

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560

Tuesday, May 3, 2022 at 6:00 p.m.

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
 - A. Natasha Markoutsis - Yorkville High School Wrestling Foxes – 1st Place in the 2022 IHSA State Class 1A Girls Wrestling All-State Championship
 - B. Oswego Girls Co-Op Swim and Dive Team 4th Place in the 2022 IHSA State Championship
 - C. Oswego Girls Co-Op Swim & Dive 200 Freestyle Relay Team – 1st Place in the 2022 IHSA State Championship
 - D. Jensen Coonradt – Oswego East High School – 1st Place in Congresswoman Lauren Underwood’s 2021 Congressional App Challenge in 14th District
 - E. Oswego East High School “Viz Whiz” Team (Jensen Coonradt, Ethan Ashcraft & Gavin Rommen) – One of the top ten teams in the National Finals of the 11th Annual Samsung STEM “Solve for Tomorrow” Competition
 - F. Jensen Coonradt, Ethan Ashcraft & Gavin Rommen – Viz Whiz Team Individual Plaques
 - G. Jonathan Dezir – Minooka Junior High School – 2022 Grundy Kendall Regional Office of Education Scripps Spelling Bee Champion
 - H. Niraj Viju Sulaja – Murphy Junior High School – 2022 Grundy Kendall Regional Office of Education Scripps Spelling Bee Runner Up
 - I. Approval of Proclamation Designating May 22nd as “National Poppy Day” in honor of Fallen Military Personnel
 - J. Approval of a Proclamation Declaring May 9 – May 13, 2022 as Economic Development Week
 - K. Approval of a Proclamation Declaring May Historic Preservation Month in Kendall County
 - L. Approval of Proclamation declaring May 11-17, 2022 as National Law Enforcement Appreciation Week
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from April 5, 2022
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$ 2,426,468.72
 - D. Approval of Disclosure and Consent to Common Representation
8. Old Business
9. New Business
10. Elected Official & Other Department Reports
11. Standing Committee Reports
 - A. Admin HR
 1. Approval of Facilities Director Job Description
 2. Approval of a Public Presentations Policy for Electronic Media Materials
 - B. Finance
 1. Approval of a Resolution Establishing the Salary for the Kendall County Sheriff
 - C. Economic Development
12. Special Committee Reports
13. Other Business
14. Chairman’s Report
15. Public Comment
16. Questions from the Press
17. Executive Session
18. Adjournment

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

**COUNTY OF KENDALL, ILLINOIS
PROCLAMATION 22 - _____**

NATIONAL POPPY DAY - MAY 22, 2022

Expressing support for the designation of National Poppy Day in honor of all fallen service members in Kendall County, and recognizing the importance of honoring those who have worn our nation's uniform

WHEREAS, poppies are worn and displayed as a symbolic tribute to our fallen service members and the future of living veterans and service members; and

WHEREAS, at the end of World War I, the poppy became the symbol of the blood shed by those who fought and those who continue to fight for our country, following the publication of the wartime poem "In Flanders Fields," written by Lieutenant Colonel John McCrae, M.D. while serving on the front line in World War I, to honor soldiers killed in battle; and

WHEREAS, National Poppy Day is an initiative supported by the United States of America, led by the American Legion Auxiliary, whose members distribute poppies throughout the Country to garner support of future of veterans, active-duty military personnel and their families with medical and financial needs; and

WHEREAS, wearing a poppy will unite citizens from across the county to show their patriotism and support; and

NOW THEREFORE, BE IT RESOLVED THAT THE COUNTY OF KENDALL, ILLINOIS supports the designation of **May 22nd as National Poppy Day** and encourages all citizens, residents and visitors throughout Kendall County to join in observing this day to honor every service member who has died in the name of liberty, freedom and democracy, and to provide support of veterans for generations to come, while also showing support for living veterans, service members and their families.

Signed and approved this 3rd day of May 2022.

Attest:

Scott R. Gryder
County Board Chair

Debbie Gillette
County Clerk and Recorder





COUNTY OF KENDALL, ILLINOIS

PROCLAMATION 22 - _____

DECLARING MAY 9 - MAY 13, 2022 AS ECONOMIC DEVELOPMENT WEEK

Whereas, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

Whereas, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

Whereas, economic developers are engaged in a wide variety of settings including rural, urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

Whereas, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

Whereas, Kendall County is dedicated to the retention, expansion, and creation of businesses within the community; and

Whereas, with its well educated workforce, efficient transportation system, and high quality of life, Kendall County can efficiently meet the demands of employers looking to succeed in the global market; and

NOW THEREFORE BE IT RESOLVED, that the County of Kendall, Illinois recognizes the week of May 9 through May 13, 2022, as Economic Development Week, and reminds all individuals of the importance of this community celebration which supports expanding career opportunities, job retention and better quality of life.

Approved this 19th day of April, 2022

Attest:

Scott R. Gryder
County Board Chair

Debbie Gillette
County Clerk and Recorder

A PROCLAMATION
Declaring Historic Preservation Month in Kendall County, Illinois



WHEREAS, historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, “People Saving Places” is a theme adopted by the National Trust for Historic Preservation and embraced by Kendall County as we celebrate our historic built environment and work to preserve the places that matter to the citizens of our County; and

THEREFORE, the Board of Kendall County do proclaim May as National Preservation Month, and call upon the people of Kendall County to join their fellow citizens across the United States in recognizing and participating in this special observance.

ADOPTED BY THE COUNTY BOARD THIS 3RD DAY OF MAY, 2022.

Attest:

Scott R. Gryder
County Board Chairman

Debbie Gillette
County Clerk

COUNTY OF KENDALL, ILLINOIS
PROCLAMATION 22 - _____

LAW ENFORCEMENT APPRECIATION WEEK

To recognize National Police Week and to honor the service and sacrifice of those local, state, and federal law enforcement officers who have died, or have been disabled, in the line of duty.

WHEREAS, the dedicated members of the Kendall County Sheriff's Office play an important role in safeguarding the rights and freedoms of the citizens of our county; and

WHEREAS, since the first recorded death in 1791, over 26,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Week – May 11-17, 2022; and

WHEREAS, each year, May 15th is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and U.S. flags should be flown at half-staff;

WHEREAS, it is important that citizens know and understand the problems, duties and responsibilities of the Sheriff's Office, and that members of our Sheriff's Office recognize their duty to serve the people by safeguarding life and property, protecting against violence and disorder, protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the Kendall County Board is grateful for the service and dedication of the Patrol Deputies, Corrections Deputies, K-9 Unit Dogs, and Auxiliary Deputies who serve and protect Kendall County, and for the sacrifices made by their families;

NOW THEREFORE, BE IT RESOLVED that the Kendall County Board formally designates May 11-17, 2022, as **LAW ENFORCEMENT APPRECIATION WEEK** in Kendall County, and publically salutes the service of law enforcement in our county and in communities across the nation.

Adopted by the Kendall County Board on this 3rd day of May, 2022

Attest:

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk & Recorder



**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
April 5, 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 April 5, 2022 at 6:05 p.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 Cesich moved to approve the agenda. Member Gengler seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL RECOGNITION

The following were recognized and presented plaques.

Karen Clementi, Zoning Board of Appeals

Newark Lady Norseman Varsity Basketball Team – 1st Place in the 2022 IHSA Class 1 A Girls Basketball Regional Championship

Oswego Panthers Girls Bowling Team – 3rd Place in the 2022 IHSA State Championship

Yorkville Christian High School Mustangs Wrestling Team - 1st Place in the 2022 IHSA Class 1A Team Dual State Wrestling Championship

Jackson Gillen – Yorkville Christian High School - 1st Place in the 2022 IHSA State Class 1A Wrestling Championship (170lbs Bracket)

Isaac Bourge – Yorkville Christian High School – 2nd Place in the 2022 IHSA State Class 1A Wrestling Championship (120lbs Bracket)

Tyler Martinez - Yorkville Christian High School – 3rd Place in the 2022 IHSA State Class 1A Wrestling Championship (160lbs Bracket)

Michael Esquivel - Yorkville Christian High School – 3rd Place in the 2022 IHSA State Class 1A Wrestling Championship (285lbs Bracket)

Aiden Larsen - Yorkville Christian High School – 5th Place in the 2022 IHSA State Class 1A Wrestling Championship (106lbs Bracket)

Arab American Heritage Month

Member Koukol made a motion to approve the proclamation for recognition of Arab American Heritage Month. Member DeBolt 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 22-14 is available in the Office of the County Clerk.

“Counties Thrive”

Member Gilmour made a motion to approve the “Counties Thrive” proclamation. Member Gengler seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 22-15 is available in the Office of the County Clerk.

CONSENT AGENDA

Member Cesich moved to approve the consent agenda of **A)** county board minutes from March 1, 2022; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$ 2,557,288.63; **D)** Chicago HIDTA Drug Intelligence Officer Service contract amendment with Kendall County as the Fiduciary Agent effective March 12, 2022 through March 11, 2025, in the annual amount of \$89,610.00; **E)** Intergovernmental Cooperation Agreement creating the LSP-Kendall LLC Taxing Bodies Consortium; **F)** Gateway

Foundation, Inc. and the Kendall County Problem Solving Courts Agreement . Member Gilmour seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C COMBINED CLAIMS: ADMIN \$350.85; ANML CNTRL WRDN \$64.58; BHVRL HLTH SRV \$549.20; CIR CT CLK \$13,751.17; CIR CRT JDG \$20,133.08; CMB CRT SRV \$13,721.83; CNTRT SRVS \$53,400.00; CORONR \$2,293.43; CORR \$10,846.47; CNTY ADMN \$103,787.13; CNTY BRD \$484,101.13; CNTY CLK \$1,926.37; HIGHWY \$247,749.50; TREASR \$5,266.93; ELECTION \$49,103.90; EMA DIR \$1,808.28; EMA \$491.48; FCLT MGMT \$9,016.90; GIS CORD \$42.29; HLTH & HMN SRV \$118,041.55; JURY \$1,049.55; KENCOM \$267,700.63; MERIT \$1,925.00; PBZ SNR PLNNR \$5,558.00; PBZ \$359.24; PRSD JDGE \$383.05; PROB \$2,282.43, PUB DFNDR \$6,651.32; SHRF \$8,207.42; ST ATTY \$3,127.27; TECH DIR \$20,395.33; UTIL \$56,748.31; VET \$1,024.00; FP \$12,341.79; SHF \$18,868.58; SHF \$12,633.78; CIVIL \$574,062.38; ARPA \$427,524.48.

ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

Regional Office of Education

Superintendent Chris Mehochko informed the board of the computer giveaway on May 12, 2022 at 4:30 at the Historic Courthouse.

Sheriff

Sheriff Baird stated that the Inspector General interviews have been completed and an offer was made to a candidate.

STANDING COMMITTEE REPORTS

Admin HR

Broadband Survey

Member Gilmour moved to approve the Champion Program for the Kendall County Broadband Survey with a prize pool not to exceed \$1,000 to be paid from the American Rescue Plan Act Fund. Member Cesich seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL COMMITTEE REPORTS

UCCI

Member Cesich informed board member of the trip to Washington DC.

CHAIRMAN'S REPORT

Member Vickers moved to approve the appointment(s). Member Rodriguez seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

APPOINTMENT(S)

Rhonda Stibbe – 708 Mental Health Board – 3-year term – Expires 2025

ADJOURNMENT

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

Approved and submitted this 6th day of April, 2022.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, APRIL 4, 2022**

Committee Chair DeBolt called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Dan Koukol, Matt Kellogg, Judy Gilmour, Brian DeBolt

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

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

Approve the March 7, 2022 Facilities Committee Meeting Minutes – Member Koukol made a motion to approve the March 7, 2022 meeting minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Koukol made a motion to move Regional Office of Education Presentation to heard before Old Business on the agenda. Member Kellogg second the motion. **With all present members voting aye, the motion was approved.**

Public Comment – None

Old Business/Projects

1. *County Seal on 111 W. Fox St. Facades* – Assistant Director Dan Polvere updated the committee; the production of the signs will begin once the permit is approved.
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley informed current status of the project. Trane is on track to ship materials on April 13, 2022, with installation to begin in late April.
3. *Jury Deliberation Furniture* – Director Smiley stated the chairs should be delivered this month.
4. *Jury Deliberation Carpeting Change* – Director Smiley stated the carpet has been installed. **Project Complete.**
5. *CDC Trailer Setup by Courthouse* – Director Smiley completed all the paperwork required for ComEd to bring in power to the trailers. Jim stated the CDC would like to located the trailers in the back end of the parking lot. Mr. Smiley stated water will still need to feed off our building.
6. *Circuit Clerk Counter Changes* – Director Smiley stated the counterwork required by the Circuit Clerks office was completed in March. Mr. Prochaska requested a sign to be made to hang from the ceiling over the counter, which is the only item left to be done on this project.

7. *UPS Battery Replacements* – Director Smiley stated the batteries have been ordered and will be delivered in two different shipments. As soon as the batteries are received an install date will be given.
8. *Probation Office Dressing Rooms Project* – Director Smiley stated the carpet needs to be completed. Alice want to make one into an office for a therapist and the other will be the dressing room. Assistant Director Polvere stated the panic button will need to be moved.
9. *Animal Control Kennel Sound Baffles* – Assistant Director Polvere ordered the baffles, delivery is estimated to be a few weeks.
10. *Remodel for Inspector General Office at the Public Safety Center* – Director Smiley stated this item has been completed. **Project Complete.**
11. *Historic Courthouse Window Replacement Project* – Director Smiley informed the committee the window have been ordered as of March 21, 2022. The expected delivery is sixteen (16) weeks.
12. *Courthouse roof Replacement Project* – Director Smiley stated he is waiting on a timeline from Garland. The possible dates could be mid-May or late August depending on material availability.

New Business/Projects

1. *Chair's Report*
 - a. *Regional Office of Education Needs Presentation* – Mr. Chris Mehochko from the Regional Office of Education spoke to the committee about the needs for more classroom space due to growth for their Premier Academy School. Mr. Mehochko informed the committee the school is currently located in Morris, Illinois and would like to bring it to Yorkville. Mr. Mehochko has looked at properties around Yorkville but spoke to the possibility of using space in the Historic Courthouse. The committee questioned Mr. Mehochko regarding the current process of how the kids are brought to Premier Academy and what space is available within the County to suit their needs. Mr. Mehochko does not have a specific timeframe but would like to keep the options open.
2. *Review KCFM Job Descriptions* – Director Smiley stated the department job descriptions need to be reviewed and approved to move to the HR/Admin committee. Motion to forward to the HR/Admin Committee by Member Koukol. Second by Member Kellogg. **All members present voting aye, Motion Approved.**
3. *Dewberry CAD Files Agreement Discussion* – Director Smiley informed the committee in order for Kendall County to obtain the CAD files from Dewberry from previous drawings completed on the Boardroom project we will need to sign off on an agreement with Dewberry. The consensus of the committee is for the State's Attorney's Office to review the agreement.
4. *KCFM Truck ITB* – Assistant Director Polvere updated the committee on the received bids and costs. Four bids were received, three were Ford's and one was a GMC. The winning bid was received by Gjovik, however the bid needed to be rescinded because Ford vehicles are not available at this time. The one (1) that is available, the GMC is priced over the 2022 budgeted amount. The consensus of the committee is to wait on the purchase of the vehicle.

5. *AE Needs Assessment Project* – Director Smiley informed the committee to status of project. Cordogan Clark feels they can do both assessments simultaneously. Cordogan Clark submitted a proposed contract which was submitted to the State’s Attorney’s Office for review. The consensus of the committee is once approved by the State’s Attorney’s Office the contract be forwarded to the County Board Meeting for full approval on April 19, 2022.
6. *Defibrillators Replacements at COB* – Director Smiley explained the defibrillators are outdated and need to be replaced. Mr. Smiley stated the new defibrillators are on backorder without an expected date. The committee wants defibrillators in buildings that do not currently have them and one on every floor in multiple story buildings.
7. *Window replacements at County Office Building* – Director Smiley informed the committee the Fox Street building has window replacements in the budget. Mr. Smiley suggested to replace the windows at the Treasurer’s office due to the fumes from old generator outside their windows. The consensus of the committee it to wait on the window replacement for the study to be completed to see what will be changed in the building and look into replacing the old generator with a more efficient generator.

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Executive Session – None

Public Comment – None

Questions from the Media – None

Adjournment – Chair DeBolt asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting. Second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:29 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, April 14, 2022 at 4:00 PM
Meeting Minutes**

Call to Order and Pledge of Allegiance - The meeting was called to order at 4:00p.m. by County Board Vice Chair Scott R. Gryder who led the committee in the Pledge of Allegiance to the American Flag.

Roll Call

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

Staff Present: Latreese Caldwell, Jennifer Karales, Scott Koeppel, Leslie Johnson

Guests Present: Plano Mayor Mike Rennels, Cole Helfrich, Knoche & Associates, Brian Hertz, Engineer, and Lyman Tieman, Attorney

Approval of Agenda – Motion by Member DeBolt, second by Member Cesich. **With nine members present voting aye, the motion carried by a vote of 9-0.**

Approval of Previous Month’s Meeting Minutes – Member Cesich made a motion to forward the March 10, 2022 meeting minutes to the County Board for approval, second by Member Gengler. **With nine members present voting aye, the motion carried by a vote of 9-0.**

Elected Official and Department Head Reports – Mr. Koeppel informed the group that the Admin HR Committee meeting had been changed to Thursday, April 21, 2022.

Old Business – None

New Business

From the Highway Committee:

- *Discussion of Access to west side of Eldamain Road between U. S. Route 34 and Cummins Street in Plano* – Mayor Rennels informed the committee that his office had found a signed original copy of a 2004 inter-governmental contract agreement

between the County Highway Department and the City of Plano that granted the City full access to Eldamain Road. Mayor Rennels stated that the owner is placing reliance on the original IGA in the development and implementation of the Gas N Wash project. Discussion on evidence and bona-fide rights, good faith agreements, the map included with the original agreement, and the right-of-way between the subdivision entrance and Route 34.

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

Roll Call Vote

Board Member	Status
Amy Cesich	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Judy Gilmour	Yes
Scott Gryder	Yes
Matt Kellogg	No
Dan Koukol	Yes
Ruben Rodriguez	Yes
Robyn Vickers	Yes

With members Cesich, DeBolt, Gengler, Gilmour, Gryder, Koukol, Rodriguez and Vickers voting aye, and Member Kellogg voting no, the motion carried by a vote of 8-1.

From the Economic Development Committee:

- *Discussion and Approval of an Agreement for MP Minooka Ridge Industrial, LLC Buildings 1 & 2 Abatement of Real Property Taxes – Mr. Koepfel reviewed the proposed development agreement with the committee and stated that the abatement of property taxes would be 75 percent the first year, 50 percent the second year, and 25 percent the third and final year.*

Member Kellogg made a motion to forward the item to the County Board for approval after the State’s Attorney’s Office has conducted a legal review, second by Member DeBolt. **With nine members present voting aye, the motion carried by a vote of 9-0.**

Public Comment - None

Questions from the Media – None

Chairman’s Report – No report

Executive Session – Not needed

Board Action Items for April 19, 2022

- *Approval of Access to west side of Eldamain Road between U. S. Route 34 and Cummins Street in Plano*

Adjournment – Member Vickers made a motion to adjourn the meeting, second by Member Kellogg. **With nine members present voting aye, the meeting adjourned at 4:50p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, April 14, 2022

Call to Order – Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:05p.m

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Brian DeBolt	Here		
Scott Gengler	Yes		
Scott Gryder	Here		
Matt Kellogg	Yes		

Others Present – Latreese Caldwell, Jennifer Karales, Scott Koeppe

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

Approval to Forward Claims – Member Gryder made a motion to forward the claims to the County Board for approval, second by Member Cesich. **With five members present voting aye, the motion carried by a vote of 5-0.**

Department Head and Elected Official Reports – Mr. Koeppe informed the committee that the State of Illinois included in their recent budget that a County Sheriff salary must be at least 80 percent of the State’s Attorney’s salary, and that the County will be reimbursed 66 2/3 percent of the Sheriff’s salary. Discussion on the state reimbursement of the State’s Attorney, Public Defender and the Court Services/Probation Office. **There was consensus by the committee to add this item to the April 19, 2022 County Board meeting agenda for further discussion.**

Items of Business

- *Discussion of Minooka Water Project* – Mr. Koeppe stated there is a Reclamation Agreement that a municipality can use with a business, where the business has to extend the water or sewer out to a location, and over time (20 years) as part of the agreement, if anyone else builds and takes advantage of the water or sewer line, they have to pay a fee back to the Municipality. In regards to lending Revolving Loan funds to Minooka, a Reclamation Agreement could be put in place so Minooka could repay the County as they recapture this type of fee/repayment from other business building in the I-80/Ridge Road exit area. Mr. Koeppe said he’d like to ask the State’s Attorney’s Office to begin drafting an inter-governmental agreement for repayment of funds up to \$750,000. Using Revolving Loan funds.
Motion by Member DeBolt, second by Member Cesich to forward the item to the County Board after the draft of a loan agreement with Minooka to do the water project

with the repayment being a reclamation agreement by the State’s Attorney’s office.
With five members voting aye, the motion carried by a vote of 5-0.

- *Approval of EMA Capital Budget Request* – Mr. Koeppel brought this item forward because there is \$4000 in the EMA grant for capital budget to outfit the two squad cars that were given to them, and they will have approximately \$1400 unspent from that fund to upgrade the cell access on the Command Bus from 4G to 5G speed, unlocking additional bandwidth. Member DeBolt made a motion, second by Member Cesich.

Roll Call Vote:

Attendee	Vote
Amy Cesich	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Scott Gryder	Yes
Matt Kellogg	Yes

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

- *Review, Discussion and Approval of Tax Levy Recommendation for Senior Levy Applications* – The committee discussed their review of the 2022 Senior Levy applications, the individual requests and additional needs in the Health Department and 708 Mental Health Board.

Motion by Member DeBolt, second by Member Gengler to forward the approval of Senior Tax Levy Recommendations in the same dollar amounts as granted in 2021.

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

- *Discussion and 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* – Jennifer Karales explained that Chapel on the Green desired to use their ARPA grant funds differently than outlined in the original agreement, necessitating the need for an amended agreement specifically detailing the requested changes.

Motion by Member Gryder, second by Member DeBolt to forward the amended agreement to the County Board for approval. **With five members present voting aye, the motion passed by a vote of 5-0.**

- *Discussion of Non-Profit Grant Program* – Mr. Koeppel asked the committee for direction and next steps in offering an additional round of grants for non-profit entities in the County, to include churches with the stipulation that have an annual audit of financial records by a third-party professional firm or individual requirement.

Discussion on the timeline for reopening the portal, changes that needed to be made for clarification, definition of non-profit organizations including 501(C3) housing, and food assistance; 501(C6) Chambers of Commerce; and 501(C19) Veterans

Organizations. There was agreement by the committee on the importance of notifying non-profits in these three categories about this grant opportunity.

Public Comment – None

Questions from the Media – None

Action Items for the April 19, 2022 County Board Meeting

- *Approval of Claims*
- *Approval of Tax Levy Recommendation for Senior Levy Applications*
- *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*
- *Discussion of the new State of Illinois Sheriff salary requirements*

Items for the May 12, 2022 Committee of the Whole Meeting - None

Executive Session – Not needed

Adjournment – Member Cesich made a motion to adjourn the Budget and Finance Committee meeting, Member Gengler seconded the motion. **With five members present voting aye, the meeting was adjourned at 6:00p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

Stuart L. Whitt

May 3, 2022

Kendall County Illinois
111 W Fox St
Yorkville, IL 60560

Re: Disclosure and Consent to Common Representation
LSP-Kendall Energy LLC Facility (PIN 09-25-400-003)

Dear Kendall County Board:

As you are aware, Whitt Law LLC (“Whitt Law”) has been retained to represent those taxing bodies that are Members of the LSP-Kendall Energy LLC Taxing Bodies Consortium (together referred to as “Taxing Districts”) in the LSP-Kendall Energy LLC property tax matters. The Intergovernmental Cooperation Agreement Creating the LSP-Kendall Energy LLC Taxing Bodies Consortium being presented to each Taxing District for consideration and/or approval sets forth the scope and purpose of the representation and creates a representative group with one member from each Taxing District to oversee all aspects of the Agreement, including funding, financial obligations associated with the legal representation, and the submission of appraisals and reports of experts to each representative. The Agreement also states that Whitt Law has informed each Taxing District as to the implications of common representation and the advantages and risks involved. The purpose of this letter is to provide full disclosure of those advantages and risks and to obtain your consent to have Whitt Law serve as your legal counsel in common representation with the other taxing districts.

The most obvious advantage of common representation is economic. Each Taxing District will receive quality legal representation, paying the costs associated with that representation on a pro-rata basis.

When an attorney or law firm represents more than one client in a particular matter, potential or actual conflicts of interest may exist. At this time, Whitt Law is aware of no actual conflicts of interests between or among any of the potential clients. This is because the Taxing Districts currently share a commonality of interest – to defend their respective real property tax base in upcoming tax negotiations and/or litigations with LSP-Kendall Energy LLC.

While Whitt Law does not perceive any actual or reasonably foreseeable adverse consequences of common representation at this time, each Taxing District should consider the following potential adverse consequences prior to consenting to the proposed common representation:

- While attorneys owe individual clients a duty of individual loyalty, common representation may result in divided or at least shared attorney-client loyalties. Thus, it is possible that issues may arise where Whitt Law's representation of any one Taxing District may be materially limited by Whitt Law's representation of another Taxing District. Neither Whitt Law, nor any potential client under the Intergovernmental Cooperation Agreement, are aware of any such issue at this time.
- While attorneys owe individual clients a duty to preserve secrets and confidential communications, as between jointly represented clients, there is no right to assert the attorney/client privilege for communications we receive from any one of our represented Taxing Districts to shield those communications from our other represented Taxing Districts. However, the duty of confidentiality, attorney-client privilege, and work product privilege would continue to protect all of our clients' confidential communications from disclosure to any other non-client persons or entities.
- Most typically, conflicts in common representation cases arise with respect to: (i) litigation strategies that are chosen to attempt to obtain the best results for all clients but that can potentially impact each client differently; and (ii) settlement issues, inasmuch as particular clients may have different ideas regarding the propriety of a settlement. Fortunately, the Intergovernmental Cooperation Agreement establishes the Advisory Board which is designed to address those issues that may arise in an orderly fashion.

Whitt Law will make every effort during the course of representation to confirm that the commonality of interest that exists today is maintained during every phase of the representation.

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Yours very truly,

WHITT LAW LLC

Stuart L. Whitt
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Enclosure

CONSENT TO COMMON REPRESENTATION

By executing this letter where indicated below, the Board of Kendall County confirms, (1) that it has been fully informed as to the nature of potential conflicts which could arise as a result of Whitt Law's common representation of the Taxing Districts; (2) that it understands the terms, provisions and disclosures set forth in this letter; (3) that it has carefully considered all of the circumstances and potential conflicts described herein; (4) that it has had the opportunity to consult with its regular counsel regarding the terms, provisions and disclosures set forth in this letter; and (5) that the Board of Kendall County knowingly and voluntarily consents to be represented by Whitt Law LLC, in common representation with those taxing districts which are signatories to the Intergovernmental Cooperation Agreement Creating the LSP-Kendall Energy LLC Taxing Bodies Consortium.

Board of Kendall County

Signature: _____

By: Chairman Scott R. Gryder

Its: Kendall County Board Chairman

Kendall County Job Description

TITLE: Facilities Director
DEPARTMENT: Facilities Management
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: May 3, 2022

I. Position Summary:

The Facilities Director reports to the County Administrator and Deputy County Administrator. The Facilities Director's primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board. The Facilities Director ensures efficient, safe and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment. The Facilities Director supervises employees in the Facilities Management Department and is responsible for achievement of work goals, employee performance, and safety standards as well as providing excellent customer service in compliance with County policies, procedures, and all applicable ordinances, laws and regulations. The Facilities Director serves as the County's ADA Coordinator to ensure ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Primary duty is to manage and provide oversight of Kendall County's Facilities Management Department in accordance with the goals, policies, and budget parameters established by the Kendall County Board.
- B. Customarily and regularly supervises and directs the work of at least two or more full-time employees in the Facilities Management Department including, but not limited to the Assistant Director and Office Assistant.
- C. Customarily and regularly performs management duties in the Kendall County Facilities Management Department including, but not limited to, the following:
 1. Serves as the direct supervisor for the Assistant Director and Office Assistant and plans, assigns and directs their work.
 2. Interviews and selects employees in the Facilities Management Department with input from the Assistant Director.
 3. Sets and adjusts employees' rates of pay (within pre-approved budget parameters and applicable union contract requirements) with input from the Assistant Director.
 4. Makes all final decisions regarding the hiring, firing, discipline, advancement, and any other changes of status for all employees in the Facilities Management Department with input from Assistant Director.
 5. Appraises employees' productivity and efficiency with input from the Assistant Director.
 6. Handles both internal and external complaints and grievances related to the Facilities Management Department.

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7. Conducts regular performance evaluations for all Facilities Management employees with input from Assistant Director.
 8. Prepares, updates, and revises job descriptions for all employees in the Facilities Management Department, which recommendations are given particular weight by the Kendall County Board for final approval.
 9. Serves as a member of management's negotiating team in labor negotiations and, in this role, assists the County Administrator and Kendall County Board with the development and implementation of management's proposals and short-term and long-term labor relations strategy for the Facilities Management Department.
 10. Ensures all Facilities Management Department employees comply with all applicable ordinances, laws, regulations, policies, procedures, and union contract requirements.
 11. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies, procedures, and union contract requirements.
- D. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County and the Kendall County Facilities Management Department, which duties include, but are not limited to the following:
1. Prepares and submits the annual budget for the Facilities Management Department to the County Board for approval.
 2. Prepares, reviews, and adjusts Kendall County's annual operating budget and capital improvement budget within pre-approved budget parameters.
 3. Monitors and authorizes expenditures for the Facilities Management Department within pre-approved budget parameters and retains records regarding the same.
 4. Serves as the County's ADA Coordinator and oversees ADA compliance for all County-owned buildings, associated facilities, systems, and equipment.
 5. Oversees the management of the County's telephone and voicemail system networks and makes recommendations for systems updates including software, hardware and replacement systems, which recommendations are given particular weight by the final decision-makers (i.e., the Kendall County Board).
 6. Oversees the energy and other utility management needs for all County-owned buildings and associated facilities by performing duties including, but not limited to the following:
 - i. Coordinates and works with the County's vendors to determine where or what energy-related equipment and services need to be upgraded or replaced and provides recommendations regarding the same to the County Administrator and the Kendall County Board.
 - ii. Manages and maintains the County's centralized computerized energy management systems to determine appropriate settings are to make adjustments, as needed.
 - iii. Analyzes the County's utility consumption and implements measures to control and curtail utility expenses and consumption.

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- iv. Adjusts the County's energy and utility equipment and systems, as needed.
 - v. Negotiates deregulated contracts.
 - vi. Researches and recommends new technologies and/or equipment that is more efficient.
7. Develops and updates safety programs for County-owned buildings and associated facilities by performing duties including, but not limited to the following:
- i. Prepares and updates written safety plans.
 - ii. Develops and updates exit route diagrams for all County-owned buildings and associated facilities.
 - iii. Ensures that all safety equipment in County-owned buildings and facilities is current and in good working order.
 - iv. Develops and communicates safety programs/plans to Kendall County employees, County Administrator, elected officials, and Kendall County Board members.
 - v. Oversees and promotes a safe work environment by training staff.
 - vi. Assists in facility audits and tours with risk management groups, insurance agents, and code compliance officials.
 - vii. Inspects, documents, and reports all unsafe conditions to the County Administrator.
 - viii. Develops and provides recommendations for correction of safety concerns/unsafe conditions in County-owned buildings, associated facilities, systems, and equipment.
 - ix. Assists the County with implementation of approved corrective measures.
 - x. Enforces all applicable safety-related laws, regulations and procedures in the Facilities Management Department.
8. Provides technical expertise and project management in the planning, design and construction of new County facilities, renovation projects, and necessary maintenance by performing duties including, but not limited to the following:
- i. Ensures efficient, safe, and effective design, construction, installation, and maintenance of County-owned buildings, associated facilities, systems, and equipment.
 - ii. Manages and maintains drawing inventory, blueprints site plans, and creates new drawings and designs as requested by elected officials, department heads or as needed for projects.
 - iii. Oversees the competitive bidding process for facilities-related vendor services and capital projects.
 - iv. Coordinates legal review of facilities-related documents between the Facilities Management Department, the Kendall State's Attorney's Office, elected and appointed officials, the Kendall County Board, and the County's vendors.
 - v. Acts as the primary representative for the County on daily activities of major construction projects; coordinates meetings; and provides updates to the County Administrator, elected officials, and the Kendall County Board, as needed.

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9. Coordinates County-owned buildings and associated facilities related agreements for easements and other utilities with entities such as Nicor, ComEd, Comcast, AT&T and the City of Yorkville.
 10. Coordinates County facilities related inter-governmental activities between the City of Yorkville, IDOT, and other agencies.
 11. Responds to and resolves any facilities-related emergencies with County-owned buildings, associated facilities, systems, and equipment.
 12. Performs, as needed, the duties of the Assistant Director position.
 13. Manages camera and card access systems for County-owned buildings and associated facilities, which includes adding, changing and deleting authorized access from databases.
- E. Preserves the confidentiality and security of confidential information and information relating to all functions of the Facilities Management Department.
 - F. Communicates effectively with all levels of the County's organization in both written and verbal correspondences, memoranda, letters, reports, and verbal conversations.
 - G. Promotes a professional, positive, cooperative, and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
 - H. Complies with all applicable ordinances, laws, regulations, policies and procedures regarding or relating to assigned job duties.
 - I. Attends applicable County Board and committee meetings, as needed, to perform assigned job duties.
 - J. Maintains availability outside work hours to respond to emergencies.
 - K. Maintains regular attendance and punctuality.
 - L. Travels to various locations both inside and outside Kendall County to perform assigned job duties.
 - M. Performs other duties, as required or assigned.

III. Qualifications:

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

A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.

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.

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- Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to quickly evaluate situations and draw reasonable conclusions
- Ability to read and interpret construction-related plans and specifications.

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- Ability to display a positive, cooperative, professional and team orientated attitude.
- Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
- Ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
- Knowledge of principles and practices of local government structure and services.
- Skill in operating a personal computer, facsimile machine, and copiers.
- Ability to comply with all County policies and procedures and to adhere to set standards.

E. EDUCATION AND EXPERIENCE:

- A Associate's Degree from an accredited college or university in applied sciences or completion of an accredited apprenticeship program is required.
- A Bachelor's Degree from an accredited college or university in applied sciences, or equivalent work experience is preferred.
- A minimum of seven years of field experience in commercial, office, or building facility maintenance and repair is required.
- A minimum of four years in a management position is preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

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

IV. Physical Demands:

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

1. Frequently sit for hours at a desk and/or in meetings;
2. Occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and/or feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Bend over at the waist and reach with one and/or both hands and arms;
6. Climb and balance at various sites;
7. Stoop, kneel, crouch, and/or crawl;
8. Talk and hear in person and via use of telephone;
9. Operate County vehicles and safety equipment;
10. Vision abilities include close and distance vision, and ability to view computer monitors and screens; and
11. Travel independently to other County office buildings and other locations, to perform job duties.

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:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. May be exposed to blood borne pathogens or other infections or contagious diseases.
3. May be exposed to dust, fumes, odors, smoke, gases and chemicals.
4. May be exposed to extreme temperatures.
5. May have to walk on rugged terrain while supervising work sites.
6. The noise level in the work environment is usually quiet to moderately quiet.
7. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
8. 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's Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Public Presentations Policy for Electronic Media Materials

Introduction:

Public presentations are an integral part of County meetings and can provide important information to the County Board. However, if a speaker wishes to utilize the County's electronic equipment when making a presentation to the County Board, the County must take reasonable measures to safeguard its technology resources, computer system network, and audio/visual equipment, to promote meeting focus and efficiency, and to ensure a professional environment. Please see the entire policy below.

Requirements and Procedure:

1. Presenters may make use of the County's electronic computer systems or audio/visual equipment only upon advance approval by the County Administrator or County Board Chair and in conformance with this policy.
2. All electronic media materials requiring the use of the County's electronic computer systems or audio/visual equipment, including but not limited to audio, video, images, powerpoint, pdf, and similar presentations, must be sent to meetingdocuments@co.kendall.il.us at least 2 business days prior to the intended meeting.
3. Any electronic media materials submitted after the pre-screening deadline will not be allowed for public presentation.
4. If the electronic media materials are in a format or utilize a software that the County does not have access to, it is the responsibility of the presenter to convert their electronic media materials into a compatible format.
5. Information and Communication Technology Department staff will perform a cybersecurity/corruption pre-screen for all submitted electronic media materials and advise the applicable County staff and County Board members whether the electronic media materials present any cybersecurity/corruption risk and may be opened, played, viewed, etc. on the County's electronic computer system and/or audio/visual equipment.
6. Submitted electronic media materials clearing the cybersecurity/corruption pre-screening shall be made available for public presentation at the meeting per the Board Rules of Order, as applicable.
7. If a submitted item is determined to present a cybersecurity/corruption risk, the speaker will be notified by email or in person and the presentation materials will not be allowed for public presentation.
8. Live/Active linking of any presentation and connection with the County's electronic computer system and/or audio/visual equipment will not be allowed.
9. County staff or County Board members will display the electronic media materials when it is the presenter's turn to speak and will run the presentation as directed by the presenter.
10. Obscene content may not be presented on the County's equipment.
11. The presenter will not have direct access to the County's electronic computer system and/or audio/visual equipment.

FOIA Notice

All information that is written, produced, collected, assembled, or maintained by or on behalf of Kendall County in connection with the transaction of official business is considered public information and may be subject to public disclosure upon request.

COUNTY OF KENDALL

RESOLUTION 2022-_____

**RESOLUTION ESTABLISHING THE SALARY FOR
THE KENDALL COUNTY SHERIFF**

WHEREAS, 50 ILCS 145/2 requires the salary of elected officers for local governments to be established at least 180 days prior to the start of their term; and

WHEREAS, 55 ILCS 5/5-1010 requires the County Board to establish the salary of County officers prior to the election of the officers whose salary is being established; and

WHEREAS, the State Budget Implementation Bill (HB4700) amended the counties code by adding Section 3-6007.5 as follows:

(55 ILCS 5/3-6007.5) Sec. 3-6007.5. Sheriff's salary. (a) As used in this Section, "salary" is exclusive of any other compensation or benefits. (b) The salary of a sheriff elected or appointed after the effective date of this amendatory Act of the 102nd General Assembly in a non-home rule county shall not be less than 80% of the salary set for the State's Attorney under Section 4-2001 for the county in which the sheriff is elected or appointed. (c) The State shall furnish 66 2/3% of the total annual salary to be paid to a sheriff. Said amounts furnished by the State shall be payable monthly by the Department of Revenue out of the Personal Property Tax Replacement Fund or the General Revenue Fund to the county in which the sheriff is elected or appointed. The county shall furnish 33 1/3% of the total annual salary.

NOW, THEREFORE, BE IT RESOLVED that the annual salary for the elected Kendall County Sheriff shall be as follows:

The Sheriff's salary shall be 80% of the Kendall County State's Attorney's salary.

BE IT FURTHER RESOLVED that the County Clerk be directed to transmit copies of this resolution to the Office of the County Sheriff and the County Administrator.

Approved and adopted by the County Board of Kendall County, Illinois, this 3rd day of May, 2022.

Attest:

Scott Gryder, Chairman
County Board

Debbie Gillette
County Clerk