

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

Kendall County Office Building, 111 W Fox St, Rooms 209 & 210, Yorkville IL 60560

Tuesday, December 19, 2023, at 9:00 a.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
8. Public Comment
9. Consent Agenda
 - A. Approval of County Board Minutes from November 16, 2023 and November 21, 2023
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$2,527,901.66
 - D. Approval of the Proposed Addendum (Capital Projects Budget Exhibit) to the Intergovernmental Agreement between Kendall County and Kendall County Forest Preserve District (09/07/2021) for Disbursement of American Rescue Plan Act Funds
 - E. Approval of the State's Attorney Appellate Prosecutor Resolution for Fiscal Year 2024 (December 1, 2023 to November 30, 2024) and authorization of payment for services in the amount not to exceed \$37,000.00
 - F. Approval of New Section 3.9 in the Kendall County Employee Handbook (Kendall County Employee of the Year Award Program)
 - G. Approval of Agreement between Kendall County and Chicago HIDTA adding the County and the Kendall County Sheriff's Office as additional insureds on its liability policies
 - H. Approval of an ordinance granting variance to the Kendall County Highway Access Regulation Ordinance
 - I. Approval of Resolution approving the low bid of D Construction, Inc. in the amount of \$2,248,144.36 for the replacement of the Ridge Road Bridge, Section 22-00167-00-BR
 - J. Approval of Resolution for Maintenance under the Illinois Highway Code appropriating \$600,000 for the purchase of bulk rock salt and general maintenance of highways
 - K. Approval of Construction Engineering Services Agreement between Kendall County and Hampton Lenzini and Renwick, Inc. in the amount of \$318,122 to provide construction management for the Galena Road – Cannonball Trail intersection improvement
 - L. Approval of Agreement for County Engineer's Salary
 - M. Approve COB II Construction Update/Contingency Reduction – Lite Construction: \$2,139,908 (\$6,000 increase, \$630 reduction), Plainfield Grading: \$50,412 (\$825 reduction), Abbey Paving: \$407,555 (\$2,035 increase)
 - N. Approval of Revised Section 8.1 in the Kendall County Employee Handbook (Personal and Banked Sick Leave Policy)
 - O. Approval of Ordinance Regarding Paid Leave for Workers Act
10. Old Business
11. New Business
12. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
 - I. Regional Office of Education
 - J. EMA
 - K. VAC
13. Standing Committee Reports
 - A. Animal Control
 1. Authorize State's Attorney to execute Approval of Accounts and Distribution, Release and Refunding Agreement and Receipt of Distribution for distribution to Kendall County Animal Control from the Estate of Max Gartner.
 - B. Human Resources & Insurance
 1. Approval of Part-Time Human Resources Assistant Job Description

2. Approval of Kennel Manager/Animal Control Officer Job Description
3. Approval of Resolution Appointing Kendall County Open Meetings Act Designated Officer
14. Special Committee Reports
15. Liaison Reports
16. Other Business
17. Chairman's Report

APPOINTMENT(S)

Audra Hendrix – Ethics Commission – 2-year term – December 2025

Crystal Steinbach - Ethics Commission – 2-year term -December 2025

Russ Corneils - Ethics Commission - 2-year term – December 2025

Claire M. Wilson – Regional Plan Commission (Seward Twp) - 3-year term – December 2026

Dr. John Gleason – Board of Health – 3-year term- December 2026

18. Public Comment
19. Questions from the Press
20. Executive Session
21. 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.

**KENDALL COUNTY BOARD
SPECIAL MEETING
November 16, 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 Thursday, November 16, 2023, at 4:38 p.m. The Clerk called the roll. Members present: Chairman Matt Kellogg, Zach Bachmann, Elizabeth Flowers, Scott Gengler, Dan Koukol, Brooke Shanley and Seth Wormley. Member(s) absent: Brian DeBolt, Jason Peterson and Ruben Rodriguez.

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

THE AGENDA

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

NEW BUSINESS

Ice Miller

Member Shanley moved to approve a letter of engagement with Ice Miller for legal services related to Broadband. Member Bachmann seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

QUESTIONS FROM THE PRESS

Ethan Kruger from WSPY asked if the money will be coming from ARPA to pay the firm.

ADJOURNMENT

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

Approved and submitted this 22nd day of November 2023.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
November 21, 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 Tuesday, November 21, 2023, at 9:03 a.m. The Clerk called the roll. Members present: Matt Kellogg, Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Scott Gengler, Dan Koukol, Jason Peterson, Brooke Shanley and Seth Wormley. Member(s) absent: Ruben Rodriguez.

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

PLEDGE OF ALLEGIANCE

Chairman Kellogg led the Pledge of Allegiance.

INVOCATION

Jenny Hubbard from AuSable Grove Presbyterian Church gave the invocation.

THE AGENDA

Member Peterson moved to amend the agenda moving item W under consent to New Business. Member Gengler seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

PUBLIC COMMENT

Margaret Sheehan spoke about elections.

Jenny Hubbard spoke about the 175th anniversary of AuSable Church.

CONSENT AGENDA

Member DeBolt moved to approve the consent agenda.

- A. Approval of County Board Minutes from October 17, 2023
- B. Standing Committee Minutes Approval
- C. Approval of Claims in an amount not to exceed \$3,535,368.90
- D. Approval of Petition 23-26, a Request from Jeffery D. Milroy, on Behalf of Milroy Farms, LLC, to Renew a Special Use Permit for a Composting Facility at 1270 E. Beecher Road (PIN: 02-08-100-006) in Bristol Township; Property is Zoned A-1 with a Special Use Permit
- E. Approval of a Host Agreement Between Kendall County and Milroy Farms, LLC Regarding the Composting Facility at 1270 E. Beecher Road (PIN: 02-08-100-006) in Bristol Township
- F. Approval of Petition 23-30, a Request from Michael R. and Darla J. Cappellett of a Plat of Vacation of Two Five Foot Drainage and Utility Easements on the Common Boundary Line of Lots 65 and 66 of Whitetail Ridge Subdivision, More Commonly Known as 6145 Whitetail Ridge Drive, Yorkville and Identified by Parcel Identification Number 05-12-226-013 in Kendall Township; Property is Zoned RPD-2
- G. Approval of the 2023 Noxious Weed Annual Report
- H. Approval to Transfer One 2008 Ford 150 4X4 Truck from the Planning, Building and Zoning Department to the Facilities Department
- I. Approve Revised Section 1.4 Worker Classifications Policy
- J. Approve Revised Section 3.5 Change of Personal Data Policy
- K. Approve NEW Section 4.13 Personnel Action Notice Procedures
- L. Approve Revised Section 5.9 Equipment/Supplies Policy
- M. Approve NEW Section 5.13 Personal Protective Equipment Policy
- N. Approve Revised Section 7.6 Flextime Policy
- O. Approve Revised Section 7.7 Insurance Benefits Policy
- P. Approve NEW Section 8.11 Administrative Leave Policy
- Q. Approve NEW Section 8.12 Discretionary Unpaid Leave of Absence Policy

- R. Approve Revised Section 9.1 Computer, Internet, and Network Usage Policy
- S. Approve Revised Annual Performance Evaluation Form
- T. Approve Resolution awarding contracts to the lowest responsible bidders on the following projects:
 Section 21-00162-00-DR to D Construction, Inc. in the amount of \$229,939.89
 Section 22-00169-00-TL to D Construction, Inc. in the amount of \$3,526,701.94
 Section 23-00172-00-TL to H&H Electric Company in the amount of \$370,827.81
- U. Approve the low bid of \$95,940 by Arneson Oil Company for the annual purchase of 12,000 gallons of unleaded gas and 20,000 gallons of diesel fuel for FY 2024.
- V. Approve the 2023-2043 Long-Range Transportation Plan
- W.
- X. Approval of Kendall Area Transit ADA Transportation Policy
- Y. Approval of final just compensation in the amount of \$400.00 for land acquisition by eminent domain in County of Kendall v. Daniel Lindsay, et al, Kendall County Circuit Court Case No. 23 ED 2.
- Z.

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 \$20,032.34; ANML CNTRL WRDN \$8,280.77; ASSESS \$3,885.72; BEHV HLTH SERV \$169.00; BRD OF RVW \$800.00; CIR CLK \$2,432.01; CIR CRT JDG \$9,620.68; CMD CRT SRV \$13,062.30, CNTRCT SRVS \$37,514.97; CRNR \$7,535.66; CORR \$50,758.35; CNTY ADMIN \$145,973.08; CNTY BRD \$1,536,562.22; CNTY CLK \$7,678.05; HIGHWY \$833,349.90; CNTY TRSR \$5,426.08; ELECTION \$467.34; EMA DIR \$1,752.12; EMA \$417.71; FCLT MGMT \$25,151.29; GIS COORD \$9,198.96; HLTH & HMN SRV \$184,672.19; HR \$1,417.77; JURY \$1,151.96; MERIT \$11,816.50; PBZ PLNNR \$4,474.45; PBZ \$4,016.61; PSTG \$1,045.74; PRSDNG JDG \$8,592.84; PROB SPVSR \$16,914.98; PUB DFNDR \$13,621.24; ROE \$6,920.62; SHRF \$132,756.87; ST ATTY \$14,876.57; TECH \$56,009.73; TRSR \$2,285.93; UTIL \$50,262.36; VET \$6,273.91; FP \$107,648.69; SHF \$29,527.13; SHF \$41,560.84; SHF \$40,193.35; ARPA \$75,000; JUROR \$4,260.07

D) A complete copy of Ordinance 23-35 is available in the Office of the County Clerk.

E) A complete copy of IGAM 23-41 is available in the Office of the County Clerk.

F) A complete copy of Ordinance 23-36 is available in the Office of the County Clerk.

T) A complete copy of Resolution 23-41 is available in the Office of the County Clerk.

NEW BUSINESS

Meeting Calendar

Member Flowers moved to amend the motion to approve the Kendall County Board 2024 meeting calendar, moving the Finance meeting to the Thursday following the second County Board meeting. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Member DeBolt moved to approve the amended motion for the Kendall County 2024 meeting calendar. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

Sheriff

Under Sheriff Richardson reviewed the monthly report and spoke about the take home vehicles.

County Clerk & Recorder

Revenue Report		10/1/23-10/31/23	10/1/22-10/31/22	10/1/21-10/31/21
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$614.50	\$703.50	\$1,230.00
MARFEE	County Clerk Fees - Marriage License	\$1,650.00	\$1,800.00	\$1,710.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$20.00	\$25.00	\$30.00

CRTCOP	County Clerk Fees - Certified Copy	\$2,212.00	\$2,040.00	\$2,332.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$0.00	\$315.00
MISINC	County Clerk Fees - Misc	\$62.60	\$60.00	\$79.00
	County Clerk Fees - Misc Total	\$4,559.10	\$4,658.50	\$5,696.00
RECFEE	County Clerk Fees - Recording	\$23,161.00	\$25,427.00	\$42,164.00
	Total County Clerk Fees	\$27,720.10	\$30,085.50	\$47,860.00
CTYREV	County Revenue	\$49,776.25	\$74,480.00	\$58,548.75
DCSTOR	Doc Storage	\$13,367.50	\$14,792.50	\$24,832.00
GISMAP	GIS Mapping	\$42,510.00	\$46,924.00	\$78,662.00
GISRCD	GIS Recording	\$2,834.00	\$3,128.00	\$5,244.00
INTRST	Interest	\$98.20	\$92.40	\$30.16
RECMIS	Recorder's Misc	\$5,632.00	\$3,096.50	\$5,374.50
RHSP	RHSP/Housing Surcharge	\$22,122.00	\$12,663.00	\$22,140.00
TAXCRT	Tax Certificate Fee	\$1,000.00	\$920.00	\$640.00
TAXFEE	Tax Sale Fees	\$0.00	\$20.00	\$45.00
PSTFEE	Postage Fees			
CK # 19758	To KC Treasurer	\$165,060.05	\$186,201.90	\$243,376.41

County Clerk Debbie Gillette spoke about the upcoming candidate filing of petitions and announced the Election Judge training class presented by the State Board of Elections on January 18, 2024.

Treasurer

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

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES
FOR ELEVEN MONTHS ENDED 10/31/2023

<u>REVENUES*</u>	Annual <u>Budget</u>	2023 YTD <u>Actual</u>	2023 YTD% <u>%</u>	2022 YTD <u>Actual</u>	2022 YTD <u>%</u>
Personal Property Repl. Tax	\$915,000	\$1,094,086	119.57%	\$1,288,936	277.20%
State Income Tax	\$3,158,685	\$3,550,213	112.40%	\$3,670,166	142.60%
Local Use Tax	\$760,000	\$760,594	100.08%	\$764,973	80.50%
State Sales Tax	\$650,000	\$672,968	103.53%	\$706,736	121.20%
County Clerk Fees	\$350,000	\$260,080	74.31%	\$341,612	97.60%
Circuit Clerk Fees	\$1,050,000	\$1,173,631	111.77%	\$1,086,108	86.90%
Fines & Foreits/St Atty.	\$250,000	\$376,638	150.66%	\$327,473	119.10%

Building and Zoning	\$80,000	\$95,956	119.95%	\$125,923	167.90%
Interest Income	\$75,000	\$1,417,762	1890.35%	\$234,847	587.10%
Health Insurance - Empl. Ded.	\$1,488,365	\$1,176,483	79.05%	\$1,107,527	69.70%
1/4 Cent Sales Tax	\$3,228,750	\$3,472,453	107.55%	\$2,978,852	92.26%
County Real Estate Transf Tax	\$450,000	\$443,042	98.45%	\$560,633	124.60%
Federal Inmate Revenue	\$584,000	\$358,620	61.41%	\$1,288,560	67.90%
Sheriff Fees	\$113,663	\$106,427	93.63%	\$88,188	76.70%
TOTALS	\$13,153,463	\$14,958,952	113.73%	\$13,270,832	95.87%
Public Safety Sales Tax	\$7,500,000	\$6,163,229	82.18%	\$6,247,962	113.30%
Transportation Sales Tax	\$7,500,000	\$6,163,229	82.18%	\$6,247,962	104.10%

****All Accruals have been completed at this time. So these figures are where we currently stand for FY2023**

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

To be on Budget after 11 months the revenue and expense should at approximately 91.63%

Coroner

Coroner Jacquie Purcell reviewed the report in the packet.

Health Department

Director, RaeAnn VanGundy spoke about the Narcan ads in the community, energy assistance and building renovations.

Supervisor of Assessment

Andy Nicoletti stated that they received 154 appeals of assessments and the Board of Review will begin to meet.

Regional Office of Education

Employees

Member Bachmann moved to approve the Employees of the Regional Office of Education. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

EMA

Roger Bonuchi informed the board of the IEMA training, the constellation meeting for nuclear and awards night.

STANDING COMMITTEE REPORTS

Human Resources and Insurance

Transfers

Co Board 11/21/2023

- 4 -

Member Wormley moved to approve the resolution regarding procedures to add, remove, and/or transfer vehicles and other titled equipment for insurance purposes. Member Flowers 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 Resolution 23-42 is available in the Office of the County Clerk.

LIAISON REPORTS

Member Peterson informed the Board of the decertification of the union for the Clerk/Recorder/Assessors unit.

OTHER BUSINESS

Member DeBolt gave updates on the building project.

QUESTIONS FROM THE PRESS

Ethan Kruger asked who should be contacted to sign up for Election Judge classes.

ADJOURNMENT

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

Approved and submitted this 29th day of November 2023.

Respectfully submitted by,

Debbie Gillette

Kendall County Clerk

HIGHWAY COMMITTEE MINUTES

DATE: December 12, 2023
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Zach Bachmann, Dan Koukol, and Brian DeBolt
STAFF PRESENT: Michele Riley and Francis Klaas
ALSO PRESENT: Sherry Schmidt, PJ Fitzpatrick, Scott Osborn, and Jeremy Hudek

The committee meeting convened at 3:30 P.M. with roll call of committee members. Gengler and Rodriguez absent. Quorum established.

Motion Bachmann; second DeBolt, to amend the agenda by moving item #15 – Citizens to be heard – in front of approval of the agenda. Motion approved unanimously.

Motion Bachmann; second DeBolt to approve the amended agenda. Motion approved unanimously.

Sherry Schmidt presented some information related to the recent fatal accident at the intersection of Sherrill Road and Grove Road. She lives at the SE corner of said intersection. She noted that there have been several fender benders and accidents at this intersection. The fatal accident, which involved her brother, involved a southbound tractor-trailer that ran the stop sign and hit her brother's truck. She asked if lights could be put on the stop signs, as well as putting up additional stop signs on the opposite side of the road. Koukol referenced the intersection of Route 52 and Grove Road, all the signing that has been installed, and how there continues to be many accidents. Sherry also suggested that flags be put on the stop ahead. She provided some pictures of safety measures that Grundy County had placed at some other intersections in Grundy County. Sherry thanked the highway crews for picking up all the truck parts and debris along the side of the roadway. She also suggested that Cross Traffic Does Not Stop signs be installed. Finally, she thought that the truck driver was lost and had no idea where he was. She thanked the committee for listening to all of her suggestions.

Motion Koukol; second DeBolt, to approve the Highway Committee meeting minutes from November 14, 2023. Motion approved unanimously.

Motion Koukol; second DeBolt to recommend approval of an ordinance granting variance to the Kendall County Highway Access Regulation Ordinance. Klaas indicated that he had received a request for access to the east side of Cannonball Trail north of Bristol Tap. Scott Osborn, a representative from TurningPoint Energy, presented information for the proposed solar farm that would be located on about 25 acres east of Cannonball Trail and north of the BNSF Railroad. The driveway would be located about midway between two other private access points. Klaas stated that Cannonball Trail is classified as an Access 5 Highway, meaning it is the least restrictive for access. There are many other access points along this roadway. The amount of traffic from a solar field, after construction, is extremely small; so he was supportive of the variance request. Koukol asked about other projects proposed by TurningPoint in Kendall County. Osborn discussed projects near Sandwich and others near Oswego, Plainfield, and Joliet, and why those projects were moving forward or not moving forward. This particular project, in the City of Yorkville, is moving forward. It does not currently have access to

Cannonball Trail along this frontage. After further consideration, motion approved unanimously.

Motion DeBolt; second Koukol to recommend approval of the low bid of D Construction, Inc. in the amount of \$2,248,144.36 for the replacement of the Ridge Road Bridge, Section 22-00167-00-BR. Klaas reported that there were 3 bidders on this project, and the low bid was nearly 30% below the engineer's estimate. DeBolt wondered why the bid was so low. Klaas thought that because D Construction was working on I-80, they had an advantage on the earthwork bid items. Motion approved unanimously.

Motion DeBolt; second Koukol to recommend approval of a resolution for maintenance under the Illinois Highway Code appropriating \$600,000 for the purchase of bulk rock salt and general maintenance of highways. Koukol asked if this was a normal number for the resolution. Klaas stated that the price of salt for the coming winter was \$78.56 per ton. It is anticipated that about \$250,000 will be spent on salt and another \$350,000 will be spent on pavement markings, bringing the total to \$600,000. These are MFT monies that are spent every year. Motion approved unanimously.

Motion DeBolt; second Koukol to recommend approval of a construction engineering services agreement between Kendall County and Hampton Lenzini and Renwick, Inc. in the amount of \$318,122 to provide construction management for the Galena Road – Cannonball Trail intersection improvement. Koukol asked why HLR was chosen for this work. Klaas stated that he liked to use the same engineers who designed the project as the construction managers. HLR provided PE1 and PE2 on the project, and so were the natural choice for PE3. Their fee is about 9% of the construction cost of the project, which Klaas believed fell right in line with typical costs for construction management. Those costs generally range between 8% and 10%. He also reminded the committee that the Village of Montgomery will be paying 25% of the cost of the construction engineering, as well as all their respective costs for the road improvements, estimated at \$1.3 million. Motion approved unanimously.

Motion Koukol; second Bachmann to recommend approval of an agreement for the County Engineer's Salary. Klaas stated that once every 6 years, the County must approve an agreement with IDOT to stay in the County Engineer's Salary Program, if desired. The agreement does not actually appropriate any money. It just keeps the County in the program. It allows the County to use federal funds for 50% of the County Engineer's Salary. Motion approved unanimously.

Under Chairman's Report, Bachmann discussed the idea of updating the Access Regulation Ordinance to more accurately depict the access classifications, as well as to perhaps look at classifying roadways that could become future county highways. Klaas stated that the original ordinance had been approved in 1999. Every county highway was assigned a classification from 1 to 5... 1 being the most restrictive; and 5 being the least restrictive. When the ordinance was originally drafted, it included some corridors that weren't under the County's jurisdiction, such as Lisbon Road south of Eldamain and Caton Farm Road west of Route 47. The question posed was whether the County should continue to show some of these corridors that are included in the 20-year plan as roadways that have an access classification. Bachmann discussed the idea of a static classification for roadways that exist today, and then perhaps a separate exhibit that addresses potential future corridors. Klaas concurred that this might be a good planning tool; and could be used for future petitions along these corridors that are requesting additional access.

The committee directed the county engineer to prepare a proposal for the committee to review at a future meeting.

Chairman Bachmann asked if there were any updates on the Millington-Millhurst intersection. Klaas stated that the County has come to agreement on one of the four parcels that needed to be acquired for better sight distance at the intersection. DeBolt asked whether there had been any other signs or lights installed along the Millington Road corridor. He also asked how much it cost to install blinker stop signs at an intersection. Klaas stated that it costs approximately \$3,000 to install 2 blinker signs. He indicated that blinking signs had already been installed at the 2 busiest intersections. DeBolt also discussed the idea of rumble strips. Klaas reiterated his concern that rumble strips are not very effective. Bachmann thought that recent calls about this intersection just wanted to make sure that the County was doing something, and callers weren't necessarily concerned about what specific things were being done. DeBolt was just wondering if there was anything else that could be done. He asked how many intersections the County has. Klaas did not know. Members discussed the idea of installing safety equipment at every intersection.

DeBolt circled back to the discussion about the Sherrill-Grove intersection and recent fatal accident. Klaas stated that the accident was horrific, and it was Sherry's brother; so it was very personal. He didn't want to be argumentative; but he stated that up until that fatal accident, there had only been 3 crashes in 5 years, and none of them involved a semi. Perhaps there have been some near misses or unreported accidents; but 3 crashes in 5 years would make this one of the safest intersections in the county. He asked if the committee wanted to spend thousands of dollars at that intersection. It didn't seem to make sense. He stated that it doesn't take away from the tragedy. It was a horrible thing that happened. DeBolt said that we haven't had any crashes at locations where blinker signs have been installed. Klaas disagreed stating that there had been multiple crashes at Route 47 & Walker Road where the County recently installed blinker stop signs. Klaas thought that if you put blinker stop signs everywhere they will lose their effectiveness. The reason they're effective is because you don't see them everywhere. DeBolt and Klaas agreed that they just wanted to find a way to increase safety at these intersections. Klaas suggested that there might be consideration for installing some of the smaller, solar-powered blinking signs above the stop signs. Bachmann talked about the reasons he contacted State legislators about some of the intersections in Kendall County, and the desire to improve safety. He was generally in favor of the smaller blinking signs as well. Klaas suggested the idea of developing a safety matrix that would make recommendations for specific safety improvements. Bachmann thought a simple scoring system might be effective. Committee discussed the excess speeding and inattentive driving that seems to be rampant these days. After further deliberation, Bachmann suggested that the committee members consider some of these alternatives; and Klaas volunteered to bring back more information regarding county intersections to the January meeting, so that the committee can make informed decisions.

Motion Koukol; second DeBolt to forward Highway Department bills for the month of December in the amount of \$1,153,427.33. Klaas stated that \$1 million of the total amount was for the intersection improvements at Ridge Road & 143rd Street. Koukol asked about the \$350 clothing allowance. He confirmed that this occurs every December and has been the same amount for several years. He also asked if this was sufficient. Klaas stated that he would like to take it to \$400 with the Board's approval, but it was already set at \$350 for FY24. Koukol asked Klaas to make a mental note to increase the amount next fiscal year. Motion approved unanimously.

Motion DeBolt; second Koukol to adjourn the meeting at 4:27 PM. Motion carried unanimously.

Respectfully submitted,



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

Action Items

1. An ordinance granting variance to the Kendall County Highway Access Regulation Ordinance
2. Resolution approving the low bid of D Construction, Inc. in the amount of \$2,248,144.36 for the replacement of the Ridge Road Bridge, Section 22-00167-00-BR
3. Resolution for Maintenance under the Illinois Highway Code appropriating \$600,000 for the purchase of bulk rock salt and general maintenance of highways
4. Construction Engineering Services Agreement between Kendall County and Hampton Lenzini and Renwick, Inc. in the amount of \$318,122 to provide construction management for the Galena Road – Cannonball Trail intersection improvement
5. Agreement for County Engineer's Salary



**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, November 16, 2023, at 4:00 PM
Meeting Minutes**

Call to Order and Pledge of Allegiance - The Committee of the Whole meeting was called to order at 4:09pm by County Board Chairman Matt Kellogg who led the Committee in the Pledge of Allegiance to the American Flag.

Roll Call

Board Member	Status	Arrived	Left Meeting
Matt Kellogg	Here		
Scott Gengler	Here		
Zach Bachmann	Here		
Brian DeBolt	Absent		
Elizabeth Flowers	Here		
Dan Koukol	Here		
Jason Peterson	Absent		
Ruben Rodriguez	Absent		
Brooke Shanley	Here		
Seth Wormley	Here		

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

Staff Present: Christina Burns, Leslie Johnson, Latreese Caldwell, Jennifer Breault, Dan Polvere, Luke Prisco, Jim Webb

Others Present: Ethan Kruger (WSPY)

Approval of Agenda –

Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 7 members present voting aye, the motion was carried by a vote of 7- 0.**

Approval of Claims – Motion made by Member Shanley, second by Member Gengler to forward claims to the next County Board meeting.

With 7 members present voting aye, the motion was carried by a vote of 7- 0.

New Committee Business –

A. PRESENTATION: Cordogan Clark & Associates re: Phase 1 October Monthly Report, Construction Schedule, and Contingency Report

Rick Krischel, Construction Manager with Cordogan Clark, updated the committee on the progress of the construction of the new building and parking lot. In the last four weeks the precast was set, topping on top of the precast has also been set and steel stud perimeter is currently being installed. In the following weeks the side wall sheeting will be installed along with setting up the trusses. Mr. Krischel hopes to have a shell of the building complete, and the roof and windows installed by mid-December. The new south parking lot is now open for parking and the northwest parking lot is closed off for construction. Mr. Krischel reported to the committee that there were undercuts in the North parking lot due to bad soil conditions. The next step would be to add sidewalks, curbs, and asphalt. Mr. Krischel also reviewed the contingency report. (included in packet).

Member Gengler suggested funding the Water Main Yorkville & EEI out of Arpa instead of loss revenue. Staff will review the request and give an update at the next meeting.

B. DISCUSSION: Kendall County Employee of the Year Award Program (New Section to the Kendall County Employee Handbook)

Ms. Johnson briefed the committee on the Employee of the Year Award program. Eligible employees have a chance to be nominated to receive the award. Committee discussed changing wording on the qualities for selecting nominees. The committee agreed to bring this discussion back to the Human Resources & Insurance Committee for final approval.

Member Flowers made a motion to move to Human Resources & Insurance for the final draft, second by Member Bachmann. **With 7 members present voting aye, the motion was carried by a vote of 7- 0.**

C. MOTION (FWD to CB): Approval of Kendall County Board 2024 Meeting Calendar

Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 7 members present voting aye, the motion was carried by a vote of 7- 0.**

Old Committee Business-

None

Department Head and Elected Officials Reports –

None

Public Comment –

Jennifer Hanson, Associate Vice President for Behavioral Health at Association for Individual Development (AID), spoke about their new location in Yorkville and their Behavioral services that will begin in January.

Questions from the Media –

None

Chairman’s Report –

Chairman Kellogg mentioned AID (Association for Individual Development) will be back to present to Committee of the Whole.

Review Board Action Items –

Human Resources & Insurance Committee:

- A. Kendall County Employee of the Year Award Program (New Section to the Kendall County Employee Handbook)

County Board:

- A. Claims
- B. Approval of Kendall County Board 2024 Meeting Calendar

Executive Session- None

Adjournment – Member Flowers made a motion to adjourn the meeting, second by Member Bachmann. **With 7 members present voting aye, the meeting adjourned at 4:36p.m.**

Respectfully Submitted,

Nancy Villa
Executive Administrative Assistant

To: Kendall County Forest Preserve District Board of Commissioners
Kendall County Board

From: David Guritz, Executive Director
Antoinette White, Grounds and NR Division Supervisor

RE: Amendment to the Sept. 07, 2021 Agreement for Disbursement of American Rescue Plan Act Funds

Date: Commission/County Board Approval Date: 11/21/2023

Intergovernmental Agreement (09/07/2021) Addendum - ARPA-Funded Capital Projects Budgets Addendum			
ARPA (1914) Proposed Capital Projects Expenditures - FINAL			
	Previously Completed Preserve Improvements	Projects for Completion by 11/30/2025	Estimated Cost
ARPA Capital Project Funds Available (Est.): \$98,139.00	Hoover - shelter roof	Hoover - well pump VFD replacement	\$ 8,760
	Harris - picnic table paint	Hoover - well pump VFD upgrades	\$ 2,500
	Millbrook South - kiosk built	Hoover - well replacement (Contractor estimate)	\$ 50,000
	Lyon - kiosk built	Hoover - well house repairs (In-house)	\$ 10,000
	Fox River Bluffs - welcome signage	Hoover sewer lining and repairs	\$ 90,000
	Jay Woods - trail improvements	Hoover - shelters repairs and roof replacement (in house)	\$ 5,000
	Richard Young - trail improvements	Hoover - shelter beam replacement X2 (Contractor)	\$ 24,000
	Blackberry Creek - bridge plank repl.	Multiple - trail and information signs	\$ 5,000
	Baker Woods - bridge plank repl.	Jay Woods - well pump repair	\$ 2,500
	Harris - fence repairs	Harris - shelter paint	\$ 1,500
	Little Rock Creek - trail improvements - bridge approach	Harris - sign replacements (treated wood 6" x 6")	\$ 500
	Multi. preserves - grill installations	Harris - trail seal coat (Contractor estimate)	\$ 6,000
	Richard Young / Lyon - trail signage	Harris - water drinking fountain repairs	\$ 2,000
	Harris - preserve improvements - herbicide program supplies	Harris - bridge repairs	\$ 3,000
	Subat - bathroom and kiosk repairs	Additional picnic, sign, and fence lumber repair supply purcha	\$ 2,000
	Multipule preserves - prescription burn supplies	Additional shelter repairs (lumber supply purchases)	\$ 2,000
		Additional hardware supply purchases	\$ 500
		Jay Woods - shelter stain	\$ 350
		Little Rock Creek - stair repairs	\$ 4,000



STATE'S ATTORNEYS APPELLATE PROSECUTOR

Administrative Office • 725 South Second Street • Springfield, IL 62704 • 217-782-1628 • Fax 217-782-6305

PATRICK J. DELFINO
DIRECTOR

DAVID J. ROBINSON
CHIEF DEPUTY DIRECTOR

DEPUTY DIRECTORS

EDWARD R. PSENICKA
SECOND DISTRICT

THOMAS D. ARADO
THIRD DISTRICT

DAVID J. ROBINSON
FOURTH DISTRICT

PATRICK D. DALY
FIFTH DISTRICT

BOARD OF GOVERNORS

FIRST DISTRICT:

KIMBERLY M. FOXX
STATE'S ATTORNEY
COOK COUNTY

SECOND DISTRICT:

PATRICK D. KENNEALLY
STATE'S ATTORNEY
McHENRY COUNTY

ERIC WEIS
STATE'S ATTORNEY
KENDALL COUNTY

THIRD DISTRICT:

ROBERT BERLIN
STATE'S ATTORNEY
DuPAGE COUNTY

JOSEPH R. NAVARRO
STATE'S ATTORNEY
LaSALLE COUNTY

FOURTH DISTRICT:

BEN GOETTEN
STATE'S ATTORNEY
JERSEY COUNTY

J. HANLEY
STATE'S ATTORNEY
WINNEBAGO COUNTY

GRAY HERNDON NOLL
STATE'S ATTORNEY
MORGAN COUNTY

FIFTH DISTRICT:

DENTON AUD
STATE'S ATTORNEY
WHITE COUNTY

JAMES GOMRIC
STATE'S ATTORNEY
ST. CLAIR COUNTY

www.ilsaap.org

BEN GOETTEN
CHAIRMAN

October 23, 2023

Honorable Eric Weis
Kendall County State's Attorneys
Kendall County Courthouse
807 W. John Street
Yorkville, Illinois 60560

Dear State's Attorney Weis:

At its regularly scheduled September Board Meeting, the Board of Governors of the State's Attorneys Appellate Prosecutor reviewed in detail the county contributions needed for the upcoming period of December 1, 2023, to November 30, 2024.

A decrease of \$1,000 was given to each county during the last two fiscal years due to the COVID pandemic. The Board voted to revert the payment categories back to the pre-pandemic amount.

This Agency will continue in its goal to provide the highest quality legal services in the most professional and effective manner. This includes the complete handling of appeals, serving as special prosecutor when needed, providing tax objection services, and offering comprehensive continuing legal education programs to assist all prosecutors in meeting their mandatory requirements.

We are sending you the new invoice statement and a resolution. The resolution serves as the official contract between your county and our Agency. Because of audit requirements, we must have a signed copy of the resolution without any changes being made. Unless you send the signed resolution, we are unable to provide any legal services to your county.

When the resolution is approved, kindly return a fully executed copy to our Chief Fiscal Officer, Gloria Mundy.

As always, thank you for your active participation and support.

Please let me know if you have any questions or need any additional information.

Very truly yours,

Patrick J. Delfino
Director



STATE'S ATTORNEYS APPELLATE PROSECUTOR

Administrative Office • 725 South Second Street • Springfield, IL 62704 • 217-782-1628 • Fax 217-782-6305

PATRICK J. DELFINO
DIRECTOR

BEN GOETTEN
CHAIRMAN

October 23, 2023

Honorable Eric Weis
Kendall County State's Attorneys
Kendall County Courthouse
807 W. John Street
Yorkville, Illinois 60560

COLLECTION OF COUNTY MATCHING FUNDS December 1, 2023 - November 30, 2024

County contribution for participation in the State's Attorneys Appellate Prosecutor's Program.

AMOUNT DUE: \$37,000

Make check payable to **State's Attorneys Appellate Prosecutor's County Fund** and remit to:

Gloria Mundy
Chief Fiscal Officer
State's Attorneys Appellate Prosecutor
725 South Second Street
Springfield, Illinois 62704

For questions please contact Gloria Mundy at 217-782-1632 or gmundy@ilsaap.org.

PLEASE NOTE: A signed resolution must be returned to the Agency as soon as possible. The resolution serves as your contract with the Agency and must be kept by the Agency for auditing purposes.

PLEASE SUBMIT PAYMENT TO THE AGENCY FOR YOUR COUNTY CONTRIBUTIONS ONLY ... do not include payment for any other billing statement such as for special prosecution charges, cannabis fines, etc.

RESOLUTION

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in Counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1 et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance; and

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Board, in regular session, this _____ day of _____, 20____ does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney, prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act, and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorneys and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED that if the Office of the State's Attorneys Appellate Prosecutor is duly appointed to act as a Special Prosecutor in this County by a court having jurisdiction, this County will provide reasonable and necessary clerical and administrative support and victim-witness coordination on an as-needed basis and will also cover all reasonable and necessary case expenses such as expert witness fees, transcripts, evidence presentation, documents, lodgings, and all other expenses directly related to the prosecution of the case.

BE IT FURTHER RESOLVED that the Kendall County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor, commencing December 1, 2023 and ending November 30, 2024, by hereby appropriating the sum of \$37,000 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the stated twelve month period.

Passed and adopted by the County Board of Kendall County, Illinois, this _____ day of _____ 20____.

Chairman _____

ATTEST: _____
County Clerk



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 12/19/2023
Subject: NEW Section 3.9 Employee of the Year Award Program
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of the NEW Section 3.9 Employee of the Year Award Program Policy to be included in the Kendall County Employee Handbook

Board/Committee Review:

10/2/23 (initial review by HR & Insurance Committee), 10/17/23 (revisited by HR & Insurance Committee), 11/16/23 (reviewed by Committee of the Whole and sent back to HR & Insurance Committee).

Fiscal impact:

None

Background and Discussion:

The attached is a proposed policy addition to the Kendall County Employee Handbook. This policy would create an Employee of the Year Award Program. Revisions requested by HR & Insurance Committee and the Committee of the Whole have been incorporated into this draft. This item was included on the agenda for the December 4, 2023 Human Resources & Insurance Committee meeting, but the meeting was cancelled due to lack of quorum.

Staff Recommendation:

Approval of Section 3.9 Employee of the Year Award Program.

Attachments:

1. Section 3.9 Employee of the Year Award Program

Section 3.9	Employee of the Year Award Program
<u>Effective Date:</u> TBD	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 3.9 EMPLOYEE OF THE YEAR AWARD PROGRAM

Overview:

Success cannot be attained without the diligent efforts of the Employer’s team members. The Kendall County Employee of the Year Award Program provides an opportunity to recognize some of the Employer’s most exceptional employees who have consistently exceeded expectations as they work and serve the residents of Kendall County.

Eligibility Requirements:

To be eligible to receive Kendall County’s Employee of the Year Award, an individual:

- Must be an active part-time or full-time employee of the Employer;
- Must have completed at least one (1) year of continuous service with the Employer;
- Must have been nominated by an individual employed by the Employer; and
- Was not previously selected as Employee of the Year within the last five (5) years.

Qualities for the Employee of the Year Award:

When selecting the Employee of the Year, nominees will be evaluated by considering the following suggested qualities:

- ***Collaboration and Teamwork:*** The employee collaborates and work as part of a team with their own department/office, other Kendall County departments/elected offices, and/or other units of local government to accomplish a shared objective.
- ***Innovation and Creativity:*** The employee developed an original idea or suggestion that had a positive effect on Kendall County and/or its residents. An example of innovation could be an employee significantly improved a work process or system, or the employee has significantly increased the efficiency of a service provided by Kendall County.
- ***Quality of work:*** Work that meets and exceeds Kendall County’s and/or the residents’ expectations. Conducting quality work requires the employee to use their skills to complete duties with the highest standard.
- ***Service:*** Provides courteous, helpful service that exceeds what a person would reasonably define as normal or expected.
- ***Other qualities/contributions:*** The above list includes suggested qualities. Other qualities that have positively contributed to Kendall County and/or its residents may also be considered and should be included on the Nomination Form.

Nominations:

The approved Employee of the Year Nomination Form is attached as **Exhibit 1**. All fields in the nomination form must be accurate and complete. Also, specific example(s) of how the nominee exemplifies the qualities listed above should be included in the completed nomination form.

A. Who Can Submit A Nomination Form?

An eligible employee can be nominated by anyone employed by the Employer.

Nominations will not be considered for Employee of the Year recognition if the nomination is submitted anonymously.

B. When is the Nomination Form Due?

A completed nomination form must be emailed to HRDepartment@kendallcountyil.gov by 4:30 p.m. on October 31st of each calendar year.

Selection Process:

All selection decisions shall be based solely on the information submitted by the nominator(s) in the completed nomination form(s).

All nomination forms received by 4:30 p.m. on October 31st will be provided to the Kendall County Community Outreach Employee Committee for initial review in early November. The Committee's decisions are based solely on the information submitted by the nominator(s). The Kendall County Community Outreach Employee Committee will review all nominations and select by majority vote of those present three (3) finalists for further consideration by the Employee of the Year Selection Committee. If a member of the Kendall County Community Outreach Employee Committee is a nominee, the nominee(s) must recuse themselves from the selection process.

The nomination forms for each of the three (3) finalists in consideration for the Employee of the Year Award will be reviewed by the Employee of the Year Selection Committee. The Employee of the Year Selection Committee includes the following:

- The Chairperson of the Kendall County Board's Human Resources & Insurance Committee or their designee from the Human Resources & Insurance Committee;
- One (1) elected official or department head selected by the Chairperson of the Kendall County Board;
- One non-management level employee selected by the Chairperson of the Kendall County Board, and
- Prior recipients of the Employee of the Year Award.

The Human Resources Director or their designee will serve as the record keeper for the selection process.

The Employee of the Year Award recipient shall be selected by a majority vote of the Employee of the Year Selection Committee members present for said vote. The recipient of the Employee of the Year Award will be announced and receive their award at a Kendall County Board meeting.



**KENDALL COUNTY, ILLINOIS
EMPLOYEE OF THE YEAR NOMINATION FORM**

***The completed Nomination Form and all attachments must be emailed to
HRDepartment@kendallcountyil.gov by 4:30 p.m. on October 31st.***

(PLEASE PRINT CLEARLY OR TYPE)

Today's Date: _____

NOMINATOR'S INFORMATION¹:

Your Name (*the nominator*): _____

Your Email Address: _____ Your Telephone Number: _____

NOMINEE'S INFORMATION:

Name of Person You are Nominating (*Nominee*): _____

Nominee's Job Title: _____ Nominee's Department: _____

Nominee's Supervisor: _____

What qualities has the employee exhibited: please check all that apply

Collaboration and Teamwork ***Innovation and Creativity***

Service ***Quality of work***

Other: _____

¹ *Nominations will not be considered for Employee of the Year recognition if the nomination is submitted anonymously.*

Please give a description (with specific examples) of why your nominee deserves to be Kendall County's next Employee of the Year. (Please attach additional pages, if necessary.)

----- **For Administrative Use Only** -----

Date Nomination Received: _____

Date Presented to Outreach Committee: _____

Date Presented to Selection Committee: _____

NOTES:



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 12/19/2023
Subject: Ordinance Regarding Paid Leave for Workers Act and Revised Section 8.1 (Personal and Banked Sick Leave Policy) in the Kendall County Employee Handbook
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Discussion of Revised Section 8.1 (Personal and Banked Sick Leave Policy)

Discussion of Ordinance Regarding Paid Leave for Workers Act

Board/Committee Review:

On 12/14/2023, the Committee of the Whole forwarded these items to the 12/19/2023 County Board meeting.

Fiscal impact:

none

Background and Discussion:

The Paid Leave for All Workers Act (the “Act”) becomes effective on January 1, 2024. The Act requires employers to provide 40 hours of paid leave to full-time employees per 12-month period and a pro-rata amount to part-time, seasonal, and temporary employees.

A. “Qualified Pre-Existing Paid Leave Policy” Exception

The Illinois Department of Labor (“IDOL”) recently issued proposed rules and FAQ’s regarding the Act. In their proposed rules and FAQ’s, it states employers do not need to comply with all requirements of the Act if they adopt a “qualifying pre-existing paid leave policy” before January 1, 2024. To be a “qualifying pre-existing paid leave policy”, the policy must (a) provide at least 40 hours of paid leave to all full-time employees (and a pro rata amount for part-time, seasonal, and temporary employees) and (b) allow the leave to be taken for any reason of the employee’s choosing. However, if the employer makes any changes to their qualified pre-existing policy after January 1st, the policy will then become subject to all requirements of the Act.

Kendall County currently offers paid personal leave for full-time employees and part-time employees. It does *not* currently provide paid leave for seasonal and temporary employees. As

such, the attached revised Personal and Banked Sick Leave Policy provides paid personal leave to temporary and seasonal employees, so this policy qualifies as a “qualified pre-existing paid leave policy”.

B. County Ordinance Exemption

Section 15(p) of the Act and IDOL proposed rules also state, in relevant part, the Act does not apply to an employer who is covered by a municipal or county ordinance that is in effect before January 1, 2024, if the ordinance provides paid leave benefits that are equal or greater to what is required by the Act. Unlike the “qualified pre-existing paid leave policy” exception, a local ordinance (like the one attached herein) can also provide the employer with the flexibility to amend its policies after January 1, 2024, without destroying its exempt status under the Act.

After approval of the Revised Personal and Banked Sick Leave Policy, the Kendall County Board could then pass the attached Ordinance contemplated by Section 15(p) of the Act. This proposed ordinance does *not* affect the rights and responsibilities of non-Kendall County employees under the Act.

The Personal and Banked Sick Leave Policy was on the agenda for the December 4, 2023, Human Resources & Insurance Committee meeting. However, the meeting was cancelled due to lack of quorum. On December 14, 2023, the Committee of the Whole reviewed both of these items and forwarded them to the December 19th County Board meeting.

Staff Recommendation:

Forward (1) Revised Section 8.1 - Personal and Banked Sick Leave Policy and (2) Ordinance Regarding Paid Leave for Workers Act for approval at 12/19/23 County Board meeting.

Attachments:

1. Section 8.1 – Personal and Banked Sick Leave Policy
2. Ordinance Regarding Paid Leave for Workers Act

Section 8.1	Personal and Banked Sick Leave
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> TBD	

Section 8.1 PERSONAL AND BANKED SICK LEAVE

Pursuant to the terms of this policy, the Employer provides paid personal leave and banked sick leave to eligible employees (as defined below).¹

A. DEFINITIONS

1. Eligible Employees

For purposes of this policy, “eligible employees” includes all full-time, part-time, temporary, and seasonal employees. Personal leave and banked sick leave is not available to unpaid interns, unpaid volunteers, County Board members, and appointed board/committee members.

If an employee has any questions regarding their eligibility for personal leave and/or banked sick leave, they should contact their Designated HR Representative.

2. Workday

For purposes of this policy, a “workday” is the average number of hours an eligible employee is regularly scheduled to work in a workday. So, for example, if the eligible employee regularly works a seven and one-half (7½) hour workday, the eligible employee’s “workday” for purposes of this policy will be 7.5 hours of personal leave.

B. PERSONAL LEAVE

1. Accrual of Personal Leave

On December 1st of each year of employment, eligible employees will receive the equivalent of one (1) workday of paid personal leave per month they are budgeted to work during the fiscal year. Examples of this calculation are as follows:

- A full-time employee who is budgeted to work an average of 7.5 hours each workday during the fiscal year would receive 90 hours of personal leave on December 1st of the fiscal year.

¹ For purposes of the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 et seq.), this policy is considered a “qualified pre-existing paid leave policy” adopted prior to January 1, 2024.

- A part-time employee who is budgeted to work an average of 4 hours each workday during the fiscal year would receive 48 hours of personal leave on December 1st of the fiscal year.
- A temporary seasonal employee who is budgeted to work an average of 4 hours each workday for only 3 months of the fiscal year would receive 12 hours of personal leave during the fiscal year.

An eligible employee who is on FMLA leave or some other form of approved leave on December 1st will still be eligible to receive their paid personal leave days for the fiscal year on December 1st.

If an employee becomes an “eligible employee” after December 1st, the eligible employee shall receive a pro rata amount of personal leave based upon the month they became an eligible employee. For example, if a full-time employee begins employment on June 21, the eligible employee would receive five (5) workdays of paid personal leave for the remainder of the fiscal year.

2. Use of Personal Leave

Personal leave may be used for any purpose, subject to the provisions in this policy. An employee is not required to provide the Employer with a reason for taking personal leave. The Employer will not require the employee to provide documentation or certification of the reason that personal leave was taken. An employee is not required to search for or find a replacement worker to cover the hours during which the employee will take personal leave.

Eligible employees may take personal leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for personal leave.

3. Trading Personal Leave

Non-probationary eligible employees have the option of trading up to a maximum of twelve (12) workdays of their current, unused personal leave for one-fourth (1/4) of their daily pay rate of the fiscal year of accrual.

Application for this trade must be made in writing no later than October 31 of the fiscal year. Non-probationary eligible employees wishing to trade their unused personal leave days must request this in writing from their Executive. The Executive will certify the number of personal leave days the non-probationary eligible employee is entitled to trade and submit this information in writing to the Kendall County Treasurer’s Office.

If the eligible employee uses any of these personal days after this trade and prior to the first day of the next fiscal year, they will be deducted from the next fiscal year’s twelve (12) personal days.

C. BANKED SICK LEAVE

1. Carryover of Accrued, Unused Personal Leave

Accrued personal leave that is not used or traded on or before the last day of the fiscal year it is earned may be carried over by eligible employees to the next fiscal year but may only be carried over as accrued banked sick leave (not personal leave).

2. Use of Banked Sick Leave

Banked sick leave may only be used after all personal leave days granted in the active fiscal year have been exhausted.

Accrued banked sick leave may only be used for one or more of the following reasons:

- The eligible employee is sufficiently ill so that good judgment would determine it best not to report to work;
- The eligible employee cannot report to work due to an illness or injury not arising out of or in the course of their employment;
- The eligible employee is absent due to an illness, injury, or medical appointment of the eligible employee or their spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent for reasonable periods of time as the eligible employee's attendance may be necessary; and/or
- The eligible employee is absent due to an FMLA qualifying reason, and the eligible employee is concurrently using FMLA leave for the absence.

Banked sick leave can be accumulated up to a sum not to exceed two hundred forty (240) banked sick leave days.

Eligible employees may take banked sick leave in increments as small as thirty (30) minutes. Eligible employees shall be paid their regular hourly rate of pay for banked sick leave.

D. NOTIFICATION AND APPROVAL TO USE ACCRUED PERSONAL LEAVE AND BANKED SICK LEAVE

All requests to use personal leave and/or banked sick leave should be submitted in writing to the eligible employee's Executive or Executive's designee (collectively referred to as "Executive") for approval or denial. If the request is approved, the eligible employee should then forward the request and approval to the Designated HR Representative for recordkeeping purposes.

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for an unforeseeable absence (e.g., the eligible employee becomes ill): The eligible employee should call Designated HR Representative or their Executive and request the time off as soon as possible **but no later than one (1) hour prior to the start**

of their work shift, unless such notice is not practical and/or such notice requirement has been waived by the Executive.

If the eligible employee is requesting to use accrued personal leave and/or banked sick leave for a foreseeable absence (e.g., to attend a medical, optical or dental examination appointment or treatment or any other type of foreseeable absence):

The eligible employee should submit their request for time off in writing to their Executive as soon as possible **but no later than twenty four (24) hours prior to the start of their work shift**, unless such notice is not practical and/or such notice requirement has been waived by their Executive.

All requests to use accrued personal leave and/or banked sick leave should be made to create minimal disruption of work schedules and regular business operations if possible. All requests to use accrued personal leave and/or banked sick leave should include the eligible employee's best estimate of the duration of the absence, if possible.

Use of personal leave and/or banked sick leave is subject to approval by the eligible employee's Executive. The Executive may deny an eligible employee's request to use personal leave and/or banked sick leave if granting such leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use personal leave and/or banked sick leave may be denied:

- (1) Staffing would fall below minimum levels necessary to provide effective public service;
- (2) Emergency circumstances exist requiring employee attendance; and/or
- (3) Employee absence would hamper the Employer's ability to meet critical workflow obligations or deadlines.

Disapproved personal leave and/or banked sick leave requests will be promptly returned to the eligible employee with an explanation for the denial of the time off request.

The eligible employee must promptly report their absences charged to accrued personal leave and/or banked sick leave in writing to their Executive and the Designated HR Representative for recordkeeping purposes.

E. SEPARATION OF EMPLOYMENT

Upon separation of employment, the eligible employee is not entitled to any additional compensation for any unused personal leave days in the current year and for any accrued banked sick days from prior fiscal years. However, retiring IMRF members, 55 years of age and older, may qualify for a maximum of up to one (1) year of additional pension service credit for accrued, unused banked sick leave accumulated at the rate of one (1) month of IMRF pension service credit for every twenty (20) days of accrued, unused banked sick leave or fraction thereof.

COUNTY OF KENDALL, ILLINOIS

Ordinance 23-_____

AN ORDINANCE REGARDING THE PAID LEAVE FOR ALL WORKERS ACT

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the “Act”); and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide certain paid leave to their employees, unless the employer is subject to an existing municipal or county ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the County, in the passage of this Ordinance, is exercising the County’s statutory rights pursuant to the Act for Kendall County government employees; and

WHEREAS, the Kendall County Board finds that passage of this Ordinance is in the public policy interest of Kendall County for employees to have some paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing; and

WHEREAS, the Kendall County Board further finds that this Ordinance is expressly contemplated by Section 15(p) of the Act; and

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Board as follows:

SECTION 1: Recitals. The foregoing recitals are incorporated into and made a part of this Ordinance as the findings of the Kendall County Board.

SECTION 2: Applicability. The provisions of this Ordinance apply only to employees of Kendall County and are not intended to affect the rights and responsibilities of non-Kendall County employees pursuant to the Act.

SECTION 3: Paid Leave Rights.

- a. All regular full-time employees of Kendall County will, at all times, be provided with no less than 40 hours of any form of paid leave for every consecutive 12-month period of their employment.
- b. All part-time, temporary, and seasonal paid employees of Kendall County will, at all times, be provided with no less than 1 hour of any form of paid leave for every 40 hours worked, up to 40 hours of paid leave.
- c. Kendall County, through its personnel policies and collective bargaining agreements, may make adjustments to eligibility and accrual rates for various forms of paid leave on an ongoing basis without impacting, affecting, or altering this Ordinance, but in no event shall the right to paid leave provided to employees be less than what is provided herein.

SECTION 4: Severability. If any section, paragraph, sentence, or clause of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: Conflict. All ordinance or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict, and any future changes to preexisting personnel policies and collective bargaining agreements subject to this Ordinance are hereby authorized to be done by motion or resolution.

SECTION 6: Effective Date. This Ordinance shall be in full force and effect upon its approval by a majority vote of the Kendall County Board.

BE IT FURTHER ORDAINED, that the Kendall County Clerk is hereby authorized to distribute a copy of this Ordinance to all Department Heads and Elected officials.

Approved this 19th day of December, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



KENDALL COUNTY SHERIFF'S OFFICE

MONTH-END REPORT



NOVEMBER

2023

Submitted by: Sheriff Dwight A. Baird

OPERATIONS DIVISION

POLICE SERVICES	November-21	November-22	October-23	November-23
Calls for Service	587	642	751	707
Police Reports	275	334	340	344
Total Arrests	52	137	111	107
Ordinance Citations Issued	0	1	0	0
TRAFFIC SERVICES				
Traffic Contacts	512	668	505	550
Traffic Citations Issued	157	253	284	263
DUI Arrests	4	7	5	3
TRAFFIC CRASH INVESTIGATIONS				
Property Damage	30	40	49	58
Personal Injury	14	13	15	20
Fatalities	1	0	0	0
TOTAL CRASH INVESTIGATIONS	45	53	64	78
VEHICLE USAGE				
Total Miles Driven by Sheriff's Office	47,198	54,389	53,370	56,004
Vehicle Maintenance Expenditures	\$19,630	\$8,075	\$4,379	\$0
Fuel Expenditures	\$13,045	\$14,198	\$15,441	\$13,543
Fuel Gallons Purchased	4,053	4,204	4,557	4,410
Squad Damage Reports	0	1	0	0
AUXILIARY DEPUTIES				
Ride-A-Long Hours	0	5	0	0
Auxiliary Hours	124	35	89	35
TOTAL AUXILIARY HOURS	124	40	89	35
EVIDENCE/PROPERTY ROOM				
New Items into Property Room	119	109	83	126
Disposal Orders Processed	23	32	32	14
Items Disposed Of	93	91	207	297
Items Sent to Crime Lab for Processing	2	26	15	27
INVESTIGATIONS/COPS ACTIVITIES				
Total Assigned Cases (Patrol/Invest)	26	35	27	25
Total Closed Cases (Patrol/Invest)	28	15	22	21
Total Open Cases (Patrol/Invest)	139	102	90	94
Community Policing Meetings/Presentations	23	23	30	28
Sex Offender / Violent Offenders Against Youth Registrations				
Sex Offender Registrations	13	15	11	11
Sex Offender - Address Verifications Completed	0	3	0	12
Sex Offender - Address Verification Attempted	0	4	0	22
Total # of Sex Offenders- Jurisdiction	34	30	31	32
Total # of Sex Offenders- Entire County	96	90	86	84
Violent Offenders Against Youth Registrations	0	1	4	1
VOAY - Address Verification Completed	0	0	0	1
VOAY - Address Verification Attempted	0	0	0	4
Total # of VOAY- Jurisdiction	7	7	6	6
Total # of VOAY- Entire County	26	26	26	27

RECORDS DIVISION

SHERIFF SALES	November-21	November-22	October-23	November-23
Sales Scheduled	13	6	15	10
Sales Cancelled	7	2	10	5
Sales Conducted	6	4	5	5

CIVIL PAPERWORK

Papers Filed/Received	151	108	202	156
Papers Served/Executed	132	81	147	93

REPLEVINS/LEVY

Replevin/Levy Scheduled	0	1	0	0
Replevin/Levy Conducted	0	1	0	0

SA, SUBPOENA & FOIA REQUESTS

Electronic and Recording Copy Requests	60	99	70	61
Accident Reports	20	13	16	38
Background Checks	22	25	38	22
Incidents	70	63	80	80
Subpoenas	3	2	5	2
TOTAL REQUESTS	175	202	209	203

WARRANTS

Total Warrants on File	1,777	1,681	1,281	1,280
New Warrants Issued	109	130	78	103
Total Warrants Served	95	139	94	46
Warrants Quashed	23	25	17	57

EVICCTIONS

Evictions Scheduled for Month	6	10	13	5
Evictions Cancelled	3	2	5	2
Evictions Conducted	3	8	8	3

FEES

Civil Process Fees	\$2,131	\$6,756	\$5,200	\$2,926
Sheriff Sales Fees	\$3,000	\$4,800	\$3,900	\$900
Records Fees/Fingerprinting	\$60	\$65	\$250	\$315
Bond Processing Fees	\$984	\$939	\$1,876	\$1,446
TOTAL FEES COLLECTED	\$6,175	\$12,560	\$11,226	\$5,587

CORRECTIONS DIVISION**JAIL POPULATION**

New Intake Bookings	148	189	167	162
Inmates Released	146	187	172	160
Federal Inmate ADP	68	19	11	11
Kendall County Inmate ADP	75	59	58	50
Other Jurisdictions Inmate ADP	13	3	7	14
Average Daily Population	156	81	76	75
ADP of inmates housed in other Jurisdictions		7	4	2

JAIL MEALS

Number of Meals Prepared Consolidated/Aramark	13,523	7,565	7,211	6,972
Price Per Meal	\$1.32	\$2.77	\$3.08	\$3.08

INMATE TRANSPORTS	November-21	November-22	October-23	November-23
To and From Kendall County Courthouse	13	51	54	47
Other County Court Transports	3	2	3	1
Out of County Prisoner Pickups	11	12	15	12
To I.D.O.C	0	2	1	2
Medical/Dental Transports	10	3	6	8
Court ordered medical transports	0	2	0	0
Juvenile To and From Youth Homes/Courts	3	10	6	2
Federal Transports	10	3	5	2
To and From Kane County Jail		20	6	7
TOTAL INMATE TRANSPORTS	44,551	105	96	81

INMATE WORK CREWS				
Number of Inmates	7	0	0	0
Number of Locations	1	0	0	0
Total Hours Worked	16	0	0	0

REVENUE				
Amount Invoiced for Inmates Housed for Other Juris.	\$24,990	\$2,100.00	\$5,400.00	\$34,665.00
Amount Invoiced for Federal Housing	\$162,480	\$45,600	\$31,740	\$30,360
Amount Invoiced for Federal Court Transport	\$1,572	\$658	\$1,068	\$468
Amount Invoiced for Federal Medical Transport	\$856	\$198	\$672	\$152
TOTAL INVOICED	\$189,898	\$48,555	\$38,880	\$65,645

MEDICAL BILLING				
Medical Contractual Services	\$20,809	\$19,796	\$21,917	\$18,410
Prescriptions	\$3,380	\$3,578	\$3,621	\$1,139
Medical	\$1,282	\$396	\$86	\$242
Dental	\$0	\$0	\$0	\$0
Emergency Medical Services	\$0	\$240	\$0	\$0
Medical Supplies	\$278	\$364	\$318	\$445
TOTAL MEDICAL BILLING	\$25,749	\$24,374	\$25,943	\$20,235

Housing Expense				
Kane County Jail		\$20,250	\$0	\$0
TOTAL HOUSING EXPENSE		\$20,250	\$0	\$0

Outstanding FTA Fees				
FTA Fees- Outstanding	\$600	\$1,125	\$300	\$75

COURT SECURITY				
Entries	8,607	9,001	10,940	10,157
Items X-rayed	3,543	4,067	4,666	4,432
Bond Call - In Person	4	3	58	62
Bond Call - Video	55	33	0	3
Kendall Prisoners	68	58	63	45
Other Prisoners	7	13	16	16
Arrests made at Courthouse	22	22	15	8
Contraband Refused	42	43	60	37

ELECTRONIC HOME MONITORING

TOTAL DEFENDANTS ORDERED TO EHM				
Juvenile	10	5	4	4
Adult	68	70	81	82
TOTAL PARTICIPANTS	78	75	85	86

Orders	November-21	November-22	October-23	November-23
Presentenced	73	69	73	81
Bischof	39	36	29	28
Post Sentenced	5	6	12	5

Days Defendants Served on EHM				
Juvenile	242	130	113	118
Adult	1,813	1,990	2,289	2,272
TOTAL DAYS	2,055	2,120	2,402	2,390

EHM VIOLATIONS				
Juvenile	3	5	0	0
Adult	18	11	5	6
TOTAL VIOLATIONS	21	16	5	6

COST vs. COLLECTIONS				
Cost	\$5,405	\$5,576	\$6,317	\$6,286
Collected	\$5,943	\$3,232	\$1,423	\$2,243

KCSO TRAINING

CORRECTIONS DIVISION	November-21	November-22	October-23	November-23
NATURE OF TRAINING				
Alcohol Abuse Emergencies in Jails/Prisons				36
CourtSmart				0.5
Criminal Related Interviewing: Crime 1, 2, 3				8
Dealing w/ Inmate Aggression Successfully				18
FBI LEEDA SLI				56
Fire Extinguisher Refresher				4
Inmate Correspondence				18
LEADS Re-Cert				1.5
Lexipol DTB's				18
OC Certification				2.5
Pepperball Certification				5
Taser Re-Cert				6
TOTAL HOURS	0.00	118.00	301.50	173.50

OPERATIONS DIVISION	November-21	November-22	October-23	November-23
NATURE OF TRAINING				
Annual Tactical Officer Assoc. Conference				30
Annual Low Light Shoot				140
Annual Mandatory Firearms Qualification				2
Child Abuse & Neglect ILETSB				2
CourtSmart				17.5
Criminal Related Interviewing: CRIME 1, 2, 3				8
Emergency Medical Response				1
Evidence Technician				40
Firearms Restraining Orders Act Awareness				5
Fire-Arson Death Investigation				32
Fundamentals of Investigations ILETSB				3
ICAT Train-the-Trainer				12
LEADS Re-Cert				4.5
Lexipol DTB's				30
Mental Health Awareness				5
Off Duty Qual				3
Personnel Complaints & Interval Investigations				129.5
Preventing Targeted Violence thru Leakage & Cyber				16
Rifle Qualification				1
Roll Call Training				3.75
Trauma Informed Response to Sexual Assault/Abuse				8

		TOTAL HOURS	341.00	719.75	493.25
COURT SECURITY		November-21	November-22	October-23	November-23
NATURE OF TRAINING					
Alcohol Abuse Emergencies in Jails/Prisons					12
CourtSmart					3.5
Dealing w/ Inmate Aggression Successfully					2
Fire Extinguisher Refresher					1.5
Inmate Correspondence					6
Lexipol DTB's					5.25
		TOTAL HOURS	17.00	62.50	30.25
ADMINISTRATION DIVISION		November-21	November-22	October-23	November-23
NATURE OF TRAINING					
CourtSmart					0.5
Emergency Medical Response					1
FOIA Officer					2
Identity Protection Act					0.25
KC Anti-Harassment Video					1
LEADS LTFA					4
Policy #315					1
Preventing Targeted Violence thru Leakage & Cyber Investigations					16
		TOTAL HOURS	2.00	12.00	39.50
AUXILIARY		November-21	November-22	October-23	November-23
NATURE OF TRAINING					
Range Qualification					3
		TOTAL HOURS	1.00	2.00	5
PART TIMERS		November-21	November-22	October-23	November-23
NATURE OF TRAINING					
Annual Mandatory Firearms Qualifications					2.00
CourtSmart					2.00
Emergency Medical Response					2.00
Firearms Restraining Order Act Awareness					2.00
Lexipol DTB's					4.50
Mental Health Awareness					5.00
Off Duty Qualification					1.00
Officer Stress Management					1.00
		TOTAL HOURS	0.00	11.00	28.75

Kendall County Clerk				
Revenue Report		11/1/23-11/30/23	11/1/22-11/30/22	11/1/21-11/30/21
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$477.00	\$574.00	\$1,058.50
MARFEE	County Clerk Fees - Marriage License	\$630.00	\$780.00	\$870.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$30.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$15.00	\$65.00	\$45.00
CRTCOP	County Clerk Fees - Certified Copy	\$2,428.00	\$2,020.00	\$2,128.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$0.00	\$350.00
MISINC	County Clerk Fees - Misc	\$52.45	\$57.00	\$58.00
	County Clerk Fees - Misc Total	\$3,602.45	\$3,526.00	\$4,509.50
RECFEE	County Clerk Fees - Recording	\$18,477.00	\$21,171.00	\$36,204.00
	Total County Clerk Fees	\$22,079.45	\$24,697.00	\$40,713.50
CTYREV	County Revenue	\$35,755.25	\$48,645.75	\$54,383.75
DCSTOR	Doc Storage	\$10,562.00	\$12,229.00	\$21,312.50
GISMAP	GIS Mapping	\$33,600.00	\$38,850.00	\$67,502.00
GISRCD	GIS Recording	\$2,240.00	\$2,590.00	\$4,500.00
INTRST	Interest	\$130.28	\$133.92	\$34.16
RECMIS	Recorder's Misc	\$4,553.75	\$3,171.00	\$5,279.50
RHSP	RHSP/Housing Surcharge	\$17,172.00	\$10,332.00	\$19,053.00
TAXCRT	Tax Certificate Fee	\$2,440.00	\$2,720.00	\$2,720.00
TAXFEE	Tax Sale Fees	\$1,993.60	\$1,656.00	\$1,789.70
PSTFEE	Postage Fees	\$288.21		
CK # 19775	To KC Treasurer	\$130,814.54	\$145,024.67	\$217,288.11
Death Certificate Surcharge sent from Clerk's office \$2184.00 ck # 19773				
Dom Viol Fund sent from Clerk's office \$105.00 ck 19774				

Office of the Kendall County Coroner

**Monthly Report
November 2023**

* There were 23 hours of community service time served during the month of November.

* Coroner Purcell was selected to create an educational video for the National Safety Council to be used by the Massachusetts State Courts with the hope of expanding the program to more states.

* Coroner Purcell attended the Fall IACO Conference in Bloomington-Normal, IL.

* Chief Deputy Gotte attended the National Homicide Investigator's Association Annual Conference in Florida.

Deaths Report to the M.E.		Deaths Investigations	
November 2023	34	November 2023	2
YTD	334	YTD	62

MEI Scene Investigations		Postmortem Examinations	
November 2023	2	November 2023	0
YTD	53	YTD	27

Manner of Death						
	Natural	Accident	Suicide	Homicide	Indeterminate	Pending
November 2023	32	1	1	0	0	0
YTD	304	18	11	1	0	0

Cremation Permits Issued	
November 2023	21
YTD	208

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2023-0301	Natural	Cardiac-Infarct NOS	06-03-1968	11-04-2023	None	Yes
2023-0302	Natural	Dementia-Alzheimers	05-23-1938	11-04-2023	None	No
2023-0303	Natural	Nonspecific Natural	05-30-1945	11-04-2023	None	No
2023-0304	Natural	Neoplasm	10-05-1950	11-06-2023	None	No
2023-0305	Natural	Neoplasm	03-29-1950	11-06-2023	None	No
2023-0306	Natural	Neoplasm	05-27-1971	11-05-2023	None	No
2023-0307	Natural	Neoplasm	06-15-1936	11-08-2023	None	No
2023-0308	Natural	Cardiac	03-29-1941	11-08-2023	None	No
2023-0309	Natural	Hepatic/Liver Failure	01-26-1966	11-10-2023	None	No
2023-0310	Natural	Cardiac-Infarct NOS	07-26-1940	11-10-2023	None	No
2023-0311	Accident	Fall	11-17-1935	11-11-2023	None	No
2023-0312	Natural	Neoplasm	12-27-1962	11-12-2023	None	No
2023-0313	Natural	Neoplasm	12-10-1942	11-12-2023	None	No
2023-0314	Natural	Infection-COVID-19	12-02-1941	11-12-2023	None	No
2023-0315	Natural	Cardiac	07-19-1944	11-12-2023	None	No
2023-0316	Natural	Dementia-Alzheimers	11-16-1946	11-13-2023	None	No
2023-0317	Natural	Cardiac-Infarct NOS	02-25-1950	11-14-2023	None	No
2023-0318	Natural	Neoplasm	07-13-1950	11-14-2023	None	No
2023-0319	Natural	Neoplasm	12-28-1946	11-14-2023	None	No
2023-0320	Natural	Cardiac	07-18-1935	11-14-2023	None	No
2023-0321	Natural	Dementia-Alzheimers	03-21-1942	11-15-2023	None	No
2023-0322	Natural	Pulmonary	01-20-1947	11-15-2023	None	No
2023-0323	Natural	Dementia-Alzheimers	12-25-1936	11-16-2023	None	No
2023-0324	Natural	Pulmonary	01-19-1931	11-17-2023	None	No
2023-0325	Natural	Nonspecific Natural	08-15-1940	11-18-2023	None	No
2023-0326	Natural	Neoplasm	12-19-1938	11-19-2023	None	No
2023-0327	Natural	Cardiac	08-08-1931	11-21-2023	None	No
2023-0328	Natural	Cardiac	02-16-1937	11-24-2023	None	No
2023-0329	Natural	Cardiac-Infarct NOS	03-29-1977	11-25-2023	None	No
2023-0330	Natural	Pulmonary-COPD	01-31-1949	11-25-2023	None	No
2023-0331	Natural	Cardiac	09-07-1960	11-27-2023	None	No
2023-0332	Suicide	Gun-Handgun	06-02-1979	11-29-2023	None	Yes
2023-0333	Natural	Neoplasm	08-12-1955	11-29-2023	None	No
2023-0334	Natural	Pulmonary	08-01-1949	11-30-2023	None	No

Kendall County Emergency Management Agency

1102 Cornell Lane, Yorkville Illinois 60560

Roger Bonuchi, Director

Tracy Page, Deputy Director

Emergency Management Report

NOVEMBER 2023

○ **KCEMA Operations**

- KCEMA and a contingency of ARES members may be assisting with the election process in March of 2025. I met with Debbie Gillett, Kendall County Clerk and Recorder, to discuss how we can help the Clerk's office on election day.
- NQS work and training will begin in January.
- Our generic task book template has been distributed to the group. More to come in January.
- Awards night and food on Monday December 18th, 18:30.
- Two new members will be sworn in on the 18th.
- Updates to the County EMA website are taking place

○ **Nuclear**

- 4th Quarterly All County ORO Meeting November 28th. Business and updates.
- IEMA hosted "REP Ingestion Pathway Training" this past week. The session lasted a bit over an hour. For most, this was a refresher of how nuclear alerts work, what action to take, and who could be affected.
- The main discussion was of a new approach to potential evacuations with a shelter-in-place option if an alert level reached "General Emergency" and was a rapidly developing event. More to come on this.

○ **Hazard Mitigation Plan**

- The HMP will be presented to the County Administrator
- Public Forum will be February 20, 2024

○ **LEPC Committee**

- Diesel spill reported last week in Minooka (Grundy). GCEMA just sent a copy since it was close to Kendall.
- LEPC will be installing the CAMEO suite of software tools on the EOC PCs.
- Rob DeLong was elected LEPC Chair, Roger Bonuchi Co-Chair, and Tray Page as Secretary.

○ **UCP Status (Our command bus)**

- Mast air inlet has been repaired
- The antenna in the dispatch area that is thought to be defective was marked "low band" in the UCP documents. Of course, we have no need for a low band antenna these days. When swept with a spectrum analyzer, the antenna is defective anyway. We'll add a UHF antenna for use in the dispatch area since removing the low band antenna will be difficult to do.
- Both PC in the dispatch are need some repair.

- We have an ICRI radio iterop device that was given us by ILEAS. It's never been installed in the bus. We're taking up that project now. We plan to connect the tri-band Motorola and the two Kenwood radios for interoperability.
 - **Radios**
 - Attended the State Interoperability Executive Committee (SIEC) meeting last week in Pontiac. This Oversight Committee has established guidelines and practices for use of the system so that one group of users will not negatively affect another group operating on the system. Each individual agency using Starcom21 agrees to abide by the guidance given by the Starcom21. The Oversight Committee is in the process of upgrading the current Starcom channel profile (ITTF), to the new Statewide Interop Template (SWIT). The 700/800Mhz channel layout has changed dramatically and must be updated. The SIEC provided guidance on what channels can be used and by whom at this meeting on the November 29th. I will provide an update to our EMA members that are interested in the details.
 - **CERT**
 - Looking into the possibility of Oswego PD hosting a CERT class this summer to co-inside with our CERT class for the Sheriff's Youth Academy. More to come on that.
 - **Meetings/Training/Volunteers/Details**
 - Amateur Radio Classes (general class licensing) continue on Thursday evenings, 6-8pm, 6 students. We're on our last chapter as of this week. Testing will be held in mid-January.
 - IEMA County Call Update with IEMA Deputy Director via Zoom, Monthly
 - ILEAS Meetings twice a month
 - ARES SEC meeting on the second Wednesday of each month via Zoom
 - UCP team lead meeting monthly.
 - State radio "Stakeholders" meeting monthly.
 - Planning the formation of an ARES group here in Kendall County. I'll be meeting with a local amateur radio club in the next month or so.
 - Illinois Eclipse Communications Planning is on-going.
 - Kendall County will be hosting the IEMA Region 3 meeting on May 17th
 - Kendall County will be hosting the National Weather Service Storm Spotting training on February 28th

- **Search & Rescue**
 - Joe Buan authored a comprehensive report on the use of bike teams in search & rescue. Thank you Joe and great work.
- **CERT**
 - I'm looking into the possibility of Oswego PD hosting a CERT class this summer to co-inside with our CERT class for the Sheriff's Youth Academy. More to come on that.
- **Meetings/Training/Volunteers/Details**
 - Amateur Radio Classes (general class licensing) continue on Thursday evenings, 6-8pm, 6 students
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 - ILEAS Meetings twice a month
 - ARES SEC meeting on the second Wednesday of each month via Zoom
 - UCP team lead meeting monthly.
 - State radio "Stakeholders" meeting monthly.
 - Planning the formation of an ARES group here in Kendall County. I'll be meeting with a local amateur radio club in the next month or so.
 - Met with the Sheriff concerning the Youth Academy scheduling from 2023.
 - Illinois Eclipse Communications Planning Meeting and Drive Test Briefing on Tuesday.

ESTATE OF MAX C GARTNER

Partial/Final Distribution of Estate to Beneficiary

APPROVAL OF ACCOUNTS AND
DISTRIBUTION, RELEASE AND REFUNDING AGREEMENT

To: Gerald J Gartner, as Executor of the Estate of Max C Gartner.

Gerald J Gartner is the Executor(the “Executor”) of the above captioned Estate(the “ Estate”) which benefits me as a beneficiary. The Executor is prepared to distribute to me the property as listed on the attached Schedule of Assets, subject to the provisions of this Approval of Accounts and Distribution, Release and Refunding Agreement(the “Agreement”).

- A. **Sequence of Events.** I will sign and deliver the Agreement to the Executor and then upon receipt of all of the Agreements from all of the Estate Beneficiaries, the Executor will distribute the Estate property to me; provided, however, that this Agreement shall not become effective until the Executor has in fact distributed the trust property listed on the attached Schedule of Estate Assets to me.
- B) **Accounting.** In connection with this settlement and distribution, I acknowledge that 1) the Executor has given me all required accounts during the administration of the Estate since the date the Executor became the Executor and 2) copies of the accounting for current or prior periods not previously furnished during the administration have been made available to me upon request. The Executor will not give me any further Estate accountings with respect to this distribution.
- C) **Approval of Accounts and Release.** In consideration of the distribution by the Executor of the property listed on the attached Schedule of Estate Assets provided to me, and to induce the Executor not to require a court proceeding in which a judge approves the Executor’s accounting and grant the Executor’s discharge, I state the following:

1) **Approval of Accounting and Full Distribution.** I approve the administration and accounting of the Executor and agree that the distribution and settlement of the property listed on the attached Schedule of Estate Assets, subject to any Reserve provided for on said Schedule, is in full satisfaction, distribution and settlement of all property which is now due to me, as beneficiary, pursuant to the provisions of the Will. I have examined the financial statements, information and accounting and have full information and knowledge of the assets, income, expenditures and distributions made during the administration of the Estate and finds all of them to be true and correct and in accordance with the terms of the Estate. I hereby waive the presentation and/or filing of a formal final accounting and consents to the immediate distribution to the beneficiaries. Further, I acknowledge that upon the Executor receiving a signed Receipt from each beneficiary of the Estate, I shall receive my distributive share of the Estate except for my share of the cash reserve, if any.

2) **Release.** I release and discharge the Executor, both individually and as Executor, and its employees, directors, agents, affiliates, attorneys, accountants, successor and assigns, from any and all claims, demands, lawsuits, actions, damages, liabilities, losses, responsibilities or expenses of whatever kind or nature, which may arise out of or in connection with the Executorship and administration of the Estate or arising from the position of being the Executor and all actions in administering the Estate.

3) **Refunding.**

a) I agree to assume and pay my share(if any) of all taxes and claims, debts and liabilities of whatever nature(in excess of any Reserve provided for on the Schedule of Estate Assets and still retained by the Executor) for which the Executor may hereafter be personally liable, to the extent that the Executor would have been entitled to be reimbursed or exonerated from the property listed on the Schedule of Estate Assets had such property remained in the possession of the Executor.

b) The Schedule of Estate Assets may provide for a Reserve. When all taxes and claims, debts and liabilities of whatever nature for which the Executor or the Estate may hereafter be liable shall have been determined and paid, then the Executor shall deliver to me my share(if any) of any portion of the

Reserve which has not been required to discharge or secure payment the payment of such taxes, claims, debts and liabilities.

c) If it is determined at a later date that a part or all of this distribution should have been paid to someone else rather than to me, or the amount of the distribution to me represents an over-distribution for whatever reason, I agree to refund that property(including the earnings and appreciation on it) to the Executor within thirty (30) days of the Executor's demand.

d) I agree to reimburse the Executor for its expenses of recovery, including reasonable attorney fees, costs and any additional expenses of administration which may arise out of or in connection with this Refunding Provision in the event that I do not comply with such provision.

D) **Miscellaneous.** This Agreement shall benefit not only the Executor but also any Co-Executors or prior Executors at any time acting under the Estate. This Agreement is binding upon me and my personal representative, heirs, successors and assigns. I have read this Agreement, understand it and had an opportunity to consult an attorney about this Agreement before signing it.

Dated this _____ day of _____, 2023.

Beneficiary: _____
Beneficiary Signature

Beneficiary Printed Name

STATE OF _____)
) SS
COUNTY OF _____)

I, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT the above beneficiary, _____ personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument, appeared before me in person and acknowledged that he/she/they signed, sealed and delivered the said instrument as his/her/their free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and official seal this _____ day of _____, 2023

Notary Public

NOTARY SEAL

STATE OF ILLINOIS UNITED STATES OF AMERICA COUNTY OF DU PAGE
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

IN RE THE ESTATE OF

MAX C GARTNER
DECEASED

2022 PR 516
CASE NUMBER

File Stamp Here

RECEIPT OF DISTRIBUTION

I, YORKVILLE ANIMAL CONTROL, acknowledge receipt of my share of this estate as follows:

1/3% OF THE RESIDUE OF THE ESTATE PURSUANT TO ARTICLE 6 OF THE WILL.

I appear, waive notice and consent to the approval of the current account final account of the Executor
 Administrator Independent Representative and consent to the allowances of fees to the representative and attorney as set forth in the account.

Distributee Signature
807 W JOHN STREET
Address
YORKVILLE, ILLINOIS 60560
City, State, Zip

Name: ALAN E LECHOWICZ Pro Se
DuPage Attorney Number: 284627
Attorney for: ESTATE
Address: 1240 IROQUOIS AVENUE. SUITE 102
City/State/Zip: NAPERVILLE, ILLINOIS 60563
Telephone Number: 630-753-8030
Email: AL@LECHOWICZLAW.COM

STATE OF ILLINOIS)
) SS.
COUNTY OF DUPAGE)

IN THE CIRCUIT COURT FOR THE EIGHTEENTH JUDICIAL DISTRICT
DUPAGE COUNTY, ILLINOIS
PROBATE DIVISION

IN THE MATTER OF THE ESTATE OF)
)
MAX C. GARTNER,)
) No: 2022 PR 516
)
Deceased.)

FINAL ACCOUNT AND REPORT

The undersigned, GERALD J. GARTNER, duly acting and qualified Executor of the Estate of Max C. Gartner, Deceased, respectfully represents to this Court:

That he was appointed Executor of the above estate on July 25, 2022 and collected all of the assets belonging to the decedent.

That he filed an Inventory herein, published for claims, that a Federal Estate Tax Return is required, that an Illinois Estate Tax is required and that he has done all other acts necessary in conjunction with the administration of said estate.

The undersigned submits an account covering the period from July 25, 2022 date of his appointment to October 13, 2023.

CASH RECEIPTS

Harmoni Towers

5/20/22	Cell Tower Rental	\$ 2,701.22
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Heggs Road Farm House

5/16/22	Rent	\$ 2,500.00
6/9/22	Rent	1,700.00

7/20/22	Rent	\$ 2,040.00	
8/3/22	Rent	1,564.00	
9/12/22	Rent	1,200.00	
11/2/22	Rent	<u>600.00</u>	\$ 9,604.00

Orangeville IL Farm

7/1/22	Rent - Baker 1/4 of 2022	\$ 26,680.00	
9/12/22	Rent - Baker 1/4 of 2022	26,380.00	
2/15/23	Sales Proceeds	<u>3,763,750.06</u>	\$3,816,810.06

3757 Pope Court, Plano, IL Condo

8/29/22	Rent	\$ 700.00	
9/12/22	Rent	700.00	
10/11/22	Rent	700.00	
12/16/22	Sales Proceeds	155,567.80	
3/8/23	Sales Proceeds Holdback	<u>1,000.00</u>	\$ 158,667.80

Farm Equipment & Hay

8/29/22	Galusha Farm - hay & baler	\$ 2,300.00	
10/11/22	Auction Proceeds - farm equipment	16,469.55	
12/28/22	Hay Sale Proceeds - Galusha Farm	3,616.35	
2/21/23	Galusha Farm - Hay	<u>693.00</u>	\$ 23,078.90

Durand Farm

11/2/22	McCallips Rent (2 nd half - 2022)	\$ 65,100.00	
2/15/23	Sales Proceeds	<u>4,419,426.97</u>	\$4,484,526.97

TD Ameritrade

Various interest/dividends - 1/1/23 - 7/31/23		\$ 166,092.35	
Various interest/dividends - 4/18/22 - 12/31/22		7,977.00	
Various interest/dividends - 8/23		36,050.00	
Various interest/dividends - 9/23		<u>41,926.00</u>	\$ 252,045.35

Grain Co FS Inc

3/18/23	Stock Sale - 3 shares		\$ 75.00
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IRS

Refund		<u>\$ 15,271.00</u>	
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TOTAL CASH RECEIPTS \$8,762,780.30

CASH DISBURSEMENTS

Eva Gartner

8/16/22	Real Estate Tax Reimbursement	\$21,830.00	
	(A) Will County \$3,872.99		
	(B) Kendall County \$2,820.79		
	(C) Winnebago County \$10,212.92		
	(D) Stephenson County \$4,923.04		
	(E) Other \$0.26		
8/16/22	Funeral Expense Reimbursement	15,398.13	
9/10/22	Plano Condo Repairs	2,400.00	
12/8/22	Plano Condo - Garage Door Repair	<u>726.00</u>	\$ 40,354.00

F.J. Grain, LLC

8/16/22	Grain Drying & Storage		\$ 967.00
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Brand Bobosky

8/16/22	Attorney Fee	\$5,945.00	
1/10/23	Attorney Fee	<u>8,467.00</u>	\$ 14,412.00

Gerald Gartner

8/16/22	Reimbursement - Funeral and supplies	\$ 1,699.00	
9/9/22	Cash - Supplies, Stamps, etc.	600.00	
10/13/23	Executor Fee	<u>\$17,600.00</u>	\$ 19,899.00

Stephenson County Treasurer - Durand Farm

8/22/22	2021 Real Estate Taxes - 2 nd Inst.		\$ 3,837.00
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Winnebago County Treasurer - Orangeville Farm

8/22/22	2021 Real Estate Taxes - 2 nd Inst.		\$ 6,088.00
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Will County Treasurer - Heggs Road Farm

8/22/22	Real Estate Taxes - 2 nd Inst.		\$ 3,873.00
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Kendall County Treasurer - Plano, IL Condo

8/22/22	Real Estate Taxes - 2 nd Inst.		\$ 2,821.00
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Heggs Road Farm

8/27/22	Mowing - Galusha Farm	\$ 725.00	
10/18/22	Mowing - Galusha Farm	<u>\$ 870.00</u>	\$ 1,595.00

Real Estate Appraisers

10/25/22	Farm Appraisals		\$	2,000.00
<u>Central States Appraisers</u>				
11/2/22	Eola Road Farm Appraisal		\$	500.00
<u>Ace Appraisals</u>				
9/9/22	Appraisal - Plano, IL Condo	\$ 450.00		
9/4/22	Appraisal - Plano, IL Condo	<u>\$ 200.00</u>	\$	650.00
<u>Lakewood Springs HOA - Plano Condo</u>				
9/29/22	Monthly Assessment		\$	264.00
<u>Kmetz Financial</u>				
10/13/22	2021 Tax Preparation	\$ 1,500.00		
9/18/23	2022 Tax Preparation	<u>\$ 1,800.00</u>	\$	3,300.00
<u>Illinois Department of Revenue</u>				
10/13/22	2021 Income Tax Balance Due	\$10,794.00		
10/14/22	2022 Income Tax Estimate	\$ 8,600.00		
7/21/23	2022 Income Tax Balance Due	<u>\$ 1,627.00</u>	\$	21,021.00
<u>US Treasury</u>				
10/13/22	2021 Income Tax Balance Due	\$29,905.00		
10/13/22	2022 Income Tax Estimate	\$27,000.00		
11/28/22	2021 Penalty & Interest	<u>\$ 1,575.00</u>	\$	58,480.00
<u>C.E.S. Inc.</u>				
12/8/22	Survey Work - Farms		\$	495.00
<u>City of Plano - Plano Condo</u>				
12/3/22	Garbage, sewer & Water		\$	157.00
<u>Andrew Hauser</u>				
1/2/23	Attorney Fee		\$	1,131.00
<u>Jason Sunderland</u>				
1/16/23	Reimb. For Equipment Sold in error		\$	800.00
<u>Linda J. O'Neill</u>				
3/29/23	Child Support Claim		\$	267,000.00

<u>Mirabella Kincaid, LLC</u>		
3/29/23	Linda J. O'Neall Attorney Fee	\$ 33,000.00
<u>TD Ameritrade</u>		
Various	Stock loss	\$ 99,524.00
<u>Mindy O'Neall</u>		
1/11/23	Distribution	\$ 2,300.00
<u>Kristen Fulsang Jackson</u>		
1/11/23	Distribution	\$ 4,600.00
<u>Lindsey Harper</u>		
1/11/23	Distribution	\$ 5,000.00
<u>Nolan Harper</u>		
1/11/23	Distribution	\$ 5,000.00
<u>Amber O'Neall Gartner</u>		
1/11/23	Distribution	\$ 2,300.00
<u>Debbie Smith Zieche</u>		
1/11/23	Distribution	\$ 12,000.00
<u>Ryke Hanson</u>		
1/11/23	Distribution	\$ 12,000.00
<u>Tim Parrott</u>		
1/11/23	Distribution	\$ 5,000.00
<u>Unbound</u>		
1/11/23	Distribution	\$ 60,000.00
<u>Children's Int'l Fund</u>		
1/11/23	Distribution	\$ 432,000.00
<u>Marilyn Parrott Pomeroy</u>		
1/11/23	Distribution	\$ 5,000.00
<u>Bruce Utrata</u>		
1/11/23	Distribution	\$ 5,000.00
<u>Michael Reese</u>		

1/11/23	Distribution	\$ 20,000.00
<u>Don Smith</u>		
1/11/23	Distribution	\$ 12,000.00
<u>Nancy Joyce</u>		
1/11/23	Distribution	<u>\$ 5,000.00</u>
Total Cash Disbursements		<u>\$1,169,368.00</u>
Cash/Securities - 4/18/22		\$1,308,000.00
Cash Receipts		\$8,762,780.30
Cash Disbursements		<u>(1,169,368.00)</u>
Cash Balance		<u>\$8,901,412.30</u>
LESS:		
Attorney Fee (Estimated)		\$ 100,000.00
Reserve		\$ 100,000.00
Cash to be disbursed		<u>\$8,701,412.30</u>

PROPOSED DISTRIBUTIONS

1.	St. Raphael Catholic Church (1-1/2%)	\$ 130,521.18
2.	American Red Cross (1-1/2%)	\$ 130,521.18
3.	St. Mary's Catholic Church (1%)	\$ 87,014.12
4.	Alzheimer's Association (1%)	\$ 87,014.12
5.	Catholic Relief Services (1%)	\$ 87,014.12
6.	Salvation Army Metropolitan Division (1%)	\$ 87,014.12
7.	School Sisters of St. Francis (1/2%)	\$ 43,507.06
8.	Franciscan Mission (1/2%)	\$ 43,507.06
9.	Naperville Heritage Society (1/2%)	\$ 43,507.06
10.	Unbound (8-1/2%)	\$ 739,620.05
11.	Children's Int'l Fund (78%)	\$ 6,787,101.59
12.	Wayside Missions (2%)	\$ 174,028.25
13.	Catholic Charities (2%)	\$ 174,028.25
14.	Yorkville Animal Control (1/3%)	\$ 29,004.71
15.	Adopt Pet Shelter (1/3%)	\$ 29,004.71
16.	Sav-A-Pet (1/3%)	\$ 29,004.71

STATE OF ILLINOIS)
)SS.
COUNTY OF DUPAGE)

GERALD J. GARTNER, being first duly sworn on oath, deposes and says that he is the duly acting and qualified Independent Executor of the Estate of Max C. Gartner, deceased; that he has read the foregoing Final Account and Report by him subscribed, and that the same is true and correct to the best of his knowledge and belief.


GERALD J. GARTNER - Executor of the
Estate of Max C. Gartner

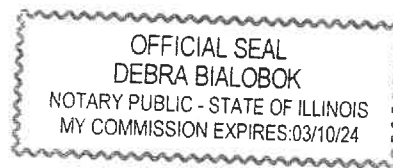
STATE OF ILLINOIS)
)SS.
COUNTY OF DUPAGE)

I, a notary public in and for said county, in the State aforesaid, DO HEREBY CERTIFY THAT GERALD J. GARTNER, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and official seal, this 3RD day of November, 2023.


Notary Public

Alan E. Lechowicz, Attorney at Law
Alan E. Lechowicz & Associates, Ltd.
1240 Iroquois Ave., #102
Naperville, IL 60563
630-210-8800
DuPage Attorney #284627





Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 12/19/2023
Subject: Human Resources Department Part-Time Human Resources Assistant Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of Human Resources Department Part-Time Human Resources Assistant Job Description

Board/Committee Review:

N/A

Fiscal impact:

\$26,520 (position was included in budget for FY 2023-2024)

Background and Discussion:

The creation of a part-time Human Resources Assistant position for the Human Resources Department was approved as part of the FY 2023-2024 budget. This job description is for that position. This position will provide clerical and administrative support to the Human Resources Department staff. This item was included on the agenda for the December 4, 2023 Human Resources & Insurance Committee meeting, but the meeting was cancelled due to lack of quorum.

Staff Recommendation:

Approval of the Human Resources Department Part-Time Human Resources Assistant Job Description.

Attachments:

1. Part-Time Human Resources Assistant Job Description

TITLE: Human Resources Assistant
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Part Time
FLSA STATUS: Non-Exempt
APPROVED/REVISED: In Progress

I. Position Summary:

This part-time position provides administrative assistance in all areas of the Human Resources Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the Human Resources Department in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

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

- A. Serves as the Human Resources Assistant for the Human Resources Department.
- B. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- C. Answers and directs telephone calls.
- D. Receives and distributes office mail.
- E. Schedules and organizes appointments.
- F. Performs data entry, filing, and other administrative tasks related to Kendall County's risk management and compliance services such as workers compensation, property insurance, auto insurance, and liability insurance.
- G. Prepares, revises, organizes, and files confidential records, documents, and correspondence regarding or relating to the Human Resources Department.
- H. Assists with employee engagement and retention efforts.
- I. Receives and administers accounts payable and accounts receivable for the Human Resources Department.
- J. Assists with various administrative tasks for the Human Resources & Insurance Committee including, but not limited to the following tasks:
 1. Attends Human Resources & Insurance Committee meetings, as assigned, both during and after regular business hours.
 2. Develops, prepares, and posts agendas and packets for Human Resources & Insurance Committee meetings, as required by the Illinois Open Meetings Act.
 3. Takes and prepares minutes for Human Resources & Insurance committee meetings.
 4. Compiles, distributes, and maintains all other necessary paperwork regarding or relating to the Human Resources & Insurance Committee meetings.
- K. Performs inventory of office supplies within the department and assists the Director with purchasing functions.
- L. Assists with Freedom of Information Act requests for the Human Resources Department.

Kendall County Job Description

- M. Performs record retention and destruction tasks in compliance with the Illinois Local Records Act.
- N. Must be able to work on-site to perform the assigned essential job functions.
- O. Travels to and/or attends meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- P. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- Q. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- R. Maintains regular attendance and punctuality.
- S. Performs other duties as assigned.

III. **Qualifications:**

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

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one setting and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.

Kendall County Job Description

4. The ability to listen, understand information and ideas, and work effectively with Kendall County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Prepare and use audio/visual equipment for presentations.
8. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
9. May require skill in the use of Dictaphones and transcribing equipment.
10. Requires skills in operating a personal computer, facsimile machine, copier, and other office equipment.

F. Education and Experience:

1. A minimum of a high school diploma or general education degree (GED) is required.
2. A minimum of two (2) years' prior work experience in a Human Resources role or administrative assistant role is preferred.

IV. Physical Demands:

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

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Occasionally walk to other offices in the Kendall County Office Building and other nearby Kendall County buildings (e.g. Historic Courthouse).
- C. Frequently work with computers and look at computer screen and other electronic devices.
- D. Occasionally lift and/or move up to 40 pounds.
- E. Frequently lift and/or move up to 10 pounds.
- F. Use hands to finger, handle, feel, grip, and type.
- G. Reach, push, and pull with hands and arms.
- H. Talk and hear in person and via use of telephone.
- I. Specific vision abilities include close and distance vision, as well as depth perception and the ability to look at computer screen for long periods of time.
- J. Travel independently to other Kendall County properties to perform assigned 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 employees is subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.

Kendall County Job Description

- D. Employee may be required to provide their own transportation to travel to and from meetings, training, other County buildings, etc.
- E. Employee must be able to consistently work twenty-five (25) hours per work week.
- F. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as assigned.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 12/19/2023
Subject: Revised Kennel Manager/Animal Control Officer Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of the revised Kennel Manager/Animal Control Officer Job Description

Board/Committee Review:

N/A

Fiscal impact:

No additional cost beyond budgeted salary for FY2024.

Background and Discussion:

The attached job description revises the existing Kennel Manager/Animal Control Officer Job Description for the Kendall County Animal Control Department. These revisions would make this position a supervisory position. This position would supervise all Kennel Technicians, interns and volunteers at the Animal Control Department, and it would provide management-level support to the Director of Animal Control. This item was included on the agenda for the December 4, 2023 Human Resources & Insurance Committee meeting, but the meeting was cancelled due to lack of quorum.

Staff Recommendation:

Approval of the revised Kennel Manager/Animal Control Officer Job Description.

Attachments:

1. Kennel Manager/Animal Control Officer Job Description

Kendall County Job Description

TITLE: Kennel Manager/Animal Control Officer
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FULL TIME/PART TIME: Full time
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED: In Progress

I. Position Summary:

The Kennel Manager/Animal Control Officer reports to the Animal Control Director and serves in place of the Animal Control Director in the Director's absence. This position enforces the Illinois Humane Care for Animals Act and Animal Control Act and rabies control for Kendall County. The Kennel Manager/Animal Control Officer is responsible for assisting the Animal Control Director with the organization, administration, training, and operation of the Kendall County Animal Control Department.

II. Essential Duties and Responsibilities:

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

1. Customarily and regularly performs management duties including, but not limited to the following:
 - A. Assists the Animal Control Director by serving as a direct supervisor for all Kennel Technicians, interns, and volunteers and performs supervisory duties including, but not limited to the following:
 1. Instructs and supervises shelter volunteers.
 2. Interviews Kennel Technicians, interns, and volunteers.
 3. Makes recommendations to the Director regarding discipline, hiring and firing for all Kennel Technicians, interns, and volunteers, which recommendations are given particular weight by the Animal Control Director.
 4. Oversees training of all Kennel Technicians, interns, and volunteers.
 5. Assists the Animal Control Director with conducting regular performance evaluations for all Kennel Technicians, interns, and volunteers.
 6. Plans, assigns, and directs work of Kennel Technicians, interns, and volunteers.
 7. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the Director.
 8. Ensures the Kendall County Animal Control Department staff, interns, and volunteers adhere to and follow all applicable policies, and procedures.
 - B. Makes recommendations to the Animal Control Director regarding policy and procedures, which recommendations are given particular weight by the Animal Control Director.
 - C. Carries out all other supervisory responsibilities in accordance with all applicable laws, regulations, policies and procedures.

Kendall County Job Description

2. Primary duties include the performance of office or non-manual work directly related to the management and general operations of Kendall County Animal Control, which duties include, but are not limited to:
 - A. Oversees and tracks intake of animals that arrive at the Shelter and their eventual disposition.
 - B. Performs customer service activities such as responding to customers' complaints and questions.
 - C. Assists the public in adopting and/or reclaiming lost animals.
 - D. Coordinates placement of animals with rescue groups.
 - E. Inventories and maintains vaccine stock.
 - F. Investigates animal welfare complaints in unincorporated Kendall County, which includes duties such as interviewing witnesses, collecting evidence, and writing reports.
 - G. Issues warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
 - H. Assists police departments and other law enforcement agencies with animal control matters, as needed.
 - I. Tracks and investigates all reported animal bites in Kendall County.
 - J. Engages in other activities, as assigned, that are needed to enhance the health and well-being of the animals at the shelter with the primary goal of placing animals with appropriate owners.
 - K. Fulfills the duties of Animal Control Warden as set forth in the Illinois Animal Control Act (510 ILCS 5/1 *et seq.*)
 - L. Assists the Director with establishing and implementing current and long range goals, plans, policies and procedures for the Animal Control Department.
 - M. Assists the Director with preparation of reports and other administrative paperwork.
3. Answers telephones.
4. Ensures kennel cages and runs are kept clean and in good repair.
5. Monitors and stocks kennel food supply.
6. Monitors the behavior of kennel animals.
7. Vaccinates dogs and cats, as required.
8. Seizes, impounds, and transports animals.
9. Must be able to operate Kendall County vehicles and to drive to offsite locations to perform assigned job duties.
10. Must be available after hours and on weekends, as needed, to respond to emergency calls received by Animal Control.
11. Prepares routine correspondence and other Animal Control documents.
12. Complies with all applicable state and federal laws and regulations.
13. Complies with all applicable State and County policies and procedures.
14. Maintains regular attendance and punctuality.
15. Performs other duties and responsibilities, as assigned.

III. **Qualifications:**

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

1. **Language Skills:**

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.

Kendall County Job Description

- Ability to speak effectively with the public, employees, volunteers, outside entities, law enforcement personnel, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
 - Ability to communicate effectively in writing and over the telephone.
 - Ability to listen and understand information and ideas.
 - Excellent people skills and detail-oriented.
 - Requires a proficient understanding of the English language, spelling, and grammar.
- 2. 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.
 - Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules, etc.
- 3. Reasoning Ability:**
- Ability to deal with problems involving several concrete variables in standardized situations.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 4. Certificates, Licenses, and Registrations:**
- Valid and Current Illinois Driver's License
 - Any and all other certificates and registrations as required for the specific duties performed.
- 5. Other Skills, Knowledge and Abilities:**
- Ability to excel under pressure and in stressful situations.
 - Ability to maintain best practices for animal handling skills, responding to animal behavior, and animal care.
 - Ability to carry out duties with minimal supervision.
 - Ability to maintain confidentiality.
 - Displays a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
 - Must be a team player committed to working in a quality environment.
 - Must possess excellent prioritization skills and the ability to meet deadlines.
 - Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, and Chameleon software products.
 - Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
 - Skills in operating a personal computer, facsimile machine, and telephone.
- 6. Education and Experience:**
- Minimum of a High School diploma or equivalent.
 - Valid and current Illinois Driver's License.
 - Minimum 1 year animal handling experience.
 - Minimum 1 year animal control or law enforcement experience.
 - Experience with Chameleon Software Products, preferred.

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IV. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Frequently sit for long periods of time at a desk;
- Occasionally lift and/or move up to 120 pounds, with or without assistance, including live animals;
- Lift and/or move up to 50 pounds, including live animals;
- Occasionally handle large, active, aggressive, and/or vicious animals;
- Reach, push and pull with one and/or both hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other locations to perform assigned responsibilities.

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 regularly exposed to following working conditions:

- Inside and outside environmental conditions, subject to all weather elements, including extreme weather conditions;
- All lighting conditions, including but not limited to, daylight and night/low light, with and without artificial light available, indoors and outdoors;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside;
- May be exposed to stressful and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public;
- Continuously exposed to animals of all varieties, animal noises, hair/dander, and smells, including industrial cleaning products; and
- Must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: County Board Meeting
Meeting Date: 12/19/2023
Subject: Resolution Appointing Kendall County’s Open Meetings Act Designated Officer
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval of Resolution

Board/Committee Review:

N/A

Fiscal impact:

none

Background and Discussion:

The Illinois Open Meetings Act (“OMA”) requires every public body appoint an Open Meetings Act Designated Officer. The County Board previously approved a resolution appointing Scott Koepfel to serve as the OMA Designated Officer. The attached resolution appoints the position of County Administrator to serve as the County’s Open Meetings Act Designated Officer. This item was included on the agenda for the December 4, 2023 Human Resources & Insurance Committee meeting, but the meeting was cancelled due to lack of quorum.

Staff Recommendation:

Approval of the resolution.

Attachments:

1. Resolution Appointing Kendall County’s Open Meetings Act Designated Officer

COUNTY OF KENDALL, ILLINOIS

Resolution 23-_____

RESOLUTION APPOINTING KENDALL COUNTY OPEN MEETINGS ACT DESIGNATED OFFICER

WHEREAS, Kendall County, Illinois convenes regular and special meetings of the Kendall County Board with notice to the public as required under Illinois law and in compliance with the Illinois Open Meetings Act (“OMA”), as amended from time to time; and

WHEREAS, Section 1.05(a) of the OMA provides that “[e]very public body shall designate employees, officers, or members to receive training on compliance with this Act;” and

WHEREAS, Section 1.05(a) of the OMA also provides, “Each public body shall submit a list of designated employees, officers, or members to the Public Access Counselor;” and

WHEREAS, the Kendall County Board adopts this resolution to designate employees, officers, and/or members to receive the required OMA training in compliance with Section 1.05(a) of the OMA; and

NOW, THEREFORE, BE IT RESOLVED, for purposes of complying with 5 ILCS 120/1.05(a), the Kendall County Board designates the Kendall County Administrator as its Designated Officer; and

BE IT FURTHER RESOLVED, the Kendall County Clerk shall submit a certified copy of this Resolution to the Public Access Counselor at the Illinois Attorney General’s Office to demonstrate compliance with the requirements of Section 1.05(a) of the OMA; and

BE IT FURTHER RESOLVED, the Kendall County Administrator shall complete the required OMA training within thirty (30) calendar days after adoption of this Resolution and shall promptly thereafter provide a printed hard copy of the certificate of completion for such training to the Kendall County Clerk.

Approved this 19th day of December, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder

