

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

Kendall County Office Building, Rooms 209 & 210

Tuesday, May 2, 2017 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. New Business
 - A. Approve Proclamation declaring May Historic Preservation Month
 - B. Approve creation of Boards and Commissions Review Ad Hoc Committee with expiration of September 30, 2017 and report to be issued to the full board meeting on October 17, 2017. (Specific purpose of the Ad Hoc Committee is to review all county commissions that are a creation of the Kendall county Board or that are appointed by the Kendall County Board or other commissions or committees or boards that the committee should determine to be applicable to the residents of Kendall County as well as the qualifications for individuals serving on those boards.)
11. Old Business
12. Standing Committee Reports
 - A. Planning, Building & Zoning
 1. Approve Resolution to Initiate an Application for a text Amendment to the Zoning Ordinance of Kendall County by Establishing a Six Month Moratorium on the Acceptance of Applications of Special Use Permits for Outdoor Shooting Ranges
 2. Approve Ordinance – Map Amendment Rezoning an 8.8 Acre Parcel Located at 790 Eldamain Road from A-1 to M-1
 - B. Administration/HR
 1. Electric Aggregation Process and Timeline – Chris Childress, Progressive Energy
 2. Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act
 3. Approve County Administrator Job Description
 - C. Finance Committee
 1. Approve claims in an amount not to exceed \$ 942,670.50 and April 2017 Petit Jurors in an amount not to exceed \$2,811.72
 2. Approve Coroner claims in an amount not to exceed \$ 2,346.14
 3. Approve Sheriff's Office Security at the County Office Building during tax Payment weeks, in an amount not to exceed \$5,000
 - D. Animal Control
 1. Approval for Fence Construction behind the Office Trailer (south side), by Ideal Fence, Inc. in an amount not to exceed \$4,800
 - E. Health & Environment
 1. Approval of Intergovernmental Agreement between Kendall County and Will County for Electronic Recycling Day
 - F. Committee of the Whole
 - G. Standing Committee Minutes Approval
13. Special Committee Reports
 - A. Kencom Executive Board
 - B. Housing Authority
 - C. Board of Health

D. Juvenile Justice Council

14. Chairman's Report

Appointments

- Tony Giles (Chair) – Boards and Commissions Review Ad Hoc Committee – expires September 30, 2017
Matt Prochaska (Vice Chair)–Boards and Commissions Review Ad Hoc Committee–expires September 30, 2017
John Purcell – Boards and Commissions Review Ad Hoc Committee – expires September 30, 2017
Judy Gilmour – Boards and Commissions Review Ad Hoc Committee – expires September 30, 2017
Audra Hendrix – Boards and Commissions Review Ad Hoc Committee – expires September 30, 2017

Announcements

15. Other Business
16. Citizens to be Heard
17. Questions from the Press
18. Executive Session
19. Adjournment

**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
April 5, 2017**

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 Wednesday, April 5, 2017 at 6:15 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Lynn Cullick, Bob Davidson, Elizabeth Flowers, Judy Gilmour, Tony Giles, 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 Prochaska moved to approve the submitted minutes from the Adjourned County Board Meeting of 3/7/17. Member Flowers 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 Prochaska seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

NEW BUSINESS

Rain Barrel Month

Member Hendrix moved to approve the resolution declaring May as Rain Barrel Month in Kendall County. Member Flowers seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

PROCLAMATION

County of Kendall, Illinois
Rain Barrel Month
April 5, 2017
Resolution # 17-13

.....
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, 2017 as *Rain Barrel Promotion month* in Kendall County.

Passed and adopted on this 5th day of April, 2017.

Scott R. Gryder, County Board Chair

Debbie Gillette, County Clerk & Recorder

Release of Property Damage Claims

Member Kellogg moved to authorize the Chairman of the Board to sign release of all property damage claims against C.R. England, Inc. et al related to traffic accident on Orchard Road on January 12, 2017 in consideration of payment to the Kendall County Highway Department in the amount of \$25,970.11. Member Prochaska seconded the motion.

Assistant State's Attorney Leslie Johnson explained that there was a traffic accident on Orchard Road. The truck involved in the accident hit a traffic control cabinet and damaged the equipment held inside of the cabinet. The company is agreeing to reimburse the county for the cost of the repair to the equipment in exchange for a release from the county.

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

STANDING COMMITTEE REPORTS

Planning, Building & Zoning

Member Davidson reviewed the minutes in the packet from the Ad Hoc Zoning meeting and the Regional Plan Commission meeting.

Public Safety

Member Prochaska stated that the final Public Safety report is the packet.

Economic Development

Member Hendrix did not have anything new to report.

Finance

CLAIMS

Member Cullick moved to approve the claims submitted in the amount of \$786,369.54. Member Gilmour seconded the motion.

COMBINED CLAIMS: FCLT MGMT \$35,764.46, B&Z \$148.67, CO CLK & RCDR \$281.45, ELECTION \$30,350.89, ED SRV REG \$915.12, SHRFF \$3,130.84, CRRCTNS \$2,270.71, MERIT \$95.51, EMA \$224.08, CRCT CT CLK \$1,459.29, JURY COMM \$383.67, CRCT CT JDG \$5,083.11, CRNR \$5,891.65, CMB CRT SRV \$15,272.47, PUB DFNDR \$550.30, ST ATTY \$2,276.70, EMPLY HLTH INS \$372,946.98, OFF OF ADM SRV \$474.89, GNRL INS & BNDG \$162.00, CO BRD \$259.26, TECH SRV \$17,262.93, CAP EXPEND \$475.00, ECON DEV \$172.31, CO HWY \$30,634.63, CO BRDG \$23,313.30, TRNSPRT SALES TX \$87,228.41, HLTH & HMN SRV \$66,832.00, FRST PRSRV \$1,319.08, ELLIS HS \$625.96, ELLIS BRN \$135.00, ELLIS WDDNGS \$536.75, HOOVER \$2,759.79, ENV ED NTRL BGNNGS \$42.26, ENV ED OTHR PUB PRGMS \$63.20, GRNDS & NTRL RSRCS \$1,326.85, ANML CNTRL EXPND \$252.45, CO RCDR DOC STRG \$6,981.25, HIDTA \$14,889.96, CMSRY FND \$5,870.91, COOK CO REIMB FND \$10,006.00, CRT SEC FND \$45.30, LAW LBRY \$2,652.00, CRCT CT DOC STRG \$2,649.50, CRT AUTOMA \$6,514.38, PRBTN SRV EXP FND \$8,403.62, KC DRG CT FND \$2,536.67, GIS \$13,910.73, ENG/CNSLTNG ESCRW \$2,335.18, EMPLY BNFT PRGM \$1,698.88, CRTHS RNVNTNS \$100.00, VAC \$2,750.84, CRNR SPCL FND \$1,560.79

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

Coroner Claims

Member Cullick moved to approve the Coroner claims in an amount not to exceed \$7,458.44. Member Gilmour seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye except Purcell who voted present. **Motion carried.**

Audited Financial Statements

Member Cullick moved to approve the 2016 FY audited financial statements. Member Davidson seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye except Purcell who voted present. **Motion carried.**

Administration/HR

IMRF

Member Cullick moved to approve the recertifying resolution for the participation of elected officials in IMRF. Member Davidson 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 Resolution 17-14 is available in the Office of the County Clerk.

County Board Rules of Order

Member Cullick moved to approve the County Board Rules of Order with revision approved on March 7, 2017. Member Purcell seconded the motion.

Member Cullick stated that the revision is the merger of the Public Safety and Judicial Legislative Committees.

Member Cullick withdrew the motion. Member Purcell withdrew the second.

Member Cullick made a motion to refer the item to the Administration/HR Committee. Member Purcell seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Animal Control

Member Flowers reviewed the minutes in the packet from the March 29, 2017 meeting.

Health & Environment

Member Gilmour reviewed the minutes in the packet from the March 20, 2017 meeting.

Labor & Grievance

Member Giles stated that they did meet.

Highway

Member Kellogg informed the board that they had bid openings; total bids came in for all county projects at 16.2% below the estimates for the townships and 12.5% below for county bids.

Committee of the Whole

No meeting.

STANDING COMMITTEE MINUTES APPROVAL

Member Flowers moved to approve all of the Standing Committee Minutes and Reports. Member Gilmour 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 stated that they will meet on May 25th.

Housing Authority

Member Prochaska did not have a report.

Juvenile Justice Council

Member Gilmour reported that they meet on April 11th.

Health Department

Member Giles spoke about the installation of dental equipment; the goal is to have a free clinic with volunteer dentists. They are going to go out to bid on the safety glass project.

CHAIRMAN'S REPORT

Appointments

Nanci Reiland – TB Board – 3 year term – expires April 2020

Gary Popp – Tax Board of Review – 2 year term – expires April 2019

Brent Ekwinski – Yorkville Bristol Sanitary District – 3 year term – expires April 2020

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

Chairman Gryder stated that Caterpillar will be shipping all of its manufacturing jobs out of the Aurora plant effective at the end of 2018.

ADJOURNMENT

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

Approved and submitted this 13th day of April, 2017.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

**County of Kendall, Illinois
Boards and Commissions 2017**

PUBLIC ENTITY	PRINCIPAL PLACE OF BUSINESS	DESCRIPTION OF SERVICES PROVIDED	# OF MEMBERS	CREATION PROCESS	PLANS FOR CONSOLIDATION OR DISSOLUTION	LEVIES A PROPERTY TAX	HOW FUNDED (IF NOT LEVY FUNDED)
Big Slough Drainage Dist		Drainage Maint.	3	State Statute	None		Referendum
Rob Roy Drainage Dist		Drainage Maint.	3	State Statute	None		Referendum
Raymond Drainage Dist		Drainage Maint.	3	State Statute	None		Referendum
Morgan Creek Drainage Dist		Drainage Maint.	3	State Statute	None		Referendum
Board of Health	902 W. John Str; Yorkville	Health & Welfare	8	State Statute	None	Yes	County Board Authorized, Referendum, Property Tax Levy, Grants, User Fees
Bristol-Kendall Fire District	103 Beaver Str; Yorkville	Fire Protection	5	State Statute	None	Yes	
Lisbon-Seward Fire District	6410 Chicago Rd; Yorkville	Fire Protection	2	State Statute	None	Yes	
Little Rock - Fox Fire Dist	5 E. North Str; Plano	Fire Protection	5	State Statute	None	Yes	
Minooka Fire District	7901 E. Minooka Rd; Minooka	Fire Protection	1	State Statute	None	Yes	
Newark Fire District	101 E. Main Str; Newark	Fire Protection	3	State Statute	None	Yes	
Oswego Fire District	3511 Woolley Rd; Oswego	Fire Protection	5	State Statute	None	Yes	
Ethics Commission	1102 Cornell Lane, Yorkville	Review Complaints	6	State Statute & County Ord	None		County Budget
Farmland Review CMT	111 W. Fox Str, Yorkville	Farm Value	5	State Statute	None		County Budget
Farmland Protection CMS	111 W. Fox Str, Yorkville	Farm Protection	8	County Ordinance	None		County Budget
Forest Preserve District of Kendall County	110 W. Madison Street, Yorkville	Agency is a Forest Preserve District established under the IL Downstate Forest Preserve Act	10	Public Referendum - 1965	None	Yes - for operating fund and debt service funds	
Historic Preservation CMS	111W. Fox Str, Yorkville	Historic Preservation	8	County Ordinance	None		County Budget
Housing Authority	811 W. John Str, Yorkville	Affordable Housing	5	Federal Regulation	None		Federal Grant
Merit Commission	1102 Cornell Lane, Yorkville	Sheriff's Ofc Staff Selection	5	State Statute, County Resolution	None		County Budget
Newark Sanitary District	Lower Coy Park Drive; Newark	Waste Water Treatment	3	State Statute	None		User Fees
Yorkville-Bristol Sanitary District	304 River Str; Yorkville	Waste Water Treatment	3	State Statute	None		User Fees
Public Aid Appeals		Review Denied Requests	6	State Statute	None		County Resolution
Tax Board of Review	111 W. Fox Str, Yorkville	Assessment & Appeals	4	State Statute	None		County Budget
Tuberculosis Board	802 W. John Str, Yorkville	TB Prevention	2	State Statute	None		County Board with Tax Levy
University of Illinois Extension Board	7775-B IL Route 47; Yorkville	Ag Education	3	State Statute, Referendum	None		County Board, Tax Levy & State of IL

**County of Kendall, Illinois
Boards and Commissions 2017**

Workforce Investment Board	1905 Sequola Dr; Aurora	Workforce Training	7 of 32	State Statute, Federal Regulation	None		Federal Grants
KenCom 911 Board	1102 Cornell Lane; Yorkville	911 Dispatch	12	State Statute & Intergovernmental Agreements	None		County and Municipality Resources

ORDINANCE NUMBER 2017-_____

MAP AMENDMENT FOR AN 8.8 ACRE PARCEL LOCATED AT 790 EL DAMAIN ROAD

Rezone from A-1 to M-1

WHEREAS, there is a request for a map amendment from A-1 to R-1, for part of a property located on the east side of Eldamain Road, approximately one-third mile south of Galena Road in Bristol Township, more commonly known as 790 Eldamain Road; and

WHEREAS, said property is identified with the tax identification numbers 02-06-300-009 and 02-06-300-010 and the part for rezoning is legally described below; and

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 37 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN BEING DESCRIBED BY COMMENCING AT THE SOUTHEAST QUARTER; THENCE WESTERLY, ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 2255.11 FEET FOR THE POINT OF BEGINNING; THENCE NORTHEASTERLY, PARALLEL WITH THE CENTERLINE OF EL DAMAIN ROAD, WHICH FORMS AN ANGLE OF 70 DEGREES 14 MINUTES 38 SECONDS WITH THE LAST DESCRIBED COURSE (MEASURED COUNTERCLOCKWISE THEREFROM), 1149.27 FEET; THENCE WESTERLY, PARALLEL WITH SAID SOUTH LINE, 443.0 FEET TO SAID CENTERLINE; THENCE SOUTHWESTERLY, ALONG SAID CENTERLINE, 1149.27 FEET TO SAID SOUTH LINE; THENCE EASTERLY, ALONG SAID SOUTH LINE WHICH FORMS AN ANGLE OF 70 DEGREES 14 MINUTES AND 38 SECONDS WITH THE LAST DESCRIBED COURSE (MEASURED CLOCKWISE THEREFROM), 443.0 FEET TO THE POINT OF BEGINNING; EXCEPTING THEREFROM THAT PART OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 37 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SOUTHWEST QUARTER; THENCE WESTERLY ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER, 2365.11 FEET FOR THE POINT OF BEGINNING; THENCE NORTHEASTERLY, PARALLEL WITH THE CENTERLINE OF EL DAMAIN ROAD, WHICH FORMS AN ANGLE OF 70 DEGREES 14 MINUTES 38 SECONDS WITH THE LAST DESCRIBED COURSE (MEASURED COUNTERCLOCKWISE THEREFROM) 132.44 FEET; THENCE NORTHWESTERLY, PERPENDICULAR TO THE LAST DESCRIBED COURSE, 313.40 FEET TO SAID CENTERLINE; THENCE SOUTHWESTERLY, ALONG SAID CENTERLINE, 245.0 FEET TO SAID SOUTH LINE; THENCE EASTERLY ALONG SAID SOUTH LINE WHICH FORMS AN ANGLE OF 70 DEGREES 14 MINUTES 38 SECONDS WITH THE LAST DESCRIBED COURSE (MEASURED CLOCKWISE THEREFROM), 333.0 FEET TO THE POINT OF BEGINNING; AND ALSO EXCEPTING THEREFROM THAT PART OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 37 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN CONVEYED TO KENDALL COUNTY, ILLINOIS BY DOCUMENT 201000023222 RECORDED DECEMBER 12, 2010 AND BY DOCUMENT 201400006872 RECORDED MAY 27, 2014; ALL IN BRISTOL TOWNSHIP, KENDALL COUNTY, ILLINOIS.

WHEREAS, the petitioner desires to rezone 8.8 acres to M-1 (Limited Manufacturing District); and

WHEREAS, all procedures required by the Kendall County Zoning Ordinance were followed including notice for public hearing, preparation of the findings of fact in accordance with Section 13.07.F of the Zoning Ordinance, and recommendation for approval by the Zoning Board of Appeals on April 3, 2017; and

WHEREAS, the findings of fact were approved as follows:

Existing uses of property within the general area of the property in question. The existing uses of property within the area of this property are a single family home and agricultural farm land which would be consistent with this request. The nearest M-1 zoned property is located approximately 2,750 feet to the northwest at 12127 Galena Road. If the map amendment is approved, any residential use of the house would be illegal.

The Zoning classification of property within the general area of the property in question. The zoning classifications within the general area are currently A-1 and R-1 with farms and farmhouses.

The suitability of the property in question for the uses permitted under the existing zoning classification. The petitioner would like to rezone part of their property to M-1 in order to lawfully run his truck storage and towing business at the property. The property must be rezoned in order to operate this type of business at the subject property.

The trend of development, if any, in the general area of the property in question, including changes, if any, which may have taken place since the day the property in question was in its present zoning classification. The Zoning Board of Appeals shall not recommend the adoption of a proposed amendment unless it finds that the adoption of such an amendment is in the public interest and is not solely for the interest of the applicant. The Zoning Board of Appeals may recommend the adoption of an amendment changing the zoning classification of the property in question to any higher classification than that requested by the applicant. For the purpose of this paragraph the R-1 District shall be considered the highest classification and the M-2 District shall be considered the lowest classification. Several industrial users, including a Menard's distribution facility, are located south of the subject property along Eldamain Road inside the boundaries of the City of Plano. The adoption of the map amendment is in the public interest of implementing the recommendations of the Land Resource Management Plan.

Consistency with the purpose and objectives of the Land Resource Management Plan and other adopted County or municipal plans and policies. The subject property and adjoining properties are identified as Mixed Use Business on the Future Land Use & Transportation Map of the Land Resource Management Plan. In addition, recommendation 3 (b) on page 6-34 of the Land Resource Management Plan states: "Ensure Lisbon/Eldamain Road is maintained as a commercial-industrial corridor." The proposed map amendment would assist in implementing this recommendation. However, the proposal is inconsistent with the Comprehensive Plan of the United City of Yorkville, adopted in 2016. Yorkville identified the area as Estate Residential in their new Comprehensive Plan. Yorkville previously identified the area as industrial in their previous Comprehensive Plan.

WHEREAS, the United City Yorkville filed a formal objection to this proposal in August 2016, and;

WHEREAS, 55 ILCS 5/5-12014 requires a $\frac{3}{4}$ favorable vote by the County Board to enact this ordinance because of the formal objection filed by the United City of Yorkville, and;

NOW, THEREFORE, BE IT ORDAINED, that the Kendall County Board hereby grants a zoning map amendment from A-1 to M-1 on the tract of land located and depicted on the drawing attached as "Attachment 1 Plat of Survey" hereto and incorporated herein.

State of Illinois
County of Kendall

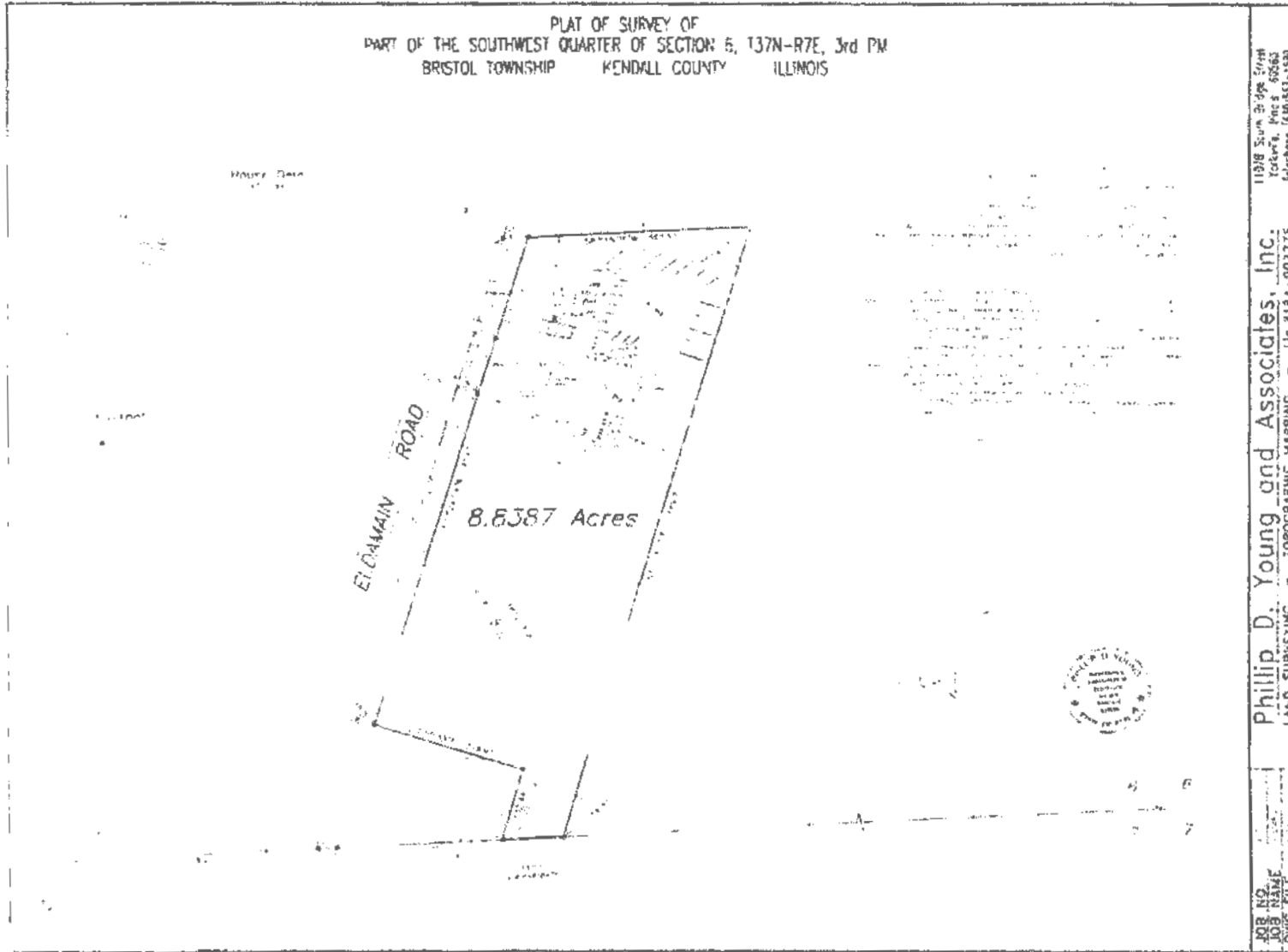
Zoning Petition
#16-22

IN WITNESS OF, this ordinance has been enacted on May 2, 2017.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder



LEGAL DESCRIPTION

That Part of the Southwest Quarter of Section 6, Township 37 North, Range 7 East of the Third Principal Meridian described as follows Commencing at the Southeast Corner of said Southwest Quarter, thence Westerly, along the South Line of said Southwest Quarter, 2255.11 feet for the point of beginning, thence Northeasterly, parallel with the centerline of Eldomain Road, which forms an angle of $70^{\circ}14'38''$ with the last described course (measured counterclockwise therefrom), 1149.27 feet, thence Westerly, parallel with said South Line, 443.0 feet to said centerline, thence Southwesterly, along said centerline, 1149.27 feet to said South Line, thence Easterly, along said South Line which forms an angle of $70^{\circ}14'38''$ with the last described course (measured clockwise therefrom), 443.0 feet to the point of beginning, EXCEPTING THEREFROM That Part of the Southwest Quarter of Section 6, Township 37 North, Range 7 East of the Third Principal Meridian described as follows Commencing at the Southeast Corner of said Southwest Quarter, thence Westerly, along the South Line of said Southwest Quarter, 2385.11 feet for the point of beginning, thence Northeasterly, parallel with the centerline of Eldomain Road, which forms an angle of $70^{\circ}14'38''$ with the last described course (measured counterclockwise therefrom), 132.44 feet, thence Northwesterly, perpendicular to the last described course, 313.40 feet to said centerline, thence Southwesterly, along said centerline, 245.0 feet to said South Line, thence Easterly, along said South Line which forms an angle of $70^{\circ}14'38''$ with the last described course (measured clockwise therefrom), 333.0 feet to the point of beginning, AND ALSO EXCEPTING THEREFROM That Part of the Southwest Quarter of Section 6, Township 37 North, Range 7 East of the Third Principal Meridian conveyed to Kendall County, Illinois by Document 201000023222 recorded December 12, 2010 and by Document 201400006872 recorded May 27, 2014, all in Bristol Township, Kendall County, Illinois

-R7E, 3rd PM
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LEGAL DESCRIPTION

That Part of the Southwest Quarter of Section 6, Township 37 North Range 7 East of the Third Principal Meridian described as follows: Commencing at the Southeast Corner of said Southwest Quarter, thence Westerly along the South line of said Southwest Quarter, 2255.11 feet for the point of beginning, thence Northeasterly parallel with the centerline of Edgemoir Road, which forms an angle of 70°14'38" with the last described course (measured counterclockwise therefrom), 1149.27 feet, thence Westerly, parallel with said South line, 443.0 feet to said centerline, thence Southwesterly along said centerline, 1149.2 feet to said South line, thence Easterly, along said South line which forms an angle of 70°14'38" with the last described course (measured clockwise therefrom), 443.0 feet to the point of beginning.

EXCEPTING THEREFROM That Part of the Southwest Quarter of Section 6, Township 37 North, Range 7 East of the Third Principal Meridian described as follows: Commencing at the Southeast Corner of said Southwest Quarter, thence Westerly, along the South Line of said Southwest Quarter, 2365.11 feet for the point of beginning; thence Northeasterly, parallel with the centerline of Edgemoir Road, which forms an angle of 70°14'38" with the last described course (measured counterclockwise therefrom), 132.44 feet, thence Northwesterly, perpendicular to the last described course, 313.40 feet to said centerline, thence Southwesterly, along said centerline, 245.0 feet to said South line, thence Easterly, along said South line which forms an angle of 70°14'38" with the last described course (measured clockwise therefrom), 333.0 feet to the point of beginning.

AND ALSO EXCEPTING THEREFROM That Part of the Southwest Quarter of Section 6, Township 37 North, Range 7 East of the Third Principal Meridian conveyed to Kendall County, Illinois, by Document 201000027227 recorded December 11, 2010 and by Document 201400006872 recorded May 27, 2014, both in Bristol Township, Kendall County, Illinois.

COUNTY OF KENDALL, ILLINOIS
ADMIN HUMAN RESOURCES COMMITTEE OF THE WHOLE
Meeting Minutes
Tuesday, April 25, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Bob Davidson		5:43p.m.	
John Purcell		5:32p.m.	8:03p.m.
Scott Gryder	Present		8:23p.m.
Elizabeth Flowers	Present		
Audra Hendrix	Present		
Tony Giles	Absent		
Matt Kellogg	Absent		

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

Staff Present: Jill Ferko, Bob Jones, Jeff Wilkins, Andrez Beltran

Guests Present: Mike Neuenkirchen. Jim Pajauskas, Rich Ryan

APPROVAL OF AGENDA with an Executive Session added after the approval of minutes.

Motion: Member Hendrix
 Second: Member Gryder
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES from April 3, 2017

Motion: Member Hendrix
 Second: Member Flowers
RESULT: Approved with a Unanimous Voice Vote

EXECUTIVE SESSION # 1 – Member Cullick made a motion to go into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), second by Member Gilmour.

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 5:35p.m. The committee reconvened in Open Session at 5:52p.m.

WINE SERGI UPDATE – Rich Ryan updated the Committee on a recap of exposure update developments on Building Values, Autos, Payroll, Equipment, IT Computer, Claim Review Summaries on all Property, Auto, General Liability, Workers Compensation, Law Enforcement and Public Official coverages. Mr. Ryan also said they conducted a remarketing of the Kendall County program with various insurance companies with Public Entity experience, completed supplemental applications for each carrier, specific to the Jail, health Department Programs, Highway Department, Sheriff's Office, Forest Preserve District and Veterans Assistance Commission. Wine Sergi also completed a final review of claim reserves prior to submitting to all carriers, presented proposal summaries to the Admin HR Committee after review of all proposals received.

CBIZ UPDATE – Mr. Pajauskas said he will provide a recap of the County's first quarter with United Healthcare at the May meeting.

Jim Pajauskas reported that CBIZ is happy to allow employee Jody Crable to assist County employees with benefit questions during the transition.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No report

COMMITTEE BUSINESS

- *Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act* – Andrez Beltran reported that this will be the third time that Kendall County will be applying for RTA funds through this federal grant. This grant is specifically earmarked for those with disabilities and for senior citizens. Mr. Beltran stated that the local match money will be stretched further by receipt of matching state funds.

Mike Neuenkirchen stated that they are looking to maximize existing grant opportunities that will allow K.A.T. to provide more service without tapping local tax resources. Mr. Neuenkirchen stated that ridership is up approximately twelve percent, and the addition of ridership for the Association of Individual Development (A.I.D.) program out of Aurora, going to their Sugar Grove campus, has contributed to that increase. Mr. Neuenkirchen said that eighty-two percent of their ridership is for medical appointments and employment travel. They expect to receive these funds sometime in 2018.

Member Prochaska made a motion to forward to the County Board for approval, second by Member Gryder. **With all members present voting aye, the motion carried.**

- *Approve County Administrator Job Description* – Member Gilmour made a motion to forward the County Administrator Job Description for approval, second by Member Gryder.

Discussion on the organizational chart and chain of command for this position, disciplinary procedures, the employee handbook, education requirements/preferences and legal review by the State's Attorney's Office.

Member Prochaska made a motion to amend the job description under III. E. Qualifications to read "A minimum of Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting or related field, or equivalent work experience is preferred", second by Member Purcell.

Roll Call for the Amendment to the County Administrator Job Description: Member Flowers – aye, Member Davidson – yes, Member Prochaska – yes, Member Gryder – yes, Member Gilmour – no, Member Cullick – yes, Member Purcell – yes, Member Hendrix – no. **The Amendment passed with Members Flowers, Davidson, Prochaska, Gryder, Cullick and Purcell voting aye, and Members Gilmour and Hendrix voting nay.**

Roll Call for Approval of Job Description including the new language: Member Hendrix – yes, Member Purcell – aye, Member Cullick – yes, Member Gilmour – yes, Member Gryder – yes, Member Davidson – yes, Member Prochaska – yes, Member Flowers – aye. **The motion to forward the County Administrator Job Description to the County Board for approval passed with an 8-0 vote.**

- *HR Audit Discussion and Review* – Jeff Wilkins provided a memorandum to the committee regarding the HR functions and Board priorities. Mr. Wilkins stated that each position in the Administration and Planning, Building and Zoning departments are unique essential functions across a broad scope of work and are not routine day to day. Mr. Wilkins also stated that the allows him limited opportunity to train personnel to back-up the essential functions for each unique position.

Mr. Wilkins stated that he met with County Treasurer Jill Ferko to discuss transitioning the benefit responsibilities of enrollment, changes, and billing for health, dental, vision, life, HAS, FSA, COBRA and retirees to the Treasurer's Office. Mr. Wilkins emphasized there is still need to have someone in Administration to assume the other HR responsibilities of Risk Management: workers comp claims, property claims, liability claims, property and inventory, and resolving billing issues.

County Treasurer Jill Ferko stated that she feels it would be a positive transition to move benefits to the Treasurer's Office, and that along with herself, the Chief Deputy Treasurer, and two Deputy Treasurer's will be trained by CBIZ next week. Ms. Ferko stated that her office already handles the supplemental life insurance, Legal Shield, IMRF and AFLAC benefits, enrollment and maintenance. Ms. Ferko stressed the importance of cross-training and back-up for every position in her office to ensure that business is continuous and uninterrupted even in the event of employee change or transition.

Ms. Ferko was ninety-eight percent sure that she would not need to hire anyone to fulfill these responsibilities this year, but Treasurer staff will track the hours that are spent on these responsibilities, and Ms. Ferko will evaluate for next year's budget. A member of Ms. Ferko's staff will attend the Admin HR meetings and provide reports as needed each month.

Further discussion on the need for restructuring in the Administration Office and how to keep the County functioning most efficiently, division of the office responsibilities, the knowledge and skill set of office personnel to assume the HR responsibilities, transfer of Liquor Licensing functions to the County Clerk's Office, personnel job responsibility reassignment within the department, the Board's priorities for possibly creating a deputy County Administrator position for Admin HR component and back-up for personnel issues.

The committee directed Mr. Wilkins to immediately have all calls and emails for the former Human Resources Coordinator transferred to him for filtering and action.

- *Employee Handbook Update* – Item tabled to a future meeting.

EXECUTIVE SESSION # 2 – Member Cullick made a motion to go into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), second by Member Gilmour.

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 7:42p.m. The committee reconvened in Open Session at 8:31p.m.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approve Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
- *Approve County Administrator Job Description*

PUBLIC COMMENT – None

ADJOURNMENT

Motion: Member Davidson Second: Member Flowers RESULT: Approved with a Unanimous Voice Vote
--

This meeting was adjourned at 8:36p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary

Kendall County Job Description

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: May 2, 2017

I. **Position Summary:**

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator.

II. **Essential Duties and Responsibilities:**

A. Primary duty is to manage the Kendall County Administrative Services Office in accordance with the County's organizational policies, goals and budget parameters.

B. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill his/her essential job duties and, on an interim basis, performs all of the essential job duties set forth in the applicable department head's job description.

C. Customarily and regularly directs the work of at least two or more full-time employees.

D. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:

- Interviewing, selecting and training all employees in the Administrative Services Office;
- Setting and adjusting employees' hours of work;
- Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
- Conducting regular performance evaluations of all employees in the Administrative Services Office;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling both internal and external complaints and grievances related to the Administrative Services Office;
- Disciplining employees;
- Apportioning the work among employees assigned to Administrative Services Office;
- Providing for the safety and security of the employees and County property;
- Makes all final decisions regarding the hiring, firing, advancement, promotion, job descriptions, and any other changes of status for all employees in the Administrative Services Office.

E. Customarily and regularly supervises and supports assigned County department heads by performing management duties including, but not limited to, the following:

Kendall County Job Description

- Interviewing and providing recommendation for final department head candidate(s) for assigned County Departments, which recommendations are given particular weight by the County Board;
 - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
 - Conducting regular performance evaluations of assigned County department heads;
 - Appraising department heads' productivity and efficiency;
 - Handling both internal and external complaints and grievances related to assigned County department heads;
 - Recommending discipline for assigned department heads to County Board;
 - Approving updates and revisions to job descriptions for employees under the supervision of assigned County department heads.
- F.** Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:
- Preparation and submittal of the annual Countywide budget;
 - Monitors and authorizes expenditures for assigned departments and programs;
 - Oversees and administers all insurance benefit programs offered by the County including, but not limited to the County's Employee Health, Accident, Dental, and Life Insurance Programs;
 - Oversees and administers the County's risk management by performing duties including, but not limited risk management planning, risk management policy development and administration, and safety and liability insurance activities;
 - Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage;
 - Supervises staff responsible for the administration of the County's Revolving Loan Fund and other economic development activities;
 - Supports the County's Emergency Management Systems in preparedness response and recovery efforts;
 - Preserve the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board and its committees;
 - As assigned, monitor contracts and agreements for compliance;
 - Supervises staff responsible for the efficient operation of the mailing facility of the Kendall County Office Building;
 - Supervises staff responsible for grant administration for Kendall Area Transit operations.
- G.** Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
- Provide administrative support and research assistance to the County Board;
 - Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours;
 - Supervise staff responsible for preparation of County Board committee agendas and minutes;
 - Work with all department heads and the Budget Committee to assure that the annual

Kendall County Job Description

- budget is properly and timely presented to the County Board for adoption;
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board;
- Coordinate the auditor selection process, as directed by the County Board;
- Coordinate with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board;
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board;
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups;
- Prepare and issue news releases to media.

H. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.

I. Serves as a primary contact and representative for collective bargaining issues.

J. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.

K. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

L. Maintains availability outside work hours to respond to emergencies.

M. Maintains regular attendance and punctuality.

N. Travel to and from meetings, training, conferences, and other County office locations to perform job duties;

O. Performs other duties, as required or assigned.

III. **Qualifications:**

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

A. LANGUAGE SKILLS:

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

Kendall County Job Description

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;

C. REASONING ABILITY:

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

D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

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

- Strong organization skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees;
- The ability to follow guidance and work independently until project completion;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

E. EDUCATION AND EXPERIENCE:

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is required.
- A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is required.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

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

- Frequently sit for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Vision abilities include close and distance vision, and ability to view computer monitors and screens;
- Occasionally walk to other County office locations;

Kendall County Job Description

V. Work Environment:

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

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes
Thursday, April 13, 2017

Call to Order

Committee Chair John Purcell called the Budget and Finance Committee to order at 6:05p.m.

Roll Call

Attendee	Status	Arrived
John Purcell	Present	
Lynn Cullick	Excused Absence	
Bob Davidson	Present	
Matt Kellogg	Present	
Matthew Prochaska	Present	

Others Present: Latreese Caldwell

1. **Claims Review and Approval** – Member Prochaska moved to forward to the County Board the Approval of Claims in an amount not to exceed \$557,649.54, Coroner Claims in an amount not to exceed \$2,801.24, Election Judge Claims in an amount not to exceed \$50,623.08, and Grand Juror Claims in an amount not to exceed \$280.26, second by Member Kellogg. **With four member’s present voting aye, the motion carried.**

Department Head and Elected Official Reports – None

Items from Other Committees

Items of Business

- *Final Senior Tax Levy Recommendations* – Discussion on the final recommendations for Senior Levy Tax Awards. Latreese Caldwell was asked to send an email to Les Ries of Community Meals for Seniors, asking for financial and audit documentation, and Amaal Tokars from the Health Department asking for grant documentation for all grants received by the Health Department. The organizations will be given 30-days to provide the documentation to the Finance Committee. Failure to provide documentation will result in no monies being distributed to them this fiscal year. There was consensus by the committee that any monies not distributed would be deposited into the fund balance.
- *Discuss costs to provide Sheriff’s Office Security at the County Office Building during Tax Payment weeks* – Bob Davidson reported that the Sheriff’s Office has an understanding with County Treasurer and Collector Jill Ferko, and County Clerk and Recorder Debbie Gillette to have a deputy on-site at the County Office Building during tax payment season. The cost is estimated at \$5,000. Motion made by Member Kellogg to forward the issue to the May 2, 2017 County Board for approval, second by Member Davidson. **With four members in agreement, the motion carried.**

- *Authorize purchase of 2017 Chevrolet Regular Cab ½ ton 4x4 in amount of \$22,669 through state contract* – Member Davidson stated that the PBZ Committee authorized the purchase of the vehicle with budgeted funds. The current vehicle will probably be given to Facilities Management for utilization.
- *Leopardo Energy Proposal* – Member Davidson stated that there has been some discussion that the work needed in the County could be done by Facilities Management, instead of using Leopardo. Member Davidson said that there are many large jobs that still need to be done throughout the county. Member Davidson also said that all projects will be in the capital plan and prioritized accordingly.
- *Auditor Contract* – tabled to next meeting
- *5-year Plan* – tabled to next meeting

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole - None

Items for the County Board

Approval of Claims in an amount not to exceed \$557,649.54, Coroner Claims in an amount not to exceed \$2,801.24, Election Judge Claims in an amount not to exceed \$50,623.08, and Grand Juror Claims in an amount not to exceed \$280.26

Discuss costs to provide Sheriff's Office Security at the County Office Building during Tax Payment weeks

Executive Session – Not needed

Adjournment – Member Kellogg made a motion to adjourn the Budget and Finance Committee meeting, second by Member Prochaska. **The meeting adjourned at 7:11p.m.**

Respectfully submitted,

Valarie McClain
Recording Secretary

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes
Thursday, April 27, 2017

Call to Order

Committee Chair John Purcell called the Budget and Finance Committee to order at 5:30p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
John Purcell	Present		
Lynn Cullick	Present		
Bob Davidson	Absent		
Matt Kellogg	Present		
Matthew Prochaska	Absent		

Others Present: Latreese Caldwell, Undersheriff Harold Martin, Jeff Wilkins

Claims Review and Approval – Member Cullick moved to forward to the County Board the Approval of Claims in an amount not to exceed \$942,670.50, Coroner’s Claims in an amount not to exceed \$2,346.14, and Claims for April 2017 Petit Jurors in an amount not to exceed \$2,811.72, second by Member Kellogg. **With three member’s present voting aye, the motion carried.**

Department Head and Elected Official Reports – None

Items from Other Committees – None

Items of Business

- *5-year Capital Plan* - Discussion on the replacement of three HVAC units at the Public Safety Center, posting an RFP for replacement of all three units, scheduling the creation of the units and installation of each unit. Suggested funding would be from the budgeted \$195,000 from this year and possibly using monies from the Economic Development fund for the difference between total cost and budgeted amount.

Latreese Caldwell stated that she has received capital requests from most of the departments and offices, but has not received any bids, information or request from Facilities Management regarding the three HVAC units for the Public Safety Center.

- *Auditor Contract* – Item tabled until a future meeting

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole - None

Items for the County Board

Approval of Claims in an amount not to exceed \$942,670.50, Coroner's Claims in an amount not to exceed \$2,346.14, and Claims for April 2017 Petit Jurors in an amount not to exceed \$2,811.72

Executive Session – Not needed

Adjournment – Member Cullick made a motion to adjourn the Budget and Finance Committee meeting, second by Member Kellogg. **The meeting adjourned at 6:25p.m.**

The next meeting is scheduled for Monday, May 15, 2017 at 5:30p.m.

Respectfully submitted,

Valarie McClain
Recording Secretary



KENDALL COUNTY
ANIMAL CONTROL

Wednesday, April 26, 2017 at 8:30AM
Historic Courthouse, East Wing Conference Room
109 W. Ridge Street, Yorkville, IL

MEETING MINUTES

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

Roll Call

Committee Members Present: Elizabeth Flowers, John Purcell, Lynn Cullick, Matthew Prochaska. **With three members present, a quorum was established to conduct committee business.**

Committee Members Absent: Matt Kellogg

Others present: Laura Pawson, Jeff Wilkins

Approval of Agenda – Motion made by Member Prochaska to approve the agenda, second by Member Cullick. **With all in agreement, the motion carried.**

Approval of Minutes – Member Purcell made a motion to approve the revised February 22, 2017, and the March 29, 2017 meeting minutes, second by Member Cullick. **With all in agreement, the motion carried.**

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

Bite Report – Total: 23 dogs

Visitors March: 41

Events/News

Saturday, April 29, 2017	Open House Adoption Event 10am – 2pm
Tuesday, May 9, 2017	Volunteer Orientation
Saturday, May 13, 2017	Pet Supplies Plus Adoption Event 11am - 2pm

Weekly Posting of “Pet of the Week” ad in Shaw Media Newspapers
Monthly adoption appearance on WSPY Television

Operations Report

- Job Posted for Part-Time Office Assistant – Ms. Pawson stated that the current Office Assistant will be leaving for a full-time position elsewhere. The position has been posted and Ms. Pawson has received several promising applications so far.
- Update on Feral Cat Spay/Neuter Program – Ms. Pawson asked the committee if they can use funds from the County Animal Population Control fund for a new Spay/Neuter of Feral Cats in the County. There was consensus by the committee to proceed with the program.
- Update on Open House Event scheduled for April 29, 2017 – Ms. Pawson said this is scheduled from 10:00a.m. to 2:00p.m. and will include free balloons, popcorn, refreshments and face-painting.

Accounting Report – Jeff Wilkins provided an overview of the financial report with the committee.

Old Business – *Final Approval for Fence Construction behind Trailer (South side)* – Ms. Pawson met with Facilities Management Director Jim Smiley regarding the construction of the fence and the condition of the structure. Ms. Pawson presented three quotes for the construction, and said this fence would be similar to the one on the north side of the facility. All three quotes are prevailing wage applied. Member Purcell made a motion to proceed with Ideal Fence, Inc. for \$4,800., second by Member Flowers. **With all members voting aye, the motion carried.**
Executive Session – None

Action Items for the County Board

- *Approval of Fence Construction behind Trailer (south side), by Ideal Fence, Inc. in an amount not to exceed \$4,800.*

Public Comment – None

Adjournment – Member Purcell made a motion to adjourn the meeting, second to the motion by Member Cullick. **With all in agreement, the meeting was adjourned at 9:23am.**

Respectfully Submitted,

Valarie McClain
Recording Clerk

COUNTY OF KENDALL, ILLINOIS
Health & Environment Committee
Monday, April 17, 2017
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Judy Gilmour at 3:09p.m.

ROLL CALL

Committee Members Present: Tony Giles - here, Matthew Prochaska – here, Judy Gilmour – here

John Purcell arrived at 3:24p.m.

Members Absent: Elizabeth Flowers

Others Present: Jenny Wold

APPROVAL OF AGENDA – Member Prochaska made a motion to approve the agenda, second by Member Giles. **With three members present in agreement, the motion carried.**

APPROVAL OF MEETING MINUTES – Member Prochaska made a motion to approve the meeting minutes from March 20, 2017, second by Member Giles. **With three members present voting aye, the motion carried.**

STATUS REPORTS

- **Board of Health** – Tony Giles reported that the security window is going out to bid soon. Mr. Giles also said that the Board of Health meeting for this week has been cancelled.
- **Health Department** – Steve Curatti reviewed the Health Department’s Lead Awareness Promotion materials and said they will focus on lead education, the number one cause of lead exposure (paint dust), and on providing lead testing kits to Kendall County residents when needed.
- **Kendall County Soil and Water District** – Jenny Wold reported that the recent tree and fish sales went well. She stated that Megan Andrews continues to contact local farmers regarding soil erosion and sentiment education.

Ms. Wold has seen 2800 first and second grade students in the last two months in Kendall county schools. She said one of the classroom projects this Spring is a key seed necklace, which she uses to teach the students about transplanting, water, and soil eradication.

Ms. Wold invited committee members to come out and observe the Natural Resources Tour at Hoover forest Preserve in early May.

Ms. Wold will teach a summer teachers course again this year through Aurora University on Food Science. The course will include visits to local farms, wineries, fisheries, etc.

- **Water Related Groups** – No report

OLD BUSINESS – None

NEW BUSINESS

- *Approval of Intergovernmental Agreement between Kendall County and Will County for Electronic Recycling Day* – Dr. Tokars reported that the Kendall County Health Department in collaboration with Will County, will host a one-day Electronic Recycling Collection Event on Saturday, August 5, 2017 in the Health Department parking lot. She said there will be a call ahead appointment system for residents to reserve a recycling spot. More information will be available on the Health Department website. Member Purcell made a motion to forward the agreement to the County Board for approval, after State’s Attorney’s Office review, second by Member Prochaska. **With all members present voting aye, the motion carried.**

CHAIRMAN’S REPORT – No report

PUBLIC COMMENT – None

ITEMS FOR THE COMMITTEE OF THE WHOLE - None

COUNTY BOARD ACTION ITEMS

- *Approval of Intergovernmental Agreement between Kendall County and Will County for Electronic Recycling Day*

EXECUTIVE SESSION – None Needed

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **The meeting was adjourned at 4:04p.m.**

Respectfully Submitted,

Valarie McClain
Recording Secretary

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, April 13, 2017

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	Present		
Lynn Cullick	Present		
Bob Davidson	Present		
Elizabeth Flowers	Absent		
Tony Giles	Present		4:37p.m.
Judy Gilmour	Present		
Audra Hendrix	Present		
Matt Kellogg	Present		
Matthew Prochaska	Present		
John Purcell	Present		

Others present: ASA David Berault, ASA Leslie Johnson, Technology Director Scott Koeppl, Deputy Commander Jason Langston, Undersheriff Harold Martin, Rae Ann Van Gundy, Health Department Operations Administrator, Health Department Executive Director Amaal Tokars, State’s Attorney Eric Weis, County Administrator Jeff Wilkins

Guests Present: Chris Childress, Progressive Energy; Lynn Dubajic, Economic Development Consultant for the City of Yorkville, Bart Olson, City Administrator for the City of Yorkville

EXECUTIVE SESSION – Member Davidson made a motion to go into Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), and the purpose of Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting 5ILCS 120/2 (11), and for the purpose of collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5ILCS 120/2 (2), second by Member Gilmour.

Roll Call: Member Hendrix – here, Member Prochaska – yes, Member Purcell – yes, Member Davidson – yes, Member Giles – yes, Member Gryder – yes, Member Cullick – yes, Member Gilmour – yes, Member Kellogg - yes

With nine members present in agreement, the committee entered Executive Session at 4:04p.m.

Others Present in Executive Session: Sheriff Dwight Baird, Circuit Clerk Robyn Ingemunson

The committee reconvened in Open Session at 4:59p.m.

OLD BUSINESS - None

NEW BUSINESS

From Admin HR Committee:

- *Electric Aggregation Process and Timeline* – Chris Childress, from Progressive Energy explained the timeline and procedures for going to bid for a new energy provider, notification and when it is sent to ComEd customers, and when the new vendor contract will begin. There will be no cost to the County, but will be savings to those citizens that participate in the program. As in the past, citizens in unincorporated Kendall County are enrolled in the program, but have the option to opt out if they wish to continue with ComEd or another vendor. Mr. Childress will present the bid results and the current ComEd rate at the May 11, 2017 meeting.

From Public Safety Committee:

- *Squad Car Video Recording System* – Deputy Commander Jason Langston provided a detailed summary of the options available to the Sheriff's Office for the replacement of in-car audio/video recording systems, options for purchase, and the timeline for phasing in new/replacement vehicular audio/video recording systems. Deputy Commander Langston explained that the current systems are antiquated and that the vendor is no longer manufacturing or supporting the DP2 or DP3 systems. Deputy Commander Langston said he is researching equipment that is more cost effective and efficient due to changes in technology, user friendliness, per unit cost, back office software system integration, wireless download capabilities, storage options/methods, and overall quality. Deputy Commander Langston stated that the Sheriff's Office would like to post the RFP to get definitive answers as far as pricing for recurring costs and per units.

Security System Change Order - Chairman Gryder asked Sheriff Baird about the Change Order for approximately \$41,000 for the Security project that would come from the contingency fund of \$269,000 that was set aside for change orders. Sheriff Baird said they are still on budget for what was already approved by the County Board.

From Facilities Management Committee:

- *Change of the monthly Committee meeting time from 3:30 p.m. to 4:00 p.m. on the first Monday of each month* – Member Davidson stated that the committee would like to meet at 4:00p.m. so that those committee members attending other meetings on the same day would not have such long wait periods between meetings on the same day. The request for the time change was approved unanimously by the committee.

From the Highway Committee:

- *Push for the Path* – Lynn Cullick reported that the City of Yorkville is asking Kendall County for \$30,000 to complete their Push for the Path project. Lynn Dubajic stated that the proposed 2.72-mile multi-use path on Kennedy Road from Route 47 to Mill Road. Kendall County approved a one-time award of \$50,000 in Kendall County Transportation Alternatives Program funds, also known as TAP Funds, to the City of Yorkville toward construction of the path. Ms. Dubajic also reported that the City of Yorkville has been awarded a \$1.3 million federal grant which came up \$357,000 short of the total cost of the bike path. The United City of Yorkville is asking Kendall County to approve an additional \$30,000 for the completion of the project. The City hopes to begin construction of the bike path later this year.

From PBZ Committee:

- *Resolution to Initiate an Application for a Text Amendment to the Zoning Ordinance of Kendall County by Establishing a Six Month Moratorium on the Acceptance of Applications of Special Use Permits for Outdoor Shooting Ranges* - Member Davidson stated that this resolution was proposed to place a hold on applications for any outdoor shooting/gun ranges for a six-month period. Mr. Davidson stated that this would not affect any current applicants. Matt Kellogg said the committee asked for the six-month moratorium so that the committee could review the current ordinance and make necessary changes/updates.

Matt Asselmeier, Kendall County Senior Planner said this proposal would just initiate the application for the moratorium, but does not create the moratorium, and is being treated as a text amendment to the Zoning Ordinance. Mr. Asselmeier said that this would have to follow the procedure of a text amendment with publication of notice, review by ZPAC, review by Regional Planning Commission, and a hearing before the ZBA. Mr. Asselmeier said that the text amendment wouldn't be back to the County Board until June 20, 2017 meeting, and the moratorium would go into effect on June 21, 2017.

ASA Berault confirmed that the County would have to follow the text amendment procedure and changing the zoning ordinance to create the moratorium.

From the April 5, 2017 County Board meeting:

- *Revisions to Revolving Loan Fund Recapture Strategy* – Member Hendrix stated that the language was updated and some removed after review by the Economic Development Committee to accommodate the loaning to municipalities and the County. Member Hendrix suggested the committee review the document prior to the County Board meeting and email any questions or suggestions to her prior to the next EDC meeting. Discussions on the document. The item was referred back to the Economic Development Committee and then sent to the State’s Attorney’s Office for review before coming back to the County Board for further discussion and approval.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMANS REPORT – No report

REVIEW BOARD ACTION ITEMS – Chairman Gryder stated that the *Security System Change Order* and *Push for the Path* items will be added to the Board agenda.

ADJOURNMENT – Member Cullick moved to adjourn the meeting at 5:53p.m., Member Prochaska seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Recording Secretary