1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Citizens to Be Heard
6. New Business
   A. Approve a Cooperative Farm Lease Agreement #15-11-001 by and between the Kendall County Forest Preserve District and Trenton Toftoy for the lease of 99.42 acres of Forest Preserve property for a total amount of $29,826, and 18.44 acres of Kendall County property for a total amount of $5,532
7. Old Business
   A. Authorize Fiscal Year 2016 renewal with Il Counties Risk Management Trust for Property, Liability and Worker’s Compensation coverage with self insurance retention of an amount not to exceed $250,000 for worker’s compensation
8. Standing Committee Reports
   A. Finance Committee
      1. Approve claims in an amount not to exceed $1,405,329.89, approval of additional claims in an amount not to exceed $13,397.14 and Grand Juror claims in an amount not to exceed $2,675.00
      2. Approval of recommendation of FY 2015-2016 Combined Annual Budgets and Appropriations Ordinance for all funds in an amount not to exceed $77,000,000
      3. Approve Benefits Reimbursement Policy
   B. Public Safety
      1. Approve a 2 year extension of the current Vehicle Maintenance Agreement between the County of Kendall, the Kendall County Sheriff and Gjoviks Ford, Inc for Vehicle Maintenance Services effective December 1, 2015 through November 30, 2017 not to exceed the Kendall County Sheriff’s Office Vehicle Maintenance Service RFP awarded amounts of: $18.89 per vehicle periodic maintenance/oil change/filter/lube/safety inspection performed; $16.89 per vehicle tire rotation performed; $39.89 per vehicle wheel alignment performed; 26% parts discount on repairs performed and a labor rate of $58.75 per hour.
   C. Animal Control
      1. Approval of Animal Control Part-time Office Assistant job description
      2. Approval of the proposed FY 2016 Animal Control budget
9. Other Business
10. Chairman’s Report
11. Executive Session
12. Citizens to be Heard
13. Questions from the Press
14. Adjournment
FARM LEASE AGREEMENT #15-11-001

Fox River Bluffs Property

This AGREEMENT is made this 17th day of November, 2015 between the KENDALL COUNTY FOREST PRESERVE DISTRICT, 110 West Madison Street, Yorkville, IL, 60560 and the COUNTY of KENDALL, 111 West Fox Road, Yorkville, IL, 60560, both Bodies Corporate and Politic (hereinafter "Licensors"), and, Trenton Toftoy of 407 Meadow Lane, Newark, IL 60541, (hereinafter "Licensee"), including all heirs and assigns, collectively referred to as the "Parties".

WHEREAS, Kendall County and the Kendall County Forest Preserve District are the owners of certain lands situated in the County of Kendall, Township of Fox, and State of Illinois described as:

PIN#: 01-36-400-010, 04-01-200-006; and

WHEREAS, in acquiring this property, the Kendall County Forest Preserve District assumed a farm lease agreement with the Licensor for 2015 farming activities on 99.42 acres of farmland; and

WHEREAS, Kendall County is the owner of certain lands situated in the County of Kendall, Township of Fox, and State of Illinois described as the Eldemain and Fox Road right-of-way conveyed to the County of Kendall by a Warranty Deed recorded March 20, 2015 as Document #201500004183 containing 18.44 acres currently under agricultural production; and

WHEREAS, Licensee desires to use the above-described real estate, for farming purposes, and Licensors desire to have the real estate farmed; and

WHEREAS, Licensee plans to plant soybeans in 2016, which is necessary to support plans for cropland conversion of the area known as the Fox River Bluffs Forest Preserve; and

WHEREAS, both Licensee and Licensors hereby agree that there are 117.86 tillable acres suitable for row crops on the above referenced parcels, these tillable acres hereinafter referred to as the ‘Subject Property’ as is identified in the attached Exhibit A.

NOW, THEREFORE, in consideration of the grants, covenants, and conditions of this Agreement, IT IS HEREBY AGREED AS FOLLOWS:

1. **Incorporation:** The proceeding introductory language is made a part hereof and incorporated herein.

2. **License & Term:** the Licensors hereby grant to the Licensee a farm License in exchange for the following goods, services, and considerations, submitted as a use fee for a term of one (1) year, beginning on January 1, 2016, and ending on December 31, 2016 subject to the conditions and limitations hereinafter mentioned.
3. **Payment & Pricing:** Licensee shall pay Licensors a Base Rate of $300 per tillable acre for the License year. The Base Rate shall be payable no later than May 30, 2016, and Licensee agrees that failure to pay by this date constitutes a material breach of this License Agreement and may terminate this License.

4. **Crop Insurance:** Additionally, Licensee shall obtain Crop Insurance, which shall be any funds from a multi-peril or crop hail claim on the Subject Property collected by the Licensee, less the premiums paid on such policy(s).

5. **Limited License:** This Agreement grants only a contractual license to use the Subject Property under the terms and conditions state herein. Further, the rights granted by the County and District herein shall vest only in Licensee and no such rights shall vest in any of Licensee’s employees, agents, subcontractors or partners, if any. Nothing in this Agreement shall be construed to convey to Licensee any legal or equitable interest in the Subject Property.

6. **Taxes:** Licensors make no claims as to the tax status of the Subject Property. In the event the Subject Property should be assessed and taxed pursuant to the process outlined in 35 ILCS 205/19. it shall be the obligation of the Licensee to pay such taxes as are incurred during the term of this license. In the event the Subject Property becomes taxable at any time during the term of this License, Licensee shall be required to pay those taxes that are incurred during the term of this License. At the termination of this Agreement, Licensee shall pay tax incurred during the term of this license, though not yet due and owing. Where taxes have yet to be determined, Licensee shall pay the estimated taxes based on 100% of the previous year’s taxes. Any such taxes shall be prorated as needed.

7. **Erodible Soils:** The Licensor agrees that the Licensee may, without further license on the part of the Licensor, use the Subject Property for the purpose of farming the land. If there are highly erodible soils on the Subject Property, the Licensee is responsible for maintaining the soil according to the methods adopted in Licensee’s farming plan approved by the Kendall County Soil and Water Conservation District. Said report must be submitted to the Licensor on or before ground breaking on the first year covered by this License. Failure to submit this report by this date may terminate this License.

8. **“As Is” Property:** The Licensee has inspected the Subject Property and structures prior to signing this Agreement and accepts the conditions of these “as is.”

9. **Farming Method:** The Licensee agrees to farm the Subject Property in a husband-like manner, utilizing conservation tillage methods.

10. **Records Requirement:** Licensee shall keep and provide to the Licensor the following records:

    A. Soil Samples – The Licensee shall conduct annual soil testing (2.5 acre grid), with such costs split evenly with the Licensor. Soil test results shall be due to the Licensor by December 30, 2015. The Licensee shall apply the minimum amount of fertilizer required to maintain the soil fertility at:

        i. For corn, P (phosphorus) shall be maintained at 80 pounds per acre and K (potassium) shall be maintained at 50 pounds per acre.
ii. For soybeans, P (phosphorus) shall be maintained at 50 pounds per acre and K (potassium) shall be maintained at 75 pounds per acre.

B. Global Positioning System data of crops and yields harvested.
C. Fertilizers and rates applied.
D. Pesticide applications, including dates of applications, types and amounts of pesticide used, fields treated, and the identity of the applicator for each application.

11. **Fertilizer Replacement**: Fertilizer replacement of P (phosphorus) and K (potassium) will be calculated using crop removal method as outlined in the Illinois Agronomy Handbook. Replacement of P and K for a crop year calculated on total nutrient removal per tillable acre and applied at the Licensee’s expense for product and application. No carry over credit will be allowed from previous year’s application.

12. **Limestone**: Lime shall be applied when pH level is less than 6.2. If Licensee reports the need to apply limestone to the Subject Property, the cost for the application will be presented to the District for consideration and approval prior to application, with material costs reimbursed by the District upon presentation of an invoice following application.

13. **Notice**: Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by certified mail or personal service and received. Notice should be send to the following parties:

Licensor, send to:

Jeff Wehrli, President
Kendall County Forest Preserve District
110 W. Madison Street
Yorkville, Illinois 60560

County Board of Kendall County
111 Fox Street
Yorkville, Illinois 60560
ATTN: County Administrator

with a copy to:

Kendall County State’s Attorney
Kendall County Courthouse
807 John Street
Yorkville, Illinois 60560

Licensee send to:

Trenton Toftoy
407 Meadow Lane,
Newark, IL 60541

14. **Buffer**: It is agreed that the tillable land on this farm should be devoted to row crops. The Licensor may require an un-tilled buffer a minimum of 10 feet from certain woodlands or waterways. This buffer shall be planted with a cover crop by the Licensee at the inception of this Licensee with a seed mix approved by Licensors.
15. **Pesticide Use:**

A. Licensee shall, and shall cause all other persons working on the Subject Property, to follow all label instructions of any pesticides used on the Subject Property. Upon signing this Agreement, Licensee shall supply Licensors with a copy of a valid State of Illinois pesticide applicator’s license for each person who will be applying pesticide on the Subject Property during the term of this Agreement. If any such licenses expire during the term of this Agreement, Licensee shall be responsible for obtaining a renewal or new license to replace such an expired license and shall promptly provide Licensors with a copy thereof.

B. No pesticides shall be stored on the Subject Property unless they are in original, labeled containers, and then only during the period during which such pesticide is applied, which shall not exceed ten (10) days.

C. Licensee shall provide Licensors with a record of pesticide applications, including dates of applications, types and amounts of pesticide used, fields treated, and the identity of the applicator for each application.

D. Licensee is responsible, at the Licensee’s sole expense, to repair any damage done to native vegetation due to pesticide drift and to repair rutting caused by farm equipment in non-tilled areas owned by the Licensor.

E. Licensee agrees to indemnify, defend with counsel, and hold harmless the Licensors for all claims, demands, damage, judgments, fees (including attorneys’ fees) and costs that may arise out of Licensee’s application of pesticides on the Subject Property. Pursuant to 55 ILCS 5/3-9005, any attorney representing the Licensor pursuant to this paragraph must first be approved by the Kendall County State’s Attorney and shall be appointed as a Special Assistant State’s Attorney.

16. **Hazardous Materials:** Licensee shall comply with all federal, state, and local laws, ordinances, rules and regulations that regulate, restrict or prohibit any material defined therein as a hazardous, radioactive, toxic or carcinogenic material, substance, pollutant, or contaminant when using such materials on the Subject Property.

17. **Duty of Care:** The Licensee agrees to take care of the Subject Property, not to alter or change the physical landscape of the Subject Property and to farm and to maintain improvements in a careful and prudent manner.

18. **Termination:** The Licensee agrees that this License is purely a personal license to use the Subject Property for farming purposes. The Licensors may terminate this Agreement at any time and for any reason by giving thirty (30) days notice in writing to the Licensee. In the event of any termination, Licensors shall pay the Licensee for planted but unharvested crops on the Subject Property based on available Kendall County data for the average yield and unit price within Kendall County. Licensors will also reimburse Licensee for reasonable fertilizer and pesticide costs for planted but unharvested crops on the Subject Property, provided the Licensee presents fertilizer and pesticide receipts for these costs. Licensee hereby waives its rights to seek any other amounts from Licensors in the event the License is terminated.

19. **Services upon Termination:** Upon termination of this Agreement, Licensors may request the Licensee to provide services associated with restoration of the Subject Property, and Licensee agrees to provide such services. Such services may include plowing, herbiciding, tilling, seeding, and maintenance mowing.
20. **Right of Entry:** Licensors reserve the right to enter upon said land to inspect, make improvements thereon, and for any and all lawful purposes arising from the ownership of the land so long as it does not interfere with the rights of the Licensee, as provided in this License.

21. **Insurance & Liability:**
   
   A. Licensee shall obtain and continue in force, during the term of this Agreement, all insurance as set forth below. Each insurance policy shall not be cancelled or changed without thirty (30) days’ prior written notice, given by the insurance carrier to Licensors. On the Date of Execution, Licensee shall deposit with Licensors certificates evidencing the insurance it is to provide hereunder: (a) Comprehensive business automobile liability insurance in the minimum amount of $1,000,000 combined single limit; (b) Comprehensive excess liability insurance with a combined minimum single limit of $1,000,000 for each occurrence, with a minimum $1,000,000 aggregate; (c) Worker’s Compensation and Occupational Disease Disability insurance, in compliance with the laws of the jurisdiction where the work is being performed (only if Licensee employs any individuals to perform work on or related to the Subject Property); and (d) employer’s comprehensive general liability insurance for both personal injury and property damage in the minimum amount of $1,000,000 for each accident, (only if Licensee employs any individuals to perform work on or related to the Subject Property). Licensors shall be named as Additional Insureds on a Primary and Non-Contributory basis with respect to all liability coverage, as well as a waiver of subrogation with respect to all liability coverage, including workers’ compensation, in favor of Licensors. Also, Licensors shall be designated as the certificate holders. Proof of such coverage must be on file with the Licensor on or before March 31st of the first year of the License. Failure to submit such proof by this date may terminate this License at the sole discretion of the Licensor. All of the above insurance policies must cover all contractors hired by the Licensee to apply soil amendments, pesticides, or for other purposes, or the contractor must provide proof of insurance for the above referenced amount.

   B. Licensee shall obtain and maintain, at the Licensee’s expense, appropriate and adequate insurance coverage for the Licensee’s personal property in amounts determined by the Licensee to be adequate. Licensee shall provide a copy of all insurance policies to Licensor upon request of Licensor.

   C. Licensee agrees to defend with counsel of the Licensors’ own choosing, indemnify and hold harmless the Licensors, their past, present and future board members, elected officials, insurers, employees and agents against any and all liability, loss, costs, damages, judgments, liens and expenses (including attorney’s fees) which the Licensors, their past, present and future board members, elected officials, insurers, employees and agents may hereafter sustain, incur, or be required to pay, on account of (a) any failure on the part of the Licensee to perform or comply with any terms or conditions of this Agreement, or (b) any personal injuries or death or damages to property arising from, occurring, growing out of, incident to, or resulting directly or indirectly from the grant of this License or the use of the Subject Property or the structures by Licensee. The provisions of this section shall be in addition to, and shall not be limited by, the amounts of any insurance provided by Licensee pursuant to this Agreement.
22. **Assignment:** This License is not assignable or transferable to any person, company, or corporation, in whole or in part.

23. **Independent Contractor:** It is mutually agreed that the Licensee is an independent contractor, not subject to the control of the Licensor and is not an employee of the Licensor.

24. **Liens:** Licensee shall, and without any charge to the District or County, keep the Subject Property free of any and all liens against the Subject Property in favor of any person whatsoever for or by reason of any equipment, material, supplies or other item furnished, labor performed or other thing done in connection with Licensee’s use or occupancy of the Subject Property (a “Lien”). If the Subject Property becomes encumbered with any Lien, Licensor may, at Licensor’s option, terminate this Agreement or direct Licensee to remove any such lien from the subject property. Licensee shall remove such Lien promptly and, in any event, not later than five (5) days after being directed to do so in writing by Licensor. Licensor shall have the right to remove or satisfy any Lien upon the Subject Property at any time with or without notice to Licensee, and shall be reimbursed by Licensee within ten (10) days after such amount is incurred, any amount that Licensor incur to remove or satisfy the Lien, including the costs, expenses, attorneys’ fees, and administrative expenses incurred by Licensor in connection therewith or by reason thereof.

25. **Legal Compliance:** Licensee shall give all notices, pay all fees, and take all other action that may be necessary to ensure that all activities on the Subject Property are provided, performed, and completed in accordance with all applicable laws, statutes, rules, regulations, ordinances, and requirements, and all required governmental permits, licenses or other approvals and authorizations that may be required in connection with providing, performing, and completing such activities.

26. **Venue:** This Agreement shall be interpreted and enforced under the laws of the State of Illinois and the parties agree that the venue for any legal proceeding between them shall be Kendall County, Twenty-third Judicial Circuit, State of Illinois.

27. **Remedies:** In any action with respect to this Agreement, the parties are free to pursue any legal remedies at law or in equity. The prevailing party by 75% or more of damages sought, in any action brought pursuant to this Agreement shall be entitled to reasonable attorneys’ fees and court costs arising out of any action or claim to enforce the provisions of this Agreement.

28. **Illinois Prevailing Wage Act:** The Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”) requires employers to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at: http://www.state.il.us/agency/idol/rates/rates.html. To the extent that this Agreement results in Licensee performing covered work under the Act, Licensee shall comply with all requirements of the Act, including, but not limited to, all wage, notice, and record-keeping duties.

29. **Anti-Discrimination Compliance:** Licensee, his officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans
with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.

30. **Severability**: If any provision of this Agreement shall be held invalid, the validity of any other provision of this Agreement that can be given effect without such invalid provision shall not be affected thereby. The waiver of one breach of any term, condition, covenant or obligation of this Agreement shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

31. **Entire Agreement**: This Agreement represents the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.

32. **Waiver**: The waiver of one breach of any term, condition, covenant or obligation of this Agreement shall not be considered to be a waiver of that or any other term, condition, covenant or obligation or of any subsequent breach thereof.

33. **Prior Agreements**: All previous agreements between the Parties, whether oral or in writing, are hereby revoked. Neither party will seek to enforce any previous oral or written agreement between the Parties, regarding the lease or use of the Subject Property.

34. **Authority**: Each party represents and warrants that their representative, whose signature appears below, has the power and authority to enter into this agreement and to obligate the party to the terms of this agreement.

Licensor: Kendall County Forest Preserve District

By: [Signature] 
Jeff Wehrli, President

Licensor: Kendall County

By: [Signature] 
John Shaw, Kendall County Board Chairman

Licensee:

By: [Signature] 
Trenton Toftoy, Farm Operator

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Kendall County
10/27/2015
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TO: Chairman John Shaw
FROM: Undersheriff Harold O. Martin III
SUBJECT: Vehicle Maintenance Agreement
DATE: November 17th, 2015
CC: Sheriff Baird, file

Chairman Shaw,

We are currently coming to the end of our Vehicle Maintenance Agreement with Gjovik Ford Inc., of Sandwich, Illinois. This agreement comes to an end on November 30th, 2015, it does have a onetime extension of two (2) years that we would like to activate. This extension would push the Vehicle Maintenance Agreement with Gjovik Ford, Inc. from December 1st, 2015 to November 30th, 2017.

I have talked with Tom Conlin, General Manager Of Gjovik Ford Inc. and there would be no increase of any of the rates listed on the current agreement. Everything would stay at the current rates. I have checked at a number of locations and found this to be a very good price. We benefit from their Valet Service which saves us a considerable amount of Sworn Officer man hours per year. I would also interject that we have been extremely pleased with the quality of service that Gjovik Ford Inc. has provided us.

I would request that the Kendall County Board make a motion to approve and that you and Sheriff Baird sign a 2 year extension of our current Vehicle Maintenance Agreement between the County of Kendall, Kendall County Sheriff, and Gjoviks Ford Inc., for vehicle maintenance services effective December 1st, 2015 through November 30th, 2017 not to exceed the Kendall County Sheriff’s Office Vehicle Maintenance Service RFP awarded amounts of: $18.89 per vehicle periodic maintenance/oil change/filter/lube/safety inspection performed; $16.89 per vehicle tire rotation performed; $39.89 per vehicle wheel alignment performed; 26% parts discount on repairs performed and a labor rate of $58.75 per hour.
Attest:
Debbie Gillette
Kendall County Clerk

John Shaw
Kendall County Board Chairman

Contractual Services proposal from Erickson Construction

Member Gryder made a motion to accept the contractual services proposal from Erickson Construction for plumbing inspections at a rate not to exceed $140 per inspection. Member Cullick seconded the motion.

Member Purcell asked how many typical inspections are done on a residential property. Ms. Zubko stated that about 90 were done this year, the fee is charged to the county.

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

Public Safety

Award bid to Gjovik Ford Inc

Member Prochaska made a motion to award a bid for the Kendall County Sheriff's Office Vehicle Maintenance Service RFP relating to vehicle maintenance services to Gjovik Ford, Inc. in the amount of: $18.89 per vehicle PERIODIC MAINTENANCE/OIL CHANGE/FILTER/LUBE/SAFETY INSPECTION performed; $16.89 per vehicle TIRE ROTATION performed; $39.89 per vehicle WHEEL ALIGNMENT performed; all together equaling a TOTAL BASE BID OF $75.67 per vehicle with an additions 26% PARTS DISCOUNT on repairs performed and a LABOR RATE of $58.75 per hour. Member Purcell seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

Agreement with Gjovik Ford Inc

Member Prochaska made a motion to approve an Agreement between Kendall County, the Kendall County Sheriff and Gjovik Ford, Inc for Vehicle Maintenance Service for vehicle maintenance services effective January 1, 2014 through December 31, 2015 not to exceed the Kendall County Sheriff's Office Vehicle Maintenance Service RFP awarded amounts of: $18.89 per vehicle PERIODIC MAINTENANCE/OIL CHANGE/FILTER/LUBE/SAFETY INSPECTION performed; $16.89 per vehicle TIRE ROTATION performed; $39.89 per vehicle WHEEL ALIGNMENT performed; 26% PARTS DISCOUNT on repairs performed and a LABOR RATE of $58.75 per hour. Member Purcell seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

Memorandum of Agreement

Member Prochaska made a motion to adopt a Memorandum of Agreement between the County of Kendall, Kendall County Sheriff, David Geisen and the Illinois Fraternal Order of Police Labor Council to extend an unpaid leave of absence with conditional right to reinstatement to Deputy Geisen from December 1, 2013 to August 1, 2014. Member Gilmour seconded the motion.

Assistant State’s Attorney, Leslie Johnson informed that board that Deputy Geisen was injured in the line of duty in November of 2012. The injury has taken longer than anticipated to heal. The memorandum of agreement allows Mr. Geisen to be placed on an unpaid leave of absence with a conditional right to reinstatement. If Mr. Geisen is unable to return to work before August 1, 2014 then his employment with the county will cease automatically on August 2, 2014. The Sheriff can fill Mr. Geisen’s existing position; whenever there is an opening the Sheriff will provide written notice to Mr. Geisen letting him know that a position is available and he will have preferential right to reinstatement provided he has written notice from a qualified physician releasing him to return to full duty with no restrictions.

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

Administration/HR

Health Flexible Spending Account

Member Gilmour made a motion to approve the revised benefits policy to allow plan participants to carry over up to $500 of unused amount remaining in a Health Flexible Spending Account (FSA) at the end of the plan year to the

Co Board 12/17/2013 - 9 -
November 17, 2015

Scott J. Gjovik
Gjovik Ford, Inc
2600 US Route 34 East,
Sandwich, IL 60548

Dear Mr. Gjovik,

As you may be aware, the November 15, 2013 Vehicle Maintenance Agreement between Gjovik Ford, Inc. and Kendall County and the Kendall County Sheriff’s Office ("Kendall County") is set to expire on November 30, 2015. Pursuant to Paragraph 2 of the Agreement, the term of the Agreement may be extended for another two (2) year period upon written agreement of the parties.

At this time, Kendall County seeks to invoke the optional two (2) year extension for vehicle maintenance services as described within the Agreement, its RFP, exhibits and attachments.

If Gjovik Ford is in agreement with the extension of the above referenced Vehicle Maintenance Agreement, which would cause it to continue from the period of December 1, 2015 through November 30, 2017, then please sign below and forward the same to the Kendall County Sheriff’s Office within the next seven (7) days.

We appreciate the work that has been done thus far and look forward to the continuation of our relationship under this agreement.

KENDALL COUNTY SHERIFF’S OFFICE

Dwight Baird
Kendall County Sheriff

COUNTY OF KENDALL, ILLINOIS

John Shaw
Chairman, Kendall County Board

GJOVIK FORD, INC.

Title
KENDALL COUNTY
ANIMAL CONTROL

Wednesday, November 18, 2015 at 4:00PM
County Office Building
County Board Rooms 209-210
111 W. Fox Street; Yorkville IL

MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Jeff Wehrli at 4:05p.m.

Roll Call
Committee Members Present: Matt Prochaska - here, Lynn Cullick – here, Jeff Wehrli - here.
A quorum was established to conduct committee business.

Member Flowers arrived at 4:13p.m.

Committee Members Absent: John Purcell

Others present: Laura Pawson, Jeff Wilkins

Approval of Agenda – Motion made by Member Cullick to approve the agenda, second by Member Prochaska. With all in agreement, the motion carried.

Approval of Minutes – Member Prochaska made a motion to approve the October 21, 2015 meeting minutes, second by Member Cullick. With all in agreement, the motion carried.

New Business

- Recommend Animal Control Part-time Office Assistant job description – Jeff Wilkins reviewed the proposed part-time office assistant job description with the committee. Mr. Wilkins stated that Laura Pawson and Glen Campos conducted five interviews this week, and will narrow it to the top few candidates for a second interview. Mr. Wilkins will be involved in the second interview of candidates. Mr. Wilkins will forward the document to the State’s Attorney’s Office for review. Motion by Member Cullick, second by Member Prochaska to forward the item to the County Board for approval. With all in agreement, the motion carried.

- Review proposed FY 2016 budget – Mr. Wilkins reviewed the proposed FY 2016 budget with the committee, including the beginning balance, projected revenues, donations, staffing, and the anticipated transfer to the general fund for health insurance. Discussion on the building/capital improvement fund transfer.
Mr. Wilkins recommended a $15,000 transfer to the building fund. There was consensus by the committee to delay the transfer of any funds into the building fund for now, and to continue monitoring next year. Motion by Member Cullick to forward the proposed FY 2016 Animal Control budget to the County Board for approval, second by Member Flowers. With all in agreement, the motion carried.

**Census Report** – Laura Pawson reviewed the September census and bite/euthanasia reports with the committee.

<table>
<thead>
<tr>
<th>DOGS</th>
<th>OCTOBER</th>
<th>NOVEMBER TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intakes:</td>
<td>23</td>
<td>6</td>
</tr>
<tr>
<td>Adopted:</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Reclaimed:</td>
<td>16</td>
<td>5</td>
</tr>
<tr>
<td>Transferred:</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Euthanized:</td>
<td>1 (behavior)</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Dogs Available for Adoption: 8  
Total Unavailable Dogs: 2

<table>
<thead>
<tr>
<th>CATS</th>
<th>OCTOBER</th>
<th>NOVEMBER TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intakes:</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Adopted:</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Reclaimed:</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Transferred:</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Euthanized:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Cats Available for Adoption: 6 (3 cats/3 kittens)  
Total Unavailable Cats: 10 (1 cats/9 kittens, including 3 in foster care)

**Bite Report**

October/Total: 13 Dogs 5 Cats 2 Birds

**Visitors** October: 96

**Events/Reports**

October 18 and 25 Pictures in the Park ($1935.00 generated in donations)

December 15, 2015 Volunteer Orientation

January 19, 2016 Volunteer Orientation

Ms. Pawson presented the latest edition of the Animal Control newsletter – The Pawpurrazzi
**Operations Report** – Laura Pawson updated the committee on the potbelly pigs that were running-at-large in Plano, and were seized. Ms. Pawson transferred them to the Hooved Animal Humane Society in Woodstock, and posted a reclaim ad in the newspaper as directed by the state statute. The case is pending in the Kendall County court system.

**Accounting Report** – Mr. Wilkins provided an overview of the current financial report with the committee, and said that expenditures are running lower than in the past.

**Items for the County Board December 1, 2015 Meeting**

- Approval of Animal Control Part-time Office Assistant job description
- Approval of the proposed FY 2016 Animal Control budget

**Public Comment** – None

**Executive Session** – None Needed

**Adjournment** – Member Flowers made a motion to adjourn the meeting, second to the motion by Member Prochaska. *With all in agreement, the meeting was adjourned at 4:45p.m.*

Respectfully Submitted,

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

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.