



COUNTY OF KENDALL, ILLINOIS

COMMITTEE OF THE WHOLE

County Office Building; 111 W. Fox Street, Yorkville

Thursday, September 14, 2017 at 4:00 PM

AGENDA

1. **Call to Order and Pledge to the American Flag**
2. **Roll Call:** Bob Davidson, Elizabeth Flowers, Tony Giles, Judy Gilmour, Scott Gryder, Lynn Cullick, Matt Kellogg, Audra Hendrix, Matthew Prochaska, John Purcell
3. **Old Business**
4. **New Business**

From Highway Committee:

- *Approval of Petition for \$100,000 of joint bridge funds from Little Rock Road District for improvement of Mitchell Road connection*

From Facilities Committee:

- *Approval of the Snow and Ice Removal Contract for one (1) year, with two (2), one (1) year extensions in the amount of \$41,500.00 per season with Winner Excavating, Inc.*

From Admin HR Committee:

- *Discussion on CASA sponsored Food Truck Event on Saturday, October 21, 2017*
- *Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services*

From Boards & Commissions Review Ad Hoc Committee:

- *Approval to set two-year terms on KenCom (ETSB) Executive Board members appointed by the County Board Chair, with consent by the County Board, to coincide with the County Board Chair's term*

5. **Public Comment**
6. **Questions from the Media**
7. **Chairman's Report**
8. **Review Board Action Items**
9. **Executive Session**
10. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, August 10, 2017

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

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder	Present		
Lynn Cullick	Here		
Bob Davidson	Yes		
Elizabeth Flowers	ABSENT		
Tony Giles	Here		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	Yes		
Matthew Prochaska	Here		
John Purcell		4:08p.m.	

Others present: ASA Leslie Johnson, Scott Koeppel, Amaal Tokars

OLD BUSINESS

From August 1, 2017 County Board Meeting:

- *Approval of the Animal Control 10' x 40' Mobil Office purchase from Acton Mobile Industries in the amount of \$9,800.00 from account #3401-000-6650 – Member Cullick informed the committee that the county has been leasing this trailer for approximately one-year, and the committee felt that it was the right time to purchase the trailer. Discussion on leasing versus purchasing the trailer currently placed at the Animal Control facility for office personnel, insurance costs now and if purchased, clarification of maintenance responsibilities, no warranties once trailer is purchased, and an issue raised by the Warden regarding a needed additional restroom in the main building.*

From Planning, Building & Zoning Committee:

- *Petition 17-14-Kendall County Zoning Board of Appeals
Request: Text Amendment to Section 13.01.B.9 of the Kendall County Zoning Ordinance
Purpose: Amendment Would Set Guidelines for the Calling of Meetings on Items that Require a Public Hearing and for the Calling of Meetings on Items that do not Require a Public Hearing as Defined by State Law – Matt Asselmeier, Senior Planner explained the current requirement of posting all agendas, hearings, etc. in the local*

newspaper 15-days in advance before the committee could meet. The PBZ committee voted 0-5 against the recommendation, but state statute requires the item to be voted on by the full County Board.

- *Petition 17-15-Kendall County Zoning Board of Appeals*
Request: Text Amendment to Section 13.01.B.11 of the Kendall County Zoning Ordinance
Purpose: Amendment would Reduce the Number of Votes Required for the Zoning Board of Appeals to Reverse any Order, Requirements, Decision or Determination of the Zoning Administrator, or to Decide in Favor of the Applicant any Matter upon which It Is Authorized by the Ordinance to Render Decisions from Four to Three on Boards Consisting of Five Members and from Five to Four on Boards Consisting of Seven Members – Mr. Asselmeier stated that the Zoning Board of Appeals has seven members and under state law they are supposed to have four votes to take action on matters that come before them, but state law was changed a few years ago from five to four members. Mr. Asselmeier stated there were concerns about meeting requirements, the number needed for a quorum, the number needed for a vote to reverse any items, and compliance with state law. There was a 3-2 vote by the PBZ Committee.

The State's Attorney's Office will review the petition regarding the County's ability to make the proposed changes and relay the information to the County Board prior to the next Board meeting.

- *Approval to Sign and Send Letter RE: Illinois Noxious Weed Law to Mayors and Township Supervisors* – Matt Asselmeier explained the content of the letter, and the reasoning for sending it to the County Mayors and Township Supervisors.
- *Discussion of Hideaway Lakes Special Use Permit* – Discussion on the PBZ and Health Department violations at Hideaway Lakes, and an update on Mr. Tanner's compliance in ensuring compliance and correction of any violations as of the inspections by PBZ and the Health Department personnel on August 7, 2017.
- Chief Mike Vessing, Oswego Fire Chief, provided insight on the struggles that his district faces when responding to calls for the campground, including: access bridges unable to withstand the weight of the fire trucks, and the need to bring in extra, lighter equipment to handle situations occurring onsite, ongoing concerns over potential for injury to fire personnel and campers, and inadequate signage that would direct fire personnel to the appropriate areas of the facility.

Mr. Tanner answered questions from the Board on events that occur at the facility, large capacity crowds for events held on onsite, the maximum capacity of the facility, long-term residents on the property, inadequate signage, unregistered vehicles onsite, registered voters listing the campground as their permanent home address, criminal history of the campground, and the increased number of responses by the Kendall County Sheriff Deputies to the campground for called in complaints.

NEW BUSINESS - None

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA – None

CHAIRMANS REPORT

Kendall County Electronic Recycling Day: Dr. Tokars reported the event as very successful, and thanked the Kendall County Sheriff's Office, Highway Department, the Judicial Office, and Will County for their assistance in organizing the event. Dr. Tokars said there were never more than 10 cars in the line at any time, and residents left very satisfied.

REVIEW BOARD ACTION ITEMS – Chairman Gryder asked the committee to review the agenda for any updates or changes.

Action Items included:

- *Approval of the Animal Control 10' x 40' Mobil Office purchase from Acton Mobile Industries in the amount of \$9,800.00 from account #3401-000-6650*
- *Petition 17-14-Kendall County Zoning Board of Appeals
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- *Approval to Sign and Send Letter RE: Illinois Noxious Weed Law to Mayors and Township Supervisors*

EXECUTIVE SESSION – Member Cullick made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5ILCS 120/2 (1), and for the purpose of Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, 5ILCS 120/2 (11), second by Member Prochaska.

Roll Call: Member Cullick – yes, Member Davidson – yes, Member Giles – yes, Member Gilmour – yes, Member Gryder – yes, Member Hendrix – yes, Member Kellogg – yes, Member Prochaska – yes, Member Purcell – yes. With nine members present voting aye, the committee entered into Executive Session at 5:38p.m.

The committee reconvened in Open Session at 5:45p.m.

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 5:46p.m., Member Cullick seconded the motion. The motion was unanimously approved by a 9-0 voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Special Committee of the Whole Meeting
August 21, 2017
Meeting Minutes

Scott Gryder called the meeting to order at 4:19p.m. at Wheeler Farms.

Board Members Present: Scott Gryder, Matt Kellogg, Matthew Prochaska

County Personnel Present: David Guritz, KC Forest Preserve District Director, Scott Koeppe, Technology Director and Acting County Administrator, Mike Neuenkirchen, Kendall Area Transit Program Director, Dr. Amaal Tokars, KC Health Department Executive Director

Member John Purcell arrived at 4:40p.m.

Chairman Gryder made introductions, and spoke about the importance of farming in Kendall County.

The group toured Wheeler Farms. Meeting temporarily recessed at 5:15p.m.

Meeting resumed at 5:30p.m. at Stewart Farms with a PowerPoint presentation of farm operations for everyone in attendance, by Bob Stewart. The group then toured Stewart Farms.

Member Kellogg left the meeting at 6:20p.m.

Dinner was provided to the group by the Stewart family, and information was presented by the Kendall County Farm Bureau.

The meeting adjourned 7:22p.m.

Scott Koeppe
Technology Director and Acting County Administrator

PETITION FOR COUNTY AID TO BUILD OR REPAIR BRIDGE, CULVERT OR DRAINAGE STRUCTURE

STATE OF ILLINOIS
COUNTY OF KENDALL
ROAD DISTRICT (S) Little Rock

The undersigned Highway Commissioner(s) of Little Rock Road District and _____
Road District in Kendall County, Illinois represent that a Box Culvert needs to be constructed
on Mitchell Road over the Unnamed Tributary of Rob Roy Creek for which said Road District(s) is/are
partially or wholly responsible and for which the total cost of said work will be approximately \$200,000

The undersigned Highway Commissioner(s) further declare that the cost to perform this work will be more than
0.02% of the latest equalized assessed valuation of taxable property in said Township(s); and the tax levy for
road purposes in the Road District(s) was in each year for the two years last past, not less than the maximum
allowable rate as provided for in 605 ILCS 5/6-501.

WHEREFORE, the undersigned Highway Commissioner(s), in accordance with 605 ILCS 5/5-601, hereby
petition the Kendall County Board for an appropriation from the County Bridge Fund of the County Treasury a
sum sufficient to meet one-half the expenses of the work described herein, on the condition that said Road
District (s) shall furnish the other one-half of the amount required.

DESCRIPTION OF PROPOSED IMPROVEMENT Install precast concrete box culvert and approximately 400
Lineal feet of approach pavement connecting N. Mitchell Road to S. Mitchell Road in Little Rock Township

Little Rock Road District

Township Highway Commissioner

Date

Road District

Township Highway Commissioner

Date

STATE OF ILLINOIS)
KENDALL COUNTY) SS

I, Debbie Gillette, County Clerk in and for said County, in the State aforesaid, and keeper of the records and
files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a
petition approved by the Kendall County Board, at its regularly scheduled meeting in Yorkville, Illinois, on the
_____ day of _____, A.D. 2017.

Debbie Gillette – County Clerk

(Seal)

Mitchell Drive Chronology

- Schaefer Woods North platted in 2001. Engineering for Subdivision by EEI.
- Northerly piece of Mitchell Drive (± 430 feet) is not constructed by Developer, Inland Real Estate, due to proposed future development of Schaefer North Subdivision.
- Schaefer North Subdivision is never expanded and all real estate to the north is annexed by City of Plano and platted as part of Lakewood Springs Subdivision in 2003/2004.
- Preliminary Plans initiated by EEI for Mitchell Drive Extension in 2003.
- Plans updated in 2005 and 2006.
- IDNR Division of Water Resources grants permit for proposed work in 2007.
- City of Plano and Little Rock Fox Fire Protection District petition County to construct missing piece of Mitchell Drive in 2009.
- Plans, specifications and estimates updated in 2009.
- City of Plano passes resolution 2009-6 on June 22, 2009 supporting County's effort to extend Mitchell Dr.
- County has Mitchell Drive Extension programmed for construction in 2010, but project is scratched out in final version of Multi-Year Plan per County Highway Committee.
- City of Plano, Little Rock Fox Fire Protection District and Little Rock Township again petition County to construct missing piece of Mitchell Drive in 2014.
- Kendall County changes name of Mitchel Drive and Mitchel Court to Mitchell Drive and Mitchell Court to provide consistency with spelling in Plano section of roadway in 2015.
- Little Rock Road District petitions County Highway Committee on June 16, 2016 for \$75,000 in joint bridge funds to construct culvert and roadway connecting N. Mitchell Drive and S. Mitchell Drive. Highway Committee turns petition down.
- In August 2017, Highway Committee sends matter to Committee of the Whole on September 14, 2017.

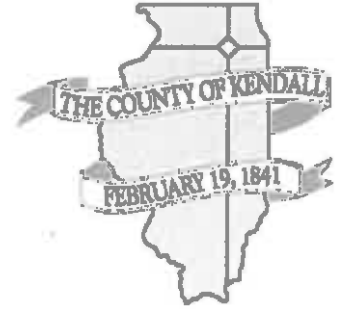


**Mitchell Drive
Connection**

Subat F.P.

KENDALL COUNTY *Facilities Management*

Inter-Office Correspondence



Date: September 7, 2017
To: Kendall County COW
From: Jim Smiley
RE: Snowplowing Contract Information

- Annual Snow Information – Chicago Area
 - 35 Inches Chicago, 39 inches Rockford
 - Last ten year average 47.45
 - Last five year average 42.76
 - Previous five years average 52.14
 - Low season 2016-2017 17.5
 - High season 2013-2014 82
 - There has not been a winter in Illinois without a severe winter storm in the past century.
- Two Options provided by each bidder
 - Seasonal
 - By Push By inch
- Winner was low bidder in each scenario – Exception 9”-11” One bidder bid exceptionally low prices for this category.
 - Seasonal Pricing
 - Locks in cost for year
 - Contract starts November 1, 2017 & runs May 31, 2018
 - Paid in five monthly payments starting December 2017.
 - Includes salting for snow & ice events. No additional cost.
 - By Push By Inch
 - Seasonal cost depends on how many times plowed and/or salted – No budget guarantee
 - Pay hourly rates for labor & equipment when all day events occur.
 - Salting not included in per push price.
 - Winner low bid \$115 per ton

Historical Past 3 Years \$44,000.00 per season paid. New contract per season price \$41,500.00

2014 – 2015 - 251 tons salt used :	\$ 28,865.00
16 times plowed :	\$ 21,657.60
Average 5 times keeping lanes open :	<u>\$ 5,650.00</u>
	\$ 56,172.00
2015 – 2016 – 198 tons salt used :	\$ 22,770.00
9 times plowed :	\$ 12,182.40
Average 5 times keeping lanes open :	<u>\$ 5,650.00</u>
	\$ 40,602.40
2016 – 2017 – 231 tons salt used :	\$ 26,565.00
6 times plowed :	\$ 8,121.60
Average 5 times keeping lanes open :	<u>\$ 5,650.00</u>
	\$ 40,336.60

**Request for Qualifications (RFQ)
Insurance Brokerage and Risk Management Consultant Services**

August 28th, 2017

Due Date: September 18th, 2017

SERVICE: INSURANCE BROKER SERVICES FOR THE PURPOSE OF SOLICITING INSURANCE QUOTES FOR VARIOUS COVERAGES

1. Description of Proposal

Kendall County is requesting proposals for the services of a licensed brokerage firm to serve as Broker of Record for the placement of the following lines of insurance coverage:

- General Liability including Law Enforcement Liability;
- Auto Liability;
- Public Officials Liability;
- Umbrella Liability;
- Property including Boiler & Machinery;
- Inland Marine;
- Crime;
- Workers Compensation

The goal is to select the most qualified firm that will be able to market Kendall County's Property & Casualty and Workers Compensation insurance programs and to provide guidance and advice to assist Kendall County in minimizing risk.

Kendall County requires the Broker of Record to have an outstanding record in evaluating, developing, and working with the professional insurance plans of Municipalities and other Public Entity related risks.

2. Overview

Kendall County government provides its residents with vital services. It is a predominately rural county in the northeastern section of the State of Illinois that contains numerous local governmental units within its boundaries. With a population of approximately 120,000 people, it has held the title for being the fastest growing county (2010 US Census).

Kendall County is currently a member of the Illinois County Risk Management Trust (ICRMT) for both our Property and Liability program and our Workers Compensation Program. ICMRT has an expiration date of December 1, 2017.

3. Proposal Evaluation Procedure and Criteria

A. Evaluation of Proposals

Kendall County will evaluate all proposals. Based on this evaluation Kendall County will determine the award the Broker of Record. Kendall County will award the Broker of Record to the respondent whose proposal is determined to be the most advantageous to Kendall County, taking into consideration the evaluation factors grouped in the relative order of importance set forth below:

- Broker qualifications and adequacy of resources
- Broker service team personnel qualifications
- Access to markets
- Responsiveness – form and content of RFP response and compliance;
- Overall quality and completeness of response

B. Award of Broker of Record

Kendall County will award one Broker of Record to the respondent who has, in the opinion of Kendall County, best demonstrated competence and qualification to provide the requested services and whose Proposal is deemed to be in the best interest of Kendall County.

C. Tentative Timeline

RFQ Posted	August 28th
Deadline for submitting proposals	September 18th
Interviews (if required)	September 25 th -28th
Selection notification	October 2nd
Property & Casualty Renewal	December 1
Workers Compensation Renewal	December 1

The Broker selected by Kendall County is expected to present a recommended Property & Casualty proposal and Workers Compensation proposal by October 25, 2017.

Public Sector Insurance Broker Qualification Questionnaire

Qualifications and Experience

Provide a brief history and description of your firm, including its size (number of employees and/or revenues) and its areas of specialization	
Does your firm have a dedicated public sector practice and how many years has it been in place?	
Number of dedicated public entity employees?	
Number of dedicated Illinois public entity employees?	
Total Number of Public Entities Insured?	
Number of Public Entities Insured in Illinois?	
How many of these clients in Illinois are Counties?	
Total agency premium volume?	
Total premium volume for municipal clients?	
Total premium volume for Illinois municipal clients?	
Provide a representative list of some of your Illinois municipal and Illinois County clients.	
Does your agency have clients with the Illinois Counties Risk Management Trust (ICRMT)? If so, how many?	

Claims and Loss Control

	Yes	No
Does your agency have access to ICRMT's online claims risk management information system?		
Does your agency have experience working with ICRMT claim adjusters?		
Does your agency have experience working with ICRMT's loss control team?		

Agency Specifications

<p>Describe your firm's experience providing public sector loss control services for municipal clients</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Describe your firm's experience providing public sector claims advocacy and services.</p> <hr/> <hr/> <hr/> <hr/>
<p>Describe your firm's experience providing loss forecasting including loss picks and retention analysis.</p> <hr/> <hr/> <hr/> <hr/>
<p>Describe within a two-page limitation any expertise your firm has in the Illinois Municipal and Public Entity marketplace.</p> <hr/> <hr/> <hr/> <hr/>
<p>Please provide a copy of your firm's latest annual report. If you are a privately held company and do not issue an annual report, you must be prepared to provide other financial information satisfactory to Kendall County administration.</p>
<p>Provide evidence of Agent's Errors and Omissions insurance coverage in an amount not less than \$10 million.</p>

Account Team: Organizational Chart

Please provide an organizational chart which outlines your proposed account team.

Account Team: Experience and Resumes

Please provide the following information for all account executives and account managers who would handle our insurance program. Please also provide resumes for each account team member.

Account Executive / Account Manager	Years working with Illinois villages, cities, or towns	Years in insurance industry	Length of time with current firm

References

Please list five Public Entity references:

Account Name	
Contact Name	
Phone	
Client since	
Carrier(s) providing coverage	

Account Name	
Contact Name	
Phone	
Client since	
Carrier(s) providing coverage	

Account Name	
Contact Name	
Phone	
Client since	
Carrier(s) providing coverage	

Account Name	
Contact Name	
Phone	
Client since	
Carrier(s) providing coverage	

Account Name	
Contact Name	
Phone	
Client since	
Carrier(s) providing coverage	

Insurance Carriers

Aside from ICRMT, please provide a list of carriers, with whom you are contracted

Public Entity Property		

Municipal Liability and Excess Liability		

Workers' Compensation		

Pollution		

Crime		

Cyber		