

**KENDALL COUNTY BOARD AGENDA  
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210  
Tuesday, November 7, 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. Approval of Agreement between Kendall County and Gateway Foundation Inc for residential treatment services as part of Kendall County Drug Court
  - B. Approval of Sheriff's Office vehicle maintenance contract to Gjovik Ford for a 2 year contract, December 1, 2017 to December 1, 2019 with an option for a 2-year extension for December 2019 to December 2021 with written notice from the county
  - C. Approval of security system upgrade change order #8 for cameras changes in an amount not to exceed \$45,335.67 from line item #7502-000-6652 (contingency)
11. Old Business
12. Standing Committee Reports
  - A. Administration/HR
    1. Approval of the County Employee Wellness Program effective January 1, 2019, with mandatory physical/health screening completed by December 1, 2018
    2. Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from Technology account #0102-033-6587 (printer expense)
    3. Approval of United Health Care as the lowest responsible bidder for Employee Health Insurance
    4. Approval of United Health Care as the lowest responsible bidder for Employee Dental Insurance
    5. Approval of United Health Care as the lowest responsible bidder for Employee Live and Optional Life Insurance
    6. Approval of ICRMT as the lowest responsible bidder for Property, Casualty, Liability and Auto Insurance
    7. Approval of a bidder for Worker's Compensation Insurance in an amount not to exceed \$171,411
  - B. Finance Committee
    1. Approve claims in an amount not to exceed \$733,513.16 and Grand Jurors in an amount not to exceed \$268.49 and October Petit Jurors in an amount not to exceed \$1,274.14
    2. Approve Coroner claims in an amount not to exceed \$ 6,776.93
    3. Approval to File Tentative Fiscal Year 2017-2018 County of Kendall, Illinois Budget with the County Clerk
  - C. Facilities
    1. Approve the Healy Bender Contract for the Part 1 Analysis of the County Office Building in the amount of \$22,500.00
  - D. Economic Development
    1. Approve an Ordinance Suspending Implementation of the 2017 Revolving Loan Fund Recapture Strategy Adopted by Ordinance 17-19 and Reinstating the 2006 Kendall County Revolving Loan Fund Recapture Strategy Previously Approved by the Illinois Department of Commerce and Economic Opportunity
  - E. Animal Control
  - F. Standing Committee Minutes Approval
13. Special Committee Reports
  - A. Kencom Executive Board
  - B. Housing Authority
  - C. Historic Preservation
  - D. Board of Health
  - E. Juvenile Justice Council
  - F. Board and Commissions Review Ad Hoc
14. Chairman's Report
  - Appointments
  - Announcements
15. Other Business
16. Citizens to be Heard
17. Questions from the Press
18. Executive Session

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  
October 3, 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 Tuesday, October 3, 2017 at 6:45 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 Flowers moved to approve the submitted minutes from the Adjourned County Board Meeting of 9/5/17. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

**THE AGENDA**

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

**NEW BUSINESS**

**Board Rules of Order**

Member Prochaska moved to approve the Ordinance for the Amendment to Article VI of the Kendall County Rules of Order Pertaining to the appointment duties of the County Board Chairman. Member Gilmour seconded the motion.

The appointments not made by state statute or open ended position created by the Board, the Chairman will appoint individuals every two years.

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

A complete copy of Ordinance 17-20 is available in the Office of the County Clerk.

**Refunding Bonds**

Member Kellogg moved to approve the supplemental ordinance providing for the issue of general obligation refunding bonds (alternate revenue source), series 2017, of the County of Kendall, Illinois. Member Prochaska seconded the motion.

Kevin McCanna from Speer Financial informed the board that the interest rate is 2.17% and that the county will be saving \$1.595 million. Mr. McCanna explained that the county is basically replacing 4.25% debt with debt at 2.17%.

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

A complete copy of Ordinance 17-21 is available in the Office of the County Clerk.

**STANDING COMMITTEE REPORTS**

**Administration/HR**

**CASA Food Truck Event**

Member Cullick informed the board that the insurance is in place and the State's Attorney's Office is working on the agreement preparing it for the board to vote on at the October 17<sup>th</sup> meeting.

Member Cullick stated that the health insurance increase is approximately \$1 million over last year. Claims experience is not looking that good along with the normal increase that occurs every year. Members discussed the lack of bids received for the insurance because they cannot match the plans. Assistant State's Attorney Leslie Johnson informed the board that in all but 2 of the union contracts the board has the ability to require by December 1 of each year the employee's to submit proof of their annual wellness exam in order to receive a premium discount.

Ms. Johnson also stated that the board should ask the insurance carriers if they cannot offer the plans the county has in place; what they can offer and what would be the savings. In all but 2 of the union contracts the county only has to offer the core high deductible health plan. One alternative health plan must also be offered but specifically the HMO or the traditional PPO does not have to be offered. The board now has flexibility with the alternative health plan.

## Finance

### CLAIMS

Member Cullick moved to approve the claims submitted in the amount of \$850,099.67 and September Petit Jurors in the amount of \$2,524.61. Member Flowers seconded the motion.

**COMBINED CLAIMS:** FCLT MGMT \$90,497.84, B&Z \$496.41, CO CLK & RCDR \$420.25, ELECTION \$175.00, ED SRV REG \$1,397.10, SHRFF \$5,631.58, CRRCTNS \$14,301.08, EMA \$786.88, CRCT CT CLK \$347.67, JURY COMM \$2,903.17, CRCT CT JDG \$8,179.47, CRNR \$1,281.53, CMB CRT SRV \$14,857.59, PUB DFNDR \$1,234.00, ST ATTY \$2,606.71, EPLY HLTH INS \$380,205.89, OFF OF ADM SRV \$69.92, GNRL INS & BNDG \$54.00, CO BRD \$70.66, TECH SRV \$5,453.05, CONTINGEN \$21,746.25, ECON DEV \$18.17, LIABIL \$6,148.00, CO HWY \$5,454.95, CO BRDG \$72,276.37, TRNSPRT SALES TX \$128,881.79, HLTH & HMN SRV \$22,889.30, FRST PRSRV \$203.06, ELLIS HS \$59.92, ELLIS BRN \$516.77, ELLIS GRNDS \$220.00, ELLIS BDAY PRITIES \$170.00, ELLIS WDDNGS \$1,000.00, HOOVER \$1,198.06, ENV ED NTRL BGNNGS \$23.97, GRNDS & NTRL RSRCS \$3,068.53, ANML CNTRL EXPND \$252.45, ANML MED CR FND \$170.00, ANML CNTRL EXPS \$3,620.28, CO RCDR DOC STRG \$187.85, HIDTA \$16,398.58, SHRFF RNG FND \$625.00, CMSRY FND \$871.10, LAW LBRY \$2,448.00, JUV JSTC CNCL \$1,000.00, CRNR \$444.50, PRBTN SRV EXP FND \$14,285.19, KC DRG CT FND \$1,616.70, GIS \$54.73, ENG/CNSLTNG ESCRW \$3,662.70, EPLY BNFT PRGM \$1,621.26, ANML POP CNTRL \$1,799.00, VAC \$3,328.10, CRNR SPCL FND \$545.40, FP BND PRCDs '07 \$4,848.50

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

### Coroner Claims

Member Cullick moved to approve the Coroner claims in an amount not to exceed \$2,271.43. 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.**

Member Purcell gave an update on the budget.

### Health and Environment

Member Gilmour stated that they met on September 18 and the minutes are in the packet.

### Committee of the Whole

Chairman Gryder stated that the Administration Committee of the Whole minutes from September 20, 2017 are in the packet.

### 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

Member Gilmour stated that are working on the budget for 2018.

#### Housing Authority

Member Prochaska stated that they met on November 17, 2017. They are announcing that they are going to be opening the Housing Authority housing choice voucher wait list in spring of 2018; it was last opened in 2007.

#### Historic Preservation

Member Flowers reviewed the minutes in the packet from the September 18, 2017 meeting.

### **Board of Health**

Member Giles said that they had a positive budget meeting.

### **Juvenile Justice Council**

Member Gilmour stated that they are planning the SKY 5K run for April 21, 2018.

### **Board and Commissions Review Ad Hoc**

Member Giles stated that they will be meeting again to wrap things up.

### **CHAIRMAN'S REPORT**

Chairman Gryder pointed out that the MFT Funds (Motor Fuel Tax) for the Highway Department is down 8%.

### **CITIZENS TO BE HEARD**

Jim Williams spoke about building and zoning issues in Boulder Hill for vehicles and grass.

### **ADJOURNMENT**

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

Approved and submitted this 5th day of October, 2017.

Respectfully submitted by,  
Debbie Gillette  
Kendall County Clerk



**Kendall County Drug Court and Gateway Foundation Agreement Summary:**

The Kendall County Drug Court is renewing our agreement with Gateway Foundation so that drug court participants can continue receiving residential treatment at their location in Lake Villa. Participants are referred to Gateway Foundation after they have been assessed by a mental health professional at the Kendall County Health Department and this level of care is determined. The reason the Kendall County Drug Court has participants receive treatment at Gateway's Lake Villa location is because they have a larger number of beds available than other nearby locations and they provided us with the best rate for their treatment.

The Kendall County Drug Court will provide payment to Gateway Foundation at the rate of \$246 per day for the first seven days of participants' treatment in exchange for participants being given priority on their residential treatment waitlist. In order to meet best practices standards, it is important to get drug court participants into treatment as soon as possible. The Kendall County Drug Court Budget through Adult Redeploy Illinois has budgeted for the expected number of participants to attend treatment at Gateway this year.

After participants complete their first seven days of treatment, they are moved to other funding that they meet eligibility criteria for, such as DASA. Participants are usually in residential treatment for the duration of 30 days.

**AGREEMENT**  
**Gateway Foundation, Inc. & the Kendall County Drug Court**

This Agreement, made and entered into this 1<sup>st</sup> day of October, 2017, by and between the COUNTY OF KENDALL, a body corporate and politic (hereinafter referred to as "COUNTY"), the KENDALL COUNTY DRUG COURT (hereinafter referred to as KCDC), and GATEWAY FOUNDATION, INC. (hereinafter referred to as "PROVIDER"). For and in consideration of the mutual promises set forth herein, the parties agree as follows:

1. **SCOPE OF SERVICES**

PROVIDER shall perform the tasks outlines in Attachment A, "Scope of Services to Be Provided" (hereinafter referred to as "SERVICES"). The additional provisions identified in Attachment A are attached hereto and made a part of this Contract, as if fully set forth herein.

2. **TERM OF AGREEMENT**

The term of this Agreement will commence as of the date hereof and continue, unless earlier terminated in accordance herewith, for one year.

3. **TERMINATION OF AGREEMENT**

Notwithstanding any other provision, hereof, either party may terminate this Agreement at any time upon thirty (30) days prior written notice to the other party. In the event that this Agreement is so terminated, the PROVIDER shall be paid for services provided prior to termination, consistent with the terms set forth under Attachment A.

4. **COMPENSATION**

The COUNTY will pay PROVIDER the rate of \$246 per day for seven (7) days for participants eligible for Residential treatment at the Providers Lake Villa Facility for which PROVIDER will provide services outlined in Attachment A. Subsequent to the completion of seven (7) days of treatment, KCDC participants will be moved to other funding for which they meet eligibility criteria after the County of Kendall pays for the first week of their inpatient treatment. KCDC participants who are eligible for treatment services for which they meet eligibility criteria, including but not limited to treatment utilizing DASA funds, will be given priority placement. Notwithstanding the County's obligations hereunder, if the participant is currently covered by Medicaid or private medical insurance, Medicaid or the Private insurance will be billed first for covered services. The County of Kendall funds will be available for those KCDC participants who have no third party coverage or who have exhausted such third party benefits.

5. **INDEMNIFICATION**

To the fullest extent permitted by law, PROVIDER agrees to and shall indemnify, defend and hold harmless the County, the KCDC, their officials, employees, agents, boards and commissions from and against any and all claims, suits, judgments, costs, attorney's fees, damages or other relief, including but not limited to workers compensation claims, in any way resulting from or arising out of negligent actions or omissions of the PROVIDER in connection herewith, including negligence or omissions of employees or agents of the PROVIDER arising out of the performance of this Agreement. In the event of any action against the COUNTY or the KCDC, its officers, employees, agents, boards or commissions, covered by the foregoing duty to indemnify, defend and hold harmless, such action shall be defended by legal counsel proposed by Gateway Foundation, Inc.



and approved by the respective indemnities, such approval not to be unreasonably withheld. The provisions of this paragraph shall survive the completion and any termination and/or expiration of this agreement.

6. NO PERSONAL LIABILITY

No official, director, officer, agent or employee of the COUNTY, the KCDC or PROVIDER shall be charged personally or held contractually liable under any term or provision of this Agreement or because of their execution, approval or attempted execution of this Agreement.

7. INSURANCE

The PROVIDER shall maintain a policy of professional liability insurance, which shall be deemed as primary coverage for PROVIDER and its officers, employees, agents, independent contractors and volunteers, and shall name the COUNTY and the KCDC as additional insureds. PROVIDER shall provide to KCDC and COUNTY a current Certificate of Insurance in minimum coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate. The Certificate of Insurance shall include contractual obligation assumed by the PROVIDER under Article 5, entitled "Indemnification" and shall reference the COUNTY and the KCDC as additional insureds.

This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the KCDC and COUNTY, unless there is another third party providing insurance and then that third party's insurance will be primary. There shall be no endorsement or modification of this insurance to make it excess over other available insurance, alternatively, if the insurance states that it is excess or prorated, it shall be endorsed to be primary with respect to the KCDC and COUNTY.

8. NONDISCRIMINATION

In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status, or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, marital status, or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination or suspension, in whole or in part, of the Agreement by the COUNTY and KCDC.

9. DELEGATIONS AND SUBCONTRACTORS

Any assignment, delegation or subcontracting shall be subject to all the terms, conditions and other provisions of this Agreement and the PROVIDER shall remain liable to the COUNTY with respect to each and every item, condition and other provision hereof to the same extent that the PROVIDER would have been obligated if it had done the work itself and no assignment, delegation or subcontract had been made. The use of any

proposed subcontractor shall require the COUNTY's and the KCDC's advance written approval.

10. NO CO-PARTNERSHIP OR AGENCY

The relationship between the parties is that of a buyer and seller of services and as such the PROVIDER is an independent contractor of the COUNTY and KCDC in the performance of the Work. This Agreement shall not be construed so as to create a partnership, joint venture, employment or other agency relationship between the parties hereto. The PROVIDER is not an employee or the agent of the COUNTY or of the KCDC for any purpose.

11. HEADINGS

The headings of the several paragraphs of this Agreement are inserted only as a matter of convenience and for reference in no way are they intended to define, limit or describe the scope of intent of any provision of this Agreement, nor shall they be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.

12. MODIFICATION OR AMENDMENT

This Agreement and its attachments constitutes the entire Agreement of the parties on the subject matter hereof and may not be changed, modified, discharged or extended except by written amendment duly executed by the parties. Each party agrees that no representations shall be binding upon the other parties unless expressed in writing herein or in a duly executed amendment hereof.

13. COMPLIANCE WITH LAWS

Notwithstanding any other provision of this agreement it is expressly agreed and understood that in connection with the performance of this Agreement that the PROVIDER shall comply with all applicable Federal, State, Municipal, and other requirements of law, including but not limited to, any applicable requirements regarding prevailing wages, minimum wage, workplace safety and legal status of employees: Without limiting the foregoing, PROVIDER hereby certifies, represents and warrants to the COUNTY and KCDC that all PROVIDER's employees and/or agents who will be providing services with respect to this Agreement shall be legal residents of the United States. PROVIDER shall also at its expense secure all permits and licenses, pay all charges and fees and give all notices necessary and incident to the due and lawful performance of the SERVICES provided by this Agreement. The COUNTY and KCDC shall have the right to audit any records in the possession or control of the PROVIDER necessary to determine the PROVIDER's compliance with the provisions of this paragraph. In the event that the KCDC and/or COUNTY proceeds with such an audit the PROVIDER shall make available to the KCDC and/or COUNTY the PROVIDER relevant records in the possession of PROVIDER at no cost to the KCDC and/or COUNTY. Such audit shall be performed during office hours, upon reasonable notice to PROVIDER, and such audit shall not be requested on more than an annual basis. PROVIDER shall pay any reasonable costs associated with any such audit.

For the County of Kendall:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

The COUNTY OF KENDALL

By:

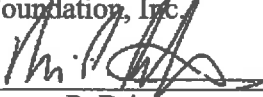
\_\_\_\_\_  
Scott Gryder  
County Board President  
Kendall County, Illinois

For the PROVIDER:

Dated this 27th day of September, 2017.

Gateway Foundation, Inc.

By:

  
\_\_\_\_\_  
Thomas P. Britton  
President and CEO  
Gateway Foundation, Inc.

For the KCDC:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Kendall County Drug Court

By:

\_\_\_\_\_  
Michelle Del Muro, Drug Court Coordinator

**ATTACHMENT A**  
**SCOPE OF SERVICES TO BE PROVIDED BY THE GATEWAY FOUNDATION, INC.,**  
**LAKE VILLA FACILITY TO THE KENDALL COUNTY DRUG COURT**

Gateway Foundation, Inc. agrees to do the following to assist the Kendall County Drug Court:

- 1) Provide comprehensive assessment and residential treatment for Kendall County Drug Court (hereinafter "KCDC") participants who need residential substance abuse services.
- 2) Provide a substance abuse assessment report to the KCDC for each referral within 5 business days of admission.
- 3) Provide individual, group and/or family therapy services in a residential setting that are culturally competent and evidence-based. The frequency of individual and family therapy will be provided on an individual basis.
- 4) Submit a treatment plan for each participant to the KCDC Coordinator, or designee, during the first two weeks of treatment by email or fax, along with the primary treatment provider's name and contact information.
- 5) Once a treatment plan has been implemented, submit treatment progress updates and reports, in written form via email or fax to the KCDC Coordinator, or designee, at least 24 hours prior to each court date. Gateway would request one week notice of each court date.
- 6) Notify the KCDC Coordinator, or designee, via phone or email within 48 hours of occurrence, if the PROVIDER has issues or concerns with the participant between court dates.
- 7) Maintain direct and consistent communication either by phone or email between the PROVIDER and the KCDC Coordinator, or designee.
- 8) Provide additional treatment updates as requested by the KCDC Coordinator, or designee. These shall be provided within 48 hours of request. Information deemed critical by the treatment provider shall be shared with the KCDC Coordinator, or designee, immediately.
- 9) Provide a discharge plan including potential referrals to halfway houses within one (1) week of admission to residential treatment.
- 10) Provide a comprehensive discharge summary to the KCDC Coordinator, or designee, within 48 hours of discharge from residential treatment.
- 11) Provide notification to the KCDC staff when a participant leaves treatment against medical advice (hereinafter "AMA") as soon as this information is available. If a participant leaves Gateway AMA, Gateway shall bill the KCDC only for the time that the participant was actually in the facility. Priority for re-admission will be given to KCDC participants who leave the facility AMA and return within 24 hours (following Gateway procedures). If a KCDC participant is terminated by Gateway due to behavioral violations of the program he/she will not be allowed to return to treatment.
- 12) Provide a treatment plan for those KCDC participants who receive medically-assisted treatment including alternatives that have been tried, potential end-date and treatment protocols.
- 13) Request required information from the KCDC staff when completing assessments with KCDC participants in order to insure that accurate and complete information about the participant is used in the assessment.

- 14) Provide information regarding KCDC participant evaluations in writing to the KCDC Coordinator, or designee, upon receipt of appropriate releases of information signed by the KCDC participant.
- 15) No treatment provider or counselor shall have any discussion with any KCDC participant regarding potential sanctions or incentives that the Court may implement.
- 16) No treatment provider or counselor shall advise the KCDC participants of any information regarding the KCDC Team unless the information was already openly discussed in the KCDC with the participant.
- 17) Submit monthly invoices in a format agreed upon by PROVIDER and the KCDC Team.

Kendall County Drug Court agrees to do the following to assist Gateway Foundation, Inc.:

- 1) Provide necessary Judicial and community supervision for all KCDC participants.
- 2) Refer appropriate KCDC participants for treatment.
- 3) Discuss treatment reports provided by PROVIDER at weekly staff meetings.
- 4) Inform KCDC participants of the KCDC's willingness and ability to pay for services (as detailed below).
- 5) Provide any other pertinent information related to the participant's involvement with the KCDC relevant to treatment decisions.
- 6) Pay authorized residential treatment at the rate of \$246.00 per day for seven (7) days for participants eligible for residential treatment. At the Providers Lake Villa facility.
- 7) KCDC participants will be moved to a DASA bed when they meet eligibility criteria after the County of Kendall pays for the first week of their inpatient treatment. If the KCDC participant is currently covered by Medicaid or private medical insurance, Medicaid or the Private insurance will be billed for covered services. The County of Kendall funds will be available for those KCDC participants who have no third party coverage.
- 8) All payments will be made to PROVIDER within 30 days of KCDC's receipt of monthly invoice.



Kendall County  
*Office of the Sheriff*



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**MEMORANDUM**

**TO:** COUNTY BOARD  
**FROM:** DWIGHT BAIRD, SHERIFF   
**SUBJECT:** VEHICLE MAINTENANCE CONTRACT AWARD  
**DATE:** OCTOBER 30, 2017  
**CC:** AS NEEDED

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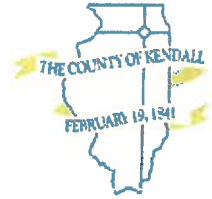
Please see the attached memorandum from Deputy Commander Langston regarding the vehicle maintenance contract for the Kendall County Sheriff's office. We are recommending Gjovik Ford be awarded a 2-year contract, December 1, 2017, to December 1, 2019, for vehicle maintenance to Kendall County Sheriff vehicles. There is an option for a 2-year extension for December 2019 to December 2021, with written notice from the county. The States Attorney's office reviewed and approved the contract.



# Kendall County

## Office of the Sheriff

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



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**TO: SHERIFF BAIRD**  
**FROM: DEPUTY COMMANDER LANGSTON**  
**SUBJECT: VEHICLE MAINTENANCE RFP RECCOMENDATION**  
**DATE: 10/24/2017**  
**CC: AS NEEDED**

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Sheriff,

After thorough review of the 2 respondents to the request for proposal previously posted, I am recommending that the Kendall County Sheriff's Office and the County of Kendall select Gjovik Ford as the vehicle maintenance service provider. Gjovik Ford underbid River View Ford in every category but one which is detailed on the bid form that is part of the RFP submission (attached). I have also compiled a summary of services and charges from the previous 12 months to compare the bids equally. The difference in yearly costs from the previous 12 months services and charges would equate to just over \$7000 more if River View Ford were selected.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Langston", written over a horizontal line.

**Deputy Commander Jason Langston**  
Kendall County Sheriff's Office  
1102 Cornell Lane  
Yorkville IL 60560

Service Description	Gjovik's Ford Bid	River View Ford Bid	Difference	Number of times Service documented from 08/16 thru 08/17	Totals calculated on bid prices submitted and service history	
					Gjovik's	River View
Preventative Maintenance/Safety Inspection, Oil Change	\$19.89 *	\$27.75 **	\$7.86	116	\$2,307.24	\$3,219.00
Tire Rotation	\$15.89	\$5.00	\$10.89	38	\$603.82	\$190.00
Wheel Alignment	\$29.89	\$74.95	\$45.06	12	\$358.68	\$899.40
Single Prev. Maint. Service visit total	<b>\$65.67</b>	<b>\$107.70</b>	\$42.03		<b>\$3,269.74</b>	<b>\$4,308.40</b>
Hourly Labor Rate for all other services	<b>\$58.75</b>	\$68.50	\$9.75	618	<b>\$36,307.50</b>	<b>\$42,333.00</b>
Parts Discount	26% off or cost + 14% whichever is lower	15% over cost				
				Difference		\$1,038.66
						\$6,025.50
						\$7,064.16

\*Includes parts, labor, materials, disposal fees, and a free car wash

\*\* For 5 quarts of oil





BID FORM

KENDALL COUNTY SHERIFF'S OFFICE VEHICLE MAINTENANCE SERVICE REQUEST FOR PROPOSAL

BID OPENING: August 23, 2017 at 10:30 A.M. C.S.T.

BID SUBMITTED BY:

Address: RIVER VIEW FORD, INC.  
2200 U.S. HWY. 30  
OSWEGO, IL 60543

Phone: 630-897-8900 X126

BID PRICE

Labor Rates (standard)

PM/OIL CHANGE/FILTER/ LUBE/SAFETY INSPECTION  
TIRE ROTATION  
WHEEL ALIGNMENT  
Parts Discount

\$ 68.50  
\$ 27.75 For 5 Qts  
\$ 5.00  
\$ 74.96  
% 15 over cost

TOTAL - BASE BID (cost per vehicle)

\$ 32.75

The undersigned hereby agrees to provide the vehicle maintenance services as set forth in the Bidding Documents for the total bid price of:

TOTAL BID - BASE BID

Thirty Two Dollars

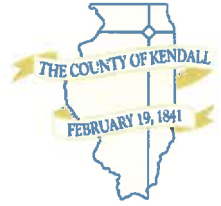
and Ninety Five cents.

James Rodda  
Signature of Bidder  
Parts & Service Director  
Title

8-21-17  
Date



Kendall County  
*Office of the Sheriff*



**MEMORANDUM**

**TO: COUNTY BOARD**  
**FROM: DC GILLESPIE**  
**SUBJECT: SECURITY SYSTEM CAMERAS**  
**DATE: 11/1/17**  
**CC: SHERIFF BAIRD, SCOTT KOPPEL, JIM SMILEY**

The project team needs a change order approved in the amount of \$45,335.67 to meet system expectations for the new security system upgrade at the Kendall County Courthouse and Public Safety Center.

The camera systems are vital instruments that are used for both the courthouse and the jail.

When setting up the specifications with Dewberry engineers, the project team wanted to view the images to see how the system operated. Dewberry made arrangements for the project team to view several Avigilon systems currently up and operational at other sites. Avigilon was then asked to perform a demonstration of their equipment at the Route 34 campus.

At this demonstration the project team stated their expectations to Dewberry representatives and Avigilon, including the need to be able to see license plates in the back row of the courthouse parking lot. The project team was shown several different models and variations of cameras. The team was informed that we would get the views specified by the project team. The Demo performed well and met the project teams expectations, including being able to see license plates in the back row of the parking lot.

After the onsite demonstration was complete, Dewberry subsequently came back and said the Avigilon system was licensed per camera and not per server unit, plus there was some annual recurring fees with this system. Due to the afore mentioned reasons, Dewberry recommended the project team to specify the EXACQ Vision system that had equal products and quality with lower licensing fees. So, the project team agreed with this change.

As the installation of the cameras at the courthouse progressed the project team noticed some camera and monitor issues. The view was not the same as the Avigilon system demonstration provided. We could not see the license plates on the cars in the back row of the parking lot and the picture was pixelated on the monitors that Dewberry specified. After trying different configurations of the cameras and monitors, Dewberry called the vendor EXACQ Vision out to do a demonstration. At this demonstration, we found the only way that we would be able to see the back row of the parking lot is with a high definition 20 megapixel camera. It was also determined that 4 K monitors and new video cards would be needed to correct the pixilation issue.

The explanation that the team received from Dewberry was that they used the specifications Avigilon provided from the demonstration prior to bidding of the project. At this time the images

provided by the specified EXACQ Vision system do not meet the expectations of the project team.

After countless hours of consultation with Dewberry and Security Automation Systems, the project team feels the 20-megapixel cameras recently demonstrated onsite are the best way to meet the expectations of the project team.

The project team feels this solution will provide the ability to see the license plates in the back row of the courthouse for the safety and security of the complex.

It should also be noted that the monitor situation has been rectified with Dewberry acquiring new 4K monitors and new computer cards at no additional cost to Kendall County.

DC Gillespie





Dewberry Engineers Inc.  
401 SW Water Street, Suite 701  
Peoria, IL 61602-1530

Oct 06, 2017

Kendall County Security Renovation Project – CH & PSC  
Dewberry Project #50076906

**Change Order #8 – Price Change for replacing Security cameras for more coverage of the parking lots**

Add for (4) four 20MP cameras to the courthouse. Replace (4) four of the existing (8) eight – 8MP camera with the 20MP cameras. Add for replacing (1) one 8MP camera with a high focus lens 2MP on the corner for camera license plate views. Install (2) two of the 8MP cameras on the front of the PSC. Returning (2) two of the 8MP cameras for credit. This includes all the housings, power supplies, video storage, and labor for the change to the video system.

Total of all the adds and deducts in Change Order #8 becomes a add to the contract in the amount of **\$45,335.67**.

Total of the Contract amount (includes Change Orders #1, thru #7) **\$2,908,985.07**

Total of Change Order #8: **\$45,335.67**

Final Contract price after applying Change Order #8 **\$2,954,320.74**

X

\_\_\_\_\_  
Owner (Signature and Date)

X

\_\_\_\_\_  
Contractor (Signature and Date)

Sincerely,  
Craig A. Clary, DBIA

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Wednesday, October 18, 2017 at 5:30p.m.**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

**ROLL CALL**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Judy Gilmour	Present		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:34p.m.	

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

Others Present: Bob Jones, Scott Koepfel

**APPROVAL OF AGENDA**

<p>Motion: Member Flowers          Second: Member Prochaska  <b>RESULT: Approved with a 4-0 Voice Vote</b></p>
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**APPROVAL OF MINUTES – October 4, 2017**

<p>Motion: Member Prochaska          Second: Member Flowers  <b>RESULT: Approved with a 4-0 Voice Vote</b></p>
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**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – No reports

**COMMITTEE BUSINESS**

- *Authorize Wine Sergi to publish bid on behalf of Kendall County for Liability and Workers Compensation Insurance* – Rich Ryan updated the committee on the Wine Sergi Insurance Service team, Special Training, Expertise and Education to assist the County. Mr. Ryan also reviewed the services that Wine Sergi is able to offer to the County. Discussion on process, qualifications desired, and timeline for completion.

Member Gilmour made a motion to Authorize Wine Sergi to publish bid on behalf of Kendall County for Liability and Workers Compensation Insurance, second by Member Flowers. **With five members present in agreement, the motion passed by a vote of 5-0.**

- *Authorize CBIZ to publish bid on behalf of Kendall County for Health Insurance – Discussion on parameters, qualifications, desired plans and design, timeline for completion, and adding Dental and Life Insurance to the bid publication.*

Member Purcell made a motion to Authorize CBIZ to publish bid on behalf of Kendall County for Health, Dental and Life Insurance with a bid deadline of October 31, 2017, second by Member Flowers. **With five members present voting aye, the motion carried with a 5-0 vote.**

- *Discussion and Recommendation to the County Board of the Employee Wellness Program – Discussion on the benefits of an Employee Wellness Program, requiring a mandatory physical for employees and spouses/partners enrolled in a County health plan, the physical/health screening deadline of November 1, 2018 for employees to qualify for a reduction on their portion of the premium, and the beginning date of the program.*

Member Cullick made a motion to forward to the County Board for approval the Employee Wellness Program, second by Member Gilmour. **With five members present voting aye, the motion carried with a vote of 5-0.**

- *Discussion on Insurance Broker RFQ Process – item tabled to the next meeting*
- *Review of Employee Handbook Revisions – item tabled to a future meeting*

#### **ITEMS FOR COMMITTEE OF THE WHOLE - None**

#### **ACTION ITEMS FOR NOVEMBER 7, 2017 COUNTY BOARD AGENDA**

- *Approval of the County Employee Wellness Program effective January 1, 2019, with a mandatory physical/health screening completed by November 1, 2018*

**PUBLIC COMMENT – None**

**EXECUTIVE SESSION – Not needed**

#### **MEETING ADJOURNMENT**

Motion: Member Flowers Second: Member Prochaska <b>RESULT: Approved with a Unanimous Voice Vote</b>
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This meeting was adjourned at 7:38p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**SPECIAL Meeting Minutes**  
**Wednesday, November 1, 2017 at 5:30p.m.**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

**ROLL CALL**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Judy Gilmour	here		
Matthew Prochaska		5:54p.m.	
Lynn Cullick	here		
Elizabeth Flowers	present		
John Purcell		5:40p.m.	

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

Others Present: Sheriff Dwight Baird, Deputy Mark Bunting, Latreese Caldwell, Scott Koeppel, Deputy Commander Jason Langston, Deputy Scott Moran, Deputy Rick Pearson

**APPROVAL OF AGENDA**

Motion: Member Flowers  
 Second: Member Gilmour  
**RESULT: Approved with a 3 - 0 Voice Vote**

**PUBLIC COMMENT** – None

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** - None

**COMMITTEE BUSINESS**

- *Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from account #0102-033-6587* – Mr. Koeppel informed the committee that switching to Proven IT for the purchase of printer toners also includes free printer maintenance. Mr. Koeppel stated that this would not be an increased cost to the County. Member Gilmour made a motion to forward to the County Board for approval the new one-year contract with Proven IT, second by Member Flowers. **With three members present voting aye, the motion carried with a 3-0 vote.**
- *Recommend United Health Care as the lowest responsible bidder for Employee Health Insurance* – Member Cullick reported that Mr. Koeppel was in attendance for all of the bid openings with CBIZ and Wine Sergi this afternoon, and since Mr. Ryan and Mr. Pajauskas could not be present this evening, Mr. Koeppel would be



providing the bid information. Mr. Koepfel briefed the committee on the two vendors and bids submitted for Employee Health Insurance. Member Flowers made a motion to recommend United Health Care as the lowest responsible bid for Employee Health Insurance, second by Member Gilmour. **With three members present voting aye, the motion carried with a 3-0 vote.**

- *Recommend lowest responsible bid for Employee Dental Insurance* – Mr. Koepfel briefed the committee on the vendors and bids submitted for Employee Dental Insurance, including Lincoln Financial, United Health Care, BCBS, Unum and Humana. UNUM was the lowest bid, but United Health Care offered a one-percent discount on Health Insurance if we also went with UHC for Dental, Life and Voluntary Life Insurance, which was the equivalent of \$45,000 - \$50,000 savings on the Health Insurance. Member Gilmour made a motion to recommend United Health Care as the vendor for the Employee Dental Insurance, second by Member Flowers. **With three members present voting aye, the motion carried with a 3-0 vote.**
- *Recommend lowest responsible bid for Employee Life Insurance* – Mr. Koepfel reported that the County received bids from Lincoln Financial, UNUM, United Healthcare, Dearborn National, and OSHS/Minnesota Life. The lowest rate was from United Health Care. Member Gilmour made a motion to recommend to the County Board United Health Care for the Employee Life and Voluntary Life Insurance for approval, second by Member Flowers. **With four members present voting aye, the motion carried with a 4-0 vote.**
- *Recommend lowest responsible bid for Property, Liability and Auto Insurance* – Mr. Koepfel reported that only ICRMT submitted a bid for Property, Liability and Auto Insurance, with a three-percent increase from this year's bid.

Member Purcell made a motion to recommend to the County Board for approval ICRMT bid for Property, Liability and Auto Insurance, second by Member Flowers. **With four members present voting aye, the motion carried with a 4-0 vote.**

- *Recommend lowest responsible bid for Workers Compensation Insurance* – Mr. Koepfel reported that ICRMT and Illinois Public Risk Fund (IPRF) submitted bids for Workers' Compensation Insurance. IPRF submitted the lowest bid, but there were concerns about the IPRF assessment clause, the 120-day versus 30-day notification period, and whether the IPRF policy also covers volunteers. **There was consensus by the committee to move this item to the November 6, 2017 meeting for further discussion with Rich Ryan from Wine Sergi.**

Member Flowers made a motion to forward to the County Board Approval of the bidder for Worker's Compensation Insurance in an amount not to exceed \$171,411, second by Member Gilmour. **With five members present voting aye, the motion carried by a vote of 5-0.**

#### ITEMS FOR COMMITTEE OF THE WHOLE - None

## **ACTION ITEMS FOR NOVEMBER 7, 2017 COUNTY BOARD AGENDA**

- *Recommend Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from account #0102-033-6587*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Health Insurance*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Dental Insurance*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Life and Optional Life Insurance*
- *Recommend approval of ICRMT as the lowest responsible bidder for Property, Casualty, Liability and Auto Insurance*
- *Recommend Approval of the bidder for Worker's Compensation Insurance in an amount not to exceed \$171,411.*

**PUBLIC COMMENT** – Gary Bailey, Legal Counsel for FOP

**EXECUTIVE SESSION** – Not needed

### **MEETING ADJOURNMENT**

Motion: Member Prochaska Second: Member Flowers <b>RESULT: Approved with a Unanimous Voice Vote of 5-0</b>
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This meeting was adjourned at 6:27p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes for Thursday, October 19, 2017**

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**Call to Order**

Committee Chair John Purcell called the Budget and Finance Committee to order at 4:36p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
John Purcell	Here		
Lynn Cullick		5:19p.m.	
Bob Davidson	Here		
Matt Kellogg	ABSENT		
Matthew Prochaska	Here		

Others Present: Latreese Caldwell, Scott Koeppel

**Approval of Agenda** – Member Davidson made a motion to approve the agenda, second by Member Prochaska.  
**With three members voting aye, the amended agenda was approved by a vote of 3-0.**

**Items of Business**

- *Fiscal Year 2018 Budget Discussion* – Member Davidson stated that with revenues decreasing each year, and with the State of Illinois budget crisis, if the County doesn't take other measures to cut expenditures this year, the County will be in bigger trouble next year.

Latreese Caldwell reviewed the General Fund, and identified places where possible cuts could be made to the budget. Ms. Caldwell reported we have \$2.4 million dollars in additional expenditures this year than last year, due to union increases, health insurance increases, increases in eleven department budgets, and the 27<sup>th</sup> payroll.

Discussion on areas that need to be cut, and consensus by the committee to ask those departments and offices submitting budget increases to make cuts and return flat budgets, before them committee has to make drastic cuts to the budgets for them. Further discussion on the 27<sup>th</sup> payroll and possible funding options.

**Public Comment** – None

**Questions from the Media** – None

**Items for Committee of the Whole** - None

**Items for the County Board**

**Executive Session** – Not needed

**Adjournment** – Member Cullick made a motion to adjourn the Budget and Finance Committee meeting, second by Member Davidson. **The meeting was adjourned at 6:27p.m. by a 4-0 vote**

Respectfully submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes for Thursday, October 26, 2017**

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**Call to Order**

Committee Vice Chair Lynn Cullick called the Budget and Finance Committee to order at 4:34p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
John Purcell		4:39p.m.	
Lynn Cullick	here		
Bob Davidson	yes		
Matt Kellogg	<b>ABSENT</b>		
Matthew Prochaska	here		

Others Present: Latreese Caldwell, Bob Jones, Undersheriff Harold Martin, Jim Smiley

**Approval of Agenda** – Member Prochaska made a motion to approve the agenda, second by Member Davidson. **Approved 3-0.**

**Approval of Meeting Minutes from October 19, 2017** – Member Prochaska made a motion to approve the minutes as presented, second by Member Davidson. **Approved 3-0.**

**Claims Review and Approval** – Member Cullick made a motion to forward the Approval of Claims in an amount not to exceed \$733,513.16, Coroner Claims in an amount not to exceed \$6,776.93, Grand Juror Claims for 10/26/2017 in an amount not to exceed \$268.49, and October Petit Juror Claims in an amount not to exceed \$1,274.14, second by Member Davidson. **Approved 3-0.**

**Member Purcell arrived at 4:39p.m.**

**Department Head and Elected Official Reports** – None

**Items of Business**

- *Recommend Filing Tentative Fiscal Year 2017-18 County of Kendall, Illinois Budget with County Clerk and FY18 Budget Discussion* – Ms. Caldwell reviewed the Discussion on additional areas that can be reduced in the budget.

Member Prochaska made a motion that in the FY2018 budget, the County should not take the full tax amount (CPI), but just take the new construction, and to forward the tentative budget for display and approval to the County Board, second by Member Cullick. **With Members Cullick, Purcell and Prochaska voting aye, and Member Davidson voting no, the motion carried.**

- *27<sup>th</sup> Payroll Discussion* – Discussion and consensus by the committee that the 27<sup>th</sup> payroll will be paid out of FY2017 funds.

**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 \$733,513.16, Coroner Claims in an amount not to exceed \$6,776.93, Grand Juror Claims for 10/26/2017 in an amount not to exceed \$268.49, and October Petit Juror Claims in an amount not to exceed \$1,274.14*
- *Approval to File Tentative Fiscal Year 2017-18 County of Kendall, Illinois Budget with County Clerk*
- *Approval that the County should not take the full tax amount (CPI), but just take the new construction in the FY2018 Budget*

**Executive Session** – Not needed

**Adjournment** – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, second by Member Davidson. **The meeting was adjourned at 6:31p.m. by a 4-0 vote**

Respectfully submitted,

Valarie McClain  
Administrative Assistant and Recording Clerk

# KENDALL COUNTY ILLINOIS

## Economic Development Committee

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Meeting Minutes  
Friday, October 20, 2017

### 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, Matt Kellogg  
Committee Members Absent: Elizabeth Flowers, Scott Gryder

Staff Present: Andrez Beltran, Economic Development and Special Projects Coordinator, Anne K. Knight, Assistant State's Attorney

Members of the Public: Bart Olson, City Administrator of United City of Yorkville; Lynn Dubajic, United city of Yorkville Economic Development Consultant.

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

Approval of Meeting Minutes – Member Kellogg made a motion to approve the meeting minutes from the September 15 meeting. Seconded by Member Cullick. **Approved 3-0.**

### Committee Business

#### *Discussion: Yorkville TIF District*

Mr. Olson gave a brief presentation on the plans for the downtown TIF districts. The United City of Yorkville plans to ask for an extension on the current downtown TIF district which requires legislation through the Illinois Assembly. Part of that is getting letters of support from the taxing bodies. The reason for extending the current TIF is underperformance due to the Recession. The second TIF would encompass more of the downtown and surrounding areas.

After the Committee discussed the merits of the TIF in the downtown, Member Kellogg made the motion to move the item to the Committee of the Whole on November 16 for a full board discussion. Chair Hendrix seconded. **Approved 3-0**

#### *Discussion: Revolving Loan Fund Recapture Strategy in relation to State of Illinois JCAR Administrative Code Title 47, Section 110.360 (e)*

Mr. Beltran stated that despite the letter received last October, the Illinois Administrative Code Title 47, Section 110.360 (e) might conflict. He deferred to Ms. Knight for the explanation.

Ms. Knight stated that in reviewing the Recapture Strategy, she examined any Administrative Codes that might still have an effect on it. After finding the above code, she requested clarification from the Department of Commerce and Economic Opportunities legal advisors. Ms. Knight stated that DCEO agreed it conflict, but they would not pursue legal action against the County. In addition, they are looking to put forward a recommendation of eliminating it.

Member Cullick made the motion to suspend the current strategy and use reinstate the state approved strategy. Member Kellogg seconded. **Approved 3-0**

# KENDALL COUNTY ILLINOIS

## Economic Development Committee

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### *Discussion: Strategic Planning*

The Economic Development Committee agreed to postpone this item until the next meeting. Member Cullick made the motion, Member Kellogg seconded. **Approved 3-0**

### **Updates and Reports**

#### *Revolving Fund Loans*

- *Monthly Loan Statements*

Mr. Beltran stated that there is currently approximately \$1.7 million dollars available to loan.

### **Chairwoman's Report**

Chair Hendrix spoke Yorkville's proposal to put a banquet hall next to Ron Clarke Park. She said it was voted down, which she agreed with, and the developer may be helping create a conservation orientated non-profit in the City of Yorkville.

**Public Comment** – None

**Executive Session** - None

### **Adjournment**

At 9:59 a.m., Member Cullick made to adjourn. Member Kellogg seconded. With no objection, the meeting adjourned.

Respectfully Submitted,

Andrez P. Beltran  
Economic Development and Special Projects Coordinator

**ORDINANCE NUMBER 2017 - \_\_\_\_\_**

**AN ORDINANCE SUSPENDING IMPLEMENTATION OF THE 2017 REVOLVING LOAN FUND RECAPTURE STRATEGY ADOPTED BY ORDINANCE 17-19 AND REINSTATING THE 2006 KENDALL COUNTY REVOLVING LOAN FUND RECAPTURE STRATEGY PREVIOUSLY APPROVED BY THE ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**

**WHEREAS**, Kendall County, Illinois (“Kendall County”) maintains a Revolving Loan Fund (“RLF”), which was capitalized by the Illinois Department of Commerce and Economic Opportunity’s (“DCEO”) Community Development Assistance program (“CDAP”), which was, in turn, funded by the U.S. Department of Housing and Urban Development’s (“HUD”) Community Development Block Grant Program, established under the Federal Housing Community Development Act of 1974; and

**WHEREAS**, Kendall County adopted a RLF Strategy in October of 2006, which complied with DCEO rules and regulations and was approved by DCEO (“2006 RLF Recapture Strategy”); and

**WHEREAS**, on or about October 11, 2016, the DCEO notified Kendall County (“DCEO Notification”) that HUD recently recommended DCEO review and improve its administration of the RLF program and advised DCEO, per HUD Notice CPD-04-11 issued on October 27, 2004, a RLF capitalized prior to October 1, 1992 no longer holds a federal identity and, thus, may be expended in any manner deemed appropriate by the community; and

**WHEREAS**, The DCEO Notification further informed Kendall County that Kendall County’s RLF was last capitalized prior to October 1, 1992 and is, therefore, considered dissolved, with no further reporting to DCEO required; and

**WHEREAS**, the DCEO also notified Kendall County that Kendall County may use the remaining funds in the RLF in whatever manner it deems appropriate; and

**WHEREAS**, in reliance on this information from DCEO, the Kendall County Board amended the parameters and procedures for the application, distribution, use, and collection of Kendall County’s RLF funds by adopting Ordinance 17-19 on September 19, 2017, which repealed the 2006 RLF Recapture Strategy and adopted the new RLF recapture strategy (2017 RLF Recapture Strategy”); and

**WHEREAS**, upon further communications, the DCEO has acknowledged that due to oversight by the State of Illinois, the DCEO Notification currently appears to conflict with



Illinois Administrative Code 47, Section 110.360 (e), which requires all RLFs “remain subject to the requirements of the approved recapture strategy.” 47 Ill. Admin. Code § 110360(e) (eff. October 30, 2014).; and

**WHEREAS**, as of the date of adoption of this Ordinance, Kendall County has approximately a \$1,781,573.40 reserve balance in its RLF; and

**WHEREAS**, the Kendall County Board wishes to continue to loans funds to eligible businesses through its RLF; and

**WHEREAS**, the Kendall County Board also intends to remain compliant with the existing State regulation, up to and until such regulation is removed or amended by State action.

**NOW, THEREFORE, BE IT ORDAINED**, by this County Board of Kendall County, Illinois that:

1. The Kendall County Board hereby suspends implementation of the 2017 RLF Recapture Strategy (attached hereto as **Exhibit 1** and incorporated herein by reference) and reinstates the 2006 RLF Recapture Strategy, which is attached hereto as **Exhibit 2** and incorporated herein by reference.

2. This Ordinance and the 2006 RLF Recapture Strategy shall be in full force and effective immediately upon its adoption, as provided by law.

3. The sections, paragraphs, sentences, clauses and phrases of this Ordinance and the Strategy are severable and, if any phrase, clause, sentence, paragraph, or section of this Ordinance and/or the Strategy are declared unconstitutional, invalid or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, invalidity, or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance and the Strategy.

4. This Ordinance and the 2006 Recapture Strategy may be amended or repealed only by a majority vote of the Kendall County Board members present for said vote.

**Passed and adopted by the County Board of Kendall County, Illinois this \_\_\_\_\_ day of November 2017.**

---

Scott R. Gryder, Chairman  
Kendall County Board

AYES - \_\_\_\_\_

NAYS - \_\_\_\_\_  
ABSTAIN - \_\_\_\_\_

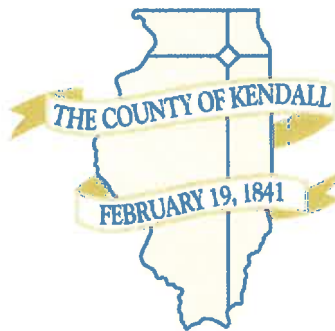
ATTEST:

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Debbie Gillette, County Clerk  
Kendall County, Illinois

**KENDALL COUNTY ORDINANCE NO. 17- 19  
EXHIBIT 1**

**COUNTY OF KENDALL  
REVOLVING LOAN FUND PROGRAM  
RECAPTURE STRATEGY**



Kendall County  
Office of Administrative Services  
111 West Fox Street, Room 316  
Yorkville, IL 60560  
Phone: 630.553.4171  
Fax: 630.553.4214  
[kendalledc@co.kendall.il.us](mailto:kendalledc@co.kendall.il.us)

*Adopted: September 19, 2017*

## **KENDALL COUNTY REVOLVING LOAN FUND RECAPTURE STRATEGY**

### **A. Background**

1. Kendall County, Illinois (Kendall County) maintains a Revolving Loan Fund (RLF), which was capitalized by the Illinois Department of Commerce and Economic Opportunity's (DCEO) Community Development Assistance program (CDAP), which was in turn funded by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program established under the Federal Housing Community Development Act of 1974.
2. HUD recently advised the DCEO to review and improve its administration of the RLF program and, per HUD Notice CPD-04-11 issued on October 27, 2004, an RLF capitalized prior to October 1, 1992 no longer holds a federal identity and, thus, may be expended in any manner deemed appropriate by the community.
3. Kendall County's RLF was last capitalized prior to October 1, 1992.
4. On or about October 11, 2016, the DCEO notified Kendall County that Kendall County's RLF is considered dissolved and no further reporting to DCEO is required. Also, the DCEO notified Kendall County that Kendall County may use the remaining funds in the RLF in whatever manner it deems appropriate.
5. Accordingly, the Kendall County Board has adopted this Revolving Loan Fund Recapture Strategy ("the Strategy") to amend and update the parameters and procedures for the continued application, distribution, use, and collection of Kendall County's RLF funds.

### **B. Revolving Loan Fund Goals and Objectives**

Kendall County hereby adopts the following goals and objectives for its RLF and the RLF loans granted by Kendall County pursuant to the Strategy:

1. The RLF and RLF loans should stimulate economic growth in Kendall County by assisting with the retention and growth of the existing industrial and commercial base in Kendall County; by providing needed equity to new start-up businesses in Kendall County; and by providing an incentive for established businesses to relocate to Kendall County.
2. The RLF and RLF loans should assist new or existing Kendall County businesses in creating and retaining jobs.
3. The RLF and RLF loans should increase the Kendall County property and sales tax base.

4. The RLF and RLF loans should provide businesses with the opportunity to expand business activities in Kendall County.
5. The RLF and RLF loans should encourage partnerships local, private, financial institutions, Kendall County, and the business seeking the loan.
6. The RLF and RLF loans should encourage and leverage loans to municipalities to create or expand their own Revolving Loan Funds.
7. The RLF and RLF loans should assist Kendall County in growing the Kendall County Revolving Loan Fund.

**C. Procedures for Application and Management of RLF Loans**

Kendall County hereby adopts the following procedures for the application and management of RLF loans granted by Kendall County pursuant to the Strategy:

1. Pre-Application Procedures.

- a. Any business or municipality interested in applying for a Kendall County RLF loan should contact Kendall County's Economic Development staff to begin the pre-application stage for a Kendall County RLF loan.
- b. Kendall County's Economic Development staff will then provide and assist the potential applicant with completing Kendall County's RLF pre-application questionnaire. A true and correct copy of the Kendall County RLF pre-application questionnaire is attached hereto as **Exhibit A**.
- c. Upon the applicant's completion of the pre-application, Kendall County's Economic Development staff will promptly present the applicant's pre-application questionnaire to the Kendall County Board's Economic Development Committee ("Committee"). The Committee will review the applicant's pre-application and determine (by a majority vote of the Committee members present) whether to advance the applicant to the RLF application stage, which is set forth in Section C(2) below.

2. Application Procedures.

- a. Upon approval of the pre-application, Kendall County's Economic Development staff will provide and assist an applicant with completing Kendall County's RLF loan application. A true and correct copy of the Kendall County RLF loan application is attached hereto as **Exhibit B**.
- b. Upon the applicant's completion of the RLF loan application, Kendall County's Economic Development staff will promptly present the

applicant's RLF loan application to the Committee. The Committee will then review the loan application. The Committee may request additional information, reschedule the vote, and/or vote on whether it is recommending approval or denial of the applicant's RLF loan application. The Committee's recommendation for approval of the applicant's RLF loan application requires a majority vote of the Committee members present for said vote.

- c. If the Committee provides a positive recommendation, the applicant's RLF loan documents (e.g. amortization schedules, commitment agreements, liens, title policies, security recordings, transfer tax declarations, and security releases) will be presented to the Kendall County Board (County Board or Board). The County Board will then review the loan documents. The County Board may request additional information, reschedule the vote, and/or vote on whether to approve or deny the applicant's RLF loan application. Votes required for passage of each type of loan is specified under the section.

### 3. Post-Loan Approval/Collection Procedures

- a. Kendall County's Economic Development staff shall be responsible for the following duties regarding and relating to Kendall County's approved RLF loans:
  - i. Oversee loan processing by performing tasks including, but not limited to the following:
    - A. Gather all of the necessary terms and information required to complete the loan documents;
    - B. Prepare the loan's amortization schedule;
    - C. Provide all loan terms and amortization schedules to Kendall County's legal counsel who will prepare the loan documents (e.g., commitment agreements, liens, title policies, security recordings, transfer tax declarations, amortization schedules and security releases);
    - D. Coordinate and administer the loan closing and recording of all required loan documents;
    - E. Maintain copies of all executed loan documents; and
    - F. Any other duties reasonably necessary to process Kendall County RLF loans.
  - ii. Monitor repayments and all special conditions placed on the RLF loans;
  - iii. Timely notify the Committee and Kendall County's legal counsel of any and all RLF loan delinquencies;

- iv. Prepare and provide reports and documents, as requested by the County Administrator, Kendall County Board and/or Kendall County's legal counsel regarding or related to Kendall County's RLF loans; and
  - v. Serve as the primary contact between Kendall County and the borrowers regarding or relating to Kendall County's RLF loans.
- b. The Kendall County Treasurer's Office shall assist the Kendall County Economic Development staff with monitoring repayment and overseeing collections for all Kendall County RLF loans.
  - c. Kendall County is prohibited from forgiving any loan granted through the RLF.
  - d. Kendall County shall pursue all legal remedies to collect and recover debts due from delinquent loans. The Kendall County Board shall initiate any legal remedies. Legal remedies may include all remedies set forth in the applicable loan documents as well as any and all other remedies permitted pursuant to federal and state laws, including, but not limited to, efforts to collect and pursue the interests of the RLF through bankruptcy court. The Kendall County State's Attorney's Office and/or legal counsel designated by the Kendall County State's Attorney, shall represent Kendall County in all such collection proceedings.
  - e. Kendall County and its elected offices may obtain reimbursement from the RLF for their reasonable and necessary administrative expenses related to the RLF and RLF loans.
    - i. Permitted administrative expenses may include, but are not limited to salaries, supplies, and utilities.
    - ii. To obtain reimbursement for administrative expenses, the expenses must be documented in writing (e.g., a receipt, bill or invoice) and reimbursement must be pre-approved by a majority vote of Kendall County Board members present for said vote.
    - iii. Not more than ten percent (10%) of the annual revenue to Kendall County's RLF account, or a maximum of \$5,000, whichever is less, may be used for reimbursement of administrative expenses on an annual basis from December 1 through November 30<sup>th</sup> of the following year.
    - iv. Reimbursements are approved through the annual budget process.

#### **D. Revolving Loan Fund Guidelines**

Kendall County hereby adopts the following guidelines for its RLF and the RLF loans granted by Kendall County pursuant to the Strategy:

1. All projects funded, directly or indirectly, with Kendall County RLF monies must be located in Kendall County. No RLF loans shall be approved for projects outside of Kendall County.
2. The Kendall County RLF will provide three different categories of RLF loans: private business RLF loans, municipal RLF loans, and Kendall County inter-fund RLF loans for non-economic development purposes. Only when at least Four Hundred Thousand Dollars (\$400,000) in the total amount of funds available in the RLF shall municipal and inter-fund loans be given, and shall not draw down to less than Four Hundred Thousand Dollars (\$400,000). The guidelines for each category of loan is as follows:
  - a. **Private Business RLF Loans**
    - i. Private Business RLF loans may only be used to assist the existing industrial and commercial base in Kendall County, startup businesses in Kendall County and/or established businesses relocating to Kendall County.
    - ii. Private Business RLF loans will be reviewed and processed on a first come, first serve basis as Kendall County expects to receive more applications for more money than is available in the RLF.
    - iii. Private Business RLF loan applications that demonstrate the greatest potential for meeting the goals and objectives of the RLF Strategy will be given the highest priority.
    - iv. Private Business RLF loan funds may only be used for the following purposes:
      1. Site development/infrastructure extension costs;
      2. Construction of new facility or additions;
      3. Renovation of existing facilities;
      4. Leasehold improvements;
      5. Purchase of new or used machinery or equipment; and/or
      6. Working Capital.
    - v. Projects of a speculative nature are ineligible for Private Business RLF loan funding.
    - vi. Private Business RLF loans shall not exceed \$100,000 per loan.



- vii. Private Business RLF loans shall have a term of at least three (3) years and no more than seven (7) years.
- viii. Private Business RLF loans must have an interest rate between the Federal Prime rate (Prime Rate) and the Prime Rate plus three percent (3%), but may be no less than two percent (2%). The Economic Development Committee shall recommend an interest rate to the Kendall County Board, which shall set the interest rate. The Prime Rate shall be calculated as the Prime rate that exists on the day the loan application is approved by the County Board.
- ix. Full pre-payment is allowed without penalty where only principal and accrued interest to date is due.

**b. Municipal RLF loans**

- i. Kendall County may award Municipal RLF loans only to applicants who are units of municipal governments (as defined in Article VII, Section 1 of the Illinois Constitution of 1970, as amended), which are located in Kendall County.
- ii. Municipal RLF loans will be reviewed and processed on a first come, first serve basis as Kendall County expects to receive more applications for more money than is available in the RLF.
- iii. Municipal RLF loan applications that demonstrate the greatest potential for meeting the goals and objectives of the RLF Strategy will be given the highest priority.
- iv. Kendall County's Municipal RLF loan funds must be used for economic development purposes within Kendall County. "Economic development purposes" are defined as a project that satisfies one or more of the following goals, as determined by the Economic Development Committee:
  - 1. The project will result in the increase in Equalized Assessed Value for the property located in Kendall County where the project is to be completed;
  - 2. The project creates or retains jobs in Kendall County; and/or
  - 3. The project directly supports another project that accomplishes either (D)(2)(b)(1) or (D)(2)(b)(2) above.

- v. A borrower must place the approved Kendall County Municipal RLF loan funds into their own Municipal Revolving Loan Fund.
- vi. Municipal RLF loans shall have a term of at least three (3) years and no more than seven (7) years.
- vii. Interest rates for Municipal RLF loans must comply with the following guidelines:
  1. If the Municipal RLF loan amount is to be used for a project or property located in a non-TIF district, the interest rate must be at least the Bank Loan Prime Rate, unless a lesser rate is approved by a majority vote of the Committee and a majority of the full County Board. The Bank Loan Prime Rate shall be calculated as the Bank Loan Prime Rate that exists on the day the loan application is approved by the County Board.
  2. If the Municipal RLF loan amount is to be used for a project or property located (in whole or in part) in a TIF district, the interest rate must be at least the Bank Loan Prime Rate plus one percent (1%).

viii. A Municipal RLF loan shall not exceed the following amounts:

1. If the Municipal RLF loan is approved by the County Board between the date of adoption and June 30, 2019, the maximum amount of the loan shall not exceed the amount determined by using this formula:

*(The municipality's total population size, as determined by the United States Census Bureau's July 1, 2016 population estimate) x (\$20.00)).*

Using the above formula, the maximum loan amount available to units of municipalities in Kendall County is as follows:

	<b>Total population</b>	<b>Maximum Loan Amount</b>
<b>Kendall County</b>	<b>124,695</b>	
Oswego	33,955	\$679,100
Yorkville	18,451	\$369,020
Plano	11,282	\$225,640
Montgomery*	10,704	\$214,080
Millbrook	337	\$6,740
Millington*	205	\$4,100

Newark	1,000	\$20,000
Lisbon	278	\$5,560
Plattville	233	\$4,660
Minooka*	791	\$15,820
Plainfield*	1,771	\$35,420
Sandwich*	84	\$1,680
Joliet*	10,095	\$201,900

Those with asterisks in the table above are population estimates based off the total population amounts in the U.S. Census Bureau’s July 1, 2016 estimate but include only the portion of said population located in Kendall County, Illinois. The Kendall County GIS and Economic Development calculated these estimates.

2. If the Municipal RLF loan is approved by the County Board after June 30, 2019, the maximum amount of the loan shall not exceed \$750,000 per loan.
- ix. Full pre-payment of Municipal RLF loans is allowed without penalty where only principal and accrued interest to date is due.

**c. County Inter-Fund RLF Loans**

- i. County Inter-Fund RLF Loans must be used by Kendall County for specific projects funded by Kendall County, which have a defined cost and time frame at the time of loan approval.
- ii. County Inter-Fund RLF Loans shall be for emergency or cash flow purposes when the expense cannot be paid from other Kendall County funds. The Kendall County Board shall make this determination.
  1. An “emergency purpose” is defined as an unforeseen, non-budgeted expense.
  2. A “cash flow purpose” is defined as a budgeted project where the budgeted County fund does not have the cash on hand to complete the project.
- iii. A County Inter-Fund RLF Loan amount shall not exceed \$750,000.

- iv. A maximum combined total of \$750,000 of Kendall County's RLF may be loaned by Kendall County to itself at any time for County Inter-Fund RLF Loans.
- v. County Inter-fund RLF Loans require approval of a majority vote of the full County Board.
- vi. For each approved County Inter-Fund RLF Loan, Kendall County must record a loan document with the Kendall County Clerk's Office. The loan document must be approved by a majority vote of the full County Board at the time the actual loan is approved by the County Board. The loan document must specify the receiving Kendall County fund; the project name; a description of the project and what the Kendall County Inter-Fund RLF loan will be used for; the total loan amount; the term of the loan; and the interest rate.
- vii. Modification of the loan document and the terms of the County's Inter-Fund RLF Loan (e.g., amount, term and/or interest rate) shall require a vote of at least three-quarters (3/4) of the full County Board.
- viii. Kendall County must deposit the County Inter-Fund RLF Loan amounts into the specific Kendall County fund, which Kendall County designated to fund the specific project at issue. Kendall County shall not use the County Inter-Fund RLF loan amounts for any purpose other than for the specific project and purpose identified in Kendall County's loan document.
- ix. County Inter-Fund RLF Loans may not have a term exceeding two (2) years. This is to maintain funds in the RLF for the main purpose of economic development.
- x. Kendall County must begin repayment of its County Inter-Fund RLF loan within twelve (12) months after the County Board approved the loan.
- xi. County Inter-Fund RLF Loans shall have an interest rate at least equal to the Effective Federal Fund Rate at the time the Inter-Fund RLF Loan is approved by the County Board. The County Board may approve an interest rate above the Effective Federal Fund Rate at the time it approves the loan.

**Passed and adopted by the County Board of Kendall County, Illinois this 19 day of September, 2017.**

\_\_\_\_\_  
Scott Gryder, Chairman  
Kendall County Board

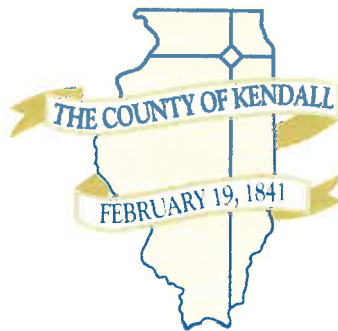
AYES - \_\_\_\_\_  
NAYS - \_\_\_\_\_  
ABSTAIN - \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Debbie Gillette, County Clerk  
Kendall County, Illinois

**KENDALL COUNTY ORDINANCE NO. 17-\_\_\_\_\_**  
**EXHIBIT 2**

**COUNTY OF KENDALL**  
**REVOLVING FUND PROGRAM**  
**RECAPTURE STRATEGY**



Kendall County  
Office of Administrative Services  
111 West Fox Street, Room 316  
Yorkville, IL 60560  
Phone: 630.553.4171  
Fax: 630.553.4214  
[kendalledc@co.kendall.il.us](mailto:kendalledc@co.kendall.il.us)

*Revised: October 2006*

## KENDALL COUNTY RF RECAPTURE STRATEGY

### E. Revolving Fund Goals and Objectives

1. Stimulate economic growth in the County of Kendall, Illinois, by assisting with the retention and growth of the existing industrial and commercial base, providing needed equity to new start-up businesses, encouraging the development of minority and female owned businesses and providing an incentive for established businesses to relocate to the County of Kendall.
2. Assist new or existing Kendall County businesses to create and retain jobs.
3. Ensure that jobs are created or retained by business applicants benefit a minimum of 51% low-to-moderate income persons in the area.
4. Increase the County of Kendall property tax and sales base.
5. Provide businesses with the opportunity to expand.
6. Encourage and leverage loans to businesses by area private financial institutions.

### B. Revolving Fund Strategy

1. Eligible use of funds
  - a. Site development/infrastructure extension costs.
  - b. Construction of new facility or additions.
  - c. Renovation of existing facilities.
  - d. Leasehold improvements.
  - e. Purchase of new or used machinery or equipment.
  - f. Working Capital
  - g. **For every \$15,000 of revolving funds provided, one full time equivalent (FTE) job should be created or retained, 51% of which must be given to individuals from low-to-moderate income households in the area.** (FTE jobs are positions consisting of a minimum of 1,950 hours worked per year).
  - h. Kendall County participation shall not exceed 30% of available RF funds or \$750,000, whichever is higher, and **shall not exceed 50% of total project financing.**
  - i. Projects of a speculative nature are ineligible for funding.
2. The geographic area served by the fund will be within the boundaries of the County of Kendall.
3. The funds will be targeted to assist existing industrial and commercial base, start up businesses, female and minority owned firms and established businesses that will be relocated to Kendall County, Illinois, on a first come, first serve basis as the County of Kendall expects to receive more applicants than available funding will cover.

Applications that demonstrate the greatest potential for job creation and meeting the goals and objectives of the fund will be given the highest priority.

4. Applications will be generated by:
  - a. Sending RF information to the County's existing businesses.
  - b. Including RF information in the County's marketing package.
  - c. Provide information to municipal economic development commissions and area chamber of commerce associations to be included in their marketing information.
  - d. Staff participation in business related seminars, workshops or meetings held in the County.
  - e. Provide RF information to local chapter of NAACP, Urban League and other organizations representing minority groups and offer to speak at meetings periodically.
  - f. Provide information to area women's associations and service organizations.
  - g. Publicize approved loan projects by sending news releases to area media and holding ribbon cuttings and ground breaking ceremonies to encourage media coverage.
  - h. Area lending institutions will be provided with information about the RF and asked to inform potential borrowers of fund availability.

### **C. RF Management Plan**

1. The County of Kendall shall appoint Kendall County Board members to the Kendall County Economic Development Commission. As needed, the Business Loan Review Committee shall consist of the Kendall County Economic Development Commission, State's Attorney, County Economic Development Director, County Treasurer and an experienced area financial institution lender. The committee shall review all applications to the revolving fund after the County Economic Development Director and a local financial institution lender have packaged the application and it is referred to the Kendall County Economic Development Commission. The Commission will meet with the applicant, meet with the representative of the participating lending institution, visit the site if necessary, negotiate terms, length, and security of loans and ensure compliance with the RF goals and objectives. A recommendation will be prepared for the County Board's review for approval or denial which will include a description of the project, project costs, and source of funds, security required, special conditions, and reasons for approval or denial. All other application information is kept confidential. The County Board will formally approve or deny the application.
2. The RF will be staffed by the County's Economic Development Director, State's Attorney and County Treasurer.
3. The loan documents, including commitment agreements, liens, title policies, security recordings, transfer tax declarations, amortization schedules and security releases, shall be obtained and completed by the State's Attorney. The County Treasurer and Economic Development Director shall monitor repayments of the loan, job creation



and/or retention reports required to be provided semi-annually until commitment is met, monitor other special conditions required by the loan and submit semi-annual reports on the status of the RF to the Department of Commerce and Economic Opportunity.

4. **Delinquent Loans:** When an RF payment becomes 10 days past due, the fund administrator will place a telephone call to the borrower and request payment. At 30 days past due the County will send a formal letter requesting payment. Should the payment become 45 days past due the matter will be turned over to the State's Attorney to pursue. All legal rights will be exercised by the county to reclaim funds. The County State's Attorney will be consulted during foreclosure and liquidation proceedings if events warrant.

#### **D. Assurances**

1. Not more than 10 percent of the annual revenue to the RF will be used for administration of the RF fund. Administrative expenses will be documented via receipts, bills, invoices, etc.
2. Assistance provided from the RF will result in at least 51 percent benefit to low-to-moderate income persons and these benefits will be documented by utilizing Job Training Partnership Act (JTPA) service providers, Illinois Employment and Training Centers, Workforce Investment Boards or the employee certification forms found in the RF handbook.
3. The County of Kendall agrees to report semi-annually on the status of the RF to the Department of Commerce and Economic Opportunity.
4. Any changes to the recapture strategy will be submitted to the Department of Commerce and Economic Opportunity.
5. The grantee shall agree to pursue legal remedy to recover delinquent loans. Legal action shall include that authorized by federal and state law, including, but not limited to, efforts to collect and pursue the interests of the RF through bankruptcy court.
6. A minimum leverage ratio of \$1 non-CDAP funds to \$1 CDAP RF funds must be obtained for each project. RF funds may not comprise more than 50% of the financing for any project.
7. The grantee shall assure that environmental reviews will be completed for each project funded, as well as prevailing wages paid if applicable.



**KENDALL COUNTY**  
ANIMAL CONTROL

**Wednesday, October 25, 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 8:35a.m.

**Roll Call**

Committee Members Present: Matt Kellogg - yes, Lynn Cullick - here, Elizabeth Flowers – present, John Purcell – here, Matt Prochaska - here. **With five members present, a quorum was established to conduct committee business.**

Others present: Scott Koeppel, Laura Pawson, Dr. Gary Schlapp

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

**Approval of Minutes** – Member Prochaska made a motion to approve the September 27, 2017 meeting minutes, second by Member Cullick. **With five members in agreement, the motion carried.**

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

**Available Dogs for Adoption:** 8

**Available Cats for Adoption:** 11 (4 cats, 7 kittens)

**Bite Report** – Total: 19 (2 cats, 17 dogs)

**Visitors viewing animals for August** - 62

**Events/News**

Thursday, November 9 Volunteer Orientation 6:30-8:00p.m.  
Saturday, November 11 Pet Supplies Plus Adoption Event 11:00a.m.-2:00p.m.  
Weekly “Pet of the Week” ad in Shaw Media Newspapers  
Monthly adoption appearance on WSPY Television

**Operations Report** – Ms. Pawson reported she is again short-staffed, and in the process of posting the positions, and interviewing.

Discussion on the increased number of dogs in the facility this year, and ways to reduce that number. Member Purcell made a motion to authorize Animal Control to conduct a “Name Your Price” Adoption Event for the entire month of November 2017, second by Member Kellogg. **With five members voting aye, the motion carried.** The committee would also like this event to be scheduled again in Spring 2018, and bi-annually each year.

**Accounting Report** – The committee reviewed the financial statements, fund balance report, vouchers paid, and the statement of revenues and expenditures. Written report provided

### **Old Business**

*Discussion of the Dog Running at Large Ordinance* – Discussion continued on the proposed changes to the current County ordinance. The committee tasked Ms. Pawson with researching the number of tickets issued by the Sheriff’s Office for this type of violation this year, and how other Counties handle this and other types of violations/fining of residents, and report findings at the November meeting.

Member Cullick left the meeting at 9:18a.m.

*Discussion of Animal Control Trailer* – Member Purcell made a motion to postpone this discussion until July 2018, second by Member Kellogg. **With four members present voting aye, the motion carried.**

### **New Business**

*Review and Approval of the Animal Control FY2018 Budget* – The committee reviewed the proposed budget. Member Purcell stated that the Finance Committee would discuss the three percent salary increase processed for Animal Control staff at the Finance meeting on Thursday.

**Executive Session** – Not needed

**Action Items for the County Board** - None

**Public Comment** – None

**Adjournment** – Member Prochaska made a motion to adjourn the meeting, second to the motion by Member Purcell. **With all in agreement, the meeting was adjourned at 9:34a.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant & Recording Clerk

**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 October 16, 2017-Unofficial Until Approved**

**CALL TO ORDER**

The meeting was called to order at 6:36 p.m.

**ROLL CALL**

Present: Elizabeth Flowers, Kristine Heiman and Melissa Maye

Absent: Jeff Wehrli

Also present: Matt Asselmeier, Senior Planner

In the audience: None

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Ms. Flowers made a motion, seconded by Ms. Maye, to approve the minutes from the September 18, 2017 meeting. With a voice vote of three ayes, the motion carried.

**CHAIRMAN'S REPORT**

Chairwoman Heiman reported that she attended a conference call with the Northern Illinois Historic League on September 26<sup>th</sup>. Michelle Podkova reported on the Voices in DuPage Oral History Program. They were having churches do interviews with veterans and recording those interviews. Rachel Leibowitz reported that State Historic Preservation Organization moved into the Department of Natural Resources Building and are assigned to the Office of Land Management. No CLG Coordinator was in place. The federal historic tax credit was threatened. The next conference call is October 24<sup>th</sup> and Chairwoman Heiman will participate.

Chairwoman Heiman stated that Kelly Schomer and Doug Pfeiffer were members of the Oswego Historic Preservation Commission. Sarah Kimes was an ex-officio member on the Commission from the Park District and Little White School Museum. Ms. Flowers requested that an announcement be made at the County Board meeting that Oswego's Historic Preservation Commission is looking for members.

**PUBLIC COMMENT**

None

**NEW BUSINESS**

**Approval of Fiscal Year 2017-2018 Meeting Calendar**

Mr. Asselmeier presented the proposed fiscal year 2017-2018 meeting calendar.

Ms. Flowers made a motion, seconded by Ms. Maye, to approve the fiscal year 2017-2018 meeting calendar meeting with the January meeting to be held on January 22<sup>nd</sup>. With a voice vote of three ayes, the motion carried.

## **OLD BUSINESS**

### **Review and Recommendation on Historic Preservation Ordinance**

Ms. Maye requested that this matter be held over until November. No Commissioner expressed opposition to this request.

A supermajority of the County Board is three-quarters (3/4), eight (8) out (10) members.

### **Centennial Farm Mapping Project**

Mr. Asselmeier reported no update exists at this time. We are waiting for the leaves to fall from the trees.

### **Potential Meeting with other Historic Preservation Organizations**

The save-the-date cards were mailed. The Commission has not received any additional RSVPs since last month.

Commissioners would like Rachel Leibowitz to speak about ten to fifteen (10-15) minutes on incentives for historic preservation and the activities of the State Historic Preservation Organization.

Commissioners requested that Mr. Asselmeier reach out to the Village of Plainfield to see if they would be available to do a ten to fifteen (10-15) minute presentation on their historic preservation efforts in downtown.

The rest of the event would be for roundtable discussion.

Ms. Flowers suggested that discussion could touch on encouraging people that own historic structures to have open houses for the public to see the benefits of historic preservation.

The consensus of the Commission was that coffee, cookies and water should be provided at the event. The exact amount of food and drinks will be determined by the number of RSVPs.

### **Selecting Homes for Plaques**

Chairwoman Heiman and Mr. Asselmeier met with representatives of the Dickson-Murst Farm. The property is inside the Village of Montgomery so the County's regulations do not apply.

### **Millbrook Bridge Update**

No update on the Millbrook Bridge, waiting on word from the Corps of Engineers.

## **PUBLIC COMMENT**

None

## **ADJOURNMENT**

Ms. Flowers made a motion, seconded by Ms. Maye, to adjourn. With a voice vote of three ayes, the motion carried. The Historic Preservation Commission adjourned at 7:04 p.m.

Respectfully Submitted,  
Matthew H. Asselmeier, AICP  
Senior Planner