



**COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
COUNTY OFFICE BUILDING
County Board Rooms 209-210**

**Thursday, March 16, 2017 at 4:00 PM
AGENDA**

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call:** Judy Gilmour, Matt Kellogg, Audra Hendrix, Matthew Prochaska, John Purcell, Bob Davidson, Elizabeth Flowers, Tony Giles, Scott Gryder, Lynn Cullick
- 3. Old Business**
- 4. New Business**
 - From February 21, 2017 County Board Meeting:*
 - *Approval of Modification to Revolving Fund Recapture Strategy*
 - *Acceptance of Audited Financial Statements and Reports by WIPFLI*
 - From Finance Committee:*
 - *Approve Compensation for Technology Analyst Position*
 - From Admin HR Committee:*
 - *Approve Technology Analyst Job Description*
 - *Approve Southern entrance to County Office Building (Fox Street) as Employee Only Entrance and the most Southern row of angled parking in the North parking lot of County Office Building as Customer Only Parking*
- 5. Public Comment**
- 6. Questions from the Media**
- 7. Chairman's Report**
- 8. Review Board Action Items**
- 9. Executive Session**
- 10. Adjournment**

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, February 16, 2017

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Vice Chair Lynn Cullick at 4:00p.m., who led the committee in the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived
Scott Gryder	Absent	
Lynn Cullick	Present	
Bob Davidson	Present	
Elizabeth Flowers	Absent	
Tony Giles	Present	
Judy Gilmour	Present	
Audra Hendrix	Present	
Matt Kellogg	Absent	
Matthew Prochaska	Present	
John Purcell	Present	

Others present: Sheriff Dwight Baird, ASA Leslie Johnson, Technology Director Scott Koeppel, and County Administrator Jeff Wilkins

OLD BUSINESS - None

NEW BUSINESS

From the Judicial Legislative Committee:

- *Recommend Board Rules of Order Change and Merger of Public Safety and Judicial Legislative Committees – Member Prochaska stated that this issue has been discussed at both committee meetings, and there was consensus by the members to combine the two committees into one committee. Discussion on the logistics, and the efficiency of combining the committees. Member Prochaska will survey attendees for both committees about a meeting day and time and report at the March 7, 2017 Board meeting. There was consensus by the committee to forward the item to the March 7, 2017 County Board meeting for further discussion and approval.*

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMANS REPORT – No report

REVIEW BOARD ACTION ITEMS – Add UCCI Report as 14E. Remove Health & Environment, Labor & Grievance and Admin HR committee reports for February 21, 2017.

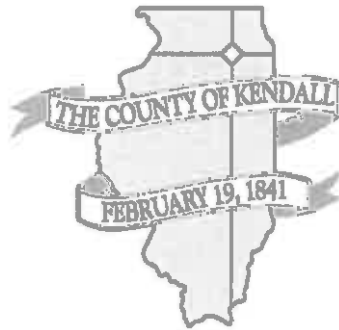
Member Prochaska reported that Coroner Jacquie Purcell has requested an additional credit card issued for her office. Member Prochaska asked that this item be added to the February 21, 2017 Board agenda under new business for approval. The committee agreed that \$2500 would be a sufficient limit on the credit card.

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 4:29p.m. Member Hendrix seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Recording Secretary

COUNTY OF KENDALL
REVOLVING FUND PROGRAM
RECAPTURE STRATEGY



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Revised: February 2017

KENDALL COUNTY RF RECAPTURE STRATEGY

A. Revolving Fund Goals and Objectives

1. Stimulate economic growth in the County of Kendall, Illinois, by assisting with the retention and growth of the existing industrial and commercial base, providing needed equity to new start-up businesses, encouraging the development of minority and female owned businesses and providing an incentive for established businesses to relocate to the County of Kendall.
2. Assist new or existing Kendall County businesses to create and retain jobs.
3. Ensure that jobs are created or retained by business applicants benefit a minimum of 51% low-to-moderate income persons in the area.
4. Increase the County of Kendall property tax and sales base.
5. Provide businesses with the opportunity to expand.
6. Encourage and leverage loans to businesses by area private financial institutions.

B. Revolving Fund Strategy

1. Eligible use of funds
 - a. Site development/infrastructure extension costs.
 - b. Construction of new facility or additions.
 - c. Renovation of existing facilities.
 - d. Leasehold improvements.
 - e. Purchase of new or used machinery or equipment.
 - f. Working Capital
 - g. For every \$15,000 of revolving funds provided, one full time equivalent (FTE) job should be created or retained, 51% of which must be given to individuals from low-to-moderate income households in the area. (FTE jobs are positions consisting of a minimum of 1,950 hours worked per year).
 - h. Kendall County participation shall not exceed 30% of available RF funds or \$750,000, whichever is higher, and shall not exceed 50% of total project financing.
 - i. Projects of a speculative nature are ineligible for funding.
2. The geographic area served by the fund will be within the boundaries of the County of Kendall.
3. The funds will be targeted to assist existing industrial and commercial base, start up businesses, female and minority owned firms and established businesses that will relocated to Kendall County, Illinois, on a first come, first serve basis as the County of Kendall expects to receive more applicants than available funding will cover.

Applications that demonstrate the greatest potential for job creation and meeting the goals and objectives of the fund will be given the highest priority.

4. Applications will be generated by:
 - a. Sending RF information to the County's existing businesses.
 - b. Including RF information in the County's marketing package.
 - c. Provide information to municipal economic development commissions and area chamber of commerce associations to be included in their marketing information.
 - d. Staff participation in business related seminars, workshops or meetings held in the County.
 - e. Provide RF information to local chapter of NAACP, Urban League and other organizations representing minority groups and offer to speak at meetings periodically.
 - f. Provide information to area women's associations and service organizations.
 - g. Publicize approved loan projects by sending news releases to area media and holding ribbon cuttings and ground breaking ceremonies to encourage media coverage.
 - h. Area lending institutions will be provided with information about the RF and asked to inform potential borrowers of fund availability.

C. RF Management Plan

1. The County of Kendall shall appoint Kendall County Board members to the Kendall County Economic Development Commission. As needed, the Business Loan Review Committee shall consist of the Kendall County Economic Development Commission, State's Attorney, County Economic Development Director, County Treasurer and an experienced area financial institution lender. The committee shall review all applications to the revolving fund after the County Economic Development Director and a local financial institution lender have packaged the application and it is referred to the Kendall County Economic Development Commission. The Commission will meet with the applicant, meet with the representative of the participating lending institution, visit the site if necessary, negotiate terms, length, and security of loans and ensure compliance with the RF goals and objectives. A recommendation will be prepared for the County Board's review for approval or denial which will include a description of the project, project costs, and source of funds, security required, special conditions, and reasons for approval or denial. All other application information is kept confidential. The County Board will formally approve or deny the application.
2. The RF will be staffed by the County's Economic Development Director, State's Attorney and County Treasurer.
3. The loan documents, including commitment agreements, liens, title policies, security recordings, transfer tax declarations, amortization schedules and security releases, shall be obtained and completed by the State's Attorney. The County Treasurer and Economic Development Director shall monitor repayments of the loan, job creation

and/or retention reports required to be provided semi-annually until commitment is met, monitor other special conditions required by the loan and submit semi-annual reports on the status of the RF to the Department of Commerce and Economic Opportunity.

4. **Delinquent Loans:** When an RF payment becomes 10 days past due, the fund administrator will place a telephone call to the borrower and request payment. At 30 days past due the County will send a formal letter requesting payment. Should the payment become 45 days past due the matter will be turned over to the State's Attorney to pursue. All legal rights will be exercised by the county to reclaim funds. The County State's Attorney will be consulted during foreclosure and liquidation proceedings if events warrant.

D. Assurances

1. Not more than 10 percent of the annual revenue to the RF will be used for administration of the RF fund. Administrative expenses will be documented via receipts, bills, invoices, etc.
2. Assistance provided from the RF will result in at least 51 percent benefit to low-to-moderate income persons and these benefits will be documented by utilizing Job Training Partnership Act (JTPA) service providers, Illinois Employment and Training Centers, Workforce Investment Boards or the employee certification forms found in the RF handbook.
3. The County of Kendall agrees to report semi-annually on the status of the RF to the Department of Commerce and Economic Opportunity.
4. Any changes to the recapture strategy will be submitted to the Department of Commerce and Economic Opportunity.
5. The grantee shall agree to pursue legal remedy to recover delinquent loans. Legal action shall include that authorized by federal and state law, including, but not limited to, efforts to collect and pursue the interests of the RF through bankruptcy court.
6. A minimum leverage ratio of \$1 non-CDAP funds to \$1 CDAP RF funds must be obtained for each project. RF funds may not comprise more than 50% of the financing for any project.
7. The grantee shall assure that environmental reviews will be completed for each project funded, as well as prevailing wages paid if applicable.

E. Exemptions

1. Loan to local municipalities for economic development purposes are exempt from this Recapture Strategy.

Kendall County Job Description

TITLE: Technology Analyst
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The position is responsible for design, development, configuration, testing, modification, enhancement, and maintenance of the official Kendall County website and several core applications. The position coordinates with outside vendors and County departments to ensure applications are updated and work efficiently, assesses technology needs, recommends and implements software solutions and addresses ebug issues that arise with the performance of the website.

II. Essential Duties and Responsibilities:

A. Primary duties consist of the following:

1. Applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications. Additionally, the employee provides documentation, project tracking, and reporting to management.
2. Designs, develops, documents, analyzes, creates, tests, modifies and maintains computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - a. Plan updates for the County website to ensure the website is current and evolved
 - b. Design and develop new forms, pages, and other needs for County website.
 - c. Responsible for County Website uptime, security, and debugging.
3. Performs office or non-manual work that directly pertains to management and operations of Technology Services.
 - a. Provides project management leadership and provides methodologies, tools, and techniques to manage all aspects of project execution; reports on project slippage, complex or newly identified technical problems or budget/cost changes; establishes and communicates new forecasts as necessary.
 - b. Manages purchasing and accounts payable for Technology Service and GIS Department.
 - c. Conducts project review meetings, communicates project status and issues with project staff, and prepares reports as required on project status and budget-to-actual costs.
4. Exercises discretion and independent judgment with respect to matters of significance regarding updates, programing, and technological systems specifically regarding (1) technology required to facilitate local elections through the County Clerk, and (2) the Jano Justice System run through the Circuit Clerk; and the employee's recommendations regarding the same are given great weight by the final decision maker.

B. Trains County employees on the use of new software.

C. Provides technology support for election including setup of polling site laptops, ballot printers, Votec software, and Verizon cellular Mifis.

Kendall County Job Description

- D. Provide technical and administrative support for the Jano Justice System.
- E. Create reports and queries for the Jano Justice System.
- F. Complies with all applicable state and federal laws and regulations.
- G. Adheres to all applicable County policies and procedures.
- H. Maintains regular attendance and punctuality.
- I. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge, and Abilities:

- The ability to present information and communicate effectively both orally and in writing with staff, County officials, law enforcement officials, and the general public in a timely and professional manner.
- Ability to build teamwork, organize, prioritize, and perform multiple tasks in a timely manner.
- Superb troubleshooting abilities including server and networking troubles.
- Able to work and interact with others in a structured / team environment.
- Ability to multi-task and work independently.
- Represents department with professionalism and confidence.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.
- Work with diverse populations.
- Knowledge of Microsoft software, such as Windows Products, and ability to perform application support.
- General knowledge of networking devices, software, and file transfer protocols.

B. Education and Experience:

Either (a) a minimum of a Bachelor's Degree in computer science or a related field and 2-3 years' prior work experience in Information Technology, or (b) at least 6 years of prior work experience in Information Technology is required.

C. Language Skills

- Ability to research, read, and interpret documents.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling, and grammar.

D. Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

E. Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Kendall County Job Description

F. Certificates, Licenses, Registrations

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens.
- Travel independently to other County office locations.

V. Work Environment:

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 the following working conditions:

- Inside environmental conditions.
- Walking between buildings and occasional work in an outdoor environment.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be exposed to files, videos, and documents of a graphic or sexual nature while performing assigned job duties
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.
- Work is required outside of normal business hours on as needed basis.

By signing my name below, I hereby affirm that I received a copy of this job description.

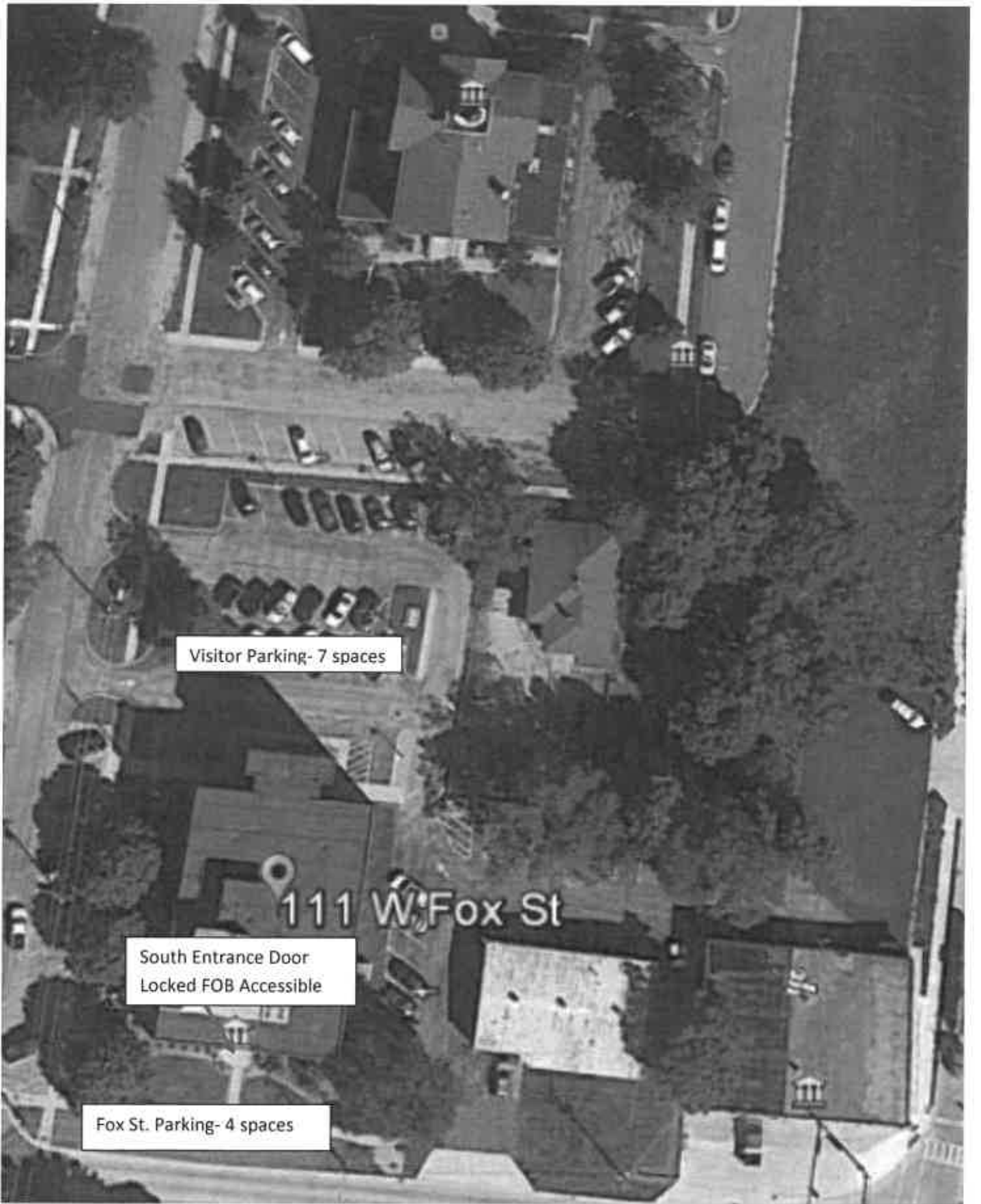
Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Visitor Parking- 7 spaces

111 W Fox St

South Entrance Door
Locked FOB Accessible

Fox St. Parking- 4 spaces