COUNTY OF KENDALL, ILLINOIS
Administration/HR Committee
County Office Building
County Board Rooms 209-210
Yorkville IL 60560

Tuesday, June 23, 2015 - 5:30 P.M.
AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from June 4, 2015 Meeting
5. Department Heads and Elected Official Reports
6. Old Business
   ➢ Memorial Garden Plan Discussion
   ➢ Discussion of Audio and Video Recording Policies and Technology Personnel Access to Executive Session Recordings
7. New Business
   ➢ Staffing/Job Description
8. Action Items for County Board
9. Public Comment
10. Executive Session
11. Adjournment
CALL TO ORDER
The meeting was called to order by Chair Lynn Cullick at 9:00a.m.

ROLL CALL
Committee Members Present: Dan Koukol – present, Lynn Cullick – here, John Shaw – aye, John Purcell (arrived at 9:07a.m.), Judy Gilmour (arrived at 9:09a.m.)

Others present: Glenn Campos, Leslie Johnson, Paul LaLonde, Jim Pajauskas, Becki Rudolph, Jeff Wilkins

APPROVAL OF AGENDA: Member Koukol made a motion to approve the agenda, second by Member Shaw. With all in agreement, the amended motion passed.

APPROVAL OF MINUTES: Member Koukol made a motion to approve the May 26, 2015 meeting minutes, second by Member Cullick. With all in agreement, the motion passed.

MONTHLY REPORTS

CBIZ UPDATE – Onsite Biometric Health Screening – Jim Pajauskas reported that last year CBIZ used the organization CHC, but Chicago Health Consultants, due to the Affordable Care Act, has changed their pricing model to $125 per HMO members, and $20 per PPO members ($5 after August).

Mr. Pajauskas said that CBIZ has been using Interactive Health Solution which would provide the screenings at no charge for PPO policy members and $75 for HMO policy members. But, they would require at least 25% of employees to participate. Member Shaw made a motion to forward the approval of Onsite Biometric Health Screening to the County Board, second by Member Koukol. With all members in agreement, the motion carried.

COUNTY ADMINISTRATOR

➢ Recommendation regarding return or end of lease purchase of super medium vehicles in amount not to exceed $34,500 - Paul LaLonde, KAT Director reported that on the KAT mechanic findings and maintenance history of the super medium vehicles. Mr. LaLonde stated that with the mechanics recommendation and findings, KAT also feels it is not in the best interest of the county to purchase these vehicles. There was consensus of the committee to have the State’s Attorney’s Office to review the contracts to see if there are any provisions to negotiate early return of the vehicles without additional payments by the County.
NEW BUSINESS - None

OLD BUSINESS

➢ Discussion on the Agreements with Client Development Institute to provide Integrity Test Screening Services and Safety Quotient Testing – Chair Cullick reviewed the discussion held by the committee at the May 26, 2015 meeting, and stated that the committee had asked the State’s Attorney’s Office to review the agreements, and Assistant State’s Attorney Leslie Johnson to attend today’s meeting. Assistant State’s Attorney Leslie Johnson explained the state’s attorney’s office legal review of the Client Development Institute, Inc. (CDI) Agreement. After much discussion, there was consensus of the committee to not take further action on this issue.

➢ Discussion of Audio and Video Recording Policies and Technology Access to Executive Session Recordings – The committee continued discussion on the recording policies, who has access to the recordings and where they could/would access the recordings, where recordings are stored, and other possible recording solutions. The committee agreed unanimously that this item needed to be discussed at the Committee of the Whole meeting next week.

ACTION ITEMS FOR COUNTY BOARD

➢ Approval of Onsite Biometric Health Screening

ITEMS FOR COMMITTEE OF THE WHOLE

➢ Update on the return or end of lease purchase of KAT super medium vehicles

➢ Discussion of Audio and Video Recording Policies and Technology Access to Executive Session Recordings

➢ Proposed Memorial Garden Project at the County office Building

PUBLIC COMMENT – None

EXECUTIVE SESSION – None needed

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:01a.m., Member Gilmour seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary
Kendall County
MEMORIAL GARDEN BUDGET PLAN REVISION

19-Jun-15
M. Kurtz Design 6/4/15
Sheet 1 Stamped Concrete

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCFM</td>
<td>Memorial ground lights $500.00</td>
<td></td>
</tr>
<tr>
<td>KCFM</td>
<td>Electric $300.00</td>
<td></td>
</tr>
<tr>
<td>KCFM</td>
<td>Donated Bench from Forest Preserve $0.00</td>
<td></td>
</tr>
<tr>
<td>* Concrete</td>
<td>10 foot by 12 foot poured concrete pad Inc. below</td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td>Plaque Edge 8 foot long by 2 foot wide sloped surface, back edge 1 foot high $3,900.00</td>
<td></td>
</tr>
<tr>
<td>Winding Creek Nursery</td>
<td>Various pink flowers, bushes, mulch $1,500.00</td>
<td></td>
</tr>
<tr>
<td>Fox Valley Trophy</td>
<td>1 Dedication plaque $300.00</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $6,500.00

* Includes one release and choice of six select stamps and sealant.
Kendall County
MEMORIAL GARDEN BUDGET PLAN REVISION

19-Jun-15
M. Kurtz Design 6/4/15
Sheet 2 Pavers

<table>
<thead>
<tr>
<th>Contractor</th>
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<tr>
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<td>$300.00</td>
</tr>
<tr>
<td>KCFM</td>
<td>Donated Bench from Forest Preserve</td>
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<tr>
<td>Hanson</td>
<td>Build Paver wall and paver patio 120 square feet</td>
<td>$3,800.00</td>
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<tr>
<td>Winding Creek Nursery</td>
<td>Various pink flowers, bushes, mulch</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Fox Valley Trophy</td>
<td>1 Dedication plaque</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Grand Total  

$6,400.00

* Includes one release and choice of six select stamps and sealant.
Bid out the following:
- Memorial ledge for plaques
- Stamped concrete
- These measurements can be changed to fit design and budget

- Existing tree
- North
- South
- Approx. 12'-0" wide
- Approx. 1'-0" high

Mike Kurtz
630-918-0175
mkurtz@kendallco.com
RT 47

COUNTY OFFICE BUILDING
111 West Fox Street

PARKING LOT

31'-0"

FLAGPOLE

3'0"

NEW MEMORIAL AREA

4'-0"

GRASS AREA

EXISTING TREE

mulch

SQUIRRELING

mulch

3'-0"

SIDEWALK

MAIN STREET

(NORTH)

Actual View

Miles Kurtz
6309150175 mkurtz@co.kendall.il.us
Kendall County
MEMORIAL GARDEN BUDGET PLAN REVISION

19-Jun-15
M. Kurtz Design 6/22/15

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<tr>
<td>KCFM</td>
<td>Donated Bench from Forest Preserve</td>
<td>$0.00</td>
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<tr>
<td>Concrete</td>
<td>8 foot by 12 foot poured concrete pad</td>
<td>$3,000.00</td>
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<tr>
<td>Ground Effects</td>
<td>7 Flagstone pieces for plaques</td>
<td>$150.00</td>
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<td>Winding Creek Nursery</td>
<td>Various pink flowers, bushes, mulch</td>
<td>$1,120.00</td>
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<td>Fox Valley Trophy</td>
<td>1 Dedication plaque</td>
<td>$300.00</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td>$5,370.00</td>
</tr>
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</table>
Heuchera Canadellas

12-14" High
All Summer
Gold mound
Magic carpet
Spires
Blooms mid summer
2-3' wide
2-3' high
D. Erythrodactylon

Frisian Pink Bleeding Hearts

18-30" tall
2-3' diameter

Bloom early
Spreading
Succ. Thrift
10 - 18" H, S. & F.
Bloom mid Summer to Fall.
# Landscape Agreement

**4 Seasons Landscaping**  
8139 Caton Farm Road, Yorkville, IL 60560  
P: 815-475-7229  F: 815-475-7223

Kendall County Facilities Management  
804 John Street  
Suite B  
Yorkville, IL 60560

<table>
<thead>
<tr>
<th>Terms</th>
<th>Due Date</th>
<th>Site Address</th>
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<tbody>
<tr>
<td>Due on receipt</td>
<td>5/22/2015</td>
<td>Option #1</td>
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<tr>
<th>Item</th>
<th>Description</th>
<th>Plant Size</th>
<th>Qty</th>
<th>Cost Per</th>
<th>Total</th>
</tr>
</thead>
</table>
| Pavers** | Memorial around flag pole  
Price includes labor to install brick pavers and base material, i.e. sand and gravel and brick.  
Price charged per square ft. 9 FT DIAMETER CIRCLE AROUND POLE. Using Holland stone premier in herring bone style. Install Old Quarry wall. Both the wall and the patio (around flag pole) will have a banding. Price includes 5 LED lights. Price reflects prevailing wage. | 1 | 7,477.00 | 7,477.00 |

| Estimate Only | ESTIMATE ONLY! These prices are for a package deal. Price will differ if project is not done in full.  
County needs to provide 120 volt outlet for lighting. |  |  |  | 0.00 |

**Total**  
$7,477.00

TERMS: Payable in full in U.S. dollars upon receipt of invoice. A service charge of 1.5% per month (subject to a $30.00 minimum) will be assessed on any amount more that 30 days past due. Purchaser also agrees to pay any expenses, including, but not limited to, reasonable attorney's fee, court costs and other miscellaneous costs of collection, incurred by 4 Seasons Landscaping Plus, Inc. to collect any amounts due from purchaser.

A 50% down payment is required upon signing contract.  

**Signature**
# Landscape Agreement

**4 Seasons Landscaping**

815-475-7229

6139 Caton Farm Road, Yorkville, IL 60560

P: 815-475-7229  F: 815-475-7223

---

**Kendall County Facilities Management**

804 John Street

Suite B

Yorkville, IL 60560

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<table>
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<tr>
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<tr>
<td>Due on receipt</td>
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<th>Item</th>
<th>Description</th>
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<th>Qty</th>
<th>Cost Per</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pavers**</td>
<td>Memorial around flag pole and lunch area. Price includes labor to install brick pavers and base material, i.e. sand and gravel and brick. Price charged per square ft. 9 FT DIAMETER CIRCLE AROUND POLE AND 13 FT DIAMETER EATING AREA. Using Holland stone premier in herring bone style. Install Old Quarry wall. Both the wall and the patio (around flag pole) will have a banding. Price includes 7 LED lights. Price reflects prevailing wage. Includes plantings below.</td>
<td></td>
<td>1</td>
<td>12,247.00</td>
<td>12,247.00</td>
</tr>
<tr>
<td>Plantings**</td>
<td>Liberty hosta</td>
<td></td>
<td>9</td>
<td></td>
<td>0.00</td>
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<tr>
<td>Plantings**</td>
<td>Little lime hydrangeas</td>
<td></td>
<td>3</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Estimate Only</td>
<td>ESTIMATE ONLY! These prices are for a package deal. Price will differ if project is not done in full. * County will provide 120 volt outlet for lighting.</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
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**Total** $12,247.00

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**Terms**: Payable in full in U.S. dollars upon receipt of invoice. A service charge of 1.5% per month (subject to a $30.00 minimum) will be assessed on any amount more than 30 days past due. Purchaser also agrees to pay any expenses, including, but not limited to, reasonable attorney’s fee, court costs and other miscellaneous costs of collection, incurred by 4 Seasons Landscaping Plus, Inc. to collect any amounts due from purchaser.

---

A 50% down payment is required upon signing contract.

---

**Signature**
Our **IL600 series** installs anywhere you need light. Perfect for under the cap or within the wall. Installs safely on both wood and concrete surfaces, and the entire fixture is color matched.

The **IL600 series** installs into your masonry crack with a simple 7" masonry blade and a 1/4" masonry bit in minutes. When inserted, the fixture is retained with our Integral cleat.

**IL600.xxx.550 specifications**

- **construction**
  - 18g stainless steel 304
  - mono-color polyester powder coat in 8 colors
  - dimensions 8" width x 1/2" height

- **electrical**
  - Dual 1/2watt LEDs
  - 2400K Ultrawarm White
  - 12v AC Hybrid LED
  - No extra electronics to fail
  - 72" 18/2 lead attached

- The LED engineered specifically for magnetic transformers

covered by the Integral Lifetime Limited Warranty
COUNTY OF KENDALL
RESOLUTION NO. 2015-12

A RESOLUTION REQUIRING THE AUDIO RECORDING OF ALL STANDING COMMITTEE MEETINGS

WHEREAS, the Kendall County Board recognizes the importance and the need for an open and transparent government to serve its residents; and,

WHEREAS, the Kendall County Board is committed to transparency in the conduct of the public’s business; and

WHEREAS, the Kendall County Board has determined that it is in the best interest of the county to retain an audio recording of all standing committee meetings; and

WHEREAS, Kendall County shall retain audio recordings of standing committees for a period of three years; and

WHEREAS, the Kendall County Board shall not replace the official meeting minutes compiled by the clerk with audio recordings but utilize technology to assist in promoting accountability and transparency; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF KENDALL COUNTY, ILLINOIS, as follows:

The audio recording of all standing committee meetings is hereby adopted by the County Board of Kendall County.

ADOPTED BY THE COUNTY BOARD OF TRUSTEES OF KENDALL COUNTY

THIS SEVENTEENTH DAY OF MARCH, 2015.

John A. Shaw  
County Board Chairman

Attest:

Debbie Gilletté  
County Clerk
County of Kendall

RESOLUTION 2014-14

A RESOLUTION ADOPTING REVISIONS TO THE
KENDALL COUNTY WEBSITE TRANSPARENCY POLICY

WHEREAS, the Kendall County Board recognizes the importance and the need for an
open and transparent government to serve its residents; and

WHEREAS, the Kendall County Board is committed to transparency in the conduct of
the public's business; and

WHEREAS, the Kendall County Board has developed standards for the Kendall County
website to provide the public with information in an accountable and transparent
manner; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF KENDALL
COUNTY, ILLINOIS, as follows:

The Kendall County Website Transparency Policy as revised, attached hereto and
made a part of as Exhibit “A”, is hereby adopted by the County Board of Kendall
County.

ADOPTED BY THE COUNTY BOARD OF TRUSTEES OF KENDALL COUNTY THIS
15 DAY OF APRIL, 2014.

Attest:

John Shaw          Debbie Gillette
County Board Chairman  County Clerk
EXHIBIT A
KENDALL COUNTY WEBSITE TRANSPARENCY POLICY
County of Kendall
County Board Policy

Policy Subject: County Website Transparency
Date Adopted: April 16, 2013
Adopted revisions: April 15, 2014

I. Purpose
This policy provides guidance as to how the County Board presents public information in a transparent and accountable manner, with emphasis on openness, ethics, and fiscal responsibility. This policy is a minimum standard and should not inhibit other public information presented on the County's website by Kendall County departments, Kendall County elected officials, Kendall County Board of Health, and Kendall County Forest Preserve District.

II. Effective Date
The provisions of this Policy shall be applicable on or after April 16, 2013.

III. Procedures/Guidelines
As part of the commitment of the County Board to open, transparent and honest government, the County website at www.co.kendall.il.us shall include the following information and documents accessed by a link named "Transparency" on the website homepage.

1. Elected & Administrative Officials
The County website shall include contact information, including name, department or office, job title, mailing address, facsimile number, telephone number, and an electronic contact method for all elected County Board members, elected officials, appointed administrators, directors and department heads for all County operations.

2. Meeting Information
The County website shall comply with the Illinois Open Meetings Act. The County website shall include the annual meeting schedule and monthly calendar for all meetings of the County Board and its advisory committees. The County website shall also identify the current County Board committee assignments. The monthly calendar will be available for viewing in electronic format and printable format. The updated electronic monthly calendar shall present agendas for all meetings of the County Board's advisory committees. The website shall also include agendas, packets, minutes, audio and video recordings of all open sessions of County Board meetings. Meeting dates may be changed, and meetings may be canceled, subject to the
requirements of the Open Meetings Act. The County shall use its best efforts to promptly update the County’s website to notify the public of any canceled or rescheduled meetings.

The County Board meeting agendas, packets and minutes shall remain available on the County’s website for a minimum of four years after completion of the County Board meeting. Audio and video recordings of open sessions of County Board meetings shall remain on the County’s website for at least one calendar year after completion of the County Board meeting. Once per year, the County Clerk shall remove all audio and video recordings that have been on the County’s website for at least one calendar year. Subsequently, the County Clerk shall apply to the Illinois Records Commission for disposal of all audio and video recordings of open sessions that have been removed from the County’s website.

3. Public Records
The County website shall include the name, department or office, job title, mailing address, telephone number, and an electronic contact method for all County Freedom of Information Act (FOIA) Officers, along with the mailing address, facsimile number, and electronic submission method for FOIA requests.

4. Budgets
The County website shall include the detailed budget for the current fiscal year, along with the detailed budgets for a minimum of four prior fiscal years.

5. Financial Audits
The County website shall include the County’s Annual Audited Financial Reports for a minimum of four years after the County’s auditor presents the Audited Financial Report to the County Board.

6. Expenditures
The County website shall include the County’s bi-monthly claims reports starting April 16, 2013 showing County expenditures approved by the County Board to all individuals and third-party vendors. The claims reports should include the name of the payee, a brief description of expenditure, the amount of expenditure, and the line item account number. Bi-monthly claims will remain on the County’s website for a minimum of four years after the County Board has approved the claims.

7. Salary & Benefits
Starting with Fiscal Year 2013, the County website shall display total compensation for each County budgeted position per fiscal year in accordance with Public Act 97-0609. Each County budgeted position will be displayed by position and department or office. County paid benefits shall be shown in separate categories, including, total compensation, budgeted salary, clothing allowance, health and dental insurance, life insurance, pension, FICA, and Medicare. In addition, annual vacation days, annual personal and sick days, and annual number of holidays will be shown for each County
budgeted position. This information shall be updated within six (6) business days after the beginning of each fiscal year and shall remain available on the County’s website for a minimum of three years after the information has been posted on the County’s website.

8. Contracts
The County website shall include a list of all vendor contracts over $30,000 approved by the County Board starting April 16, 2013. The vendor’s name, the awarding office or agency, the dollar value of the contract, and a brief description of the goods or services provided shall be listed on the County website. The list of vendor contracts shall remain available on the County’s website for three years after the contracts have been executed by the parties.

The County website shall also display the current union contracts for all bargaining units. The union contract will remain posted on the website until a new union contract is approved and ratified by the bargaining unit, the Kendall County Board and the respective elected official.

9. Lobbying
The County Board does not currently have a contract with a certified lobbyist. The County Board, Elected Officials and multiple departments have memberships with various associations. Each January, the County website shall be updated to include all association memberships provided by the Kendall County Board, Kendall County elected officials and Kendall County departments.

10. Taxes and Fees
Each January, the County website shall be updated to include the current fee schedule submitted by Kendall County elected officials and Kendall County departments, the prior year’s actual property tax rate, the following year’s estimated property tax rate, and Kendall County sales tax rates for public safety and transportation. This information will be listed on the County website in a user-friendly format.
Kendall County Job Description

TITLE: Director
DEPARTMENT: Technology Services
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
COUNTY BOARD APPROVED: / /2015

I. Position Summary and Primary Purpose:
The position is responsible for all matters pertaining to Technology Services including staffing, system analysis, programming and developing enhancements based on the technology information needs of the County.

II. Essential Duties and Responsibilities:
A. Manages the information technology department in accordance with organizational policies and goals.
B. Directs, motivates and evaluates department personnel.
C. Ensures proper maintenance of information systems, including communication lines, equipment, effective back-up and security, and upgrades as necessary.
D. Evaluates overall operations of computing and information technology functions and recommend enhancements.
E. Assist managers and business operations utilize and facilitate systems to improve efficiency and that allows optimal utilization of County resources.
F. Ensures proper hardware maintenance of all county computer systems and keeps computer equipment, hardware, and software updated to meet organizational needs.
G. Negotiate with outside vendors and contractors, and review and approve major contracts for computing and information technology services and equipment.
H. Identify emerging information technologies to be introduced within the organization.
I. Serve on planning and policy-making work groups.
J. Oversee provision of end-user services, including help desk technical support services.
K. Develop and implement all IT policies, procedures and best practices, including written protocols and guidance to IT staff and to end-users.
L. Be prepared to serve as an alternate for technology staff an interim basis in the event a position is vacant.
M. Other duties as assigned by the County Administrator or as specified in adopted policies.

III. Skills, Knowledge and Abilities:
A. The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
B. Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations, configuration of computer hardware, including but not limited to LAN and WAN capabilities.
C. Knowledge of contracting, negotiating, and change management.
D. Ability to motivate teams and staff and simultaneously manage several projects.
E. Ability to participate in and facilitate group meetings.
IV. Work Standards and Best Practice Guidelines:
A. Adheres to all work and safety polices and governing policies and procedures established by the County Board.
B. Commitment to quality results and customer focused.
C. High degree of professionalism and demeanor.
D. Proven time management skills.

V. Education and Experience:
A. Bachelor’s degree preferred and 3 or more years experience as a manager or director of an information technology department; previous governmental experience in technology and information systems is a plus.
B. Experience in strategic planning, execution and implementation of information technology integration in a large environment.

VI. Physical Demands:
While performing the duties of this job, the employee is frequently required to sit for long periods of time. The employee must occasionally lift and/or move more than 20 pounds. Stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; talk, hear and close and distance vision. Ability to travel independently to other County office locations.

VII. Primary and Secondary Work Station:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to inside environmental conditions. The noise level in the work environment is quiet to moderate.