

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, March 3, 2020 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from February 4, 2020
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,301,094.30
 - D. Approve Chicago HIDTA Executive Director Service contract with Kendall County as the Fiduciary Agent effective November 29, 2019 through November 30, 2023, in the amount of \$177,443.00
 - E. Approve HIDTA Grant Agreement G20CH0002A in the amount of \$1,275,159.00
8. Old Business
9. New Business
 - A. Ratification of Collective Bargaining Agreement between the Teamsters Local 330 (Kendall County Facilities Management Department) and Kendall County, Illinois effective December 1, 2019 through November 30, 2022
 - B. Ratification of Collective Bargaining Agreement between the Teamsters Local 330 (Kendall County Clerk & Recorder's Office and Kendall County Assessor's Office), the Kendall County Clerk and Recorder, and Kendall County, Illinois effective December 1, 2019 through November 30, 2023
10. Executive Session
11. Standing Committee Reports
 - A. Facilities
 1. Approve the Forest Preserve District of Kendall County Lease in the Historic Courthouse for offices #110, 111, 112, 113 & 114 in the amount of \$3,836.00 per month starting March 31, 2020
 2. Approve Pickerill House License for Storage Space with the County of Kendall in the amount of \$3,836.00 per month starting March 31, 2020
 3. Approve Memorandum of Understanding (MOU) between the forest Preserve District of Kendall County and the County of Kendall Regarding Rent Payment
 - B. Finance
 1. Approval of Kendall County Email Account Provisioning Policy
 2. Approval of a Contribution of Twenty Percent of the Total Cost of the Purchase of Mobile Stage in an Amount not to Exceed \$10,000
 - C. Animal Control
 1. Approve contract with Peter Perella & Company in the amount of \$75,800.00 for HVAC improvements for the Animal Control Facility
12. Elected Official Reports & Other Department Reports
 - A. Health Department
13. Special Committee Reports
14. Other Business
15. Chairman's Report

Appointment(s)

Trustee Terry Olson – KenCom Executive Board – Village of Oswego

Trustee Luis Perez – KenCom Executive Board (Alternate) – Village of Oswego

Dr. Karin Gustafson-Williams – Kendall County Board of Health – 3 year term – Expires March 2023

16. Public Comment
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
February 4, 2020**

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, February 4, 2020 at 6:20 p.m. The Clerk called the roll. Members present: Chairman Scott Gryder, Amy Cesich, Elizabeth Flowers, Scott Gengler, Tony Giles, Judy Gilmour, Audra Hendrix, Matt Kellogg, Matt Prochaska and Robyn Vickers. Members absent: none.

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

THE AGENDA

Member Hendrix 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.**

SPECIAL RECOGNITION

Dr. Tokars updated the board on the spread of the coronavirus, flu and respiratory illnesses.

CONSENT AGENDA

Member Hendrix moved to approve the consent agenda of **A)** county board minutes from January 7, 2020; **B)** standing committee minutes; **C)** claims in an amount not to exceed \$1,643,230.09; **D)** Chicago HIDTA Initiative Manager Service contract with Kendall County as the Fiduciary Agent effective January 16, 2020 through January 15, 2022 in the amount of \$125,693.00; **E)** Chicago HIDTA Deconfliction Analyst Manager Service contract with Kendall County as the Fiduciary Agent effective March 3, 2020 through March 2, 2022 in the amount of \$77,000.00 **F)** Chicago HIDTA Research/Deconfliction Analyst Manager Service contract with Kendall County as the Fiduciary Agent effective April 1, 2020 through March 31, 2022 in the amount of \$77,000.00 **G)** Chicago HIDTA Drug Intelligence Officer Service contract with Kendall County as the Fiduciary Agent effective March 12, 2020 through March 11, 2022 in the amount of \$87,000.00 . Member Prochaska seconded the motion. Chairman Gryder asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$654.96; ANML CNTRL WRDN \$468.33; ASSMT \$92.38; BEHAV HLTH \$348.50; CIR CLK \$41,248.96; CIR CRT JDG \$1,349.97; COMB CRT SVS \$11,467.24; COMM ACTN SVS \$78,522.08; COMM HLTH SVS \$705.69; CRNR \$244.78; CORR \$666.33; CNTY ADMIN \$8,500.00; CNTY BRD \$92,352.13; CNTY CLK \$1,758.16; HIGHWAY \$199,084.63; TRSR \$2,985.87; ELCTN \$818.02; EMPL BNFTS \$369,820.34; ENVIRO HLTH \$2,096.55; FCLT MGMT \$21,379.25; GIS \$25,215.51; JURY COMM \$697.81; KENCOM IGA \$173,034.91; MERIT COMM \$538.00; PBZ \$158.86; PROB SVS \$3,514.50; PRGM SUPP \$609.75; SHF \$10,797.63; ST ATTY \$705.73; TECH \$37,960.91; TRSR \$153.44; UTIL \$68,767.75; VET \$1,109.00; SHF \$64,364.44; SHF \$4,767.61; SHF \$402,944.91; JURY COMM \$2,072.50; STATE ATTY \$40.00; FP \$11,212.66

NEW BUSINESS

Cullen Inc. Agreement

Member Cesich moved to approve an Independent Contractor Agreement for services to be rendered by Cullen, Inc. D/B/A Cullen and Associates for Kendall County, Illinois at a rate of \$5,000 per month for a term of one year. Member Prochaska seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 20-08 is available in the Office of the County Clerk.

County Census Outreach Grant Budget

Member Cesich moved to approve \$25,000 Hard to Count Census Outreach Grant Budget for the Illinois Department of Human Services through the Regional Intermediary IACAA. Member Hendrix seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

STANDING COMMITTEE REPORTS

Administration/HR

Intergovernmental Agreement for Geographic Information Systems

Member Gilmour moved to approve an Intergovernmental Agreement for Geographic Information Systems (GIS) Services between Kendall County and KenCom. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendments. All members present voting aye. **Motion carried.**

A complete copy of IGAM 20-09 is available in the Office of the County Clerk.

Law Justice and Legislation

Next Generation Telecommunications

Member Giles moved to approve Resolution urging the Illinois Congressional Delegation to preserve local zoning authority in deployment of next generation telecommunications. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-01 is available in the Office of the County Clerk.

State Collected Local Funds

Member Giles moved to approve Resolution urging the General Assembly and Governor to enact automatic appropriation authority for all state-collected local funds. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-02 is available in the Office of the County Clerk.

Transportation Funding Fairness

Member Giles moved to approve Resolution urging the General Assembly and Governor to establish transportation funding fairness. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-03 is available in the Office of the County Clerk.

Self-Governance

Member Giles moved to approve Resolution in support of expanding the ability of Counties to pursue and perfect self-governance. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-04 is available in the Office of the County Clerk.

2020 Decennial Census

Member Giles moved to approve Resolution in support of pursuing a full and accurate count of Illinois' population during the 2020 Decennial Census. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-05 is available in the Office of the County Clerk.

Repeal the Administrative Fee

Member Giles moved to approve resolution urging the General Assembly and Governor to repeal the administrative fee on local sales tax collections. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-06 is available in the Office of the County Clerk.

State-Shared Partnership Revenue

Member Giles moved to approve resolution urging the General Assembly and Governor to honor state-shared partnership revenue. Member Gengler seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-07 is available in the Office of the County Clerk.

Medicaid Payments to Detainees

Member Giles moved to approve resolution urging the Illinois Congressional Delegation to support an extension of Federal Medicaid payments to detainees awaiting trial in County Jails. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-08 is available in the Office of the County Clerk.

Federal Infrastructure Package

Member Giles moved to approve resolution urging the Illinois Congressional Delegation to support county priorities in any new federal infrastructure package or surface transportation reauthorization. Member Hendrix seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-09 is available in the Office of the County Clerk.

Rural Broadband Deployment

Member Giles moved to approve resolution urging the Illinois Congressional Delegation to support rural broadband deployment. Member Flowers seconded the motion. Chairman Gryder asked for a voice vote on the motion with the approved amendment. All members present voting aye. **Motion carried.**

A complete copy of Resolution 20-10 is available in the Office of the County Clerk.

Economic Development

Members discussed the Yorkville comprehensive plan updates and the county's land resource management plan map overlay and Eldamain Road.

OTHER BUSINESS

Member Prochaska stated that the United Counties Council is having the legislative reception and educational seminar at the end of the month.

Chairman's Report

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

Appointments

Sandy Pastore – 708 Mental Health Board – 4 year term – Expires February 2024

County Administrator Scott Koeppel stated that the CRGC (Chicago Regional Growth Corporation) has an export tech that holds classes for businesses to build and export plan and grow their business. The county website will move over to the new site on Monday February 10, 2020.

EXECUTIVE SESSION

Member Prochaska made a motion to go into Executive Session for (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. Member Giles seconded the motion. Chairman Gryder asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

Member Hendrix 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 February, 2020.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday February 19, 2020

CALL TO ORDER – Member Flowers called the meeting to order at 5:32.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour		5:35	
Matthew Prochaska	ABSENT		
Robyn Vickers	Here		

Others in Attendance: Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Gengler to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Gengler to approve the February 3, 2020 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration* – Mr. Koepfel informed the Committee that the EMA position applications were due by the end of next week. After that first and second interviews would be held. Second interviews with the final 2 candidates will be held with Chairman Gryder and the position would report to him in the event of an Emergency. The recently approved PT Administrative Assistant position was posted today and interviews will be held on a rolling basis so the position can be filled quickly. Finally, Mr. Koepfel noted that once the position is filled and another employee returns from medical leave staff can begin working on the Human Resources Manual updates once more. Mr. Koepfel also asked if the Committee had anymore projects they should let staff know.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Lobbyist Registration Bill* – Mr. Koepfel reported that this was reviewed at a previous meeting and brought forward by Member Prochaska. Mr.

Koepfel suggested that if a registration bill becomes law staff would work with the Clerk's office or the Administrative Services Office would handle the process.

There was consensus form the Committee to wait and see if this becomes law before proceeding.

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ACTION ITEMS FOR COUNTY BOARD

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting adjourned at 5:47p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 3, 2020**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Amy Cesich, Matt Kellogg, Tony Giles, Judy Gilmour, Audra Hendrix

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppl

Approve the January 6, 2020 Facilities Committee Meeting Minutes – There were no changes to the January 6, 2020 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Cesich made a motion to amend the agenda to move item number 1d under new business to be moved after the Public Comment. Member Hendrix second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Animal Control Project* – Director Smiley informed the Committee the walk through for the Animal Control ITB (Invitation to Bid) is tomorrow, 10:00 am on Tuesday February 4, 2020.
2. *Sally Port Elevator Controls Project* – Director Smiley reported the final inspection was on the January 29, 2020. Mr. Smiley stated this is only temporary occupancy since additional lighting and a sump pump capable of handling 3,000 gallons per hour will need to be installed.
3. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet for courtroom 112 and 113 has been ordered. Mr. Smiley will schedule installation around the court schedule.
4. *Sign project for new Illinois Statute for Single Use Bathroom* – Director Smiley stated the new signs were received damaged in shipping. As soon as the replacements come in, they will be installed.
5. *Public Safety Center Door Release Buttons* – Director Smiley informed the Committee four (4) of the five (5) buttons have been installed and are operating. The last button will be installed by the next Facilities Committee meeting.
6. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley reported the order was placed with Trane. The field survey is scheduled for Thursday. Mr. Smiley stated and he should have an installation date by the next Facilities Committee meeting.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – Chair Kellogg stated the issue will be before the Yorkville City Council on February 11, 2020 for final approval. Director Smiley anticipates a plan schedule for the project by the next Facilities Committee Meeting.
- b. *Forest Preserve Lease* – Discussion on changes/recommendations and questions from the State’s Attorney’s Office. County Administrator Koepfel recommends an auto renewal of the lease with a 60 or 90 day notice of cancellation by either party. Chair Kellogg stated the county will assume responsibility without renters/flood insurance. The MOU (Memorandum of Understanding) will need to be brought before the County Board for approval. The State’s Attorney’s Office is also recommending an IGA (Intergovernmental Agreement) will need to be created for the Forest Preserve to handle the leasing of space at the Historic Courthouse. This will be done once the lease, MOU and license for storage are completed for the Forest Preserve and Pickerill house.
- c. *County Board Room and Security Improvements Meeting* – Director Smiley reported to the Committee Dewberry estimates and additional \$11,000.00 in A/E costs to the project to add full CADD drawings of the facility, limited card access system on outside doors at the Historic Courthouse and electronic signage for meeting postings at both the County Office Building and

Historic Courthouse. Consensus of the Committee is for Dewberry to submit a new contract for this amount with the same terms to bring to the County Board for approval.

d. *Darnell Cemetery Meeting – Shannon McNelis, Little Rock Township – Shannon McNelis from*

Little Rock Township Road District and Cemetery presented to the Committee information

about the Darnell Cemetery; reported on its current condition along with information on

registration of the cemetery with the State of Illinois. Discussion by the Committee on

maintenance needed of the Darnell Cemetery owned by Kendall County. Consensus of the

Committee is to have the State's Attorney's Office create an IGA (Intergovernmental

Agreement) for Little Rock Township to maintain the property once Little Rock Township

Trustees approve to perform the maintenance. Initial cleanup of the Cemetery will be done

between the Forest Preserve and Highway and Little Rock Township donating time and

equipment. Chair Kellogg suggested to check with Roger Matile on the history of the cemetery.

2. *Mutual Ground New Space at the Courthouse – Director Smiley reported to the Committee Mutual*

Ground will pay for a new sign they have requested for the new space. Mr. Smiley will sign the quote

once received from Mutual Ground. Director Smiley stated before the move takes place the Courthouse

mailroom equipment will need to be moved. This will require department badges to be reprogrammed

from the current space to the new mailroom location by Jury Assembly. Director Smiley is working on details of this move with Court Security.

3. *Steiner Annual Generator Preventative Maintenance Contract Discussion* – Director Smiley received the 2020 quote from the current provider for maintenance on the generators. Present provider came in \$500.00 more. The contract terms are the same from last year’s contract that was reviewed by the State’s Attorney. Consensus of the Committee is to forward the contract to the February 18, 2020 County Board meeting for approval.

4. *Health Department Dental Office* – Director Smiley submitted to the Committee the Kluber, Inc. proposal, to provide A/E services for this project. Kluber’s fee for A/E services is quoted at \$23,585.00. The estimate of the Dental office build out is estimated to be in excess of \$185,000. The reason for this is because Kluber, Inc. has designed dental offices for other counties and additional rooms need to be part of the design to meet inspection standards. The Committee directed Mr. Smiley to forward to information to Health Department Director Dr. Tokars along with an offer to meet and discuss the estimate with Kluber, the Health Department Finance Chair, Member Kellogg and Director Smiley.

5. *RPZ Valve Repair/Replacement* – Director Smiley informed the Committee the annual testing is complete, two (2) valves needed to be repaired and one (1) valve was replaced. Project Complete.

6. *Historic Courthouse Fire Alarm Panel Replacement* – Director Smiley stated the defective fire panel board was replaced. Project Complete.

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Questions from the Media – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Cesich. **With all members present voting aye, the meeting adjourned at 5:01 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, January 30, 2020

Call to Order

Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:00 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Scott Gryder			
Audra Hendrix	Present		
Matt Kellogg	Present		
Matthew Prochaska	Present		

Staff Members Present: Latreese Caldwell

Approval of Agenda – Member Hendrix made a motion to approve the agenda, Member Prochaska seconded the motion. **With four members present voting aye, motion passed by a vote of 4-0.**

Approval of Claims – Member Prochaska made a motion and Member Hendrix seconded the motion to forward claims for approval to the County Board. **With four members voting aye, there was consensus to forward the claims to the County Board for final approval by a vote of 4-0.**

Department Head and Elected Official Reports - None

Items from Other Committees – None

Items of Business

➤ ***Review Senior Levy Process***

- Ms. Caldwell stated that tomorrow, letters and emails will be sent to previous applicants, an ad will be posted in the newspaper, and the application along with timelines and requirements will be posted on the County website. Applications will be sent to any new applicants if requested.

➤ ***Discussion of the Purchase of the Animal Control Trailer***

- Ms. Caldwell stated the County has negotiated a purchase price of \$4,800 for the trailer to be used by the Sheriff. There is a recommendation to split the cost, with half being paid by Animal Control capital fund and half being paid by the Sheriff. Member Cesich stated there may be a possibility for the Sheriff to reimburse Animal Control for the entire amount of the trailer. Member Hendrix made a motion and Member Prochaska seconded the motion **With four members voting aye, there was consensus to forward the Purchase of the Animal Control Trailer to the County**

Board by a vote of 4-0.

➤ ***Review FY19 Year End Financials***

- Ms. Caldwell stated the County ended the FY19 General Fund with \$1.9M ahead of budget and at a 7.5 month fund balance. We are supposed to transfer funds in excess of a 6 month fund balance to a capital fund. We are waiting for SSA monies to be deposited, then will get the monies moved to a capital fund. Federal Inmate Revenue, Other Fees and Revenues from Services and Interest Income revenues came out ahead of budget. Transfers Out exceeded budget. Ending Fund Balance \$18.1M. Total expenditures were 96% of budget. Ending Balances for FY19 are the Beginning Balances for FY20.

Public Comment - None

Questions from the Media – None

Action Items for the County Board

- Approval of Claims in the Amount of \$1,565,540.49 Approval of Jury Commission Claims in the amount of \$588.75.
- Approval of purchase of the Animal Control Trailer

Items for Committee of the Whole – None

Executive Session – Not needed

Adjournment – Member Hendrix made a motion to adjourn the Budget and Finance Committee meeting, Member Prochaska seconded the motion. **The meeting was adjourned at 5:38. by a 4-0 vote.**

Respectfully submitted,

Latreese Caldwell
Deputy County Administrator and Recording Secretary

**COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, February 13, 2020**

Call to Order

Committee Chair Matt Kellogg called the Budget and Finance Committee to order at p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Scott Gryder	Here		
Audra Hendrix	Here		18:02
Matt Kellogg	Yes		
Matthew Prochaska	Here		

Approval of Agenda – Member Cesich made a motion to approve the agenda, Member Hendrix seconded the motion. **With five members present voting aye, motion passed by a vote of 5-0.**

Approval of Claims – Member Gryder made a motion and Member Hendrix seconded the motion to forward claims for approval to the County Board. The committee discussed the new reports from the Tyler system. Staff answered questions about some of the claims. In the amount of \$1,107,699.33. **With five members voting aye, there was consensus to forward the claims to the County Board for final approval by a vote of 5-0.**

Department Head and Elected Official Reports - None

Items from Other Committees – None

Items of Business

- **Discussion of Administration staffing:** Latreese Caldwell informed the committee about the part-time administrative assistant needs in the Administration Department. The committee discussed the various projects and work done in administration. Scott Koeppel provided further details about the work that other administration staff has covered. Member Kellogg made a motion to forward the job description and organization chart to the County Board for final approval, Member Cesich seconded the motion.
- **With five members voting aye, the motion carried.**

- **Discussion of Email Migration to Office 365-** Matt Kinsey updated the committee with all of the issues from the email migration to Office 365. The majority of issues are a result of the hybrid email system. Kinsey is requesting an email policy be approved by the County Board. Scott Koeppel discussed the email issues and concerns that have occurred recently. The policy would give each part-time and full-time paid employee an email account. Kinsey discussed how the change to Office 365 would reduce change how

we do email archiving. The archive would also be cloud based. Member Gryder made a motion and Member Cesich seconded the motion to forward the email account policy to the County Board for final approval. **With five members voting aye, there was consensus to forward the email account provisioning policy to the County Board for final approval by a vote of 4-0**

Executive Session – Not needed

Questions from the Media – None

Items for the February 18, 2020 County Board Meeting

- *Approval of Claims in the amount of \$1,107,698.33*
- *Approval of Part-Time Administrative Assistance Job Description*
- *Approval of Administrative Service Organization Chart*
- *Approval of Kendall County Email Account Provisioning Policy*

Adjournment – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, Member Gryder seconded the motion. **The meeting was adjourned at. by a 4-0 vote.**

Respectfully submitted,

Scott Koeppl
County Administrator

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, January 16, 2020**

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

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Absent		
Scott Gengler	Here		
Tony Giles	Here		
Judy Gilmour	Here		
Scott Gryder	Here		
Audra Hendrix	Here		4:42
Matt Kellogg	Yes		
Matthew Prochaska	Here		
Robyn Vickers	Here		

APPROVAL OF AGENDA –Member Prochaska made a motion to approve the agenda, second by Member Gengler. **With nine member’s present voting aye, the motion carried by a vote of 9-0.**

APPROVAL OF SUPPLEMENTAL CLAIMS - Member Prochaska made a motion to forward the claims, second by Member Gengler – Koeppel explained that the claims are on the members desks and that the dollar amount will be on the County Board Agenda. Member Prochaska inquired about how the new Tyler Munis system is going. Koeppel updated the committee on the progress of the new system. Member Kellogg updated the committee on accounts payable and the new system. The County Clerk’s Office is working on updating reports for the County Board. The committee discussed end of year and the December fund balance report. Koeppel informed the committee that Administration is working with the Treasurer’s Office on the new system. Member Prochaska inquired about a charge from Bristol Kendall Fire and Sheriff Baird informed the committee that the charge was for an ambulance call. Chairman Gryder informed the committee that the claims will be on the County Board Agenda the following Tuesday for final approval.

OLD BUSINESS – None

NEW BUSINESS

From Planning Building & Zoning Committee: Discussion of Petition 20-01 Request from the Planning, Building and Zoning Committee for Amendments to the Kendall County Recreational Vehicle and Campground Regulations – Member Prochaska

introduced the topic and provided background information to the committee. Mr. Asselmeier went over the changes from the existing ordinance to the new ordinance. Member Prochaska further explained the changes from the existing ordinance to the new ordinance. Member Prochaska noted that the ordinance will not affect current campgrounds. Member Cesich inquired about current campgrounds. Mr. Asselmeier further clarified how the updated ordinance would affect current campgrounds. The committee discussed special use permits. Koepfel inquired about how the ordinance would be enforced. The consensus from the committee was to add citation authority to the ordinance. The committee further discussed special use permits. Chairman Gryder informed the committee about Larry Simmons the new PB&Z part-time code enforcer. The committee discussed the upcoming zoning ordinance cleanup. Jim Wyman, WSPY asked if people were allowed to be residents of Hide-a-way lakes campground. Mr. Asselmeier informed the committee, and Mr. Wyman, that the limit is four months. **There was consensus to forward the ordinance to the County Board for final approval.**

From Finance Committee: Discussion of Kendall County Procurement Policy. Chairman Gryder introduced the ordinance and provided background to the committee. Mr. Koepfel updated the committee on the changes to the ordinance from the original draft. Mr. Koepfel continued by covering the procurement process as outlined in the ordinance. The committee discussed the ordinance. Some of the pages of the ordinance were missing from the packet. Mr. Koepfel informed the committee that staff will email the entire ordinance to the County Board and the media. The committee discussed the ordinance. Sheriff Baird weighed noted that he will be meeting with Koepfel the following week about the ordinance. **There was consensus to continue discussion at Committee of the Whole Meeting in March.**

PUBLIC COMMENT – NONE

QUESTIONS FROM THE MEDIA – NONE

CHAIRMAN’S REPORT – Chairman Gryder informed the committee about his trip to the White House to witness the signing of the Federal Government’s trade agreement with China.

REVIEW BOARD ACTION ITEMS – Chairman Gryder asked the committee to review the draft Board agenda for any changes or additions. The committee discussed the agenda for the January 21st County Board Meeting.

EXECUTIVE SESSION – Member Prochaska made a motion to enter into Executive Session for litigation when action against effecting or on behalf of the public body has been filed or is pending or when the public body finds that an action is probable or eminent as mandated by Section 2.06, 5ILCS 120-2c11, second by Member Vickers.

ROLL CALL:

Attendee	Status
Amy Cesich	Yes

Elizabeth Flowers	Absent
Scott Gengler	Yes
Tony Giles	Yes
Judy Gilmour	Yes
Scott Gryder	Yes
Audra Hendrix	Absent
Matt Kellogg	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

With eight members voting yes the committee entered into Executive Session at 5:07 p.m. by a vote of 8-0.

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With seven members voting aye, the meeting was adjourned at 5:16 p.m.**

Respectfully Submitted,

Scott Koeppl
County Administrator

**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, February 13, 2020**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 16:00 by County Board Chair Scott Gryder, who led the Pledge of Allegiance to the American Flag.

ROLL CALL:

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Absent		
Scott Gengler	Here		
Tony Giles	Here		
Judy Gilmour		4:08	
Scott Gryder	Here		
Audra Hendrix	Here		
Matt Kellogg	Yes		
Matthew Prochaska		4:40	
Robyn Vickers	Here		

APPROVAL OF AGENDA –Member Hendrix made a motion to approve the agenda, second by Member Cesich. **With nine member’s present voting aye, the motion carried by a vote of 7-0.**

APPROVAL OF SUPPLEMENTAL CLAIMS -Item to be discussed at Finance

OLD BUSINESS – None

NEW BUSINESS

Discussion of Kendall County Board Strategic Plan: Chairman Gryder introduced Dr. Jamal Scott from Waubensee Community College. Dr. Scott started with a presentation covering the process for developing a strategic plan. Dr. Scott outlined the merits of a strategic plan and gave examples to the committee. At 16:24 Dr. Scott moved from a presentation to a discussion with the committee. Dr. Scott discussed the process that he would follow with staff and the committee to develop a mission statement. Koepfel informed the committee what staff is hoping to get from the development of a strategic plan. The need for more community engagement was discussed. The committee members shared their priorities. Dr. Scott will deliver multiple mission statement options to staff and staff will present them to the committee for review at a future meeting. Dr. Scott suggested that county staff provide input on the mission statement recommendations. The discussion ended at 16:54.

Discussion of Petition 19-43 Request from the Kendall County Historic Preservation Commission for Amendments to the Kendall County Historic Preservation Ordinance Pertaining to Definitions, Historic Preservation Commission Powers and Authorities, Nomination Procedures of Landmarks and Historic Districts, Alteration, Construction, Demolition and Maintenance Provisions, and Penalties: Member Prochaska started the discussion and explained the origin of the proposed changes to the ordinance. The goal from the Historic Preservation Commission is to become a certified local government. Becoming a certified local government opens the door to grants and tax credits for historical buildings in the county. The committee discussed the proposed changes to the ordinance. Members of the committee are concerned with anyone other than the property owner starting an application to nominate a historic building. The committee didn't want the discussion to go back to the Planning Building & Zoning Committee for further discussion. Mr. Koepfel went over part of the staff memo from the PB&Z Department. Mr. Koepfel and other staff recommend having the state historic preservation agency review the ordinance prior to County Board vote. **Motion made by Member Cesich, second by Member Vickers to postpone consideration pending review by the Illinois historic preservation agency.** The committee discussed the motion.

ROLL CALL:

Attendee	Status
Amy Cesich	YES
Elizabeth Flowers	Absent
Scott Gengler	YES
Tony Giles	YES
Judy Gilmour	YES
Scott Gryder	NO
Audra Hendrix	NO
Matt Kellogg	NO
Matthew Prochaska	NO
Robyn Vickers	YES

With members voting 5 YES and 4 NO the motion passed.

PUBLIC COMMENT – NONE

QUESTIONS FROM THE MEDIA – NONE

CHAIRMAN'S REPORT – NONE.

REVIEW BOARD ACTION ITEMS – Chairman Gryder and the committee discussed the proposed agenda for the February 18, 2020 County Board Meeting.

EXECUTIVE SESSION – NONE.

ADJOURNMENT – Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With nine members voting aye, the meeting was adjourned at 17:25.**

Respectfully Submitted,

Scott Koeppl
County Administrator

COUNTY OF KENDALL, ILLINOIS
Law, Justice and Legislation Committee
Monday, January 13, 2020
Meeting Minutes

Call to Order and Pledge Allegiance - Chair Tony Giles called the meeting to order at 3:15p.m. and led the Pledge of Allegiance.

Roll Call:

Committee Member	Status	Arrived at Meeting	Left Meeting
Tony Giles	Here		
Judy Gilmour	Here		
Audra Hendrix	Absent		
Matthew Prochaska	Here		
Robyn Vickers	Here		

With four members present voting aye, a quorum was determined to conduct business.

Others Present: Public Defender Vicki Chuffo, Court Services Director Alice Elliott, EMA Director Joe Gillespie, Operations Commander Jason Langston, Chief Deputy Mike Peters, Chief Judge Robert Pilmer, Coroner Jacquie Purcell, Corrections Commander Jeanne Russo, State’s Attorney Eric Weis

Approval of the Agenda –Member Gilmour made a motion to approve the agenda, second by Member Prochaska. **With four members present voting aye, the amended agenda was approved.**

Approval of Minutes – Member Gilmour made a motion to approve the November 20, 2019 meeting minutes, second by Member Prochaska. **With four members present voting aye, the motion carried.**

Public Comment - None

New Business

Status Reports

Coroner – Coroner Purcell reported there were 40 deaths in January. 1 motor vehicle, 2 overdoses and 1 pending. Written report provided.

EMA – Director Joe Gillespie reported that training was done with search and rescue at the monthly meeting. Quarterly grant documentation was submitted to the state. Siren test and starcom radio tests were completed. EAS is currently out of service, WSPY is working diligently to get this fixed. Serve weather storm spotter class was held. EMA is working with the State of Illinois and FEMA regarding the Coronavirus. If there were to be an outbreak there is a plan in place. Written report provided.

Public Defender – Written report provided.

Court Services –Director Elliott reported the AOIC standards for supervision have been adapted. Significant upgrades to the pretrial program have been made. Court Services is on track to begin the application process for NAPSA accreditation, which can be up to a two (2) year process. Court services welcomed a new staff member from the clerk’s office. Written report provided.

Sheriff’s Report

Operations Division – Written report provided. Commander Langston reported the recent new hires are on solo patrol phase and awaiting final evaluations, Youth Academy application will be online in March, Polar Plunge is March 1st and two (2) of the three (3) new squad cars in this year’s budget will be delivered in March.

Corrections Division – Written report provided. Deputy Chief Peters reported two (2) new correctional deputies will be sworn in on Thursday in the Public Safety Center conference room, the new mail screener will be delivered on February 26, 2020 with training to follow.

Records Division - Written report provided.

Circuit Clerk – Comparison of fines and fees collected before the CTAA (Clerks of the Courts Act) and after provided.

Old Business - None

Chairman’s Report/Comments – No report

Public Comment - None

Legislative Update –

Executive Session – Not needed

Adjournment – Member Vickers made a motion to adjourn the meeting, second by Member Prochaska. **With four members in agreement, the meeting adjourned at 3:27 p.m.**

Respectfully Submitted,

Christina Wald
Recording Clerk

COUNTY OF KENDALL, ILLINOIS
Kendall County Complete Count Census Commission
Thursday, February 20, at 4 pm
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Robyn Vickers at 4:05pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Robyn Vickers	Here		
Scott Gengler		4:07pm	
Ed Bugg	ABSENT		
Christina Burns	Here		
Rob DeLong	Here		
Becca Garcia	ABSENT		
Katelyn Gregory	Here		
Scott Gryder	ABSENT		
Lynette Heiden	ABSENT		
Bob Hausler	Here		
Cathy Kavanaugh	ABSENT		
Brent Lightfoot	ABSENT		
Chris Mehochko	Here		

Others Present: Mera Johnson, Kendall County Administration

DETERMINATION OF QUORUM: There was not a quorum, however Chair Vickers updated the Committee.

COMMENTS FROM THE CHAIR: Chair Vickers reported that she and Ms. Johnson have been attending several events in the Community to provide outreach. She noted that she attended the League

of Women Voters Census event recently and a staggering statistic was that the County loses \$1800 per person per year for those uncounted.

UPDATE ON GRANT EFFORTS: Chair Vickers reported that the website is being developed along with a logo. Ads for social media will be purchased around mid-march along with Ads with WSPY. The Committee is also hoping to get notice about when door knockers are going out so Municipalities and entities can share via mass public notice systems. Ms. Johnson asked about new homes and if Oswego or Plano or Yorkville had received any update on how those homes would be contacted. Member Burns indicated that they had gotten correspondence from the Census Bureau about boundary lines. Ms. Johnson will follow up with the County GIS Department on new homes. Ms. Johnson will also order the Chromebooks and Cell Phones.

OUTREACH EVENTS AND EFFORTS: Member Gregory mentioned the Yorkville St Patrick's Day Parade as a possibility to distribute materials. Ms. Johnson also indicated she would distribute materials to the various cities and villages and libraries and also send the link to websites. Member Hausler asked about faith based organizations. Ms. Johnson suggested a half day seminar held at a local church. Member Hausler indicated he would also get the contact information for the local grocery store in Plano so some outreach could be done there. Chair Vickers also noted that she was looking into purchasing Census books for kindergarteners. Member Mehochko indicated that the ROE may be able to assist with that. Member Burns noted that the Village of Oswego will work with SD 308 on sending materials out. Ms. Johnson also asked if the Village of Oswego could distribute items from their booth at the Expo this weekend.

NEXT MEETINGS TO BE DETERMINED: Next meeting is scheduled for Thursday, March 5, 2020 at 4pm.

PUBLIC COMMENT: None

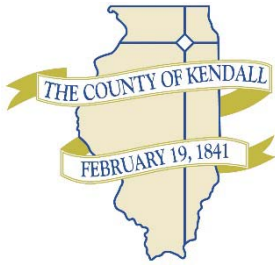
APPROVAL OF AGENDA – Member Hausler made a motion to approve the agenda, second by Member Burns. **With seven members present in agreement, the motion carried.**

APPROVAL OF MINUTES FROM JANUARY 30, 2020 MEETING: Member DeLong made a motion to approve the minutes from the January 30, 2020 Meeting, second by Member Burns. **With seven members present in agreement the motion carried.**

ADJOURNMENT – Member Hausler made a motion to adjourn the meeting, second by Mehochko. **With no objections, the meeting was adjourned at 4:34pm.**

Respectfully Submitted,

Mera Johnson
HR Risk & Compliance Coordinator



Kendall County Agenda Briefing

Committee: Finance

Meeting Date: February 13, 2020

Amount: N/A

Budget: N/A

Issue: Approval of Kendall County Email Account Provisioning Policy

Background and Discussion:

Kendall County is in the process of transitioning to Office 365 for email hosting. When using a hosted email service there is a cost for each email account. To help control current and future costs staff recommended a policy to the Finance Committee. The policy allows for one email account for each full or part-time paid employee. Elected Offices and Departments may add extra accounts by including them in their budget. The Finance Committee added the Forest Preserve District to the list of elected offices and departments to be provisioned email accounts.

Committee Action:

Finance voted unanimously to approve the policy

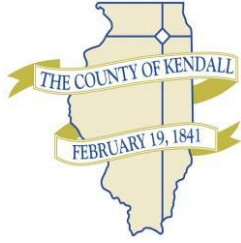
Staff Recommendation:

Staff recommends the policy

Prepared by: Scott Koeppel

Department: Administrative Services

Date: 02/28/2020



County of Kendall County Board Policy

Policy Subject: Email Account Provisioning Policy
Date Adopted: March 3, 2020
Department: Technology Services
Revised: N/A
Updated: N/A

I. Purpose

In 2020, Kendall County Technology Services moved from an on premise email system to a hosted email system (Microsoft Office 365). Each email account in a hosted system has an associated annual fee. In an effort to control costs, the Kendall County Board is enacting the following policy for provisioning email accounts.

II. Effective Date

The provisions of this Policy shall be applicable on or after March 3, 2020.

III. Procedures/Guidelines

1. All paid Kendall County and Kendall County Forest Preserve District employees (full or part-time) are provisioned a basic email account.
2. Elected Offices and departments may budget for and elect to provision additional email accounts.
3. Elected Offices and Departments may budget for and elect to upgrade already provisioned email accounts.
4. All other units of local government supported by Kendall County IT must incur the total cost for all email accounts.
5. 30 days after an employee is no longer employed by the county, their mailbox will be deactivated and exported to a digital format.