Supervisor Of Assessments Stage: Budget Entry

Scenario: Main Status: Active

Fund: 010 - General Fund

Managing Department: Supervisor Of Assessments - General Fund 010

Position Category/Position	Employee	2019 Budget	New Hire	2019 Salary	2020 Budget	\$ Change	% Change	% Increase	\$ Increase	Hours	FTE	Alloc. %
Assessment Local 300												
Clark - Records	Heather Weigand (070136)	26,907		26,907	26,907	0	0.0%		0	2,080	1.00	100.00
Clark - Records	Phyllis Bailey (070135)	32,872		32,872	32,872	(9,206)	-28.0%		0	2,080	1.00	100.00
Manager - Office	Sherril Reinert (070138)	45,004		45,004	45,004	0	0.0%		0	2,080	1.00	100.00
Secretary - Board of Review	Loraine Stee (070136)	41,209		41,209	41,209	0	0.0%		0	2,080	1.00	100.00
Total: Assessment Local 300		146,992		146,992	146,992	(9,206)	-6.3%	0.0%	0	8,240	4.00	
NonUnion General Fund												
Supervisor	Andrew Nicoletti (070134)	87,618		87,618	93,000	5,382	6.1%	0.0%	5,382	1,850	1.00	100.00
Total: NonUnion General Fund		87,618		87,618	98,300	10,682	12.2%	0.0%	10,682	1,850	1.00	
Grand Total		234,610		234,610	245,292	10,686	4.6%	0.0%	10,682	3,190	5.00	

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Multiple Department (CC) Summary

Table with columns: GL Account, GL Account Description, Changes, Percent Change, 2019 Amount, 2020 Amount. Includes Revenue and Expenses sections.

Multiple Department (CC) Summary

Table with columns: GL Account, GL Account Description, Changes, Percent Change, 2019 Amount, 2020 Amount. Includes Revenue and Expenses sections.

2021 & 2022 BUDGET (TYLER MUNIS)

- Salary Spreadsheets entered in excel
Budgets entered into Tyler Munis

Department (CC) Position Costing Summary

Table with columns: Position, 2020 Budget, New Hire, 2021 Salary, 2021 Budget, % Change, % Increase, % Decrease, Hours, FTE, %.

Table with columns: ACCOUNTS FOR: General Fund, 2020 ACTUAL, 2021 OK'D BUD, 2021 REVISED BUD, 2022 BUDGET, 2022 BUDGET, 2022 BUDGET, B/CY CHANGE. Includes sections for Assessments, Farmland Review, and Circuit Court Clerk.

2023 BUDGET AND GRAVITY

- Salary Spreadsheet in excel
Budgets entered into Tyler Munis
Budget Book created by Gravity

Real time connection to Tyler Munis
Provide information to receive GFOA Award
Cost 5 Users:
Licensing - Base Platform \$8,000
Licensing-Budget Book \$7,000
1 Time Implementation Fee \$10,000
Total: 25,000
FY23 Cost:
Licensing - Base Platform \$8,240
Licensing-Budget Book \$7,210
Total: \$15,450



Proposal For: Kendall County, IL
Gravity - Budget Book
February 24, 2022

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TABLE OF CONTENTS

<p>01 About Gravity</p> <p>02 Gravity's Application</p> <p>03 Unique Features</p>	<p>04 Pricing</p> <p>05 Our Service</p> <p>06 Implementation process</p>
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ABOUT GRAVITY



IGM Technology helps organizations improve the efficiency, enhance the controls and increase the quality of their external reports, as well as automate other processes within the office of finance.

Numerous states, Cities, Counties, public schools, and governmental agencies trust Gravity to produce their high value documents, including the CAFR, Budget Report, monthly/quarterly reports, management presentations, and much more...

Gravity, our flagship software platform, is a 100% cloud-based, enterprise-scalable reporting and process automation solution that enables users to collaboratively merge enterprise data with narrative analysis in a controlled and auditable environment.

IGM Technology provides its customers with a comprehensive solution, including: state-of-the-art software, hands-on training, comprehensive implementation services, maintenance and ongoing support.

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GRAVITY'S APPLICATIONS

Supporting key processes **within the Office of Finance**

01	Reporting	Automate the production of high value reports, like the CAFR, Budget Report, periodic reports, management presentations and more...
02	Budgeting	Streamline the budgeting process and enhance controls with Gravity's data collection templates for: Operations & Maintenance, HR and Capital Planning.
03	BI Dashboard	Present actual and budget data as well as key performance metrics via interactive charts and graphs using Gravity's BI dashboards and visualization features.
04	GASB Disclosures	Collect, manage and automate disclosures for: <ul style="list-style-type: none"> <input type="checkbox"/> Lease management (GASB 87) <input type="checkbox"/> Debt management (GASB 88) <input type="checkbox"/> Capital assets
04	Account Reconciliation	Manage all types of reconciliations, including general ledger and balance sheet, account, credit card, cash, bank or other reconciliations with Gravity's Reconciliation Management module.

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GRAVITY'S SUPERIOR CAPABILITIES

The most advanced and comprehensive set of features on the market

Real-Time Data Linking
Link data from your financial system to information on your report and refresh the data as often as you like. All data, across the entire report is updated automatically and in real-time.

Audit Trail
Easily view who made each change, when each change occurred and what was changed via Gravity's automatic audit trail. You can even revert back to a prior version, on-demand.

Exceptionally High Quality Reports
Highly formatted report output with exceptional design, and desktop publishing quality output. Light-years ahead of the competition!

Workflow
Monitor the review, submission and approval process and control who has access to each section of the report, with Gravity's flexible workflow module.

Collaboration
Multiple users can work on the same section of the same report, at the same time. Collaborate with your peers in real-time, and work from any location: home, work, or anywhere.

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GRAVITY BUDGETING AUTOMATION

- Budget Book
- Monthly Report
- PDF Web Version
- PDF for Printing
- Open Data
- Presentation
- XBR

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GRAVITY SOFTWARE SERVICES - ANNUAL FEE

Product	Qty	Sales Price	Total Price
Gravity Universe Access			
ID 20: Gravity - Base Platform, Includes 5 Named User (access for 1 year)	1	\$15,000	\$8,000
Gravity Universe Extensions			
ID 21: Gravity - Budget Book (access for 1 year)	1	\$12,000	\$7,000
Total		\$27,000	\$15,000

All figures in USD. Payment Terms are net 30 from the commencement of the Gravity Kick-off meeting.

Proposal valid until March 31, 2022

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GRAVITY IMPLEMENTATION SERVICES - ONE TIME FEE

Product	Qty	Sales Price	Total Price
ID 81: Budget Book Implementation Services (one-time fee) [<140 pages]	1	\$10,000	\$10,000
Total			\$10,000

All figures in USD. Payment Terms are net 30 from the commencement of the Gravity Kick-off meeting.

Proposal valid until March 31, 2022

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GRAVITY BUDGET BOOK TOTAL COST - YEAR 1

Product	Sales Price	Total Price
Total Licencing	\$27,000	\$15,000
Total Implementation	\$10,000	\$10,000
Total Year 1		\$25,000

Number of Gravity Users	5
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All figures in USD.
Payment Terms are net 30 from the commencement of the Gravity Kick-off meeting.

Proposal valid until March 31, 2022

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OUR SERVICES

The most advanced and comprehensive set of features of any solution on the market

Proven Implementation Methodology
IGM's proven implementation methodology is backed by extensive real-world experience. With hundreds of financial reporting implementations, across all types of governmental organizations, IGM ensures that each and every Gravity implementation is successful.

Unlimited Training - at no charge
Of course, Gravity training is included with each implementation project. However, our clients are also able to request additional training on any feature(s) within Gravity, at any time. Gravity's training is provided on an unlimited basis, and at no charge to our clients. If new members join your reporting team or you need a refresher course, simply book additional training - as required.

Experienced Teams
IGM's implementation services team is composed of project managers, accountants, designers and trainers. Our team focuses exclusively on deploying Gravity to satisfy a wide variety of financial reporting use cases, including CAFR, Budget Books, and much more.

GASB Expertise
IGM has been deploying financial reporting solutions to governmental entities for many years. Our software development team and implementation specialists ensure that Gravity is able to fully support GASB even as the GASB requirements change over time.

24/7 Support
IGM provides 24/7 support, 365 days per year. Our clients are able to get the support that they need, on-demand, at any time and from any location. IGM prides itself on its extremely fast response time and on our ability to resolve our clients' issues quickly and effectively.

ADA Compliant
Gravity makes it easy to produce documents that are 100% ADA Compliant. Customers looking to produce ADA Compliant report output should speak with their Account Manager to discuss IGM's ADA Compliant services offering.

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GRAVITY IMPLEMENTATION PROCESS

A proven process to implement Gravity for financial reporting at governmental organizations

01 Project Planning
A series of kickoff meetings between IGM and your team to define the implementation schedule, roles & responsibilities of the team members, and reporting processes for the project.

05 User Training
Once the report framework and graphic design are completed, IGM would provide a series of training sessions for your team focused on report maintenance and upkeep.

02 Technical Setup
IGM would configure the cloud environment for this project and setup access rights for your users. Our specialists will ensure that everything is working smoothly and effectively.

06 Go Live
IGM ensures a seamless and easy transition so that your team can begin using the report as quickly as possible. Of course, your team can always reach out to IGM Support if you require assistance, at any time.

03 Report Configuration
With the guidance of your content experts, we will load data from your source system(s) and map out & link all of the report data to the appropriate charts, statements and narrative text. We would then jointly validate the data.

07 Professional Services
After the initial implementation of Gravity has been completed, IGM continues to offer unlimited 24x7 support and unlimited training, so that our customers can get their questions answered in a timely fashion and be re-trained on features that may have been forgotten. This support and training is provided by IGM to our client at NO additional charge.

04 Styles & Layout
Leveraging Gravity's extensive style gallery, your team would select the desired styles & layouts for the report. IGM would then apply these styles across the entire report, on your behalf.

08 Extended Professional Services
In years 2 and beyond, some of our clients also request that IGM provide hands-on assistance in preparing and/or formatting Gravity reports. To satisfy these requests, IGM offers its clients on-going professional services, as required. Contact your IGM Account Manager to get a fixed price quote for next year's report(s) or inquiry about our hourly billing plans, so that IGM can provide hands-on assistance in preparing and/or formatting your report in years 2 and beyond.

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GRAVITY EXAMPLES

- Indian River County, FL <https://www.ircgov.com/Departments/Budget/Index.htm>
- Collier County, FL <https://www.colliercountyfl.gov/government/county-manager-operations/divisions/office-of-management-budget>
- Placer county, CA <https://www.placer.ca.gov/2902/Budget-Financial-Documents>

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KENDALL COUNTY
Resolution No. _____

A Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes at the intersection of Grove Road and Collins Road in Kendall County, Illinois

WHEREAS, Kendall County has determined that there is a need to provide improvements to Grove Road and Collins Road in Kendall County, Illinois, to address the growing need for north – south corridors in Kendall County, and provide access to residential and commercial properties along the corridor; and

WHEREAS, Kendall County believes it is imperative for all the residents of Kendall County that Grove Road and Collins Road in Kendall County, Illinois be improved for the safety of the motoring public; and

WHEREAS, Kendall County has determined that the work and improvements to Grove Road and Collin Road, Kendall County, Illinois, is for a public use, and constitutes a public purpose, namely, a public roadway; and it is necessary for Kendall County to have and acquire for the use of the People of the State of Illinois, County of Kendall, for roadway purposes, the land and rights of the real property described hereinafter; and

WHEREAS, Kendall County has conducted the necessary engineering and environmental studies to determine the right-of-way requirements for said project; and

WHEREAS, the necessary plats, legal descriptions, and title commitments have been prepared: and

WHEREAS, Kendall County has deemed that portions of parcel 03-29-131-016, as further described within Exhibit “A”, should be acquired by negotiated purchase and/or, negotiation failing, by eminent domain proceedings for highway purposes.

WHEREAS, the compensation to each owner for each tract of real property to be acquired or for damages for the construction of the public roadway cannot be agreed on between the owners and Kendall County even though Kendall County has attempted to effect such an agreement.

NOW, THEREFORE BE IT RESOLVED, the above listed recitals are incorporated herein by reference; and

BE IT FURTHER RESOLVED, by the Kendall County Board, that the construction of Grove Road and Collins be laid out, established, constructed and maintained as determined during the engineering work performed for said project; and that said improvements for the roadway be constructed, used, occupied, improved, and developed in a manner necessary and convenient for said use as a public highway; and

BE IT FURTHER RESOLVED, that it is hereby determined by the Kendall County Board that it is necessary and desirable that the County of Kendall acquire title to, and possession of, the real property as described; and that said real property is necessary and convenient for said highway purposes; and

BE IT FURTHER RESOLVED, that the Kendall County State’s Attorney is hereby authorized, empowered and directed by the Kendall County Board to condemn land necessary for the improvement, construction, and expansion of public roads pursuant to the Eminent Domain Act, 735 ILCS 30/1-1-15/7-101, et seq., described below and in Exhibit A:

Parcel No.	Permanent Index No(s).	Owner	Legal Description
0010	03-29-131-016	James R. Willhite as Trustee of the James R. Willhite Revocable Trust under provisions of a trust agreement dated March 26, 2016, and known as Trust Number 1	See Exhibit A
0010TE	03-29-131-016	James R. Willhite as Trustee of the James R. Willhite Revocable Trust under provisions of a trust agreement dated March 26, 2016, and known as Trust Number 1	See Exhibit A

Said Exhibit A, which sets forth the legal descriptions of the real property are attached hereto and incorporated herein; and

BE IT FURTHER RESOLVED, that the County Board has previously appropriated monies to fund the acquisition of said properties and to cover all costs associated with the acquisition of said right-of-way by the approval of the FY 2022-2026 Annual Operating Budget and Transportation Sales Tax Fund and shall use said monies to compensate said property owners as determined by the Court for the fee-simple or lesser title to the properties sought to be acquired; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to distribute certified copies of this resolution to the County Board Chairman, the State’s Attorney, the County Engineer, and the County Administrator.

This resolution approved by the County Board of Kendall County, State of Illinois.

 Scott Gryder - Kendall County Board Chair

I, Debbie Gillette, County Clerk in and for said County, in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Kendall County Board, at its regularly scheduled meeting in Yorkville, Illinois, on the _____ day of _____, A.D. 2022.

 Debbie Gillette – County Clerk

(SEAL)

PARCEL DESCRIPTION

Route: FAU 2514 (Collins Road)
Section: 16X-00133-00-EG
County: Kendall
Job No: R-93-002-19
Parcel No.: 0010
Station: 320+19.39 to 320+63.85
Index No.: 03-29-131-016

That part of Lot 361 in Deerpath Creek Unit 7, per Document Number 200200002752, as recorded on January 29, 2002, being a subdivision of the Northwest Quarter of Section 29, Township 37 North, Range 8 East of the Third Principal Meridian, in the Village of Oswego, Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.999949036; described as follows:

Commencing at the southwest corner of Lot 360 in said Deerpath Creek Unit 7; thence along the south line of said Lot 360, North 89 degrees 39 minutes 13 seconds East, 137.86 feet; thence North 47 degrees 35 minutes 28 seconds East, 26.11 feet to the southwesterly line of said Lot 361 and the Point of Beginning; thence continuing North 47 degrees 35 minutes 28 seconds East, 57.47 feet to the east line of said Lot 361; thence along said east line, South 02 degrees 10 minutes 59 seconds East, 56.02 feet to the southeast corner of said Lot 361; thence along the south line of said Lot 361, South 89 degrees 39 minutes 13 seconds West, 29.14 feet to the southwesterly corner of said Lot 361; thence along the southwesterly line of said Lot 361, North 41 degrees 33 minutes 50 seconds West, 23.25 feet to the Point of Beginning.

Said parcel containing 0.034 acres, more or less.

EXHIBIT A

TEMPORARY EASEMENT
DESCRIPTION

Route: FAU 2514 (Grove Road)
Section: 16X-00133-00-EG
County: Kendall
Job No: R-93-002-19
Parcel No.: 0010TE
Station: 22+99.63 to 24+00.00
Index No.: 03-29-131-016

A temporary easement over that part of Lot 361 in Deerpath Creek Unit 7, per Document Number 200200002752, as recorded on January 29, 2002, being a subdivision of the Northwest Quarter of Section 29, Township 37 North, Range 8 East of the Third Principal Meridian, in the Village of Oswego, Kendall County, Illinois, bearings and distances are based on the Illinois State Plane Coordinate System, East Zone, NAD83 (2011 Adjustment), with a combined factor of 0.999949036; described as follows:

Commencing at the southwest corner of Lot 360 in said Deerpath Creek Unit 7; thence along the south line of said Lot 360, North 89 degrees 39 minutes 13 seconds East, 137.86 feet; thence North 47 degrees 35 minutes 28 seconds East, 70.48 feet to a line that is 10.00 feet west of and parallel with the east line of said Lot 361 and the Point of Beginning; thence along said parallel line, North 02 degrees 10 minutes 59 seconds West, 100.37 feet; thence North 87 degrees 48 minutes 37 seconds East, 10.00 feet to the east line of said Lot 361; thence along said east line, South 02 degrees 10 minutes 59 seconds East, 91.91 feet; thence South 47 degrees 35 minutes 28 seconds West, 13.10 feet to the Point of Beginning.

Said easement containing 0.022 acres, more or less.

EXHIBIT A