

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210, Yorkville IL 60560
Tuesday, April 18, 2023, at 9:00 a.m.**

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Roll Call
5. Determination of a Quorum
6. Approval of Agenda
7. Special Recognition
 - A. Proclamation Honoring Joseph Gruber III, DDS
 - B. Resolution Honoring Patricia Walker
 - C. Resolution Honoring Kendall County Administrator Scott Koeppel
8. Public Comment
9. Consent Agenda
 - A. Approval of County Board Minutes from March 21, 2023
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims in an amount not to exceed \$1,464,267.95
 - D. Approve Facilities Management Department Administrative Assistant Job Description
 - E. Approve Facilities Management Department Maintenance I Job Description
 - F. Approve Facilities Management Department Maintenance II Job Description
 - G. Approve Updated Organizational Chart and Headcount for Kendall County Departments
 - H. Approve Amendment to Flextime Policy
 - I. Approve Resolution Regarding Personnel Action Notice Procedure
 - J. Approval of the Release of the Finance & Budget Committee Executive Session review minutes dated August 25, 2022, and March 30, 2023
 - K. Approval of the Release of the Human Resources & Insurance Committee Executive Session review minutes dated August 15, 2015; February 28, 2017; June 27, 2017; July 20, 2017; March 16, 2022; October 6, 2022; and April 3, 2023
 - L. Approval to the Release the Executive Session Minutes of the April 10, 2023, Planning, Building and Zoning Committee Meeting
 - M. Approval of Resolution authorizing applications for and execution of a FY2022 and FY2023 Section 5310 grant agreement under the Regional Transportation Authority's general authority to make such Grants.
 - N. Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator or the Deputy County Administrator in the Administrator's Absence.
 - O. Resolution awarding contracts to the low bidders for the following projects:
 - 23-00000-00-GM to Superior Road Striping in the amount of \$290,838.20
 - 23-00000-01-GM to D Construction, Inc. in the amount of \$240,245.75
 - 23-00000-02-GM to D Construction, Inc. in the amount of \$2,139,939.20
 - 23-01000-00-GM to A.C. Pavement Striping in the amount of \$71,908.00
 - 23-02000-00-GM to D Construction, Inc. in the amount of \$68,956.75
 - 23-03000-00-GM to A.C. Pavement Striping in the amount of \$104,935.50
 - 23-04000-00-GM to D Construction, Inc. in the amount of \$415,485.04
 - 23-05000-00-GM to A.C. Pavement Striping in the amount of \$75,690.00
 - 23-06000-00-GM to D Construction, Inc. in the amount of \$156,537.65
 - 23-07000-00-GM to D Construction, Inc. in the amount of \$171,804.95
 - 23-08000-00-GM to D Construction, Inc. in the amount of \$402,594.25
 - 23-09000-00-GM to A.C. Pavement Striping in the amount of \$63,342.00
 - P. Approve the Intergovernmental Agreement between Kendall County, Illinois and the City of Joliet, Illinois, relating to the construction of Ridge Road, Section 19-00149-00-PW
 - Q. Approve a Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes on Fox Rive Drive (N. Johnson St.) in Kendall County, Illinois
 - R. Awarding to EVT Tech the bid for fleet vehicle upfit and emergency maintenance service for Sheriff's Office vehicles
 - S. Approval of the updated Intergovernmental Agreement with DuPage County for inmate housing
10. Old Business
11. New Business
 - A. Approval of Latreese Caldwell as Interim County Administrator with a stipend in the amount of \$3,000.00 per month to be paid in bi-weekly installments pursuant to Kendall County's regular payroll schedule, effective retroactively to April 10, 2023.
12. Elected Official Reports & Other Department Reports
 - A. Sheriff

- B. County Clerk and Recorder
- C. Treasurer
- D. Clerk of the Court
- E. State's Attorney
- F. Coroner
- G. Health Department
- H. Supervisor of Assessments
- I. EMA

13. Standing Committee Reports

- A. Finance
 - 1. Discussion and Approval of Budget Revision to increase FY23 Non-Union salaries to 5% increase
- B. Facilities and Technology
 - 1. Approval of Phase One BG1 BP#1 Annex Demolition with Fowler Enterprises LLC Including Alternates #1, #2, #3 in an amount not to exceed \$55,250
 - 2. Approval of a Resolution Granting the Kendall County Board Chair Authority to Execute All Documents Necessary for the Purchase of 101 W. Fox Street, Yorkville, Illinois

14. Special Committee Reports

- A. Agriculture Areas Committee
 - 1. Approval of Petition 23-02, Request from Kirk Friestad, Phyllis Friestad, Friestad Farms, Inc., KEJ Farms, Scott Friestad, Kristin A. Friestad, Jared Friestad, Nicole Hughes, Dana Friestad and Laurie Friestad for the Creation of an Agricultural Area on the Properties Identified by the Following Parcel Identification Numbers in Lisbon Township: 08-17-400-004, 08-17-400-003, 08-09-126-004, 08-09-126-005, 08-18-300-003, 08-18-300-008, 08-18-300-007 (Part), 08-18-300-010 (Part) 08-18-300-006, 08-18-400-017, 08-18-400-016, and 08-07-200-001
 - 2. Approval of Petition 23-03, Request from Kirk Friestad, Phyllis Friestad, C Robert Friestad and Sharon L. Friestad on Behalf of the C Robert Friestad and Sharon L Friestad Family Trust, and Scott Friestad for the Creation of an Agricultural Area on the Properties Identified by the Following Parcel Identification Numbers in Lisbon Township: 08-33-300-001, 08-33-300-002, 08-33-200-001, 08-33-200-009, and 08-34-100-004
 - 3. Approval of Petition 23-04 Request from Dana Friestad, Laurie M. Friestad, C Robert Friestad and Sharon L Friestad on Behalf of the C Robert Friestad and Sharon L. Friestad Family Trust, Scott Friestad, Kristin A. Friestad, and Ralph E. Fletcher, Jr. on Behalf of the Fletcher Family Trust for the Creation of an Agricultural Area on the Properties Identified by the Following Parcel Identification Numbers in Lisbon Township: 08-28-400-018, 08-28-400-017, 08-28-400-016, 08-21-400-009, 08-21-400-008 (Part), 08-21-200-006, 08-21-200-009, 08-16-400-008, 08-15-400-001, 08-16-400-005, 08-16-400-009, 08-15-300-002 (Part), 08-15-300-001 (Part), 08-28-200-004, and 08-27-100-001

- B. Connect Kendall County Commission

15. Liaison Reports

16. Other Business

17. Chairman's Report

Appointments

Steve Gengler – Public Aid Appeals Committee (Kendall Township) – 2 year term – expires April 2025

Robert Walker - Public Aid Appeals Committee (Bristol Township) – 2 year term – expires April 2025

Brad Blocker – Public Aid Appeals Committee (Na-Au-Say Township) – 2 year term – expires April 2025

Tim O'Brien – Public Aid Appeals Committee (Seward Township) – 2 year term – expires April 2025

Joe West – Public Aid Appeals Committee Alternate (Oswego Township) – 2 year term - expires April 2025

18. Public Comment

19. Questions from the Press

20. Executive Session

21. Adjournment

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



COUNTY OF KENDALL, ILLINOIS

PROCLAMATION 23 - ____

Honoring Joseph Gruber III, DDS

WHEREAS, Joseph Gruber III, D.D.S. followed in his father's footsteps in giving back to the community by serving on the Kendall County, Board of Health; and

WHEREAS, Joseph Gruber III, D.D.S. graduated from University of Illinois at Chicago College of Dentistry. In 1988 he joined forces with his father, where they practiced together for nearly 10 years at Gruber & Associates; and

WHEREAS, Joseph Gruber III, D.D.S, chose to pursue general dental practice because it offers the opportunity to help people of all ages, making a difference in their lives as they grow and change. His continued focus on comprehensive care with a calm and compassionate environment was evident to others; and

WHEREAS, Joseph Gruber III, D.D.S, was appointed to the Kendall County Board of Health from July 1991 to December 2022, where he served as President, Vice President, and Chair of Finance; and

WHEREAS, Joseph Gruber III, D.D.S, has been a pillar of support, meaningful decision making and pure kindness to all those he served alongside for over thirty-one years; and

THEREFORE, BE IT RESOLVED that the Kendall County Board formally recognizes Joseph Gruber III, D.D.S.s and publicly salutes his service to Kendall County, the Kendall County Health Department, and the Kendall County Board of Health.

Adopted on this 18th day of April 2023

Attest:

Matt Kellogg
County Board Chair

Debbie Gillette
County Clerk & Recorder

COUNTY OF KENDALL, ILLINOIS

Resolution 23-____

RESOLUTION HONORING PATRICIA WALKER

WHEREAS, Patricia (Pat) Walker has served the Kendall County Treasurer's Office over the past 24 plus years; and

WHEREAS, Pat Walker started in the Kendall County Treasurer's Office in May of 1998 under Kendall County Treasurer Tom Holbrook; and

WHEREAS, Pat Walker served the Kendall County Treasurer's Office in the role of Deputy Treasurer; and

WHEREAS, Pat Walker served as a Deputy Treasurer under former Kendall County Treasurer Tom Holbrook and current Kendall County Treasurer Jill Ferko; and

WHEREAS, Pat Walker has been a fixture of the Kendall County Treasurer's Office and is respected by her colleagues and the citizens of Kendall County; and

WHEREAS, Pat Walker retired from the Kendall County Treasurer's Office; and

NOW, THEREFORE, BE IT RESOLVED, by the Kendall County Board that they wish to extend their thanks and gratitude to Pat Walker for her dedicated services to the Kendall County Treasurer's Office and to Kendall County; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to Pat Walker suitable for framing.

Approved this 18th day of April, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



COUNTY OF KENDALL, ILLINOIS

Resolution 23-____

RESOLUTION HONORING KENDALL COUNTY ADMINISTRATOR SCOTT KOEPPPEL

WHEREAS, Scott Koeppel has proudly and faithfully served Kendall County, Illinois (“County”) and its residents as the County’s Technology Services Director from 2015 through 2017 and then as the County Administrator from 2017 through the present; and

WHEREAS, through his leadership, Scott Koeppel served as an agent of positive change for the County with many accomplishments including, but not limited to:

- Successfully navigating the County through the COVID-19 pandemic and overseeing the disbursement of American Rescue Plan Act (ARPA) funding to provide much needed financial assistance to many throughout the County in response to the COVID-19 pandemic; and
- Creation of the County’s broadband project and the Connect Kendall County Commission;
- The County’s participation in the Greater Chicago Economic Partnership/World Business Chicago effort and many other County economic development initiatives;
- The creation of the County’s new logo, the Kendall County Procurement Ordinance, and updates to the County Board Rules of Order and County Board committee structure;
- The Eldamain Road construction project;
- Installation of solar fields on County property with significant energy savings to the County;
- Navigating the County through the 2020 Census and the County’s redistricting process;
- Renovation of the County Board Room and many Countywide technology upgrades; and
- Completion of a County Facilities Needs Assessment and development of the upcoming Phase 1 and Phase 2 construction projects for County property; and

WHEREAS, Scott Koeppel has served with the utmost dedication, integrity, and distinction, and we wish to thank him for his years of dedicated public service to Kendall County and its residents; and

NOW, THEREFORE, BE IT RESOLVED, the Kendall County Board wishes to extend their thanks and gratitude to Scott Koeppel for his dedicated service to Kendall County and its residents; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be presented to Scott Koeppel suitable for framing.

Approved this 18th day of April, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



**KENDALL COUNTY BOARD
ADJOURNED SEPTEMBER MEETING
MARCH 21, 2023**

STATE OF ILLINOIS)
) SS
COUNTY OF KENDALL)

The Kendall County Board Meeting was held at the Kendall County Office Building, Rooms 209 & 210, in the City of Yorkville on Tuesday, March 21, 2023, at 9:00 a.m. The Clerk called the roll. Members present: Matt Kellogg, Zach Bachmann, Brian DeBolt, Scott Gengler, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley and Seth Wormley. Member(s) absent: Elizabeth Flowers.

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

PLEDGE OF ALLEGIANCE

Facilities Director, Dan Polvere led the Pledge of Allegiance.

INVOCATION

Huntley Brown gave the invocation.

THE AGENDA

Member Rodriguez moved approve the agenda amending the appointment of Kristine Heiman to expire in 2025 not 2027. Member Koukol seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

PUBLIC COMMENT

Huntley Brown told the board a story of his experiences and with his involvement with the Concert of Peace. He left with the message to know who you are, over talent.

Margaret Sheehan spoke about elections.

Scott Pugsley spoke about the Oswego Fire Protection District website and compensation report discrepancies.

Pat Stiles spoke about the Oswego Fire Protection District expenditures and equipment purchases.

CONSENT AGENDA

Member Rodriguez moved to approve the consent agenda of A. Approval of County Board Minutes from February 21, 2023. B. Standing Committee Minutes Approval; C. Approval of Claims in an amount not to exceed \$3,530,599.90. D. Approval of Property Inventory Form; E. Approval of EEO-4 Survey Form; F. Approval of Probationary Period Performance Evaluation Form; G. Approve Preliminary engineering services agreement between Kendall County and Christopher B. Burke Engineering, Ltd. in the amount of \$69,820 related to design of intersection improvements at Plainfield Road and Woolley Road; H. Approve Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes on Fox Rive Drive (N. Johnson St.) in Kendall County, Illinois; I. Approve Resolution appropriating funds for the payment of the county engineer's salary; J. Approve the Letter of Understanding (LOU) regarding the change in lateral entry language between the County of Kendall and the Kendall County Sheriff and the Illinois Fraternal Order of Police Labor; K. Approval of Petition 23-14 a Request from the Kendall County Planning, Building and Zoning Department to Add the 2018 International Swimming Pool and Spa Code to the List of Adopted Building Codes; L. Approval of Public Transportation Applicant Ordinance – An Ordinance to Provide Public Transportation. Member Bachmann seconded the motion. Chairman Kellogg asked for a roll vote on the motion. All members present voting aye. **Motion carried.**

C) COMBINED CLAIMS: ADMIN \$2,561.41; ANML CNTRL WRDN \$362.28; CIR CT CLK \$13,285.68; CIR CRT JDG \$8,715.00; CMB CRT SRV \$9,290.02; CONTRT SRVS \$49,800.00; CORONR \$5,125.92; CORR \$86,235.79; CNTY ADMIN \$153,944.70; CNTY BRD \$32,748.54; CNTY CLK \$6,515.64; HIGHWY \$92,673.56; CNTY TRSR \$3,151.01; ELECTION \$3,843.35; EMA DIR \$468.29; EMA \$793.90; FCLT MGMT \$38,530.53; GIS COORD \$2,518.77; HLTH & HMN SRV \$222,120.56; JURY \$1,795.54; PBZ SNR PLNNR \$3,513.73; PBZ \$1,663.67; POST \$100,000.00; PRSD JDGE \$9,919.43; PROB SPVSR \$22,522.15; PUB DFNDR \$524.79; SHRF \$53,073.06; ST ATTY \$4,717.57; TECH \$73,608.32; UTIL \$33,680.21; VET \$11,258.73; FP \$141,142.85; SHF \$34,471.35; SHF \$56,867.06; CIVIL \$143,401.00; ARPA \$2,101,103.58; ELECTION \$4,651.91.

- G)** A complete copy of IGAM 23-10 is available in the Office of the County Clerk.
- H)** A complete copy of Resolution 23-13 is available in the Office of the County Clerk.
- I)** A complete copy of Resolution 23-14 is available in the Office of the County Clerk.
- K)** A complete copy of Ordinance 23-07 is available in the Office of the County Clerk.
- L)** A complete copy of Ordinance 23-08 is available in the Office of the County Clerk.

NEW BUSINESS

Addendum Juvenile Detention Services

Member Shanley moved to approve the addendum to the Intergovernmental Agreement between the County of Kendall and the County of Kane to provide juvenile detention services. Member Koukol seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

A complete copy of IGAM 23-11 is available in the Office of the County Clerk.

ELECTED OFFICIAL & OTHER DEPARTMENT REPORTS

Sheriff

Under Sheriff Richardson stated that they have 3 deputies in the Academy and spoke about the charges filed on the individual in connection with a homicide in Boulder Hill.

County Clerk & Recorder

Revenue Report		2/1/23-2/28/23	2/1/22-2/28/22	2/1/21-2/28/21
Line Item	Fund			
CLKFEE	County Clerk Fees	\$408.50	\$793.00	\$1,202.00
MARFEE	County Clerk Fees - Marriage License	\$870.00	\$1,050.00	\$600.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$0.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$45.00	\$60.00	\$45.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,630.00	\$1,418.00	\$1,090.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$175.00	\$440.00
MISINC	County Clerk Fees - Misc	\$60.00	\$65.00	\$125.00
	County Clerk Fees - Misc Total	\$1,735.00	\$1,718.00	\$1,700.00
RECFEE	County Clerk Fees - Recording	\$15,503.00	\$28,097.00	\$40,330.00
	Total County Clerk Fees	\$18,516.50	\$31,658.00	\$43,832.00
CTYREV	County Revenue	\$26,161.75	\$39,289.50	\$46,895.50
DCSTOR	Doc Storage	\$8,958.50	\$16,534.00	\$23,792.00
GISMAP	GIS Mapping	\$28,500.00	\$52,470.00	\$75,300.00
GISRCD	GIS Recording	\$1,900.00	\$3,498.00	\$5,020.00
INTRST	Interest	\$86.35	\$28.99	\$77.45
RECMIS	Recorder's Misc	\$556.50	\$4,630.75	\$5,735.25
RHSP	RHSP/Housing Surcharge	\$7,353.00	\$14,274.00	\$21,636.00
TAXCRT	Tax Certificate Fee	\$1,720.00	\$1,160.00	\$1,640.00
TAXFEE	Tax Sale Fees	\$1,605.00	\$510.00	\$645.00
PSTFEE	Postage Fees	\$1,279.80	\$373.83	\$400.14
CK #				
19626	To KC Treasurer	\$96,637.40	\$164,427.07	\$224,973.34

County Clerk Debbie Gillette spoke about the upcoming Consolidated Election.

Treasurer

Office of Jill Ferko							
Kendall County Treasurer & Collector							
111 W. Fox Street Yorkville, IL 60560							
Kendall County General Fund							
QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES							
FOR THREE MONTHS ENDED 02/28/2023							
			Annual	2023 YTD	2023 YTD%	2022 YTD	2022 YTD
<u>REVENUES*</u>			<u>Budget</u>	<u>Actual</u>	<u>%</u>	<u>Actual</u>	<u>%</u>
Personal Property Repl. Tax			\$915,000	\$194,895	21.30%	\$268,421	57.72%
State Income Tax			\$3,158,685	\$756,662	23.95%	\$782,632	30.40%
Local Use Tax			\$760,000	\$96,858	12.74%	\$91,734	9.66%
State Sales Tax			\$650,000	\$89,557	13.78%	\$74,533	12.78%
County Clerk Fees			\$350,000	\$65,165	18.62%	\$79,941	22.84%
Circuit Clerk Fees			\$1,050,000	\$220,498	21.00%	\$192,501	15.40%
Fines & Foreits/St Atty.			\$250,000	\$24,786	9.91%	\$39,931	14.52%
Building and Zoning			\$80,000	\$5,455	6.82%	\$22,940	30.59%
Interest Income			\$75,000	\$277,378	369.84%	\$7,141	17.85%
Health Insurance - Empl. Ded.			\$1,488,365	\$287,436	19.31%	\$268,091	16.88%
1/4 Cent Sales Tax			\$3,228,750	\$389,624	12.07%	\$370,665	11.48%
County Real Estate Transf Tax			\$450,000	\$85,599	19.02%	\$119,142	26.48%
Federal Inmate Revenue			\$584,000	\$84,880	14.53%	\$334,560	17.63%
Sheriff Fees			\$113,663	\$19,108	16.81%	\$20,559	17.88%
		TOTALS	\$13,153,463	\$2,597,899	19.75%	\$2,672,790	19.31%

Co Board 3/21/2023

Public Safety Sales Tax		\$7,500,000		\$701,970	9.36%		\$678,668	12.31%	
Transportation Sales Tax		\$7,500,000		\$701,970	9.36%		\$678,668	11.31%	
**All Accruals have been completed at this time. So these figures are where we currently stand for FY2023									
*Includes major revenue line items excluding real estate taxes which are									
to be collected later.		To be on Budget after 3 months the revenue and expense should at 25.00%							

Treasurer, Jill Ferko stated that the audit is wrapping up and revenues are looking good.

Clerk of the Court

Circuit Clerk, Matt Prochaska presented the monthly report.

State's Attorney

State's Attorney, Eric Weis spoke about his experience in Springfield representing State's Attorney's with the SAFE-T Act.

Coroner

Coroner, Jacquie Purcell presented the monthly report. There will be a prescription drug takeback event in April.

Health Department

Executive Director RaeAnn VanGundy informed the board of scholarship opportunities that they have available.

Supervisor of Assessments

Supervisor of Assessments, Andy Nicoletti stated that they have sent out 6,657 senior exemption renewals due September 1st and have made 300-400 phone calls to get them returned for this year.

STANDING COMMITTEE REPORTS

Finance

City of Yorkville

Member Gengler moved to approve the agreement for disbursement and use of Kendall County's American Rescue Plan Act Funds with the City of Yorkville for the amount of \$500,000. Member Peterson seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Facilities and Technology

Courthouse Roof Project

Member Koukol moved to approve a contract between Kendall County and Garland Inc for the Courthouse Roof Project in an amount not to exceed \$600,000. Member Wormley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Highway

TAP Fund Update

Member Bachmann presented the board with the applicants that have applied for TAP funds.

Economic Development and Administration

Abatement Agreement

Member Koukol moved to approve an Abatement Agreement for Excel Inc dba DHL Supply Chain (USA) Abatement of Real Property Taxes. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Human Resources & Insurance

Women's History Month

Member DeBolt moved to approve a Resolution Honoring Women's History Month in Kendall County. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

SPECIAL COMMITTEE REPORTS

Connect Kendall County Commission

Member Bachmann stated that the appointments have been finalized.

LIAISON REPORTS

Alice Elliott from Probation Services provided a quarterly report for the detention budget and stated that the annual plan has been approved.

OTHER BUSINESS

Member Peterson stated that the Veterans Assistance Commission will meet on April 5, 2023.

CHAIRMAN'S REPORT

Member Koukol moved to remove the appointment of Brian DeBolt to the Little Rock Fire District. Member Peterson seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Member DeBolt moved to approve the appointment(s) as amended. Member Shanley seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

Appointments

Jonathan Conover – 708 Mental Health board – 4 year term - Expires March 2027
Liz Holmberg - 708 Mental Health board – 4 year term - Expires March 2027
Kristine Heiman- Ethics Commission – 2 year term – Expires March 2025
Clifton Eichelberger – Little Rock-Fox Fire District – 3 year term- Expires in March 2026
Don Brummel – Little Rock-Fox Fire District – 3 year term- Expires in March 2026
Scott Wade – Little Rock-Fox Fire District – 3 year term- Expires in March 2026
James Marter II – Connect Kendall County Commission – 2 year term – Expires December 2024
Zach Bachman – Connect Kendall County Commission – 2 year term – Expires December 2024
Ruben Rodriguez – Connect Kendall County Commission – 2 year term – Expires December 2024
Jason Langston – Connect Kendall County Commission – 2 year term – Expires December 2024
James Addis – Connect Kendall County Commission – 2 year term – Expires December 2024
Jeff Norris – Connect Kendall County Commission – 2 year term – Expires December 2024
Jacob Thompson – Connect Kendall County Commission – 2 year term – Expires December 2024
Anthony Magliari – Connect Kendall County Commission – 2 year term – Expires December 2024

QUESTIONS FROM THE PRESS

Ethan Krueger from WSPY asked about the abatement percentages, term of the abatement and when the building will be completed.

EXECUTIVE SESSION

Member DeBolt made a motion to go into Executive Session for (11) 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 final that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Member Flowers seconded the motion. Chairman Kellogg asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

ADJOURNMENT

Member Koukol moved to adjourn the County Board Meeting until the next scheduled meeting. Member Gengler seconded the motion. Chairman Kellogg asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Approved and submitted this 24th day of March 2023.

Respectfully submitted by,

Debbie Gillette

Kendall County Clerk

HIGHWAY COMMITTEE MINUTES

DATE: April 11, 2023
LOCATION: Kendall County Highway Department
MEMBERS PRESENT: Zach Bachman, Ruben Rodriguez, Brian DeBolt, & Scott Gengler
STAFF PRESENT: Michele Riley, John Burscheid and Francis Klaas
ALSO PRESENT: PJ Fitzpatrick and Jeremy Hudek

The committee meeting convened at 3:30 P.M. with roll call of committee members. Koukol Absent. Quorum established.

Motion DeBolt; second Rodriguez, to approve the agenda as presented. Motion approved unanimously.

Motion DeBolt; second Gengler, to approve the Highway Committee meeting minutes from March 14, 2023. Motion approved unanimously.

Motion DeBolt; second Gengler to recommend approval of resolution awarding contracts to the low bidders for the following projects:

23-00000-00-GM to Superior Road Striping in the amount of \$290,838.20
23-00000-01-GM to D Construction, Inc. in the amount of \$240,245.75
23-00000-02-GM to D Construction, Inc. in the amount of \$2,139,939.20
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23-08000-00-GM to D Construction, Inc. in the amount of \$402,594.25
23-09000-00-GM to A.C. Pavement Striping in the amount of \$63,342.00

Chairman Bachman presented the low bidders for 19 County, Township and Municipal projects. Kendall County will be the awarding authority for 12 of these projects because they contain Motor Fuel Taxes. Bids were very competitive, and averaged about 15% below the engineer's estimate. D Construction got all the HMA projects, while AC Pavement Striping got all the seal coat projects. Burscheid provided some additional information on the contractor, AC Pavement Striping, who has worked for Kendall County in past years, but not recently. Klaas explained that the engineer's estimates were raised slightly this year, based on previous bids that were opened in other adjacent counties. DeBolt stated that you get the best prices in the spring when contractors are scheduling their work for the year; and Klaas confirmed that Kendall County intentionally schedules their biggest bid opening at this time each year. Rodriguez asked for more information about the Orchard Road resurfacing project, and whether any nighttime work would be allowed. Klaas provided a summary of the proposed construction. No nighttime work will be allowed due to concerns about the quality of the construction. Upon consideration, motion was approved unanimously.

Motion DeBolt; second Gengler to recommend approval of an intergovernmental agreement between Kendall County, Illinois and the City of Joliet, Illinois, relating to the construction of Ridge Road, Section 19-00149-00-PW. This agreement was drafted by the Kendall County SAO, and was approved by the City of Joliet on April 4, 2023. It provides for the maintenance of street lighting by the City of Joliet, and maintenance of the new traffic signal at Plainfield South High School by Kendall County. Motion approved unanimously.

Motion DeBolt; second Gengler to recommend approval of a resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes on Fox Rive Drive (N. Johnson St.) in Kendall County, Illinois. Klaas explained that the County Board had just passed an eminent domain resolution last month for this same job. At the time, he didn't think there would be any additional parcels; however, he was notified by the County's land negotiator that two additional parcels had become non-responsive. The odd thing was that the acquisitions are tiny. One of them included only an area that was already being used for public right-of-way. Klaas could not understand why there would be any opposition to the acquisition; but since our land negotiator had made this recommendation, he believes it should be done. It may incentivize the property owners to settle without actually filing in court. Rodriguez asked if the County meets with the property owners in person, or if it was just by phone/email. Klaas stated that the County's land negotiator tries to meet with everyone in person. Upon further consideration, the motion approved unanimously.

Chairman Bachman described the recent efforts by the Connect Kendall County Commission, involving planning to provide fast internet service to all areas of Kendall County. One of the ideas was to try to place conduit during road construction projects. Klaas expressed some concerns about the placement of conduits in the County's rights-of-way, due to constant conflicts with the many utilities that place their facilities in the r.o.w. DeBolt thought it would make sense to finalize the map first – the areas where conduit is needed – before getting ahead of ourselves. Klaas agreed that we would need to know first where the fiber is to be located, and then try to incorporate those improvements as part of the roadway contract, to get a better price on the installation. He also noted that there would be ongoing costs for the Commission; because once those fibers are in the ground, they may need to be moved in the future, when any road widening projects are planned. By State Law, this cost falls on the owner of the utility. Bachman believed that the cost would likely be the responsibility of the Commission/County. Klaas also asked Bachman if he foresaw that in the future, the hard wire (fiber) might be replaced with some other technology. Bachman stated that there is already a plan to lay fiber, and supplement that with some areas of wireless technology. Committee discussed some of the issues with changing technology and what might happen in the future. Bachman stated that he will discuss some of these issues and concerns with the Commission.

In other business, DeBolt asked about the opening for the Eldamain Bridge. Klaas stated that the tentative ribbon cutting would be May 31, 2023; but he also asked the Committee what they wanted to have for the opening. He thought it would be best to stage the ribbon cutting on the south side of the bridge, where there is more room to park. Rodriguez felt that the County should have a pretty big event because it is such a significant project. Committee agreed, and discussed several possibilities for the event, including food and refreshments. Klaas suggested the possibility of having the ribbon cutting on May 31st and actually opening the road to the public the next day, due to pavement markings that have to be changed at River Road. Bachman thought that was reasonable. DeBolt thought that there should be a significant celebration

because the project is so important, and was built with very little taxpayer money. Rodriguez suggested that the new volunteer committee in HR might be able to help coordinate the event.

DeBolt asked about cleaning roadway ditches. Klaas stated that the County does not have an Adopt-A-Highway program because he just doesn't feel it is safe, due to the rural nature of most county highways and the excessive speed of the vehicles. This is why IDOT's program is only allowed in corporate limits, where the speed limits are lower. DeBolt also asked if county employees pick up litter in the ditches, and Klaas confirmed that highway employees pick up litter every year along county highways. DeBolt related a funny story about an elderly woman picking up aluminum cans along Lisbon Road in rural Kendall County. Burscheid described the pick up efforts on Eldamain Road near the waste transfer station; but that was a requirement of the zoning for the transfer station.

DeBolt asked about the path connection between Hoover Forest Preserve and Fox River Bluffs Forest Preserve. Klaas said that the Forest Preserve can apply for TAP Funds. Normally, the maximum grant has a \$50,000 limit; but the Board has exceeded that several times. The Forest Preserve can apply for these funds at any time. The Wayne Borneman farm is the only privately-owned parcel between the two forest preserves. The committee discussed ways to connect the two forest preserves, who could do the work, and how funding might work.

DeBolt had questions about the ditch along the north side of Plattville Road near Pletcher Drive. He wondered if the County would be responsible for getting the grass to grow and fixing any rutting caused by accidents. Klaas stated that County Highway would make sure this area is growing real well before they stop maintaining. Burscheid indicated this is a common problem; and if they'll just be patient, this should work out fine.

Klaas presented a graph of the Fox River elevations at the Montgomery gauge over the past 5 years. He compared the elevations during the construction of the Millington Bridge, as opposed to the construction of the Eldamain Bridge. River elevations were constantly high during Millington construction, while the elevations stayed consistently low during Eldamain construction.

Gengler asked about the progress on Collins Road Extension. Klaas stated that the bid opening was March 10, 2023. Project was awarded to the low bidder on March 29, 2023; but construction will probably not start for another 6 weeks. The construction that you see now is water main construction by the Village of Oswego. There was some tree removal on Collins and Minkler that was performed by the County; but that work was separate from the roadway contract, because all the trees had to be removed by April 1, 2023. This is due to restrictions related to Indiana Bat and Long-Eared Bat habitat. Burscheid stated that trees on roadway contracts can only be removed between October 31st and April 1st.

Gengler asked about the progress on the Galena – Cannonball intersection. Klaas indicated that if everything went perfectly, the project would go to letting next year in the spring of 2024. However, he stated that he expected some difficulties with land acquisition. Burscheid stated that construction of Galena – Kennedy intersection should have begun already, but the County is still having trouble getting utilities moved. We are having the same utility relocation troubles with the curve relocation on Cannonball Trail west of Ill. Rte. 47.

Motion Rodriguez; second Gengler to forward Highway Department bills for the month of April in the amount of \$193,898.17. Motion approved unanimously.

Motion DeBolt; second Rodriguez, to adjourn the meeting at 4:21 P.M. Motion carried unanimously.

Respectfully submitted,



Francis C. Klaas, P.E.
Kendall County Engineer

Action Items

1. Resolution awarding contracts to the low bidders for the following projects:
 - 23-00000-00-GM to Superior Road Striping in the amount of \$290,838.20
 - 23-00000-01-GM to D Construction, Inc. in the amount of \$240,245.75
 - 23-00000-02-GM to D Construction, Inc. in the amount of \$2,139,939.20
 - 23-01000-00-GM to A.C. Pavement Striping in the amount of \$71,908.00
 - 23-02000-00-GM to D Construction, Inc. in the amount of \$68,956.75
 - 23-03000-00-GM to A.C. Pavement Striping in the amount of \$104,935.50
 - 23-04000-00-GM to D Construction, Inc. in the amount of \$415,485.04
 - 23-05000-00-GM to A.C. Pavement Striping in the amount of \$75,690.00
 - 23-06000-00-GM to D Construction, Inc. in the amount of \$156,537.65
 - 23-07000-00-GM to D Construction, Inc. in the amount of \$171,804.95
 - 23-08000-00-GM to D Construction, Inc. in the amount of \$402,594.25
 - 23-09000-00-GM to A.C. Pavement Striping in the amount of \$63,342.00
2. Intergovernmental Agreement between Kendall County, Illinois and the City of Joliet, Illinois, relating to the construction of Ridge Road, Section 19-00149-00-PW
3. Resolution authorizing the use of eminent domain to acquire certain parcels of land for roadway purposes on Fox Rive Drive (N. Johnson St.) in Kendall County, Illinois

KENDALL COUNTY PLANNING, BUILDING & ZONING COMMITTEE

Kendall County Office Building

Rooms 209 and 210

111 W. Fox Street, Yorkville, Illinois

6:30 p.m.

Meeting Minutes of April 10, 2023 – Unofficial until Approved

CALL TO ORDER

The meeting was called to order by Chairman Wormley at 6:31 p.m.

ROLL CALL

Committee Members Present: Dan Koukol (Left at 6:56 p.m.), Ruben Rodriguez (arrived at 6:32 p.m.), Brooke Shanley, and Seth Wormley

Committee Members Absent: Elizabeth Flowers

Also Present: Matt Asselmeier (Senior Planner)

APPROVAL OF AGENDA

Member Koukol made a motion, seconded by Member Shanley, to approve the agenda as presented. With a voice vote of three (3) ayes, the motion carried.

APPROVAL OF MINUTES

Member Shanley made a motion, seconded by Member Koukol, to approve the minutes of the March 13, 2023, meeting. With a voice vote of three (3) ayes, the motion carried.

PUBLIC COMMENT

None

EXPENDITURE REPORT

The Committee reviewed the expenditure report from March 2023.

PETITIONS

None

NEW BUSINESS

Discussion of Updating the Kendall County Land Resource Management Plan In Its Entirety

Mr. Asselmeier summarized the issue.

Member Rodriguez arrived at this time (6:32 p.m.).

Aside from some updates to the transportation plan, policy statements, and requests for changes to the Future Land Use Map for individual parcels, Kendall County has not completed a comprehensive update to the Land Resource Management Plan since 2005. Between 1998 and 2005, Kendall County updated the sections for each township, including doing population forecasts through the 2020 Census.

A large portion of the data in the Land Resource Management Plan is now outdated and, as part of the budget research process, in 2022, Staff contacted Teska Associates to obtain a cost estimate to update the Land Resource Management Plan. Teska Associates' price quote and

scope of work from 2022 were provided. As noted in this information, the project would occur over a three (3) year period and involve at least one (1) meeting in each township.

Prior to the preparation of the budget for FY2022-2023, the Comprehensive Land Plan and Ordinance Committee, ZPAC, Kendall County Regional Planning Commission, and Kendall County Zoning Board of Appeals reviewed the proposal and recommended that the project be included in the FY2022-2023 budget. The Committees also all recommended starting with the eastern three (3) townships. Ultimately, however, this project was not included in the budget for the present fiscal year.

With the pending adoption of three (3) agricultural areas in Lisbon Township and with the preparation of the budget for FY2023-2024 approaching in the upcoming months, Staff requests guidance from the Committee regarding whether or not the County should pursue an update at this time or simply review the future land uses around the proposed agricultural areas.

Staff contacted Teska Associates for updated price figures. To date, that information has not been provided.

Member Koukol asked about the status of the proposed agricultural areas. Mr. Asselmeier described the activities that have occurred thus far with the proposed agricultural areas as required by State law.

Member Koukol asked if the properties near the proposed agricultural areas could be changed to Mixed Use Business on the Future Land Map. Mr. Asselmeier responded that it still would be possible to change properties to Mixed Use Business. However, an investor or potential business would have to take the existence of the agricultural areas into account, when deciding to invest in the area. The agricultural areas could impact the payback period of expenditures related to the installation of infrastructure which may impact the viability of a project.

Mr. Asselmeier explained the process of removing and dissolving agricultural areas.

Member Koukol and Chairman Wormley expressed reservations about the agricultural areas program and limiting opportunities for land.

The consensus of the Committee was to wait with updating the Land Resource Management Plan in its entirety.

OLD BUSINESS

Special Use Permit Enforcement Update

Mr. Asselmeier reported the following:

1. Ordinance 2009-25-Special Use Permit for a Specialty Gift Store at 7275 Route 34
Issue: Condition 1 requires an annual inspection. During site visits in 2021 and 2022 the business appeared to have ceased. Efforts to contact the property owner to see if they would like to retain the special use permit have been unsuccessful.
How Department Became Aware of Potential Violation: Annual Inspection
Current Status: Hearing to involuntarily revoke the special use permit is scheduled for May 1, 2023.
2. Ordinance 1987-25-Special Use Permit for a Church Camp at 1626 Route 31 (Camp Quarryledge)

Issue: Various conditions require the use to be connected to a church camp use, including the name "Camp Quarryledge".

How Department Became Aware of Potential Violation: Contacts from Potential Buyers of the Property

Current Status: Property is pending annexation to the Village of Oswego as a health camp/education center; annexation likely will be complete in May or June 2023.

3. Ordinance 2005-37-Special Use Permit for a Landscaping Business at 5681 Whitewillow Rd

Issue: Condition 6 requires a right-of-way dedication

How Department Became Aware of Violation: Property owner submitted a special use permit for a craft fair.

Current Status: Property owner finally contacted the County on April 6, 2023, Petitioner is working with the Kendall County Highway Department on the necessary paperwork.

4. Ordinance 2014-04-Special Use Permit for a Compost Facility at 1270 E. Beecher Road
Issue: Condition 8 requires property owner to reapply for special use permit prior July 1, 2023, or the special use permit shall be revoked on December 1, 2023.

How Department Became Aware of Violation: Not presently a violation.

Current Status: Property owner sent a letter on April 3, 2023, requesting guidance as to their plans for the property.

Discussion of Stormwater Management Ordinance Violation at 8150 Schlapp Road (PIN: 06-15-100-007)

Mr. Asselmeier summarized the issue and provided emails from two (2) surveying companies. The property owners had not entered into a contract with either surveyor. Mr. Asselmeier left a voicemail for the property owner on April 10, 2023.

Without objection, the citation will be issued.

REVIEW VIOLATION REPORT

The Committee reviewed the violation report. Mr. Asselmeier reported that the case against 2511 Wildy Road had been continued to May 15, 2023, by the court in order to give the property owner additional time to work with FEMA.

REVIEW PRE-VIOLATION REPORT

The Committee reviewed the report.

Member Koukol asked for an update 1539 Collins Road. Mr. Asselmeier will request an update from Scott Koeppel.

Member Koukol left at this time 6:56 p.m.

UPDATE FOR HISTORIC PRESERVATION COMMISSION

Recommendation for a Proclamation Declaring May Historic Preservation Month in Kendall County

Mr. Asselmeier provided a proposed proclamation. The Historic Preservation Commission previously recommended approval of the proclamation.

Member Shanley made a motion, seconded by Member Rodriguez, to recommend approval of the proclamation.

The votes were as follows:

Yeas (3): Rodriguez, Shanley, and Wormley
Nays (0): None
Abstain (0): None
Absent (2): Flowers and Koukol

The motion carried.

The proposal goes to the County Board on May 2, 2023.

The historic preservation awards will be presented at the May 16, 2023, County Board Meeting.

REVIEW PERMIT REPORT

The Committee reviewed the report.

REVIEW REVENUE REPORT

The Committee reviewed the report. Mr. Asselmeier noted that the correction to the February figures.

CORRESPONDENCE

None

COMMENTS FROM THE PRESS

None

EXECUTIVE SESSION

Member Shanley made a motion, seconded by Member Rodriguez, to enter into executive session for the purposes of reviewing minutes of meetings lawfully closed under the Illinois Open Meetings Act (5 ILCS 120/2(c)(21)).

The votes were as follows:

Yeas (3): Rodriguez, Shanley, and Wormley
Nays (0): None
Abstain (0): None
Absent (2): Flowers and Koukol

The motion carried.

The Committee recessed at 7:01 p.m.

Chairman Wormley called the Committee back to order at 7:05 p.m.

ROLL CALL

Committee Members Present: Ruben Rodriguez, Brooke Shanley, and Seth Wormley

Committee Members Absent: Elizabeth Flowers and Dan Koukol

Also Present: Matt Asselmeier (Senior Planner)

NEW BUSINESS

Approval to Release Executive Session Minutes of April 10, 2023

Member Shanley made a motion, seconded by Member Rodriguez, to recommend approval of the release of the Executive Session Minutes of April 10, 2023.

With a voice vote of three (3) ayes, the motion carried.

The proposal goes to the County Board on April 18, 2023, on the consent agenda.

ADJOURNMENT

Member Rodriguez made a motion, seconded by Member Shanley, to adjourn. With a voice vote of three (3) ayes, the motion carried.

Chairman Wormley adjourned the meeting at 7:06 p.m.

Minutes prepared by Matthew H. Asselmeier, AICP, CFM Senior Planner

Enc.

Kendall County Job Description

TITLE:	Administrative Assistant
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Facilities Director
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Non-Union
APPROVED:	In Process

I. Position Summary:

The Administrative Assistant, under the supervision of the Facilities Director, provides administrative and clerical support to the Facilities Management Department. This position manages daily work orders while working with elected officials, department heads, and service vendors. The Administrative Assistant also compiles statistical data; prepares detailed performance reports and other documents for the Facilities Director; and must maintain the confidentiality of sensitive information obtained while performing the assigned job duties.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Provides administrative and clerical support to the Facilities Management Department by performing essential job duties including, but not limited to the following:
 - 1. Receives, tracks, monitors, and reports status of all maintenance, repair, and modification work requirements generated.
 - 2. Initiates documents either to authorize or obtain formal approval of work requirements.
 - 3. Inputs data into the computerized maintenance management system.
 - 4. Maintains the service-call function for the receipt and controls of emergency, urgent, and routine maintenance work generated by telephone.
 - 5. Reports initial and follow-up status of work orders.
 - 6. Collects and maintains work documents and other data for the development of reports to evaluate responsiveness, cost effectiveness, and efficiency of resource utilization.
 - 7. Administers the collection and reporting of historical and statistical performance data.
 - 8. Performs initial computer systems start-up and shut down operations.
 - 9. Completes daily operations and maintenance by performing system back-up and file saving operations, and initiates changes and revisions, as necessary.
 - 10. Updates departmental standard operating procedures, policy, and safety manuals.
 - 11. Acts as central purchasing agent for the Facilities Management Department by performing duties including, but not limited to; opening accounts,

Kendall County Job Description

- sourcing and ordering materials and supplies, and investigating past due or erroneous invoices.
12. Receives and administers accounts payable (voucher) and petty cash functions.
 13. Performs inventory of assigned stock within the department.
 14. Prepares and maintains confidential personnel data and information; maintains onsite personnel related records, time off calendars and reports; and preserves the confidentiality of all such records.
 15. Performs CMMS Database Administration by performing tasks including, but not limited to entering new facilities, equipment and staff and entering specific information about facilities, equipment, and staff.
 16. Responsible for closing out and cost accounting of labor, materials, and supplies used on work orders along with running and analyzing reports, as needed.
 17. Collects, maintains, and updates invoices, pay applications, bonds, certificates of insurance, county leases, and contract renewals for all Kendall County vendors, projects, and property.
 18. Posting/coordinating of renewal and/or new public bids for services and projects by performing tasks including, but not limited to website posting, newspaper legal advertisement, records maintenance, and tracking of incoming bids.
 19. Coordinates design, construction, and other project meeting schedules.
- B. Serves as administrative support for the Kendall County Facilities Management Committee by performing tasks including, but not limited to the following:
1. Preparing, distributing, and posting Facilities Management Committee meeting agendas along with taking notes during meetings.
 2. Preparing and publishing meeting minutes.
 3. Overseeing the retention and destruction of Facilities Management Committee meeting audio recordings.
 4. Maintaining confidentiality of closed session meeting minutes and audio recordings.
- C. Manages small parts inventory for Facilities Management storerooms.
- D. Performs purchasing functions for other Kendall County departments and maintains documentation regarding such functions.
- E. Researches and makes recommendations for office equipment.
- F. Serves as back-up on the County's telephone system.
- G. Maintains door lock system and program for monthly meetings.
- H. Responsible for filing documents, pulling documents from storage, and putting files away in storage.
- I. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
- J. Assists with Freedom of Information Act requests for Facilities Management Department.
- K. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- L. Must be able to work on-site to perform the above essential job duties.

Kendall County Job Description

- M. Attends Facilities Management Committee meetings and other meetings, as assigned, both during and after regular business hours.
- N. Handles confidential matters daily relating to all functions of the Facilities Management Department and maintains confidentiality of such information.
- O. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- P. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- Q. Maintains regular attendance and punctuality.
- R. Performs other duties, 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. Language Skills:

- 1. Ability to research, read, and interpret documents and simple instructions.
- 2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
- 3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
- 4. Requires proficient knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

- 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 3. Ability to count money and make change.
- 4. Ability to prepare and analyze statistical data and reports.

C. Reasoning Ability:

- 1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 2. Ability to deal with problems involving several variables in standardized situations.
- 3. Ability to independently work to project completion and follow guidance.
- 4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

Kendall County Job Description

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other certificates and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, PowerPoint, and email and internet systems.
7. Knowledge of office practices, principles of modern record keeping, setting up and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and telephone system.
9. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years of prior work experience in a service-oriented environment is required.
3. A secretarial or administrative certification or degree is preferred.

IV. Physical Demands:

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

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to touch, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.

Kendall County Job Description

- I. Travel independently to other County properties and other locations throughout Kendall County to perform assigned job duties.

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:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned job duties.
- B. The noise level in the work environment varies from quiet to noisy.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

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

Kendall County Job Description

TITLE:	Maintenance I
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Union (Teamsters Local #330)
APPROVED:	In Process

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance I position operates, maintains, and performs minor maintenance and repairs to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
- B. Performs daily safety checks on heating, cooling, and other equipment.
- C. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
- D. Is a self-starter who plans and performs basic projects, as needed or required.
- E. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
- F. Operates, inspects, tests, and makes minor changes to building systems including, but not limited to, fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, and U.P.S. systems.
- G. Performs maintenance and/or replacement of plumbing devices and fixtures including, but not limited to working on plugged drains as well as operating hand and power operated drain augers.
- H. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
- I. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
- J. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.

Kendall County Job Description

- K. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots; trimming branches; pulling weeds; and applying weed control herbicides.
- L. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
- M. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- N. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
- O. Safely moves furniture, packages, and boxes, as requested.
- P. Distributes materials and supplies throughout assigned areas.
- Q. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
- R. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
- S. Performs new installations of wall systems, electrical and low voltage systems.
- T. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
- U. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- V. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- W. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
- X. Must be able to work on-site to perform the essential job duties.
- Y. Maintains regular attendance and punctuality.
- Z. Performs other duties, 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. Language Skills:

1. Ability to read and interpret documents and simple instructions.
2. Ability to write routine reports and correspondence.
3. Ability to express oneself clearly and concisely both orally and in writing.
4. Requires knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Ability to make minor repairs to buildings and equipment.
4. Ability to perform various clean-up and maintenance tasks as required.
5. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
6. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
7. The ability to follow guidance and work independently until project completion.
8. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
9. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least two (2) years prior work experience in commercial, office, or public building facility maintenance and repair.

Kendall County Job Description

IV. Physical Demands:

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

- A. Frequently lift and/or move items up to 80 pounds.
- B. Use hands to touch, handle, feel, grip, and type.
- C. Bend over at the waist and reach with one and/or both hands and arms.
- D. Climb and balance, stoop, kneel, crouch, and crawl.
- E. Stand and walk on uneven ground and development sites.
- F. Reach, push, and pull with one and/or both hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Must be able to work from ladders, scaffolding, and personal lifts.
- J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
- K. Must be able to operate County vehicles and safety equipment.
- L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned job duties.

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:

- A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
- B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
- C. While performing assigned job duties, the position may be exposed to dust, fumes, odors, smoke, gases, and chemicals.
- D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
- E. The noise level in the work environment varies from quiet to noisy.
- F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.
- G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

Kendall County Job Description

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

DRAFT

Kendall County Job Description

TITLE:	Maintenance II
DEPARTMENT:	Facilities Management
SUPERVISED BY:	Assistant Director/Project Manager
FULL TIME/PART TIME:	Full time
FLSA STATUS:	Non-Exempt
UNION STATUS:	Union (Teamsters Local #330)
APPROVED:	In Process

I. Position Summary:

Under general supervision of the Assistant Director/Project Manager and Director, the Maintenance II position performs skilled maintenance, operation, repair, construction, and installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction. The Maintenance II position works independently in skilled trades such as carpentry, electronics, plumbing, electrical, heating/cooling systems, and other skilled trades. The Maintenance II also performs Maintenance I duties, as assigned, and assists with the training of other maintenance classification personnel.

II. Essential Duties and Responsibilities:

The essential duties for this position include, but are not limited to the following:

- A. Is a self-starter who plans and performs projects, as needed or required.
- B. Safely performs skilled maintenance, operation, repair, construction, installation, and replacements to Kendall County's building systems, equipment, and grounds common to structures and systems throughout Kendall County's jurisdiction.
- C. Assists with the training of other maintenance classification personnel.
- D. Works independently with minimal supervision in one or more skilled trades by performing tasks such as:
 - 1. Maintains, repairs, and operates Kendall County's mechanical, steam humidifiers, water, and electrical equipment and systems in accordance with blueprints, diagrams, operating manuals, and manufacturers' specifications.
 - 2. Maintains, operates, programs, and modifies Kendall County's electronic equipment and software (e.g., CMMS, PBX, voicemail, Message Net and specialized systems like breaker panels, frequency drives, UPS and generator equipment, and HVAC chillers).
 - 3. Diagnoses, troubleshoots, operates, inspects, tests, replaces, and makes major and minor changes to building systems including, but not limited to fire alarm, HVAC, HVAC controls, lighting, water treatment systems, standby generators, U.P.S. systems, PBX, and voicemail.
 - 4. Safely performs basic electrical repairs (e.g., switches, outlets, clocks, etc.).
 - 5. Performs maintenance and/or replacement of plumbing devices and fixtures (e.g., working on plugged drains and operating hand and power operated drain augers) and troubleshoots and repairs boilers, water heaters, and

Kendall County Job Description

- Variable Air Volume (VAV) boxes.
6. Operates, troubleshoots, and completes repairs related to Kendall County's Building Automation Systems (BAS).
 7. Cleans and prepares equipment for inspection; inspects mechanical and electrical equipment and systems established by the CMMS system; and performs corrective maintenance.
 8. Performs preventative and predictive maintenance on equipment and assists in developing, reviewing, and implementing comprehensive preventative maintenance procedures.
 9. Performs a variety of skilled building construction and maintenance including, but not limited to, repairs to doors, windows, and other building parts; constructs and/or assembles furniture and other wood and metal structures; constructs, rebuilds, and repairs other County equipment and facilities; prepares surfaces for painting and varnishing; applies surface coverings; and other skilled building construction and maintenance tasks, as assigned.
 10. Uses skilled trades knowledge and experience to adjust equipment and systems with a view toward conserving energy and other County resources.
 11. Maintains equipment racks by performing tasks such as labeling and punching down of cables.
- E. Performs Maintenance I duties, as assigned, which could include, but are not limited to the following:
1. Safely performs routine adjustment, repair, and preventative maintenance of building equipment and structures including, but not limited to, the replacement of electrical devices, air filters, belts, and performs lubrication of related equipment.
 2. Performs daily safety checks on heating, cooling, and other equipment.
 3. Views, interprets, and verifies system alarms and advises the Facilities Management Director, the Assistant Director/Project Manager, or their designees of verified alarms on the HVAC control system.
 4. Assists the Facilities Management Department staff and supervisors with various tasks including, but not limited to running errands; retrieving supplies/materials for tasks; holding objects/materials requiring more than one person; and cleaning up after completion of tasks.
 5. Assists outside vendors as needed to complete work beyond their general capabilities including, but not limited to escorting individuals through secure areas; signing service tickets; and recording time spent on a task.
 6. Performs non-technical tasks such as changing light bulbs; repairing walls; painting; cleaning; repairing carpeting, ceiling, and furniture in addition to other miscellaneous job-related duties and special projects, as needed.
 7. Performs snow/ice removal using ride-on and other powered equipment and/or hand tools.
 8. Perform grounds maintenance activities including, but not limited to weed control of planting beds; removing debris; raking & disposal of leaves and others plant materials; broom and shoveling of sidewalks and parking lots;

Kendall County Job Description

- trimming branches; pulling weeds; and applying weed control herbicides.
- 9. Performs repairs of walls, ceilings, stairs, and related structures, which include tasks such as scraping paint; applying compound, sanding, and finishing drywall systems of existing and new structures; along with painting related repairs and maintenance of walls, ceilings, and other facility structures.
- 10. Safely moves furniture, packages, and boxes, as requested.
- 11. Performs new installations of wall systems, electrical and low voltage systems.
- 12. Distributes materials and supplies throughout assigned areas.
- 13. Collects and maintains logs/inventories/records and reports all faults, deficiencies, and other unusual occurrences.
- F. Safely drives County owned vehicles and other motorized equipment to perform assigned job tasks.
- G. Complies with the work order system by performing tasks including, but not limited to interpreting work orders; performing work requested; completing work order per instruction; and providing accurate information on completed work order.
- H. If assigned to perform work inside the Kendall County Public Safety Center, must have the ability to be cleared for access by the Kendall County Sheriff and must comply with all applicable rules and policies of Kendall County Sheriff's Office.
- I. Must be available to work shift(s) after regular business hours, on holiday(s), weekend(s), or during other events as required.
- J. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- K. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, vendors, and the public.
- L. Complies with all applicable laws, regulations, union contracts, safety standards, and County policies and procedures regarding or relating to assigned job duties.
- M. Must be able to work on-site to perform the essential job duties.
- N. Maintains regular attendance and punctuality.
- O. Performs other duties, 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. Language Skills:

- 1. Ability to read and interpret documents and simple instructions.
- 2. Ability to write routine reports and correspondence.
- 3. Ability to express oneself clearly and concisely both orally and in writing.
- 4. Requires knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percentages as well as draw and interpret bar graphs.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.
5. Ability to read and work with blueprints and technical manuals.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License.
2. Any and all other licenses, certifications, and registrations as required by immediate supervisor for the specific duties performed.

E. Other Skills, Knowledge, and Abilities:

1. The ability to display a positive, cooperative, professional and team orientated attitude, committed to working in a safe and quality environment.
2. Knowledge in maintenance supplies, equipment, materials, and methods used in janitorial, grounds and landscaping work.
3. Working knowledge of equipment racks including, but not limited to labeling and punching down of cables.
4. Ability to make minor repairs to buildings and equipment.
5. Ability to perform various clean-up and maintenance tasks as required.
6. Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance and use of equipment to complete assigned tasks.
7. Ability to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
8. The ability to follow guidance and work independently until project completion.
9. Must be proficient in the use of Kendall County's work order system, computer, email systems, and telephone systems.
10. Complies with all County policies and procedures and adheres to set standards.

F. Education and Experience:

1. A minimum of a high school diploma, GED, or equivalent is required.
2. A minimum of at least one or more of the following:

Kendall County Job Description

- a. Current enrollment in or successful completion of a four (4) year skilled trades apprenticeship program,
- b. A minimum of an Associate in Applied Sciences Degree or related field, or
- c. At least ten (10) years of prior work experience in commercial, office, or public building facility maintenance and repair.

IV. Physical Demands:

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

- A. Frequently lift and/or move items up to 80 pounds.
- B. Use hands to touch, handle, feel, grip, and type.
- C. Bend over at the waist and reach with one and/or both hands and arms.
- D. Climb and balance, stoop, kneel, crouch, and crawl.
- E. Stand and walk on uneven ground and development sites.
- F. Reach, push, and pull with one and/or both hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Must be able to work from ladders, scaffolding, and personal lifts.
- J. Must be able to safely and proficiently operate powered hand tools and all other equipment needed to perform assigned job duties.
- K. Must be able to operate County vehicles and safety equipment.
- L. Must be able to travel independently to other County properties and other locations throughout Kendall County to perform assigned job duties.

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:

- A. Must be able to work in both inside and outside environmental conditions, which includes during extreme weather.
- B. While performing assigned job duties, the position may be exposed to blood borne pathogens or other infections and contagious diseases.
- C. While performing assigned job duties, the position may be exposed to dust, fumes, odors, smoke, gases, and chemicals.
- D. Will be required to work with moving mechanical parts and in high, precarious places, as needed.
- E. The noise level in the work environment varies from quiet to noisy.
- F. The employee must be available to perform all assigned job duties during normal business hours and outside of normal business hours.

Kendall County Job Description

- G. Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.

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

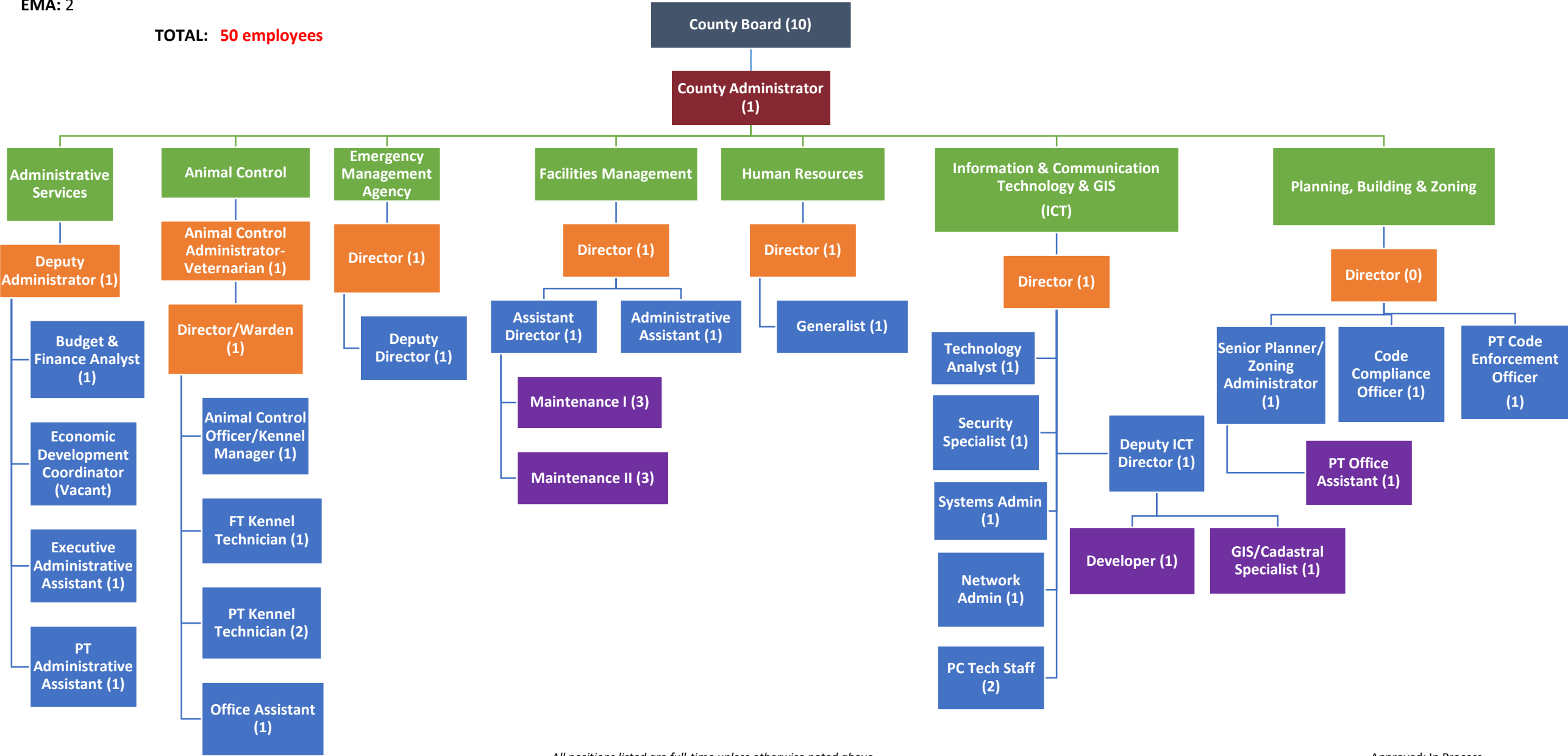
cc: personnel file, employee

APPROVED HEADCOUNT

Administration: 5 Facilities: 9
Animal Control: 7 Human Resources: 2
County Board: 10 Info & Comm. Tech: 10
County Administrator: 1 PBZ: 4
EMA: 2

TOTAL: 50 employees

Kendall County, Illinois
Organizational Chart



All positions listed are full-time unless otherwise noted above.

Approved: In Process

PROPOSED REVISIONS TO SECTION 7.6 OF KENDALL COUNTY EMPLOYEE HANDBOOK – Presented to County Board on 4/18/2023

Section 7.6 FLEXTIME POLICY

All employees are expected to be at work during their regularly scheduled work hours unless approval is granted for discretionary flextime on a given workday. Flextime is a temporary arrangement that, if approved (in their sole discretion) by the applicable Executive, allows an employee to alter the starting and/or end time of their workday; however, the employee still works the same number of scheduled hours in a workday as they would under their regular work schedule. For example, if an employee's regular work day schedule is 8:00 a.m. to 4:30 p.m., a flextime arrangement for that workday could be 7:00 a.m. to 3:30 p.m., or 9:00 a.m. to 5:30 p.m.

Only ~~full-time~~ employees who have successfully completed their probationary period may be eligible for flextime pursuant to this policy. Flextime for the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the workflow. Also, flextime is not intended to be nor shall it result in a permanent change in the employee's regular work schedule. The requested flextime should not require the Employer to incur additional overtime expense, if such request were granted by the Employer.

The employee's Executive has the sole discretion to approve or deny the use of flextime in their department/office. Flextime may not be appropriate for all positions, or in all office settings, or for all employees. When evaluating a request for flextime, the Executive may consider factors including, but not limited to the following: applicable union contract requirements; the reason for the requested flextime arrangement; staffing needs; office space considerations; business needs and hours of operation; health and safety issues; the employee's job duties; the employee's work record and ability to timely and accurately complete assigned tasks; the operational needs of the department/office; the employee's ability to return to a standard work schedule when needed; and any other factors deemed relevant by the Executive.

Flextime is not intended to be a permanent change to an employee's regularly scheduled work hours. An approved flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule. If approved for flextime, the employee must be willing and able to alternate their work hours to attend to operational needs, as requested by the immediate supervisor and/or department head/elected official. Also, there may be times when the employee would be required to work or travel outside of scheduled flextime work hours. Pre-approved flextime hours may not be carried over to another work week – the employee must work their full work week.

The employee must first discuss their proposed flextime arrangement with their immediate supervisor and their Executive. If the employee's immediate supervisor and

Executive are willing to consider a temporary flextime arrangement for their department/office, the employee should then submit a written request for flextime to their Executive at least one full business day in advance of the requested flextime day. An employee shall not utilize flextime unless pre-approved in writing by their Executive. All approved flextime schedules must address how breaks and meal periods will be handled. Rest/meal periods must be taken in accordance with all applicable state and federal laws and union contract requirements.

COUNTY OF KENDALL, ILLINOIS

Resolution 23-_____

RESOLUTION REGARDING PERSONNEL ACTION NOTICE PROCEDURES

WHEREAS, the County of Kendall, Illinois complies with the requirements of applicable federal and state laws governing benefits, wages, and hours of employment; and

WHEREAS, in compliance with those laws, the County has established the below procedures to support the County's payroll administrator's and benefits administrator's internal controls and to ensure that all transactions related to an individual's employment with the County's departments and elected offices are timely and accurately documented for payroll and benefits administration purposes.

NOW, THEREFORE, the Kendall County Board establishes the following Personnel Action Notice Procedures effective immediately:

1. The below procedures apply to all Kendall County departments and all elected offices who utilize Kendall County's payroll and/or benefits for their elected offices.
2. **Personnel Action Notice (PAN) Form:** The department head and/or elected official, or their designee, must complete a Personnel Action Notice (PAN) Form (attached hereto as **Exhibit 1**) for all personnel events (other than a leave of absence) that require payroll and/or benefits administration action for an employee assigned to their department/elected office. Examples of such personnel events include, but are not limited to the following:
 - a. Any changes in employment status (e.g., appointments, separation of employment, etc.),
 - b. Promotions or demotions,
 - c. Funding source changes,
 - d. Pay rate changes,
 - e. Position changes (e.g., creation or reclassification of a position)
 - f. Changes in status (e.g., FLSA exempt status, union status, part-time/full-time, etc.)
 - g. Wage garnishments or wage deductions, and
 - h. Any other employee or position changes that require payroll and/or benefits administration action.
3. **Leave of Absence Personnel Action Notice (LOA PAN) Form:** The department head and/or elected official, or their designee, must complete a Leave of Absence Personnel Action Notice (LOA PAN) Form (attached hereto as **Exhibit 2**) when an employee in their department/elected office is on a leave of absence that requires payroll and/or benefits administration action. Examples of such leave of absence events include, but are not limited to the following:
 - a. FMLA leave,
 - b. Bereavement leave,

- c. Jury and witness duty leave,
 - d. PEDA leave,
 - e. VESSA leave,
 - f. Administrative leave,
 - g. Military leave,
 - h. Unpaid suspension,
 - i. Short-term disability leave,
 - j. Discretionary leave of absence, and
 - k. Any other type of leave of absence that requires payroll and/or benefits administration action.
4. All PAN Forms and LOA PAN Forms must be provided to the County's payroll administrator and benefits administrator **at least three (3) business days before the action's effective date** or as soon as practicable if the payroll action change was not a foreseeable event (e.g., an unforeseeable leave of absence, job abandonment, etc.)
5. If the received PAN Form and/or LOA PAN Form is incomplete, Kendall County's payroll administrator and/or benefits administrator will return the incomplete form to the department head and/or elected official for correction.
6. To the extent permitted by law, no payroll and/or benefits action change will be made by the County's payroll administrator and/or benefits administrator until they have received the completed PAN Form and/or LOA PAN Form (whichever form is applicable to the personnel event) from the applicable department head or elected official or their designee.

Approved this 18th day of April, 2023.

Attest:

Matthew Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder



KENDALL COUNTY
PERSONNEL ACTION NOTICE STATUS/PAY CHANGE

Name: _____ Employee #: _____
Last First MI

Department: _____ Current Job Title: _____

Effective Date of Action: _____ New Job Title: _____

Reason for Change: _____

New Status: Full-time Seasonal Exempt Union
Part-time Temporary Non-exempt Non-union

_____ New hours working per pay period

Current Hourly Rate: \$ _____ G/L Line #: _____

New Hourly Rate: \$ _____ G/L Line #: _____

OR

Current Salary Total Amount: \$ _____

New Salary Amount:

Base Pay: \$ _____ G/L Line #: _____

Additional Pays: \$ _____ G/L Line #: _____

\$ _____ G/L Line #: _____

\$ _____ G/L Line #: _____

\$ _____ G/L Line #: _____

Total Annual Salary: \$ _____

Approved By: _____ Date: _____

**KENDALL COUNTY
PERSONNEL ACTION NOTICE**

LEAVE OF ABSENCE (LOA) NOTIFICATION

This form must be completed and provided to benefits@kendallcountyil.gov at least three (3) business days before the LOA begins (if foreseeable LOA) or within one (1) business day after the LOA begins (if unforeseeable LOA).

Name: _____ **Employee #:** _____
Last First MI

Department: _____ **Current Job Title:** _____

LEAVE OF ABSENCE (LOA) STATUS CHANGE:

- ☐ LOA WITH PAY ☐ LOA WITHOUT Pay
☐ Return From Leave of Absence ☐ Other: _____

TYPE OF LOA:
(Circle ALL that apply)

FMLA Bereavement Leave Worker's compensation Jury & Witness Duty
Military Leave PEDA VESSA Leave Discretionary Leave
Suspension Administrative Leave Extension of Leave Other: _____

ADDITIONAL INFORMATION:
(Please complete all applicable sections)

Is the employee applying for IMRF short-term disability benefits?

- ☐ YES* ☐ NO **If "yes", current job description must be attached.*

Last day worked before LOA began: _____ **Anticipated return to work (RTW) date:** _____

Actual 1st day back to work (if applicable): _____ **Revised anticipated RTW date (if applicable):** _____

Leave Schedule: ☐ Intermittent Absences ☐ Full Day Absences

Date of Absence	Is Absence PAID or UNPAID?	If applicable, type of PAID time off to be applied (e.g., vacation, sick, personal, etc.)	# of Hours

Please attach additional pages, if necessary.

Approved by: _____ **Date:** _____

Received by Payroll/Benefits: _____ **Date:** _____



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTRAOFFICE MEMORANDUM

TO: SHERIFF DWIGHT BAIRD
FROM: COMMANDER JASON LANGSTON
SUBJECT: RECOMMENDATION OF VEHICLE UPFIT PROVIDER
DATE: 4/13/2023
CC: AS NEEDED

Sheriff Baird,

This correspondence is in reference to my recommendation to select EVT Tech as the vehicle upfit and emergency equipment maintenance contract provider. No vendor currently holds the vehicle upfit and emergency equipment maintenance contract.

An invitation to bid was posted on February 20th with only one respondent submitting proposals that met the spec of the ITB. EVT Tech was the lone bidder based on the submitted bid sheets. Based upon the rate submitted of \$120 per hour is lower (by \$1 per hour) than the current provider that is not under any contract for services. It is my recommendation that the Kendall County Sheriff's Office contract with EVT Tech for our fleet vehicle upfit and emergency equipment maintenance service contract. This contract will be for a period of two years, commencing upon signature through November 30th, 2024 with an option to renew again for a two-year term at that time.

Respectfully,

Commander Jason Langston #61

Approved
DAB



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



INTEROFFICE MEMORANDUM

To: Sheriff Baird
From: Commander Jeanne Russo
Date: March 21, 2023
Re: IGA with DuPage County
Copies: As Needed

Please see the attached Intergovernmental Agreement between Kendall County, Illinois and DuPage County, Illinois.

This replaces our current agreement with DuPage County that was signed in 2017 and automatically renews for a period not to exceed 99 years. The following provisions have been revised. The Per Diem increases from \$60.00 to \$75.00, this agreement is reciprocal which allows us to house inmates at the DuPage County jail if necessary.

This is a two-year agreement, which will automatically renew annually for a period not to exceed 2 additional years.

Sincerely,

A handwritten signature in black ink that reads "Jeanne Russo".

Commander Jeanne Russo

**INTERGOVERNMENTAL HOUSING AGREEMENT
BETWEEN DUPAGE COUNTY AND KENDALL COUNTY
FOR THE HOUSING OF PRISONERS**

This Intergovernmental Housing Agreement (“Agreement”) is made and entered into upon the date of acceptance by all parties hereto, by and between the County of Kendall, Illinois, a unit of local government, and the Sheriff of Kendall County (hereinafter collectively referred to as “Kendall County”), and the County of DuPage, Illinois, a unit of local government and the Sheriff of DuPage County (hereinafter collectively referred to as “DuPage County”). For purposes of this Agreement, Kendall County and DuPage County shall collectively be referred to hereinafter as “the Parties”.

RECITALS

WHEREAS, the Parties are units of local government within the meaning of Section 10 of Article 7 of the Constitution of the State of Illinois; and

WHEREAS, the Parties are also public agencies within the meaning of the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Parties are authorized to contract among themselves to obtain or share services, or exercise, combine, or transfer any power or function in any manner not prohibited by law (5 ILCS 220/3); and

WHEREAS, counties are required to keep and maintain a jail facility in its county for its use, which may be satisfied by a single jail facility jointly used and maintained by two counties (730 ILCS 125/1); and

WHEREAS, the Parties agree that it is in their best interest to enter into a contract to obtain and provide the available housing for their respective prisoners; and

WHEREAS, for purposes of this Agreement, the party to be housing the other party’s prisoners and detainees shall hereinafter be referred to as the “Housing Party”, and the party requesting their prisoners and detainees be housed outside the confines of their own facility and, instead be housed at the Housing Party’s facility shall hereinafter be referred to as the “Non-Housing Party”; and

NOW THEREFORE, in consideration of the foregoing and the covenants contained herein, the parties do hereby agree and covenant as follows:

1. RECITALS

The recitals set forth above are incorporated in this Agreement by reference and made a part of this Agreement.

2. HOUSING

The Housing Party agrees to provide housing for the Non-Housing Party's prisoners and detainees as hereinafter provided. The Parties agree the Housing Party shall make available to the Non-Housing Party as many available beds as can be conveniently provided, subject to the needs of both the Housing and Non-Housing Parties.

3. CLASSIFICATION OF PRISONERS

The Non-Housing Party's prisoners and detainees eligible to be housed by the Housing Party will be limited to the following classified offenders:

- a) Prisoners and detainees currently serving sentences imposed for commission of a misdemeanor who are within one year of release.
- b) Prisoners and detainees currently serving sentences imposed for commission of felony offenses who, as a condition of probation, are required to be incarcerated for a period of six months or less.
- c) Prisoners and detainees who are of pre-trial and pre-sentence classification
- d) Prisoners and detainees remanded to the custody of the Non-Housing Party.

The Non-Housing Party's prisoners and detainees to be housed by the Housing Party will not include Federal prisoners and detainees or Cook County prisoners and detainees, or any other prisoners and detainees for whom the Non-Housing Party is receiving a fee pursuant to agreement.

It is further expressly agreed by and between the parties hereto that the Housing Party shall not be obligated to accept Non-Housing Party prisoners who exhibit or have exhibited any manifest physical or mental health problems or incorrigible behavior. The Housing Party may contact the Non-Housing Party to return forthwith to the Housing Party, any previously accepted prisoner who consistently violates the rules and regulations of the Housing Party's Jail or who constitutes a continuing disciplinary problem and interrupts the orderly administration of the Housing Party's Facility.

4. LOCATION OF HOUSING

All housing to be made available by DuPage County as the Housing Party will be at the facility located at 501 N County Farm Rd, Wheaton, IL and no other DuPage County facility will be utilized pursuant to this Agreement.

All housing to be made available by Kendall County as the Housing Party will be at the facility located at 1102 Cornell Lane, Yorkville, Illinois, County of Kendall, and no other Kendall County facility will be utilized pursuant to this Agreement.

5. POLICY AND SCOPE OF SERVICES

The Housing Party shall securely keep all such prisoners and detainees delivered to and accepted by them by the Non-Housing Party pursuant to the terms of this Agreement.

The Housing Party shall comply with the requirements of the Unified Code of Corrections (730 ILCS 5/1 *et seq.*), the Illinois County Jail Act (730 ILCS 125/1 *et seq.*), and all other applicable laws regarding adequate care, food, bedding, clothing, inspection, supervision, mail privileges, personal hygiene and facilities, haircuts, recreation, commissary, laundry, religious ministrations, and access to a television or a radio system.

The Parties further agree as follows:

- a) Commissary: The Housing Party shall maintain a Commissary account for each Non-Housing Party's prisoner with the purpose of permitting purchases as permitted by the Housing Party's rules and regulations.
- b) Clothing: The Housing Party agrees to provide appropriate jail uniforms to the Non-Housing Party's prisoners and detainees for the duration of their incarceration at the Housing Party's facility.
- c) Prisoner Funds: The Housing Party agrees to hold the private monies of the Non-Housing Party's prisoners and detainees while they are in the Housing Party's facility. If the Non-Housing Party's prisoner or detainee is transferred to another detention or correctional facility, said prisoner may submit a request in writing to the Housing Party, that the funds be sent to the new facility. The prisoner's written request must include the prisoner's name, address of the facility, and their correct prisoner identification number.
- d) Non Discrimination: The Parties agree no prisoner confined in the Housing Party's facility pursuant to the terms of this Agreement shall be subjected to unlawful discrimination in any manner relating to their confinement on the basis of the prisoner's age, gender, race, color, religion, national origin, and/or any other legally protected basis.
- e) PREA Compliance: As of the date of execution of this AGREEMENT, the Housing Party has adopted and the Housing Party's jail is in compliance with the national standards to prevent, detect and respond to sexual abuse and sexual harassment as outlined in the applicable provisions of the Prison Rape elimination Act (P.R.E.A.) Parts 115.5 through 28 C.F.R. 115.405 including monitoring to ensure compliance with said standards.

6. TRANSPORTATION AND REMOVAL OF PRISONERS

The Non-Housing Party or the arresting agency, at their expense, shall deliver any and all Non-Housing Party prisoners and detainees to the Housing Party's facility, together with a duly authenticated copy of commitment with the Non-Housing Party, and any other papers or documents authorizing detention.

The Non-Housing Party shall, at their expense, deliver any and all prisoners to the Housing Party's Jail, together with a duly authenticated copy of commitment and any other official paper or document authorizing detention. The Non-Housing Party will provide a summary of the personal history, behavior and a complete copy of the health records of each prisoner to the Housing Party for each prisoner to be incarcerated in the Housing Party's Jail, which shall precede or accompany

each prisoner and shall be returned to the Non-Housing Party upon the release or transfer of said prisoner. Copies of any/all such records will remain the property of the Housing Party. Copies of any behavior and health records generated for each Non-Housing Party prisoner by the Housing Party shall be provided to the Non-Housing Party upon return of the prisoner to the Non-Housing Party's Jail.

It is further expressly agreed by and between the Parties that all Non-Housing Party prisoners and detainees held in the Housing Party's facility pursuant to this Agreement may not be removed by any person or persons without an order or writ from a court of competent jurisdiction or permission from the Non-Housing Party's Sheriff, or their designee, except for emergency medical treatment.

It is further expressly agreed by and between the parties hereto that any Non-Housing Party's Prisoner in the Housing Party's Jail who is subject to discharge by due course of law shall be returned to the custody of the Non-Housing Party on the day prior to the date set for discharge and the transportation of said prisoner shall be the sole responsibility of the Non-Housing Party.

The Housing Party shall, at no additional expense to the Non-Housing Party, comply with all writs and other valid process, including the transportation of the Non-Housing Party's prisoners and detainees within the Housing Party's County. However, if the writ is issued for the prisoner's appearance in the Non-Housing Party's Circuit Court or in any other jurisdiction outside of the Housing Party's County, the Non-Housing Party shall provide all transport therefore at no additional expense to the Housing Party.

7. PAYMENT

As consideration for the foregoing, the Parties hereby agree to the following:

- a. If the Non-Housing Party's prisoner is housed in the Housing Party's facility, the Housing Party shall bill the Non-Housing Party at the following rate:
 - i. For prisoners and detainees housed in the Housing Party's facility at any time from the effective date of this Agreement through November 30, 2024 of this Agreement, the billing rate shall be Seventy-Five Dollars and Zero Cents (\$75.00) per calendar day per prisoner housed at the Housing Party's facility.
 - ii. For prisoners and detainees housed in the Housing Party's facility at any time after November 30, 2024 of this Agreement, the billing rate shall be Seventy-Eight Dollars and Zero Cents (\$78.00) per calendar day per prisoner housed at the Housing Party's facility.
- b. For the purpose of this Agreement, if the Non-Housing Party's prisoner or detainee is held at the Housing Party's facility for any portion of a given day, the prisoner shall be considered held for a whole calendar day for billing purposes.
- c. All billing records and evidence of services performed as may be reasonably required by the Non-Housing Party shall be supplied by the Housing Party.

- d. The Housing Party shall submit monthly invoices to the Non-Housing Party citing the number of utilized beds at the applicable daily rate set forth above. Invoices may be sent by U.S. mail or via email to the Non-Housing Party's Sheriff or their designee. Invoices are to be paid to the Housing Party within a reasonable time after their receipt but no later than sixty (60) calendar days from the date the invoice is dated and sent. Failure of the Non-Housing Party to so remit payment in a timely manner shall constitute a breach of this Agreement and will constitute cause for early termination of the Agreement.

8 MEDICAL CARE

The Housing Party shall provide all reasonable and necessary medical, dental and psychological care to all Non-Housing Party prisoners and detainees in the Housing Party's facility. Reasonable and necessary care is that which is required by applicable law. In any event, the Housing Party shall provide such in-house medical, optical, dental, medical prescription care and psychological services provided to other prisoners and detainees confined in the Housing Party's facility.

It is expressly agreed by and between the Parties hereto that hospitalization, including ambulance transport, and non-routine medical, psychological, and dental care that cannot be provided in-house, including prescriptions, or any such prisoner or detainee care where such hospitalization, including ambulance transport, and non-routine medical, psychological, and dental care that cannot be provided in-house, including prescriptions, is authorized and mandated by any physician in the employ of, or under contract to the Housing Party will be the financial responsibility of the Non-Housing Party. In consideration therefore, the Non-Housing Party shall pay to the Housing Party the costs of medical care and attention for the Non-Housing Party's prisoners and detainees, if such medical care is not billed directly by the medical provider to the Non-Housing Party. At the time of mandated medical care or as soon thereafter as possible, the Housing County's Sheriff or designee shall notify the Non-Housing Party's Sheriff or designee, of the mandated medical care and the name of the medical care provider. If a Non-Housing Party's prisoner is admitted for in-patient services, the Non-Housing Party will provide the guard or guards as required during the time of such medical care.

9 MERITORIOUS GOOD TIME

It is expressly agreed by and between the Parties hereto, that all good time to be awarded to any Non-Housing Party's prisoner in the Housing Party's facility will be awarded by the original incarcerating authority, pursuant to the County Jail Good Behavior Allowance Act, 730 ILCS 130/1 *et seq.*, and all sentence computations for the Non-Housing Party's prisoners and detainees serving sentences and confined in the Housing Party's facility will be prepared by the Non-Housing Party's Sheriff or their designee.

10 DOCUMENTATION AND ESCAPE OF PRISONER

The Housing Party agrees to document fully and to prepare an incident report on the Housing Party's customary forms regarding unusual or notable occurrences involving the Non-Housing Party's prisoners and detainees in the Housing Party's facility including but not limited to: the use of force by one or more of the Housing Party's employees; loss of property; fire; prisoner misconduct; the prisoner's escape or attempted escape; criminal activity involving the prisoner; or the prisoner's death or suicide attempt. These reports will be forwarded immediately to the Non-Housing Party's Sheriff or their designee. The Non-Housing Party acknowledges and understands that they will only receive reports regarding the Non-Housing Party's prisoners and detainees that would be prepared by the Housing Party in the normal course of business.

In the case of the escape or attempted escape of a Non-Housing Party's prisoner confined in the Housing Party's facility, the Housing Party's Sheriff or their designee shall notify the Non-Housing Party's Sheriff or their designee promptly and use all reasonable means to recapture the prisoner. The escape of a Non-Housing Party's prisoner must be reported immediately by telephone to the Non-Housing Party's Sheriff or their designee. The date of such escape and the return to custody must be reported in writing to the Non-Housing Party's Sheriff or their designee within forty-eight (48) hours.

11 RULES AND REGULATIONS

It is agreed by and between the Parties hereto that all Non-Housing Party prisoners and detainees transferred to the Housing Party's facility under this Agreement are subject to the rules and regulations of the Housing Party's facility and the privileges or restrictions attaching thereto, and are subject to no other rules and regulations or the granting of any privileges attaching to the Non-Housing Party's facility while the Non-Housing Party's prisoners and detainees are in the custody of the Housing Party.

12 INDEMNIFICATION

The Housing Party shall be responsible for and shall indemnify, defend and hold harmless the Non-Housing Party and the Non-Housing Party's agents, officers and employees from any and all liabilities, claims, demands, or suits brought by any Non-Housing Party's prisoner arising out of any act or omission of the Housing Party and/or the Housing Party's agents, employees, or servants thereof relating to the prisoner's care, custody, supervision, or transport of any Non-Housing Party's prisoner while in the custody of the Housing Party.

The Non-Housing Party shall be responsible for and shall indemnify, defend and hold harmless the Housing Party and the Housing Party's agents, officers and employees from any and all liabilities, claims, demands, or suits brought by any Housing Party's prisoner arising out of any act or omission of the Non-Housing Party and/or the Non-Housing Party's agents, employees, or servants thereof.

It is further agreed that all employee benefits, wage and disability payments, pension and workers' compensation claims, damage to or destruction of equipment, facilities, clothing and certain medical expenses of the Housing Party and the Housing Party's agents or employees which may result from the presence of the Non-Housing Party's prisoners and detainees in the Housing Party's custody shall be the responsibility of the Housing Party.

During the term of this Agreement, the Housing Party shall maintain general liability insurance of at least one (1) million dollars per occurrence and three (3) million dollars in aggregate with an excess umbrella of nine (9) million dollars. Certificates of such insurance detailing the coverage therein shall be available to the Non-Housing Party upon execution of this Agreement.

Alternatively, a self-insurance reserve of one (1) million dollars with excess coverage of twenty (20) million dollars is acceptable if the Housing Party self-insures.

Neither party waives its immunities or defenses, whether statutory or common law by reason of these indemnification and insurance provisions.

13 TERM

This Agreement shall become effective upon the date of acceptance by all parties hereto (hereinafter referred to as the "effective date").

The total term of this AGREEMENT will be for a period of four (4) years, with an initial period of two (2) years commencing upon the Agreement's effective date and, provided a need continues to exist, will automatically renew annually, without further action for a period not to exceed one (1) year for each renewal. However, this agreement shall not continue for a period of more than four (4) years. This AGREEMENT may be cancelled by either party hereto upon thirty (30) days written notice to the other party.

14 AMENDMENT, MODIFICATION AND REMOVAL

This Agreement may be amended with written consent of all parties hereto and, provided a need continues to exist, may be amended at least sixty (60) calendar days prior to the expiration date.

15 APPLICABLE LAW

This Agreement shall be interpreted and enforced under the laws of the State of Illinois. The parties agree that the venue for any legal proceedings between them, shall be either DuPage County, Eighteenth Judicial Circuit Court, State of Illinois, or Kendall County, Twenty-Third Judicial Circuit, State of Illinois.

16 FINAL AGREEMENT OF PARTIES

This writing constitutes the final expression of the Agreement of the Parties. It is intended as a complete and exclusive statement of the terms of this Agreement, and it supersedes all prior and concurrent promises, representations, negotiations, discussions and Agreements that may have been made in connection with the subject matter hereof.

No modification shall be binding upon the parties hereto unless the same be in writing signed by and appropriately executed by all Parties.

17 NOTICES

All notices given or sent hereunder shall be sent by United States Mail, postage prepaid, addressed to respective party at the address set forth on the signature page hereof or to such other address as the parties may designate in writing from time to time. In the case of notice to Kendall County, with a copy sent to: Kendall County State's Attorney, 807 John Street, Yorkville Illinois, 60560. In the case of notice to DuPage County, with a copy sent to: DuPage County State's Attorney, 503 N County farm Rd, Wheaton, IL 60187

18 AUTHORIZATION

The Parties represent that all necessary acts have been taken to authorize and approve this agreement in accordance with applicable law, and this Agreement, when executed by the Parties hereto, shall constitute a binding obligation of the Parties, legally and enforceable at law and equity against both.

19 SEVERABILITY CLAUSE

If any provision of this Agreement is held to be invalid, that provision shall be stricken from this Agreement, and the remaining provisions shall continue in full force and effect to the fullest extent possible.

IN WITNESS WHEREOF, the undersigned duly authorized officers have subscribed their names on behalf of the Parties.

DUPAGE COUNTY, ILLINOIS

By: _____

Date: _____

DuPage County Board Chairman
421 N. County Farm Rd
Wheaton, IL 60187

By: _____

Date: _____

DuPage County Sheriff
501 N. County Farm Rd
Wheaton, IL 60187

KENDALL COUNTY, ILLINOIS

By: _____

Date: _____

Kendall County Board Chairman
111 West Fox Street Yorkville,
Illinois 60560

By: _____

Date: _____

Kendall County Sheriff
Kendall County Sheriff's Office 1102 Cornell Lane
Yorkville, Illinois 60560

KENDALL COUNTY SHERIFF'S OFFICE

MONTH-END REPORT



MARCH

2023

Submitted by: Sheriff Dwight A. Baird

OPERATIONS DIVISION

POLICE SERVICES	March-21	March-22	February-23	March-23
Calls for Service	703	612	589	654
Police Reports	274	347	336	332
Total Arrests	38	118	129	125
Ordinance Citations Issued	0	3	0	0
TRAFFIC SERVICES				
Traffic Contacts	197	565	524	499
Traffic Citations Issued	64	299	305	266
DUI Arrests	6	10	9	8
TRAFFIC CRASH INVESTIGATIONS				
Property Damage	13	36	39	38
Personal Injury	33	14	5	9
Fatalities	0	0	0	0
TOTAL CRASH INVESTIGATIONS	46	50	44	47
VEHICLE USAGE				
Total Miles Driven by Sheriff's Office	47,699	54,529	51,017	56,545
Vehicle Maintenance Expenditures	\$2,874	\$4,086	\$7,132	\$4,292
Fuel Expenditures	\$11,322	\$16,873	\$11,713	\$13,481
Fuel Gallons Purchased	4,196	4,195	3,919	4,175
Squad Damage Reports	0	0	0	1
AUXILIARY DEPUTIES				
Ride-A-Long Hours	13	0	0	5
Auxiliary Hours	110	51	28	103
TOTAL AUXILIARY HOURS	123	51	28	107
EVIDENCE/PROPERTY ROOM				
New Items into Property Room	74	120	174	117
Disposal Orders Processed	32	19	21	36
Items Disposed Of	117	218	91	330
Items Sent to Crime Lab for Processing	17	12	6	33
Pounds of Prescription Meds Collected from Drop Box		19	10	9
INVESTIGATIONS/COPS ACTIVITIES				
Total Assigned Cases (Patrol/Invest)	28	36	21	42
Total Closed Cases (Patrol/Invest)	24	57	13	25
Total Open Cases (Patrol/Invest)	124	105	96	113
Community Policing Meetings/Presentations	23	21	30	35
Sex Offender / Violent Offenders Against Youth Registrations				
Sex Offender Registrations	8	15	11	11
Sex Offender - Address Verifications Completed	28	1	0	0
Sex Offender - Address Verification Attempted	31	1	0	0
Total # of Sex Offenders- Jurisdiction	31	30	31	30
Total # of Sex Offenders- Entire County	82	83	89	88
Violent Offenders Against Youth Registrations	2	1	0	0
VOAY - Address Verification Completed	6	0	0	0
VOAY - Address Verification Attempted	7	0	0	0
Total # of VOAY- Jurisdiction	7	7	9	10
Total # of VOAY- Entire County	23	22	26	26

RECORDS DIVISION

SHERIFF SALES

Sales Scheduled	0	12	11	9
Sales Cancelled	0	7	7	4
Sales Conducted	0	5	4	5

CIVIL PAPERWORK

Papers Filed/Received	169	214	81	284
Papers Served/Executed	158	157	65	205

REPLEVINS/LEVY

	March-21	March-22	February-23	March-23
Replevin/Levy Scheduled	1	1	0	0
Replevin/Levy Conducted	1	1	0	0

SA, SUBPOENA & FOIA REQUESTS

Electronic and Recording Copy Requests	56	102	65	99
Accident Reports	18	28	14	13
Background Checks	15	24	17	43
Incidents	53	84	77	74
Subpoenas	1	3	5	1
TOTAL REQUESTS	143	241	178	230

WARRANTS

Total Warrants on File	1,716	1,725	1,572	1,581
New Warrants Issued	109	113	94	169
Total Warrants Served	110	102	109	127
Warrants Quashed	36	17	17	33

EVICCTIONS

Evictions Scheduled for Month	0	9	11	13
Evictions Cancelled	0	1	4	7
Evictions Conducted	0	8	7	6

FEES

Civil Process Fees	\$5,187	\$5,566	\$3,431	\$11,137
Sheriff Sales Fees	\$300	\$3,300	\$3,600	\$2,100
Records Fees/Fingerprinting	\$205	\$300	\$210	\$80
Bond Processing Fees	\$1,637	\$2,216	\$1,064	\$1,700
TOTAL FEES COLLECTED	\$7,329	\$11,382	\$8,305	\$15,017

CORRECTIONS DIVISION

JAIL POPULATION

New Intake Bookings	199	193	205	211
Inmates Released	205	186	168	174
Federal Inmate ADP	60	61	17	17
Kendall County Inmate ADP	65	78	70	76
Other Jurisdictions Inmate ADP	26	10	4	4
Average Daily Population	151	149	91	97
ADP of inmates housed in other Jurisdictions			14	17

JAIL MEALS

Number of Meals Prepared Consolidated/Aramark	13,684	13,472	7,656	8,738
Price Per Meal	\$1.31	\$1.36	\$2.95	\$2.84

INMATE TRANSPORTS

To and From Kendall County Courthouse	24	19	37	39
Other County Court Transports	1	0	1	5
Out of County Prisoner Pickups	5	11	11	10
To I.D.O.C	1	1	0	3
Medical/Dental Transports	4	16	5	14
Court ordered medical transports	2	2	2	1
Juvenile To and From Youth Homes/Courts	10	20	11	8
Federal Transports	5		5	5
To and From Kane County Jail			24	25
TOTAL INMATE TRANSPORTS	52	69	96	110

INMATE WORK CREWS

Number of Inmates	2	3	0	0
Number of Locations	1	1	0	0
Total Hours Worked	2	6	0	0

REVENUE

Amount Invoiced for Inmates Housed for Other Juris.	\$65,740	\$21,700	\$1,960	\$2,170
Amount Invoiced for Federal Housing	\$149,520	\$150,400	\$38,080	\$42,160
Amount Invoiced for Federal Court Transport	\$554	\$2,268	\$2,073	\$1,789
Amount Invoiced for Federal Medical Transport	\$996	\$869	\$82	\$1,051
TOTAL INVOICED	\$216,810	\$175,237	\$42,195	\$47,170

MEDICAL BILLING

	March-21	March-22	February-23	March-23
Medical Contractual Services	\$20,203	\$20,809	\$17,383	\$25,334
Prescriptions	\$6,002	\$4,529	\$2,027	\$1,270
Medical	\$88	\$1,013	\$1,145	\$1,707
Dental	\$0	\$765	\$0	\$0
Emergency Medical Services	\$0	\$74	\$240	\$126
Medical Supplies	\$99	\$717	\$457	\$407
TOTAL MEDICAL BILLING	\$26,391	\$27,907	\$21,251	\$28,844

Housing Expense

Kane County Jail			\$12,975	\$24,440
TOTAL HOUSING EXPENSE				

Outstanding FTA Fees

FTA Fees- Outstanding	\$300	\$375	\$675	\$600
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COURT SECURITY

Entries	9,311	10,667	9,956	10,982
Items X-rayed	3,145	4,171	4,738	4,776
Bond Call - In Person	6	16	12	8
Bond Call - Video	53	56	40	53
Kendall Prisoners	60	76	64	65
Other Prisoners	3	15	9	22
Arrests made at Courthouse	11	30	35	22
Contraband Refused	91	68	48	61

ELECTRONIC HOME MONITORING**TOTAL DEFENDANTS ORDERED TO EHM**

Juvenile		14	7	3
Adult		62	67	68
TOTAL PARTICIPANTS		76	74	71

Orders			
Presentenced	72	68	69
Bischof	34	32	32
Post Sentenced	4	6	2

Days Defendants Served on EHM			
Juvenile	313	121	63
Adult	1,850	1,810	1,986
TOTAL DAYS	2,163	1,931	2,049

EHM VIOLATIONS			
Juvenile	1	0	3
Adult	13	5	6
TOTAL VIOLATIONS	14	5	9

COST vs. COLLECTIONS			
Cost	\$5,689	\$5,079	\$5,389
Collected	\$4,867	\$4,677	\$1,376

KCSO TRAINING

CORRECTIONS DIVISION			
NATURE OF TRAINING			
3 Ways to Strengthen Your Agency's Mental Health			1.25
Annual Low Light Shoot			63
Booking In-House			38
Corrections Liability			2
Crisis Intervention Team			80
Cultural Awareness & Diversity			1
De-Escalation & Reasonable Use of Force			32
Ground Fighting Control Tactics			16
LEADS Re-Cert			3
Lexipol DTB's			15
National Jail Leadership Command Academy			40
OC Instructor			8
Open Meetings Act Online			2
Stress & Your Health			34
The Tactical Nutrition Advantage			1
Understanding Depression & Bipolar Disorder			1
Written Communication & Report Writing			1
TOTAL HOURS	471	172	92
			338

OPERATIONS DIVISION			
NATURE OF TRAINING			
Annual ILEAS Conference			12
Annual Mandatory Firearms Qualification			1
BLS CPR Certification			108.5
CourtSmart			56
Criminal Related Interviewing: CRIME 1, 2, 3			8
Crisis Intervention Team			80
Ground Fighting Control Tactics			16
ICS 300			96
ICS 400			48
LEADS LTFA			4
LEADS Re-Cert			1.5
Lexipol DTB's			21.75
Master Firearms Apprenticeship			24
Roll Call Training			10.5
Tac Med In-House			115.5
TLOC			6
TOTAL HOURS	59	152	539
			617
			609

COURT SECURITY				
NATURE OF TRAINING				
CourtSmart				3.5
Crisis Intervention Team				40
De-Escalation & Reasonable Use of Force				10
LEADS Re-Cert				1.5
Lexipol DTB's				5.25
Stress & Your Health				5
TOTAL HOURS		-	29	25
				65
ADMINISTRATION DIVISION				
NATURE OF TRAINING				
Enrollment Manager Final Assessment				0.5
FOIA				6
Office Hours: The Enrollment Mgr. Experience				1.25
The Tactical Nutrition Advantage				1
TOTAL HOURS		0	53.5	54
				8.75
AUXILIARY				
NATURE OF TRAINING				
BLS CPR Certification				14
Tac Med				7
Lexipol				5
NIMS FEMA				38.25
TOTAL HOURS		5.5	1	2
				64
PART TIMERS				
NATURE OF TRAINING				
CourtSmart				3.5
Lexipol DTB's				7.5
TOTAL HOURS		0	31	48
				11

Kendall County Clerk				
Revenue Report		3/1/23-3/31/23	3/1/22-3/31/22	3/1/21-3/31/21
Line Item	Fund	Revenue	Revenue	Revenue
CLKFEE	County Clerk Fees	\$615.50	\$900.00	\$1,542.50
MARFEE	County Clerk Fees - Marriage License	\$930.00	\$1,050.00	\$1,260.00
CIVFEE	County Clerk Fees - Civil Union	\$0.00	\$0.00	\$0.00
ASSUME	County Clerk Fees - Assumed Name	\$20.00	\$75.00	\$100.00
CRTCOP	County Clerk Fees - Certified Copy	\$1,806.00	\$1,760.00	\$1,886.00
NOTARY	County Clerk Fees - Notary	\$0.00	\$360.00	\$290.00
MISINC	County Clerk Fees - Misc	\$67.00	\$110.00	\$92.00
	County Clerk Fees - Misc Total	\$3,438.50	\$4,255.00	\$5,170.50
RECFEE	County Clerk Fees - Recording	\$22,490.00	\$32,324.00	\$51,622.00
	Total County Clerk Fees	\$25,928.50	\$36,579.00	\$56,792.50
CTYREV	County Revenue	\$40,922.50	\$52,345.00	\$63,959.75
DCSTOR	Doc Storage	\$12,990.50	\$18,910.00	\$30,421.50
GISMAP	GIS Mapping	\$41,250.00	\$60,000.00	\$96,218.00
GISRCD	GIS Recording	\$2,750.00	\$4,000.00	\$6,414.00
INTRST	Interest	\$124.02	\$28.95	
RECMIS	Recorder's Misc	\$4,121.25	\$8,096.25	\$5,585.50
RHSP	RHSP/Housing Surcharge	\$11,079.00	\$16,200.00	\$27,765.00
TAXCRT	Tax Certificate Fee	\$1,800.00	\$1,880.00	\$1,640.00
TAXFEE	Tax Sale Fees	\$500.00	\$670.00	\$1,020.00
PSTFEE	Postage Fees	\$405.00	\$491.11	\$575.64
CK # 19648	To KC Treasurer	\$141,870.77	\$199,200.31	\$290,391.89
Death Certificate Surcharge sent from Clerk's office \$1392.00 ck # 19646				
Dom Viol Fund sent from Clerk's office \$155.00 ck #19647				

Office of Jill Ferko

Kendall County Treasurer & Collector
111 W. Fox Street Yorkville, IL 60560

Kendall County General Fund

QUICK ANALYSIS OF MAJOR REVENUES AND TOTAL EXPENDITURES FOR FOUR MONTHS ENDED 03/31/2023

<u>REVENUES*</u>	Annual <u>Budget</u>	2023 YTD <u>Actual</u>	2023 YTD% <u>%</u>	2022 YTD <u>Actual</u>	2022 YTD <u>%</u>
Personal Property Repl. Tax	\$915,000	\$291,442	31.85%	\$309,978	66.66%
State Income Tax	\$3,158,685	\$979,467	31.01%	\$970,883	37.71%
Local Use Tax	\$760,000	\$214,019	28.16%	\$208,012	21.90%
State Sales Tax	\$650,000	\$186,300	28.66%	\$156,069	26.77%
County Clerk Fees	\$350,000	\$83,681	23.91%	\$111,599	31.89%
Circuit Clerk Fees	\$1,050,000	\$322,754	30.74%	\$278,496	22.28%
Fines & Foreits/St Atty.	\$250,000	\$90,880	36.35%	\$64,844	23.58%
Building and Zoning	\$80,000	\$14,651	18.31%	\$37,509	50.01%
Interest Income	\$75,000	\$293,460	391.28%	\$10,990	27.48%
Health Insurance - Empl. Ded.	\$1,488,365	\$436,767	29.35%	\$408,842	25.74%
1/4 Cent Sales Tax	\$3,228,750	\$834,584	25.85%	\$791,871	24.53%
County Real Estate Transf Tax	\$450,000	\$111,760	24.84%	\$158,431	35.21%
Federal Inmate Revenue	\$584,000	\$122,960	21.05%	\$477,200	25.14%
Sheriff Fees	\$113,663	\$35,460	31.20%	\$31,887	27.73%
TOTALS	\$13,153,463	\$4,018,185	30.55%	\$4,016,610	29.02%
Public Safety Sales Tax	\$7,500,000	\$1,599,460	21.33%	\$1,525,328	27.67%
Transportation Sales Tax	\$7,500,000	\$1,599,460	21.33%	\$1,525,328	25.42%

****All Accruals have been completed at this time. So these figures are where we currently stand for FY2023**

*Includes major revenue line items excluding real estate taxes which are
to be collected later. To be on Budget after 4 months the revenue and expense should at 33.32%

EXPENDITURES

All General Fund Offices/Categories

\$28,296,196	\$7,394,164	26.13%	\$6,804,593	22.66%
---------------------	--------------------	---------------	--------------------	---------------

Office of the Kendall County Coroner

Monthly Report

March 2023

* There were 29.5 hours of community service time served during the month of March

* 03/07/2023 and 03/14/2023 - Chief Deputy Gotte assisted with CPR instruction for the KCSO Patrol Deputies.

* 03/22/2023 - Coroner Purcell provided a presentation for the Law Enforcement Class at Oswego High School.

* 03/22/2023 - Chief Deputy Gotte worked with IVCC Law Enforcement students for their mock interviews for law enforcement positions.

* 03/28/2023 - Deputy McCarron attended a training in LaSalle County, hosted by the IL Coroner Training Board.

Deaths Report to the M.E.		Deaths Investigations	
March 2023	41	March 2023	8
YTD	106	YTD	20

MEI Scene Investigations		Postmortem Examinations	
March 2023	7	March 2023	2
YTD	18	YTD	9

Manner of Death						
	Natural	Accident	Suicide	Homicide	Indeterminate	Pending
March 2023	39	1	0	0	0	1
YTD	95	6	2	1	0	2

Cremation Permits Issued	
March 2023	26
YTD	69

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2023-0066	Natural	Pulmonary-COPD	10-30-1937	03-02-2023	None	Yes
2023-0067	Natural	Neoplasm	11-29-1942	03-03-2023	None	No
2023-0068	Natural	Nervous System	05-14-1935	03-03-2023	None	No
2023-0069	Natural	Neoplasm	01-28-1933	03-03-2023	None	No
2023-0070	Natural	Dementia-Alzheimers	11-10-1936	03-03-2023	None	No
2023-0071	Natural	Cardiac	11-07-1949	03-04-2023	None	No
2023-0072	Natural	Pulmonary-COPD	03-11-1954	03-05-2023	None	No
2023-0073	Natural	Nervous System- Stroke	09-26-1947	03-05-2023	None	No
2023-0074	Natural	Cardiac	06-26-1928	03-05-2023	None	No
2023-0075	Natural	Cardiac	06-21-1950	03-05-2023	None	Yes
2023-0076	Natural	Cardiac	02-25-1932	03-05-2023	None	No
2023-0077	Natural	Cardiac	05-02-1975	03-07-2023	Full	Yes
2023-0078	Natural	Neoplasm	02-29-1964	03-09-2023	None	Yes
2023-0079	Natural	Nervous System- Stroke	10-10-1924	03-12-2023	None	No
2023-0080	Natural	Infection-COVID-19	10-03-1933	03-13-2023	None	No
2023-0081	Natural	Neoplasm	07-25-1944	03-13-2023	None	No
2023-0082	Accident	Fall	12-05-1924	03-14-2023	None	No
2023-0083	Natural	Cardiac-Infarct NOS	07-10-1945	03-16-2023	None	Yes
2023-0084	Natural	Cardiac	10-16-1960	03-16-2023	None	Yes
2023-0085	Natural	Neoplasm	03-08-1959	03-17-2023	None	No
2023-0086	Natural	Neoplasm	03-13-1962	03-18-2023	None	No
2023-0087	Natural	Dementia-Alzheimers	10-14-1949	03-18-2023	None	No
2023-0088	Natural	Nervous System	01-14-1957	03-18-2023	None	No
2023-0089	Natural	Cardiac	01-26-1931	03-18-2023	None	No
2023-0090	Natural	Nervous System	03-31-1927	03-18-2023	None	No
2023-0091	Pending	Undetermined/Other	07-04-1943	03-20-2023	Full	Yes
2023-0092	Natural	Cardiac	05-14-1952	03-20-2023	None	No
2023-0093	Natural	Neoplasm	05-09-1941	03-23-2023	None	No
2023-0094	Natural	Nervous System- Stroke	03-24-1930	03-23-2023	None	No
2023-0095	Natural	Infection-Sepsis	10-27-1944	03-24-2023	None	No
2023-0096	Natural	Cardiac-Infarct NOS	12-25-1960	03-24-2023	None	No
2023-0097	Natural	Cardiac	09-14-1941	03-24-2023	None	No
2023-0098	Natural	Cardiac-Cardiomyopathy	01-23-1972	03-25-2023	None	No
2023-0099	Natural	Pulmonary	02-29-1952	03-25-2023	None	No
2023-0100	Natural	Cardiac	04-08-1947	03-26-2023	None	No
2023-0101	Natural	Nervous System	05-09-1929	03-27-2023	None	No

Case Number	MOD	COD	DOB	DOD	Autopsy	Scene
2023-0102	Natural	Cardiac	11-01-1930	03-27-2023	None	No
2023-0103	Natural	Nervous System- Stroke	03-02-1947	03-29-2023	None	No
2023-0104	Natural	Neoplasm	08-29-1947	03-30-2023	None	No
2023-0105	Natural	Nervous System	05-02-1935	03-30-2023	None	No
2023-0106	Natural	Neoplasm	04-11-1969	03-31-2023	None	No

***Regional Office of Education
Grundy-Kendall Counties***

Christopher D. Mehochko
Superintendent

MORRIS OFFICE

1320 Union Street
Morris, Illinois 60450
Phone(815) 941-3247
Fax (815) 941-5384

YORKVILLE OFFICE

109 West Ridge Street
Yorkville, Illinois 60560
Phone(630) 553-4168
Fax (630) 553-4152

March 31, 2023

Mr. Koeppel and Mrs. Kucharz,

In accordance with Illinois School Code section 105 ILCS 5/3-5, I would like to report under affirmation to the County Board a list of acts as county superintendent for the quarter from December 1, 2022 - February 28, 2023.

Sincerely,

Christopher D. Mehochko
Regional Superintendent of Schools

Office activity

School Bus Driver Trainings: 12
School Bus Drivers Trained: 159

Finger printings done at 2 offices: 495

Phone Calls Taken: 1,010
Walk In Patrons Served: 854

Registrations for testing at the Professional Training and Testing Center: 156

ParaPro Tests Given: 4

Truancy Hearings done at both offices: 20

School District Compliance Visits: 0

School Building Health Life Safety Inspections and Occupancy Walk Through: 20

Quarter Activity

- December 1, 2022 – IARSS/ISBE conference call
- December 6, 2022- Health Life Safety Inspections- Prairie Point Elem, Eastview
 - Area 1 meeting
- December 7, 2022- Kendall County Truancy Hearings, Administrator Academy
- December 8, 2022 – Kendall County Retired Teachers Association, Grundy County Education, VAC and Personnel Committee
- December 9, 2022- IVASBO
- December 12-13- Raising Student Achievement Conference Schaumburg
- December 14, 2022- Juvenile Justice Grant Committee meeting, Minooka 201 Focus Groups
- December 15, 2002- Grundy Truancy Hearings
 - ROE/Probation meeting
 - Kendall County Computer Giveaway
- December 16, 2023 – Grundy County CAC Meeting
- December 20, 2023 – Kendall County Board Meeting, Coal City Health Life Safety Inspections
- January 3, 2023- Health Life Safety Inspections-Grande Park and Murphy Junior High
- January 9, 2023-Health Life Safety Inspections-Traugber, Maintenance and Transportation
- January 10-11 – IARSS Meetings in Springfield
- January 12, 2023 – Coal City Health Life Safety Inspections, Grundy County CAC Meeting
- January 17, 2023- Health Life Safety-Oswego High School, Superintendents Meeting
- January 18, 2023- Grundy County Special Education Cooperative, Vista Board meeting
- January 19, 2023- PDA Board meeting, IARSS/ISBE conference call
- January 20, 2023-IVASBO
- January 23, 2023- ROE/Superintendent Zoom
 - Kendall County Truancy Hearings
- January 24, 2023- Superintendents Meeting, Health Life Safety Inspections-Old Traugher, Receiving buildings
 - Phone conference Plano High School Social Worker
 - JJC New President Reception
- January 26, 2023- Grundy County Truancy Hearings
- January 27, 2023- PASSS meeting (Plano Area Alliance Supporting Student Success)
- January 31, 2023- JJC New President Reception, Meeting with Y115 regarding Turf project, Juvenile Justice Council Meeting
- February 1, 2023 – Dresden Pre- Drill Training
- February 2, 2023- Kendall County Truancy Hearings
- February 3, 2023- IASA meeting
- February 7, 2023- Area 1 meeting, Kendall County 2-1-1 Event
- February 9, 2023- Zoom meeting Scripps Spelling Bee, Grundy County CAC Meeting, Grundy County Education, VAC and Personnel Committee Meeting
- February 14, 2023- Health Life Safety Inspections-Gardner Grade, S. Wilmington Grade, GSWHS, Braceville
- February 15, 2023- GCSEC Board Meeting, ROE Permit/Occupancy webinar

- Juvenile Justice Planning Committee meeting
- o February 16, 2023- Kendall County Truancy Hearings
- o February 17, 2023- IVASBO
- o February 20-24, 2023- Grundy/Kendall Online Spelling Bee
- o February 21, 2023 – Dresden Preparedness Meeting
- o February 22, 2023- Dresden Pre Exercise meeting, WIB Meeting
- o February 23, 2023- Grundy County Truancy Hearings
- o February 27, 2023- Health Life Safety Inspections-Mazon Elementary and Mazon Middle School, Pipeline Training in LaSalle



April 12, 2023

Kendall County
804 W. John Street, Suite B
Yorkville, IL 60560
Attention: Dan Polvere

RE: Kendall County Phase One New Office Building – Bid Group 1 – Bid Package #1 Annex Building Demolition Bid Recommendation

Dear Mr. Polvere:

The Kendall County New Office Building Bid Group 1 – Bid Package #1 - Annex Building Demolition was put out to Bid on March 14th, 2023. Over 25 Trade Contractors were notified and sent invitations, and of those contacted, 10 contractors were responsive and attended our Pre Bid walkthrough on March 21st, 2023. Ultimately, at the bid opening date of April 5th, 2023, we received 6 Bids. The bids were opened and were read aloud and recorded as illustrated in the attached official Bid Tabulation document.

The lowest responsive and responsible bidder was Fowler Enterprises, LLC. Their base bid was \$48,450.00 and we reviewed the four alternates that were bid and determined that alternates #1, #2 and #3 were advantageous to accept. Alternate 1 (Remove Retaining Wall, Concrete and Trees), Alternate 2 (Leave Existing Basement Slab/Foundations in Place) and Alternate 3 (Haul All Material Off Site) are the descriptions of the work associated with each alternate. Alternate #4 to crush the existing concrete and concrete block to potentially reduce cost of importing engineered fill ended up not being economically a savings. Thus, with the accepted alternates the final Bid Amount of Fowler Enterprises Bid is **\$50,250.00**.

We have done a project scope review with Fowler Enterprises to ensure they acknowledged full understanding and acceptance of the terms and conditions and have executed our scope review sheets in full. We also reviewed their qualification statement and references and are satisfied that they meet our recommended standards. As such, it is our recommendation that Fowler Enterprises be awarded the Annex Demolition project for the amount of **\$50,250.00** as noted above.

The project will also have a Contingency of 10% which equates to \$6,684.00 for any potential unforeseen work, that Cordogan Clark (CC) will monitor and utilize as needed, to account for items that may arise on the project. Thus, the total value of the project, including contingency, CM Site Supervision, GL Insurance, CM & AE Fees and other project fees, is \$74,258 as illustrated in the attached Bid Analysis & Budget Sheet. Also, this Bid Analysis sheet illustrates the Bid vs Budget comparison to our estimate, and we are happy to report that this Bid Group #1 Annex Demolition Bid Package Total cost is \$10,957 below our estimated total.

Thank you for this opportunity to serve Kendall County on this critical project. Should you require any additional information or clarifications, please do not hesitate to contact me.

Respectfully submitted,

Cordogan Clark

Brian Kronewitter, AIA, DBIA
Executive Vice President

Kendall County
New County Office Building
Bid & Budget Analysis - Bid Group #1 Annex Demolition

April 12, 2023



			GSF:	2,500			
Bidder's Name	Base Bid	Accepted Alts.	Total Base Bid + Alts.	Delta From Estimate	Notes & Estimate Cost/SF	% Over / Under	Low Bid SF Cost
BP #1 - Annex Demolition	Estimated Cost:		\$62,000	(\$11,750)	\$24.80	-19%	\$20.10
Fowler Enterprises	\$48,450	\$1,800	\$50,250		Includes Alternates 1, 2 and 3		
Midwest Wrecking	\$59,250	(\$4,000)	\$55,250		Includes Alternates 1, 2 and 3		
KLF Enterprises	\$53,640	\$7,186	\$60,826		Includes Alternates 1, 2 and 3		
Lite Construction	\$55,700	\$8,100	\$63,800		Includes Alternates 1, 2 and 3		
S&K Excavating & Trucking	\$59,000	\$12,500	\$71,500		Includes Alternates 1, 2 and 3		
Alpine Demolition	\$82,500	\$4,000	\$86,500		Includes Alternates 1, 2 and 3		
*Total Recommended Lowest Qualified Bids or Estimated			\$50,250	(\$11,750)	\$24.80	-23%	\$20.10
TOTAL COSTS - SUBCONTRACTORS:			\$50,250	\$62,000	BUDGET		
General Conditions & General Requirements (15%):			\$7,538	\$4,340	7%		
CM Fees:			\$2,387	\$2,945	4.75%		
SUBTOTAL BUILDING COST:			\$60,174	\$69,285	BUDGET		
Architectural Fees			\$4,964	\$5,716	8.25%		
Other Fees (Environmental Testing, ComEd, Nicor)			\$1,700	\$1,700			
SUBTOTAL BUILDING COST INCLUDING DESIGN:			\$66,839	\$76,701	BUDGET		
Contingency:			\$6,684	\$7,670	10%		
SUBTOTAL			\$73,523	\$84,371			
GL Insurance			\$735	\$844	1%		
TOTAL BID GROUP #1 PROJECT COST:			\$74,258	\$85,215	BUDGET		

BG #1 - Bid Package #1 - Annex Demolition

Kendall County Office Building

April 12, 2023

**BID TABULATION:**

Vendor Name / Address	Bid Bond	Signed Bid Form	Addendum	Base Bid	ALTERNATE #1 (RECOMMENDED) Remove Retaining Wall, Concrete & Trees	ALTERNATE #2 (RECOMMENDED) Existing basement SOG/foundations below to remain	ALTERNATE #3 (RECOMMENDED) Haul ALL material off site to be disposed in lieu of processing on-site	ALTERNATE #4 Process all material to 3" minus	Total Base Bid + Accepted Alts.
Fowler Enterprises, LLC Elgin, IL	X	X	1-2	\$48,450	\$3,800	(\$2,000)	\$0	\$8,000	\$50,250.00
Midwest Wrecking Geneva, IL	X	X	1-2	\$59,250	\$5,500	(\$9,500)	\$0	\$12,000	\$55,250.00
KLF Enterprises Markham, IL	X	X	1-2	\$53,640	\$6,089	(\$7,308)	\$8,405	\$11,000	\$60,826.00
Lite Construction Montgomery, IL	X	X	1	\$55,700	\$6,700	(\$3,300)	\$4,700	\$4,700	\$63,800.00
S&K Excavating & Trucking, Inc. Yorkville, IL	X	X	1-2	\$59,000	\$7,500	(\$3,000)	\$8,000	\$20,000	\$71,500.00
Alpine Demolition Services Batavia, IL	X	X	1-2	\$82,500	\$11,500	(\$7,750)	\$250	\$15,335	\$86,500.00
Total Apparent Lowest Responsive & Responsible Bidder + Accepted Alternates:									\$50,250



Kendall County Agenda Briefing

Committee: Planning, Building and Zoning

Meeting Date: March 28, 2023

Amount: N/A

Budget: N/A

Issue: Petitions 23-02, 23-03 and 23-04, Request for the Creation of Three Agricultural Areas in Lisbon Township

Background and Discussion:

The Agricultural Areas Conservation and Preservation Act (505 ILCS 5/) allows property owners to enroll their lands for the purposes of conserving, protecting, developing, and improving agricultural lands for the production of food and other agricultural products.

A map showing all of the impacted properties is attached.

The information for Petition 23-02 can be found here,
<https://www.kendallcountyil.gov/home/showpublisheddocument/26058/638140339883670000>

The information for Petition 23-03 can be found here,
<https://www.kendallcountyil.gov/home/showpublisheddocument/26060/638140340091500000>

The information for Petition 23-04 can be found here,
<https://www.kendallcountyil.gov/home/showpublisheddocument/26062/638140340358200000>

The draft resolutions are attached.

Committee Action:

RPC-Approval of Petitions 23-02, and 23-03 and the Original Version of Petition 23-04 (8-0-2);
Village of Lisbon-No Comments; Village of Plattville (Petition 23-04 Only)-No Comments
Agricultural Areas Committee-Approval of All Three Petitions (4-0-1)

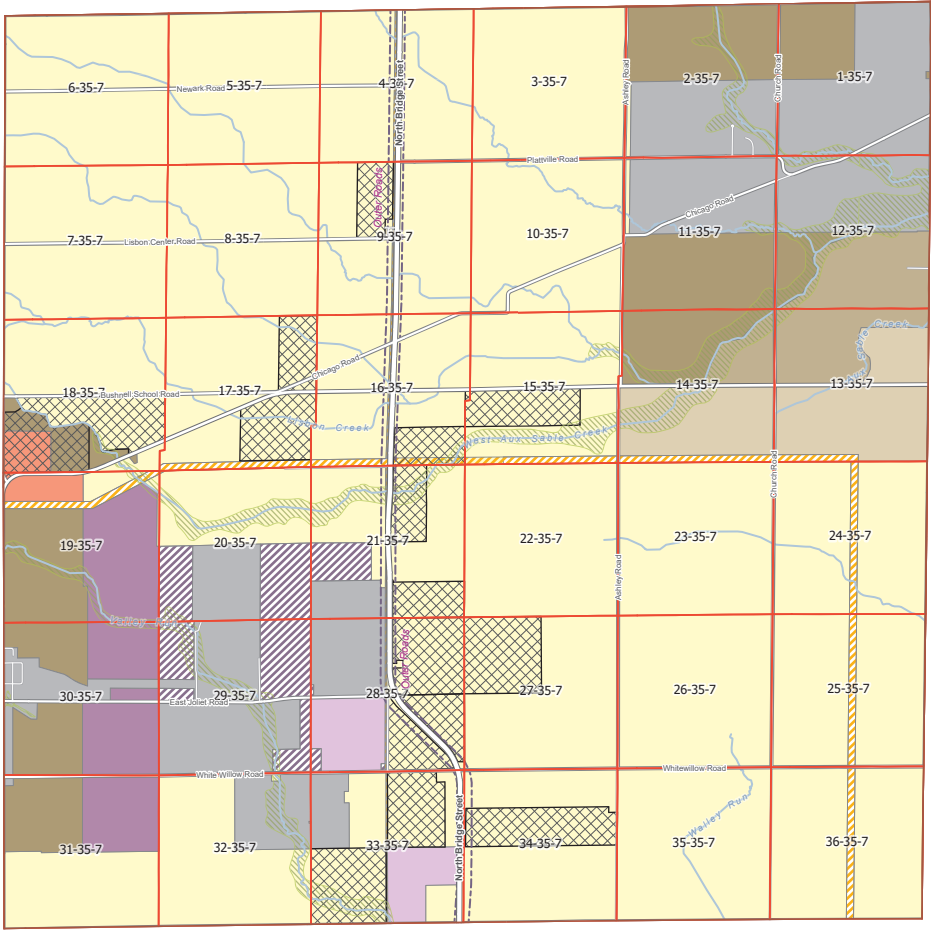
Staff Recommendation:

Approval

Prepared by: Matthew H. Asselmeier, AICP, CFM

Department: Planning, Building and Zoning Department

Date: March 30, 2023



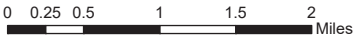
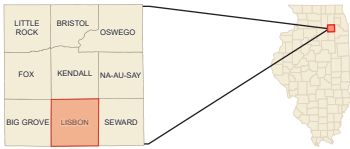
FUTURE LANDUSE LISBON TOWNSHIP 2022

Legend

- Wetlands
- Floodplains
- Proposed Roadway Improvements

Land Resource Management Plan Management Areas

- | | | |
|---------------------------|--------------------------|--------------------|
| Utility Right of Way | Suburban Residential | Commercial |
| Potential Mining District | Rural Residential | Mixed Use Business |
| Urbanized Communities | Rural Estate Residential | Mining |
| | | Agriculture |



Kendall County
Planning, Building & Zoning Department
111 Fox Street
Yorkville, Illinois 60560

Basemap Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri
Kendall County GIS | Created: 3/7/2023 1:55 PM

RESOLUTION NUMBER 2023-_____

**DESIGNATING AN AGRICULTURAL AREA ON THE PROPERTIES AND PORTIONS OF
PROPERTIES IDENTIFIED BY PARCEL IDENTIFICATION NUMBERS
08-17-400-004, 08-17-400-003, 08-09-126-004, 08-09-126-005, 08-18-300-003, 08-18-300-008, 08-18-300-007 (PART), 08-18-300-010 (PART) 08-18-300-006, 08-18-400-007, and 08-18-400-016
IN LISBON TOWNSHIP**

WHEREAS, the Agricultural Areas Conservation and Protection Act (505 ILCS 5/) permits the Kendall County Board to establish agricultural areas and provides the procedure through which agricultural conservation areas are established; and

WHEREAS, the properties which are the subject of this Resolution consist of five hundred sixty-six more or less (566 +/-) acres and are identified by parcel identification numbers 08-17-400-004, 08-17-400-003, 08-09-126-004, 08-09-126-005, 08-18-300-003, 08-18-300-008, 08-18-300-007 (part), 08-18-300-010 (part) 08-18-300-006, 08-18-400-007, and 08-18-400-016 in Lisbon Township as depicted on the maps attached hereto as Exhibit A and incorporated by reference and these properties shall hereinafter be referred to as “the subject properties”; and

WHEREAS, the subject properties are owned by Kirk Friestad, Phyllis Friestad, Friestad Farms, Inc., KEJ Farms, Scott Friestad, Kristin A. Friestad, Jared Friestad, Nicole Hughes, Dana Friestad and Laurie Friestad and collectively shall hereinafter be referred to as “Petitioner”; and

WHEREAS, on or about January 20, 2023, Petitioner filed a petition to designate the subject properties as an agricultural area; and

WHEREAS, the Kendall County Regional Planning Commission reviewed the original application for an agricultural area and recommended approval of the request at their meeting on January 25, 2023; and

WHEREAS, notice of the request to establish the agricultural area was printed on in the Kendall County Record on January 26, 2023; and

WHEREAS, the Village of Lisbon was notified by letter dated February 7, 2023, of the request to establish an agricultural area and did not submit an objection to the creation of the agricultural area; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on March 9, 2023, the Kendall County Agricultural Areas Committee conducted a public hearing on March 28, 2023, at 6:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested agricultural area and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Agricultural Areas Committee has made their Findings of Fact and recommended approval of the request to establish an agricultural area as set forth in the Findings of Fact and Recommendation of the Kendall County Agricultural Area Committee, dated March 28, 2023, a true and correct copy of which is attached hereto as Exhibit B; and

WHEREAS, the Kendall County Board has considered the Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee and has determined that said petition is in conformance with the provisions and intent of the Agricultural Areas Conservation and Protection Act; and

WHEREAS, this agricultural area shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns; and

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

1. The Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee attached hereto as Exhibit B is hereby accepted and the Findings of Fact set forth therein are hereby adopted as the Findings of Fact and Conclusions of this Kendall County Board.
2. The Kendall County Board hereby grants approval of Petitioner's petition for the creation of an agricultural area on the subject properties identified in Exhibit A attached hereto.
3. This agricultural area shall be treated as a covenant running with the land and is binding on all successors, heirs, and assigns.

IN WITNESS OF, this resolution has been enacted by a majority vote of the Kendall County Board and is effective this 18th day of April, 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg



Conservation Area Maps

Per "Dairy Farm legals" pdf,
page 1 describes:
08-17-200-001

 Select Parcels
 Parcels





0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 4 describes:
08-17-400-004



 Select Parcels
 Parcels

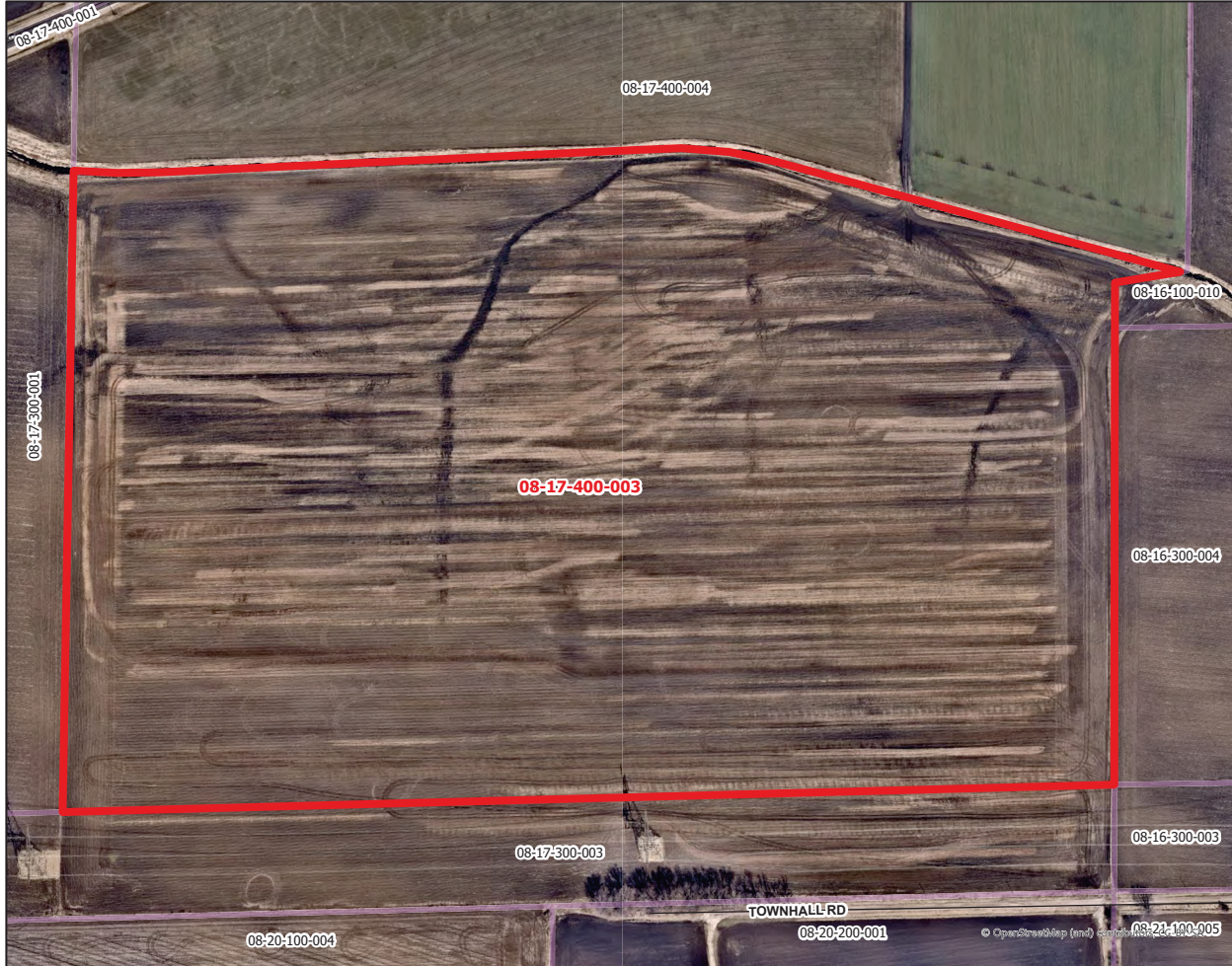



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 5-6 describes:
08-17-400-003



 Select Parcels
 Parcels

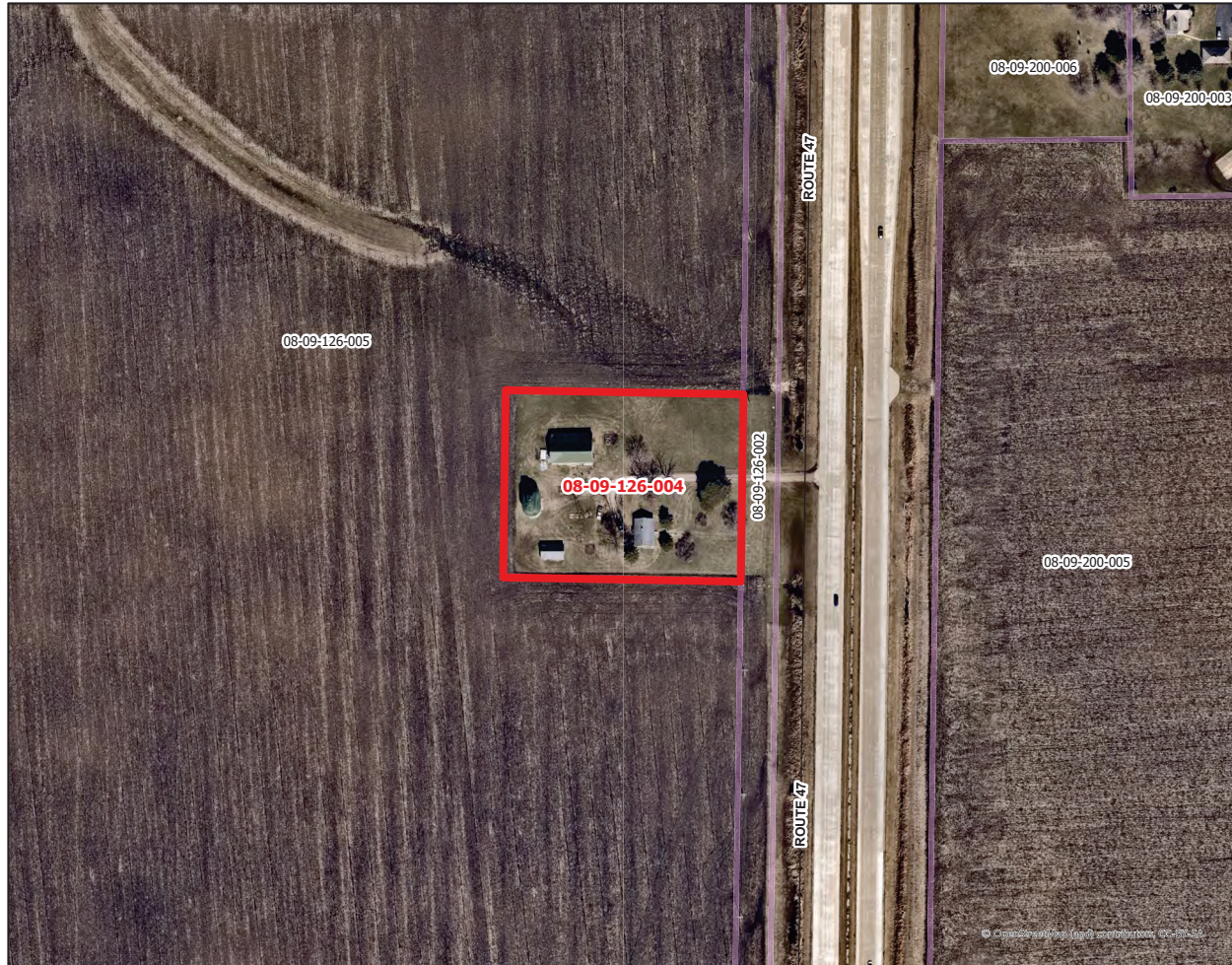



0 100 200 400
Feet



Conservation Area Maps

Per "47 kej house" pdf,
page 1 describes:
08-09-126-004



 Select Parcels
 Parcels



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 7 describes:
08-09-126-005

 Select Parcels
 Parcels



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 8, parcel 4 describes:

08-19-100-001
08-18-300-003
08-18-300-008



Select Parcels
 Parcels



0 100 200 400
Feet





Conservation Area Maps

Per Friestad Application 1,
page 8, parcel 5 describes:
08-18-300-007
except any part lying in
the southeast quarter

- Exception
- Select Parcels
- Parcels



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 9, parcel 1 describes:
08-18-300-006
08-18-300-010
except any part lying
west of creek

- Exception
- Select Parcels
- Parcels



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 1,
page 9, parcel 3 describes:
08-18-400-016
08-18-400-017

- Exception
- Select Parcels
- Parcels



0 100 200 400
Feet



Exhibit B

Findings of Fact

The Kendall County Zoning Agricultural Areas Committee approved the following Findings of Fact and Recommendation at their meeting on March 28, 2023, by a vote of four (4) in favor and zero (0) in opposition with Member Homerding absent:

All impacted property owners consent to their property's inclusion in the proposed area.
This is true.

The viability of active farming within the proposed area and in areas adjacent thereto.
The area in the proposed Agriculture Conservation Area is actively being farmed. The area consists of highly productive farmland with the ability to produce high yielding crops in an area with strong markets.

The presence of any viable farmlands within the proposed area and adjacent thereto that are not now in active farming.

The areas in the proposed Agriculture Conservation Area are actively being farmed. There is land in the area that is being mined and land that is currently zoned for mining, but currently being farmed.

The nature and extent of land uses other than active farming within the proposed area and adjacent thereto.

The acres in the proposed Agriculture Conservation are currently zoned agriculture. Some of the acres are underlaid with limestone consistent with the land in the area zoned mining. Putting land in the conservation area preserves the limestone and allows the County to save this resource for a future time, if needed. The conservation area would not hinder mining operations in any way.

County developmental patterns and needs.

The area of the proposed Agriculture Conservation Area is zoned Agriculture and consistent with the current Lisbon Township Future Land Use Map.

The existence of a conservation plan approved by the local soil and water conservation district.

The acres in the proposed Agriculture Conservation Area are not classified as Highly Erodible Land (HEL) by the U.S. Department of Agriculture (USDA); as such, they are not required to have a HEL conservation plan. The cropland acreage submitted to included in the proposed Agriculture Conservation Area has been involved in conservation planning, in consultation with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) along with the Kendall County Soil and Water Conservation District (SWCD), which has resulted in conservation practices being implemented, which will continue, while in the Agriculture Conservation Area. Conservation practices include NRCS approved grassed waterways and filter strips, U.S. Army Corps of Engineers approved two (2) state ditch drainage system and farming practices such as crop rotation, minimum tillage, and variable rate technology.

Any other matter which may be relevant.

The Petitioners understand at some point this area will be developed. However, as of now the agricultural use of the land serves many purposes. Farmland is a valuable, nonrenewable natural resource that serves several important economic and environmental functions:

- 1. Provides food for domestic and foreign consumption.**
- 2. Provides raw materials used to manufacture building materials, paper medicine, oils, fuel additives polymers, resins, and other goods.**
- 3. Absorbs rainwater, helping replenish groundwater supplies and reduce flooding.**
- 4. Provides wildlife habitat.**
- 5. Produces biomass for renewable energy sources such as ethanol.**
- 6. Provides outdoor recreational opportunities.**
- 7. Enhances quality and biological integrity of sensitive natural areas by acting as a buffer between development and natural areas.**
- 8. Provides open space, enhancing the quality of life in developing areas.**
- 9. Provides jobs for farmers and others working in ag-related industries.**
- 10. Serve as a source of local tax revenues, providing economic stability in rural areas.**

Recommendation:

Approval

RESOLUTION NUMBER 2023-_____

**DESIGNATING AN AGRICULTURAL AREA ON THE PROPERTIES AND PORTIONS OF
PROPERTIES IDENTIFIED BY PARCEL IDENTIFICATION NUMBERS
08-33-300-001, 08-33-300-002, 08-33-200-001, 08-33-200-009, and 08-34-100-004 (PART)
IN LISBON TOWNSHIP**

WHEREAS, the Agricultural Areas Conservation and Protection Act (505 ILCS 5/) permits the Kendall County Board to establish agricultural areas and provides the procedure through which agricultural conservation areas are established; and

WHEREAS, the properties which are the subject of this Resolution consist of four hundred thirty-three more or less (433 +/-) acres and are identified by parcel identification numbers 08-33-300-001, 08-33-300-002, 08-33-200-001, 08-33-200-009, and 08-34-100-004 (Part) in Lisbon Township as depicted on the maps attached hereto as Exhibit A and incorporated by reference and these properties shall hereinafter be referred to as “the subject properties”; and

WHEREAS, the subject properties are owned by Kirk Friestad, Phyllis Friestad, C Robert Friestad and Sharon L. Friestad on Behalf of the C Robert Friestad and Sharon L Friestad Family Trust, and Scott Friestad and collectively shall hereinafter be referred to as “Petitioner”; and

WHEREAS, on or about January 20, 2023, Petitioner filed a petition to designate the subject properties as an agricultural area; and

WHEREAS, the Kendall County Regional Planning Commission reviewed the original application for an agricultural area and recommended approval of the request at their meeting on January 25, 2023; and

WHEREAS, notice of the request to establish the agricultural area was printed on in the Kendall County Record on January 26, 2023; and

WHEREAS, the Village of Lisbon was notified by letter dated February 7, 2023, of the request to establish an agricultural area and did not submit an objection to the creation of the agricultural area; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on March 9, 2023, the Kendall County Agricultural Areas Committee conducted a public hearing on March 28, 2023, at 6:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested agricultural area and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Agricultural Areas Committee has made their Findings of Fact and recommended approval of the request to establish an agricultural area as set forth in the Findings of Fact and Recommendation of the Kendall County Agricultural Area Committee, dated March 28, 2023, a true and correct copy of which is attached hereto as Exhibit B; and

WHEREAS, the Kendall County Board has considered the Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee and has determined that said petition is in conformance with the provisions and intent of the Agricultural Areas Conservation and Protection Act; and

WHEREAS, this agricultural area shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns; and

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

1. The Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee attached hereto as Exhibit B is hereby accepted and the Findings of Fact set forth therein are hereby adopted as the Findings of Fact and Conclusions of this Kendall County Board.
2. The Kendall County Board hereby grants approval of Petitioner's petition for the creation of an agricultural area on the subject properties identified in Exhibit A attached hereto.
3. This agricultural area shall be treated as a covenant running with the land and is binding on all successors, heirs, and assigns.

IN WITNESS OF, this resolution has been enacted by a majority vote of the Kendall County Board and is effective this 18th day of April, 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg



Conservation Area Maps

Per Friestad Application 2,
page 4 describes:
08-33-300-001
08-33-300-002

 Select Parcels
 Parcels



0 100 200 400
Feet



Conservation Area Maps

Per Friestad Application 2,
page 5 describes:
08-33-200-001



 Select Parcels
 Parcels





0 100 200 400
Feet

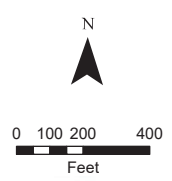




Conservation Area Maps

Per Friestad Application 2,
page 6 describes:
08-33-200-009

-  Select Parcels
-  Parcels





Conservation Area Maps

Per "Cryder S Half Deed" pdf,
page 1 describes:
08-34-100-004

 Select Parcels
 Parcels

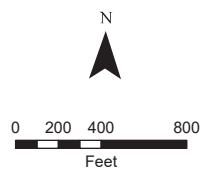


Exhibit B

Findings of Fact

The Kendall County Zoning Agricultural Areas Committee approved the following Findings of Fact and Recommendation at their meeting on March 28, 2023, by a vote of four (4) in favor and zero (0) in opposition with Member Homerding absent:

A

This is true.

T

The area in the proposed Agriculture Conservation Area is actively being farmed. The area consists of highly productive farmland with the ability to produce high yielding crops in an area with strong markets.

T

The areas in the proposed Agriculture Conservation Area are actively being farmed. There is land in the area that is being mined and land that is currently zoned for mining, but currently being farmed.

T

The acres in the proposed Agriculture Conservation are currently zoned agriculture. Some of the acres are underlaid with limestone consistent with the land in the area zoned mining. Putting land in the conservation area preserves the limestone and allows the County to save this resource for a future time, if needed. The conservation area would not hinder mining operations in any way.

C

The area of the proposed Agriculture Conservation Area is zoned Agriculture and consistent with the current Lisbon Township Future Land Use Map.

T

The acres in the proposed Agriculture Conservation Area are not classified as Highly Erodible Land (HEL) by the U.S. Department of Agriculture (USDA); as such, they are not required to have a HEL conservation plan. The cropland acreage submitted to included in the proposed Agriculture Conservation Area has been involved in conservation planning, in consultation with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) along with the Kendall County Soil and Water Conservation District (SWCD), which has resulted in conservation practices being implemented, which will continue, while in the Agriculture Conservation Area. Conservation practices include NRCS approved grassed waterways and filter strips, U.S. Army Corps of Engineers approved two (2) state ditch drainage system and farming practices such as crop rotation, minimum tillage, and variable rate technology.

A

The Petitioners understand at some point this area will be developed. However, as of now the agricultural use of the land serves many purposes. Farmland is a valuable, nonrenewable natural resource that serves several important economic and environmental functions:

1. Provides food for domestic and foreign consumption.
2. Provides raw materials used to manufacture building materials, paper medicine, oils, fuel additives polymers, resins, and other goods.
3. Absorbs rainwater, helping replenish groundwater supplies and reduce flooding.
4. Provides wildlife habitat.
5. Produces biomass for renewable energy sources such as ethanol.
6. Provides outdoor recreational opportunities.
7. Enhances quality and biological integrity of sensitive natural areas by acting as a buffer between development and natural areas.
8. Provides open space, enhancing the quality of life in developing areas.
9. Provides jobs for farmers and others working in ag-related industries.
10. Serve as a source of local tax revenues, providing economic stability in rural areas.

Recommendation:

Approval

RESOLUTION NUMBER 2023-_____

**DESIGNATING AN AGRICULTURAL AREA ON THE PROPERTIES AND PORTIONS OF
PROPERTIES IDENTIFIED BY PARCEL IDENTIFICATION NUMBERS
08-28-400-018, 08-28-400-017, 08-28-400-016, 08-21-400-009, 08-21-400-008 (PART), 08-21-
200-006, 08-21-200-009, 08-16-400-008, 08-15-400-001, 08-16-400-005, 08-16-400-009, 08-15-300-002
(PART), 08-15-300-001 (PART), 08-28-200-004, and 08-27-100-001 IN LISBON TOWNSHIP**

WHEREAS, the Agricultural Areas Conservation and Protection Act (505 ILCS 5/) permits the Kendall County Board to establish agricultural areas and provides the procedure through which agricultural conservation areas are established; and

WHEREAS, the properties which are the subject of this Resolution consist of seven hundred eight-seven more or less (787 +/-) acres and are identified by parcel identification numbers 08-28-400-018, 08-28-400-017, 08-28-400-016, 08-21-400-009, 08-21-400-008 (Part), 08-21-200-006, 08-21-200-009, 08-16-400-008, 08-15-400-001, 08-16-400-005, 08-16-400-009, 08-15-300-002 (Part), and 08-15-300-001 (Part), 08-28-200-004, and 08-27-100-001 in Lisbon Township as depicted on the maps attached hereto as Exhibit A and incorporated by reference and these properties shall hereinafter be referred to as “the subject properties”; and

WHEREAS, the subject properties are owned by Dana Friestad, Laurie M. Friestad, C Robert Friestad and Sharon L Friestad on Behalf of the C Robert Friestad and Sharon L. Friestad Family Trust, Scott Friestad, Kristin A. Friestad, and Ralph E. Fletcher, Jr on Behalf of the Fletcher Family Trust and collectively shall hereinafter be referred to as “Petitioner”; and

WHEREAS, on or about January 20, 2023, and February 24, 2023, Petitioner filed a petition to designate the subject properties as an agricultural area; and

WHEREAS, the Kendall County Regional Planning Commission reviewed the original application for an agricultural area and recommended approval of the request at their meeting on January 25, 2023; and

WHEREAS, notice of the request to establish the agricultural area was printed on in the Kendall County Record on January 26, 2023; and

WHEREAS, the Village of Lisbon was notified by letter dated February 7, 2023, of the request to establish an agricultural area and did not submit an objection to the creation of the agricultural area; and

WHEREAS, the Village of Plattville was notified by letter dated February 7, 2023, of the request to establish an agricultural area and did not submit an objection to the creation of the agricultural area; and

WHEREAS, following due and proper notice by publication in the Kendall County Record on March 9, 2023, the Kendall County Agricultural Areas Committee conducted a public hearing on March 28, 2023, at 6:00 p.m., in the County Office Building at 111 W. Fox Street in Yorkville, at which the Petitioner presented evidence, testimony, and exhibits in support of the requested agricultural area and zero members of the public testified in favor or in opposition to the request; and

WHEREAS, based on the evidence, testimony, and exhibits, the Kendall County Agricultural Areas Committee has made their Findings of Fact and recommended approval of the request to establish an agricultural area as set forth in the Findings of Fact and Recommendation of the Kendall County Agricultural Area Committee, dated March 28, 2023, a true and correct copy of which is attached hereto as Exhibit B; and

WHEREAS, the Kendall County Board has considered the Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee, and has determined that said petition is in conformance with the provisions and intent of the Agricultural Areas Conservation and Protection Act; and

WHEREAS, this agricultural area shall be treated as a covenant running with the land and is binding on the successors, heirs, and assigns; and

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

1. The Findings of Fact and Recommendation of the Kendall County Agricultural Areas Committee attached hereto as Exhibit B is hereby accepted and the Findings of Fact set forth therein are hereby adopted as the Findings of Fact and Conclusions of this Kendall County Board.
2. The Kendall County Board hereby grants approval of Petitioner's petition for the creation of an agricultural area on the subject properties identified in Exhibit A attached hereto.
3. This agricultural area shall be treated as a covenant running with the land and is binding on all successors, heirs, and assigns.

IN WITNESS OF, this resolution has been enacted by a majority vote of the Kendall County Board and is effective this 18th day of April, 2023.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Matt Kellogg

Conservation Area Maps

Per Friestad Application 3,
page 5-6 describes:

08-28-400-005
08-28-400-013
08-28-400-015
08-28-400-016
08-28-400-017
08-28-400-018
08-28-400-007*

*not included in
Conservation Area

 Select Parcels
 Parcels



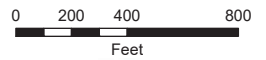
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Feet



Conservation Area Maps

Per "DF legal" pdf,
page 1 describes:
08-15-300-001
except the south half
08-15-300-002
except the south half
08-15-400-001
and
per add'l legal provided
08-16-400-005

- Exception
- Select Parcels
- Parcels



Conservation Area Maps

Per Friestad Application 3,
page 7 describes:
08-21-400-009
08-21-400-008
except a 75' strip
along north edge

- Exception
- Select Parcels
- Parcels



0 100 200 400
Feet





Conservation Area Maps

Per Friestad Application 3,
page 8 describes:
08-21-200-006
08-21-200-008
08-21-200-009

 Select Parcels
 Parcels



0 100 200 400
Feet



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Conservation Area Maps

Per Friestad Application 3,
page 9 describes:
08-21-200-009

08-21-100-005

08-21-100-006



ROUTE 47

ROUTE 47

08-21-200-009

08-21-200-008

08-21-400-005

 Select Parcels
 Parcels



0 100 200 400
Feet





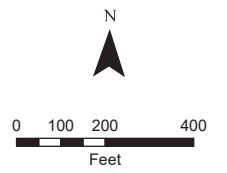
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Conservation Area Maps

Per Friestad Application 3,
page 10 describes:
08-16-400-008
08-16-400-009





 Select Parcels
 Parcels



Conservation Area Maps

Per Friestad Application 3,
page 11 describes:
08-16-400-008



 Select Parcels
 Parcels

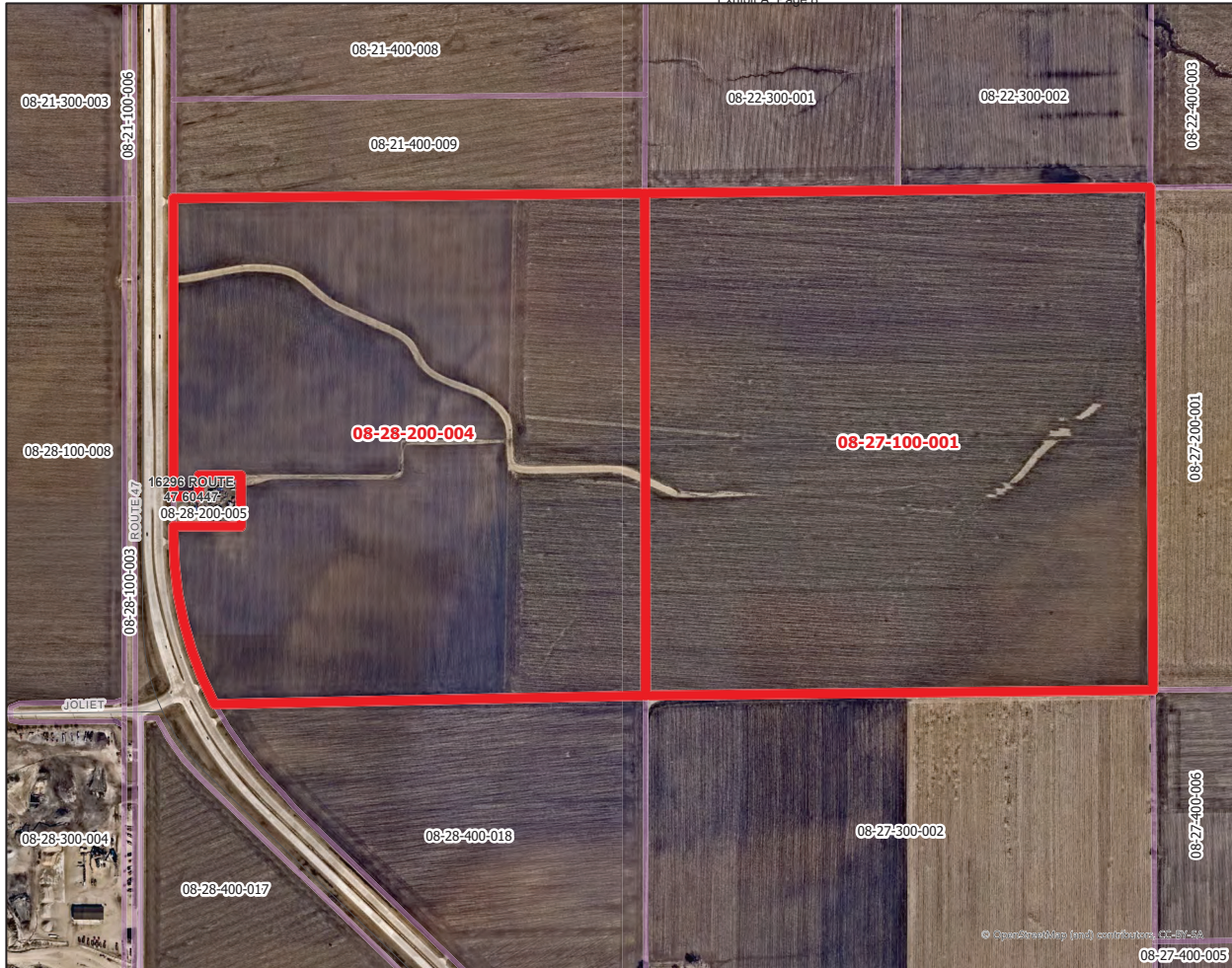


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Conservation Area Maps

Fletcher Addition
to 23-04



 Select Parcels
 Parcels

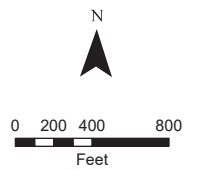


Exhibit B

Findings of Fact

The Kendall County Zoning Agricultural Areas Committee approved the following Findings of Fact and Recommendation at their meeting on March 28, 2023, by a vote of four (4) in favor and zero (0) in opposition with Member Homerding absent:

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The area in the proposed Agriculture Conservation Area is actively being farmed. The area consists of highly productive farmland with the ability to produce high yielding crops in an area with strong markets.

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The areas in the proposed Agriculture Conservation Area are actively being farmed. There is land in the area that is being mined and land that is currently zoned for mining, but currently being farmed.

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The acres in the proposed Agriculture Conservation are currently zoned agriculture. Some of the acres are underlaid with limestone consistent with the land in the area zoned mining. Putting land in the conservation area preserves the limestone and allows the County to save this resource for a future time, if needed. The conservation area would not hinder mining operations in any way.

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The area of the proposed Agriculture Conservation Area is zoned Agriculture and consistent with the current Lisbon Township Future Land Use Map.

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The acres in the proposed Agriculture Conservation Area are not classified as Highly Erodible Land (HEL) by the U.S. Department of Agriculture (USDA); as such, they are not required to have a HEL conservation plan. The cropland acreage submitted to included in the proposed Agriculture Conservation Area has been involved in conservation planning, in consultation with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) along with the Kendall County Soil and Water Conservation District (SWCD), which has resulted in conservation practices being implemented, which will continue, while in the Agriculture Conservation Area. Conservation practices include NRCS approved grassed waterways and filter strips, U.S. Army Corps of Engineers approved two (2) state ditch drainage system and farming practices such as crop rotation, minimum tillage, and variable rate technology.

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The Petitioners understand at some point this area will be developed. However, as of now the agricultural use of the land serves many purposes. Farmland is a valuable, nonrenewable natural resource that serves several important economic and environmental functions:

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3. Absorbs rainwater, helping replenish groundwater supplies and reduce flooding.
4. Provides wildlife habitat.
5. Produces biomass for renewable energy sources such as ethanol.
6. Provides outdoor recreational opportunities.
7. Enhances quality and biological integrity of sensitive natural areas by acting as a buffer between development and natural areas.
8. Provides open space, enhancing the quality of life in developing areas.
9. Provides jobs for farmers and others working in ag-related industries.
10. Serve as a source of local tax revenues, providing economic stability in rural areas.

Recommendation:

Approval