

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

Kendall County Office Building, Rooms 209 & 210

Tuesday, April 3, 2018 at 6:00 p.m.

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. Citizens to Be Heard
9. Executive Session
10. Old Business
 - A. Motion to reconsider: Approve Public Safety Center A/C systems replacement by the Trane Co. utilizing US Communities Contract #15-JLP-023 Cooperative Quote Number: 30-10006-17-001 in the amount of \$699,108.00
11. New Business
 - A. Approve Resolution declaring May as Rain Barrel Month in Kendall County
 - B. Approval of an Intergovernmental Agreement between Kendall County, Illinois and the Kendall County Forest Preserve District, Illinois Approving a Refund of 2017 Prorated Taxes to the District for Pickerill-Pigott Forest Preserve Parcel #05-02-400-029 in the Amount of \$1,533.27
 - C. Approval of Opioid Representation Agreement entered into by the State's Attorney, on behalf of Kendall County, and the law firms of Meyers & Flowers, LLC and Simmons Hanley Conroy, LLC, at no cost to Kendall County
 - D. Authorization of Meyers & Flowers, LLC and Simmons Hanley Conroy, LLC, to pursue opioid litigation on behalf of Kendall County pursuant to and consistent with the Opioid Representation Agreement signed by the State's Attorney, on behalf of Kendall County
12. Standing Committee Reports
 - A. Finance Committee
 1. Approve claims in an amount not to exceed \$ 873,099.33, Petit Jurors in an amount not to exceed \$1,725.00, Grand Jurors in an amount not to exceed \$233.42 and Election Judge claims in an amount not to exceed \$51,768.71
 2. Approve Coroner claims in an amount not to exceed \$ 5,273.94
 3. Approval of Credit Card for Technology Services Director Matthew Kinsey with a limit of \$5,000
 4. Approval of Ordinance Abating the taxes Levied for the Year 2017 Payable 2018 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source) Series 2010, 2011, 2016 and 2017 of the County of Kendall, Illinois
 - B. Administration/HR
 1. Approval of Part-Time Office Assistant (Building) Job Description
 2. Approval of Part-Time Office Assistant (Zoning) Job Description
 - C. Animal Control
 1. Approval of Release of Animal Control Executive Session minutes from July 27, 2016; June 28, 2017 and March 28, 2018
 - D. Committee of the Whole
 1. Approval of Release of Committee of the Whole Executive Session minutes from 9/15/2005, 11/10/2011 and 7/13/17; and Executive Session Minutes Reviews from 4/11/2013, 10/13/2016 and 3/15/2018
 - E. Standing Committee Minutes Approval
13. Special Committee Reports
 - A. Kencom Executive Board
 - B. Housing Authority
 - C. Historic Preservation
14. Chairman's Report
15. Executive Session
16. Other Business
17. Citizens to be Heard

18. Questions from the Press

19. 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
ADJOURNED SEPTEMBER MEETING
March 6, 2018**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, March 6, 2018 at 7:15 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Lynn Cullick, Bob Davidson, Elizabeth Flowers, Tony Giles, Judy Gilmour, Audra Hendrix, Matt Kellogg, Matthew Prochaska, and John Purcell.

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

THE MINUTES

Member Davidson moved to approve the submitted minutes from the Adjourned County Board Meeting of 2/6/18. Member Prochaska seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

THE AGENDA

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

OLD BUSINESS

South Solar Field

Member Hendrix moved to approve the south solar field option A 7.4 acres or option B 7.1 acres. Member Cullick seconded the motion. **Motion withdrawn.**

Member Kellogg moved to approve the south solar field option A 7.4 acres. Member Hendrix seconded the motion.

County Administrator Scott Koeppel explained that the recommendation from Chris Childress at Progressive Energy is the 7.4 acre field which would get the county as close as possible to ensuring that we can get the 2MW field and produce as much power as we can and have the highest savings.

Assistant State's Attorney explained that the option is defining the legal description of the area.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Member Kellogg moved to approve the ordinance approving a lease exceeding 2 years for south solar field A. Member Hendrix seconded the motion.

County Administrator Scott Koeppel explained that an ordinance is needed per state statute when a lease of land is from 2 years to 99 years and that is the best use of the land or there is not another use of that land.

Chris Childress from Progressive stated that there is zero cost to the county, estimated savings is \$162,000 a year, and at the end of the 25 years the county has the option to purchase the field, renegotiating the lease, or taking the field out at their expense. Maintenance is conducted by GRNE. If the solar field needs to be torn out the estimated cost is \$60,000 less any dollars from recycling. After the county approves this they will submit to the City of Yorkville to get a building permit/variance. Paperwork will be submitted to the Illinois Power Authority, they will vote to approve this program and hire an administrator to put together an application for the program.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Member Hendrix moved to approve a 25 year power purchase agreement with GRNE Solar to construct a 2MW AC Solar Field and sell the power to Kendall County at a rate not to exceed .0285 cents per kWh in year one with a .9% increase per year. Member Flowers seconded the motion

County Administrator Scott Koeppel stated that the average price from ComEd is about 8 cents and this will give the county a 2.85 cents for power.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Member Cullick moved to approve a 25 year land lease with GRNE Solar. Member Kellogg seconded the motion.

Assistant State's Attorney Leslie Johnson informed the board that there is for at least 10 years there is no out in the contract.

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Chris Childress informed the board that they will be discussing the north field with Rush Copley leasing the field.

STANDING COMMITTEE REPORTS

Law, Justice and Legislation

No report, minutes in the packet from the February 14, 2018 meeting.

Finance

CLAIMS

Member Cullick moved to approve the claims submitted in the amount not to exceed \$914,977.18 Member Prochaska seconded the motion.

COMBINED CLAIMS: FCLT MGMT \$19,716.14, B&Z \$898.29, CO CLK & RCDR \$175.78, ELECTION \$49,732.62, ED SRV REG \$606.75, SHRFF \$668.08, CRRCTNS \$206.19, EMA \$46.91, CRCT CT CLK \$211.89, CRCT CT JDG \$2,221.50, CRNR \$924.64, CMB CRT SRV \$9,155.41, PUB DFNDR \$50.00, ST ATTY \$1,161.84, SPRV OF ASSMNT \$1,108.44, UNEMPLY CMP \$4,412.00, EMPLY HLTH INS \$393,781.65, OFF OF ADM SRV \$174.54, GNRL INS & BNDG \$108.00, CO BRD \$136.51, TECH SRV \$6,484.19, SOIL & WTR \$32,000.00, FAC MGT UTLTS \$60,911.39, ECON DEV \$116.63, CO HWY \$13,395.91, CO BRDG \$9,091.50, TRNSPRT SALES TX \$109,079.29, HLTH & HMN SRV \$112,533.02, FRST PRSRV \$431.03, ELLIS HS \$99.64, ELLIS BRN \$78.95, ELLIS GRNDS \$30.77, ELLIS CMPS \$187.50, ELLIS RDNG LSSNS \$401.34, ELLIS BDAY PRITIES \$187.50, ELLIS WDDNGS \$65.80, HOOVER \$3,185.64, GRNDS & NTRL RSRCS \$419.27, ANML CNTRL EXPND \$257.45, ANML MED CR FND \$44.00, ANML CNTRL EXPS \$1,412.02, CO RCDR DOC STRG \$187.85, HIDTA \$17,905.13, CMSSRY FND \$302.61, COOK CO REIMB FND \$31.20, CRT SEC FND \$33.53, LAW LBRY \$6,173.00, CRCT CT DOC STRG \$3,008.73, PRBTN SRV \$3,628.84, ST ATTY DRG ENFRC EXP \$1,021.60, GIS \$1,825.58, ENG/CNSLTG ESCRW \$568.50, EMPLY BNFT PRGM \$2,179.77, PUB SFTY \$36,686.28, CRTHS RNVTNS \$100.00, ANML POP CNTRL \$889.00, VAC \$3,280.43, SHRFF VHCL FND \$300.00, CRNR SPCL FND \$81.10, FP BND PRCDS '07 \$1,869.75

Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Coroner Claims

Chairman Gryder stated that member Purcell has recused himself from the discussion and under the Board Rules of Order shall be treated as if not present.

Member Cullick moved to approve the Coroner claims in an amount not to exceed \$1,005.74. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Executive Session Minutes Release

Member Cullick moved to approve the release of Finance Committee executive session minutes from June 25, 2015, March 16, 2017, June 29, 2017, December 14, 2017 and February 27, 2018. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Administration/HR

GIS Aerial

Member Cullick moved to approve the GIS aerial mission to Surdex Corporation in an amount not to exceed \$29,500. Member Kellogg seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 18-06 is available in the Office of the County Clerk.

Animal Control

Member Flowers reviewed the minutes in the packet from the February 26, 2018 meeting.

Economic Development

Member Hendrix withdrew the minutes from the January 19, 2018 meeting for correction.

Committee of the Whole

Chairman Gryder reviewed the minutes in the packet from the February 15, 2018 meeting.

STANDING COMMITTEE MINUTES APPROVAL

Member Flowers moved to approve all of the Standing Committee Minutes and Reports with the exception of Economic Development. Member Prochaska seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. Motion carried.

SPECIAL COMMITTEE REPORTS

Kencom Executive Board

Member Gilmour did not have a report.

Housing Authority

Member Prochaska stated that they met on February 23, 2018. They reviewed their CMAP score which was 130 out of 135 and the wait list opened March 1, 2018 at 9:00am and hit max by 1:30pm.

Historic Preservation

Member Flowers reviewed the minutes in the packet from the February 21, 2018 meeting.

CITIZENS TO BE HEARD

Todd Milliron commended the board on moving the solar field initiative forward and pledging the standby generator capacity.

Eric Peterman from GRNE Solar thanked the board and State's Attorney's Office for approving the solar project and spoke about a donation that they will make to the beneficiary of the county's choice.

ADJOURNMENT

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

Approved and submitted this 8th day of March, 2018.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

PROCLAMATION
County of Kendall, Illinois
Rain Barrel Month
Resolution _____ - _____

Whereas, water is a valuable, limited natural resource; and

Whereas, municipal and rural residents in Kendall County depend on water for numerous home and commercial uses; and

Whereas, conserving and protecting water supplies is of benefit to all residents of Kendall County; and

Whereas, many residents are interested in methods to personally practice conservation of this valuable resource; and

Whereas, for every 100 square foot of roof area, one inch of rain generates approximately 60 gallons of rainwater runoff; and

Whereas, wasteful runoff of rainwater from homes and other buildings into storm sewers or other drainage ways can add to the damaging and overwhelming stormwater volumes in our natural waterways; and

Whereas, collecting rainwater is one type of best management practice to reduce stormwater runoff; and by redirecting and collecting rainwater runoff from buildings, it can be available for more productive, cost-efficient uses; and

Whereas, rain barrels are an economical, convenient method of collecting rainwater runoff for future uses; and

Whereas, The Conservation Foundation (TCF), in cooperation with local communities, such as Kendall County, promote the reduction of off-site stormwater runoff and best management practices to redirect and conserve rainwater; and

Whereas, TCF and Kendall County encourage homeowners and businesses to implement methods such as rain barrels to capture and efficiently use rainwater; and

Whereas, Kendall County endorses such best management practices to help protect our local water resources and wishes to promote the use of such practices to its residents;

Be it Hereby Resolved, the Kendall County Board proclaims the month of MAY, 2018 as *Rain Barrel Promotion month* in Kendall County.

Passed and adopted on this 3rd day of April, 2018.

Attest/Seal

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk & Recorder



**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE KENDALL COUNTY FOREST PRESERVE DISTRICT AND
KENDALL COUNTY**

This Agreement is between the Kendall County Forest Preserve District, Kendall County, Illinois (“the District”) and Kendall County, Illinois (hereinafter “County”) and is made in the exercise of their intergovernmental cooperation powers under Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois *Governmental Cooperation Act*, 5 ILCS 220/1 et seq., and the *Municipal Code*, 65 ILCS 5/1-1-1.

WHEREAS, each of the Parties to this Agreement is a governmental unit that exercises the power to tax real property and depend in part on property tax revenue to perform their governmental functions; and

WHEREAS, the District has processed the early termination of a life estate agreement with Ken Pickerill for both land and estate buildings at 6350 A Minkler Road, Yorkville, Illinois, 60560 (Parcel #05-02-400-029), located within the aforementioned taxing district boundaries; and

WHEREAS, the District, in honor and recognition of Ken Pickerill’s donation of property and facilities to the District, has assumed the remaining property tax liability for tax year 2017; and

WHEREAS, the Kendall County Forest Preserve District is developing the master plan for the Pickerill-Pigott Forest Preserve in order to open the preserve to the public, complete the required public accessibility projects, and is conducting community outreach efforts to identify community needs and interest for possible conversion of the Ken Pickerill estate house for multiple purposes; and

WHEREAS, the Kendall County Forest Preserve District is working to leverage capital funding support needed to complete said improvements; and

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes units of local government, such as the District and the County to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, Section 5 of the Illinois *Intergovernmental Cooperation Act*, 5 ILCS 220/5, provides that one or more units of local governmental may contract to perform any governmental service, activity or undertaking which any unit of local government entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each governmental unit to the contract; and

WHEREAS, following the District's payment of the remaining 2017 property tax liability, the County agrees to rebate to the District the County portion of the property taxes totaling one thousand five hundred thirty three dollars and twenty seven cents (\$1,533.27) received on Parcel #05-02-400-029 for the District's payment of the Levy within 60 days after receipt from the Kendall County Treasurer.

NOW, THEREFORE, in consideration of the terms and conditions contained in this Intergovernmental Agreement, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Term Of The Agreement

This agreement shall be effective on the date executed by all parties hereto and shall terminate when the District receives the County portion of the property taxes paid by the District.

2. Additional Parties to This Agreement

There are governmental units other than the County that levy taxes against the Property. Those governmental units may become parties to this Agreement when their governing bodies approve this or a similar Agreement and their authorized representatives sign it. In the event another governmental unit becomes a party to this Agreement, that governmental unit shall be referred to herein whenever the terms "Parties", "Party" and "County" are used.

IN WITNESS WHEREOF, the Parties, each by its duly authorized representative, have signed and executed this Agreement on the dates indicated.

Date: _____

Date: _____

Kendall County Forest Preserve District
Kendall County, Illinois

Kendall County
Kendall County, Illinois

By: Judy Gilmour
Judy Gilmour, President

By: _____
Scott R. Gryder

ATTEST:

ATTEST:

Elizabeth Flowers
Elizabeth Flowers, Secretary

MEYERS & FLOWERS, LLC SIMMONS HANLY CONROY, LLC

OPIOID REPRESENTATION AGREEMENT

- 1. Parties.** By this Agreement, **KENDALL COUNTY STATE'S ATTORNEY**, acting on behalf of and as legal counsel for Kendall County, Illinois (hereinafter "County") hereby retains the Law Firms of **MEYERS & FLOWERS, LLC** with offices located at 3 North Second Street, Suite 300, St. Charles, Illinois 60174 and 225 West Wacker Drive, Suite 1515, Chicago, Illinois 60606, and **SIMMONS HANLY CONROY, LLC** with offices located at One Court Street, Alton, Illinois 62002 and 231 South Bemiston, St. Louis, Missouri 63105 (hereinafter "Law Firms"), to investigate the viability of and to prosecute all claims against the manufacturers of prescription opiates, along with their respective parents, subsidiaries, and affiliates, that contributed to the damages incurred by County arising out of aggressive marketing and distribution of opiates both in and to County.
- 2. Scope of Representation.** For the consideration provided herein, Law Firms agree to conduct all investigations they deem necessary to prosecute County's claims. County agrees to cooperate with Law Firms and to provide Law Firms access to privileged or otherwise confidential information in order to allow Law Firms to conduct said investigations. If additional claims are desired to be raised, a separate agreement will need to be executed between County and Law Firms or these claims will need to be handled by a separate law firm.

Law Firms agree to provide, at a minimum, the following services to County: (a) work with County personnel to ascertain the costs County has incurred as a result of the over-prescription of opioids; (b) determine the viable causes of action, if any, available to County; (c) determine which party(ies) should be targeted in a potential lawsuit; and (d) once authorized by County, bring a lawsuit on behalf of County against those party(ies) identified by Law Firms.

- 3. Termination of Agreement.** This Agreement shall cover the period from the date of execution until the termination of the litigation or termination of the legal services rendered hereunder, whichever is sooner. This Agreement may be terminated by County upon at least seven (7) days' written notice to Law Firms.

In the event of termination by County, Law Firms shall be entitled to fair compensation for their legal services. Fair compensation is defined as the part of the contingent fee which best represents the contribution made and risk assumed by Law Firms relative to the total of all contributions and risks, viewed retrospectively as of the resolution of the claim, covered by this Agreement. Upon termination by County, Law Firms shall immediately return to County all materials and documents of County relating to County's claim.

Law Firms may withdraw from representation of County upon at least seven (7) days' written notice to County should Law Firms determine, in their sole discretion, that County's claim is no longer viable and/or worthwhile to pursue.

- 4. Attorneys' Fees and Costs.** In the event County's claim is resolved in County's favor by way of settlement, trial verdict or other resolution, County hereby agrees to pay Law Firms twenty-five percent (25%) of any gross amount recovered for Law Firms' attorneys' fees.

Law Firms will advance all reasonable expenses and costs they deem necessary to investigate and prosecute County's claim included, but not limited to: court fees, process server fees, expert witness fees, court reporting fees, reasonable travel expenses, witness fees, courier service fees, and consulting fees. In the event nothing is recovered for County by way of settlement, trial verdict or other resolution, County is not obligated to reimburse Law Firms for any of the advanced expenses and costs, subject to paragraph 3 above. If County recovers compensation by way of settlement, trial verdict or other resolution, all reasonable advanced expenses and costs shall be reimbursed to Law Firms from the recovery.

The attorneys' fees described above will be calculated on the total gross recovery by way of settlement, trial verdict or other resolution, including all recovered attorneys' fees, interest, and penalties. After deducting attorneys' fees from the gross amount recovered, the remaining amount shall be reduced by the reasonable expenses and costs advanced by Law Firms.

In the event that any settlement, final judgment or other resolution results in a monetary recovery to County less than the expenses and costs advanced by Law Firms, County shall not be required to pay Law Firms any more than the sum of the full monetary recovery.

In the event nothing is recovered for County by way of settlement, trial verdict or otherwise, Law Firms will not be paid any money for its attorneys' fees or its advanced expenses and costs.

5. **Fee Sharing Among Law Firms.** County has been made aware of and acknowledges that Law Firms have entered into a 50/50 Fee Sharing Agreement as to the fees and costs which may be earned in the prosecution of County's claim. The Fee Sharing Agreement will not impact or work to increase the fees and costs charged to County as outlined above. County understands and agrees to such Fee Sharing Agreement between Law Firms.
6. **Disbursement of Proceeds to County.** Upon final disposition of the case, County shall receive a statement of distribution itemizing all information necessary to understand the application of this Agreement. County's recovery from the final disposition will be the total gross recovery minus attorneys' fees, expenses and costs as outlined above.
7. **Settlement Authority.** County has authority to accept or reject any final settlement amount after receiving the advice of Law Firms and Law Firms shall not have the power to enter into any agreement binding County or otherwise obligating County without the prior written consent of County. As outlined in paragraph 4 above, Law Firms' attorneys' fees shall include their contingent portion of all future or structured payments pursuant to any settlement.
8. **County Representations.** County acknowledges that: (a) Law Firms have not promised County any outcome in connection with County's claim, but rather County understands that the outcome of any litigation is uncertain, and the outcome of County's claim is no exception; (b) Law Firms have not promised County anything of value in connection with County's claim, except Law Firms' commitment to prosecute County's claim for better or worse to a win or a loss, subject to Law Firms' right of withdrawal as set forth above; (c) County has not transferred or assigned any right or interest in County's claim (other than

pursuant to this Agreement); and (d) County will not in the future transfer or encumber County's claim (other than pursuant to this Agreement).

- 9. Independent Contractor.** It is expressly agreed that Law Firms' status hereunder is that of independent contractor and Law Firms, their employees, agents, and representatives shall not be considered employees of County for any purpose.
- 10. Potential Conflict.** Client understands and agrees that Law Firms intend to represent many municipalities and governmental entities nationwide in connection with claims similar to County's and that County's participation in such a "joint representation" may offer Client both advantages (e.g., economies of scale) and disadvantages (e.g., conflicts among Law Firms' clients). County understands and agrees that if a conflict arises between County and any of Law Firms' other clients, then County may waive such potential conflict or, in the alternative, substitute legal counsel independent of Law Firms to prosecute County's claim, provided that County may not seek or obtain Law Firms' withdrawal from the representation of such other clients. County agrees that County's sole and exclusive remedy for such conflict is either to waive said conflict or, in the alternative, substitute legal counsel independent of Law Firms to prosecute County's claim.
- 11. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflicts of law rules. Venue shall be designated in Kendall County of the State of Illinois or in the United States District Court for the Northern District of Illinois.
- 12. Publication.** County expressly authorizes Law Firms to publish information related to the subject matter of County's claim.
- 13. Binding Agreement.** This Agreement cannot be changed, except by a separate written agreement signed by all parties to this Agreement. Each party signing below is jointly and severally responsible for all obligations due one another and represents that each has full authority to execute this Agreement so that it is binding. This Agreement may be signed in one or more counterparts and binds each party signing it whether or not any other proposed signatory ever executes it. If any provision of this Agreement or the application thereof is held invalid or unenforceable, the invalidity or unenforceability shall not affect other provisions or applications of this Agreement which can be given effect without such provisions or application, and to this end the provisions of this Agreement are declared to be severable.

County agrees to the terms of this Agreement and acknowledges receipt of a complete copy of this Agreement.

DATED: This _____ day of _____, 20____.

ACCEPTED:

MEYERS & FLOWERS, LLC

KENDALL COUNTY STATE'S
ATTORNEY

By: _____

By: _____

ERIC C. WEIS, on behalf of and as
legal counsel for Kendall County,
Illinois

SIMMONS HANLY CONROY, LLC

By: _____

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, March 15, 2018

Call to Order

Committee Vice Chair Lynn Cullick called the Budget and Finance Committee meeting to order at 7:19p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
John Purcell	ABSENT		
Lynn Cullick	Here		
Bob Davidson	Yes		
Matt Kellogg	Here		
Matthew Prochaska	Here		

Staff Members Present: Latreese Caldwell, Jim Smiley, Amaal Tokars

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

Approval of Claims – Member Davidson made a motion to forward the Approval of Claims in an amount not to exceed \$606,399.68, Coroner Claims in an amount not to exceed \$187.05, March Grand Juror Claims in an amount not to exceed \$283.81, and February Petit Juror Claims in an amount not to exceed \$938.71 to the County Board, second by Member Kellogg. **With four members present voting aye, the claims were approved by a vote of 4-0.**

Department Head and Elected Official Reports

Coroner's Office - The Coroner's Quarterly Report was distributed to committee members by Latreese Caldwell on behalf of Coroner Jacquie Purcell.

Administration Department – Scott Koeppl asked the committee about the process for the County Highway Engineer's salary. Discussion on the process in previous years, and it was determined that the issue was always discussed at the Highway Committee, and then sent to the County Board, and that the issue was never discussed at the Finance Committee.

Member Kellogg stated that the State of Illinois recommended a zero percent salary increase for the Highway Engineer this year. Ms. Caldwell informed the committee that there was already a 3.1 percent raise included in the budget for this position. Discussion on the percentage of an increase, and that the funds for the increase would come out of the Transportation Sales Tax line. **The Finance Committee referred the issue to the Highway Committee.**

Reports from Other Committees

Facilities Management Committee – Director Smiley reported that due to the harsh winter weather, the Facilities Management overtime budget has exceeded their budget.

Law, Justice & Legislation Committee – Member Prochaska stated that there will not be a work-around to recoup the two percent Transportation Sales Tax taken by the state. Member Prochaska stated that only one other county in Illinois is affected by the two-percent tax. Member Prochaska will continue to keep the committee updated on any progress or changes.

Items of Business

- *Review of Senior Levy Applications* - Brief discussion on the need for Senior Levy presentations this year. There was consensus by the committee to review the applications, and make a decision about the presentations at the March 29, 2018 committee meeting.
- *Approve financing for Health Department front counter improvement not to exceed \$20,000.00* – Discussion on the health Department’s request for counter improvements at the Health & Human Services Building, including verification that there are additional security issues, that the project was not budgeted in capital funds this fiscal year, and the Health Department not offering any funds for the project. **There was consensus by the committee that the item would be sent back to the Facilities Management Committee for further discussion.**

Public Comment – None

Questions from the Media – None

Items for the April 12, 2018 Committee of the Whole Agenda - None

Items for the March 21, 2018 County Board Agenda

Approval of Claims in an amount not to exceed \$606,399.68, Coroner Claims in an amount not to exceed \$187.05, March Grand Juror Claims in an amount not to exceed \$283.81, and February Petit Juror Claims in an amount not to exceed \$938.71

Executive Session – Not needed

Adjournment – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, second by Member Kellogg. **The meeting was adjourned at 8:07p.m. by a 4-0 vote**

Respectfully submitted,
Valarie McClain
Administrative Assistant and Recording Secretary

Kendall County Job Description

TITLE: Part-Time Office Assistant (Building)
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: PBZ Senior Planner
FLSA STATUS: Non Exempt
APPROVED: April 4, 2018

I. Position Summary:

Provides administrative and clerical support to the Planning, Building and Zoning Department. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections by the Planning, Building and Zoning Department.

II. Essential Duties and Responsibilities:

- A. Performs administrative assistant duties for the Planning, Building and Zoning Department including, but not limited to the following:
1. Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location.
 2. Answers and directs telephone calls received by the Planning, Building and Zoning Department and takes telephone messages for Department staff.
 3. Receives, sorts, and distributes mail in the Planning, Building and Zoning Department.
 4. Provides basic clerical and administrative support to Planning, Building and Zoning Department staff.
 5. Prepares correspondence.
 6. Performs data entry.
 7. Performs filing, faxing, and copying of documents.
 8. Responsible for inventory and ordering of supplies for the Planning, Building and Zoning Department.
 9. Provides Planning, Building, and Zoning information to the public.
- B. Maintains inventory of codebooks, ordinances, maps and documents for sale in the Kendall County Planning, Building and Zoning Department.
- C. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections, including but not limited to the following duties:
1. Provides information on codes and policy and explains forms and procedures.
 2. Receives permit application requests, reviews applications for accuracy and completeness and advises applicants on status of permit applications.
 3. Explains forms and procedures and reviews applications for accuracy and completeness.
 4. Collects application fees for Planning, Building and Zoning related procedures.
 5. Intakes permit applications, assigns permit numbers and schedules inspections requests.
 6. Prepares approved permits for issuance.
 7. Tracks Planning, Building and Zoning related application review progress and advises applicants on status.
 8. Schedules inspection requests and tracks and records inspections with pass/fail.
 9. Assigns addresses to new construction and reports new addresses to other departments and agencies.
 10. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the County Board, Census, other essential personnel or departments.
 11. Responsible for preserving and maintaining records related to issuance of building permits and inspections.

Kendall County Job Description

- D. Performs various bookkeeping and accounting functions for the Planning, Building and Zoning Department including but not limited to the following:
 - 1. Compiles accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, and budget balances.
 - 2. Ensures that accurate and prompt billings are established and payments received.
 - 3. Processes invoices and enters them into voucher system.
 - 4. Prepares monthly expenditure and budget reports for PBZ committee.
- E. Maintains regular attendance and punctuality.
- F. Serves as backup to Part-time Office Assistant (Zoning)
- G. Performs other duties and responsibilities as assigned by Supervisor.

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. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Basic understanding and reading of maps

B. Work Standards and Best Practice Guidelines:

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

C. Education and Experience:

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

VI. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

VII. Primary and Secondary Work Station:

Kendall County Job Description

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Part-Time Office Assistant (Zoning)
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: PBZ Senior Planner
FLSA STATUS: Non Exempt
APPROVED: April 4, 2018

I. Position Summary:

Provides administrative and clerical support to the Planning, Building and Zoning Department. Coordinates and conducts various administrative activities related to Planning, Building and Zoning and related committees.

II. Essential Duties and Responsibilities:

- A. Performs administrative assistant duties for the Planning, Building and Zoning Department including, but not limited to the following:
 - 1. Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location.
 - 2. Answers and directs telephone calls received by the Planning, Building and Zoning Department and takes telephone messages for Department staff.
 - 3. Receives, sorts, and distributes mail in the Planning, Building and Zoning Department.
 - 4. Provides basic clerical and administrative support to Planning, Building and Zoning Department staff.
 - 5. Prepares correspondence.
 - 6. Performs data entry.
 - 7. Research different Planning, Building, and Zoning topics as assigned by supervisor.
 - 8. Performs filing, faxing, and copying of documents.
 - 9. Taking and/or preparing agendas and minutes for Planning, Building and Zoning related committees.
 - 10. Reviews draft letters, reports, and other Planning, Building and Zoning related documents for grammatical errors and clarity.
 - 11. Assists with the processing of Freedom of Information Act related requests.
 - 12. Provides general information to the public.
- B. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections, including but not limited to the following duties:
 - 1. Provides information on applicable Planning, Building and Zoning related codes and policy to the public.
 - 2. Collects application fees for Planning, Building and Zoning related procedures.
 - 3. Tracks Planning, Building and Zoning related application review progress and advises applicants on status.
 - 4. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the County Board, Census, other essential personnel or departments.
 - 5. Responsible for preserving and maintaining records related to issuance of building permits and inspections.
- C. Available to attend evening Planning, Building and Zoning related meetings.
- D. Must be able to provide sworn testimony accurately.
- E. Take photos and file applicable reports about alleged violations.
- F. Maintains regular attendance and punctuality.
- G. Serves as backup to Part-time Office Assistant (Building).
- H. Performs other duties and responsibilities as assigned by Supervisor.

Kendall County Job Description

III. Qualifications:

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

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Basic understanding and reading of maps

B. Work Standards and Best Practice Guidelines:

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

C. Education and Experience:

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

VI. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

VII. Primary and Secondary Work Station:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- Outside construction site conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

Kendall County Job Description

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date



Wednesday, March 28, 2018 at 8:30AM

MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Elizabeth Flowers at 8:38a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Matt Kellogg	ABSENT		
Matthew Prochaska	Here		
John Purcell		8:41a.m.	9:15a.m.

With third members present, a quorum was established to conduct committee business.

Others present: Scott Koeppel, Deputy Commander Jason Langston, Laura Pawson

Approval of Agenda – Motion made by Member Cullick to approve the agenda, second by Member Prochaska. **With three members in agreement, the motion carried by a vote of 3-0.**

Approval of Minutes – Motion made by Member Prochaska to approve the minutes from February 26, 2018, second by Member Cullick. **With three members in agreement, the minutes were approved by a 3 -0 vote.**

Monthly Report – Laura Pawson reviewed the census report with the committee. Written report provided.

Available Dogs for Adoption: 1

Available Cats for Adoption: 3

Bite Report – Total: 15 (2 cats, 13 dogs)

Visitors viewing animals for February 2018 - 70

Events/News

- Tuesday, April 17 Volunteer Orientation
- Saturday, April 14 Pet Supplies Plus Adoption Event
- Weekly “Pet of the Week” ad in Shaw Media Newspapers

Operations Report – Written report provided.

Accounting Report - Written report provided.

Old Business

Discussion of the Dog Running at Large Ordinance – Ms. Pawson reported that there have been seven Dogs Running at Large tickets written between January 1, 2016 and November 20, 2017. Deputy Commander Jason Langston explained the process Sheriff’s Deputies follow regarding citations for Dogs Running at Large incidents in the County. Discussion on the number calls to the Sheriff’s Office for animal issues (bites, running at large, rabies tags, etc.), the proposed Animal Control ordinance changes which include Animal Control staff having authority to write citations if Sheriff’s Deputies or municipal law enforcement officers are not at the scene.

Member Prochaska made a motion to forward the amended Dog Running at Large Ordinance to the County Board for approval, second by Member Purcell. **With four members voting aye, the motion carried.**

New Business

Approval and Discussion of switching to Gov Pay as the new credit card processor for Animal Control – Motion to approve switching to the Gov Pay credit card processing system made by Member Prochaska, second by Member Cullick. Mr. Koeppel briefed the committee on the Gov Pay credit card processing system. **With three members voting aye, the motion carried.**

Discuss Shelter Visitor Operations – Ms. Pawson briefed the committee on the current policy, and her findings of policies and liability waivers for other Animal Control Visitors in Kennel areas. Mr. Koeppel stated that they are asking for the committee’s official direction for visitors and staff. **There was consensus by the committee to allow accompanied children in the Kennel area with a signed liability waiver, after a liability waiver has been drafted, legally reviewed by the State’s Attorney’s Office, and presented to the Committee for review.**

EXECUTIVE SESSION – Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Cullick.

Roll Call: Member Cullick – yes, Member Prochaska - yes, Member Flowers -aye. **With three members present voting aye, the committee entered into Executive Session at 9:52a.m.**

Date of Executive Session	Retained	Released
May 19, 2010	X	
July 29, 2011	X	
July 29, 2015	X	
July 31, 2015	X	

August 13, 2015	X	
September 16, 2015	X	
December 16, 2015	X	
July 27, 2016 (Minutes Review)		X
June 28, 2017 (Minutes Review)		X
March 28, 2018 (Minutes Review)		X

With three members in agreement, the committee reconvened in Open Session at 9:56a.m.

Action Items for the County Board

Approval of the amended Dog Running at Large Ordinance

Public Comment – Citizen Lee Ann Koch offered several different marketing, fundraiser and promotional ideas for the Kendall County Animal Control facility and animals available in the shelter.

Adjournment – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Flowers. **With three members in agreement, the meeting was adjourned at 9:57a.m.**

Respectfully Submitted,

Valarie McClain
 Administrative Assistant & Recording Clerk

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, March 15, 2018

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order by County Board Chair Scott Gryder at 4:00p.m., who led the committee in the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	Here		
Lynn Cullick		4:03p.m.	
Bob Davidson	Yes		
Elizabeth Flowers	ABSENT		
Tony Giles	ABSENT		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	Here		
Matthew Prochaska	Here		
John Purcell	ABSENT		

Others present: Matt Asselmeier, Latreese Caldwell, Leslie Johnson, Scott Koeppel, Jacquie Purcell, Jim Smiley, Dr. Amaal Tokars, Eric Weis

APPROVAL OF AGENDA – Motion made by Member Hendrix, second by Member Prochaska to approve the agenda. **With six members voting aye, the agenda was approved.**

COMMITTEE BUSINESS

From State’s Attorney’s Office:

Discussion and Recommendation on Potential Opioid Litigation – SA Weis stated that this item was presented by Myers & Flowers at the February Committee of the Whole meeting. Discussion on the litigation, the statistics of opioid overdose deaths, the best uses for any settlement that might be received, the opioid impact on the County, First Responders, the Court systems, families, schools and all cultures and communities throughout the United States.

Michael Lenert from Myers & Flowers provided additional information on attorney’s fees, any risk to County citizens, the contingent contract between Myers & Flowers and the County, and the uniform twenty-five percent assessed to each county choosing to be involved in the litigation.

Roll Call: Member Kellogg – yes, Member Cullick – yes, Member Davidson – yes, Member Gilmour – yes, Member Prochaska – yes, Member Hendrix – yes, Member Gryder – yes.

With seven members voting aye, there was consensus to join the litigation being pursued by Myers & Flowers, and forward the item to the April 3, 2018 County Board meeting for formal approval, and approval for Myers & Flowers to file the suit on behalf of Kendall County.

From the Finance Committee:

Acceptance of Audited FY 2016-2017 Financial Statements and Reports by WIPFLI – Matt Schiller and Sarah McKinney from WIPFLI reviewed the audit findings, and explained the overall audit process with the committee.

From Admin HR Committee:

*Discussion of RFQ Timeline for Health Insurance Broker – Member Cullick reported that the Admin HR Committee reviewed several examples presented from other Counties, and compiled this RFQ based on those examples, its expectations, the scope of services and needs of the county. Discussion on the timeline, how long the Board would like the RFQ to be out for bid, where the RFQ should be posted, and if the Board would like Broker presentations at a Committee of the Whole or at a County Board meeting. **There was consensus by the Board to conduct presentations on May 8, 2018 at a Special Admin HR/COW meeting, and at the regular COW meeting on May 10, 2018.***

Approval of RFQ for Health Insurance Broker – Discussion on the proposed RFQ and the specific expectations and needs of the County. It was decided to have a Special COW/Admin HR meeting on April 24 and May 8, 2018 to review responses and conduct interviews. There will also be regular Admin HR meetings on April 18 and May 7, 2018.

From the PBZ Committee: Amended Petition 17-29 Committee

Request: *Text Amendment to Section 13.08.H of the Kendall County Zoning Ordinance by Increasing the Notification Requirements for Applications for Special Use Permits on A-1 Agricultural Zoned Property and Clarifying Notification Requirements for Special Use Permits on Properties not Zoned A-1 Agricultural*

Purpose: *Text Amendment Increases Notification Requirement from Five Hundred Feet (500') to One Thousand Feet (1,000') Instead of Two Thousand Six Hundred Feet (2,600') as Originally Proposed for Applications for Special Use Permits on Properties Zoned A-1 and Clarifying that Only Adjoining Properties must be Notified on Special Use Permit Applications for Properties not Zoned A*

There was consensus by a 5-2 vote to return this item to the Planning, Building and Zoning Committee to come up with a more hybrid solution or something that is more precise on the impact on the citizens. **With all members present in agreement, the motion passed by a 7-0 vote.**

From Facilities Management Committee:

Discussion of Public Safety Center HVAC Equipment and Installation Purchase from Trane using U.S. Communities Purchasing Program – Ed Harding from Trane provided additional information on the proposed project, the key members of the US Communities and Trane teams, and the potential savings of \$20,000 to the County by using an air cool chiller system. Discussion on the specifications, changed specifications, the process for

build-out, generator testing, and the expected life of the system.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMAN'S REPORT – Chairman Gryder reminded Board members that speaking out at committee meetings when you are not a member of that specific committee is an Open Meetings Act violation. Mr. Gryder stated that all Board members are welcome to attend other committee meetings, but that they are not to participate in any capacity unless they have been appointed to serve on the committee to form a quorum to conduct committee business.

REVIEW BOARD ACTION ITEMS – Chair Gryder asked the committee to review the agenda for any updates or changes.

ITEMS FOR March 21, 2018 COUNTY BOARD AGENDA

Approval of County participation in the Potential Opioid Litigation, and for Myers & Flowers to file the suit on behalf of Kendall County

EXECUTIVE SESSION – Member Cullick made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Gilmour.

Roll Call: Member Davidson – no, Member Hendrix - yes, Member Cullick – yes, Member Gilmour – yes, Member – Kellogg - yes, Member Prochaska – yes, Member Gryder - yes.

With six members present voting aye, the committee entered into Executive Session at 7:05p.m.

Committee Members Absent: Elizabeth Flowers, Tony Giles, John Purcell

Others Present: Leslie Johnson

Date of Executive Session	Retained	Released
September 15, 2005		X
November 10, 2011		X
December 11, 2014	X	
January 15, 2015	X	
June 11, 2015	X	
August 13, 2015	X	
September 10, 2015	X	
December 10, 2015	X	
January 14, 2016	X	
March 10, 2016	X	
April 14, 2016	X	
July 14, 2016	X	
September 15, 2016	X	

October 13, 2016	X	
December 15, 2016	X	
January 12, 2017	X	
April 13, 2017	X	
May 11, 2017	X	
July 13, 2017		X
August 10, 2017	X	
September 14, 2017	X	
November 8, 2017	X	
November 16, 2017	X	
December 14, 2017	X	
April 11, 2013 Minutes Review		X
October 13, 2016 Minutes Review		X
March 15, 2018 Minutes Review		X

With all in agreement, the committee reconvened in Open Session at 7:15p.m.

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 7:17p.m., Member Cullick seconded the motion. **The motion was unanimously approved by a 7-0 voice vote.**

Respectfully Submitted,

Valarie McClain
 Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Law, Justice and Legislation Committee
Monday, March 12, 2018
Meeting Minutes

Call to Order and Pledge Allegiance - Chair Matthew Prochaska called the meeting to order at 3:18p.m. and led the Pledge of Allegiance.

Roll Call: Member Prochaska, Member Hendrix, Member Purcell and Member Gilmour were present.
With four members present voting aye, a quorum was determined to conduct business.

Others Present: Sheriff Dwight Baird, Public Defender Vicky Chuffo, EMA Director Joe Gillespie, Undersheriff Harold Martin, Judge Robert Pilmer, Coroner Jacquie Purcell, Facilities Director Jim Smiley, Court Administrator Nicole Swiss, Court Services Director Tina Varney, and State's Attorney Eric Weis

Member Giles was absent.

Approval of the Agenda – Member Hendrix made a motion to approve the agenda, second by Member Gilmour. **With four members present in agreement with the amendment, the motion carried.**

Approval of Minutes – Member Hendrix made a motion to approve the February 14, 2018 Meeting Minutes, second by Member Gilmour. **With four members present in agreement, the motion carried.**

Public Comment – None

❖ **Coroner** – Coroner Purcell reviewed her office statistics for the month of February, and reported that all 28 deaths were from natural causes. She also provided an update on presentations conducted by the Coroner's Office and on the Illinois Coroners and Medical Examiner's Association training and various meetings attended by office personnel, and presentations to local High School classes.

❖ **Circuit Clerk** – Written report provided

❖ **Courthouse** – Judge Pilmer reported that they have begun accepting applications for the Court Administrator position, and will have a farewell get-together for Nicole Swiss, who has accepted a new position in Arizona.

Judge Pilmer stated that on April 16th, they will be switching a couple of court calls and judges around.

❖ **Court Services** – Written report provided. Director Varney reported that Kane County did not sign the new agreement until March 5th, but also did not charge Kendall County the new rate for January, and February. Ms. Varney also reported that contract negotiations are ongoing, and that a new meeting date has yet to be determined.

- ❖ **EMA** – Director Joe Gillespie updated the committee on a free basic weather spotters class offered by the National Weather Service and Kendall County EMA on February 8, 2018.

Director Gillespie also reviewed the meetings conducted by EMA, as well as an update on the KC Health Department Hazard Vulnerability Assessment.

Sire, STARCOM and WSPY EAS testing was conducted as usual on the first Tuesday of the month. Written report provided.

- ❖ **KenCom** – Written report provided.
- ❖ **Public Defender** – Vicky Chuffo provided a written report and stated that things continue to be busy with 209 new cases this month, 1,128 open cases, and an increase in DUI and Juvenile Abuse/Neglect appointments.
- ❖ **State’s Attorney** – Mr. Weis reported that Detective Caleb Waltmire of the KC Sheriff’s Office has been assigned to the State’s Attorney’s Office, and will assist in tracking down witnesses, and conducting investigations. The State’s Attorney and Sheriff will review the partnership after six-months.

- ❖ **Sheriff’s Report**

- a. **Operations Division** – Written report provided. Sheriff Baird stated that the State’s Attorney’s Office had two investigators several years ago, and that this is an effort to share resources and assist the State’s Attorney’s Office at no additional cost.

Sheriff Baird reported that his office is also in the process of updating polices based on state law changes that went into effect January 1, 2018.

Sheriff Baird stated that he hosted a “gang talk” in Boulder hill recently, and that Sheriff’s Office personnel will assist in the distribution of light bulbs to Boulder Hill residents for use in outdoor lighting on March 10 & 17. The bulbs were purchased by Brian LeClerq in Oswego Township.

Sheriff Baird also updated the committee on recent crimes in the County, and on two squad vehicles involved in accidents recently, one was rear-ended, and one was t-boned by another vehicle. Sheriff Baird and command staff are working on budget adjustments to replace those vehicles as soon as possible.

Sheriff Baird was happy to report that HIDTA approved and paid for a Drone equipped with a high intensity camera and flair system that will be shared by several law enforcement agencies in the County. The Drone will remain at the Sheriff’s Office and will be instrumental in search and rescue, lost child and water rescue operations.

- b. **Corrections Division** – Written report provided. Undersheriff Martin contributed the increased medical expenses to five Kendall County inmates.

Undersheriff Martin also reported that the jail will be switching from their current medical company Diamond to Greentree, and hope to see a decrease in costs within the next few months.

c. Records Division – Written report provided

Old Business - None

New Business - None

Legislative Update – Member Prochaska reviewed several bills with the committee including HB 4473, SB 2581, HB 5284, HB 2645, HB 4246, HB 4375, SB 2260, SB 2280, SB 3503 and HB 5807.

Items for the March 21, 2018 County Board meeting agenda - None

Adjournment – Member Hendrix made a motion to adjourn the meeting, second by Member Purcell.
With all in agreement, the meeting adjourned at 3:56p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

KENDALL COUNTY ILLINOIS

Economic Development Committee

Meeting Minutes
Friday, February 16, 2018

Call to Order

The meeting was called to order by Chair Audra Hendrix at 9:06 a.m.

Roll Call

Committee Members Present: Chair Audra Hendrix, Lynn Cullick, Matt Kellogg, Elizabeth Flowers

Committee Members Absent:, Scott Gryder

Elected Officials Present:

Staff Present: Andrez Beltran, Economic Development and Special Projects Coordinator;
Members of the Public:

Approval of Agenda – Member Cullick made the motion to approve the agenda. It was seconded by Member Kellogg. **Approved 4-0.**

Approval of Meeting Minutes – Member Cullick made a motion to approve the meeting minutes from the January 19 meeting. Seconded by Member Kellogg. **Approved 4-0.**

Committee Business

Tax Abatement forms and scoring

Mr. Beltran stated there has been a number of inquiries about property tax abatement for projects. The last tax abatement given was for Wrigley' expansion in 2014. Standard applications, forms, and formulas for abatement had been created, but were never officially adopted by the Committee.

The Committee examined the documents. They discussed the need for questions 5 and 6 on the scoring forms. After deliberating on it, they asked Mr. Beltran to research what other Counties have used for scoring and to bring it back to the Committee.

Strategic Plan

Mr. Beltran stated staff wanted to bring the discussion back to the Committee for a final look. He said there was one significant addition from last time: there seems to be momentum now for the creation of a tourism bureau. He asked if the Committee would support the addition. The committee stated they did.

Chair Hendrix asked if there was a consensus on accepting this as the plan for this year. The Committee gave a positive consensus to do so.

Discussion of Drafting a Letter to Kendall County Representatives to advocate for removal of 47 Ill. Admin. Code 110.360(e) (Revolving Loan Fund)

Chair Hendrix stated she wanted to discuss drafting a letter to Kendall's representatives to make sure the issue of the administrative code blocking using the Revolving Fund Loan money from being used under the new strategy was not forgotten about. The Committee agreed. Member Cullick stated that Board members were going to UCCI, and there was a topic on legislation issues

KENDALL COUNTY ILLINOIS

Economic Development Committee

for the Counties. She stated she would be happy to add this in. The Committee agreed and thanked her.

Updates and Reports

Revolving Fund Loans

- *Monthly Loan Statements*

Mr. Beltran stated that there is currently approximately \$1.7 million dollars available to loan. Currently all loans except Lucky Beef and Dog's is current.

Chair Hendrix asked if Mr. Beltran had heard from him. Mr. Beltran had stated he had not. The Committee decided after the vote at the County Board that Mr. Beltran should not have any contact with the owners' of Lucky Dogs. The Committee agreed.

Chair Hendrix asked for a vote on it. Member Cullick made the motion. Member Flowers seconded. **Approved 4-0.**

Economic Indicator Dashboard

Mr. Beltran stated that the Economic Indicator Dashboard for 2017Q3 was included in the packet. There was a significant decrease from the prior quarters; however, this may be market correction. He pointed out that though unemployment was up, so was number of people in the workforce. The Committee thanked him for the information.

2017 Residential Building Permit Information

Mr. Beltran stated that 2017 Residential building permits as provided by Kendall County Planning Building and Zoning were included in the packet. Overall permits and value of construction are up over the previous year. He said it bode well for growth. The Committee thanked him for the information.

Chairwoman's Report - None

Public Comment – None

Executive Session - None

Adjournment

At 9:57 a.m., Member Kellogg made to adjourn. Member Flowers seconded. With no objection, the meeting adjourned.

Respectfully Submitted,

Andrez P. Beltran
Economic Development and Special Projects Coordinator

KENDALL COUNTY ILLINOIS

Economic Development Committee

Meeting Minutes
Friday, March 16, 2018

Call to Order

The meeting was called to order by Chair Audra Hendrix at 9:00 a.m.

Roll Call

Committee Members Present: Chair Audra Hendrix, Lynn Cullick, Scott Gryder, Elizabeth Flowers (entered at 9:05 a.m.)

Committee Members Absent: Matt Kellogg

Elected Officials Present:

Staff Present: Andrez Beltran, Economic Development and Special Projects Coordinator; Scott Koepfel, Kendall County Administrator/Interim Technology Services Director/Interim PBZ Director

Members of the Public:

Approval of Agenda – Member Cullick made the motion to approve the agenda. It was seconded by Member Gryder. **Approved 3-0.**

Approval of Meeting Minutes – Member Cullick made a motion to approve the meeting minutes from the February 16, 2018 meeting. Seconded by Member Gryder.

Member Cullick and Gryder withdrew their motions.

Member Cullick made a motion to amend the February 16, 2018 meeting minutes to strike the vote on the direction for Mr. Beltran to not contact the owners of Lucky's Beef and Dogs. Member Gryder seconded. **Approved 3-0.**

Committee Business

Member Flowers entered the meeting at 9:05 a.m.

Approval of Directing the Economic Development and Special Projects Coordinator to not contact Priscilla Liberatore, James Manfre, or Michael Manfre and to refer any contact from them to the State's Attorney's Office

Mr. Beltran stated staff had been advised by the State's Attorney's Office that the vote in February was invalid as the item was not on the agenda. Mr. Beltran stated it was on the agenda for the Committee to approve if they so wished.

Member Cullick made the motion. Member Gryder seconded. Chair Hendrix asked for a rollcall. Lynn Cullick – aye, Scott Gryder – aye, Audra Hendrix – aye, Elizabeth Flowers – aye. **Approved 4-0.**

Discussion of Boulder Hill and Boulder Hill Market

Mr. Beltran stated at the Committee's request he went to Boulder Hill Market to speak to the business owners and investigate the area. He stated that while dated, the exterior was well maintained and the parking lot was redone in the last couple of years. In one section, there was

KENDALL COUNTY ILLINOIS

Economic Development Committee

two churches, a dog groomer, a Dollar General, and a pool maintenance and life guard training business. On the other side of the parking lot was a restaurant, an orthodontist office, an attorney's office, and a roofing business. He spoke to a business owner, and had information to reach out to the owner of the strip mall. In addition, there were several vacant businesses including the bank. Mr. Beltran stated he felt the layout was hindered by orientating the back to the neighborhood; however, he guessed that was because when designed the thought was traffic would come from Route 25 rather than Boulder Hill. Finally, he stated that the biggest issues was the sign was missing some letters.

The Committee discussed ways to rehabilitate the area. The Committee main focus was to orient the area towards more of a community place rather than a standard retail market as it would not be able to compete with the selections on Douglas and Route 30 as well as Orchard Road. By partnering with the owner and the local groups in the area (senior living, Oswegoland Park District, etc.) the area could be transformed into a meeting space.

The Committee directed Mr. Beltran to reach out to the owner as well as have some demographic information and traffic counts by the next meeting as well as put together steps to create a plan for the area that would include local stakeholders.

Discussion of Tax Abatement forms and scoring

The Committee decided to send this item to the next Economic Development Committee meeting. Member Gryder made the motion, member Cullick seconded. **Approved 4-0.**

Approval of Economic Development Strategic Plan

Mr. Beltran stated that he had been advised that the Public Access Counselor has been viewing consensus at public meeting with skepticism as an attempt to circumvent OMA rules. As such, Mr. Beltran thought it best to bring back the Economic Development Strategic Plan for approval to the Committee.

Member Gryder made the motion to approve the item and send it to the March 21, 2018 County Board meeting. Member Cullick seconded. Chair Hendrix called for a roll call. Lynn Cullick – aye, Scott Gryder – aye, Audra Hendrix – aye, Elizabeth Flowers – aye. **Approved 4-0.**

Updates and Reports

Revolving Fund Loans

- *Monthly Loan Statements*

Mr. Beltran stated that there is currently approximately \$1.7 million dollars available to loan. Currently all loans except Lucky Beef and Dog's is current.

Chairwoman's Report

Chair Hendrix stated she sent out the Choose DuPage Economic Indicator report. She also stated she was recently interviewed by a firm doing work for Waubensee community college. She emphasized the importance to education to the County's ability to grow. She hoped they would continue to grow their educational opportunities.

Public Comment – None

KENDALL COUNTY ILLINOIS

Economic Development Committee

Executive Session - None

Adjournment

At 9:56 a.m., Member Cullick made to adjourn. Member Flowers seconded. With no objection, the meeting adjourned.

Respectfully Submitted,

Andrez P. Beltran
Economic Development and Special Projects Coordinator

COUNTY OF KENDALL, ILLINOIS
Health & Environment Committee
Monday, March 19, 2018
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Judy Gilmour at 3:00p.m.

ROLL CALL

Committee Members Present: John Purcell – here, Judy Gilmour – here, Tony Giles – here

Members Absent: Elizabeth Flowers, Matthew Procahska

Others Present: Dr. Amaal Tokars - KC Health Department, Jenny Wold - KC Soil & Water District, Jacque Purcell – Kendall County Coroner

APPROVAL OF AGENDA – Member Purcell made a motion to approve the agenda with the amendment of moving the Coroner first under status reports. It was second by Member Giles. **With three members present in agreement, the motion carried.**

APPROVAL OF MEETING MINUTES – Member Giles made a motion to approve the meeting minutes from December 18, 2017, second by Member Purcell. **With three members present voting aye, the motion carried.**

STATUS REPORTS

- **Coroner's Office: Opioid Discussion – Coroner Purcell**
Coroner Purcell stated she was asked to speak on the deaths in Kendall County related to Opioids. She continued that there was a rise in overdose deaths in the County. Coroner Purcell also presented data from the State of Illinois Department of Public Health that showed Kendall County in relation to neighboring counties, stating Kendall's average overdose rate was higher. Finally, she stated due to this the Coroner's Office would be starting toxicology tests on all deaths in the County to better track the effects of opioids.
- **Health Department** – Dr. Tokars was asked to speak next on the topic. She stated that the issue has been growing in the nation over several years, and that it is seen across all age groups and demographics. In addition, governments have been slow to respond as they have not been able to gather information or take preventative measures. However, Illinois created a program to help doctors get information on what prescriptions are being prescribed to patients to cut down on multiple scripts or dangerous combinations. It is now required for doctors to be a part of it. She concluded by saying they would continue to work with the Kendall County Coroner's Office on studying and prevention.
- **Board of Health** – Member Giles reported that at the January meeting the Board of Health went over the annual report and strategic plan.

- **Kendall County Soil and Water District** – As it was National Agriculture week, Jenny Wold provided information on agricultural related careers to the Committee, emphasizing its importance. She also stated that they are having their fish sales next week for those wishing to stock their ponds. Though they have the all the basic stock, those that control the algae are always in high demand.

OLD BUSINESS – None

NEW BUSINESS - None

CHAIRMAN’S REPORT – None

PUBLIC COMMENT – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

COUNTY BOARD ACTION ITEMS - None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Purcell made a motion to adjourn the meeting, second by Member Giles. With no objections, **the meeting was adjourned at 4:00p.m.**

Respectfully Submitted,

Andrez Beltran
Economic Development and Special Projects Coordinator

KENDALL COUNTY
Historic Preservation Commission
Kendall County Office Building
Rooms 209 & 210
111 W. Fox Street, Yorkville, Illinois
6:30 p.m.

Meeting Minutes of March 19, 2018-Unofficial Until Approved

CALL TO ORDER

Chairwoman Heiman called the meeting to order at 6:30 p.m.

ROLL CALL

Present: Elizabeth Flowers, Kristine Heiman, and Jeff Wehrli

Absent: Melissa Maye

Also present: Matt Asselmeier, Senior Planner

In the audience: None

APPROVAL OF AGENDA

Mr. Wehrli made a motion, seconded by Ms. Flowers, to approve the agenda as presented. With a voice vote of three ayes, the motion carried.

APPROVAL OF MINUTES

Ms. Flowers made a motion, seconded by Mr. Wehrli, to approve the minutes from the January 22, 2018, meeting and from the February 21, 2018 special meeting. With a voice vote of three ayes, the motion carried.

CHAIRMAN'S REPORT

None

PUBLIC COMMENT

None

NEW BUSINESS

Discussion of Participation in Community Events

Discussion occurred regarding PrairieFest and having a booth at the Kendall County Fair. The desire of the Commission was to have at least one (1) other group partner with the Commission for PrairieFest. Mr. Asselmeier will reach out to the other historic preservation groups to see if they are interested in partnering with the Commission at PrairieFest. Ms. Flowers will reach out to see if rental space inside at the Kendall County Fair was possible, if the booth had to be staffed the entire time, and the fees for booth space.

Approval of Booth and Fee for Prairie Expo Village June 14-17, 2018

Commissioners would like a different location for the booth space, if possible. Commissioners will review this at the April meeting.

Approval of a Proclamation Declaring May Historic Preservation Month in Kendall County

Ms. Flowers made a motion, seconded by Mr. Wehrli, to recommend approval of a proclamation declaring May Historic Preservation Month in Kendall County. With a voice vote of three ayes, the motion carried. The Commission would like this proclamation to occur at the May 1st County Board meeting.

Approval of a Letter to the Editor RE: Historic Preservation

The consensus of the Commission was to wait until the April meeting before approving the letter.

OLD BUSINESS

Follow-Up on Meeting with other Historic Preservation Organizations

Mr. Asselmeier presented the press release that was sent to the media after the event. Chairwoman Heiman was pleased with the attendance; she wished that more time would have been available. Commissioners liked the presentations.

Review and Recommendation on Historic Preservation Ordinance

Commissioners reviewed the Historic Preservation Ordinance with the proposed revisions from the December meeting. Chairwoman Heiman noted that Ms. Maye had some notes and recommendations on the proposal. The matter will be brought back for the April meeting for further discussion.

Centennial Farm Mapping Project

Mr. Asselmeier presented pictures of 3576A Plainfield Road and 1761 Caton Farm Road. Mr. Asselmeier noted that the Plainfield Road property was undergoing a residing project. The consensus of the Commission was to send a letter to the owner of 1761 Caton Farm Road to see if they would like to designate their home as historic.

Selecting Homes for Plaques

Mr. Asselmeier noted that none of the property owners sent letters desiring historic designation.

Millbrook Bridge Update

Chairwoman Heiman felt that the recent meeting at the Forest Preserve Committee of the Whole was very informative. Without assistance from the Village of Millbrook, the bridge will be demolished. Commissioners felt that the Historic Preservation Commission has done all that it can do given the circumstances.

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

Ms. Flowers made a motion, seconded by Mr. Wehrli, to adjourn. With a voice vote of three ayes, the motion carried. The Historic Preservation Commission adjourned at 6:47 p.m.

Respectfully Submitted,
Matthew H. Asselmeier, AICP
Senior Planner