

**KENDALL COUNTY BOARD
REGULAR JUNE MEETING
June 21, 2016**

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, June 21, 2016 at 9:20 a.m. The Clerk called the roll. Members present: Chairman John Shaw, Lynn Cullick, Bob Davidson, Elizabeth Flowers, Judy Gilmour, Scott Gryder, Dan Koukol, Matthew Prochaska, John Purcell and Jeff Wehrl.

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

THE MINUTES

Member Gryder moved to approve the submitted minutes from the Adjourned County Board Meeting of 5/17/16. Member Davidson seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

THE AGENDA

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

EXECUTIVE SESSION

Member Davidson made a motion to go into Executive Session for (1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, (11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Member Prochaska seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ELECTED OFFICIALS REPORT AND OTHER DEPARTMENT REPORTS

Sheriff

Sheriff Baird presented the 6 month Sheriff's Office report.

**Kendall County Sheriff's Office
6 Month Report
December 01, 2015 – May 31, 2016**

Records Division	
Papers Served	941
Civil Process Fees	\$39,688.55
Record Fees	\$1,365.70
Sheriff's Sales	\$81,300.00
Bond Fees	\$7,638.01
Operations Division	
Calls for Service	3,762
Police Reports	1,912
Total Arrests	845
Traffic Contacts	4,027
Traffic Citations Issued	1,735
DUI Arrests	38
Zero Tolerance	2
CAS Report	12,300
Court Security	
Courthouse Entries	92,068
Arrests made at Courthouse	145

Corrections Division

Average Daily Population	111
Meals Served	56,773
Average price per meal	\$1.08
Inmates Housed from Other Counties	275
Total Inmate Transports	1,144
Out of County Housing Billed Out	\$396,608
Total Vehicle Mileage	387,423

12- Month Budget Results

Sheriff's Budget	\$5,721,448.00	Corrections Budget	\$4,443,713.00
Year to Date	\$2,631,071.29	Year to Date	\$2,081,036.55
Balance	\$3,090,376.71	Balance	\$2,362,676.45
Percent	45.99%	Percent	46.83%

County Clerk

Revenue Report

5/1/16-5/31/16 5/1/15-5/31/15 5/1/14-5/31/14

Line Item	Fund	Revenue	Revenue	Revenue
	County Clerk Fees	\$ 841.00	\$ 722.00	\$ 676.00
	County Clerk Fees - Marriage License	\$ 1,350.00	\$ 1,620.00	\$ 1,380.00
	County Clerk Fees - Civil Union	\$ -	\$ -	\$ -
	County Clerk Fees - Misc	\$ 1,621.50	\$ 2,072.00	\$ 1,448.00
	County Clerk Fees - Recording	\$ 28,681.00	\$ 24,070.00	\$ 23,093.00
01010061205	Total County Clerk Fees	\$ 32,493.50	\$ 28,484.00	\$ 26,597.00
01010001185	County Revenue	\$ 48,822.00	\$ 36,862.50	\$ 30,843.25
38010001320	Doc Storage	\$ 16,985.00	\$ 14,823.00	\$ 14,179.00
51010001320	GIS Mapping	\$ 28,572.00	\$ 24,941.00	\$ 23,944.00
37010001320	GIS Recording	\$ 3,566.00	\$ 3,113.00	\$ 2,990.00
01010001135	Interest	\$ 35.84	\$ 23.83	\$ 39.89
01010061210	Recorder's Misc	\$ 3,974.25	\$ 1,399.60	\$ 5,841.36
81010001320	RHSP/Housing Surcharge	\$ 15,138.00	\$ 12,996.00	\$ 12,168.00
CK # 18040	To KC Treasurer	\$ 149,586.59	\$ 122,642.93	\$ 116,602.50

County Clerk, Debbie Gillette informed the board that the office is working with the State's Attorney's Office on the appointment of Election Judges and the hours of operation for Election Day. The items will come before the board in July.

Treasurer

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

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES
 FOR SIX MONTHS ENDED 05/31/2016

<u>REVENUES*</u>	<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Actual</u>	<u>%</u>
Personal Property Repl. Tax	\$406,460	\$229,474	56.46%	\$269,749	72.91%
State Income Tax	\$2,650,000	\$975,951	36.83%	\$1,160,757	48.57%
Local Use Tax	\$470,000	\$437,763	93.14%	\$267,853	59.52%
State Sales Tax	\$545,492	\$179,571	32.92%	\$452,052	54.79%
County Clerk Fees	\$358,000	\$158,372	44.24%	\$168,046	46.94%
Circuit Clerk Fees	\$950,000	\$453,967	47.79%	\$480,927	50.62%
Fines & Foreits/St Atty.	\$475,000	\$191,714	40.36%	\$240,918	48.18%
Building and Zoning	\$59,500	\$22,032	37.03%	\$26,527	48.23%
Interest Income	\$30,000	\$18,437	61.46%	\$8,551	28.50%
Health Insurance - Empl. Ded.	\$1,250,141	\$550,633	44.05%	\$553,646	49.68%
1/4 Cent Sales Tax	\$2,698,000	\$1,379,893	51.15%	\$1,342,808	52.15%
County Real Estate Transf Tax	\$396,420	\$146,649	36.99%	\$157,022	62.81%
Correction Dept. Board & Care	\$766,500	\$257,040	33.53%	\$389,720	43.30%
Sheriff Fees	\$355,000	\$122,355	34.47%	\$166,838	29.02%
TOTALS	\$11,410,513	\$5,123,850	44.90%	\$5,685,415	50.13%
Public Safety Sales Tax	\$4,800,000	\$2,419,462	50.41%	\$2,369,609	55.11%
Transportation Sales Tax	\$4,300,000	\$2,419,462	56.27%	\$2,369,609	55.11%

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

To be on Budget after 6 months the revenue and expense should at 50.00%

Treasurer, Jill Ferko stated that the 6 month report will be filed with the Clerk's Office. Ms. Ferko thanked the Sheriff's Office for their presence during the collection of the first installment of taxes. They are working on a second distribution.

State's Attorney

State's Attorney Eric Weis did not have anything new to report.

Coroner

Statistics:

2016 Statistics

Stats for Same Period in 2015

Difference

2016 Total Deaths.....	132	Total Deaths.....	131	1%
Autopsies to Date.....	8	Autopsies....	11	
Toxicology Samples.	13	Toxicology Samples..	14	
Cremation Permits....	75	Cremation Permits...	77	-3%

- Deputy Coroner Jacquie Purcell provided a presentation for Operation Impact at Oswego High School on May 4, 2016.
- Deputy Coroner Jacquie Purcell provided a presentation for Operation Impact at Yorkville High School on May 13, 2016.

Supervisor of Assessments

Supervisor of Assessments Andy Nicoletti informed the board that the disabled veteran exemption renewal notices have gone out. They have 387 who qualify for disabled person, 250 that qualify for disabled vet and of the 250; 157 are 70% or greater so they are not being taxed.

STANDING COMMITTEE REPORTS

Planning, Building & Zoning

Petition 16-09

Member Gryder made a motion to approve Petition 16-09 by Joe Gomoll for a Special Use located at 10151 Lisbon Road in Fox Township for the production and sale of sweet cider, hard cider, wine, jams, wine jams, jellies, pies, pickles, honey, sauces and similar items utilizing crops grown on the same property or in combination with crops grown off-site where such production takes place on the premises as well as the sales of ancillary items and products related to crops and products produced on site. Member Davidson seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of Ordinance 16-08 is available in the office of the County Clerk.

Variance to Section 403.a and Section 403.d Stormwater Management Ordinance

Member Gryder made a motion to approve a variance to Section 403.a – Hydraulically Equivalent Compensatory Storage (above and below 10 year flood elevation) and Section 403.d – Compensatory Storage Adjacent to the Development, of Article IV of the Kendall County Stormwater Management Ordinance for Fox Metro Water Reclamation District for the property located at 682 State Route 31 in Oswego Township and the property located on the west side of Orchard Road, approximately 0.25 miles south of US Route 34, in Bristol Township. Member Koukol seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye except Purcell who voted nay. **Motion carried 9-1.**

A complete copy of Ordinance 16-09 is available in the office of the County Clerk.

Public Safety

Intergovernmental Housing Agreement with Kane County

Member Prochaska made a motion to approve the Intergovernmental Housing Agreement between Kane County and Kendall County for the Housing of Prisoners. Member Davidson seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM16-27 is available in the office of the County Clerk.

Administration/HR

Prevailing Wage Ordinance

Member Cullick made a motion to approve the Kendall County Prevailing Wage Ordinance. Member Koukol seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ORDINANCE NUMBER 16-10

**KENDALL COUNTY
PREVAILING WAGE ORDINANCE**

Whereas, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and

Whereas, the aforesaid Act requires that the County of Kendall, Illinois investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality, as defined by the Act, of Kendall County employed in performing construction of public works, for said Kendall County, Illinois; and

NOW, THEREFORE, BE IT ORDAINED BY THE KENDALL COUNTY BOARD, KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1

To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the County of Kendall, Illinois is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Kendall County area as most recently determined and published by the Department of Labor of the State of Illinois as of July 2015, a copy of the determined prevailing wage being attached hereto as Exhibit "A" and incorporated herein by reference. The County Board may consider and approve subsequent updates to the prevailing wage determined and published by the Department of Labor prior to June 2017. The definition of any terms appearing in this Ordinance which area also used in the aforesaid Act shall be the same as in said Act.

SECTION 2

Nothing herein shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Kendall County, Illinois to the extent required by the aforesaid Act.

SECTION 3

The Kendall County Clerk shall publicly post or keep available for inspection by any interested party in the Office of the Kendall County Clerk this determination of such prevailing rate of wage.

SECTION 4

The Kendall County Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5

The Kendall County Clerk shall promptly file a certified copy of this Ordinance with the Department of Labor of the State of Illinois.

SECTION 6

The Kendall County Clerk shall cause notice to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Kendall County Board and is effective.

PASSES this 21st day of June, 2016.

By: John A. Shaw, County Board Chair

Attest: Debbie Gillette, County Clerk and Recorder

Employee Handbook Revisions

Member Cullick made a motion to approve the recommended revisions to the Employee Handbook.

County Administrator Jeff Wilkins stated that most of the changes were made to match up with the organizational chart. Members discussed the fact that the State's Attorney's Office has not reviewed the revisions.

Member Cullick withdrew the motion to approve the recommended revisions to the Employee Handbook.

Member Cullick made a motion to send the revisions to the Employee Handbook to the State's Attorney's Office for review and then to have discussion at the Committee of the Whole. Member Davidson seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Holiday Schedule

Member Cullick made a motion to approve the 2017 Holiday Schedule. Member Flowers seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye except Davidson, Gryder and Purcell. **Motion carried 7-3.**

KENDALL COUNTY
2017
HOLIDAY SCHEDULE

<u>HOLIDAY</u>	<u>OBSERVED</u>
NEW YEAR'S DAY	MONDAY, JANUARY 2, 2017
MARTIN LUTHER KING, JR. DAY	MONDAY, JANUARY 16, 2017
LINCOLN'S BIRTHDAY	MONDAY, FEBRUARY 13, 2017
WASHINGTON'S BIRTHDAY	MONDAY, FEBRUARY 20, 2017
SPRING HOLIDAY	FRIDAY, APRIL 14, 2017
MEMORIAL DAY	MONDAY, MAY 29, 2017
INDEPENDENCE DAY	TUESDAY, JULY 4, 2017
LABOR DAY	MONDAY, SEPTEMBER 4, 2017
COLUMBUS DAY	MONDAY, OCTOBER 9, 2017
VETERAN'S DAY	FRIDAY, NOVEMBER 10, 2017
THANKSGIVING DAY	THURSDAY, NOVEMBER 23, 2017
DAY FOLLOWING THANKSGIVING DAY	FRIDAY, NOVEMBER 24, 2017
CHRISTMAS DAY	MONDAY, DECEMBER 25, 2017

Policy for Managing Email Archive

Member Shaw made a motion to approve the policy for managing email archives. Member Cullick seconded the motion.

Members discussed having the exhibit reviewed by the State's Attorney's Office, since the exhibit is part of the employee handbook.

Chairman Shaw asked for a roll call vote on the motion. All members present voting aye except Purcell who voted nay. **Motion carried 9-1.**

KENDALL COUNTY, ILLINOIS

Resolution No. 16-21

RESOLUTION APPROVING AMENDED TECHNOLOGY POLICY

WHEREAS, Kendall County, Illinois ("County") is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the County Board of Kendall County ("County Board") recognizes that Kendall County employees and County Board members send and receive emails through Kendall County's email server; and

WHEREAS, the County Board further recognizes that a convenience copy of said emails are also retained in the County's journal copy email archive ("archive"), which is managed by the Kendall County Technology Services Department; and

WHEREAS, the County currently has a Technology Policy, which is contained in Chapter VII of the County's Employee Handbook but said policy does not currently address the emails stored in the archive; and

WHEREAS, the Illinois Local Records Commission recently confirmed emails retained in the County's archive are "convenience copies" that are not subject to the retention requirements of the Illinois Local Records Act; and

WHEREAS, as the records contained in the archive are not subject to the retention requirements set forth in the Illinois Local Records Act, the County Board seeks to amend the County's Technology Policy to include provisions governing the management and retention requirements for the emails contained in the archive; and

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

Section 1. The recitals set forth above are hereby incorporated by reference.

Section 2. The County's current Technology Policy contained in Chapter VII of the County's Employee Handbook is hereby amended and replaced with the Technology Policy ("Amended Technology Policy"), effective immediately. The Amended Technology Policy is attached hereto as **Exhibit A**.

Section 3. The County Administrator or his designee shall provide a copy of the Amended Technology Policy to all County Department Heads and Elected Officials within seven (7) calendar days after approval of this Resolution.

Section 4. Within seven (7) calendar days after receipt of the Amended Technology Policy, the County Department Heads shall provide a copy of the Amended Technology Policy to each and every employee in their respective departments and shall obtain a signed acknowledgment of receipt of the Amended Technology Policy from each employee for placement in the employee's personnel file.

Section 5. Further amendments to the Technology Policy may occur at anytime with a majority vote of the Kendall County Board.

Section 6. This Resolution shall be in full force and effect as of the 1st day of July, 2016.

Approved and adopted by the County Board of Kendall County, Illinois on this 21 day of June, 2016.

John A. Shaw, Chairman County Board

Attest:

Debbie Gillette County Clerk

BREAK

RECONVENE

Highway

Local Public Agency Amendment for Federal Participation

Member Koukol made a motion to approve the Public Agency Amendment for Federal Participation related to Eldamain Road construction, providing for an additional \$1 million in Federal Aid funds for construction of Eldamain Road from Menards Distribution Center to Galena Road. Member Gilmour seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM16-28 is available in the office of the County Clerk.

Facilities

Minutes are in the packet from the June 6, 2016 meeting.

Finance

CLAIMS

Member Davidson moved to approve the claims submitted in the amount of \$786,004.27 and Grand Juror claims in the amount of \$700.00. Member Gryder seconded the motion.

COMBINED CLAIMS: FCLT MGMT \$98,814.40, B&Z \$312.95, CO CLK & RCDR \$898.62, ELECTION \$165.00, ED SRV REG \$5,900.17, SHRFF \$25,843.53, CRRCTNS \$20,963.19, MERIT \$410.68, EMA \$1,423.80, CRCT CT CLK \$2,019.25, JURY COMM \$1,147.31, CRCT CT JDG \$22,615.82, CRNR \$1,292.71, CMB CRT SRV \$421.45, PUB DFNDR \$2,665.78, ST ATTY \$6,532.15, FRMLND RVW BRD \$248.32, CO TRSR \$953.53, EMPLY HLTH INS \$23,962.19, OFF OF ADMN SRV \$1,550.40, GNRL INS & BNDG \$87.00, CO BRD \$973.96, TECH SRV \$66,638.12, CAP EXPND \$1,300.00, ECON DEV \$62.95, CO HWY \$25,791.24, CO BRDG \$201,164.86, TRNSPRT SALES TX \$15,443.86, HLTH & HMN SRV \$121,727.79, FRST PRSRV \$2,969.83, ELLIS HS \$1,513.70, ELLIS GRNDS \$230.75, ELLIS RDNG LSSNS \$35.05, ELLIS PUB PRGMS \$168.40, ELLIS WDDNGS \$6,169.12, HOOVER \$2,585.70, ENV ED NTRL BEGINNINGS \$250.88, ENV ED LWS OF NTR \$10.92, NTRL AREA VLNTR \$44.54, GRNDS & NTRL RSRCS \$4,299.11, ANML CNTRL \$1,476.24, RCDR DOC STRG \$5,810.92, HIDTA \$12,454.34, CMSRY FND \$5,666.43, CRT SEC FND \$320.00, LAW LBRY \$4,361.11, JUV JSTC CNCL \$304.00, CRT AUTOMA \$1,885.00, PRBTN SRV EXP FND \$4,429.61, GIS \$1,754.00, KAT \$22,690.00, PUB SFTY EXP \$16,094.27, SHRFF FTA FND \$2,095.03, ANML POP CNTRL \$345.00, VAC \$26,427.29, FP BND PRCDs '07 \$10,982.00

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

Labor & Grievance

Member Flowers reviewed the minutes in the packet from the May 19, 2016 meeting.

Committee of the Whole

Minutes are in the packet from the June 16, 2016 meeting.

STANDING COMMITTEE MINUTES APPROVAL

Member Prochaska moved to approve all of the Standing Committee Minutes and Reports. Member Davidson seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. Motion carried.

SPECIAL COMMITTEE REPORTS

Public Building Commission

Member Wehrli stated that they did not have a meeting.

VAC

Member Wehrli stated that they purchased a van from the VAC reserve. Mr. Wehrli introduced Chad Lockman and Olivia Laschober from the VAC and thanked them for all that they do for the VAC.

Member Purcell was excused from the meeting at 11:15am.

Historic Preservation

Member Wehrli reported that they meet again in July.

Board of Health

Member Wehrli reported that they meet on June 21, 2016.

708 Mental Health Board

Member Gilmour informed the board that two members have resigned and they had grant application hearings; will meet again in December.

CHAIRMAN'S REPORT

Appointments

Dan Koukol – Workforce Development Board – 2 year term – Expires September 2018
Jim Horton – Public Aid Appeals Board – 2 year term – Expires September 2018
Scott Cherry – Zoning Board of Appeals – 5 year term – Expires July 2021

Member Wehrli moved to approve the appointments. Member Prochaska seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Announcements

Michele R Evans – 708 Mental Health Board – 4 year term – Expires July 2020

ADJOURNMENT

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

Approved and submitted this 24th day of June, 2016.

Respectfully submitted by,
Debbie Gillette,
Kendall County Clerk