

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, May 2, 2023, at 6:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Roll Call
5. Determination of a Quorum
6. Approval of Agenda
7. Special Recognition
 - A. Resolution Honoring Jennifer Stein
 - B. Akshay Manikandan – Murphy Junior High School – 2023 Grundy Kendall Regional Office of Education Spelling Bee Champion
 - C. Sam Humpage – Yorkville Middle School – 2023 Grundy Kendall Regional Office of Education Spelling Bee Runner Up
 - D. Approval of a Proclamation Declaring May Historic Preservation Month in Kendall County
 - E. Approval of a Resolution Honoring Asian Pacific American Heritage Month
8. Public Comment
9. Consent Agenda
 - A. Approval of County Board Minutes from April 5, 2023
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,537,774.21
 - D. Approval of the Low bid from Truck Centers, Inc. in the amount of \$126,047 for the purchase of a tandem axle cab & chassis
 - E. Approval of Budget Revision to increase Human Resources Generalist Position from one to two with a salary range of \$55,000 to \$65,000.
 - F. Approval of the 2022 Certified Local Government Annual Report
 - G. Approval of a resolution updating the Connect Kendall County Commission (CKCC)
 - H. Recommendation to promote Brad Hanna from Maintenance I Technician to Maintenance II Technician Retroactive to April 1, 2023
 - I. Approval of a proposal from the Helm Group not-to-exceed \$45,100 via a public sector purchasing cooperative for the replacement of Air Conditioning equipment for Kendall County’s Main Server Room located in the Health & Human Services building.
 - J. Approval of the funds to cover half of the purchase of a Livescan fingerprint machine for the Kendall County Courthouse totaling \$16,961. The total cost of the Livescan machine is \$33,922.
10. Old Business
11. New Business
 - A. Approval of the Kendall County Liquor Control Commission Ordinance Increasing the Number of Class H Licenses
12. Standing Committee Reports
 - A. Finance
 1. Approval of a Resolution Establishing Distribution of Grants from the 2022 Payable 2023 Senior Citizen Social Services Levy
13. Special Committee Reports
14. Liaison Reports
15. Other Business
16. Chairman’s Report
 - Appointment
 - Jennifer Jones Sinnott (primary) – KenCom Executive Board (Village of Oswego)
 - Karin McCarthy-Lange (alternate) - KenCom Executive Board (Village of Oswego)
 - Scott Koeppel – Connect Kendall County Commission – 2 year term – Expires December 2024
 - Sarah Zameda – Oswego Fire Trustee – 3 year term – Expires May 2026
 - Rodger Long – Oswego Fire Trustee – 3 year term- Expires May 2026
 - Mike Perkins – Little Rock-Fox Fire District – 3 year term – Expires May 2026
 - Ken Holmstrom – Oswego Fire District – 3 year term – Expires May 2026
 - Brent Ekwinski – Yorkville-Bristol Sanitary District – 3 year term- Expires May 2026
 - OMA Designee – Latreese Caldwell
 - Brooke Shanley (2nd Alternate) – CMAP MPO Policy CMT – 2 year term – November 2024
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.

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 2ND DAY OF MAY, 2023.

Attest:

Matt Kellogg
County Board Chairman

Debbie Gillette
County Clerk

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
April 5, 2023**

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 Wednesday, April 5, 2023, at 6:06 p.m. The Clerk called the roll. Members present: Chairman Matt Kellogg, Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley and Seth Wormley. Member(s) absent: None

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

PLEDGE OF ALLEGIANCE

EMA Director Roger Bonuchi led the Pledge of Allegiance.

INVOCATION

Doug Wells from St. Patrick gave the invocation.

THE AGENDA

Member DeBolt moved to approve the agenda. Member Rodriguez seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL RECOGNITION

The following groups and individuals were recognized.

- Oswego East Lemelson-MIT InventTeam**
- Yorkville High School Boys Wrestling**
- Yorkville High School Girls Wrestling**
- Yorkville Christian High School Boys Wrestling**

PUBLIC COMMENT

Doug Wells from St. Patrick thanked the board for recognizing the young people in the community. Mr. Wells stated that the Kendall County Chiefs Chaplin program supports those that protect us.

CONSENT AGENDA

Member Shanley moved to approve the consent agenda A. Approval of County Board Minutes from March 7, 2023; B. Standing Committee Minutes Approval; C. Approval of Claims in an amount not to exceed \$1,787,872.94; D. Approval of the Release of the Committee of the Whole Executive Session review minutes dated October 11, 2018; March 10, 2022 and March 16, 2023; E. Approval of the Release of the Animal Control Committee Executive Session review minutes dated July 27, 2016; June 28, 2017; October 23, 2019, and August 24, 2022; F. Approval of the Release of the Economic Development & Administration Committee Executive Session review minutes dated March 15, 2023; G. Approval of the Release of the Facilities Management Committee Executive Session review minutes dated June 6, 2022 and February 6, 2023. Member Koukol seconded the motion. Chairman Kellogg asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$291.64; ANML CNTRL WRDN \$3,623.19; ASSMT \$240.29; CIR CT CLK \$1,792.92; CIR CRT JDG \$27,789.98; CMB CRT SRV \$178.76; CONTRT SRVS \$15,600.00; CORONR \$1,000.00; CORR \$3,303.32; CNTY ADMIN \$50.00; CNTY BRD \$492,103.21; CNTY CLK \$630.57; HIGHWY \$173,919.51; CNTY TRSR \$5,577.48; ELECTION \$47,372.39; EMA DIR \$266.39; FCLT MGMT \$9,952.69; GIS COORD \$42.16; HLTH & HMN SRV \$198,585.02; JURY \$305.96; PBZ SNR PLNNR \$8,500.00; PBZ \$340.29; POST \$3,240.93; PRSD JDGE \$991.17; PROB SPVSR \$3,640.96; ROE \$432.76; SHRF \$5,292.48; ST ATTY \$1,625.43; TECH \$15,340.36; TRSR \$479.46; UTIL \$23,861.58; VET \$2,327.00; FP \$10,618.99; SHF \$13,305.00; SHF \$28,506.47; SHF \$31,583.58; CIVIL \$150,000.00; ARPA \$500,000.00; ELECTION \$5,161.00.

NEW BUSINESS

Liquor Control Ordinance

Member Peterson moved to approve the Kendall County Liquor Control Commission Ordinance Increasing the Number of Class A Licenses. Member Bachmann seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinances 23-09 and 23-10 are available in the Office of the County Clerk.

Arab American Heritage Month

Member Shanley moved to approve the resolution honoring Arab American Heritage Month. Member Flowers seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Resolution 23-16 is available in the Office of the County Clerk.

STANDING COMMITTEE REPORTS

HR & Insurance

Compensatory Time Off

Member Wormley moved to approve the agreement to accept compensatory time off in lieu of overtime pay (for Non-Exempt, Non-Union employee). Member DeBolt seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Economic Development Coordinator

Member Flowers moved to approve the Economic Development Coordinator Job Description. Member Gengler seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

CHAIRMAN'S REPORT

Member Rodriguez moved to approve the appointment. Member Bachmann seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Appointment

Keith Landovitz – Connect Kendall County Commission – 2 year term – Expires December 2024

EXECUTIVE SESSION

Member Flowers made a motion to go into Executive Session for (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its, Member Peterson seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

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

Approved and submitted this 7th day of April 2023.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, April 3, 2023**

Call to Order – Committee Chair Brian DeBolt called the Facilities Management Committee to order at 4:00 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Bachmann, Zach	Here		
DeBolt, Brian	Here		
Kellogg, Matt	Yes		
Peterson, Jason	Yes		
Shanley, Brooke	Here		

Others Present – County Administrator Scott Koeppel, Facilities Director Dan Polvere, Assistant Facilities Director Luke Prisco, Deputy Director Meagan Briganti, Human Resource Director Leslie Johnson

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

Approval of February 6, 2023, Meeting Minutes – Member Bachmann made a motion to approve the February 6, 2023, meeting minutes, second by Member Kellogg. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment - None

Status Reports

- ***FY 2023 Capital Project List*** – Dan Polvere, Director of Facilities Management updated the committee on capital projects and procurements for the county departments/buildings for the 2023 fiscal year.
- ***Discussion re: Courthouse Roof Replacement Project*** – Director Polvere reported the materials have been delivered on site and background checks are approved. The project will begin this Thursday.
- ***Historic Courthouse HVAC Replacement Project*** – Director Polvere reported two (2) bids have been received for thus far through the co-op. Once bids are reviewed, results will be presented to the committee.
- ***Court Technology Modernization Program Grant: \$622,434*** – Director Polvere informed the committee the grant was approved for this project along with the capital approved budget amount of \$350,000.00. Polvere reported the scope of the project from the grant will be added to the bid documents.

Old Business/Project Updates

- A. ***Phase 1 Update/Bid Approval Plan*** – Director Polvere updated the committee about demo bids that were due Thursday; they have been extended for a week due to lead and asbestos being found in parts of the Annex. Polvere reported approx. 10 bidders have submitted. To keep the project moving forward on the projected timeline and with bid openings and meeting schedules not coinciding, Polvere stated some information will be bought to COW.
- B. ***Phase 2 Update/Firehouse Purchase*** – Director Polvere reported closing on the firehouse is May 1st. Moving will begin shortly after.
- C. ***Kendall Area Transit Facility Updates*** – Director Polvere reported the project was approved to sole source the A/E. Cordogan Clark will submit a proposal to the County for approval.
- D. ***Connect Kendall County Commission*** – Member Bachmann updated the committee on the first meeting of the commission. Member Bachmann reported the Request for Proposal is under review of the State’s Attorney’s Office.

Next committee meeting is April 18th at 6:00 pm with Lit Communities presenting/informing commission members the study, where the project currently stands, answer any questions and the next steps. There will be another meeting scheduled in May to review the proposals received and rank them and bring the top three (3) to COW for presentations.

New Business/Projects

- A. ***Recommendation to promote Brad Hanna from Maintenance I technician to Maintenance II*** – Motion to forward to the full county board Approval of the promotion of Brad Hanna from Maintenance I technician to Maintenance II by Member Kellogg. Second by Member Peterson. **All members present voting aye, Motion Approved.**

- B. ***Discussion & Approval re: a New Process for County Lease Renewals*** – Director Polvere explained to the committee the lease renewal process and schedules. Polvere will update the language on all four (4) leases so dates, terms/renewals are the same. Motion to forward to the full county board Approval of the four (4) leases with updated dates, terms, and renewals by Member Peterson. Second by Member Shanley. **All members present voting aye, Motion Approved.**

- C. ***Discussion re: Capital Improvements to County Office Building (111 W. Fox) prior to Phase 2 Remodel*** – County Administrator Koeppel requested clarification on a high dollar work order request received to install a automatic door open closure costing approximately \$5,000.00 per door. Koeppel stated the remodel of 111 will begin once the new building is completed sometime in 2024, and asked to what extent does maintenance staff make modifications to 111 before the remodel. Human Resource Director Leslie Johnson informed the committee of the ADA guideline/requirements. Committee members suggested reduced cost alternative modifications. The committee requested other alternative options be researched and brought back to the committee.

- D. ***Discussion re: Boiler Repair/Replacement at the County Office Building*** – Director Polvere informed the committee the boiler at the Fox Street location needs replacement. This boiler is currently not working, and the repair/pm cost will be \$5,000.00 per year every year. Polvere is in contact with Cordogan Clark on specs needed for a new boiler that will be part of the Fox street campus remodel. As soon as all the information is received Polvere will bring it before the committee.

- E. ***Discussion & Approval re: Replacement of Air Conditioning Equipment for Server Room in the Health & Human Services Building*** – Director Polvere explained the current system and the failure of this system. Polvere is working with companies/technicians on replacement options and costs. Polvere received a quote from Helm/Equalis, on a co-op bid in the amount of \$41,000.00. Polvere stated with a 10% contingency amount, the final budget request is \$45,100.00. Motion to approve the dollar amount and bring contract to the full county board for Approval by Member Kellogg. Second by Member Peterson. **All members present voting aye, Motion Approved.**

Chair Report - None

Executive Session – None

Other Business – None

Public Comment – None

Questions from the Media – None

Adjournment – Member Shanley made a motion to adjourn the Facilities Committee meeting, Member Peterson seconded the motion. **With four members present voting aye, the meeting was adjourned at 4:53 p.m. by a vote of 5-0.**

Respectfully submitted,

Christina Wald
Administrative Assistant and Recording Clerk

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, April 13, 2023 at 9:00 AM
Meeting Minutes**

Call to Order - The meeting was called to order at 9:01 a.m. by County Board Vice-Chairman Scott Gengler who led the Committee in the Pledge of Allegiance to the American Flag.

Roll Call

Board Member	Status	Arrived	Left Meeting
Matt Kellogg	absent		
Scott Gengler	here		
Zach Bachmann	here		10:35 a.m.
Brian DeBolt	here		
Elizabeth Flowers	absent		
Dan Koukol	here		
Jason Peterson	here		
Ruben Rodriguez	here		
Brooke Shanley	here		
Seth Wormley		9:05 a.m.	

With seven (7) members present a quorum was established.

Staff Present: Judge Krentz, Judge McAdams, Eric Weis, Jason Majer, Mark Shlifka, Jim Webb, Matthew Prochaska, Dwight Baird, Latreese Caldwell, Scott Koeppel, Jacquie Purcell, Alice Elliott, Bobby Richardson, Luke Prisco, Dan Polvere, Bill Hardiman

Approval of Agenda – Motion made by Member DeBolt, second by Member Koukol. **With seven (7) members present voting aye, the motion carried by a vote of 7-0.**

Approval of Claims – Motion made by Member Shanley, second by Member Peterson. Vice-Chairman Gengler asked for a roll call vote. **With seven (7) members present voting aye, the motion carried by a vote of 7- 0.**

Attendee	Status
Matt Kellogg	absent
Scott Gengler	yes
Zach Bachmann	yes
Brian DeBolt	yes
Elizabeth Flowers	absent
Dan Koukol	yes
Jason Peterson	yes
Ruben Rodriguez	yes
Brooke Shanley	yes
Seth Wormley	absent

New Committee Business:

- A. Bond Court Call - Circuit Clerk Matt Prochaska led the committee into courtrooms CR114 (Traffic and Misdemeanor Cases Courtroom) and CR115 (Felony Cases Courtroom) for observation of the courtrooms in full session.
- B. Court House Department / Office Presentations:
 - 1. Judge Stephen Krentz presented the board on court operations and personnel. There are currently six judges working in Kendall County, with the possibility of expansion in the future. One to two weeks of every month are held open for jury trials.
 - 2. Director of Probation Court Services Alice Elliott, presented on court services and probation, a handout was provided to the committee members. In Illinois probation is separated from parole and decentralized. This allows each county to develop programs, services and structures that are best suited to meet the needs of the county. Probation currently has 26 staff members: 24 full-time, and 2 part-time.
 - 3. Public Defender Jason Majer presented information regarding the public defender’s role and their offices. The Public Defenders office is available to county residents that meet a certain criterion and works on the 6th Amendment right to have an attorney. Currently working in his offices are five Assistant Public Defenders, one full-time Paralegal and one full-time Investigator.
 - 4. States Attorney Eric Weis gave a presentation on the role of the States Attorneys’ office and the workload of his offices. The States Attorney offices currently have nineteen (19) staff members. Next month they have thirty-eight (38) jury trials set to begin. Attorney Weis answered questions regarding workload, staffing, future expansion needs and document storage. 1st Assistant ASA- Criminal Division Mark Shlifka presented an example of a closing argument to the committee and the innovative way in which they use technology (PowerPoint) to connect to the jury and lay out the facts of the case.
 - 5. Circuit Clerk Matthew Prochaska led a presentation on the role of the Circuit Clerks’ offices and their role as the hub of the court system. Every single document filed in any of the courtrooms comes through the Clerk’s office, he explained their current case management system. The County Clerk’s office is the most public-facing office in the courthouse. Currently the Clerk’s office has twenty-four (24) staff members.
- C. Courthouse Tour – Tour did not occur during the meeting, the meeting was adjourned before a quorum was lost.
- D. MOTION (RC) - Discussion and Approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase

Motion made by Member DeBolt to forward the discussion and approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase to County Board meeting on April 18, 2023, second by Member Shanley. **With seven (7) members present voting aye, the motion carried by a vote of 7-0.**

Roll Call Vote:

Attendee	Status
Matt Kellogg	absent
Scott Gengler	yes
Zach Bachmann	absent
Brian DeBolt	yes

Elizabeth Flowers	absent
Dan Koukol	yes
Jason Peterson	yes
Ruben Rodriguez	yes
Brooke Shanley	yes
Seth Wormley	yes

Old Committee Business - None

Elected Official and Department Head Reports - None

Public Comment – None

Questions from the Media – None

Chairman’s Report – None

Review Board Action Items –

- Approval of Claims
- Discussion and Approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase.

Executive Session – None

Adjournment – Member Rodriguez made a motion to adjourn the meeting, second by Member Koukol. Vice- Chairman Gengler asked for a voice vote on the motion. **With 7 members present voting aye, the meeting adjourned at 11:17 a.m.**

Respectfully Submitted,

Sally A. Seeger
Recording Secretary/Administrative Assistant



**COUNTY OF KENDALL, ILLINOIS
FINANCE AND BUDGET COMMITTEE**
Meeting Minutes for Thursday, March 30, 2023 at 4:00pm

Call to Order

The meeting was called to order by Committee Chair Scott Gengler at 4:03p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Scott Gengler	Here		
Brian DeBolt	Here		
Matt Kellogg	Here		
Seth Wormley	Here		
Jason Peterson	Absent		

Staff Present: Scott Koeppel, Latreese Caldwell, Jennifer Breault, Jacquie Purcell

Approval of Agenda – Member DeBolt made a motion to approve the agenda, second by Member Kellogg. **With 4 members voting aye, the motion was carried by a vote of 4-0.**

Approval of Claims – Member DeBolt made a motion to approve the claims, second by Member Wormley. **With 4 members present voting aye, the motion carried by a vote of 4-0.**

Scott Gengler	Yes
Brian DeBolt	Yes
Matt Kellogg	Yes
Seth Wormley	Yes
Jason Peterson	-----

Committee Reports and Updates – None

New Committee Business -

A. ***MOTION (RC)** - Approval to purchase Kendall County water bottles in an amount not to exceed \$5,062.00.

Mr. Koeppel stated the purchase of water bottles would go to all county employees who have achieved at least 5 years of service in addition to all 10 board members. HR committee also requested ordering additional water bottles to have on hand to provide to future employees when they achieve 5 Years of service.

Member Kellogg made a motion to approve the purchase of Kendall County water bottles in an amount not to exceed \$5,062.00, second by Member Wormley. **With 4 members voting aye, the motion was carried by a vote of 4-0**

B. **DISCUSSION** - Approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase

The Committee discussed a salary increase for Non-Union employees from 3% to 5% for FY2023. The Committee reviewed the number of employees that would qualify for the increase. The Committee would like to forward this to the next Committee of the Whole for further discussion.

Member DeBolt made a motion to forward to April 13th Committee of the Whole approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase, second by Member Kellogg. **With 4 members voting aye, the motion was carried by a vote of 4-0.**

C. ***MOTION (VV)** - Review, Discussion and Approval of Senior Tax Levy Recommendation for Senior Levy Application

The committee reviewed the requested amounts from each organization and compared the amounts to previous years. Committee members decided to schedule a special Finance & Budget meeting in April. Each organization will present to the committee the services they provide to Kendall County seniors. The meeting has been scheduled for April 20, 2023 at 4pm.

D. ***DISCUSSION** – Approval of Opioid Fun Application

Kendall County Coroner, Jacquie Purcell, spoke on how these funds would benefit the Take Back program. The Take Back program allows for the community to dispose of any expired or unused medications anonymously and safely. Kendall County Coroner is partnered with various police departments throughout the county.

Member DeBolt made a motion to approve the Opioid Fun Application, second by Member Kellogg. **With 4 members voting aye, the motion was carried by a vote of 4-0.**

E. ***DISCUSSION-** ARPA FY-23-FY24

Member DeBolt suggested that ARPA (American Rescue Pan Act) funds be used to build a walking trail that connects Subat Forest Preserve to Hoover Forest Preserve. Committee members suggested that funds from TAP (Transportation Alternative Program) be used as opposed to using ARPA.

Old Committee Business – None

Public Comment – Forest preserve director thanked the committee for considering the construction of a walking trail.

Chairman’s Report – None

Questions from the Media –None

Executive Session – Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes by the Section 2.06. 5ILCS 120-2/21

Member DeBolt made a motion to move into Executive Session, second by Member Wormley. With 4 members voting aye, the motion was carried by a vote of 4-0.

Scott Gengler	Yes
Brian DeBolt	Yes
Matt Kellogg	Yes
Seth Wormley	Yes
Jason Peterson	-----

Items for Committee of the Whole-

- Discussion and Approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase

Action Items for County Board -

- Claims

Adjournment – Member DeBolt made a motion to adjourn, second by Member Wormley. **With 4 members present in agreement, the meeting was adjourned at 5:06 p.m.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, April 3, 2023, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30pm.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson	Here		
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Yes		6:15pm

Staff Present: Leslie Johnson, Tricia Springman, Scott Koeppel

Approval of Agenda – Member Bachmann made a motion to approve the agenda, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

Committee Reports and Updates –

A. Monthly Benefits Report Provided by Kendall County Treasurer’s Office

Monthly Medical Insurance report was provided to the board by the treasure’s office. See page 2 in packet.

B. Monthly Report Provided by the Kendall County Human Resources Department

Human Resources and Insurance update report was provided to the board by the HR Department. See page 4 in packet.

High lights mentioned by HR Director Leslie Johnson:

- Working on Emergency Response plan for county office buildings.
- Completed Identity Protection Act Training for employees who handle social security numbers.
- Continuing to work on getting Executime up and running.
- Working on getting demographic data.
- Part time kennel tech has been filled.
- Ongoing recruitment of the Economic Development Coordinator.
- 1st community outreach meeting was March 13th.
- Employee service awards store is up and running and will be available until Midnight on April 17th
- Newsletter coming out soon.

New Committee Business -

- A. ***Motion (VV) (Forward to CB 4/5/2023 Meeting)** Resolution Honoring Arab American Heritage Month

Member Flowers made a motion to forward to County Board 4/5/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- B. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Administrative Assistant Job Description

Member Flowers made a motion to forward to County Board 4/18/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- C. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Maintenance I Job Description

Member Kellogg made a motion to forward to County Board 4/18/2023 Meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- D. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Maintenance II Job Description

Maintenance II job description opens the position for more skilled trades like carpentry, plumbing, electrical etc.

Member Peterson made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- E. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Approval of Updated Organizational Chart and Headcount for Kendall County Departments

The committee briefly discussed updating the organizational chart to reflect the facilities Maintenance I & II position.

Member Bachmann made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- F. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Flextime Policy Amendment

The Flextime policy amendment allows full time and part time employees to flex their hours in a workday to accommodate the workflow. For example, if an employee needs to stay late for a meeting, they may flex their work schedule for that day.

Member Peterson made a motion to forward to County Board 4/18/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- G. ***Motion (VV)** Establish Executime Project Implementation Deadline of September 1, 2023

The committee supports the deadline of September 1, 2023 for Executime Implementation.

Member Kellogg made a motion to Establish Executime Project Implementation by September 1, 2023, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

H. ***Motion (VV) (Forward to CB 4/18/2023 Meeting)** Resolution Regarding Personnel Action Notice Procedure

The Personnel Action Notice form is an internal audit control tool that is used when there is an employment status change, promotion or demotions, funding source changes, pay rate change, position change, change in status (e.g., FLSA exempt status, union status, part-time/full-time, etc.), wage garnishments or wage deductions, and any other employee or position changes that require payroll and/or benefits administration action. There are two forms

The Leave of absence Personnel Action Notice (LOA PAN) Form is used when an employee is on a leave of absence that requires payroll and/or benefits administration action. Examples of leave of absence include: FMLA leave, Bereavement Leave, Jury and witness duty leave, PEDDA leave, VESSA leave, Administrative leave, Military leave, unpaid suspension, Short-term disability leave, Discretionary leave of absence and any other type of leave of absence that requires payroll and/or benefits administration action.

Forms must be provided to the County's payroll administrator and/or benefits administrator at least three (3) business days before the action's effective date or as soon as practicable if the payroll action change was not foreseeable.

Member Bachmann made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

I. ***Motion (VV) (Forward to Finance & Budget Committee)** Human Resources Generalist Position for the Human Resources Department

Committee members briefly discussed the convenience of transitioning payroll and benefits to Human Resources from the Treasurers Department.

Member Bachmann made a motion to forward to Finance & Budget Meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

Old Committee Business –None

Chairman's Report – None

Public Comment – None

Executive Session - For the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21-

ROLL CALL

Ruben Rodriguez	Yes
Jason Peterson	Aye
Elizabeth Flowers	Yes
Zach Bachmann	Yes
Matt Kellogg	No – Left Meeting at 6:15 pm

Member Peterson made a motion to move into executive session, second by Member Flowers. **With 4 members voting aye, and 1 member voting no, the motion was carried by a vote of 4 - 1.**

Items for the Committee of the Whole Meeting – None

Action Items for County Board-

- A. **CB 4/5/2023 Meeting** Resolution Honoring Arab American Heritage Month
- B. **CB 4/18/2023 Meeting** Facilities Management Department Administrative Assistant Job Description
- C. **CB 4/18/2023 Meeting** Facilities Management Department Maintenance I Job Description
- D. **CB 4/18/2023 Meeting** Facilities Management Department Maintenance II Job Description
- E. **CB 4/18/2023 Meeting** Approval of Updated Organizational Chart and Headcount for Kendall County Departments
- F. **CB 4/18/2023 Meeting** Flextime Policy Amendment
- G. **CB 4/18/2023 Meeting** Resolution Regarding Personnel Action Notice Procedure

Adjournment – Member Peterson made a motion to adjourn, second by Member Flowers. **With 4 members present in agreement, the meeting was adjourned at 5:19 p.m.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant



Kendall County Agenda Briefing

Committee: Historic Preservation Commission

Meeting Date: April 17, 2023

Amount: N/A

Budget: N/A

Issue: Approval of Certified Local Government Annual Report

Background and Discussion:

All Certified Local Governments are required to submit an Annual Report to Illinois Department of Natural Resources.

Attached is Kendall County's Annual Report.

Committee Action:

HPC-Approval (4-0-1)

Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: April 20, 2023

**COUNTY OF KENDALL
RESOLUTION 2023-_____**

A RESOLUTION UPDATING THE CONNECT KENDALL COUNTY COMMISSION (CKCC)

WHEREAS, the Kendall County Board Rules of Order Section XI Special Committees governs the creation of Special Committee of the Kendall County Board; and

WHEREAS, according to Section XI, Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed; and

WHEREAS, Lit Communities performed a Broadband Feasibility Assessment for Kendall County; and

WHEREAS, the Broadband Feasibility Assessment found that Kendall County contains areas of unserved and underserved connectivity; and

WHEREAS, the Kendall County Board is determined to provide high speed connectivity to all residents; and

WHEREAS, two County Board Members will be appointed to the Special Committee and are tasked with being the Chairman and Vice Chairman of the Special Committee and reporting to the full County Board; and

WHEREAS, broadband projects take several years to complete; and

WHEREAS, a Special Committee dedicated to solving the broadband issues in Kendall County is in the best interest of the citizens; and

WHEREAS, the Kendall County Board wishes to update the CKCC after two successful meetings.

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

1. The Special Committee named the Connect Kendall County Commission (CKCC) is updated.
2. The Connect Kendall County Commission (CKCC) shall expire on November 30th, 2024.
3. The Connect Kendall County Commission (CKCC) shall be composed of a total of 10 members appointed by the Chairman, with the consent of the County Board.

IN WITNESS OF, this resolution has been enacted by a majority vote of the Kendall County Board and is effective this 2nd day of May 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg

Brad Hanna Promotion Request

Current Maintenance I Salaries	
Bruce Orstead	63,466
Bradley Hanna	54,571
John Lacek	53,353
William Hardman	63,466
Maintenance I Total	\$ 234,856.00

Current Maintenance II Salaries	
-	-
Douglas Harrington	73,274
Merril Thurow	81,694
Maintenance II Total	\$ 154,968.00

Current Salary Total	\$ 389,824.00
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Proposed Maintenance I Salaries	
Bruce Orstead	63,466
<i>Moved to Maintenance II</i>	
John Lacek	53,353
William Hardman	63,466
Maintenance I Total	\$ 180,285.00

Proposed Maintenance II Salaries	
Bradley Hanna	65,823
Douglas Harrington	73,274
Merril Thurow	81,694
Maintenance II Total	\$ 220,790.80

Proposed Salary Total	\$ 401,075.80
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Total Increase	\$ 11,251.80
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Starting Maintenance I	\$ 42,674.10
Starting Maintenance II	\$ 53,925.90
Difference	\$ 11,251.80



Helm Group & Equalis Group Publicly Procured Master Agreement Contract #R10-1132B

Region 10 Education Service Center (**Region 10**), an Equalis Group Lead Agency, issued RFP #R10-1132 for HVAC Installers & Energy Management Services on 1/28/2022 and subsequently entered into Contract #R10-1132B with Helm Group.

Contract Information

Initial Term Through: 4/30/2025

Renewable Through: 4/30/2027

Additional information regarding the procurement process and contract award can be found on the [Helm Group Page](#) at the Equalis Group website, including the Helm Group products and services available through the Master Agreement, RFP and scoring documents, the Master Agreement between Region 10 and Helm Group, and pricing/discount model.

Entities Eligible to Purchase from Helm Group through the Master Agreement

This contract vehicle is immediately available to existing Equalis Group Members.

Not a Member yet? Any public sector entity in the country can join Equalis Group and begin utilizing any Equalis Group competitively solicited master agreement by completing the [membership registration form](#). New Members receive a fully executed copy of their completed membership form via email immediately and will receive their Equalis Group membership number within one-to-two days. There are no dues, fees, or obligations and completing the form takes less than five minutes.

Help with Membership, Procurement Questions & Navigating Our Contract Portfolio

Equalis Group's dedicated Member Engagement Team exists to support our Members. The team is readily accessible and is prepared to answer questions about membership, public sector purchasing compliance, Equalis Group's procurement and contracting processes, and our portfolio of more than 100 already-procured contract vehicles. Current and prospective Members can find their Member Engagement Team point person and direct contact information [here](#).

View all Equalis Group contracts and download a sortable Excel file with key information about each contract in our ever-expanding portfolio [here](#).

About Equalis

Equalis Group is a Public Sector purchasing cooperative. We deliver compliant, publicly procured cooperative agreements that Public Sector entities across the country can utilize to: *i*) quickly acquire the products and services they need; *ii*) receive better pricing through the collective buying power of Equalis Group Members; and, *iii*) save time through Equalis Group's legal and compliant alternative to conducting their own resource-consuming solicitation process.

Equalis Group partners with two primary Lead Agencies, Region 10 Education Service Center (**Region 10**) in Texas and The Cooperative Council of Governments (**CCOG**) in Ohio, to conduct rigorous and transparent competitive public sector procurement processes for critical products and services. Winning suppliers, distributors, and manufacturers are selected based on both qualitative criteria and pricing. We then establish compliant already-procured Master Agreements with the winning vendors.



PROJECT PROPOSAL

Company

Helm Service
2283 Business US 20 East
Freeport, IL 61032
Ph: 815-990-0064

Proposal Date: 2/28/2023
Proposal Number: P01458

Bill To Identity

Kendall County
111 W. Fox Street
Yorkville, IL 60560
Dan Polvere

Agreement Location

Kendall County HHS Building
811 John Street
Yorkville, Illinois 60560
Luke Prisco

RE: Kendall county HHS IT Room AC

Dear Dan,

Helm Service would like to thank you for the opportunity to provide this proposal for your consideration. Partnering with Helm Service for this work will ensure you are receiving the highest technical expertise in our industry. Our mechanical service procedures promote the highest safety and environmentally conscious practices available.

Helm Service is an Awarded Vender through the Equalis Group Cooperative Purchasing Organization. As an Awarded Vendor, Helm Service offers Equalis Group members the opportunity to purchase products at discounted pricing without the delay and expense of going out to bid.

Helm Group & Equalis Group Publicly Procured Master Agreement Contract #R10-1132B:

Region 10 Education Service Center (Region 10), and Equalis Group Lead Agency, issued RFP #R10-1132 for HVAC Installers & Energy Management Services on 1/28/2022 and subsequently entered into Contract #R10-1132B with Helm Group.

Contract Information

Initial Term Through: 4/30/2025

Renewable Through: 4/30/2027

Additional information regarding the procurement process and contract award can be found on the Helm group Page (<https://equalisgroup.org/helm-group/>) at the Equalis Group website, including the Helm Group products and services available through the Master Agreement, RFP and scoring documents, the Master Agreement between Region 10 and Helm Group, and pricing/discount model.

As a member of the Equalis Group, this procurement vehicle is immediately available to **Kendall County**.

Kendall County Equalis Member #:EG-0033936

Project Scope Helm/Equalis PQN #: 6149706

The existing ceiling mount Liebert cooling unit is R22 and is aging. There is currently no redundancy.

We propose replacement of (1) existing IT Liebert mini mate at the HHS building with (2) split systems with wall mounted dx fan coils and low ambient condensers. This will offer partial redundancy.

- Units will be controlled from two new space sensors and units will have bacnet cards
- Includes new power to the new ACCU's on roof and to the indoor units.
- We have included a \$5k allowance for Trane to pull the bacnet points into their system from the new bacnet cards.

Investment for Above.....\$41,000.00

Clarifications:

- Please note –We are not responsible for delays in equipment/material deliveries due to COVID-19. With current environment, pricing is subject to change pending any equipment cost increases.
- Work to be performed during normal working hours of 7:00am thru 3:30pm, Monday thru Friday.
- *This proposal, scope, and price is the proprietary property of Helm Service and is for our Client's use only, as it is to be utilized for the agreement evaluation.* This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Helm Service, which is not expressed herein. No party shall alter this agreement. This proposal will become a binding Agreement only after acceptance by Client and approval by an officer of Helm Service as evidenced by their signatures below. All rights to any designs presented are retained by Helm Service.
- Proposal valid for 30 days.

Exclusions:

- The scope of this proposal does not include the replacement of any other components of the mechanical or controls systems that are not specifically listed in this proposal.
- Temporary HVAC equipment or rental equipment.
- Permits, Inspection fees of any kind.
- Isolation valves, strainers, check valves, etc. unless specifically noted.
- Electrical work of any kind, starters, disconnects, VFD's wire, conduit, breakers, fuses, etc. Unless noted above.
- Roofing, cutting, patching, flashing, painting.
- All work associated with Fire/Life Safety, including interfaces and interlocks to the Fire Alarm System, smoke detectors, fire dampers, smoke control dampers, and smoke/fire dampers.
- Structural building/walls; cutting, patching, and coring.
- Payment and performance bonds.
- All responsibility for Lead and asbestos identification, abatement, removal, and disposal prior to start of job.

Thank you for the opportunity. We look forward to working with you.

Tom Burke

Business Development | Helm Service

815-990-0064 **cell**

tburke@helmgroupp.com

Maria Dierking

Account Manager | Helm Service

815-990-0496 **cell**

mdierking@helmgroupp.com



Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the “Agreement”), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

Tom Burke

Signature (Authorized Representative)

Tom Burke

Name (Print/ Type)

815-990-0064

Phone

2/28/2023 P01458

Date Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date PO#



HELM SERVICE PROJECT - TERMS AND CONDITIONS

1. TERMS: IF THIS CONTRACT INVOLVES THE PURCHASE OF MATERIALS AND EQUIPMENT ONLY, THE PURCHASE PRICE SHALL BE PAYABLE AT THE TIME OF DELIVERY OF THE MATERIALS AND/OR EQUIPMENT; IF THIS CONTRACT INVOLVES LABOR OR LABOR AND MATERIALS AND EQUIPMENT, PROGRESS BILLINGS WILL BE SUBMITTED COVERING MATERIALS AND EQUIPMENT DELIVERED TO THE JOB SITE OR STORED IN ACCEPTABLE STORAGE FOR DELIVERY TO THE JOB SITE. THIS PROGRESS BILLING WILL ALSO INCLUDE LABOR WHICH HAS BEEN EXPENDED ON THE JOB OR DIRECTLY CONCERNED WITH THE JOB. THIS PROGRESS BILLING AMOUNT WILL BE DUE TEN DAYS AFTER BILLING DATE. FOR JOBS WHICH REQUIRE RETENTION, A RETENTION AMOUNT OF FIVE PERCENT WILL BE WITHHELD. IT WILL BECOME DUE AND PAYABLE AT THE COMPLETION OF HELM SERVICE'S PORTION OF THE PROJECT.

2. Title to the materials and equipment shall remain with Helm Service until the customer has paid the total price in full, and if the customer should fail to make any payment to Helm Service as the same becomes due or the customer fails to perform any other obligation under this contract, Helm Service may take possession of the materials and equipment.

3. Helm Service warrants that its labor and installation shall be done in a good and workmanlike manner and shall be free from defects for a period of one year after completion of the installation. Helm Service warrants that all equipment and materials furnished will be new unless otherwise specified in this contract, and that Helm Service has good title thereto. Helm Service does not warrant the quality of the equipment and materials furnished in any respect and the customer's remedy for defects in the equipment and materials shall be against Helm Service's suppliers or the manufacturers of the materials and equipment. Helm Service will deliver all manufacturers' written warranties to the customer upon completion of installation. UNDER NO CIRCUMSTANCES WILL HELM SERVICE BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFITS, INCREASED OPERATING OR MAINTENANCE EXPENSE, CLAIMS OF CUSTOMER'S, TENANTS, OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

4. Once the equipment and materials have been delivered to the job site, the Customer assumes all risk of damage to same, by any cause, except that brought about by the negligence of Helm Service and its employees. The customer shall carry all Risk, Property Insurance to the full value of the materials and equipment and name Helm Service as an Additional Insured to the extent of its interest. The Customer shall be responsible for purchasing and maintaining such liability insurance as will protect him against claims which may arise from operations under the Contract.

5. Helm Service will obtain Liability and Workers' Compensation Insurance protecting it against claims which may arise from operations under the contract.

6. Helm Service will make delivery or installation, when provided herein, within a reasonable time after this contract is entered into, but it will not be responsible for delays caused by unavailability of machinery, equipment, materials or parts, shipper's delays, strikes, lockouts, restrictions imposed by civil or military authority, priority regulation of some governmental body, insurrection or riot, or any other cause beyond Helm Service's control. If a time for performance is stated in this agreement, it shall be deemed to be an estimate only. If Helm Service is required to make some installation under this contract, the customer shall be responsible for putting the premises in a satisfactory condition including furnishing electric power, light, heat, and water so that installation can start promptly and be completed efficiently.

7. If Helm Service shall fail to perform any of its obligations under this contract and fails to perform after the customer gives Helm Service ten (10) days' written notice of the specific deficiencies, the customer may have someone else complete the performance, but Helm Service's liability shall be limited to what it reasonably costs the customer to obtain completion of Helm Service's obligations under this contract. If Helm Service fails to perform any of its obligations under this contract, the customer, at customer's option, and without being required to do so, may cancel this contract by giving Helm Service ten (10) days written notice.

8. If the Project is stopped for a period of thirty (30) days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of Helm Service or if the Project should be stopped for a period of thirty (30) days by Helm Service for the customer's failure to make payment thereon as provided in Paragraph 1, then Helm Service may upon seven (7) days written notice to the customer terminate this agreement and immediately recover from the customer payment for all work to date and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.

9. In the event either party must commence a legal action to enforce any rights under this contract, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting or defending the claim as the case might be.

10. The Customer shall not leave any of the equipment or systems furnished or installed by Helm Service in operation until the customer has approved and accepted same and paid Helm Service the price in full.

11. Any written notice required under this contract may be delivered personally to the other party or mailed as certified mail, return receipt requested, to the other party's address as it appears in this agreement or as given to the other party by written notice during the terms of this contract.

12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Helm Service, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Helm Service.



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

To: Sheriff Baird
From: Chief Deputy Peters
Date: 4/20/2023
Re: Livescan machine at the Courthouse
Copies: Kendall County Board

We would like to have the ability to process subjects at the courthouse when the courts order a subject to be processed on a new or updated charge and immediately released. The convenience of being processed before leaving the courthouse would reduce the amount of time the subjects wait to be processed, reduce the liability that is inherent when entering the jail, and allow other agencies to book their own individuals.

Over the last three years, the courts have sent an average of 92 people per year to the jail to be processed on new or updated charges whom after processing are immediately released. Apart from the liability the County incurs every time a person walks into the County Jail; the jail staff must abide by the Illinois County Jail Standards, the Prison Rape Elimination Act, and American Correctional Association Standards. These standards require a variety of screening questions that are intended to ensure proper medical and mental health care is provided to each person, that the person is kept safe in our care, and to start planning for their transition back into society. The thorough screenings required by these entities are very effective, but also time-consuming.

In addition to the inherent risk the county assumes when someone enters the jail and the time-consuming screening that is required at intake, the subjects also experience sometimes lengthy delays before they can be brought into the jail. The delays occur due to regularly scheduled activities such as, meal service, bond call, scheduled releases, and state mandated keep separate orders between adults and juveniles and males and females.

Having a fingerprint station at the Courthouse would allow staff to add or update charges to their records, gather updated demographic information, and take a new photograph for our records. However, staff would not be required to complete the time-consuming screening questions that presently have to be asked prior to booking within the jail.

We are requesting \$16,961 from the general fund and \$16,961 from the court security expenses line, for a total of \$33,922 to set up a processing station at the courthouse that would include a livescan machine, camera, computer, monitor, and workstation set-up.

A handwritten signature in black ink, appearing to read "M Peters".

Chief Deputy Mike Peters
Kendall County Sheriff's Office