KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING

Kendall County Office Building, Rooms 209 & 210
Tuesday, December 1, 2015 at 6:00 p.m.

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month’s Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. Citizens to Be Heard
9. New Business
10. Old Business
11. Standing Committee Reports
   A. Administration/HR
   B. Economic Development
   C. Finance Committee
   D. Judicial/Legislative
      1. Approve County Board Oversight Restoration Ordinance
   E. Animal Control
      1. Approval of Animal Control Part-time Office Assistant job description
   F. Health & Environment
   G. Standing Committee Minutes Approval
12. Special Committee Reports
   A. Historic Preservation
   B. UCCI
   C. Kencom Executive Board
   D. Housing Authority
13. Chairman’s Report
    Appointments
    Announcements
14. Executive Session
15. Other Business
16. Citizens to be Heard
17. Questions from the Press
18. Adjournment
The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, November 3, 2015 at 6:25 p.m. The Clerk called the roll. Members present: Chairman John Shaw, Bob Davidson, Elizabeth Flowers, Judy Gilmour, Scott Gryder, Dan Koukol, Matthew Prochaska, John Purcell, and Jeff Wehrli.

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

THE MINUTES

Member Gilmour moved to approve the submitted minutes from the Adjourned County Board Meeting of 10/6/15. 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 Gryder 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.

CITIZENS TO BE HEARD

Todd Milliron stated that the board is going to be voting on CBIZ option #2 and he has presented a HRA proposal that will dovetail with that option. He encouraged the board to consider offering it as an option that would work well for an employee hired on midterm and down the road it may be something that the county would want to implement.

OLD BUSINESS

Indemnification Payment Settlement

Member Purcell made a motion to approve the indemnification payment agreement and mutual release for the Nelson v. Kendall County et al., 10 MR 143 and Nelson v. Kendall County State’s Attorney’s Office, 11 MR 146. Member Gryder 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 IGAM 15-38 is available in the Office of the County Clerk.

STANDING COMMITTEE REPORTS

Planning, Building & Zoning

Member Gryder stated that they did not have anything to report.

Public Safety

Member Prochaska stated that they will meet on Monday and on the agenda they will be discussing the medical care at the jail and the firing range. Mr. Prochaska announced that the missing child was found and the Sheriff’s office will be issuing placard for drivers that are deaf or only speak Spanish.

Administration/HR

Health Insurance Plan

Member Purcell made a motion for the approval by the County Board to offer two health plans – Blue Cross Blue Shield’s HMO and High Deductible PPO with Health Savings Plan – to all non-union staff starting with plan year January 1, 2016, and the County will contribute 50% of applicable high deductible to the Health Savings Account in January 2016 and 50% in July 2016 for all employees enrolled in the High Deductible PPO with Health Savings Plan as of January 1, 2016. Contributions will be pro-rated for employees eligible for enrollment in the plan after January 1, 2016. Member Gryder seconded the motion.

Members discussed contributing 100% of the deductible from day one.
Member Davidson moved to amend the motion to contribute 100% of the High Deductible PPO with Health Savings Plan: $3,000 for a family and $1,500 for an individual beginning on January 1, 2016 with a pro-rated amount for employees enrolled after January 1, 2016. Member Gryder seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

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

**Facilities**

Dewberry Architects - B102-2007 Contract

Member Davidson moved to approve the B102-2007 three (3) year contract – Standard form of Agreement between owner and architect without a predefined scope of architect's services between Kendall County, the Kendall County Public Building Commission and Dewberry Architects Inc. Member Purcell seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Dewberry Architects – A201-2007 General Conditions

Member Davidson moved to approve the A201-2007 General Conditions of the contract for construction between Kendall County, the Kendall County Public Building Commission and Dewberry Architects Inc. Member Gilmour seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Dewberry Architects – Task Order #1

Member Davidson moved to approve task order #1 to Dewberry Architects Inc in the amount of $221,000.00 for the Kendall County Public Safety Center Jail and Courthouse Security Systems Replacement. Member Gryder seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Lionheart Critical Power System

Member Davidson moved to approve the 2016 Generator System Preventative Maintenance Contract with Lionheart Critical Power Systems in the amount of $9,170.00. Member Purcell seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Lionheart Power Systems

Member Davidson moved to approve the 2016 U.P.S. Systems Preventative Maintenance Contract with Lionheart Power Systems in the amount of $2,779.00. Member Purcell seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

**Economic Development**

Member Koukol stated that they did not have a report.

**Finance**

CLAIMS

Member Gryder moved to approve the claims submitted in the amount of $781,877.17 and Petit and Grand Juror claims in an amount of $ 7,575.00. Member Davidson seconded the motion.

**COMBINED CLAIMS**: FCLT MGMT $78,349.51, B&Z $3,386.73, CO CLK & RCDR $3,943.56, ELECTION $3,720.34, ED SRV REG $1,599.49, SHRRF $6,689.00, CRRCTNS $18,847.60, MERIT $617.00, EMA $1,322.34, CRCT CT CLK $7,180.76, JURY COMM $152.41, CRCT CT JGD $3,731.76, CRN $1,380.01, CMB CRT SRV $16,119.81, ST ATTY $10,839.62, SPRV OF ASSMNT $7,194.42, EMPLY HLTH INS $336,214.60, OFF OF ADMIN SRV $87.96, CO BRD $373.08, TECH SRV $9,944.64, LIABIL $39,129.23, CO CLRK DEATH CERT SRCHRG $1,412.00, REC DOC STRG $187.85, HIDTA $3,930.21, CO CMSRY FND $89.82, LAW LBRY $6,402.81, CRCT CLRK DOC STRG $4,500.00, CRT AUTOMA $48,656.00, CHLD SPPRT CLLCT EXP $8,925.00, PRBTN SRV $7,252.51, GIS $1,561.33, KAT $836.00, CO RSRV FND EXP $3,202.10, EMPLOY BNFT PRGM EXP $1,578.66, VAC $4,582.22, SHRRF VHCL FND $178.50, CRN $89.82

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

**Display FY 2015-2016 Tentative Budget**
Member Purcell made a motion to approve the County Board filing the tentative FY 2015-2016 Budget and Appropriation with the Kendall County Clerk showing a deficit in the amount of $1,440,407.00. Member Gryder seconded the motion.

It was stated that this is putting a tentative budget on display as required before the members can vote on it. The Finance Committee is still working on making changes to the budget. Members discussed the Health Department contribution for benefits.

Chairman Shaw asked for a roll call vote on the motion. All members present voting aye except Flowers and Wehrli. **Motion carried 7-2.**

**Judicial/Legislative**

Member Prochaska did not have a report.

**Animal Control**

Member Prochaska stated that they went through the budget and operating reports.

**Health & Environment**

Member Gilmour stated that the minutes are in the packet from the October 19, 2015 meeting.

**STANDING COMMITTEE MINUTES APPROVAL**

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

**SPECIAL COMMITTEE REPORTS**

**Historic Preservation**

Member Wehrli said that they did not meet; they did not have a quorum. They will be discussing reducing the number of members.

**UCCI**

Member Prochaska informed the board that they meet on November 16th. They had an education seminar in October.

**Kencom Executive Board**

Member Gilmour announced that Lynette Bergeron has been appointed Director of Kencom and Jen Stein the Assistant Director.

**Housing Authority**

Member Prochaska stated that the confirmatory audit by the US Department of Housing and Urban Development came up with no deficiencies.

**River Valley Workforce Investment Board**

**Intergovernmental Agreement**

Member Koukol moved to approve the resolution authorizing renewal of the Kane, DeKalb, and Kendall County Workforce Development area under the Workforce Innovation and Opportunity Act & Execution of the Intergovernmental Agreement regarding the same for the period of July 1, 2015 to June 30, 2016. Member Purcell 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 Resolution 15-44 is available in the Office of the County Clerk.

**CHAIRMAN’S REPORT**

Chairman Shaw did not have anything to report.

**ADJOURNMENT**

Member Gryder moved to adjourn the County Board Meeting until the next scheduled meeting. Member Koukol seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**
Approved and submitted this 16th day of November, 2015.

Respectfully submitted by,
Debbie Gillette
Kendall County Clerk
Call to Order
The Budget and Finance Committee was called to order by Chair John Purcell at 5:32 p.m.

Committee Members Present: John Purcell, Robert Davidson, Elizabeth Flowers, Matthew Prochaska

Committee Members Absent: Scott Gryder

Others Present: Latreese Caldwell, Jim Smiley, Jeff Wilkins

Claims Review and Approval – Member Davidson made a motion to forward for approval of the claims in an amount not to exceed $2,102,184.67 and approval of Grand Juror Claims in an amount not to exceed $750.00, second by Member Flowers. With all in agreement, the motion carried.

Department Heads and Elected Official Reports - None

Items from Other Committees

Facilities Management – Jim Smiley approached the committee regarding hiring a temporary full-time employee to cover work done by a permanent full-time employee that is currently on workers compensation. Discussion on the funding for the hiring of one temporary full-time Facilities Management Technician Level I position at $18.00 per hour, not to exceed four months of employment. This item was also approved by the Facilities Management Committee and will be on the County Board agenda.

Items of Business

➢ **Recommend Authorization engagement letters for audit of financial statements of the County, Circuit Clerk and Downstate Operating Assistance Program** – Member Purcell said that these are the engagement letters for the current auditor. Member Flowers made a motion to forward to the County Board the Authorization of engagement letters for audit of financial statements of the County, Circuit Clerk and Downstate Operating Assistance Program, second by Member Prochaska. With all voting aye, the motion carried.

➢ **Recommend budget transfer of $13,921.74 from General Fund contingency line item 0102 037 6999 to General Fund Admin Services line item 0102 030 6572 for Baxa vs. Kendall County Settlement** – Member Prochaska made a motion to forward to the County Board the budget transfer of $13,921.74 from General Fund contingency line item 0102 037 6999 to General Fund Admin Services line item 0102 030 6572 for Baxa vs. Kendall County Settlement, second by Member Purcell. With all voting aye, the motion carried.
030 6572 for Baxa vs. Kendall County Settlement, second by Member Flowers. **With all in agreement, the motion carried.**

- **Resolution Establishing a Fixed Asset Capitalization Policy** – Jeff Wilkins explained this as a recommendation from the auditors and said that he drafted the document using examples he received from the auditors. Member Prochaska made a motion to forward for approval Establishing a Fixed Asset Capitalization Policy, second by Member Flowers. **With all in agreement, the motion carried.**

- **FY2016 Budget** – Latreese Caldwell said she received two additional requests increasing the FY 2016 budget as follows:

  - County Clerk – Debbie Gillette stated that she did not include $1500.00 in her FY2016 budget for the training of Election judges on same day voter registration.

  - Facilities Management – Jim Smiley approached Ms. Caldwell on November 12, 2015 stating that he needed to increase the electricity expenditure budget line by $15,000. The budget Mr. Smiley submitted and the budget he presented to the Finance Committee at the budget hearing was off by $15,000, and Ms. Caldwell was not notified until today regarding this issue. This increase was based on an increase in wattage, and his prediction of FY 2015 end of year projections.

  Further discussion on the funding for the Facilities Management request to use FY2015 funds to purchase a new Kubota tractor, brush, cab and heater from DEKANE Equipment Corp, in the amount of $19,700.00 from the facilities management capital fund, for snow removal, lot cleaning, etc. instead of parking lot resurfacing or patching. This item was approved by the Facilities Management committee, and will be on the County Board agenda.

**Other Business** - None

**Public Comment** – None

**Questions from the Media** – None

**Action Items for County Board**

- Approval of the claims in an amount not to exceed $2,102,184.67 and approval of Grand Juror Claims in an amount not to exceed $750.00

- Authorization of engagement letters for audit of financial statements of the County, Circuit Clerk and Downstate Operating Assistance Program
- Authorize budget transfer of $13,921.74 from General Fund contingency line item 0102 037 6999 to General Fund Admin Services line item 0102 030 6572 for Baxa vs. Kendall County Settlement

- Authorize Resolution Establishing a Fixed Asset Capitalization Policy

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

**Executive Session** – None needed

**Adjournment** – Member Flowers made a motion to adjourn the Budget and Finance Committee meeting, second by Member Prochaska.  **The meeting adjourned at 7:04 p.m.**

Respectfully submitted,

Valarie A. McClain
Administrative Assistant/Recording Clerk
Kendall County Job Description

TITLE: Part-time Office Assistant
DEPARTMENT: Animal Control
REPORTS TO: Animal Control Director
FLSA STATUS: Non-Exempt
REVISED: In Process

Position Summary and Primary Purpose:
Under the supervision of the Animal Control Director this position provides administrative and accounts receivable support in the areas of financial record keeping, data entry, answering phones, greeting customers and office procedures.

I. Essential Duties and Responsibilities:
A. Direct contact and liaison for the Animal Control department including greeting customers and answering phone calls.
B. Reply to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, lost animals / pets.
C. Complete daily deposit and submit documentation to Treasurer's office.
D. Record, balance and deposit fees and donations, track receipts to appropriate account numbers, including maintaining spreadsheets for such financial transactions.
E. Create and maintain accounting records using QuickBooks.
F. Order and manage office supplies, process accounts payable vouchers and track inventory.
G. Update various Animal Control informational lists for public and organizational distribution.
H. Ensures that employee timesheets are competed, accurate and submitted to the payroll in Treasurer's office on time.
I. Responsible for all inter-office and outgoing mail.
J. Provides backup support to Animal Control Director.
K. Assists staff and department with other duties as needed or assigned by supervisor.

II. 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. Requires the ability to independently work to project completion and follow guidance.
C. Proficient knowledge of MS Word, Excel, Outlook, QuickBooks.

III. Work Standards and Best Practice Guidelines:
A. Display a positive, cooperative, and team oriented attitude, committed to working in a safe and quality environment.
B. Comply with all State and County policies and standard operation procedures.
C. Must possess excellent prioritization skills and the ability to stay focused.

IV. Education and Experience:
A. High School diploma or equivalent
B. Two to three years general office experience including accounts receivables.
C. Must have and maintain a valid driver’s license.

VI. **Physical Demands:**
While performing the duties of this job, the employee is frequently required to sit for more than two hours. The employee is continuously exposed to animal noise, hair and smells. Must must occasionally lift and/or move more than 15 pounds. Stand; walk; use hands, stoop; kneel; talk, hear; and drive for errands may be required.

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 and those associated with hazards related to being around hyperactive pets and animals. The noise level in the work environment is noisy to moderate noisy.
CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour at 9:05 a.m.

ROLL CALL
Committee Members Present: Dan Koukol, Judy Gilmour  
A quorum was not established to conduct official business.

Committee Members Absent: Elizabeth Flowers, Matthew Prochaska, John Purcell

Others Present: Megan Andrews, Kendall County Soil & Water District, Steve Curatti, Program Administrator, KC Health Department, Dr. Amaal Tokars, KC Health Department Executive Director Jeff Wilkins

APPROVAL OF AGENDA – A quorum was not established to conduct official business

APPROVAL OF MEETING MINUTES – A quorum was not established to conduct official business

STATUS REPORTS

- **Health Department** – Steve Curatti, Health Department Program Administrator, provided information about the Elder Social Support Group that was recently created by the Health Department. Mr. Curatti said that a senior citizen that they serve in the Health Department approached them about establishing a group whose goal would be to promote neighborly support and connection of seniors in Kendall County who receive service through the Transitions Program. Members would meet at the Health Department once a month, and a Mental Health Professional staff member would be involved in each meeting, and then the members may choose to add their name to a calling tree to receive a weekly phone call from another group member. As the phone tree grows, each member will be asked to contact another elder member in the community. Dr. Tokars stated that this is a psycho-social group of very educated members that are involved in any of the Health Department services, and is at no cost to the members. Mr. Curatti explained that the concepts of the Health Department Transitions Program.

- **Soil & Water** – Megan Andrews reviewed information on the Illinois Nutrient Loss Reduction Strategy (NLRS), and explained what is nutrient pollution, how Illinois...
addressing the problem, what the strategy calls for, how the NLRS was developed, and additional resources regarding the issue.

Ms. Andrews listed the Key Strategy Components as:

- Extends ongoing regulatory and voluntary efforts
- Identifies priority watersheds for nutrient loss reduction efforts
- Establishes the Nutrient Monitoring Council to coordinate water quality monitoring efforts by government agencies, universities, non-profits, and industry
- Creates the Nutrient Science Advisory Committee to develop numeric nutrient criteria for Illinois waters
- Forms the Agricultural Water Quality Partnership Forum to oversee outreach and education efforts
- Establishes the urban Stormwater Working Group to coordinate and improve stormwater programs and education
- Lays out strategies for improving collaboration among government, non-profits, and industry
- Defines a process for regular review and revision

➤ Water Related Groups – Jeff Wilkins gave highlights on the Northwest Water Planning Committee, and provided the minutes from the Executive meeting held on September 10, 2015.

CHAIRMAN’S REPORT – Chair Gilmour reviewed the 2016 meeting dates, and stated that there might be meeting date changes in the new year due to conflicts with uCCI and ICRMT meetings in Springfield.

OLD BUSINESS – None

NEW BUSINESS - None

PUBLIC COMMENT – None

ACTION ITEMS – None

EXECUTIVE SESSION – None Needed

ADJOURNMENT- The meeting was adjourned at 9:53 a.m.

Respectfully Submitted,
Valarie McClain
Administrative Assistant/Recording Secretary