



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Thursday June 15, 2023, at 4:00pm
MEETING AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call:** Matt Kellogg (Chairman), Scott Gengler (Vice-Chair), Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley, Seth Wormley
- 3. *MOTION (VV) Approval of Agenda**
- 4. *MOTION (RC) Approval of Claims**
- 5. New Committee Business**
 - A. Presentation/Demonstration of Digital Food Inspection Program: A Collaboration between GIS and Environmental Health Departments
 - B. DISCUSSION: County Administrator Position
 - C. MOTION (Forward to CB) Approval of FY23 Budget - Human Resources Department
 - D. DISCUSSION: FY24 Budget Approval Calendar
 - E. DISCUSSION: Kendall County Connect
 - F. DISCUSSION: Kendall County Building Updates
- 6. Old Committee Business**
- 7. Department Head and Elected Official Reports**
- 8. Public Comment**
- 9. Questions from the Media**
- 10. Chairman's Report**
- 11. Review Board Action Items**
- 12. Executive Session**
- 13. Adjournment**

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



Human Resources Budget

Org	Object	Account & Description	Budget 2023
		Personnel	
		Salaries- Director	140,000.00
		Salaries- Generalist	84,496.75
		Salaries- Interns	9,630.00
		Total Personnel	234,126.75
		Contractual	
		Subscription	269.66
		Contractual Service	2,250.53
		Professional Organization	474.00
		Training	1,200.00
		Total Contractual	2,994.19
		Commodities	
		Office Supplies	9,876.04
		Postage	250.00
		Mileage	500.00
		Technology	2,283.46
		Internship Program	135.00
		Employee appreciation	9,500.00
		Total Contractual	10,626.04
		Department Total	247,746.98

FY24 Budget Approval Calendar

	Date	Responsible Party/Meeting	Time	Task
JUN	6/26/2023	Admin & User Departments/Offices		Prepare salary spreadsheets
	6/29/2023	Finance Committee	4:00pm	Establish FY24 Budget Criteria and Authorize FY24 Capital Budget Process
	6/30/2023	Administration		Send FY24 Capital Plan Process and Budget Criteria
JUL	7/3/2023	*DHEOs		End Users enter budgets and salaries
	7/13/2023	COW	4:00pm	
	7/18/2023	County Board Meeting	9:00am	
	7/27/2023	Finance Committee	4:00pm	
AUG	8/2/2023	County Board Meeting	6:00pm	
	8/8/2023	*DHEOs		Capital Plan budgets due
	8/8/2023	*DHEOs		Operations budgets due including salaries
	8/14-8/18	*DHEOs		Meet with Department Heads
	8/9-8/31	Administration		Prepare budget books/tablets/overviews
	8/24/2023	Finance Committee	4:00pm	
8/15/2023	County Board Meeting	9:00am		
SEP	9/5/2023	County Board Meeting	6:00pm	
	9/7/2023	COW/Finance Committee	8:30am	<i>Budget Hearings-TBD</i>
	9/8/2023	COW/Finance Committee	9:30am	<i>Budget Hearings-TBD</i>
	9/14/2023	COW	4:00pm	Approves Tentative Budget and Forward to County Board
	9/15/2023	Admin		Run Notice for Public Inspection of Tentative Budget Ad
	9/19/2023	County Board Meeting	9:00am	Approve Tentative Budget at least 15 days prior to final action
	9/28/2023	Finance Committee	4:00pm	Discuss FY24 Budget
OCT	10/3/2023	County Board Meeting	6:00pm	
	10/12/2023	COW	4:00pm	Discuss FY24 Budget- Forward final budget to County Board
	10/17/2023	County Board Meeting	9:00am	
	10/26/2023	Finance Meeting	5:00pm	Discuss FY24 Budget- Forward final budget to County Board
NOV	11/7/2023	County Board Meeting	6:00pm	Approve Budget
	11/8/2023	Admin		Run levy ad before levy hearing (less than 14 days more than 7 days before levy hearing)
	11/16/2023	COW	4:00pm	
	11/21/2023	County Board Meeting	9:00am	Levy hearing and approval
	11/30/2023	Finance Meeting	4:00pm	
DEC	12/5/2023	County Board Meeting	6:00pm	
	12/14/2023	COW	4:00pm	
	12/19/2023	County Board Meeting	9:00am	Last day to certify Levy on or before the last Tuesday in December
	12/28/2023	Finance Meeting	4:00pm	

*DHEOs = Department Heads & Elected Officials



County Office Building Campus Project Update

6/15/23 Committee-of-the-Whole

- The Board previously approved the Demolition Package for the Annex Building.
- Abatement of asbestos and lead paint was completed on Thursday, June 8th.
- Demolition of the Annex will proceed on Wednesday, June 14th (pending utility shut-offs by Nicor and ComEd).
- On May 31st, a letter was sent to (66) neighbors of the County Office Building Campus to inform them about the demolition of the Annex and the start of construction.
- Bids for (13) Subcontractor Packages for Phase 1 were opened on May 25th.
- (44) Total Bid Packages were received.
- Cordogan Clark is in the process of due diligence and scope reviews of the lowest bidders to ensure they fully understand the scope of work & they meet all qualifications, etc.
- (3) packages (Asphalt/Site Concrete, Roofing and Elevator) whose bid durations have been extended to reach more bidders will be opened on June 14th at 2:00 PM.
- A full Recommendation Package will be sent to the Board on Thursday, 6/22 for discussion and vote at the Tuesday, 6/27 Board Meeting.
- The decision was made not to make any bid recommendations to the Board until we have definitive numbers for the remaining (3) Packages.
- We are sitting at about \$613K under Cordogan Clark's last estimate.
- Closing on the Firehouse at 101 Fox Street was completed Friday, June 2.
- We have completed moving items from the Annex into the Firehouse and are continuing this week to install Wi-Fi, security cameras and to modify the Kitchen into a "construction office".